

## Overview and Scrutiny Work Programme – October 2014

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

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

## Scrutiny Panels

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

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	July 2014	COMPLETED	22 July 2014 16 October (Extra-Ordinary Meeting) 21 October 2014 20 January 2015 24 March 2015
(2) 12-Month Progress Report on Housing Strategy Action Plan 2013/14	October 2014	COMPLETED	
(3) Housing Key Performance Indicators (KPI) – Quarter 1	October 2014	COMPLETED	
(4) Six Month Review of the HRA Financial Plan	October 2014	COMPLETED	
(5) Six Monthly Progress Report on Housing Business Plan Action Plan	October 2014	COMPLETED	
(6) Private Sector Housing Strategy Action Plan – Annual Progress Report	October 2014	COMPLETED	

(7) Annual Review of the Housing Allocations Scheme and Tenancy Policy	October 2014	<b>COMPLETED</b>	
(8) Annual Diversity Report of Housing Applicants	October 2014	<b>COMPLETED</b>	
(9) Housing Strategy Action Plan 2015	January 2015		
(10) Housing Key Performance Indicators (KPI) – Quarter 2	January 2015		
(11) Briefing on the proposed Council rent increase for 2015/16	January 2015		
(12) Proposed housing service improvements and service enhancements – 2015/16	January 2015		
(13) Housing Key Performance Indicators (KPI) – Quarter 3	March 2015		
(14) HRA Business Plan 2015/16	March 2015		
(15) 12-monthly Progress Report on Housing Business Plan Action Plan	March 2015		

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

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

## Constitution and Member Services Scrutiny Panel (Chairman – Cllr Sartin)

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

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2013	Six monthly report to Panel	15 July 2014
(2) CCTV action plan review	July 2014	Six monthly report to Panel – last went to October '13 meeting	<del>07 October 2014;</del>
(3) CSP scrutiny review meetings	April 2015	Report last went to April 2014 meeting.	06 January 2015;
(4) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt – the January '14 meeting received notes of 24 October 2013 meeting	24 February 2015;
(5) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt – October '13 meeting received notes of 15 July 2013 meeting	28 April 2015
(6) To received updates from the Green Corporate Working Party	As Appropriate		Crime & Disorder Scrutiny meeting – April 2015?
(7) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt – the July meeting received notes of the 17 April 2014 meeting.	
(8) Recycling in flats and multi-occ dwellings		A verbal report was given to the October 14 meeting	



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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(9) Monitor Local Highways Panel	As Appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel – January '14 meeting received minutes from the November 2013 meeting.	
(10) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received minutes of the November 2013 meeting	
(11) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received notes from the August '13 meetings.	
(12) Highway Accident statistics	Presentation went to the July 14 meeting.	Initial report went to April 2013 meeting. A presentation from Police Casualty Reduction Manager went to the July '14 meeting.	
(13) To monitor the minutes of the Police and Crime Panel	As Appropriate		
(14) To consider PICK form submitted by Cllr. Neville on Air Pollution.	As Appropriate	The October 2014 O&S Committee asked that this Panel consider the PICK form on Air Pollution in the District.	

## Planning Services Scrutiny Panel (Chairman – Cllr Chambers)

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

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

## Finance and Performance Management Scrutiny Panel (Chairman – Cllr Church)

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

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

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

## Task and Finish Panels

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

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference held on 29 September 2014	Final Report by Feb 2015	Final Report to go to the February 2015 O&S Committee meeting.	29 Sept. 2014 20 October 2014 25 November 2014 20 January 2015
(1) Agree terms of reference and scope of review;	Terms of reference and scope of review agreed by Panel (29 September 2014) and Overview & Scrutiny Committee (14 October 2014);	Achieved	
(2) Consider views of chairmen and vice-chairmen of existing scrutiny panels and the Audit & Governance Committee, and service directors/lead officers, on the operation of the current framework;	By October 2014;	Chairmen and Vice-Chairmen of existing scrutiny panels and the Audit & Governance Committee invited to attend meeting on 20 October 2014. Discussions being held with service directors/lead officers for report to same meeting;	

(3) Review workloads of existing scrutiny panels;	By November 2014;	Terms of reference of existing scrutiny panels to be reviewed at 25 November 2014 meeting;	
(4) Consider report of options for future panel structure;	Options to be developed;	Options to be considered by the Panel in November 2014;	
(5) Undertake appropriate stakeholder consultation	Consultation to be held with all members and relevant stakeholders;	Consultation to be completed by January 2015;	
(6) Final proposals, including training requirements, to be considered by February 2015.	Introduction of preferred structure at the commencement of 2015/16 municipal year.	Report to Overview and Scrutiny Committee (10 February 2015) and Council (19 February 2015).	



<b>Grant Aid Task and Finish Panel (Chairman – ?)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress/Comments</b>	<b>Programme of Future Meetings</b>
First meeting to define Terms of Reference – still to be had.	Final Report by Feb 2015	Final Report to go to the February 2015 O&S Committee meeting.	