

Overview and Scrutiny Work Programme – February 2016

| Overview and Scrutiny Committee | | | |
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| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
| (1) OS Annual Report 2014/15 | 9 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' | 21 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. | 19 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 | 20 October 2015 | Last completed in October 2015 | |

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| (5) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community | 20 October 2015 | The deputy Principal of Epping Forest College addressed the October 2015 meeting. In September 2014, the Committee agreed that the Principal should be asked to address them on an annual basis. | |
| (6) To receive a presentation from Epping Forest Youth Council | 5 January postponed to April 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 9 June 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) | |
| (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 21 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 | 9 June 2015 & 23 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. | |

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| (11) Essex County Fire and Rescue Service | January 2016 Presentation of ECF&RS to be held as separate briefing for all members (27 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 th Form Consortium (PICK submission) | October 2016 | To review the progress of the new 6th Form consortium set up in the District in September 2015. To ask appropriate head teachers to the meeting. More appropriate for Sept. 2016 after a year of operation. | |
| (13) Constitution Review – O&S Procedure Rules | 20 October 2015 | Completed Review of O&S Constitution Article and Procedure Rules considered by the Constitution Working Group during September 2015 and agreed by the O&S Committee on 20 October 2015. | |
| (14) Youth Engagement Task & Finish Panel | 23 February 2016 and 19 April 2016 | Report from Leisure and Community Services Portfolio Holder or Assistant Director (Community Services & Safety) three months after completion of the scrutiny review, indicating whether recommendations from the review have been agreed or modified (23 February 2016). Portfolio Holder/lead officer to further report on progress with the implementation of such recommendations after six months (19 April 2016). | |
| (15) Management of Epping Forest | TBA | To arrange a visit from the Superintendent of Epping Forest, Paul Thomson and Judy Adams the Chairman of the Friends of Epping Forest on the present public consultation on the Forest Management Plan for 2017-2027 | |

Select Committees

Housing Select Committee 2015/16 (Chairman – Councillor S. 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 | COMPLETED | 16 June 2015 08 September Cancelled; 10 November; 12 January 2016; and 08 March |
| (2) 6-Month Progress Report on Housing Strategy Action Plan 2015/16 | June 2015 | COMPLETED | |
| (3) Housing Key Performance Indicators (KPI) – 2014/15 Outturn | June 2015 | COMPLETED | |
| (4) Housing Key Performance Indicators (KPI) – Quarter 1 | November 2015 | COMPLETED | |
| (5) Six Monthly Progress report on Housing Business Plan Action Plan | November 2015 | COMPLETED | |
| (6) Six-Month Review of the HRA Financial Plan | November 2015 | COMPLETED | |
| (7) Private Sector Housing Strategy Action Plan – Annual Progress Report | November 2015 | COMPLETED | |
| (8) Housing Strategy Action Plan 2016/17 | January 2016 | COMPLETED | |

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| (9) Housing Key Performance Indicators (KPI) – Quarter 2 | November 2016 | COMPLETED | |
| (10) Briefing on the proposed Council rent increase for 2016/17 | January 2016 | COMPLETED | |
| (11) Proposed housing service improvements and service enhancements – 2016/17 | January 2016 | This item will be re-scheduled for 2016/17 | |
| (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 | COMPLETED | |
| (17) Housing Service Strategy on Housing and Estate Management (3-Year Review) | June 2015 | COMPLETED | |
| (18) Housing Service Strategy on Energy Efficiency (3-Year Review) | June 2015 | COMPLETED | |
| (19) Housing Service Strategy on Older People’s Housing (3-Year Review) | June 2015 | COMPLETED | |

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| (20) Housing Service Strategy on Harassment (3-Year Review) | November 2015 | COMPLETED | |
| (21) Results of the STAR Triennial Tenant Satisfaction Survey | November 2015 | COMPLETED | |
| (22) Housing Service Strategy on Empty Properties (3 Year Review) | January 2016 | Scheduled for March 2016 | |
| (23) Review of the approach to the Scheme Management Service to Sheltered Housing and Properties Designated for Older People | March 2016 | This item will be re-scheduled for 2016/17 | |
| (24) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement | June 2016 | This item is now cancelled | |
| (25) Policy on HMO Licensing | January 2016 | This item is now cancelled – agreed by the Cabinet | |
| (26) Housing Service Strategy on Rent Collection and Administration (3 Year Review) | January 2016 | This item now forms part of the Rent Arrears Strategy | |
| (27) Housing Service Strategy on Home Ownership (3 Year Review) | March 2016 | This item will be re-scheduled for a future year following review | |
| (28) Review of the future use of sheltered/grouped housing scheme sites | March 2016 | | |
| (29) Housing Service Strategy on Housing Advice (3 Year Review) | March 2016 | This item will be re-scheduled for 2016/17 | |

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| (30) Housing Service Strategy on Under-Occupation (3 Year Review) | March 2016 | This item now forms part of the Housing Management Service Strategy | |
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**Governance Select Committee 2015/16
(Chairman – Councillor T. Church)**

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
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| (1) Review of the Elections 7 May 2015 | 7 July 2015 | Review of the processes for the General, District Council and Parish Council elections COMPLETED | 07 July 2015; 06 October ; 01 December; 02 February 2016; 05 April |
| (2) Review of Public Consultations | 7 July 2015 | Annual Review COMPLETED | |
| (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 COMPLETED | |
| (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) - COMPLETED 1 December 2015 (Q2) - COMPLETED 2 February 2016 (Q3) - COMPLETED | |
| (5) Proposed Governance Key Performance Indicators 2016/17 | Draft indicator set KPI performance for 2016/17. | 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. COMPLETED | |
| (7) Development Management Chair and Vice Chair's Meeting | 2 February 2016 | To receive feedback from meeting (27 October 2015) of Chair and Vice Chair's of the Area Planning and District Development Management Committees - COMPLETED | |

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| (8) Equality Objectives 2012-2016 – 6 monthly reporting | 7 July 2015 | Review 6 monthly performance: 7 July 2015 - COMPLETED 1 December 2015 - COMPLETED |
| (9) Proposed Equality Objectives 2016-2020 | 5 April 2016 | Proposed Equality Objectives 2016-2020 to be considered at meeting 2 February 2016 |
| (10) S106 Monitoring Report | 6 October 2015 | COMPLETED It is recommended that Future reports to be referred to District Development Management Committee for consideration. OSC has since recommended that these reports be referred to the Resources Select Committee. |
| (11) Planning Enforcement Report | | This item has been referred onto the Resources Select Committee. |
| (12) Review the budget for the Chairman and Vice-Chairman of Council | 1 December 2015 | Referred from Council on 28 July 2015 to this select committee. Following discussion on 1 December 2015 to be referred to the Remuneration Panel - COMPLETED |
| (13) Annual Equality Information Report - 2016 | 6 October 2015 | COMPLETED |
| (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 - COMPLETED |

**Neighbourhood & Community Services Select Committee 2015/16
(Chairman – Councillor M. Sartin)**

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
|--|--|--|--|
| (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. Received 17 June 15 minutes in Nov. | |
| (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 (received 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. | |

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| (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 | Received at the Nov. meeting | |
| (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 Jan.'16 meeting) | |
| (15) To review the waste Contract and associated problems as put forward by the PICK form | September (Scoping) and 17 December 2015 | To scope out the PICK form at the September meeting; one off review in December 2015; report to O&S and Cabinet | |
| (16) To receive a report on the 'prevent initiative' and radicalisation issues. | March 2016 | | |

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| (17) To receive a presentation from the Council's area crime analyst on her work. | January 2016 | | |
| (18) The Assistant Director, Neighbourhood Services to attend a future meeting to address the problems of fly-tipping | Went to the November 2015 meeting | | |
| (19) To review a PICK Form put forward By Cllr Neville on a default 20mph signed speed limit. | January 16 | This item was passed to this Committee by the O&S Committee held on 20 October 2015. Scoped out at the Nov.15 meeting. ECC Officers came to the January meeting to explain the 20mph rules and regulations. | |

**Resources Select Committee 2015/16
(Chairman – Councillor G. Mohindra)**

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
|---|--|---|---|
| (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; 14 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 considered at meeting on 13 October 2015, including call/response handling. A report on options following introduction of new telephony system. | |

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| (5) Fees and Charges 2016/17 | Proposed fees and charges for 2016/17 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 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 | Received the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast |
| (11) Quarterly Financial Monitoring | Oct. 2015; Dec. 2015; & Feb. 2016 April 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 (updating report received in Dec). |
| (13) Planning Enforcement | October 2015 | Received a review the Planning Enforcement team's work. Considering their processes and not specific cases. |

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| (14) Shared Services Working | December 2015 | To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system. | |
| (15) Facilities Management | October 2015 | Received an updating report on the rationalising of 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 | Received a report in February 2016 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. | |
| (19) Careline & Housing Related Charges | October 2015 | Received a report on the proposed charging plan for Housing Related Support (HRS) | |

Task and Finish Panels

Grant Aid Task and Finish Panel 2015/16 (Chairman – Councillor C. P. Pond)

| Item | Report Deadline / Priority | Progress/Comments | Programme of Future Meetings |
|--|---|---|--|
| (1) Terms of reference, scoping report and work programme. | Final report to be made to the Overview and Scrutiny Committee in April 2016. | Workload commitments within Community Services & Safety mean that the January 2016 timescale for the final report of the Panel could not be met. The Panel will not be able to produce a final report for the 2016/17 budget setting process and this will therefore be deferred until 2017/18. Final report of the Panel to be made to the Overview & Scrutiny Committee on 19 April 2016. | 14 January 2015; 2 March; 31 March; 16 April; 20 July; 28 September; 29 October 15 February 2016 14 March |

**Youth Engagement Task and Finish Panel 2015/16
(Chairman – Councillor S. Murray)**

| Item | Report Deadline/Priority | Progress/Comments | Programme of 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 June, Overview and Scrutiny Committee for adoption. | <p>Completed Final report went to the Overview and Scrutiny Committee in October 2015.</p> <p>Progress reports on implementation of recommendations to be made to the Committee in February and April 2016 in accordance with the O&S rules of the Constitution.</p> | <p>20 April 2015; 18 May; 22 June; 08 July; 11 August; 14 September</p> |