



## ***Overview and Scrutiny Committee Tuesday, 20th October, 2015***

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, 20th October, 2015  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Stephen Tautz, Democratic Services Manager, Governance  
Directorate  
democraticservices@eppingforestdc.gov.uk 01992 56 4249

### **Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), N Avey, T Church, D Dorrell, L Girling, S Kane, P Keska, A Mitchell MBE, G Mohindra, S Murray, S Neville, B Rolfe, M Sartin, G Shiell, B Surtees and D Wixley

### **SUBSTITUTE NOMINATION DEADLINE:**

**18:30**

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

**PLEASE NOTE THAT THERE WILL BE A SHORT PRE-MEETING FOR ALL MEMBERS OF THE COMMITTEE STARTING AT 7P.M. IN COMMITTEE ROOM 2, SO THAT THE LINE OF QUESTIONING FOR THE PRESENTATION CAN BE DISCUSSED**

### **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 consent 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 21 July 2015.

**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. EPPING FOREST COLLEGE - PRESENTATION**

To receive a presentation from the Principal of Epping Forest College, Penny Morgan, reviewing the strategic direction of the College, its vision for the future and its relationship with the community.

**7. CONSTITUTION REVIEW - OVERVIEW & SCRUTINY (Pages 15 - 36)**

(Director of Governance) To consider the attached report.

**8. YOUTH ENGAGEMENT REVIEW TASK AND FINISH PANEL - FINAL REPORT & RECOMMENDATIONS (Pages 37 - 44)**

(Chairman of the Task & Finish Panel/Lead Officer) To consider the attached final report and recommendations of the Youth Engagement Review Task and Finish Panel.

**9. CORPORATE PLAN KEY ACTION PLAN 2015/16 - QUARTERLY PROGRESS (Pages 45 - 48)**

(Director of Governance) To consider the attached report.

**10. MEMBER TRAINING - OVERVIEW & SCRUTINY (Pages 49 - 50)**

(Director of Governance) to consider the attached report.

**11. OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16 - SIX-MONTH REVIEW (Pages 51 - 72)**

(Director of Governance) To consider the attached report on the six-monthly work programme and a PICK Form submitted by Councillor Neville.

**12. CABINET FORWARD PLAN 2015/16 - REVIEW (Pages 73 - 90)**

(Director of Governance) To review the Cabinet Forward Plan (Key Decision List) in order to identify any matters where it is considered that pre-scrutiny should be undertaken or where appropriate work on the Cabinet's behalf could be undertaken by the Committee.

**13. 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Paragraph Number</b>	<b>Information</b>
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.

## EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

<b>Committee:</b>	Overview and Scrutiny Committee	<b>Date:</b>	Tuesday, 21 July 2015
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.30 - 9.25 pm
<b>Members Present:</b>	Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) N Avey, D Dorrell, L Girling, S Kane, P Keska, G Mohindra, S Murray, S Neville, B Rolfe, M Sartin, G Shiell, B Surtees and D Wixley		
<b>Other Councillors:</b>	Councillors R Bassett, A Boyce, A Grigg, H Kane, A Lion, J Philip, D Stallan, G Waller and C Whitbread		
<b>Apologies:</b>	Councillors T Church and A Mitchell MBE		
<b>Officers Present:</b>	S G Hill (Assistant Director (Governance & Performance Management)), I White (Projects Officer - Planning Policy), K Durrani (Assistant Director (Technical Services)), S Tautz (Democratic Services Manager), C Overend (Policy & Research Officer), T Carne (Public Relations and Marketing Officer), A Hendry (Senior Democratic Services Officer) and M Jenkins (Democratic Services Officer)		
<b>By Invitation:</b>	M Balkham (VAEF)		

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### 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. SUBSTITUTE MEMBERS

There were no substitute Members for the meeting.

### 15. MINUTES

#### RESOLVED:

That the minutes of the Committee meeting held on 9 June 2015 be signed by the Chairman as a correct record.

### 16. DECLARATIONS OF INTEREST

Councillors S Murray declared a non pecuniary interest in agenda item 10 (b) – the PICK form submitted by Councillor Angold-Stephens on the 6<sup>th</sup> form consortium, by virtue of being a teacher at the Roding Valley High School. He advised that he would remain in the meeting for the duration of the item.

## 17. VOLUNTEERING THROUGH TIME BANKING

The Committee received a short talk on volunteering through time banking, from Marc Balkham the Voluntary Action Epping Forest (VAEF) time-bank co-ordinator; with him was Chris Overend the EFDC policy officer. His presentation is attached to these minutes for information.

Mr Balkham noted that this scheme covered the Epping Forest District as well as Harlow. This was about an exchange of time and skills between time bank members. They need only do what they wanted, when they wanted to. As they volunteered they built up time credits and were able to claim it back. Some examples of things that could be done were gardening, DIY, help with IT, languages, music or dance tuition. The scheme was free to join, with any exchanges covered by insurance. There was a simple online registration process that also required two referees. This was a requirement for joining, and both referees would be contacted and asked to provide a reference.

Some activities were best avoided such as providing direct care; anything carrying a financial risk; or repairs to cars and motorcycles for critical mechanical works such as breaks, steering or suspension; and childcare and anything connected with children.

Groups of members could become mini time banks, if they had a shared location or shared aims. Also, an organisation could become a mini time bank so that volunteers could bank hours to that organisation. Organisations that were members include Sue Ryder and Epping Forest Arts.

The meeting was then opened up to questions from members present.

Mr Balkham was asked how many members they had at present. He said that they had about 90 in all, covering the Epping Forest and Harlow area.

Councillor Surtees said he was reassured about them not working in child care but he needed more assurance about working with vulnerable persons of any age. Mr Balkham replied that everyone went through a vetting process. They did not allow one-to-one activities and no one under the ages of 16 was to be involved in time banking. But there was only a certain level of checks they could undertake and they relied on their national society to help and if necessary, carry out a Disclosure and Barring Service (DBS) check.

Councillor Sartin asked if they followed up on the references given and also were they hopeful of getting out into the more rural areas of the district. She was told that they sent out a standard reference form to each referee. If satisfactory they would not need to follow up with a DBS. As for rural areas, they were trying to get as far as they could into the rural areas of the district.

Councillor Murray said that this service was new to him. Were they talking about Epping or Epping Forest; and what about the urban areas such as Loughton or Waltham Abbey? Also, what about the hours that people could take out or put in. He was told that they had moved into the Loughton area, but funding was finite for expansion but they were making progress. Waltham Abbey was a target for the future. As for hours, at present they had more people who give their time than take time out; they had people who have put in a hundred hours work and not taken anything out. Mr Overend added that if they could encourage the participation of employees and councillors, this would naturally spread the scheme out over the district.

Councillor Mohindra noted that they asked for two references, were they both taken up or was it just a judgement call. Mr Balkham replied that they sent out the reference forms to both of them and made a judgement call on what they received. If only one form was returned then they would chase up the missing one. If they did not receive a reply, then that applicant could not become a member.

Councillor Wixley asked if they paid expenses. He was told that everyone's hour was of equal value and they wanted to take the economics out of the scheme so they had no plans for expenses as yet.

Councillor Neville asked if the demographics really varied a lot. He was told that they did have a lot of older members, with some young members, but they needed to get the middle sections involved, people who were working but could put in a few hours.

Councillor Angold-Stephens noted that a lot of youth councillors did voluntary work; had they done a presentation to them as yet. He was told that they had given a presentation to the youth council, but unfortunately at that time they were just about to sit exams, but there was a lot of enthusiasm for the concept.

The Chairman thanked Mr Balkham and Mr Overend for their interesting presentation and for answering the questions raised.

## **18. CORPORATE PLAN - KEY ACTION PLAN 2016/17**

The Leader of the Council, Councillor C Whitbread, introduced the Corporate Plan, Key Action Plan 2016/17 report. The Corporate Plan included the aims and objectives which are the Council's highest level strategic intentions. He noted that they were putting this out earlier this year to get as much input as possible. This was an early opportunity for members to have some input into the Corporate Plan for 2016/17. This report was first seen by the Finance Cabinet Committee the night before who made several comments.

The report was then gone through page by page, with comments being taken as they went along.

*Aim 1(b) 4) – to facilitate the delivery of St. Johns Road redevelopment scheme – this set a target date of April 2016.* Councillor Angold-Stephens asked if they had alternative locations in mind as the time scale looked ambitious. Councillor Stallan replied that they were looking at other sites around the district. Officers would be providing reports on these; some strong sites have been identified so far.

Councillor Murray thanked the Cabinet for this early look at the Corporate Plan, it reflected the quality of the Cabinet that we had at present. Given the recent Budget and the impact it would have on councils, would it also have an impact on Council housebuilding programme. Councillor Stallan said that there would be a report about this going to a Council meeting and added that our Housing Revenue Account was in a better state than a lot of other Councils.

*Aim 1(b) 9) – secure planning phase 4 of the council housebuilding programme to provide up to 50 new affordable rented homes at various small sites in Loughton –* Councillor Neville asked if this should be Buckhurst Hill and not Loughton. Councillor Stallan said that his understanding was that this was right, but he would check with officers.

Councillor Murray said that he was happy to see that the support for Local Business Partnership and for the Council's Apprenticeship scheme was still there as this helped individuals and acted as a role model for other employers. He would also like to express his formal thanks to the Cabinet for letting this Committee make these early comments.

**RESOLVED:**

That the Committee considered and provided comments on the proposed Corporate Plan, Key Action Plan for 2016/17.

**19. REPLACEMENT WASTE LOCAL PLAN - REVISED PREFERRED APPROACH CONSULTATION**

The Projects Officer, Planning Policy, Ian White introduced the consultation document on the replacement Waste Local Plan, revised preferred approach. He noted that Essex County Council (ECC) and Southend Borough Council are Waste Planning Authorities (WPAs) and were required to prepare a Replacement Waste Local Plan (RWLP) under the Planning and Compulsory Purchase Act (2004) and the revised EU Waste Framework Directive (2010). The RWLP (programmed for adoption in December 2016) would replace the Essex Waste Plan 2001, and would cover the period up to 31 March 2032.

The current consultation included 3 main documents – (i) the Revised Preferred Approach, (ii) Areas of Search Assessment and Methodology, and (iii) Sites Assessment and Methodology Report (much of this work was carried out by Land Use Consultants). The consultation ran from 18 June to 30 July 2015 – a period of six weeks, but the lead-in time for this Committee has meant that officers have had only one week to familiarise themselves with lengthy and quite difficult documentation to prepare this report.

Officers believed that this was a wholly unreasonable approach by the WPAs, unfair to all consultees because of completely inadequate time to get to grips with a very important, but very complex, issue. The formal response by this Council to the consultation should emphasise the dissatisfaction that was shared by officers and Members. With future consultations, and with issues of this complexity, the Waste Planning Authorities must make full allowance for the lead-in period required by local authorities to prepare and publicise Committee reports.

At this Council's request, a meeting had been held on 1<sup>st</sup> June involving officers from this and Harlow Councils and officers from the County representing the Waste Planning Authorities. EFDC and Harlow officers stated that the WPAs had failed to comply with the Duty to Co-operate, but even at this meeting the WPAs were unwilling to share any details of their proposals, site assessments and other options which had been considered – all the detail would only become publicly available on the first day of the consultation period.

The WPAs have indicated that there would be another round of "formal public consultation in October/November 2015" on the Pre-Submission version of the Plan, but this stage was not normally an opportunity for further comments, as it tended to be restricted to representations concerning soundness, i.e. the Planning Inspectorate should not be expecting further changes or challenges to the content of the Plan at this late stage of preparation.

The Committee noted that the draft responses to the questions posed by the



consultation document were in the appendix to the report. Only two sites had been identified within our district, one at the Hastingwood roundabout and one at Langston Road neither of which were found to be suitable and officers had suggested that both be objected to.

Councillor Wixley had a lot of sympathy with the officer's comments about the short time to reply and said that he supported the recommendations made. He was surprised about the addition of junction 7 (Hastingwood site) as they were told some time ago about plans for a junction 7a to be put in and that junction 7 was to be remodelled, so it would not make a good site. There was also no reference to the size of the Langston Road site, which was very unsatisfactory. Mr White agreed the inclusion of the Hastingwood site was perplexing as this would involve a lot of HGV movements and junction 7 was grid locked several times a day. For the reasons given this was a non-starter.

Councillor Sartin added that she had recently been to an exhibition about the roundabout which said that the amount of the traffic would not be reduced when junction 7a came into service. There was not much done under the duty to co-operate, and the Inspectorate would probably not pass these plans because of this. Also could the word 'strong' be added to the answer to question 5 on waste consultation zones to read "...but *strong* reservations about the Hastingwood site remain." This was agreed.

Councillor Sartin then asked about the glasshouses and the use of energy produced by the waste facilities. Would other glasshouses have these facilities offered to them? Mr White said that he had raised this point, and he did not think that the Lea Valley Growers had been consulted about this. Councillor Sartin asked if this idea about the energy producing industry for our area was put to Essex County Council. Mr White said that this was something to look at in detail. Undeniably the growers would like access to cheap energy.

Councillor Mohindra asked if we could get the Chairman to write to ECC expressing our dissatisfaction with the inadequate time allowed for this consultation and also ask the Leader to do the same thing to formally express our dissatisfaction.

Councillor Whitbread said that he was displeased with the county council about this consultation process, there was nothing there about the duty to co-operate and they had not listened to us. This was unacceptable and disappointing. He would be happy to write to the county expressing our dissatisfaction.

Councillor Bassett said that he had met recently with some Essex officers and had to ask them about this consultation as they were not prepared to tell us; even their own members had not found out about this until about two days before it came out.

Councillor Grigg noted that she lived close to junction 7 and that it was always at a standstill. It was at full capacity now and the proposed J7a would not help. So it was amazing that the county had suggested it as a site. The same with Langston Road.

Councillor Murray wanted to echo Councillor Wixley's point. He thanked Ian White for the work he had put in; and was happy to support Councillor Mohindra's suggestion. He added that we should not be surprised at county about this; they did not know that we existed. Our partnership was not working with the county. Could we use our county councillors to act as a force at county level?

Councillor Surtees noted that the short consultation period was not only inappropriate but risky as they would not receive a proper response and note our strong concerns about the two sites proposed.

Councillor Rolfe asked the Leader of the Council if he had any feedback from our county councillors. Councillor Whitbread said that County Councillor Jackson had been actively involved in getting some answers for us and putting the case for Epping Forest. Speaking for our conservative councillors we have been actively involved. We were on the edges of Essex and Essex CC needed to engage more with us to make sure we get a fair deal for Epping Forest residents.

Councillor Rolfe said that he had not seen any evidence that our county councillors were doing anything about this. Councillor Whitbread replied that he wanted to make it clear that County Councillor Jackson was on this as soon as he knew about it, making representations to the county about the consultation.

Councillor Philip asked that both the Chairman and the Leader in expressing our dissatisfaction to explicitly mention the failure in their duty to co-operate. This was a key part in examinations now and we should draw the line here noting that the county council had failed in their duty to us.

Councillor Wixley asked that these letters be reproduced in the bulletin as well as any response.

**RESOLVED:**

- (1) That the Overview and Scrutiny Committee considered the responses to the consultation set out in the report; and
- (2) Resolved to express in the strongest possible terms this Council's deep dissatisfaction about the wholly inadequate time allowed for this consultation, particularly given the almost total lack of communication leading up to the consultation period. This is to be achieved by strongly worded letters sent to county by both the Chairman of Overview and Scrutiny and the Leader of the Council;
- (3) The Committee also resolved:
  - (a) To object to the allocation of the Hastingwood site (W19) for open-air inert waste recycling on the grounds of (a) being contrary to one of the purposes of the Green Belt – preventing countryside encroachment, and (b) concerns about traffic capacity on and around Junction 7 of the M11; and
  - (b) To object to the identification of the Langston Road/Oakland (sic) Industrial Estate as an Area of Search, because this Council was promoting and supporting the development of a high-class retail park on part of the site, and waste management facilities are considered to be a wholly inappropriate neighbour for this development.

**20. SELECT COMMITTEES - TERMS OF REFERENCE**

The Committee considered the newly established Select Committee's Terms of Reference following the Council's procedure rules for the operation of the Overview and Scrutiny Function. The terms of reference were developed between the lead

officers and the Chairmen of each committee before they went to the first meeting of that select committee for consideration and agreement. The terms of reference were intended to reflect the scope of each committee who were to provide regular progress reporting on relevant matters to be made to the Overview and Scrutiny Committee.

The Housing Select Committee had requested that consideration be given to some concerns that they had. They were unhappy with the approach required by the Overview and Scrutiny rules. They considered that undue delays may be caused by them having to first report to the O&S Committee instead of just going straight to either the relevant portfolio holder or the Cabinet. They also considered that approach was overly bureaucratic. However it should be noted that the current procedure rules did allow direct reporting of the type favoured by the Select Committee, with the prior agreement of the parent Overview and Scrutiny Committee.

The Select Committee therefore considered that the terms of reference for either all of the select committees (or just the Housing Select Committee) should allow:

- (a) the Select Committee to be able to report and make recommendations directly to the Cabinet or relevant Portfolio Holder when appropriate, particularly where the Cabinet/Portfolio Holder had requested them to do so; and
- (b) the Cabinet or a Portfolio Holder to be able to request (direct) a Select Committee to look at a particular issue and report/make recommendations to them (direct).

Although the Housing Select Committee had suggested that the ability to report and make recommendations directly to the Cabinet or relevant Portfolio Holder could be extended to all of the select committees, this concern has not been raised by any of the other committees.

The Housing Select Committee has also identified that it would be helpful for the select committees to be able to establish small 'working groups' of members when necessary to consider specific issues. Although this approach was agreed by the Task and Finish Panel that undertook the review of the overview and scrutiny framework, the Housing Select Committee has raised concerns that this ability was not explicitly referred to in the proposed terms of reference for the select committees.

However, there was nothing within the current overview and scrutiny rules to prevent a Select Committee from setting up such a member group, provided that the specific issues were within the remit of that Select Committee (i.e. not a function of the Executive, the Overview and Scrutiny Committee or another Select Committee) and that any decisions are made by the select committee itself, including making recommendations to the Overview and Scrutiny Committee or the Executive (via the Overview and Scrutiny Committee).

It should be noted that the Council's procedure rules for the operation of the overview and scrutiny function were currently being reviewed as part of the ongoing review of the Constitution, a process which is not likely to be completed before March 2016. This exercise would include the bringing of the rules up to date to reflect the new select committee framework and it was intended that the overview and scrutiny rules would be considered by the Constitution Working Group in September 2015. It was considered that the issue of setting up working groups would best be addressed through an addition to the Overview and Scrutiny Rules as part of the ongoing review of the constitution.

Councillor Murray, Chairman of the Housing Select Committee, commented that they had looked at their Terms of Reference carefully and came to a unanimous view on their asking for these change of rules. However, it was not for them to impose this other Select Committees but it was what was wanted by his committee.

Councillor Neville said that this would be like not using a PICK form and the Cabinet pushing work onto the Committee. Councillor Murray replied that this had been done by agreement, they would ask and the Committee would agree to accept it or not. They were as rigorous at challenging the portfolio holder as any other committee.

Councillor Stallan said he supported Councillor Murray. On occasions when Cabinet considered raising issues, the best place to look at these issues would be to ask the Select Committee; there was a benefit to having these things reviewed by scrutiny. They have reviewed two big documents for us; the benefit was having them reviewed early. He could not see the point in them coming to this committee as well and then onward to the Cabinet. The experts were the councillors on the Housing Select Committee, apart from the officers and himself. This system worked.

Councillor Neville noted that generally speaking it was a good thing to cut out the middle men.

Councillor Mohindra asked if the recommendations should be changed to reflect this. Mr Tautz replied that there was no need; they could agree the Housing Select Committee Terms of Reference for now and consider the rules of O&S at the Constitution working group meeting, factoring these principles into their discussions adding in the fact that they could set up their own working groups into the Housing Select Committee's Terms of Reference. This was agreed by the committee.

**RESOLVED:**

- (1) That the proposed terms of reference for each of the select Committees be agreed;
- (2) That the Housing Select Committee have the right to set up working groups added to their Terms of Reference; and
- (3) That the comments made by this Committee be taken into account by the Constitution Working Group when they consider the O&S rules.

**21. WORK PROGRAMME MONITORING**

**(a) Overview and Scrutiny Committee**

The Committee considered their work programme. They noted that the new draft rules for the Overview and Scrutiny would be going to their October meeting.

They agreed that:

- (a) Item 3 of the work programme, meeting with Essex Children Services, to be deferred to the April 2016 meeting;
- (b) Item 11, the County Fire and Rescue Service, that the County Portfolio Holder responsible for this service be invited to attend this meeting as well; and
- (c) Item 10, Bart Health Services should come back to their February 2016 meeting.

**(b) Select Committees**

**Housing Select Committee**

Councillor Murray updated the meeting on the progress made by the Housing Select Committee at their first meeting, when they considered the Homelessness Strategy, Housing Standards, energy efficiency, the Housing Service Strategy and the KPI outturn for 2014/15, all of which were achieved.

#### **Governance Select Committee**

In the absence of the Chairman Mr Hill reported on the Committee's first meeting, when they looked at their Terms of Reference and work plan for the year and received reports on the recent elections in May, public consultation and their KPI outturn for 2014/15.

#### **Neighbourhood and Community Services Select Committee**

Councillor Sartin updated the meeting on their recent meeting when they looked at their Terms of Reference and work programme; they asked that some of the minutes that the Safer Cleaner Greener Scrutiny Panel used to received should now be put into the Council Bulletin for general consumption; they also looked at the KPI outturn report for 2014/15 and received feedback on the waste contract from the portfolio holder.

#### **Resources Select Committee**

Councillor Mohindra reported that there were intending to spend as little time as possible on looking at KPIs unless they were considering things that had gone wrong. They would concentrate on things that were doing really well or really badly.

#### **Grant Aid Task and Finish Panel**

The Committee noted their revised deadline of winter 2015, with a final report to the O&S by January 2016.

#### **Youth Engagement Task and Finish Panel**

Councillor Murray reported on the work of this Panel. They were looking to produce a final report and send it to the O&S Committee by October 2015.

#### **(c) Reserve Programme**

- (i) PICK Form submitted by Councillor Breare-Hall on the Council's Waste Management Contract.

The Committee agreed that it should go to the Neighbourhood and Community Services Select Committee and that a special meeting be held to consider this, and that all members and the public be invited to take part and that the meeting should also be webcast.

Councillor Wixley asked that they also consider the emptying of public litter bins at the same meeting.

- (ii) PICK Form submitted by Councillor Angold-Stephens on the Progress of the new 6<sup>th</sup> Form Consortium for our District.

The Committee agreed that this should go to the February 2016 meeting of this Committee. And to ask appropriate head teachers to attend and to give a presentation on how the new consortium was working up to that point.

They would also like the word “basic” removed from the paragraph on the Council’s performance in this area so that it did not refer to ‘basic’ A level courses’.

**22. REVIEW OF CABINET FORWARD PLAN**

The Committee noted the Cabinet’s Forward Plan for June 2015. They had no specific items they wished to consider, other than to ask for the plan to include mention of the Leisure Contract as this would be coming within the next few months.

**CHAIRMAN**



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

**Date of meeting: 20 October 2015**

**Subject:** Constitution Review - Overview & Scrutiny

**Officer contact for further information:** S. Tautz (01992 564180)

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

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### **Recommendations/Decisions Required**

**That the Committee consider proposed revisions to Article 6 (Overview & Scrutiny) of the Constitution and revised Procedure Rules for overview and scrutiny.**

### **Report**

1. As the Committee will be aware, the Constitution Working Group is currently undertaking a comprehensive review of the Council's constitution, which has not been undertaken for a considerable number of years. This work is anticipated to be completed by March 2016.
2. The aim of the review of the Constitution is for the Working Group to look critically at each part of the Constitution to bring together and rationalise procedures against the relevant legislative background. Under the current Constitution, the rules relating to the Overview and Scrutiny Committee are contained in Article 6, the Overview and Scrutiny Procedure Rules, the Access to Information procedure rules and (in some way) the Council procedure rules.
3. A revised version of Article 6 (Overview & Scrutiny) of the Constitution is attached (Appendix 1) for consideration by the Committee, together with proposed revisions to the Procedure Rules for the Overview and Scrutiny Committee (Appendix 2). As part of its ongoing review of the Constitution, the Working Group has previously decided that where rules apply generally, they should be taken into the main rules section. Therefore in the redrafting of the rules section of the Constitution, officers have attempted to take sections into the rules. Some of what was previously contained in the Overview and Scrutiny Procedure Rules has been inserted into the new Article 6, and the re-drafted Article also seeks to address instances of relevant procedures being spread across the Constitution, making it difficult to use.
4. The revised Overview and Scrutiny Committee Article and Procedure Rules were considered by the Constitution Working Group at its meeting on 22 September 2015. The Working Group wishes to seek the views of the Committee on the proposed changes to Article 6 and the Procedure Rules and any views expressed by members will be reported back to the next meeting of the Working Group.

### **Resource Implications:**

The review of the Constitution is being undertaken within existing budget provision.

### **Legal and Governance Implications:**

The Council's constitution sets out rules for the operation of overview and scrutiny activity.

**Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

**Consultation Undertaken:**

None required.

**Background Papers:**

None

**Impact Assessments:**

***Risk Management***

The Council's constitution sets out rules for the operation of overview and scrutiny activity.

***Equality:***

There are no equality implications arising from the recommendations of this report.



## **ARTICLE 6 - OVERVIEW AND SCRUTINY COMMITTEE**

### **1. ROLE AND RESPONSIBILITIES**

- 1.1 The Council will annually appoint one Overview and Scrutiny Committee to discharge the overview and scrutiny responsibilities conferred by Section 21 of the Local Government Act 2000 or regulations under Section 32 of the Local Government Act 2000, and those additional functions allocated by the Council.
- 1.2 The work of the Overview and Scrutiny Committee shall cover all services, insofar as they relate to the Council or other public bodies providing services within the District. The scrutiny of health and social care services will normally be reserved to Essex County Council. The Council will undertake scrutiny activity in these areas only with the agreement of the County Council.
- 1.3 To facilitate cross-party working, party whips will not be applied to the overview and scrutiny process.

### **2. FORM AND COMPOSITION**

- 2.1 Membership of the Overview and Scrutiny Committee will be appointed by the Council at its annual meeting each year.
- 2.2 All councillors except members of the Executive may be members of the Overview and Scrutiny Committee. However, no member may be involved in scrutinising a decision in which he/she has previously been directly involved.
- 2.3 The Overview and Scrutiny Committee shall be entitled to recommend to the Council the appointment of appropriate persons as non-voting co-optees.

### **3. RIGHTS OF OVERVIEW AND SCRUTINY COMMITTEE MEMBERS TO DOCUMENTS**

- 3.1 In addition to their rights as councillors, members of the Overview and Scrutiny Committee have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- 3.2 Nothing in this paragraph prevents more detailed liaison between the Executive and the Overview and Scrutiny Committee (or any Scrutiny Panel) as appropriate depending on the particular matter under consideration.

### **4. ROLE OF THE OVERVIEW AND SCRUTINY COMMITTEE**

- 4.1 The arrangements for the discharge of overview and scrutiny functions are set out in Article 6 (Overview and Scrutiny) of the Constitution.
- 4.2 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules contained in **Part ??? (to be checked)** of this Constitution.
- 4.3 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee may make proposals to the Executive in so far as they relate to matters within its terms of reference.
- 4.4 The Overview and Scrutiny Committee may hold enquiries and investigate options for

future direction in policy development and may appoint advisers and assessors to assist them in this process. The Committee may hold site visits, conduct public surveys, hold public meetings, commission research and do any other things that it considers reasonably necessary to inform its deliberations. The Committee may ask witnesses to attend its meetings to address members on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

- 4.5 In carrying out any policy review or policy development work within its terms of reference, the Overview and Scrutiny Committee may refer all or part of such matters to a Select Committee or a Task and Finish Panel for consideration.
- 4.6 The Overview and Scrutiny Committee shall receive a verbal report from the relevant Portfolio Holder after three months of the completion of any scrutiny review, indicating whether recommendations from the review have been agreed or modified. After six months the Portfolio Holder will give a further report to the Committee on progress with the implementation of such recommendations.

## **5. SPECIFIC FUNCTIONS**

### **(a) Policy Development and Review**

5.1 The Overview and Scrutiny Committee may:

- (a) assist the Council and the executive, in the development of its budget and policy framework by in-depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of the policy issues and policy options;
- (c) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (d) question members of the Executive, committees and chief officers about their views on issues and proposals affecting the area; and
- (e) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

### **(b) Scrutiny**

5.2 The Overview and Scrutiny Committee may:

- (a) review and scrutinise the decisions made by and performance of the Executive and Committees and Council officers both in relation to individual decisions and over-time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question members of the Executive, the Chief Executive and Directors about their decisions and performance;

- (d) make recommendations to the Executive and appropriate Committees and the Council arising from the outcome of the scrutiny process;
- (e) review and scrutinise the performance of other bodies operating in the district and invite appropriate organisations to address the Committee about their activities and performance; and
- (f) question and gather evidence from any person or organisation (with their consent).

**(c) Methods**

5.3 For the purposes of general, policy development and review and scrutiny roles, the Overview and Scrutiny Committee may:

- (a) undertake such work itself; or
- (b) refer matters to an appropriate Select Committee or Task and Finish Panel.

**(d) Finance**

5.4 The Overview and Scrutiny Committee may exercise overall responsibility for its finances made available by the Council.

**(e) Officers**

5.5 The Overview and Scrutiny Committee may exercise overall responsibility for the work programme of the officers employed to support its work.

**6. PROCEEDINGS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

**(a) Access for Public and Press**

6.1 All meetings of the Overview and Scrutiny Committee shall be held in accordance with **Section ??? (to be checked)** of the Access to Information Procedure Rules of this Constitution.

**(b) Application of Rules**

6.2 All meetings of the Overview and Scrutiny Committee will be subject to those rules that are applied to the Committee in the Rules Section of this Constitution.

**(c) Business to be conducted at each ordinary meeting**

6.3 The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in **Part ??? (to be checked)** of this Constitution. At each meeting of the Committee, the following business will be conducted:

- (a) consideration of the minutes of the previous meeting;
- (b) declarations of interest (if any);
- (c) consideration of any matter referred to the Committee for a decision in relation to a call-in (if any);

- (d) responses of the Executive to reports of the Overview and Scrutiny Committee (if any);
- (e) questions or requests by members of the public to address the Committee on any agenda item in accordance with Paragraph ??? (to be checked) of this Article; and
- (f) the business otherwise set out on the agenda for the meeting.

**(d) Agenda items**

6.4 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the Proper Officer that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting. Any other member of the Council may also give written notice to the Proper Officer that he/she wishes an item to be included on the agenda for the next meeting of the Committee.

**(e) Requests to address the Overview and Scrutiny Committee**

6.5 Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at a meeting. The following rules shall apply to such requests:

- (a) requests must relate to an existing agenda item;
- (b) requests must not raise new business for the meeting concerned;
- (c) all requests must be notified to the Council by no later than 4.00pm on the day of the meeting;
- (d) requests accompanied by proposals to circulate written material must be received five clear days before the meeting in time to be sent to Overview and Scrutiny Committee members in advance of the meeting;
- (e) requests need not be in writing;
- (f) a maximum of two persons shall be allowed to address the Committee on any one agenda item;
- (g) a time limit of 3 minutes per speaker shall apply;
- (h) the Overview and Scrutiny Committee shall be able to ask questions on any comments made by persons addressing the Committee;

**(f) Questions**

6.6 Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in Part ??? (to be checked) of the Council procedure rules.

6.7 The Chairman of the Committee shall have discretion to limit the number of persons wishing to address the Committee or ask questions, if it is considered that the number of such speakers would unduly delay the proper despatch of business at any meeting;

6.8 The procedures for addressing the Overview and Scrutiny Committee or asking questions of the Chairman of the Committee, do not apply to Select Committees or Task and Finish Panels.

**(g) Attendance by others**

6.9 The Overview and Scrutiny Committee, a Select Committee or a Task and Finish Panel may invite any person, including residents, stakeholders, members and officers of other organisations to address it, or to discuss issues of local concern and/or answer questions.

6.10 Where such persons are invited to give evidence, meetings will be conducted in accordance with the following principles:

- (a) the scrutiny review will be conducted fairly and all members will be given the opportunity to ask questions of attendees, and to contribute and speak; and
- (b) the review will be conducted so as to maximise the efficiency of the investigation or analysis.

6.11 Following the completion of any scrutiny review, the Overview and Scrutiny Committee, Select Committee or Task and Finish Panel shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings publically available.

**(h) Members and officer giving account**

6.12 The Overview and Scrutiny Committee, a Select Committee or a Task and Finish Panel may require any member of the Cabinet, the Chief Executive or a Director to attend before it to explain matters within his/her areas of responsibility.

6.13 Where any member or officer is required to attend the Overview and Scrutiny Committee, a Select Committee or Task and Finish Panel under this provision, the Chairman will inform the Chief Executive, who shall inform the member or officer in writing giving at least 14 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which the member or officer is required to attend to give account and whether any papers are required to be produced for the Committee.

6.14 It is the duty of those persons to attend if so required. Where, in exceptional circumstances, the member or officer is unable to attend on the required date, the Overview and Scrutiny Committee, Select Committee or Task and Finish Panel concerned shall, in consultation with the member or officer, arrange an alternative date for attendance not less than 14 days from the date of the original attendance

**7. WORK PROGRAMME**

7.1 The Overview and Scrutiny Committee shall approve an annual overview and scrutiny work programme-at the first meeting of each municipal year.

**(a) Development**

7.2 In determining the contents of the work programme, the Committee will:

- (a) seek proposals for inclusion from all Members of the Council through the Council Bulletin and from the public including via the Council's website;

- (b) invite the Leader of the Council to attend its first meeting of each municipal year to present the Executive's programme of Key Decisions (the Cabinet Forward Plan) for the following year, to answer questions on the plan and to indicate where appropriate work on the Cabinet's behalf could be undertaken by the Committee;
  - (c) review the achievement of the overview and scrutiny work programme for the previous year;
  - (d) identify any external organisations to be scrutinised during the coming year;
- (a) review all proposals submitted for inclusion in the work programme to ensure that they relate to the Council's Policy Framework, including the Corporate Plan and the Cabinet Forward Plan;
  - (b) ensure the agreed work programme has sufficient member and officer resources to support it;
  - (c) identify in advance any budgetary provision required for specific projects;
  - (d) ensure that the work programme is properly prioritised.
  - (e) allocate appropriate time limits for each activity within the work programme;
  - (f) ensure that any projects which do not find a place in the work programme are added to a reserve programme for further review;
- 7.3 The Committee shall review the achievement of the overview and scrutiny work programme on a regular basis during the year.
- (b) Cabinet Business**
- 7.4 The Overview and Scrutiny Committee will review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the overview and scrutiny work programme;
- (c) Urgent Items and New Proposals**
- 7.5 Where new proposals or matters of urgency arise during the currency of the annual work programme, the Committee may:
- (a) determine that any new project should be added to the programme and adjust the remainder of the programme accordingly; or
  - (b) determine that a new project should be deferred for review when the next work programme is considered; or
  - (c) decline to accept an additional project and give grounds for so doing.
- 7.6 All proposals for additional or urgent projects shall be submitted in writing and presented at a convenient meeting of the Overview and Scrutiny Committee by the member or officer so proposing.
- (d) Annual Report**

- 7.7 The Overview and Scrutiny Committee shall submit an annual report to the Council at the beginning of each municipal year on the overview and scrutiny work undertaken during the preceding year.

**(e) Motions at Council Meetings**

- 7.8 Any motion adopted by the Council which relates to the responsibilities of the Overview and Scrutiny Committee shall stand referred to the Committee for consideration. In determining how to respond to the motion, the Overview and Scrutiny Committee shall consider whether the proposal should be incorporated in the work programme or held for future consideration in accordance with the procedures outlined in **Section ??? (to be checked)** above. The Committee shall advise the Council of the action taken on such motions.
- 7.9 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council or the Executive to review particular areas of Council activity. Where they do so, the Overview and Scrutiny Committee shall report its findings and any recommendations to the Council or the Executive. The Executive shall consider the report of the Overview and Scrutiny Committee within one month of receiving it and the Council within two months of receiving it or, in either case, as soon as is reasonably possible.

**8. REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

**(a) Executive matters not delegated to the Cabinet, a Cabinet Committee or a Portfolio Holder**

- 8.1 The Overview and Scrutiny Committee may prepare a formal report for consideration by the Executive, if its recommendations are consistent with the existing budgetary and policy framework, or the Council if its proposals would require a departure from, or a change to, the budget and policy framework.
- 8.2 The Executive will have six weeks or as soon as reasonably practical thereafter in which to respond to the overview and scrutiny report, and the Council shall not consider it within that period. When the Council considers any referral from the Overview and Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Executive to the overview and scrutiny proposals.
- 8.3 If the Overview and Scrutiny Committee cannot agree on a single final report to the Council or Executive as appropriate, up to one minority report may be prepared and submitted for consideration by the Council or Executive with the majority report.
- 8.4 Reports by the Overview and Scrutiny Committee shall normally be presented by the Chairman of the Committee, unless he/she determines that it would be beneficial for the Chairman of a Select Committee or Task and Finish Panel to present the report instead, or if a joint presentation is considered appropriate.

**(b) Executive Matters Delegated to an Executive Committee or Executive Member**

- 8.5 Where the Overview and Scrutiny Committee prepares a report for consideration by the Executive in relation to a matter where the Executive has delegated decision making powers to an individual Portfolio Holder or a Cabinet Committee, the Overview and Scrutiny Committee will report to that individual or committee. If the Portfolio Holder or Executive Committee with delegated decision making powers does not accept the recommendations of the Overview and Scrutiny Committee, these will be referred to the next available

meeting of the Cabinet for debate before the Portfolio Holder exercises his/her decision making power and responding to the report in writing to the Overview and Scrutiny Committee. The Executive member or Committee to whom the decision making power has been delegated will respond to the Overview and Scrutiny Committee at the first available meeting.

## **9. CALL-IN**

- 9.1 When an executive decision is made by the Cabinet, a Portfolio Holder or a Cabinet Committee, or a key decision is made by an officer with delegated authority, such decision will be published in a notice specifying when the decision will come into force and be implemented, unless it is called-in.
- 9.2 These call-in arrangements shall not apply to decisions on non-executive functions made by any decision-making body. Three members of the Overview and Scrutiny Committee or any five members of the Council have the right to call in an Executive decision. Any such request shall be made in writing in the prescribed format and must be delivered to the Chief Executive.
- 9.3 The Chief Executive shall call-in a decision for scrutiny if so requested in accordance with **Paragraph ??? (to be checked)** below and shall then notify the decision-taker of the call-in. The Chief Executive shall consult with the Chairman of the Overview and Scrutiny Committee who will determine whether consideration of the call in will be referred to:
- (a) the next ordinary meeting of the Overview and Scrutiny Committee; or
  - (b) the relevant Select Committee; or
  - (c) an appropriate Task and Finish Panel.
- 9.4 If consideration of any executive decision is likely, under these rules, to be delayed for more than two weeks, the Chairman of the Overview and Scrutiny Committee may require an extraordinary meeting of the Committee to be convened at an earlier date if the circumstances appear to warrant this.
- 9.5 If, having considered the decision subject of the call-in, the Overview and Scrutiny Committee (or Select Committee or Task and Finish Panel) is still concerned about it, it may, subject to the procedures outlined in this Article, refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to full Council. If referred to the decision maker he/she shall reconsider within a further five working days, or in the case of a Cabinet decision, as soon as practically possible amending the decision or not, before adopting a final decision.
- 9.6 If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no power to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive as a whole or a committee of it, a meeting will be convened to reconsider within fourteen working days



of the Council request. Where the decision was made by an individual, the individual will reconsider within fourteen working days of the Council request.

- 9.7 If the Council does not meet, or if it does but does not refer the decision back to the decision-making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- 9.8 In the operation of these call-in arrangements, members of the Council shall also adhere to the terms of the Protocol set out in Appendix 1 to this Article.

## **10. CALL-IN AND URGENCY**

- 10.1 The call-in procedure shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay is likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required. In the absence of both, the Chief Executive or their nominee's consent shall be required.
- 10.2 Decisions taken as a matter of urgency must be reported to the next available ordinary meeting of the Council, together with the reasons for urgency.

## **APPENDIX 1**

## **PROTOCOL ON CONSIDERATION AND REPORTING ON EXECUTIVE DECISIONS CALLED IN BY OVERVIEW AND SCRUTINY**

### **1. Purpose of Protocol**

1.1 The purpose of this protocol is:

- (a) To codify how the Overview and Scrutiny Committee (or a delegated Select Committee or Task and Finish Panel) should deal with call-in items; and
- (b) To codify how the Executive should respond to reports by Overview and Scrutiny on decisions which have been called in.

### **2. Validation of Call-In**

2.1 All call-in requests shall be made in writing in accordance with **Paragraph 9.2 of this Article (to be checked)**. Call-in requests may be made only by non-executive members of the Council. The call-in request shall be validated by the Chief Executive and referred to the Overview and Scrutiny Committee for consideration in accordance with the provisions of Article 6 of the Constitution (Overview and Scrutiny).

### **3. Consideration of Call-In Items by Overview and Scrutiny Committee**

- 3.1 Consideration of a call-in shall be the responsibility of the Overview and Scrutiny Committee, which will decide whether to consider the issue itself or to direct a Select Committee or a Task and Finish Panel to undertake it and report back to the decision maker. Call-in items shall be referred to the next available date for the Overview and Scrutiny Committee (or Select Committee or Task and Finish Panel). The provisions of the Overview and Scrutiny Rules in the Constitution will apply to call-in requests which need to be dealt with more quickly.
- 3.2 At its meeting, the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) will receive:
- (a) copies of all documentation submitted to the Executive on which the decision was based;
  - (b) a copy of the written notification of the call-in including the names of the relevant Councillors who requested the call-in and their grounds for so doing; and
- 3.3 The relevant Portfolio Holder and at least one of the members who requested the call-in and who shall act as spokesperson for those members, shall attend the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) meeting.
- 3.4 The call-in decision shall be considered in the following manner:
- (a) the lead signatory to the call-in of the decision shall describe his/her concerns;
  - (b) the Portfolio Holder responds;
  - (c) the remaining signatories then speak in support of the call-in. If there are more than five signatories, only the lead member and the remaining two (or four) Councillors on the call in notification shall be called to speak if they wish to do so. Any other

Councillor whose name appears on the call in notification shall be able to speak during the general debate on the item (see (e) below));

- (d) the Portfolio Holder responds;
- (e) the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) will then debate the issues involved;
- (f) the lead signatory will then have an opportunity to respond to the debate;
- (g) the Portfolio Holder shall then have an opportunity to respond to the debate. The Chairman of the meeting shall have the discretion to vary the way in which evidence is gathered including speakers and public participation if appropriate;
- (h) following the debate, the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) has the following options:
  - (i) to confirm the decision, which may then be implemented immediately; or
  - (ii) to refer the decision back to the decision taker for further consideration setting out in writing the nature of its concerns, or
  - (iii) to refer the matter to full Council in the event that the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) considers the decision to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget;
- (i) If it appears that the review of a decision of the Executive cannot be completed at one meeting, the Executive or decision taker will be informed, indicating any preliminary views the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) may have and a proposed timescale for the completion of the review. The Chairman of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall, if necessary, consult with the Leader of the Council regarding the urgency of the proposed decision or any other related matter;
- (j) The Chairman of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall sum up the recommendations to be submitted to the Executive and these shall be incorporated in full in the Minutes or report of the meeting;
- (k) In cases where the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) determines that a review of the decision is not justified or that, having reviewed the decision of the Executive, it has no adverse comment to make, the Committee (or Select Committee/Task and Finish Panel) shall ensure that its decision is published in the Council Bulletin;
- (l) In the circumstances outlined in (k) above, the decision of the Executive or decision-taker may be implemented with effect from the date of that meeting;
- (m) A report detailing any appropriate recommendations of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall be reported to the decision-taker;

- (n) In presenting the recommendations of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) the Chairman may make general comments on the Committee's/Panel's recommendations, answer questions and respond to comments or new proposals made by the Executive at that meeting;
- (o) The report of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall be sent in draft to all of its Members for approval prior to submission to the decision-taker; and
- (p) Minority reports may be made by members of Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) in accordance with the Protocol for that purpose.

#### **4. Consideration of Reports on Call In Items by the Executive**

- 4.1 The report of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) will be referred in the first instance to the relevant Portfolio Holder(s) for the executive function concerned.
- 4.2 If the Executive decision is one which the Portfolio Holder(s) has delegated powers to make, he/she shall consider the written proposals of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) and must consult the Chairman of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) if they are minded to accept or reject them. In doing so, the Portfolio Holder will ensure that, in recording that decision, the reasons for accepting, rejecting or amending those views are set out in the decision notice.
- 4.3 If the Executive decision is one which the Executive itself or a Committee of the Executive (acting under delegated powers) is competent to take, the relevant Portfolio Holder will consider the proposals of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) and refer them, with their written response, to the decision making body concerned.
- 4.4 At a meeting of the Executive or of any Committee of the Executive, the following documentation shall be submitted:
  - (a) the agreed report of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) and any other supporting documents considered by it;
  - (b) a report of the Portfolio Holder indicating the response to the proposals of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) indicating the options available and recommendation for acceptance, rejection or alteration of those proposals with reasons; and
  - (c) any other information.
- 4.5 The Executive or Committee of the Executive shall consider the matter as follows:
  - (a) the Chairman of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall present the views and recommendations of the Committee/Panel and respond to questions, make general comments and respond to new proposals as appropriate;

- (b) the relevant Portfolio Holder shall then respond by presenting his report and recommendations on the proposals of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel);
  - (c) the Executive (or Committee thereof) shall consider the original decision, the views of the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) and any proposals by the Portfolio Holder; and
  - (d) the Executive (or Executive Committee) will make a final decision on whether to re-affirm the original decision, amend the original decision or substitute a new decision. This decision shall be recorded in the minutes of the meeting together with supporting reasons.
- 4.6 Where a Committee of the Executive is required to report to the full Executive on any matter, it shall submit a recommendation on action proposed to the Executive as part of the minutes of the meeting.

## **5. Implementation of Decisions When Cabinet Control or Membership Changes**

- 5.1 Notwithstanding the provisions of paragraphs 3.4(g) and (h) above, where political control of the Cabinet or Cabinet membership changes following the annual Council meeting each year, any decision made by the Executive and supported by the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) following a call-in but not implemented before the changes occur, shall stand referred to the Cabinet for further review before action is taken.

## **6. Consideration of Call-In Reports of Overview and Scrutiny Committees made to the Full Council**

- 6.1 In some circumstances, the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) may choose to refer the results of the consideration of call-in items to the full Council, rather than the Executive in those instances set out in paragraph 3.4 (d) (iii) above and 6.2 below. With any necessary modification the call-in shall be dealt with at the Council meeting in accordance with paragraphs 4.1 - 4.5 above.
- 6.2 In considering whether to report to the full Council, the Overview and Scrutiny Committee (or Select Committee/Task and Finish Panel) shall take account of the advice of the Proper Officer on:
- (a) whether the Council may properly determine the matter if the function is delegated to the Executive;
  - (b) whether the Executive decision affects the policy or budget framework of the Authority and should properly be determined by the Council;
  - (c) whether the Executive decision relates to a matter which either reserved to the full Council by the constitution or by resolution; and
  - (d) any other advice which indicates that, for whatever reason, a report to the Executive is more appropriate to the proper despatch of Council business.

## **7. Restriction on Call-In**

- 7.1 The Overview and Scrutiny Committee shall at all times be aware that the decisions of the regulatory or non-executive bodies of the Council are not subject to call-in.

7.2 The call-in procedure shall also not apply to any recommendation by the Cabinet to the full Council.

## **8. Withdrawal or Modification of Call-In**

8.1 A valid call-in may be withdrawn at any time by the lead signatory. The lead signatory to a validated call-in or the relevant Portfolio Holder may request a meeting with the Chairman of the Overview and Scrutiny Committee prior to the call-in being considered by the Committee in order to discuss the following:

- (a) the management of the call-in debate at the meeting of the Committee (or Select Committee/Task and Finish Panel) concerned;
- (b) the possibility of reaching agreement on removing any objections to the decision in question which are raised in the call-in request; and
- (c) the withdrawal of a call-in.

8.2 Where the lead signatory agrees to withdraw or modify a call-in the Councillor concerned shall notify his fellow signatories as soon as practicable and the circumstances shall be reported to the Overview and Scrutiny Committee.

8.3 If a call-in is withdrawn, the circumstances will be notified to all members of the Council through the Council Bulletin.

8.4 In cases where a Portfolio Holder has agreed to modify a decision, he or she shall issue a revised decision notice or refer the proposal back to the Cabinet, if the latter made the original decision.

**CONTENTS**

**Rule**

1. Overview and Scrutiny Committee
2. Select Committees
3. Task and Finish Panels

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## **1. OVERVIEW AND SCRUTINY COMMITTEE**

1.1 The functions of the Overview and Scrutiny Committee shall be as follows:

- (a) to review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) to make reports and/or recommendations to the full Council and/or the executive in connection with the discharge of any functions;
- (c) to review corporate strategies;
- (d) to ensure that the decisions/actions of the Cabinet accord with the Council's policies and budget;
- (e) to monitor and scrutinise the financial performance of the Council and making recommendations to the Cabinet in relation to annual revenue and capital guidelines, bids and submissions;
- (f) when required, to question members of the Cabinet or other Committees and officers about their decisions and performance whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (g) to make recommendations to Cabinet and appropriate Committees and the Council arising from the outcome of the overview and scrutiny process;
- (h) to consider any matter affecting the Epping Forest District or its residents
- (i) to review, scrutinise and monitor the performance of other public bodies active in the District;
- (j) to question and gather evidence from any person (including members, officers and others) on issues falling within the functions of the Committee;
- (k) to determine terms of reference, memberships (including the appointment of Chairman and Vice-Chairman) and work programmes for all Select Committees and Task and Finish Panels;
- (l) to scrutinise executive decisions;
- (m) to exercise the right to call-in, for reconsideration of decisions made but not yet implemented by the Executive;
- (n) to consider and make responses to executive decisions which are called in either as a Committee or through referral to a Select Committee or Task and Finish Panel;
- (o) to monitor the effectiveness of the call-in procedure, reviewing the number and reasons for call-in and making recommendations to the Council on any changes required to improve operation of the process;



- (p) to monitor and scrutinise the Cabinet Forward Plan (the Key Decision List);
- (q) to review the implications of Government consultation documents where requested by members;
- (r) to receive presentations from the Leader of the Council outlining plans for the year ahead and reporting performance in the previous Council year;
- (s) to consider requests from the Cabinet for scrutiny involvement in policy development and determining appropriate action;
- (t) to consider petitions where the number of signatures meets or exceeds the trigger level contained in the Council's Petitions Scheme and make recommendations as appropriate; and
- (u) to review, when requested by the petition organiser, the Council's response to any petition which they consider has not been dealt with properly including, if appropriate, investigating, making recommendations to the Council or Executive or arranging for the matter to be considered at a meeting of the full Council;

## **2. SELECT COMMITTEES**

- 2.1 Select committees may be established on an annual basis by the Overview and Scrutiny Committee.
- 2.2 Select committee status will generally be restricted to those activities of a recurring or cyclical character which require a longer term involvement by members.
- 2.3 The Overview and Scrutiny Committee shall determine the number and terms of reference of the select committees and shall review whether they should continue in being at the first meeting of each municipal year.
- 2.4 Select Committees will:
  - (a) adhere to an annual work programme agreed by the Overview and Scrutiny Committee;
  - (b) have a chairman and vice-chairman appointed by the Overview and Scrutiny Committee;
  - (c) have memberships which reflect pro-rata requirements and the lowest number of members required to achieve cross-party representation, whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee;
  - (d) have memberships which represent the minimum number necessary to adhere to their work programmes;

- (e) be able to seek delegated authority from the Overview and Scrutiny Committee, to vary their terms of reference and work programme according to circumstances;
  - (f) report (through the chairman of the select committee) to each meeting of the Overview and Scrutiny Committee on progress with the respective work programme and on any recommendations for consideration;
  - (g) consider any matter referred by the Overview and Scrutiny Committee, the Cabinet or a relevant Portfolio Holder, and report and make recommendations directly to the Committee, the Cabinet or relevant Portfolio Holder when appropriate;
  - (h) in the circumstances set out in (f) above, the report shall be submitted in the name of the select committee and presented by its chairman, unless the work of more than one select committee is involved, in which case any report to another Council body will be in the name of the Overview and Scrutiny Committee and presented by its Chairman;
  - (i) in the event that the submission of a select committee report to another Council body is required such that it cannot be considered by the Overview and Scrutiny Committee in accordance with paragraph (h) above, the select committee report may proceed for consideration subject to prior consultation with the Chairman of that Committee as to the reasons for urgency;
  - (j) extend a standing invitation to relevant portfolio holder(s) to attend select committee meetings to answer questions and provide information on any matters affecting their portfolios which are under consideration; and
  - (k) hear questions and presentations by members of the public or external organisations which are relevant to the work of the select committee concerned.
- 2.5 Any member of the Council may be a member of a select committee, save that any Cabinet member may not be a member of a select committee which deals directly with matters within the responsibilities of their portfolio.
- 2.6 Any member of the Council shall be able to attend any meeting of a select committee and be notified of the publication of the agenda.
- 2.7 The provisions of Operational Standing Order 14 shall apply to the select committees.

### **3. TASK AND FINISH PANELS**

- 3.1 Task and Finish Panels may be established by the Overview and Scrutiny Committee in order to deal with ad-hoc projects or reviews included in the annual work programme for overview and scrutiny.
- 3.2 Task and Finish Panel status will be restricted to those activities which are issue-based, time limited and non-cyclical in character and have clearly defined objectives.
- 3.3 Task and Finish Panels will:

- (a) have terms of reference, membership and a work programme approved by the Overview and Scrutiny Committee;
  - (b) have a Chairman and Vice-Chairman appointed by the Overview and Scrutiny Committee;
  - (c) have memberships which need not be based on pro-rata rules and be flexible as to the number of Councillors appointed to membership. There will be no restriction on the numbers appointed;
  - (d) have memberships which represent the minimum number necessary to adhere to their work programmes;
  - (e) be able to make proposals to the Overview and Scrutiny Committee for the variation of their terms of reference or work programme;
  - (f) be able to seek delegated authority from the Overview and Scrutiny Committee for the variation of their terms of reference and work programmes according to circumstances;
  - (g) report through the Panel Chairman at each meeting of the Overview and Scrutiny Committee on progress with their work programme and on any recommendations for consideration;
  - (h) be able, after consideration by the Overview and Scrutiny Committee, to report to the Council, the Cabinet, a Cabinet Committee, a Portfolio Holder or any other Council body;
  - (i) in the circumstances set out in (h), the report shall be submitted in the name of the Panel and presented by its Chairman, unless the work of more than one Panel is involved, in which case any report to another Council body will be in the name of the Overview and Scrutiny Committee and presented by its Chairman;
  - (j) in the event that the submission of a Panel report to another Council body is required such that it cannot be considered by the Overview and Scrutiny Committee in accordance with paragraph (h) above, the Panel report may proceed for consideration subject to prior consultation with the Chairman of the Committee as to the reasons for urgency;
  - (k) extend a standing invitation to relevant portfolio holder(s) to attend Panel meetings to answer questions and provide information on any matters affecting their portfolios which are under consideration; and
  - (l) hear questions and presentations by members of the public or external organisations which are relevant to the work of the Panel concerned.
- 3.4 Any member of the Council may be a member of a Task and Finish Panel, save that a member of the Cabinet may not be a member of any Panel which deals directly with matters within the responsibilities of their portfolio.
- 3.5 No Task and Finish Panel shall be comprised of members of a single political group only.

- 3.6 Any member of the Council shall be able to attend any meeting of a Task and Finish Panel.

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## SCRUTINY



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

**Date of meeting: 20 October 2015**

**Portfolio: Leisure and Community Services**

**Subject: Youth Engagement Task & Finish Review**

**Officer contact for further information: Julie Chandler (01992 564214)**

**Democratic Services Officer: Stephen Tautz (01992 564180)**

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#### **Recommendations of the Panel in relation to the Epping Forest Youth Council:**

- i) That the Council retains and continues to support and develop the Youth Council in terms of wider youth engagement;**
- ii) That the Youth Council be afforded the opportunity to present a report/update twice a year to all Members of Council through a suitable meeting;**
- iii) That the Youth Council acts as a consultee for stakeholder presentations at Overview and Scrutiny Committees;**
- iv) That the current operational budget for the Youth Council be maintained at £12,000 per annum; and,**
- v) That the Overview and Scrutiny Committee makes a bid to the Finance and Performance Management Cabinet Committee for Continuing Services Budget (CSB) Growth of £8,000 per annum for an enabling fund, that the Youth Council can access for projects, to be agreed by the Neighbourhoods & Communities Select Committee.**

#### **Recommendations of the Panel in regard to future delivery of youth provision by Community Services and Safety:**

- i) That the Council pursues the devolvement of the budget and responsibilities for Youth Provision from Essex County Council to the District Council; and,**
- ii) That the Overview and Scrutiny Committee makes a bid to the Finance and Performance Management Cabinet Committee for Continuing Services Budget (CSB) Growth of £25,000 per annum, for targeted work by Community Services and Safety and not at the detriment of the current service.**

#### **Executive Report:**

As part of the Council's budget saving process in 2014/15, the Finance and Performance Management Cabinet Committee requested that officers undertake a review of the most effective use of the Council's budget related to youth engagement.

In response, the Portfolio Holder for Leisure and Community Services submitted a proposal to the Overview & Scrutiny Committee, to establish a Task & Finish Review Panel to undertake this work.

The review was undertaken between April and September 2015 and this report provides an overview of the findings of the panel and a set of recommendations to Overview and Scrutiny Committee.

The members of the Youth Engagement Task & Finish Panel were as follows;

**Members** (up to May '15): S. Murray, G. Mohindra, C. Roberts, B. Surtees, K. Adams, R. Butler

**Members** (after May '15): S. Murray, G. Mohindra, C. Roberts, S. Neville, B. Surtees A. Patel

**Other Members:** Mrs H Kane, J Mclvor (Youth Councillor), M Tinker (Youth Councillor)

**Officers:** J Chandler (Assistant Director Community Services and Safety), G Wallis (Community, Health & Wellbeing Manager and R Perrin (Democratic Services Officer).

### **Report:**

#### Epping Forest Youth Council

1. The first meeting of the panel was held on April 20<sup>th</sup> 2015 and the Assistant Director Community Services & Safety opened the meeting and requested nominations for the role of Chairman. Councillor S Murray was nominated and accepted the role of Chairman and Councillor G Mohindra was nominated and accepted the role as Vice Chairman of the Panel.
2. The Assistant Director Community Services & Safety presented an initial scoping report and draft terms of reference for the group, as attached as Appendix 1. The terms of reference were adopted with slight amendments and the panel agreed a schedule of work, to conclude with a final report being submitted to the Overview and Scrutiny Committee on 20<sup>th</sup> October 2015.
3. The first area of work undertaken by the panel focussed on the Epping Forest Youth Council. M Tinker and J Mclvor gave a presentation on the work and successes of the current Youth Council 2014-16 and achievements of their predecessors over the previous seven years. This included details of work that had been undertaken over the last year, including the staging of a Youth Conference at the Civic offices, with 90 pupils from years 7, 8, 9 and 10 representing ten secondary schools from in and around the Epping Forest District. At this event, it had been identified that a priority issue for young people was bullying, and in response, the Youth Council had developed their own campaign called '#URNot Alone' and had delivered advice in schools assemblies and provided pupils with a USB memory stick wristband promoting the campaign. The scheme had been so well received and successful that the Youth Council had been awarded the prestigious County-wide High Sheriff of Essex's Shield and £1000 towards the project.
4. A very wide range of other initiatives had also been undertaken by the Youth Councillors during their time in office and this had built on the successes of previous years. This included volunteering, developing social media contacts (7200 views on twitter during the anti-bullying campaign) and significant success in securing external funding during the last six years, which amounted to £28,000.
5. The Panel were very impressed with the work and commitment of the Youth Council and the level of communication with their peer group, which extended across their school community and the local area where they live. The Panel suggested that greater emphasis could be placed on promotion of the Youth Council within the Council itself, to ensure that other Members were aware and understood the valuable contribution that they made locally. They also felt that there was evidence of the need for additional and specific project work to be carried out by the Youth Council.

6. The Panel agreed that the Youth Council represented excellent value for money as currently funded by the Council and due to the external funding that they secured, and noted the following comments in particular;
  - That the EFYC budget and associated costs had not increased since EFYC began in 2008;
  - That EFYC had generated the equivalent of 39% of its running costs in external funding; and
  - That the Youth Councillors themselves had independently applied for and secured external funding for EFYC
7. Further research was commissioned by the Panel in relation to the activities of the Youth Council and this included comparisons to other local authority Youth Council functions in the local area and further afield, including St Albans and London. The Panel concluded from the findings of these studies, that Epping Forest Youth Council was more extensive and impressive in its work and that the operation of EFYC was excellent in comparison to other Youth Councils represented at the UK Youth Parliament.
8. This conclusion was further endorsed by feedback from local schools and other statutory and non-statutory partners, some examples of which are detailed below;

“The Epping Forest Youth Council has been a shining example across Essex and is frequently referred to positively”. Vicky Young, West Senior Community Based Commissioner, Essex County Council.

“This is a good thing- it raises awareness of the wider community and the process of representative democracy”. Davenant Foundation School, Loughton.

“We have and will always support the Epping Forest Youth Council as it works alongside what we do and builds the young people to look at the community in a whole different way. It is well organised and well managed”. Roding Valley High School.

“Maintaining a Youth Council in the area is vital if we are to encourage young people to take part in the democratic process”. “Our councillors report back to our school council and have given presentations in assemblies. The role of EFYC is known by all members of the school community”. Braeside School, Buckhurst Hill.

“It gives young people the opportunity to be involved and have their voice heard. It teaches them very important life skills and contributes to their personal development”. St. John’s School, Epping.

“Voluntary Action Epping Forest Carers project has worked with the Youth Council on several intergenerational project activities and each one has been a great success”. J Foile Chief Officer VAEF.

“We have been working in partnership with EFYC for the last four years delivering practical conservation projects on the Forest. These sessions are invaluable to us for a number of reasons, including; to forge links with an often difficult to reach section of the community and allowing the young people to act as champions for Forest as they pass on information to their peers”. City of London.

“We value their support and assistance when we need to engage with our young people”. Loughton Town Council.
9. Several members of the Panel added to the endorsements listed, through their own experience of the Youth Council and their work in local communities. This included

examples given of work undertaken with elderly residents of Buckhurst Hill and with Youth Plus, Ongar, which is a voluntary sector group for young people with additional needs.

### Youth Provision

10. The second phase of work undertaken by the Panel focussed on the youth engagement work undertaken by the Council's Community Services and Safety teams and the work of Essex County Council.
11. The Assistant Director Community Services & Safety presented an overview of the work delivered for young people. She explained that whilst some of the work can be considered youth engagement in its truest sense as it involves in-depth and targeted work with ongoing feedback and review, other work is provided on a more informal basis for larger numbers of young people.
12. The Assistant Director explained that work with young people forms only a small part of the work undertaken by Community Services and Safety, as the remit of the service area covers peoples of all ages from birth to very elderly. Therefore, it would be very hard to disaggregate the budget specifically allocated to this work. It was also noted that much of the work undertaken by the service is funded externally through competitive funding processes and that because of the level of success in acquiring external funding, over £750,000 revenue funding had been secured in the last five years to prop up the budget resources available. In addition, several million pounds had been secured towards capital projects during this time.
13. The young engagement work undertaken by Community Services mainly focussed on super output areas of the district; specific groups of young people in communities and young people referred by schools as needing additional support, advice and guidance. This included football sessions in Waltham Abbey which attracted over 80 young people to each session, projects with young people with additional needs and in-school delivery of programmes focussing on issues such as self-harm, substance misuse and improving behaviour and attitudes.
14. Examples were given of the impact of this work on young people and one of the cases highlighted, involved a 17 year old young lad who had gone along to a football session at Town Mead in Waltham Abbey. He had demonstrated very challenging behaviour and had caused serious problems for the coaches, resulting in him being excluded from the session. The following week he had turned up to the session and sat outside the football pitch and had been quiet. The head coach had gone to speak to him and found out that his dad had left his family home and the young lad was not coping with the situation. He had also dropped out of school and was regularly staying out all night without telling his mum. The coach managed to convince him that he needed to go home and sort things out and went with him to speak to his mum. The result of this intervention was that the young lad went back into school and was allowed to attend the football sessions again. He had since gone on to be signed for a local league football team and was doing very well.
15. The panel were advised that local schools were very grateful for the targeted work undertaken with their pupils on the basis of 6 – 8 week programmes of work, as they had seen marked differences in behaviours and attitudes in school. They had also reported that issues of self-harm had reduced and participants were showing improved confidence and self-esteem.
16. Over the previous three years, Community Services had been successful in securing around £150,000 towards provision of an Inclusion Project for children and young people with additional needs. This had proved to be extremely successful and gratefully received by local families. The project had enabled the Council to understand the barriers that prevent families from accessing local services and a



strong parent/carer forum had been set up which would help the project be sustainable in the future.

17. The Assistant Director went on to talk about the more informal provision for young people and this included a wide range of activities from mountain biking, to dance and museum activities. All of these activities focussed on development of young people's skills and confidence, as well as improving their general health and wellbeing.
18. The Panel were additionally told about two other very high profile initiatives provided by Community Services and Safety which take place on an annual basis and involve statutory and voluntary sector partners. These being Crucial Crew and Reality Roadshow.
19. Crucial Crew was a high impact health and safety initiative delivered to all Year 6 (10yrs) pupils in primary schools in the district. Due to the excellent reputation of Crucial Crew the Council was also receiving requests from schools from other areas such as Brentwood to allow their children to access the service. Crucial Crew was organised each year, over a period of two weeks at the same venue and participants spent a half day taking part in a range of scenarios which include internet safety, drugs and alcohol awareness, road safety and anti-bullying. In addition, in the last two years, new sessions on healthy relationships had been introduced to the programme due to the high incidences of Domestic Abuse in the district. This session helped children to understand what a healthy family life should be like.

At the end of each day, all children would take part in an interactive quiz, which identified the level of their understanding of the issues and they were provided with a handbook to take away, which gives further details about each of the topics.

The feedback that was received from participants and their schools was extremely positive and it was understood that the important messages of Crucial Crew stay with anyone that has participated in it for years to come. This was confirmed by the Youth Councillors on the review panel.

All of the scenarios were provided by statutory and non-statutory partners, generally free of charge and the only cost to the Council was for the venue hire for the two week period.

20. Reality Roadshow was described as the secondary school version of Crucial Crew aimed at young people in Year 9 (13/14 yrs) and was delivered in the schools during curriculum time. This programme tended to be much 'harder hitting' than Crucial Crew and usually started with a powerful theatre performance based around bullying and peer pressure. The scenarios that the young people attended were very explicit and therefore, the impact on participants was actually seen in their expressions whilst attending each of the sessions.

Reality Roadshow also involved the support of statutory and voluntary sector partners and was seen as an excellent initiative to raise awareness of the real dangers of drug taking and alcohol abuse, as well as issues of sexual health and healthy relationships. In these particular sessions, issues of domestic abuse were talked about more openly, and included advice on what young people should expect in their own relationships.

The main costs associated with Reality Roadshow related to the theatre production which was paid for by the schools and some of the voluntary sector sessions.

21. The Task & Finish Review Panel were very impressed with the breadth and extent of the work undertaken by the Council's Community Services and Safety Teams and felt that the targeted work that had been delivered was excellent. They felt that it would

be very beneficial for this work to be continued and potentially developed in conjunction with local Parish and Town Councils, in order to address key local issues.

22. The Assistant Director Community Services and Safety advised the Panel that the core budgets of the service area were very limited for this type of work, as previously, the targeted work with young people was undertaken by the Essex County Council (ECC) as part of their statutory duty for provision of Youth Services. However, in recent years there had been significant cuts to the Youth Services delivery across the whole of Essex and this had resulted in EFDC needing to cover the gaps in provision. The type of targeted work that the Council had provided locally had included site specific programmes to address issues of anti-social behaviour and youth nuisance and work in schools with young people identified as having low self-esteem and confidence. Examples of this work and the benefits that had been realised were presented to the panel and included the following;

**Football Project:** Targeted at young people causing anti-social behaviour and vandalism in Waltham Abbey, this project had turned the lives of many young people around, through instilling discipline and respect for people through sport;

**In – school Programmes:** Provided for young people with low self-esteem and confidence, this work had focussed on positive body image, attitudes and behaviours and had helped reduce incidences of self-harming amongst girls and boys. This work in particular had received excellent feedback from schools on the changes to the participants' behaviours.

23. It was noted that the current provision by ECC for the Epping Forest District was 1.5 FTE staff and that there was no longer any face to face delivery of Youth Services and that the remit of the service had been changed to 'Community Commissioning' and support for the voluntary sector to deliver initiatives.
24. This change in focus by ECC had caused issue for the Council, as there was an apparent lack of communication with key colleagues who were already undertaking a similar role in the district.
25. A representative of ECC was therefore invited to attend the Panel to give a presentation about the new role of Youth/Community Commissioners and work undertaken within the district.
26. E Nkwelle from ECC presented to the Panel about the work he had undertaken locally to identify priority issues for young people and community profiles. This raised significant concern amongst Panel members, who felt that they did not receive appropriate responses to the many questions they had raised. The Panel were additionally concerned about the evident lack of delivery of actual 'face to face' Youth Services in the district and questioned the impact of the commissioned work that was undertaken. The panel were very unimpressed with ECC's contribution to the review process and felt that communication with the Council and young people themselves was very poor. There was also a lack of clear outcomes and impact.
27. This led to the Panel agreeing that the services provided by ECC could be put to better use by the District Council, as it was in a better position to know where there were gaps in provision and hence, where investment was required.
28. The Panel asked Officers what the pressing issues of young people in the District currently were and whether extra funding would help with targeted work. J Chandler advised that these included substance misuse and particularly alcohol and legal highs, sexual exploitation (online) and self-harming and these were of major concern. Work to address these issues would require experienced and qualified staff.

**Reason for decision:**

This report makes recommendations to Cabinet, rather than requesting a decision.

**Options considered and rejected:**

None

**Consultation undertaken:**

A wide range of consultation was undertaken as part of this Task & Finish Review, including with local secondary schools, Essex County Council and public and voluntary sector partners. Details of this consultation are included within minutes of each meeting.

**Resource implications:**

This report recommends to Cabinet two items of CSB growth: 1) That an additional £8,000 is made available each year for the Youth Council to deliver projects as agreed through the Neighbourhoods and Communities Select Committee and 2) That an additional £25,000 budget is made available for Community Services, to undertake targeted work with young people identified with self-esteem and confidence issues and those displaying anti-social and other negative behaviours.

**Budget provision:**

Recommendation for £8,000 CSB Growth for EF Youth Council Project Budget and £25,000 CSB Growth with the Community Services budget.

**Personnel:** N/a

**Land:**N/a

**Community Plan/BVPP reference:**

**Relevant statutory powers:** N/a

**Background papers:**

Agenda and minutes from the Task & Finish Review; consultation and questionnaire papers from local schools and public and voluntary sector partners.

**Environmental/Human Rights Act/Crime and Disorder Act Implications:**

The recommendations from the Task & Finish Review, seek agreement from the Council to increase investment in local young people, including to provide targeted work with young people at risk of anti-social behaviour and youth nuisance and those at risk of self-harm.

Key Decision reference: (if required)

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

**Date of meeting: 20 October 2015**



**Portfolio:** Leader (Councillor C. Whitbread)

**Subject:** Key Objectives Key Action Plan 2015/16 – Quarter 1 performance

**Responsible Officer:** B Copson (01992 564042)

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

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

**That the Committee reviews the progress achieved at the end of Quarter 1 against the Key Objectives Key Action Plan for 2015/16.**

### **Executive Summary:**

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2015/16 was agreed by the Cabinet in March 2015. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

### **Reasons for Proposed Decision:**

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2015/16 at the end of the first quarter (30 June 2015).

### **Other Options for Action:**

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

## Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2015/16 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2015/16. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.
3. The Key Action Plan 2015/16 was agreed by Cabinet at its meeting on 9 March 2015. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary.
4. A schedule detailing Quarter 1 progress against the fifty (50) individual actions of the 2015/16 Key Action Plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the individual actions:  
**Achieved** - specific actions have been completed or in-year targets achieved;  
**On-Target** - it is anticipated that specific actions will be completed or in-year targets achieved;  
**Under Control** - specific actions have not been completed or achieved in accordance with in-year targets, although completion/achievement is likely to be secured by revised target date or year-end;  
**Behind Schedule** - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets, and completion/achievement may not be secured by year-end; and  
**Pending** - specific actions were not completed or achieved in accordance with in-year targets.
5. At the end of Quarter 1:
  - a. 45 (90%) of the individual actions have been achieved or are on target to be achieved by the target date or a revised target date by the end of the year;
  - b. 2 (4%) of the individual actions are behind schedule and may not be completed by the end of the year;
  - c. 3 (6%) of the individual actions are currently on hold as a result of external circumstances.
6. The Overview and Scrutiny Committee is requested to review progress against the key objectives Key Action Plan for 2015/16 at Quarter 1. This report was also considered by the Cabinet at its meeting on 8 October 2015.

**Resource Implications:**

Resource requirements for actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director and reflected in the budget for the year.

**Legal and Governance Implications:**

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

**Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

**Consultation Undertaken:**

Progress against actions to achieve specific key objectives for 2015/16 as set out in this report, has been submitted by each responsible service director direct to the 'Ten' performance management system. Current progress in respect of each of the key objectives for 2015/16 has been reviewed by Management Board (19 August 2015) and the Cabinet (8 October 2015).

**Background Papers:**

Quarter 1 progress submissions for the key objectives for 2015/16 and relevant supporting documentation is held by responsible service directors.

**Impact Assessments:*****Risk Management***

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

***Equality:***

There are no equality issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

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## Report to the Overview and Scrutiny Committee

**Date of meeting: 20 October 2015**

SCRUTINY



**Subject:** Member Training – Overview and Scrutiny

**Officer contact for further information:** S. Tautz (01992 564180)

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

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### Recommendations/Decisions Required

**That the Committee note the proposed response to issues arising from a recent member training session in respect of the operation of the Overview and Scrutiny Committee.**

### Report

1. As part of the Member Training Programme for 2015/16, an introduction to Overview and Scrutiny was delivered to members on 22 June 2015. The session was facilitated by Tim Young, an experienced scrutiny trainer who works with councillors and officers on most aspects of local government, and focussed on essential information and useful skills that scrutiny Members need to carry out Overview and Scrutiny to best effect.
2. Mr. Young's training session was grounded in the four principles of good scrutiny (developed originally by the Centre for Public Scrutiny), which see effective scrutiny as:
  - providing 'critical friend' challenge to the Executive and partners;
  - reflecting and enabling the voice and concerns of the public and its communities;
  - being carried out by 'independently-minded governors' who lead and own the scrutiny process; and
  - driving improvement in public services and helping to find efficiencies and new ways of delivering services
3. The session also focussed on how Overview and Scrutiny was organised and carried out within the Council, using examples from other authorities to illustrate best practice and how other authorities use overview and scrutiny to tackle a range of pressing issues.
4. A number of issues were raised by members during the training session, in connection with the operation of the Overview and Scrutiny Committee:

### Presentations

5. Members felt that presentations to be made to the Committee should be available in advance of the relevant meeting, so that they can have early sight of presentation material to aid the process of scrutiny and questioning. This is considered to be a reasonable approach and will be implemented going forward, provided that it is possible to obtain presentations from external organisations attending meetings of the Committee. Presentations will be published as a supplementary item on the Modern.Gov system, but not will not be printed for hard-copy distribution.

### **Presentations - Follow-Up**

6. Members expressed the view that there should be time available to follow-up matters subject of presentation to the Committee by external organisations, either at the relevant meeting at the conclusion of the presentation (in the absence of the representatives of the external organisation) or by periodic monitoring at subsequent meetings. Again, this is considered to be a reasonable approach and will be implemented appropriately in consultation with the Chairman of the Committee.

### **Recommendations - Follow-Up**

7. Members felt that improvements could also be made in ensuring that the recommendations of the Committee on specific matters are followed-up to ensure that action is always taken where necessary. Arrangements for regular progress reporting on such matters are also currently being considered in consultation with the Chairman of the Committee.
8. Tim Young will be running a further member training session highlighting skills for effective scrutiny, on 22 October 2015.

### **Resource Implications:**

There are no resource requirements arising from the recommendations of this report.

### **Legal and Governance Implications:**

The Council's constitution sets out rules for the operation of overview and scrutiny activity.

### **Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

### **Consultation Undertaken:**

None required.

### **Background Papers:**

None

### **Impact Assessments:**

#### ***Risk Management***

The Council's constitution sets out rules for the operation of overview and scrutiny activity.

### ***Equality:***

There are no equality implications arising from the recommendations of this report.

## **Report to Overview & Scrutiny Committee**

**Date of meeting: 20 October 2015**

**Subject: Overview and Scrutiny Work Programme – Six Monthly Review**

**Officer contact for further information: S Tautz (Ext 4180)**

**Committee Secretary: A Hendry (ext 4246)**



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### **Recommendations:**

**That the current work programme be reviewed in accordance with rule 9.3 of the Overview and Scrutiny Rules having regard to:**

- (a) the resourcing and scope of the programme; and**
- (b) the reserve programme and new proposals from members.**

1. (Director of Governance). The Overview and Scrutiny Procedural rules state that 'The Overview and Scrutiny Work Programme shall be of six – months duration and be reviewed at or before the expiration of that six month period'.

2. The current work programme is attached. A review of this plan is therefore now due.

### **Task and Finish Panels**

3. Two Task and Finish Panels were established last year and are still running, they were the Grant Aid Task and Finish Panel and the Youth Engagement Task and Finish Panel. Both T&F Panels are up and running and have held several meetings so far and both are set to finish by the end of this calendar year.

### **Select Committees**

4. Four new Select Committees have been established this year, replacing the five Scrutiny Panels. The new Select Committees roughly cover the work of the four newly established Directorates. The new Select Committees are: the Housing Select Committee, the Governance Select Committee, the Neighbourhood and Community Services Select Committee and the Resources Select Committee.

### **Reserve List.**

5. 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 plan following the completion of existing reviews.

6. To date, two PICK forms have been submitted; one asking that the causes and problems recently experienced by the waste collection service be considered, this has been added to the work programme of the Neighbourhood & Community Services Select Committee; the second PICK form asked that the new 6<sup>th</sup> form consortium be reviewed and this has been added to the Overview and Scrutiny Committee's work programme.

7. A new, third PICK form has been submitted by Councillor Neville and this is attached for consideration by the Committee.
8. Councillors and now members of the public can put forward any suggestions for consideration for inclusion in the reserve list. Existing review items will be dealt with first, and then time will be allocated to the items contained in the reserve work plan.
9. Members need to bear in mind that new projects can be added but only if there is capacity among Committees and/or officers to undertake them.

## Overview and Scrutiny Work Programme – October 2015

<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 Report 2014/15	June 2015	Final report went to the June 2015 meeting.	09 June 2015; 21 July; 20 October; 05 January 2016; 23 February; and 19 April.
(2) To receive an information item on 'Volunteering Through Time Banking'	July 2015	Received an information item from the VAEF time banking co-ordinator.	
(3) 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.	April 2016	Recommendation taken from the Children Services Task and Finish Panel. Chris Martin last attended the November 2014 meeting. Deferment to 2016 agreed by O&S Committee on 21/7/15.	
(4) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	October 2015	Last completed in November 2014	

(5) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	October 2015	The new Principal of Epping Forest College addressed the July 2014 meeting.  <i>In September 2014, the Committee agreed that the Principal should be asked to address them on an annual basis.</i>
(6) To receive a presentation from Youth Council members	January 2016	Members of the Youth Council to attend with an update on their programme of work.
(7) Key Objectives 2014/15	Outturn report went to the June 2015 meeting	Outturn report for 2014/15. ( <i>Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee</i> )
(8) Corporate Plan Key Action Plan 2015/16	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Oct. 2015 (Qtr. 1), Jan 2016 (Qtr. 2) and Feb 2016 (Qtr. 3).
(9) Corporate Plan Key Action Plan 2016/17	Went to the July 2015 meeting	The Key Action Plan process has been brought forward to align with the budget setting process. To be considered by Cabinet in October.
(10) Barts Health NHS Trust	June 2015 & February 2016	Ms L Hill-Tout the interim Managing Director of Whipps Cross came to the June meeting. It was subsequently agreed that a representative would come back to another meeting to update the Committee. February 2016 has been proposed.

(11) Essex County Fire and Rescue Service	January 2016	To receive a presentation from the Fire and Rescue Service on the review of their service provision and on the consultation exercise. To ask the Essex CC Portfolio Holder to also attend.	
(12) Progress on 6 <sup>th</sup> Form Consortium (PICK submission)	February 2016	To review the progress of the new 6 <sup>th</sup> Form consortium set up in the District in September 2015. To ask appropriate head teachers to the meeting.	
(13) Constitution Review – O&S Procedure Rules	October 2015	Review of OS Procedure rules to be considered by the Constitution Working Group during Sept. 2015	

## Select Committees

### Housing Select Committee (Chairman – Cllr Murray)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review (Recommendations to Housing Portfolio Holder)	June 2015	<b>COMPLETED</b>	<del>16 June 2015</del> <del>08 September</del> Cancelled; 10 November; 12 January 2016; and 08 March
(2) 6-Month Progress Report on Housing Strategy Action Plan 2015/16	June 2015	<b>COMPLETED</b>	
(3) Housing Key Performance Indicators (KPI) – 2014/15 Outturn	June 2015	<b>COMPLETED</b>	
(4) Housing Key Performance Indicators (KPI) – Quarter 1	November 2015	Due to be considered at September meeting – but deferred to November meeting, due to cancellation of September meeting.	
(5) Six Monthly Progress report on Housing Business Plan Action Plan	November 2015		
(6) Six-Month Review of the HRA Financial Plan	November 2015		
(7) Private Sector Housing Strategy Action Plan – Annual Progress Report	November 2015		
(8) Housing Strategy Action Plan 2016/17	January 2016		



(9) Housing Key Performance Indicators (KPI) – Quarter 2	January 2016		
(10) Briefing on the proposed Council rent increase for 2016/17	January 2016		
(11) Proposed housing service improvements and service enhancements – 2016/17	January 2016		
(12) Housing Key Performance Indicators (KPI) – Quarter 3	March 2016		
(13) Housing Key Performance Indicators (KPI) – Targets for 2016/17	March 2016		
(14) 12-monthly Progress Report on Housing Business Plan Action Plan 2015/16	March 2016		
(15) HRA Business Plan 2016/17	March 2016		
(16) Homelessness Strategy 2015-2018	June 2015	<b>COMPLETED</b>	
(17) Housing Service Strategy on Housing and Estate Management (3-Year Review)	June 2015	<b>COMPLETED</b>	
(18) Housing Service Strategy on Energy Efficiency (3-Year Review)	June 2015	<b>COMPLETED</b>	
(19) Housing Service Strategy on Older People’s Housing (3-Year Review)	June 2015	<b>COMPLETED</b>	

(20) Housing Service Strategy on Harassment (3-Year Review)	November 2015	Due to be considered at September meeting – but deferred to November meeting, due to cancellation of September meeting.	
(21) Housing Service Strategy on Empty Properties (3-Year Review)	November 2015	Deferred to November 2015 meeting – due to workload other commitment.	
(22) Review of the approach to the Scheme Management Service to sheltered housing and properties designated for older people	November 2015		
(23) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	November 2015		
(24) Housing Service Strategy on Home Ownership (3-Year Review)	September 2015		
(25) Results of the STAR Triennial Tenant Satisfaction Survey	November 2015		
(26) Policy on HMO Licensing	January 2016	Deferred to January 2016 meeting – due to workload other commitments	
(27) Housing Service Strategy on Rent Collection and Administration (3-Year Review)	January 2016		
(28) Housing Service Strategy on Home Ownership (3-Year Review)	March 2016		
(29) Review of the future use of sheltered/grouped housing scheme sites	March 2016		

(30) Housing Service Strategy on Housing Advice (3-Year Review)	March 2016		
(31) Housing Service Strategy on Under-Occupation (3-Year Review)	March 2016		

<b>Governance Select Committee (Chairman – Cllr Church)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of the Elections 7 May 2015	7 July 2015	Review of the processes for the General, District Council and Parish Council elections <b>COMPLETED</b>	07 July 2015; <del>06 October</del> ; 01 December; 02 February 2016; 05 April
(2) Review of Public Consultations	7 July 2015	Annual Review <b>COMPLETED</b>	
(3) Key Performance Indicators 2014/15 – Outturn	Outturn KPI performance (Governance indicators only) considered at first meeting in each municipal year	Outturn KPI performance report for 2014/15 to be considered at meeting on 7 July 2015 <b>COMPLETED</b>	
(4) Key Performance Indicators 2015/16 – Quarterly Performance Monitoring	Quarterly KPI performance (Governance indicators only) considered on a quarterly basis	Quarterly KPI performance reports for 2015/16 to be considered at meetings on: 6 October 2015 (Q1) - <b>COMPLETED</b> 1 December 2015 (Q2) 5 April 2016 (Q3)	
(5) Proposed Governance Key Performance Indicators 2016/17	Draft indicator set considered alongside review of third quarter KPI performance for 2015/16	Proposed Governance KPIs for 2015/16 to be considered at meeting on 5 April 2016	
(6) Planning Appeals Performance	1 December 2015	To receive examples of recent appeals decisions issued by the Planning Inspectorate.	
(7) Development Management Chair and Vice Chair's Meeting	1 December 2015	To receive feedback from meeting (27 October 2015) of Chair and Vice Chair's of the Area Planning and District Development Management Committees.	

(8) Equality Objectives 2012-2016 – 6 monthly reporting	7 July 2015	Review 6 monthly performance: 6 7 July 2015 <b>COMPLETED</b> 7 1 December 2015	
(9) Proposed Equality Objectives 2016-2020	2 February 2016	Proposed Equality Objectives 2016-2020 to be considered at meeting 2 February 2016	
(10) S106 Monitoring Report	6 October 2015	<b>COMPLETED</b> It is recommended that Future reports to be referred to District Development Management Committee for consideration.	
(11) Planning Enforcement Report	1 December 2015		
(12) Review the budget for the Chairman and Vice-Chairman of Council	1 December 2015	Referred from Council on 28 July 2015	
(13) Annual Equality Information Report - 2016	6 October 2015	<b>COMPLETED</b>	
(14) Development Management – Pre-Application Advice	2 February 2016	To receive details of the resource requirements for pre-application planning advice and opportunities for increased member involvement in the pre-application process.	

<b>Neighbourhood &amp; Community Services Select Committee (Chairman – Cllr Sartin)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Enforcement activity	January 2016	Annual report Committee	08 July 2015 15 September; 17 November; 17 December (special); 19 January 2016; 15 March
(2) CCTV action plan review	January 2016	Annual report to Committee	
(3) Annual Report of the Community Safety Partnership	September 2015	Completed - Annual report to Committee	
(4) KPIs 2014/15	July 2015	Outturn report for 2014/15	
(5) To review the specific quarterly KPI's for 2015/16	Quarterly	Progress reports to meetings: Q1 in September 2015; Q2 in November 2015; Q3 in March 2016	
(6) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Committee at first available meeting following receipt.	
(7) Receive notes of the Bobbingworth Nature Reserve Liaison Group and updates as appropriate.	As appropriate	Notes to the Committee at first available meeting following receipt.	
(8) To receive updates from the Green Corporate Working Party	As appropriate (To receive an update on the current position in November '15)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(9) Feedback on the success of the Crucial Crew Initiative and learning points for future programmes	September 2015	Completed	

(10) Report on the outcome of Stage 1 feasibility study on the options for establishing a Museum, Heritage and Culture Development Trust	September 2015 TBA		
(11) Feedback on the success of the Summer Holiday Activity Programme and Learning points for the future programme.	November 2015		
(12) Feedback on the success of the Reality Roadshow initiative and learning points for future programmes.	January 2016		
(13) Report on the extensive new offer provided to visitors following the expansion and improvement of the Epping Forest Museum	March 2016		
(14) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan - (last went to Sept.'15 meeting)	
(15) To review the waste Contract and associated problems as put forward by the PICK form	September (Scoping) and December 2015	To scope out the PICK form at the September meeting and to hold a one off review in December 2015.	
(16) To receive a report on the 'prevent initiative' and radicalisation issues.	March 2016		
(17) To receive a presentation from the Council's area crime analyst on her work.	To be agreed		

(18) The Assistant Director, Neighbourhood Services to attend a future meeting to address the problems of fly-tipping	Possible for the November 2015 meeting		
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<b>Resources Select Committee (Chairman – Cllr Mohindra)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) To review the specific quarterly KPI's for 2015/16	Quarterly	Progress reports to meetings: Q1 in October 2015; Q2 in December 2015; Q3 in February 2016	14 July 2015; 13 October; 07 December; 09 February 2016 and 12 April
(2) Key Performance Indicators 2014/15 - Outturn	Outturn KPI performance considered at the first meeting of each municipal year	Outturn KPI performance report for 2014/15 for July 2015 meeting.	
(3) 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 F&PM Cabinet Committee in January of each year.	
(4) ICT Strategy – progress Call handling for Oct. '15	Progress against ICT Strategy Considered on an annual basis.	Progress report to be considered at meeting on 13 October 2015. To include call/response handling and a report on options following introduction of new telephony system.	
(5) Fees and Charges 2016/17	Proposed fees and charges for 2016/17 to be considered at October 2015 meeting	Proposed fees and charges considered on an annual basis each October	

(6) Provisional Capital Outturn 2014/15	Provisional outturn for 2014/15 to be considered at July meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	
(7) Provisional Revenue Outturn 2014/15	Provisional Outturn for 2014/15 considered at July 2015 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each year.	
(8) Sickness Absence Outturn	July 2015	To review the Sickness Outturn report for 2014 -15.	
(9) Sickness Absence	Half-yearly progress reports for 2015/16 to be considered at December and April meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis	
(10) Medium Term Financial Strategy & Financial issues paper	October 2015	To receive financial issues Paper and Medium term financial strategy including 4 year General Fund forecast	
(11) Quarterly Financial Monitoring	Oct. 2015; Dec. 2015; & Feb.2016	To receive quarterly financial monitoring Reports	
(12) Apprentices & Graduates	December 2015	To receive a presentation on the Council's apprenticeship scheme and it's graduate scheme	
(13) Planning Enforcement	October 2015	To review the Planning Enforcement team's work, and how they carry it out. To consider their processes and not specific cases.	

(14) Shared Services Working	December 2015	To review any shared services working being carried out by EFDC. HR are currently working with Colchester and Braintree Councils on a shared HR payroll system.	
(15) Facilities Management	October 2015	To consider the rationalising the Council's Energy Bills.	
(16) Private Funding	December 2015	To consider any avenues of private funding available to EFDC.	
(17) Housing Benefit Fraud & Compliance	February 2016	To receive a report on the fraud team's work.	
(18) Corporate Debt Processes	April 2016	To receive a report on the approach adopted to dealing with debts due to the Council.	

## Task and Finish Panels

### Grant Aid Task and Finish Panel (Chairman – Cllr C P Pond)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Terms of reference, scoping report and work programme.	Terms of reference and work programme to be considered at initial meeting and referred to the Overview and Scrutiny Committee for adoption.	Final report to be made to the Overview and Scrutiny Committee in January 2016.	14 January 2015; 2 March; 31 March; 16 April; 20 July; 28 September; 29 October

**Youth Engagement Task and Finish Panel (Chairman – Cllr S. Murray)  
2014/15**

<b>Item</b>	<b>Report Deadline/Priority</b>	<b>Progress/Comments</b>	<b>Programme of Meetings</b>
(1) Terms of reference, scoping report and work programme.	Terms of reference and work programme to be considered at initial meeting and referred to the June, Overview and Scrutiny Committee for adoption.	Final report to be made to the Overview and Scrutiny Committee in October 2015.	20 April 2015; 18 May; 22 June; 08 July; 11 August; 14 September

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**Request by Member for Scrutiny Review  
2015/16 Work Programme**



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

<p><b>Proposers Name:</b></p> <p>Steven Neville</p>	<p><b>Date of Request</b></p> <p>1<sup>st</sup> September 2015</p>
<p><b>Supporting Councillors (if any):</b></p> <p>Ken Angold-Stephens Stephen Murray Brian Suttees</p>	
<p><b>Summary of Issue you wish to be scrutinised:</b></p> <p>To assess the costs and benefits of Epping Forest moving to a default 20mph signed limit with social marketing to drivers. Exceptions of higher speed roads would be determined by the Traffic Authority. Also why this may or may not be cost effective, long term, than strategically placed 20 mph limits.</p> <p>Slower built up area speed limits have many Public Health benefits. Scrutiny can invite a range of expert speakers, (including the 20's Plenty for Us organisation) on the issue to get an overview. If accepted after scrutiny then write to Essex County Council making representations that we wish to go 20mph limited.</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>	
<p><b>Public Interest Justification:</b></p> <p>Epping Forest has a role to play on Public Health issues. 20 mph limits has been proven to encourage people to walk more, children to play outside more and increases use of bikes. It reduces isolation as people feel more confident in crossing roads. It helps vulnerable people to feel less vulnerable. For older people there is 10 times less risk of death (47% at 30mph to 5% at 20mph)/ It can also reduce the number of crashes and casualties. Casualties fall by about 20%. Other authorities have found the costs of implementation are around £3 per head. As a Council we are keen to encourage healthier and fitter individuals. This in turn will reduce costs and pressures on the NHS and thus local hospitals.</p>	

**Impact on the social, economic and environmental well-being of the area:**

20mph limits increase exercise levels according to a report by Public Health England and the Local Government Association 'Obesity & the environment: increasing & physical activity & active travel.' As a Council we are keen to encourage healthier and fitter individuals. This in turn will reduce costs and pressures on the NHS and thus local hospitals. Limiting to 20mph reduces pollution as there is less wasted acceleration from 20-30mph in built up areas, people will drive cars less and walk and use other forms of sustainable transport more.

**Council Performance in this area (if known: Red, Amber, Green):**

N/A as implementation is an Essex Highways function but we can have an influence if we chose to support this for residents.

**Keep in Context (are other reviews taking place in this area?)** None.

**Office Use:**

**Pick score:**

**Considered By OSCC:**





**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(10 September 2015)**

## **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 Aims & Key Objectives 2015/16**

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
- (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
  - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
    - (i) The Epping Forest Shopping Park, Loughton;
    - (ii) The Council Housebuilding Programme;
    - (iii) The St John's Redevelopment Scheme, Epping; and
    - (iv) North Weald Airfield;
  - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
- (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
  - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
  - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
- (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
  - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

**Cabinet Membership 2015/16**

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**

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**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Corporate Plan Key Action Plan 2016/17	To agree the Corporate Plan Key Action Plan for 2016/17	Yes	8 October 2015	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20
Key Objectives 2015/16	Progress report for the first quarter of 2015/16.	No	8 October 2015	Cabinet		Barbara Copson 01992 564042	
Greater Essex Devolution	To consider the Council's position on Devolution for the Greater Essex area.	Yes	8 October 2015	Cabinet		Glen Chipp 01992 564758	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the CMS Scrutiny Panel

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Green Belt Review Phase I	To accept Phase I of the Green Belt Review into the Local Plan Evidence Base & recommend sites for more detailed evaluation in Phase II.	Yes	3 September 2015	Cabinet		Ken Bean 01992 564610	
Strategic Housing Market Assessment	To accept the Strategic Housing Market Assessment into the Local Plan Evidence Base, which will identify Objectively Assessed Housing Need for the District.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	ORS Consultants Report
Joint Economic Study for the Strategic Housing Market Area	To agree the inclusion of the Economic Study for the SHMA area into the Local Plan Evidence Base.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	
Detailed Economic and Employment Evidence Study	To agree the inclusion of the Detailed Economic & Employment Evidence Study covering the Epping Forest District into the Local Plan Evidence Base.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	
Epping Upland Neighbourhood Area	To decide an application from the Parish Council to establish a Neighbourhood Area for planning purposes	No	8 October 2015	Cabinet		Luke Waterston 01992 564406	Govt Planning Practice Guidance Neighbourhood Planning Regulations

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - FINANCE**

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<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>
Council Budget 2016/17	The Budget setting process for 2016/17, including: 1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	20 July 2015  12 November 2015  21 January 2016  4 February 2016  16 February 2016	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Local Council Tax Support Scheme 2016/17	Review of the Scheme for 2016/17: 1...Consider amendments 2...Finalise Scheme 3...Approve Scheme	Yes	23 July 2015  3 December 2015  15 December 2015	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	
Corporate Risk Updates 2015-16	Quarterly update of the Corporate Risk Register	Yes	17 September 2015  8 October 2015	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Use of Cash	Consideration of wider use	No	5 November 2015	Cabinet		Rob Pavey	



Kiosks	of kiosks for cash collection					01992 564211	
Policy on Use of Penalties	Consideration of use of penalties against people providing false information which affects their benefits or Council Tax	Yes	5 November 2015	Cabinet		Rob Pavey, Janet Twinn 01992 564211 / 564215.	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Water and Pollution Control Officer	Approval to create a new substantive post	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Waste and Recycling	Update to Waste & Recycling Policies	Yes	3 December 2015	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Private Sector Housing Enforcement	To agree the policy on future private sector housing enforcement	Yes	3 September 2015	Cabinet		Sally Devine 01992 564149	
Disabled Facilities Grant Budget	To agree the revised budget.	Yes	3 September 2015	Cabinet		Lyndsay Swan 01992 564146	
Housing Service Standards	Review and amendments to the Service Standards	Yes	2 October 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Tenders for Gas Servicing Contract	To agree the tenders	Yes	2 October 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Homelessness Strategy	Adoption of the new Strategy	Yes	2 October 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	5 November 2015	Cabinet		Alan Hall 01992 564004	
Designated Properties for Older People	To agree the de-designation of properties specially suitable for older people	Yes	6 November 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Communities Fees & Charges	To agree the fees and charges	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
C.A.R.E. Gardening Services	To consider the possible introduction of charges for gardening services to non-Council tenants	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Lyndsay Swan 01992 564146	
Housing Related	To agree the approach to increasing Housing Related	Yes	12 November 2015	Finance and Performance		Alan Hall 01992 564004	

Support Plan 2016	Support Charges in future			Management Cabinet Committee			
HMO Licensing	To agree the future approach to the licensing of HMO properties.	Yes	18 December 2015	Housing Portfolio Holder		Sally Devine 01992 564149	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	
Housing Improvements & Service Enhancements 2016/17	To agree the list of new Housing improvements and service enhancements to be undertaken in 2016/17.	Yes	3 March 2016	Cabinet		Alan Hall 01992 564004	
Sheltered and Other Housing for Older People	To agree the future approach to sheltered housing	Yes	4 March 2016	Housing Portfolio Holder		Roger Wilson 01992 564419	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	June 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - LEISURE & COMMUNITY 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>
North Weald Airfield Centenary Airshow	To agree to the hosting of a major Air Show to commemorate 100 years of flying at North Weald Airfield.	Yes	3 September 2015	Cabinet		Jim Nolan 01992 564083	
Leisure Management Contract Strategy	To agree the approach to the tendering of the new Leisure Management Contract.	Yes	8 October 2015	Cabinet		Derek Macnab 01992 564050	Leisure & Cultural Strategy 2015
Leisure Management Contract Extension	To agree a short term extension to the current Leisure Management contract with SLM to allow the competitive dialogue for the new contract to complete.	No	5 November 2015	Cabinet		Derek Macnab 01992 564050	
New North Weald Airfield Market Contract	To agree the award of the new contract for the provision of a Market or other such facility at North Weald Airfield.	Yes	3 December 2015	Cabinet		Derek Macnab 01992 564050	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
NEPP - Joint Agreement	Deed of Variation to the NEPP Joint Committee Agreement of 31-Mar-11.	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Bus Shelters	Options for the provision of advertising & maintaining bus shelters	Yes	5 November 2015	Cabinet		Kim Durrani 01992 564055	None
CCTV Strategy	To agree a CCTV Strategy for EFDC and associated funding plan	Yes	5 November 2015	Cabinet		Julie Chandler 01992 564214	
NEPP - Off Street Parking	To consider alternative options for the provision of the Off Street parking arrangements in the District	Yes	3 December 2015	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
ICT Capital Requirements 2015	To approve Capital funding for projects necessary to maintain and develop the current ICT infrastructure, enabling the full utilisation and benefits of all ICT systems for the next financial year.	Yes	8 October 2015	Cabinet		David Newton 01992 564580	ICT Strategy
Facilities Management Capital and Revenue Requirement	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	8 October 2015	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT**

<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>
Epping Forest Shopping Park	Update report on progress with project.	Yes	8 October 2015	Cabinet	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
Epping Forest College	Modification of Epping Forest College title covenants.	No	8 October 2015	Cabinet		Derek Macnab 01992 564050	Request from EF College
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	8 April 2016	Assets and Economic Development Portfolio Holder		Derek Macnab 01992 564050	



ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	4 December 2015	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Equality Scheme & Equality Objectives 2016-20	To review the Equality Scheme & agree the Equality Objectives for 2016-20	Yes	3 March 2016	Cabinet		Barbara Copson 01992 564042	None

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