

## Overview and Scrutiny Work Programme – March 2016

<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	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	

(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	<del>5 January</del> 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 & <b>28 February 2017</b>	Ms F Smith the Managing Director of Whipps Cross, Dr H Noble & F Kwaku came to the Feb 2016 meeting. It was subsequently agreed that a representative would come back to another meeting to update the Committee in the new year.	

(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 <sup>th</sup> 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	<b>Completed</b> 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	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.	
(15) Management of Epping Forest	7 June 2016	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	<b>COMPLETED</b>	16 June 2015 <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	<b>COMPLETED</b>	
(5) Six Monthly Progress report on Housing Business Plan Action Plan	November 2015	<b>COMPLETED</b>	
(6) Six-Month Review of the HRA Financial Plan	November 2015	<b>COMPLETED</b>	
(7) Housing Key Performance Indicators (KPI) – Quarter 2	November 2015	<b>COMPLETED</b>	
(8) Housing Strategy Key Action Plan 2015 – 12 Month Progress Report	January 2016	<b>COMPLETED</b>	

(9) Housing Strategy Key Action Plan 2016 (Recommendations to Housing Portfolio Holder)	January 2016	<b>COMPLETED</b>	
(10) Briefing on the proposed Council rent increase for 2016/17	January 2016	<b>COMPLETED</b>	
(11) Private Sector Housing Strategy Action Plan – Annual Progress Report		<b>No longer required</b> – A presentation was given at the November meeting on the approach to dealing with private empty properties, with the Housing Service Strategy scheduled for consideration at the March 2016 meeting. The Housing Portfolio Holder has also recently formally agreed to extend the existing Private Sector Housing Strategy (pending the formulation of a new Housing Strategy) - and the report to the Portfolio Holder provided a progress report on the Action Plan.	
(12) Proposed housing service improvements and service enhancements – 2016/17 (Recommendations to Cabinet)		<b>No longer required</b> – Due to the requirement to reduce rents by 1% p/a for 4 years and to sell “high value” void properties to fund the Voluntary Right to Buy for housing association tenants, the Finance and performance Cabinet Committee has placed a moratorium on the use of the Housing Improvements and service Enhancements Fund until a further review of options to ensure the HRA remains in surplus for 30 years is undertaken in 2016.	
(13) Housing Key Performance Indicators (KPI) – Quarter 3	March 2016	<b>COMPLETED</b>	
(14) Housing Key Performance Indicators (KPI) – Targets for 2016/17	March 2016	<b>COMPLETED</b>	
(15) 12-monthly Progress Report on Housing Business Plan Action Plan 2015/16	March 2016	<b>COMPLETED</b>	

(16) HRA Business Plan 2016/17	March 2016	<b>COMPLETED</b>	
(17) Data Quality Strategy 2016/17 and 2017/18	March 2016	<b>COMPLETED</b>	
(18) Homelessness Strategy 2015-2018	June 2015	<b>COMPLETED</b>	
(19) Housing Service Strategy on Housing and Estate Management (3-Year Review) (Recommendations to Housing Portfolio Holder)	June 2015	<b>COMPLETED</b>	
(20) Housing Service Strategy on Energy Efficiency (3-Year Review) (Recommendations to Housing Portfolio Holder)	June 2015	<b>COMPLETED</b>	
(21) Housing Service Strategy on Older People's (3-Year Review) (Recommendations to Housing Portfolio Holder)	June 2015	<b>COMPLETED</b>	
(22) Housing Service Strategy on Harassment (3-Year Review) (Recommendations to Housing Portfolio Holder)	November 2015	<b>COMPLETED</b>	
(23) Results of the STAR Triennial Tenant Satisfaction Survey	November 2015	<b>COMPLETED</b>	
(24) Housing Service Strategy on Empty Properties (3-Year Review) (Recommendations to Housing Portfolio Holder)	March 2016	<b>COMPLETED</b>	

(25) Review of the approach to the Scheme Management Service to sheltered housing and properties designated for older people (Recommendations to Cabinet/Housing Portfolio Holder)	June 2016	<b>Deferred to June 2016 meeting – Officers are currently formulating the proposals, which need detailed consideration before they can be brought forward.</b>
(26) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	June 2016	<b>Deferred to June 2016 meeting – Very little progress has been made by the Tenant Scrutiny Panel, which has been exacerbated by the recent departure of the Tenant Participation Officer. However, recruitment to the post is underway and the new officer will be assisting the tenants and Leaseholders Federation to review its approach to tenant scrutiny.</b>
(27) Review of the future use of sheltered/grouped housing scheme sites (Recommendations to Cabinet/Housing Portfolio Holder)	June 2016	
(28) Housing Service Strategy on Home Ownership and leaseholder Services (Recommendations to Housing Portfolio Holder)	November 2016	<b>Deferred to January 2018 meeting – in line with the recommendation of the report on the outcome of the review of the future coverage and scope of housing service strategies</b>
(29) Policy on HMO Licensing		<b>No longer required – The Policy has now been considered and approved by the Cabinet direct, at its meeting in December 2015</b>
(30) Housing Service Strategy on Housing Advice (3-Year Review) (Recommendations to Housing Portfolio Holder)		<b>No longer required – in line with the recommendation of the report on the outcome of the review of the future coverage and scope of housing service strategies</b>

(31) Housing Service Strategy on Under-Occupation (3-Year Review) (Recommendations to Housing Portfolio Holder)		<b>No longer required – to be incorporated within the Housing and Estate Management Service Strategy when next reviewed, in line with the recommendation of the report on the outcome of the review of the future coverage and scope of housing service strategies</b>	
(32) Housing Service Strategy on Rent Collection and Administration (3-Year Review) (Recommendations to Housing Portfolio Holder)		<b>No longer required – to be incorporated within the Housing and neighbourhood Management Service Strategy when next reviewed, in line with the recommendation of the report on the outcome of the review of the future coverage and scope of housing service strategies</b>	
(33) Discussion on Future approach to Housing Service Strategies	November 2015	<b>COMPLETED</b>	
(34) Presentation on the current and future approach to dealing with private empty properties	November 2015	<b>COMPLETED</b>	
(35) Response to DCLG consultation on mandatory “Pay to Stay” Scheme	November 2015	<b>COMPLETED</b>	
(36) Revised approach to Housing Service Strategies (reduced no. and content – with updates every 5 years)	January 2016	<b>COMPLETED</b>	

**Governance Select Committee 2015/16  
(Chairman – Councillor T. Church)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(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	(a) Annual Review <b>COMPLETED</b> (b) Technical Consultation on Implementation of Planning Changes <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) - <b>COMPLETED</b> 2 February 2016 (Q3) - <b>COMPLETED</b>	
(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 <b>COMPLETED</b>	
(6) Planning Appeals Performance	1 December 2015	To receive examples of recent appeals decisions issued by the Planning Inspectorate. <b>COMPLETED</b>	
(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 - <b>COMPLETED</b>	

(8) Equality Objectives 2012-2016 – 6 monthly reporting	7 July 2015	Review 6 monthly performance: 7 July 2015 - <b>COMPLETED</b> 1 December 2015 - <b>COMPLETED</b>	
(9) Proposed Equality Objectives 2016-2020	5 April 2016	Proposed Equality Objectives 2016-2020 to be considered at meeting 2 February 2016 <b>COMPLETED</b>	
(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. 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 - <b>COMPLETED</b>	
(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>COMPLETED</b>	

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

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Enforcement activity	March 2016	Received March 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 To Council Bulletin	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 To Council Bulletin	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.	

(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	March 2015	Report received at the March 2016 meeting	
(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	<del>March 2016</del> TBA		
(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 March'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	Went to the March meeting.	

(17) To receive a presentation from the Council's area crime analyst on her work.	Went to the January 2016 meeting		
(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	Progress against ICT Strategy Considered on an annual basis. Last update in Oct. '15	Progress report considered at meeting on 13 October 2015, including call/response handling. A report on options following introduction of new telephony system.	

(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 July 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; & 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.

(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	July 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.	<p><b>Completed</b> - Final report to go to the O&amp;S Committee in April 2016</p> <p>Workload commitments within Community Services &amp; 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 &amp; Scrutiny Committee on 19 April 2016.</p>	<p><del>14 January 2015;</del>  <del>2 March;</del>  <del>31 March;</del>  <del>16 April;</del>  <del>20 July;</del>  <del>28 September;</del>  <del>29 October</del>  <del>15 February 2016</del>  <del>14 March</del></p>

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

<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.	<p><b>Completed</b> 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&amp;S rules of the Constitution.</p>	<p><del>20 April 2015;</del>  <del>18 May;</del>  <del>22 June;</del>  <del>08 July;</del>  <del>11 August;</del>  <del>14 September</del></p>