



## ***Overview and Scrutiny Committee Tuesday, 14th October, 2014***

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Tuesday, 14th October, 2014  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer:**

Simon Hill, Assistant Director Governance & Performance,  
Directorate of Governance  
email:democraticservices@eppingforestdc.gov.uk Tel: 01992  
564249

### **Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers, K Chana, T Church, D Dorrell, L Girling, P Keska, Mrs J Lea, A Mitchell MBE, S Murray, B Rolfe, Mrs M Sartin, Ms G Shiell, B Surtees, A Watts and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **WEBCASTING NOTICE**

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

**1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

**4. MINUTES (Pages 5 - 14)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 16 September 2014.

**5. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**6. TERMS OF REFERENCE FOR THE NEW SCRUTINY PANELS REVIEW TASK AND FINISH PANEL (Pages 15 - 18)**

To consider and agree the draft Terms of Reference of the new Task and Finish Panel

looking at the future structure of the Council's Scrutiny Panels.

## 7. WORK PROGRAMME MONITORING (Pages 19 - 36)

### (a) To consider the updated work programme

The current Overview and Scrutiny work programme is attached for information.

### (b) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work programme following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

### (c) PICK Forms Received

Attached is a PICK Form from Councillor S Neville regarding particulate pollution in Epping Forest. The Committee is asked to review the form and allocate it to an appropriate Panel or consider establishing a new Task and Finish Panel to deal with this topic.

## 8. REVIEW OF CABINET FORWARD PLAN (Pages 37 - 54)

To review the Cabinet Forward Plan (Key Decision List) on a meeting by meeting basis.

## 9. EXCLUSION OF PUBLIC AND PRESS

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

## EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

**Committee:** Overview and Scrutiny Committee      **Date:** Tuesday, 16 September 2014

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.30 - 9.35 pm

**Members Present:** Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) K Chana, T Church, D Dorrell, L Girling, H Kauffman, P Keska, J Knapman, Mrs J Lea, A Mitchell MBE, S Murray, Mrs M Sartin, Ms G Shiell, B Surtees, A Watts and D Wixley

**Other Councillors:** Councillors C Whitbread, R Bassett, Mrs A Grigg, D Stallan and G Waller

**Apologies:** Councillors G Chambers and B Rolfe

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), S G Hill (Assistant Director (Governance & Performance Management)), S Tautz (Democratic Services Manager), M Jenkins (Democratic Services Assistant), D Butler (Young Persons Officer), T Carne (Public Relations and Marketing Officer) and J Leither (Democratic Services Assistant)

### 12. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 13. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 14. APOLOGIES FOR ABSENCE

In addition to the apologies noted above, the following apologies from the Cabinet were noted at the meeting:

- (a) Councillor S Stavrou – Deputy Leader and Portfolio Holder for Finance;
- (b) Councillor H Kane – Portfolio Holder for Leisure and Community Services; and
- (c) Councillor J Philip – Portfolio Holder for Governance and Development Management.

### 15. SUBSTITUTE MEMBERS

It was noted that Councillors J Knapman and H Kauffman were substituting for Councillors G Chambers and K Angold-Stephens respectively.

**16. MINUTES****RESOLVED:**

That the minutes of the last meeting of the committee, held on 1 July 2014, be agreed, subject to the following amendment:

Minute Item 6 Review of Cabinet Forward Plan which referred to “Charlie Moules Footbridge” and that Loughton Town Council had “held up repairs.” It was advised that this was incorrect.

**17. DECLARATIONS OF INTEREST**

There were no declarations of interest made pursuant to the Member’s Code of Conduct.

**18. CORPORATE PLAN KEY OBJECTIVES 2014-15 - QUARTER 1 PROGRESS**

The Committee received the Corporate Plan Key Objectives 2014-15 Quarter 1 Progress Report from the Democratic Services Manager.

The Corporate Plan was the Council’s key strategic planning document, setting out priorities over the four year period 2011/12 to 2014/15. Updates were published annually and were not intended to reflect everything that the Council did, but focus on national priorities set by the Government and local challenges arising from the social, economic and environmental context of the district. A range of key objectives for 2014/15 was adopted by the Cabinet in April 2014, progress in regard to individual actions and deliverables was reviewed by the Cabinet and Overview and Scrutiny Committee on a quarterly and outturn basis.

At the end of the first quarter of the year 37 (68%) of the individual deliverables or actions supporting key objectives had either been completed or achieved, or were due for completion. Some 6 (11%) deliverables or actions were anticipated for completion in accordance with revised targets and 8 (15%) were unlikely to be completed by year’s end. A further 3 (5.5%) were currently on hold.

The current Corporate Plan came to an end in March 2015, Management Board had agreed to hold an externally facilitated session with Cabinet members for developing a new iteration of the plan for the next four years.

Members raised the following issues:

(a) Councillor J Knapman queried Item 4 (l) of the Key Objectives, Development of Council’s Waste Strategy, what would be reviewed here? It was advised that this item concerned the relationship between the collection authority and the companies. The Deputy Chief Executive would respond directly to Councillor J Knapman.

(b) Officers confirmed that Item 6 (a) provision of services to meet health and wellbeing needs was likely to be adopted in November 2014.

(c) Members queried Item 7 (g) Conversion of difficult-to-let bedsits into self contained flats and (h) Extension and refurbishment of Epping Forest District Museum as the dates of April 2015 for both did not match the dates set out in the same document under “Progress.” The Democratic Services

Manager advised he would clarify this with the Director of Communities.

(d) The Committee requested greater emphasis of the Council's commitment to achieving 0% Council Tax increase be made in the Corporate Plan in the future.

## **19. REVIEW OF CABINET FORWARD PLAN**

The Committee reviewed the Cabinet's Forward Plan for August 2014. They were asked if there was anything which needed raising.

Members requested that as with the Corporate Plan Key Objectives greater significance should be given to the Council's commitment on achieving a 0% Council Tax increase.

### **RECOMMENDED:**

- (1) That the Cabinet Forward Plan be noted; and
- (2) That greater significance be given to the Council's commitment to achieve 0% Council Tax increase within the Cabinet's Forward Plan.

## **20. LOCAL ELECTIONS - 22 MAY 2014**

The Panel received a report from the Returning Officer regarding the Local Elections on 22 May 2014.

The following elections were held on 22 May 2014:

- (a) Election of 7 Members of the European Parliament for the Eastern Region of the UK;
- (b) 19 District Council Wards; and
- (c) 1 Parish Council by-election for Buckhurst Hill West.

Voter turnout at the various elections ranged between 44% in the Buckhurst Hill East Ward and 28% in Waltham Abbey Paternoster Ward. Turnout for the European Parliamentary Election, within the district, was 35.58% compared with a turnout of 35.90% across the region.

It was noted that there were few issues with the election, generally all practices were completed successfully. Members were advised of the following:

- (i) A total of 8,309 postal votes were issued, only 8 packs failed to reach electors and were re-issued;
- (ii) 73% of postal votes were returned, which equated well with previous elections;
- (iii) One nomination paper delivered on 24 April 2014 did not have the necessary consent to include a political party logo on the ballot paper. The agent had insufficient time to rectify this error, before the submission deadline;

(iv) Project planning and a Risk Register for the elections were prepared in December 2013 and reviewed regularly;

(v) There were 80 polling stations in 64 buildings with 72 presiding officers and 125 poll clerks;

(vi) All of the polling stations were opened on time, however at Murray Hall, Loughton, with two polling stations, there was some confusion for voters. Consideration would be given to improving directions for electors when using such buildings;

(vii) A complaint received about a candidate for Nazeing was referred to the police. The Returning Officer received some complaints about imprints on election literature which were also passed on;

(viii) The issue of postal votes went smoothly. Initially problems were experienced with software and scanners used for checking personal identifiers, but this was resolved remotely. 196 postal votes were rejected for various reasons, over 60 of which did not contain a ballot paper or postal voting statement. It was advised that new legislation required the Electoral Registration Officer to inform electors, after a poll, that their postal vote identifiers had been rejected;

(ix) No in-house printing problems were experienced, however the logo for one group was not reproduced as agreed following the 2013 elections. A proof had currently been accepted with this group's agent before the forthcoming election. As per usual, manual checks were undertaken on each printed ballot paper;

(x) The verification and counting of ballot papers took place at Theydon Bois Village Hall on 23 and 25 May. The count went smoothly; and

(xi) Police liaison was adequate during the whole process.

Members thanked officers for their work on a well run election and count.

**RESOLVED:**

That the report regarding the Local Elections held on 22 May 2014 be agreed.

**21. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

The Panel received a report from the Returning Officer regarding Review of Polling Districts, Polling Places and Polling Stations.

The Electoral Registration and Administration Act 2013 made it compulsory for this authority to carry out a review of Parliamentary polling districts and polling places within 16 months, starting from 1 October 2013, with further reviews starting on 1 October of every fifth subsequent year. It was necessary for the Council to consider polling districts and places in the Epping Forest Parliamentary constituency and those parts of the Brentwood and Ongar and Harlow situated within the district.



A polling district was a geographical area created by the sub division of a UK Parliamentary Constituency for the purposes of an election. A polling place was the building or area in which polling stations would be selected by the Returning Officer. A polling station was the room or area within the polling place where voting took place.

Notice of a review together with details of the existing polling districts, polling places and polling stations were given on 24 March 2014. The consultation period ran from 24 March to 30 May 2014.

### **Results of the Consultation Exercise**

(a) Epping Town Council advised that Homefield Close, Epping was split between two polling districts with electors occupying numbers 1-6 voting in one place and those at 7-19 voting elsewhere. It was recommended that house numbers 7-19 be transferred to the United Reformed Church.

(b) Parking difficulties at Allnutts Institute, Epping polling station could not be resolved as there was no suitable alternative within the polling place. However recently the District Council had funded works at the Institute for making the entrance safer and more user friendly.

(c) The Returning Officer had purchased a portable ramp for Hastingwood Village Hall polling station to facilitate easier access for wheelchair users.

(d) The Community Governance Review, in 2012, for Matching Green Village had changed the boundaries for parish, district and county council elections but there had been no opportunity for changing the Parliamentary constituency boundaries. As a result the parliamentary election in 2015 would involve some voters in Brentwood and Ongar using a polling station in Harlow, the situation could be managed with careful publicity stressing that there would be two polling stations at Matching Village Hall.

No representations were received from the public in respect of the Returning Officer's representations and none were received by the Returning Officers for the Brentwood and Ongar and Harlow constituencies. The following comments and views were also received:

(i) District Councillor G Chambers requested a different venue for the polling station for Buckhurst Hill West district ward, suggesting the library in Queens Road. There were two polling stations serving that ward currently, however the Library Service felt that polling day being a Thursday was their busiest day and therefore would be unwilling to close. They added that the public area was quite limited and it was impossible to open both the library and a polling station at the same time.

(ii) The re-development works proposed for buildings adjacent to the polling station at St. Mary's Parish Centre, High Road, Loughton could disrupt access for electors advised Loughton Town Council. They requested an alternative location.

(iii) Moreton, Bobbingworth and the Lavers Parish Council requested that polling stations for the High Laver East and Little Laver polling districts should be changed from Matching Village Hall to Magdalen Lower Village Hall.

(iv) An elector living at The Windsors, Buckhurst Hill who currently voted at the Woollard Centre advised that she previously had voted at the Church Hall, Lower Queen's Road, which was more convenient, particularly for elderly electors. It was advised that the Woollard Centre had been the polling station for many years, with the Church Hall only used when the Woollard Centre was being renovated.

A new polling station would be needed at Chigwell Row as the current one was being demolished.

Members were advised of problems experienced by residents of Breach Banrs, Waltham Abbey North East Ward, who currently voted at the polling station at Waltham Abbey town Hall. This was considered to be too far away for some voters, and it was suggested that residents of Breach Barns should vote at the Community Centre in Saxon Way instead. The Committee voted to recommend that the town Hall no longer be used as a polling station for the Waltham Abbey North East ward.

#### **RECOMMENDED:**

That a report be submitted to the Council recommending the following:

- (a) That, following a review, the proposals for Polling Districts and Polling Places in the Epping Forest District as set out in Appendix 1 as amended to this report and the reasons therefore set out in Appendix 2 to this report be approved;
- (b) That the proposals be published and copies made available for public inspection at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;
- (c) That the intention of the Electoral Registration Officer to reflect in the revised electoral register to be published on 1 December 2014 any alterations required as a result of the review be noted; and
- (d) That the Returning Officer, when determining the location of Polling Stations for future elections, take account of the comments made about Polling Stations during the consultation period.

## **22. CONSULTATION - LONDON INFRASTRUCTURE DELIVERY PLAN**

The Committee received a report regarding the London Infrastructure Delivery Plan consultation from the Deputy Chief Executive and Director of Neighbourhoods.

The London Infrastructure Delivery Plan (IDP) had been published by the Mayor of London for consultation making the case for better infrastructure provision in London.

The Committee noted that the London Infrastructure Delivery Plan did not set out how policies would be delivered, implemented and monitored. Instead, it

made a business case for London to control its own finances through fiscal devolution. The Committee supported the prioritization of transport schemes, such as four tracking the West Anglia Lines along the whole of the Upper Lee Valley and the Central Line because of:

- (a) Predicted job growth in Central London;
- (b) The Central Line's importance in delivering commuters to this area; and
- (c) Its particular importance to the lower end of the London-Stansed-Cambridge corridor.

Members were particularly concerned about providing car parking facilities around train stations as there was currently a congestion problem there.

Members supported the Mayor's approach to London's growth by keeping it within current boundaries and not encroaching on the Green Belt, at least until the full London Plan Review undertaken in 2015. However, the IDP also included increasing densities across London to meet housing and transport requirements. It was important that the Mayor of London engaged fully and effectively with cross boundary partnerships in the medium to longer term. Any longer term trends for high population growth were likely to be seen in the context of improving public transport accessibility.

Members agreed the response to the consultation which would be returned to the Mayor of London's office by the consultation deadline of 31 October 2014.

**RESOLVED:**

That the agreed response to the London Infrastructure Delivery Plan consultation be sent to the Mayor of London's office.

**23. WORK PROGRAMME MONITORING**

**(a) Overview and Scrutiny Committee**

**(i) Item 4 Epping Forest College**

The Principal of the college had addressed the last committee meeting, however members requested that the Principal be invited back to the Committee per annum.

**RESOLVED:**

That the Principal of Epping Forest College be invited to the Committee per annum and that an item be added to the Work Programme.

**(b) Housing Scrutiny Panel**

The Chairman had no comments to add.

**(c) Constitution and Member Services Scrutiny Panel**

It was advised that Item 3 regarding the Joint Consultative Committee would be processed through another Panel route. Item 4 Review of the Council's Constitution was a major piece of work and was expected to take two years to complete.

**(d) Safer, Cleaner, Greener Scrutiny Panel**

The Panel Chairman advised that work was being undertaken to discuss local flooding problems and the poor communications with water companies.

Members asked about the yearly liaison with the Police and Crime Commissioner. The Safer, Greener and Transport Portfolio Holder advised that the commissioner had altered his methods of meeting the public, concentrating less on formal meetings and forums. However, it was felt that Local Council's Liaison Committee could be an appropriate place for the commissioner to be invited.

**(e) Planning Services Scrutiny Panel**

The Panel's current Work Programme was noted.

**(f) Finance and Performance Management Scrutiny Panel**

**(i) Item 14 Call response/handling performance indicator**

This item would be discussed at the next Panel meeting in November.

**(g) PICK Forms Received**

**(i) Review of speaking arrangements and deadlines for submission of material to planning sub-committees plus terms of reference of the Planning/District Development Control Committee**

This item was submitted to the Committee from Councillor B Sandler and was supported by Councillor J Knapman.

Members agreed to refer this issue to the Planning Services Scrutiny Panel.

**RESOLVED:**

That the PICK form request regarding a review of Planning Sub-Committees and District Development Control Committee be referred to the Planning Services Scrutiny Panel for discussion.

**(ii) Review of Council's Grant Aid Scheme**

This item was submitted to the Committee by the Assistant Director of Communities and supported by Councillor H Kane.

Members agreed to set up a Task and Finish Panel to discuss this item and report back to the Committee. They felt that membership of the panel should be between 5 and 7. Officers would ask for nominations through the Council's Bulletin.

**RESOLVED:**

(1) That a Task and Finish Panel be established to Review the Council's Grant Aid Scheme; and

- (2) That nominations to the Task and Finish Panel be sought through the Council's Bulletin.

**24. CONSTITUTION AND MEMBER SERVICES SCRUTINY PANEL - NOMINATION**

At the Committee's last meeting there was a vacancy in the Constitution and Member Services Scrutiny Panel for a Member, not of the Conservative, Liberal Democrats or LRA Group. Councillor D Dorrell had indicated that he wanted to sit on this Panel. The Committee agreed for Councillor D Dorrell to be nominated to the Panel.

**RESOLVED:**

That Councillor D Dorrell be nominated to the Constitution and Member Services Scrutiny Panel.

**25. PLANNING SERVICES SCRUTINY PANEL - REPLACEMENT CONSERVATIVE MEMBER**

The Committee were informed that Conservative Councillor S Watson had stepped down from the Planning Services Scrutiny Panel. Members agreed that Councillor J Knapman be nominated as the replacement Conservative member to this panel.

**RESOLVED:**

That Councillor J Knapman be nominated to the Planning Services Scrutiny Panel.

**26. AMENDMENT OF TERMS OF REFERENCE FOR THE FINANCE AND PERFORMANCE MANAGEMENT SCRUTINY PANEL**

The Committee received a report regarding an amendment to the Terms of Reference of the Finance and Performance Management Scrutiny Panel. At their meeting on 16 July 2014, the Panel noted that the Terms of Reference needed updating to include new responsibilities for scrutinising KPIs, a proposal made by the Overview and Scrutiny Review Task and Finish Panel.

**RESOLVED:**

That the amendments updating the Terms of Reference for the Finance and Performance Management Scrutiny Panel be agreed.

**27. AMENDMENTS TO THE PLANNING SERVICES SCRUTINY PANEL TERMS OF REFERENCE**

The Committee received a report regarding amendments to the Terms of Reference of the Planning Services Scrutiny Panel. At the Panel meeting on 8 July 2014, the Panel supported amending the Terms of Reference which needed updating. Three items from the Work Programme were transferred which concerned responding to planning related consultations, receiving feedback from the Chair and Vice-Chair of Development Control meetings and Review of Business Plans regarding Development Management and Forward Planning.

Members asked about scrutinising Building Control, the Deputy Chief Executive advised that Development Management covered part of this area.

**RESOLVED:**

That the amendments updating the Terms of Reference for the Planning Services Scrutiny Panel be agreed.

**CHAIRMAN**

## **Report to Overview and Scrutiny Committee**

**Date of meeting: 14 October 2014**



**Subject:** Scrutiny Panels Review Task and Finish Panel – Terms of Reference

**Report of:** Councillor K. Angold-Stephens (Chairman)

**Democratic Services Officer:** A. Hendry (01992 564246)

---

### **Recommendations/Decisions Required:**

#### **That the Committee agree the terms of reference for the Scrutiny Panels Review Task and Finish Panel.**

1. At its meeting on 25 February 2014, this Committee agreed the establishment of this new Task and Finish Panel to review the structure of the existing framework of the Council's Overview and Scrutiny Standing Panels, and to make recommendations for how any revised structure (if necessary) could best complement the new management structure of the Council.
2. A review of the Council's Overview and Scrutiny arrangements was undertaken in 2013/14 and the Council's new management structure was finalised in December 2013, resulting in a reduction from seven service directorates to four. A proposal for a suggested new Overview and Scrutiny Panel structure aligned to each of the directorates, which had not been considered as part of the Overview and Scrutiny review, was deferred by the Committee in February 2014 for further consideration.
3. The work of the Task and Finish Panel will only address the possible future structure of the scrutiny panel framework. Wider constitutional aspects (unless the Panel identify any matters that affect the constitution) and the operation of the Overview and Scrutiny Committee itself, are excluded from the scope of the review exercise, having already been considered by the earlier review.
4. The membership of the Task and Finish Panel is the same as that which undertook the review of the authority's Overview and Scrutiny arrangements last year. We held our first meeting on 29 September 2014, at which time we considered draft terms of reference for the review, which are attached as an appendix to this report, for consideration by the Committee.
5. As part of the review, we intend to gather evidence and information from relevant stakeholders. We will be inviting the Chairmen and Vice-Chairmen of the existing panels to attend our next meeting to discuss the operation of the existing framework, and will also seek the views of service directors, lead officers and all members in relation to the review. We will report progress with regard to the review to the Committee on a regular basis.
6. The recent changes to the management structure of the Council have also presented us with an opportunity to consider the workloads of the existing Scrutiny Panels. We will therefore undertake some comparison of the terms of reference of each panel as part of our review, in order to ensure that panels have balanced and achievable work

programmes. The review will also consider appropriate scrutiny arrangements for some elements of the functions of the Governance Directorate and how these interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee, as this was an area of concern expressed by the Overview and Scrutiny Committee when the directorate-aligned proposal was considered earlier in the year. We intend to discuss these matters with the Chairmen of the Audit and Governance and Standards Committees.

7. The review is due for completion in February 2015 to allow time for the final report to be considered by the Committee and the Council during March/April 2015, with a view to the agreement of any necessary constitutional changes and the introduction of the preferred Overview and Scrutiny Panel structure at the commencement of the next municipal year.
8. We would request the Committee to agree the proposed terms of reference for the review of the structure of the existing of Overview and Scrutiny Standing Panel framework.

**Councillors K. Angold-Stephens (Chairman), Mrs. R. Gadsby, Mrs. M. Sartin, D. Stallan, Mrs. J.H. Whitehouse.**



## **Origin**

At its meeting on 25 February 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Scrutiny Panel to review the structure of the Council's existing framework of overview and scrutiny standing panels, and to make recommendations for how any new structure could best complement the new management structure of the Council.

## **Draft Terms of Reference**

To review the current structure of the overview and scrutiny panel framework, taking into consideration the report of the recent overview and scrutiny review and how any future panel framework would best fit the management structure of the Council;

(1) To specifically consider whether the Council should:

- retain the current five-panel structure; or
- move to a panel structure based around the new directorate responsibilities (i.e. have four panels instead of five); or
- move towards a commissioning model based upon a work programme;

(2) To consider options for any other panel structure deemed appropriate;

(3) To review the workload and terms of reference of each of the existing scrutiny panels for relevance and consider how their processes could be improved;

(4) To consider how any future scrutiny panel established to review relevant functions of the Governance Directorate would interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee; and

(5) To report to the Overview and Scrutiny Committee on options for a new scrutiny panel framework to be implemented from the 2015/16 municipal year.

## **Aims and Objectives**

- (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by the end of March 2015;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council's procedures;
- (d) To consult political groups and independent Councillors during the review process;

REVIEW OF SCRUTINY PANELS TASK AND FINISH PANEL: TERMS OF REFERENCE

<b>TIMESCALE</b>	<b>ESTIMATED</b>	<b>ACTUAL</b>
Commencement:	First meeting to be held on 29 September 2014	29 September 2014
<u>Finish</u>	End of year 31 March 2015	

## Overview and Scrutiny Work Programme – October 2014

<b>Overview and Scrutiny Committee</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) OS Annual Review/ Annual Report	July 2014	Final report went to the July 2014 meeting.	01 July 2014; <del>16 Sept.</del> ; 14 October; 10 Nov; 12 January 2015; 10 February; 23 March; and 27 April.
(2) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	October 2014	Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the ECC Portfolio Holder.	
(3) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	For November 2014	Last completed in November 2013	
(4) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	July 2014	The new Principal of Epping Forest College addressed the July 2014 meeting.  In September 2014, the Committee agreed that the Principal should be asked to address them on an annual basis.	

(5) To receive a presentation from Youth Council members	November 2014	Members of the Youth Council to attend with an update on their programme of work.	
(6) Key Objectives 2014/15	Outturn report to July 2015 meeting	Outturn report for 2014/15. Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(7) Key Objectives 2014/15	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Sept. 2014 (Qtr 1), Nov 2014 (Qtr 2) and March 2015 (Qtr 3).	
(8) Mental Health Services in the District.	For February 2015	Came in February 2014 to update the Committee on the state of the Mental Health Services in the District – asked to return in 2015 and update the committee on progress made.	
(9) To establish a Task and Finish Panel on Scrutiny Panels	July 2014	Established a Task and Finish Panel to look at the future of Scrutiny Panel.	

## Scrutiny Panels

### Housing Scrutiny Panel (Chairman – Cllr Murray)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	July 2014	<b>COMPLETED</b>	<del>22 July 2014</del> 16 October (Extra-Ordinary Meeting) 21 October 2014 20 January 2015 24 March 2015
(2) 12-Month Progress Report on Housing Strategy Action Plan 2013/14	October 2014		
(3) Housing Strategy Action Plan 2014/15	October 2014		
(4) Annual Review of the Housing Allocations Scheme and Tenancy Policy	October 2014		
(5) Annual Diversity Report of Housing Applicants	October 2014		
(6) Housing Key Performance Indicators (KPI) – Quarter 1	October 2014		
(7) Six-Month Review of the HRA Financial Plan	October 2014		

(8) Six-monthly Progress Report on Housing Business Plan Action Plan	October 2014		
(9) Private Sector Housing Strategy Action Plan – Annual Progress Report	October 2014		
(10) Housing Key Performance Indicators (KPI) – Quarter 2	January 2015		
(11) Briefing on the proposed Council rent increase for 2015/16	January 2015		
(12) Proposed housing service improvements and service enhancements – 2015/16	January 2015		
(13) Housing Key Performance Indicators (KPI) – Quarter 3	March 2015		
(14) HRA Business Plan 2015/16	March 2015		
(15) 12-monthly Progress Report on Housing Business Plan Action Plan	March 2015		
<b>Special (Planned) Items – Including Updated Housing Service Strategies</b>			

(16) Housing Service Strategy on the Private Rented Sector (Review and Update)	July 2014	<b>COMPLETED</b>	
(17) Consideration of the Government's "Pay to Stay" Policy (DCLG Guidance on Social Housing Rents)	July 2014	<b>COMPLETED</b>	
(18) Housing Under Occupation Officer post – 1 Year Review	July 2014	<b>COMPLETED</b>	
(19) EFDC Tenant Profile Report	July 2014	<b>COMPLETED</b>	
(20) Housing Service Strategy on Rent Arrears (Review and Update)	July 2014	<b>Deferred to October 2014 Meeting – Due to other workload commitments and priorities</b>	
(21) Presentation from Family Mosaic on their Floating Support Service to vulnerable people to help prepare/sustain their tenancies	October 2014		
(22) Housing Service Strategy on Harassment (Review and Update)	October 2014		
(23) Possible operation of operating a "Sinking Fund" for new leaseholders in new or existing flat blocks where there are no existing leaseholders	October 2014		
(24) Housing Strategy 2015-2018	January 2015		

(25) Homelessness Strategy 2015-2018	January 2015		
(26) Housing Service Strategy on Anti-Social Behaviour (Review and Update)	January 2015		
(27) Housing Service Strategy on Older Peoples Housing (Review and Update)	March 2015		
(28) Housing Service Strategy on Housing and Estate Management (Review and Update)	March 2015		
(29) Housing Service Strategy on Empty Properties (Review and Update)	March 2015		
(30) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	March 2015		
(31) Review of Housing Management Staffing Levels following the introduction of Universal Credit	2015/16		



<b>Constitution and Member Services Scrutiny Panel (Chairman – Cllr Sartin)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of Polling Stations	28 July 2014	<b>COMPLETED</b>	28 July 2014; 23 September;
(2) Review of Elections	28 July 2014	<b>COMPLETED</b>	18 November Changed to 27 November 2014;
(3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff	27 November 2014		13 January 2015; and 17 March
(4) Review of the Council's Constitution		Scoping report received 23 September 2014. To be completed by March 2016.	
(5) Articles of the Constitution	Starting 27 November 2014		
(6) Constitution – Minority References	13 January 2015		
(7) Constitution – Thresholds for Leases and Licences	13 January 2015		
(8) Constitution – Council Procedure Rules	Starting 27 November 2015		
(9) Constitution – Use of Chairman's Casting Vote	13 January 2015		

<b>Safer, Cleaner, Greener Scrutiny Panel (Chairman – Cllr Lea)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Enforcement activity	October 2013	Six monthly report to Panel	15 July 2014
(2) CCTV action plan review	July 2014	Six monthly report to Panel – last went to October '13 meeting	07 October 2014;
(3) CSP scrutiny review meetings	April 2015	Report last went to April 2014 meeting.	06 January 2015;
(4) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt – the January '14 meeting received notes of 24 October 2013 meeting	24 February 2015;
(5) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt – October '13 meeting received notes of 15 July 2013 meeting	28 April 2015
(6) Progress against Climate Local Agreement	July 2014	Six monthly report to Panel	Crime & Disorder Scrutiny meeting – April 2015?
(7) Progress against carbon reduction strategy	July 2014	Six monthly report to Panel – Once a charter of EFDC environmental commitments has been established and agreed, a strategy will need to be written based around achieving the aims that are signed up to.	
(8) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt – the July meeting received notes of the 17 April 2014 meeting.	

## Safer, Cleaner, Greener Scrutiny Panel (Chairman – Cllr Lea)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(9) Recycling in flats and multi-occ dwellings		A verbal report was given to the October 13 meeting	
(10) Monitor Local Highways Panel	As Appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel – January '14 meeting received minutes from the November 2013 meeting.	
(11) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received minutes of the November 2013 meeting	
(12) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received notes from the August '13 meetings.	
(13) Highway Accident statistics	Presentation went to the July 14 meeting.	Initial report went to April 2013 meeting. A presentation from Police Casualty Reduction Manager went to the July '14 meeting.	
(14) To monitor the minutes of the Police and Crime Panel	As Appropriate		

<b>Planning Services Scrutiny Panel (Chairman – Cllr Chambers)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
1. To consider and Review Measures taken to Improve Performance within Development Management	To be confirmed	The Panel would review 5 Key Performance Indicators	8 July 2014; 2 September 2014; 9 December 2014; 26 February 2015 Extra-Ordinary Meeting and 14 April
2. To monitor and receive reports/updates on the delivery of the Local Plan: a. To report on the progress of the Local Plan b. To provide further updates on the Local Plan Community Infrastructure Levy	To be updated at every Panel meeting		
3. Community Infrastructure Levy	December 2014		
4. To monitor and receive reports/updates on the Planning Electronic Document Management System	2 September 2014 and 14 April 2015	Received report on 2 September 2014	

4. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required	2 September 2014	Received update on Electronic Records Document Management Systems at the 2 September 2014 meeting	
5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required.	9 December 2014		
6. To consider and report on any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.	To be discussed prior to December 2014 Panel	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
7. To receive urgent or other consultations and consider what response to give on behalf of the Council.	As and when required to meet consultation deadline	a. The London Infrastructure Delivery Plan Consultation (2 Sept 2014), recommendations to OSC – 16 Oct 2014	
8. S106 Agreements Monitoring Report (Annually)	8 July 2014	<b>COMPLETED</b>	
9. KPIs 2014/15 Q1 Performance	2 September 2014	<b>COMPLETED</b>	
10. Speaking and arrangements at Planning Sub-Committees		PICK Form request from Councillor B Sandler referred from the OSC to this Panel	

<b>Finance and Performance Management Scrutiny Panel (Chairman – Cllr Church)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Key Performance Indicators – 2013/14 - Outturn	Outturn KPI performance (all indicators) considered at the first meeting of each municipal year.	Outturn KPI performance report for 2013/14 (all indicators) considered at meeting on 16 July 2014.	16 July 2014; <del>09 September;</del> 11 November;
(2) Key Performance Indicators – 2014/15 – Quarterly Performance Monitoring	Quarterly KPI performance (specified indicators only) considered on a three-monthly basis.	Quarterly KPI performance report for 2014/15 (specified indicators) to be considered at the meetings to be held in September 2014 (qtr. 1), November 2014 (qtr. 2) and March 2015 (qtr. 3).	<b>20 January 2015 – jointly with Fin. Cabinet Cttee;</b> and 10 March.
(3) Proposed Key Performance Indicators – for 2015/16	Draft indicator set considered alongside review of third quarter KPI performance for 2014/15.	Proposed KPIs for 2015/16 to be considered at March 2015 meeting.	
(4) Financial Monitoring 2014/15	Quarterly budget monitoring reports considered on a three-monthly basis.	Quarterly budget monitoring reports for 2014/15 to be considered at the meetings on September '14 (qtr. 1), November '14 (qtr. 2) and March '15 (qtr. 3).	
(5) Annual Consultation Plan	Consultation plan considered on an annual basis at first meeting in each municipal year.	Consultation Plan was considered at July 2014 meeting.	

(6) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual review of portfolio budgets to be considered at joint meeting with the Cabinet Finance & Performance Management Committee on January 2015.	
(7) Equality Objectives 2012-2016 - Progress	Progress against equality objectives considered on a six-monthly basis.	Half yearly progress reports for 2014/15 to be considered at meetings on November 2014 and March 2015.	
(8) Provisional Capital Outturn 2013/14	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	Provisional outturn for 2013/14 was considered at meeting on 16 July 2014	
(9) Provisional revenue Outturn 2013/14	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	Provisional outturn for 2013/14 was considered at meeting on 16 July 2014	
(10) Fees and Charges 2015/16	Proposed fees and charges considered on an annual basis each November.	Proposed fees and charges for 2015/16 to be considered at meeting on 11 November 2014	
(11) Sickness Absence	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis.	Half yearly progress reports for 2014/15 to be considered at meetings on 9 September 2014 and 10 March 2015.	

(12) ICT Strategy Progress	Progress against ICT Strategy considered on an annual basis each September.	Progress report to be considered at the 9 September 2014 meeting.	
(13) Key Performance Indicators – Commercial Premises	Comprehensive report on current performance against KPI 11 (Rent) and actions to improve performance	Report to be made to meeting on 9 September 2014 (Minute 44 – 11 March 2014)	
(14) Call response/handling performance indicator	Report on options following introduction of new telephony system.	Report made to the 9 September 2014 meeting (Minute 42 – 11 March 2014)	
(15) Use/cost of Consultants	Report on value and benefit derived from the use of consultancy services across the Council services.	Report to be made to meeting during 2014/15 (minute 40 – 11 March 2014)	



## Task and Finish Panels

### Scrutiny Panels Review Task and Finish Panel (Chairman – Cllr K Angold-Stephens)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference held on 29 September 2014	Final Report by Feb 2015	Final Report to go to the February 2015 O&S Committee meeting.	To be decided

This page is intentionally left blank

**Request by Member for Scrutiny Review  
2014/15 Work Programme**



Please complete the form below to request consideration of your issue by the  
Overview and Scrutiny Committee

<b>Proposers Name:</b> Steven Neville	<b>Date of Request</b> 24/9/14
<b>Supporting Councillors (if any):</b> Brian Surtees Louise Mead	
<b>Summary of Issue you wish to be scrutinised:</b>  <p>After a Public Health England Report illustrated the worrying finding that levels of particulate pollution in Epping Forest are attributable to 6% of all deaths, and to explore the reason why we have relatively high levels of such deaths compared most local authorities in Essex as well as more general effects on peoples health as a result of particulate pollution and what action may be taken by EFDC in formulating its plans and policies to reduce this problem.</p>	
<p align="center"><b>NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION</b></p>	
<b>Public Interest Justification:</b> Cost to economy of ill health due to air pollution. Deaths caused by air pollution in Epping Forest. The Public Health England Report says we have the second highest percentage rate of air pollution related deaths in Essex.	

**Impact on the social, economic and environmental well-being of the area:**  
The cost to people's health and general well being. Hours lost to air pollution related sickness.

**Council Performance in this area (if known: Red, Amber, Green):**  
No monitoring is done of particulate air pollution. The Council relies on government background data.

**Keep in Context (are other reviews taking place in this area?)**  
Not in Epping Forest.

**Office Use:**

**Pick score:**

**Considered By OSCC:**



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(29 September 2014)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director of Resources are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Corporate Key Objectives 2014/15**

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
4. Promote cultural change to breakdown silo working and implement new flexible ways of working.
5. Deliver key priorities within budget.
6. Prepare for changes arising from the transfer of Public Health responsibilities.
7. Maximise the potential of the Council's key development sites.
8. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

Page  
08

## **Cabinet Membership 2014/15**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance
Richard Bassett	Planning Policy
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Governance & Development Management
Alan Lion	Technology & Support Services

## **Contact Officer**

Gary Woodhall  
Democratic Services Officer

Tel: 01992 564470  
Email: [gwoodhall@eppinigforestdc.gov.uk](mailto:gwoodhall@eppinigforestdc.gov.uk)



**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014      PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
-------------	--------------------	-------------------------	-----------------------------	---------------------------	-----------------------------	--	------------------------------

**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014      PORTFOLIO - PLANNING POLICY**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	8 September 2014	Cabinet		Anna Cronin 01992 564119	Strategic Flood Risk Assessment Stage I
Essex Gypsy, Traveller and Travelling Show People Accommodation Assessment	To accept the study into the Evidence Base for the draft Local Plan	Yes	8 September 2014	Cabinet		Ian White 01992 564066	Planning Policy for Traveller Sites (CLG 2012) Essex GTAA (July 2014)
North Weald Bassett Masterplanning Study	To accept the study into the Evidence Base for the draft Local Plan.	No	6 October 2014	Cabinet		Anna Cronin 01992 564119	Final Study Report

**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014      PORTFOLIO - FINANCE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Corporate Risk Update	Quarterly update of the corporate risk register	Yes	28 July 2014  8 September 2014	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Budget 2015/16	The Budget setting process for 2015/16, including:  1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	28 July 2014  13 November 2014  19 January 2015  2 February 2015  17 February 2015	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Treasury Management Strategy	Update of the 2014/15 Strategy.	Yes	18 September 2014  6 October 2014  4 November 2014	Finance and Performance Management Cabinet Committee  Cabinet  Council		Simon Alford 01992 564455	
Council Bailiff	Review of the internal Bailiff service	Yes	3 November 2014	Cabinet		Rob Pavey 01992 564211	None

Capital Programme	Annual review of the Capital Programme.	Yes	3 November 2014	Cabinet		Teresa Brown 01992 564604	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	13 November 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			1 December 2014	Cabinet			
Local Council Tax Support Scheme	Scheme setting process for 2015/16, including:  1...Consider amendments;  2...Finalise scheme; and  3...Approve scheme.	Yes	21 July 2014	Cabinet		Janet Twinn 01992 564215	
			1 December 2014	Cabinet			
			16 December 2014	Council			
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 January 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			2 February 2015	Cabinet			

**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014      PORTFOLIO - ENVIRONMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Dry Recycling Sacks	To award the contract for the supply of dry recycling sacks in the interim period and before the commencement of the new waste contract.	Yes	26 September 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Reallocation of Waste Management Budgets	To reallocate budgets to carry out necessary changes to the Council's ICT systems to facilitate commencement of the new contract with Biffa.	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	
Staffing Matters in Waste Management	To continue existing temporary staffing arrangements in the Waste Management Team until the transition from Sita to Biffa has been successfully implemented.	No	26 September 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Condition Survey of the River Roding and Bridges in the Roding Valley Recreation Area	Carry out a survey of the River Roding where it flows through Council owned land and assess the need for any repairs.	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Delegation of Land Drainage Powers from ECC	To enter into an agreement with ECC to accept delegated powers under the Land Drainage Act under revised arrangements	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	

Review of Fleet Operations Service	Consideration of operating the in-house Fleet Operations Service as an arms-length management organisation (ALMO).	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	
------------------------------------	--	-----	-----------------	---------	--	-----------------------------	--

**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014 PORTFOLIO - HOUSING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Phase 1 - Council Housebuilding Programme	To agree the Works tenders	Yes	8 September 2014	Cabinet		Paul Pledger 01992 564248	Tender report
Licence Conditions for Gypsy, Roma and Traveller Sites	To agree the licence conditions following consultation	Yes	8 September 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Over Payment of Rents	To agree the arrangements for reimbursing tenants that have overpaid their rent.	No	19 September 2014	Housing Portfolio Holder		Lyndsay Swan 01992 564146	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	26 September 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Re-Purchase of the Former Council Property at 79 London Road, Stanford Rivers	To agree the purchase of the former Council property at 79 London Road, Stanford Rivers, and its subsequent letting at a Social Housing Rent level.	Yes	6 October 2014	Cabinet	<b>Yes, paragraph (3)</b>	Paul Pledger 01992 564248	Valuations undertaken in relation to the Offer
Development of Land at Burton Road, Loughton	To agree the recommendation of the Cabinet Committee to appropriate the land at Burton Road for planning purposes, which is currently held in the HRA.	Yes	6 October 2014	Cabinet		Paul Pledger 01992 564248	Phase II Development Feasibility Study
Annual Review of Waivers to	To agree required waivers to Contract Standing Orders.	No	3 November 2014	Cabinet		Paul Pledger 01992 564248	

Contract Standing Orders							
Off Street Parking Programme	To appoint the Council's Off-Street Parking Consultant.  To agree the future programme.	Yes	7 November 2014  2 February 2015	Housing Portfolio Holder  Cabinet		Paul Pledger 01992 564248	Tender Document
Housing Development Strategy	To approve an updated Strategy	Yes	1 December 2014	Cabinet		Paul Pledger 01992 564248	
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	2 February 2015  21 April 2015	Cabinet  Council		Alan Hall 01992 564004	
Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Housing Improvement and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	8 June 2015	Cabinet		Alan Hall 01992 564004	



ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
EF Museum Redevelopment & Extension	To agree the award of the building contract	Yes	1 December 2014	Cabinet		Julie Chandler 01992 564214	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Criteria for award of Contract for small Street Furniture Maintenance	Agree award criteria and term of contract for installation and maintenance of small street furniture across the District.	Yes	Before 12 September 2014	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Parking Strategy & New Pay-and-Display Machines	Report outcome of public consultation on parking strategy and seek additional capital allocation for the introduction of any changes required, including new Pay-and-Display parking meters.	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	
Nomination of Schemes for NEPP	To review criteria for nomination of schemes to the North Essex Parking Partnership (NEPP).	Yes	1 December 2014	Cabinet		David Oxborrow 01992 564182	
Safeguarding Self-Assessment Audit	Outcome of the Audit.	No	1 December 2014	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 29 SEPTEMBER 2014 TO 26 DECEMBER 2014      PORTFOLIO - TECHNOLOGY & SUPPORT SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Enveloping Machine	Bid for supplementary capital finance for essential machinery.	Yes	8 September 2014	Cabinet		Paula Maginnis 01992 564536	
ICT Capital Programme	Review of the ICT capital schemes covering current & future years.	Yes	6 October 2014	Cabinet		Bob Palmer 01992 564279	
Payroll System	Bid for Capital allocation in 2015/16 for a new system.	Yes	6 October 2014	Cabinet		Paula Maginnis 01992 564536	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Signing of Development Agreement for St John's Road, Epping	To sign an agreement for the development of the St John's Road area in Epping	Yes	29 August 2014	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	
Superfast Broadband		Yes	8 September 2014	Cabinet		Chris Pasterfield 01992 564214	
Proposed Development of St Johns Road, Epping	Potential purchase of ECC land interest in St Johns Road site	Yes	6 October 2014	Cabinet	<b>Yes, paragraph (3)</b>	Colleen O'Boyle 01992 564475	Design & Development Brief

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Polling Districts, Places and Stations	To review UK Parliamentary Polling Districts, Places & Stations	No	30 September 2014	Council		Simon Hill 01992 564249	Consultation Responses

This page is intentionally left blank