



Overview and Scrutiny Committee Monday, 27th April, 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 Monday, 27th April, 2015
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

Stephen Tautz, Democratic Services Manager, Directorate of
Governance
email:democraticservices@eppingforestdc.gov.uk Tel: 01992
564249

Members:

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

**PLEASE NOTE THAT THERE WILL BE A SHORT PRE-MEETING FOR ALL MEMBERS
OF THE COMMITTEE STARTING AT 7pm IN COMMITTEE ROOM 1 SO THAT THEY
CAN DISCUSS THEIR LINE OF QUESTIONING FOR THE PRESENTATION.**

**PLEASE NOTE THAT THE MAIN COMMITTEE MEETING IS OPEN TO ALL MEMBERS
TO ATTEND**

WEBCASTING NOTICE

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

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

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being

filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

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

1. WEBCASTING INTRODUCTION

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

2. The Chairman will read the following announcement:

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

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

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

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

(Director of Governance). To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 26)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 23 March 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 to 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. PRESENTATION FROM THE NORTH ESSEX PARKING PARTNERSHIP

To receive a presentation from officers from the North Essex Parking Partnership. Matthew Young, Head of Operational Services and Richard Walker, Parking Partnership Group Manager will be attending.

7. OVERVIEW AND SCRUTINY DRAFT ANNUAL REPORT (Pages 27 - 86)

The Committee is asked to consider whether they are happy with the draft report (attached) and to make amendments where necessary. Any comments should be submitted to Democratic Services by Friday, 15 May 2015 for inclusion in the final version.

This draft is still incomplete as not all Panels have held their last meeting for the year at the time this agenda went to print.

The final report will be submitted to the next Overview and Scrutiny Committee meeting on 9 June 2015 for endorsement and then on to the nearest Full Council meeting.

RECOMMENDATION:

To consider and comment on the draft O&S Annual Report for 2014/15.

8. BARTS HEALTH NHS TRUST (Pages 87 - 88)

After the recent CQC report on the Whipps Cross 'inadequate' rating for their quality of care, members had asked that the Chairman of Barts Hospital be asked to attend one of our meetings. To this end the Chairman had sent the attached letter to the Chairman of Barts Health NHS Trust, asking that he attend our meeting in June 2015. Members will be updated at the meeting of any response received.

9. WORK PROGRAMME MONITORING (Pages 89 - 108)

(a) To consider the updated work programme

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

(b) Reserve Programme

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

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

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

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

10. REVIEW OF CABINET FORWARD PLAN (Pages 109 - 124)

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

11. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

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

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

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

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

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

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EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Monday, 23 March 2015
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 9.55 pm
Members Present:	Councillors R Morgan (Chairman) K Angold-Stephens (Vice-Chairman) G Chambers, K Chana, T Church, D Dorrell, J Lea, A Mitchell MBE, S Murray, B Rolfe, Mrs M Sartin, B Surtees, A Watts and D Wixley		
Other Councillors:	Councillors R Bassett, Mrs H Kane, H Kauffman, J Philip, Ms S Stavrou, H Ulkun, G Waller, Mrs J H Whitehouse and J M Whitehouse		
Apologies:	Councillors L Girling, P Keska and Mrs G Shiel		
Officers Present:	D Macnab (Deputy Chief Executive and Director of Neighbourhoods), S G Hill (Assistant Director (Governance & Performance Management)), S Tautz (Democratic Services Manager), T Carne (Public Relations and Marketing Officer), A Hendry (Democratic Services Officer) and M Jenkins (Democratic Services Assistant)		
By Invitation:	C Martin (Essex County Council) and C Pace (Essex County Council)		

60. 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.

61. SUBSTITUTE MEMBERS

There were no substitute members for this meeting.

62. MINUTES

RESOLVED:

That the minutes of the meeting held on 10 February 2015 be signed by the Chairman as a correct record.

63. DECLARATIONS OF INTEREST

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

64. PRESENTATION FROM THE CHILD AND ADOLESCENT MENTAL HEALTH SERVICES

The Chairman welcomed Chris Martin (Integrated Commissioning Director (West)) and Christina Pace (Commissioning Lead, Essex County Council) to the meeting.

They were representing the Child and Adolescent Mental Health Services (CAMHS) and were there to give a presentation on the joint re-commissioning of emotional well being and mental health services for Children and Young People in Southend, Essex and Thurrock.

The Committee noted that the current services were delivered by a range of different organisations operating under multiple contracts, causing issues about access and consistency.

Now with national government plans to put in more funding, their new service model will be based on needs assessment and feedback from consultation with service users and partners. This highlighted the need for more integration and clearer access routes to services, especially for vulnerable people and for the consistency of the quality of service.

They were jointly commissioning one integrated service for the whole county for targeted and specialist mental health services. Any specialist services were to be integrated with this one service in order to meet demand and to support this universal service. There would be a single point of access for all referrals to the service, including self referrals. The services would be community based and available in each area. They would focus on identifying and treating young people who need CAMHS services as early and effectively as possible.

There would be a focus on outcomes, the new service to demonstrate how young people's outcomes would be improved and to enable young people to set their own goals for improvement. Young people would be engaged each step of the way, in developing models, evaluating bids, in feedback on their experiences of treatment and in influencing service development.

There would be a single point of access with a single contact number. There would be better and clearer pathways into the services needed; a more holistic support service. There would be 24/7 access to the crisis services and a community based intervention service. There would also be consistent advice and training for all their partners.

The new style services provided should provide improved emotional wellbeing, and resilience and self-esteem for children and young people, their families and carers. It would provide easier access to services with a timely response. Families and carers would be appropriately supported; and there would be reduced inappropriate use of A&E to access mental health services.

They hoped to evaluate the final bids by the end of May and identify the successful bidder. From June to November they would be working with the successful bidder of the new service, the commissioners and the stakeholders to plan the transition to the new service. By November 2015 they would be 'going live' with the new service.

It was noted that a new national taskforce had recently made recommendations on improving mental health for children and families and nationally, an additional £1.25 billion investment over a five year period was set out in the budget. CAMHS were uncertain how any future government would respond, but this was an opportunity to build on their new service model.

The meeting was then opened out to questions from members. Councillor Surtees said he had experienced long delays in getting services to children, but once there the progress was fast and effective. Would this become better with the new service? He was told that they were sorry for the delays he had

experienced; the new service model had clear expectations on time and the services provided.

Councillor Murray thanked them for their presentation. He noted that a recent joint BBC and Community Care Journal investigation into mental health trusts found real cuts in budgets. How was your new scheme affected by these cuts? He was told that the study was referring to all mental health services and they could not comment on the affect on the adult mental health services. Although there was no extra money available they would not be taking out any money from our services. They were now also using what they have more effectively and were designing a more flexible and responsive services led by what the young people told us about what they want. Councillor Murray commented that he had listened to the comments about the additional funding, but you had to be very careful about this. Mental Health has gone up the political agenda, but what had been announced may not be what was delivered.

Councillor Watts said that he had no idea who their bidders were. Were they public or private bodies, and what would they be providing? Also what ages do you cover, and what happens when a young person gets to old? Ms Pace said that they covered young people from 0 to 18 years old and up to 25 for people with special needs and disabilities. They would then facilitate a transition up to the adult mental health services. When they were moved would depend on their status, such as if they were looked after children, then the clinical commissioning groups here would retain responsibility for commissioning services for those children and to make sure they get proper support from the local services. They expected a good standard of care on transfer. She was limited in what she could say about who the bidders were as they were in the middle of a procurement process. However, there were three foundation trusts bidding to provide their services, all with long experience of providing child and adolescent mental health services. Councillor Watts was not satisfied with the answer and asked if they ensured what processes were in place. He was told that the processes for a youth that was moving depended on their individual circumstances. They could reassure him that any mental health trust working with young people would have a robust process in place for the transfer of care. Transition was one of the areas where they could have a richer dialogue with providers asking them what their expectations were. This would also inform their decision on who the best bidder would be.

Councillor Janet Whitehouse asked if the speakers could provide a few examples of how this all worked, bring it down to the experience of an individual child. It has been mentioned about having antiquated systems. Could you give examples of a young person who referrers themselves, what would happen on the way and what the outcome would be? She was given an example of a young person who had anxiety but did not need urgent treatment. Now, they could be referred by schools or parents or a GP. In the future they could refer themselves via the website or call and speak to someone. Now they would have to wait to be assessed and spend time on a waiting list. But in the future they hoped their initial case would be screened more quickly and they would get better, clearer information back, more quickly, about what would be offered to them, such as what support or counselling that could be accessed at school or at a GP surgery. When they get that support they can say what they wanted from it. They could have a conversation with their counsellor about their concerns and needs. At the end of every session they could then feedback on how it was working for them. They could do this confidentially as there would be different ways to do this. Councillor Whitehouse then asked if there would be a greater number of counsellors to be able to get this quick response. And who would these counsellors be and where would they come from. She was told that they would be trained clinicians from different backgrounds, some from our own staff transferring to

the successful bidder and staff from existing mental health trusts. The successful bidder would be using the existing workforce but offering them existing training opportunities and different ways of using that workforce to provide that support.

Councillor Chambers asked how they would integrate services for young people with disabilities. Ms Pace replied that they wanted good joint working to provide integrated support and to use integrated planning methods, but were still testing this out.

Councillor Sartin asked about the existing staff who were currently employed by them and the NHS, where would they be working from. Essex was a large geographical area and there would be a need to have the right staff in the right places. How could you ensure that? You also referred to new training for the likes of teachers etc. who would provide that relevant training? She was told that they required in their specifications, good coverage in all areas, but that was a big ask as they covered Essex, Southend and Thurrock. This covered 7 clinical commissioning group areas. They were asking for community based teams to be available in the 7 clinical commissioning group areas. They asked for community based outreach focus within these areas and expected them to provide good outreach services. As for training they have asked for the new service to provide better training, advice and consultations to a range of partners as we felt this was important; enabling other partners to work better with children, young people and their emotional needs. Bidders are to tell us the details of how they would deliver this. They would expect them to cover identification (of needs), provide low level safe support and how to refer effectively for high level support. This bidder would be providing just one service across the 10 partners. That would, by its nature deliver more flexibility around how we covered the patch. This would be one provider across that patch as opposed to the several as it was now. Also the difference would be that the young people would be at the heart of the service we provided. One of the key elements was that it was based on feedback.

Councillor Wixley asked how many children and adolescents required help and what was the number employed to carry out these services. Ms Pace said that in terms of need, it was a difficult area to quantify. Nationally, in the 1990's about 10% of young people were in need, in Essex that would be about 40,000 young people. As part of our bidding process we asked each bidder to provide figures so we could evaluate them.

Councillor Jon Whitehouse asked about the waiting time for services and the criteria for referral. At least one local primary school had expressed concerns that the criteria published by CAMHS for referrals were not being kept to and in practice a higher threshold was being applied. Therefore leaving the school to commission their own services (without the expertise that CAMHS has). Six months could be a long time for a child and would your new criteria change this. He was told that the criteria for the future would stay the same and would be applied consistently, targeting a range of mental health concerns. This would be as published in the Essex gateway criteria.

Councillor Kane asked which body would collate the information and assess the success rate of the model. She was told that the new provider would provide the statistics to the West Essex Commissioning Group and each partner would be monitoring the outcome of the new providers.

The Chairman thanked Ms Pace and Mr Martin for their informative and interesting presentation and useful answers to the questions asked of them.

65. CABINET KEY OBJECTIVES 2014/15 - QUARTER 3 PROGRESS

The Committee reviewed the Cabinet's progress in relation to their key objectives for the third quarter of 2014/15. They noted that the Corporate Plan was the Council's key strategic planning document, setting out its priorities over a four year period from 2011/12 to 2014/15. Updates of the Corporate Plan were published annually, to reflect objectives for each year of the plan period against the achievement of objectives for previous years.

They noted that a range of key objectives for 2014/15 was adopted by the Cabinet in April 2014. Progress in relation to individual actions and deliverables was reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis. And, at the end of the third quarter of the year it was noted that:

- (a) 47 (87%) of the individual deliverables or actions supporting the key objectives had either been completed or achieved, or are anticipated to be completed/achieved in accordance with in-year targets.
- (b) 5 (9%) may not be completed or achieved by year-end, and
- (c) 2 (4%) are currently on-hold as a result of external factors.

Councillor Sartin asked about undertaking a consultation on gypsy and traveller site licences; would this create any problems with the traveller community. She was told that the director of communities would get back to her about this.

Councillor Sartin also wanted to know if the problems had been resolved on the outsourcing of the Out of Hours Call Handling Service. The Director of Neighbourhoods, Mr Macnab, said that they were in an ongoing dialogue with the provider. He noted that there had been significant improvement lately and would check with communities for an update.

Councillor Chambers asked about the new strategy of the Clinical Commissioning Group, adopted in April. Was this still on track? Mr Macnab said that it was still on track and should be published soon.

Councillor Wixley asked about the reference made to the Pyrles Lane Nursery Site. It was of interest as it was in his ward. Was there an update on this? He was told that there were still ongoing discussions around the points of concern that were raised around the original application, such as the density in car parking and outstanding issues around access. This was still being worked on. When we have a definite resubmission we would let the ward members know.

RESOLVED:

That the progress in relation to the Key Objectives for 2014/15 for the third quarter of the year be noted.

66. REVIEW OF OPERATION OF PLANNING COMMITTEES AND TERMS OF REFERENCE

The Chairman of the Constitution and Member Services Scrutiny Panel, Councillor Sartin, introduced their report on the review of the operation of the Planning Committees and their Terms of Reference. This had originated from a PICK form that initially went to the Planning Services Scrutiny Panel and then on to the Constitution Scrutiny Panel, when they looked at the following matters:

- (a) The operation of the speaking arrangements and deadlines for submission of material to planning sub-committees; and
- (b) The terms of reference of the Planning Sub-committees and the District Development Control Committee.

The Committee noted that the arrangements had not been substantively reviewed since 2006.

This revised Article sets out the membership of the committees, responsibility for functions, terms of reference and participation and site visits rules. In particular it sought to draw a clear line between the main bulk of applications dealt with at area level and those which would be considered, either directly, or by reference, by the District Development Management Committee (renamed as part of these proposals).

The changes would also bring clarity to the role of the Chairman in controlling the business at the meeting, particularly for speakers. It was considered by the Panels that these rules should be implemented in advance of the completion of the Constitution Review to allow a period of operational experience to be undertaken with a check in 2016 to make sure that they were still appropriate.

The Committee debated the merit of having such a dogmatic statement as “Councillors may not retract a signed notice or seek to join the Subcommittee by signing a notice until the next Annual Council Meeting”. Would this be too constraining for members? They noted that this would not stop a new councillor, elected at a by-election from taking up their place on a sub-committee and would really only affect Area Plans South members. If a Councillor did not sign up to be a member on a planning sub-committee at the beginning of the year and then wanted to join half way through, would this be because of a specific application? It was all a matter of perception. Members accepted that it was a simple clearer system especially for the residents, and it had been in operation for a number of years and had not caused any problems.

The Committee discussed the proposal that ‘major’ applications (as defined by DCLG guidance), where the council was the landowner, should go to the District Development Management Committee (DDMC). Councillor Angold-Stephens said that in principle all applications should go to the appropriate sub-committee and could see no reason it should go directly to the DDMC. Councillor Philip noted that DDMC was covered by pro-rata rules and was properly represented. It showed the seriousness that applications like this were to be treated. Councillor Murray wondered if major applications should not be seen to be treated differently from other applications, especially if the council was the landowner.

Councillor Wixley wondered what the significance was in the change of name to the District Development Management Committee; what the DCLG guidelines referred to were; and if the mention of site visits were about the sub-committee visiting as a whole or were they about the individual visits undertaken by sub-committee members for their own information. The wording needed clarification. Councillor Sartin replied that by adding the word ‘formal’ at the start of the sentence it would signify that these procedures were for the formal site visits undertaken by the sub-committee as a whole. As for the DCLG guidance, they contained a lot of statistics and because of this were liable to be changed on a regular basis and so were not reproduced but were available on the web. Councillor Philip added that it was now called Development Management within the council structure.

Councillor Dorrell asked what was the difference between a large scale application and a major one. He was told that for the Council as the landowner, a large scale application was for 200 plus properties and a major one was 10 plus properties.

The Chairman noted that a member of the public had wanted to make a comment on this item and asked that they did so at this point. The resident said that she felt

strongly that major applications should not have gone to the DDCC. She knew her local area well and would like to keep the decisions local. This rule did not sit right with her. Why was it just for EFDC land, any decisions made should be kept local. Not many of the DDCC councillors were from Loughton and therefore did not know the area.

Councillor Sartin noted that as members of the Council they were there to represent the district as a whole

Councillor Murray added that the Loughton people believed that decisions should be kept local. Their view was that a recent decision made about the Burton Road development would not have been made anywhere else in the district.

Councillor Surtees expressed concern about decisions going against officers recommendations at a sub-committee and then going up to DDCC if they were liable to give rise to claims for compensation. Councillor Wixley commented that almost any decision made could end up at the claims stage.

Councillor Chambers noted that applications would still go to the relevant local parish or town council for comment.

Councillor Philips would not like the DCLG figures to be included as this was to go into the Constitution, but maybe officers could include indicative figures for information. As for the decision not happening anywhere else in the district, he disagreed. Any decision that did not go the way residents wanted could be said that this would not happen anywhere else. As for DDCC not having many Loughton representatives on it, they had the more Loughton councillors than any other area represented on it.

The recommendations were then take to the vote and were passed. Councillor Murray wanted his vote against 4,(i) (c) to be recorded in the minutes.

RESOLVED:

That a report be made to Council recommending:

- (1) The adoption of the revised draft Article on the operation of and arrangements for planning committees including the proposals for the renaming of the District Development Management Committee;
- (2) The inclusion of the provisions within the Council's Constitution with immediate effect subject to a review during 2016; and
- (3) The approval of consequential amendments to the constitution by the Monitoring Officer including the removal of old provisions and areas of duplication.

67. AMENDMENTS TO THE COUNCIL'S COMPLAINTS SCHEME

The Chairman of the Constitution and Member Services Scrutiny Panel, Councillor Sartin, introduced their report on the review of the Council's complaints scheme. It was noted that council current scheme had four stages. The investigation of a complaint at each stage was undertaken by the following:

Step 1 - Manager of the service area concerned.

For example: Benefits Manager; Housing Options Manager, Principal Planning Officer, Waste Manager.

Step 2 - Director, or more usually, an Asst. Director.

Step 3 - Complaints Officer on behalf of the Director of Governance (responsible for the Compliments and Complaints scheme) and the Chief Executive.

Step 4 - Member Complaints Panel

The Local Government Ombudsman has previously expressed surprise that EFDC had a four stage complaints procedure. No other Councils in Essex, and virtually no other Councils across the country, have as many stages or offer a final review by Members.

However, the last step 4 review was some years ago and over time had been rarely used.

In 2006, the Local Government Ombudsman introduced what has become known as the *12 week rule*.

The Ombudsman takes the view that Councils should be able to complete **every** stage in their own complaints procedure within 12 weeks of their first receipt of the complaint. If a Council was unable to do so, the complainant has the right to bypass any remaining stages in the Council's complaints procedure and instead take their complaint to the Ombudsman.

However, the current design of EFDC's complaints procedure made it impossible to complete all four stages within 12 weeks for the following reasons.

Investigations at Steps 1, 2 and 3 usually each take around 3 - 4 weeks to complete. So, by the time a Step 3 review has been completed, the 12 week time limit was already fast approaching. But if a complainant remains dissatisfied and requests a further review, it takes a further 7 - 8 weeks to organise a meeting of the Step 4 Member Complaints Panel.

It has therefore become routine that complainants have to be advised that, because it will not be possible to offer them a Step 4 review within the 12 week time limit, they now have the right to bypass Step 4 and instead take their complaint to the Ombudsman.

If members agree to the removal of the Step 4 Panel, consequential amendments will be required of the Constitution. It was therefore appropriate that this was reported to full Council at its April 2015 meeting in order that changes can be taken into account by the Appointments Panel in May 2015.

Councillor Murray noted that another option would be not to change the procedure as he thought that complainants should have a choice to either go to the ombudsman or to a member panel. This would look like we were taking their rights away.

Councillor Wixley noted that he had chaired a Complaints Panel in 2010 and Mr Hill noted that there had been one other in 2012. The last Complaints Panel meeting before 2010 had been held in 2007.

Councillor Murray said that some residents put a lot of faith in their local councillors and a Complaint Panel would seem to be fair. Councillor Surtees did not agree with

Councillor Murray. It was officers who dealt with stages 1, 2 and 3, dealing with this for the Council and as part of the Council. If a resident wanted to take it further then it would be better to take it to an independent body and not just a further stage in the Council's process.

Councillor Philips noted that at stage 3 there would be a lot of interaction with the residents by the complaints officer, who would make the complainant feel that they had been listened to and this was a positive.

Councillor Sartin had sympathy with Councillor Murray's point of view, but the ombudsman had set these time limits and she stood by the recommendations put forward.

RESOLVED:

That a report be made to Council recommending:

(1) That Step 4 reviews of complaints by the Member Complaints Panel be discontinued; and that:

(i) The provisions relating to the Complaints Panel contained within the Constitution be removed; and

(ii) The Appointments Panel be advised that nominations to the Complaints Panel will no longer be required.

68. TERMS OF REFERENCE FOR THE GRANT AID REVIEW TASK AND FINISH PANEL

The Committee noted the draft Terms of Reference of the newly established Grant Aid Review Task and Finish Panel and that this new Panel would not finish their work in this municipal year but would continue on into the new year.

RESOLVED:

That the Terms of Reference for the Grant Aid Review Task and Finish Panel be agreed.

69. WORK PROGRAMME MONITORING

Overview and Scrutiny Committee

The Committee noted their work programme to date and that the North Essex Parking Partnership was due to attend their next meeting.

The Committee discussed the recent problems faced by the Barts Health NHS Trust and whether it would be appropriate to ask them to an Overview and Scrutiny meeting to explain the new procedures they have put in place to remedy their situation. They agreed that the Chairman should write to the Director of the Barts Trust and invite them to the June meeting of the Overview and Scrutiny Committee and if possible to have an interim report at their April meeting.

Scrutiny Panels

Housing Scrutiny Panel

The Chairman of the Housing Scrutiny Panel noted that they had their last meeting of the year tomorrow night.

Constitution and Member Services Scrutiny Panel

The Chairman of this Panel noted that they were continuing to work through their review of the constitution and that they would continue this work in the new municipal year as a working group.

Safer Cleaner Greener Scrutiny Panel

The Chairman of the Safer Cleaner Greener Panel noted that they would have their last meeting on 28 April when they should have Thames Water in attendance.

At their last meeting they had received a presentation on drainage and flooding in our district from the Council's Drainage Team who were doing a really good job for our district.

Planning Services Scrutiny Panel

The Chairman of the Planning Services Panel noted that next year, in their new guise, they would hope to have more on the Local Plan.

Finance and Performance Management Scrutiny Panel

The Chairman of the Finance Panel noted that they have held their last meeting on 10 March and had finished the majority of their work programme. They had noted that sickness absences had increased and would be monitored regularly from now on. He also noted that commercial rents were behind their set target. There had been numerous successful IT projects carried out in the last year such as the new telephone system and the introduction of mobile working.

Task and Finish Panels**Scrutiny Panels Review Task and Finish Panel**

This was now completed and had reported to the last meeting of this committee.

Grant Aid Review Task and Finish Panel

This had now begun their meetings and their Terms of Reference were at this meeting for agreement by this committee. This Panel will now carry over into the new municipal year when they would look at the CAB and the VAEF.

Youth Engagement Task and Finish Panel

This had now got six members and two Youth Councillors, and would be holding its first meeting at the end of April.

70. REVIEW OF CABINET FORWARD PLAN

The Committee noted the Cabinet's Forward Plan for March 2015. They had no specific items that they wanted to consider.

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Update on joint re-commissioning of emotional well being and mental health services for Children and Young People in Southend, Essex and Thurrock

Christina Pace

CAMHS Commissioning lead, Essex County Council

Background

Children's mental health services in Thurrock, Southend and Essex are currently contracted by 10 different organisations

Current services are also delivered by a range of different organisations operating under multiple contracts, causing issues about access, consistency and understanding of pathways.

New service model is based on needs assessment and feedback from consultation with service users and partners: this highlighted the need for more integration, clearer access routes to services to meet demand, a more family-focused approach and more consistent support, advice and training for partners.



Our response

- Integration: We are jointly commissioning one integrated service for the whole county for targeted and specialist mental health services.
- Access and meeting demand: There will be a single point of access for all referrals to the service, including self-referrals. Services will be community based and available in each area. Support offer will be evidence based: identifying and treating young people who need CAMHS services as early and effectively as possible, providing consultation and support to other agencies working with those with lower level, emerging needs to stop concerns escalating.
- Meeting demand across services: There will be a clear support offer for partners working with children and young people to improve emotional wellbeing and mental health: training, consultation, joint working, information and advice

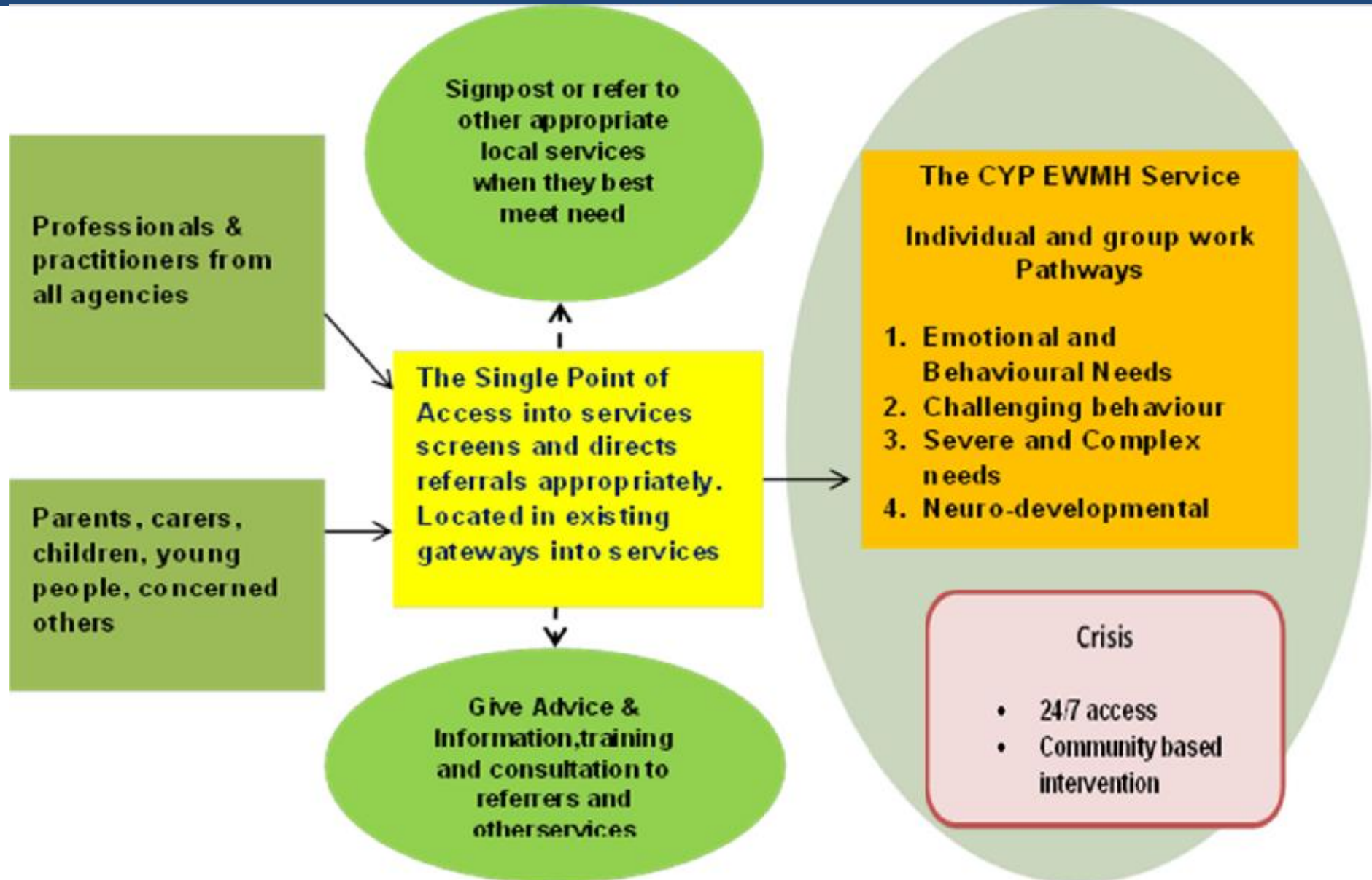


Our response

- Outcomes focus : Principles for new service is to demonstrate how young people's outcomes will be improved and enable young people to set their own goals for improvement: using clinically-approved tools such as those agreed by CYP-IAPT (Integrated Access to Psychological Therapies)
- Engagement of children and young people: young people engaged each step of the way: in developing the model, evaluating bids, in feeding back on their experience of treatment, in influencing service development.
- Family focus and prioritising need: All young people with mental health needs should access the service as appropriate: including young people with SEND, consultation to parents and family/group sessions offered where appropriate. Vulnerable young people and those with higher level concerns prioritised for assessment.



The model



What would change look like?

Improved emotional wellbeing, emotional intelligence, resilience and self-esteem for children, young people, their families and carers

Children, young people, their families and carers with emotional wellbeing and mental health needs receive easier access to services with a timely response

Children, young people and their families and carers are appropriately supported within other services (for their emotional wellbeing and mental health needs)

Reduced inappropriate use of A&E to access mental health services

Vulnerable groups and their families and carers are well supported

Young people aged 14-25 and their families and carers receive the right mental health support at the right time and experience a smooth transition to adult mental health services

Children, young people and their families and carers experience integrated service provision without discriminatory, professional, organisation or location barriers getting in the way

Next steps



- Jan – March: commercial dialogue with bidders: to test delivery and commercial proposals and finalise specification.
- April – May: finalise procurement and identify successful bidder
- June – November: mobilisation: commissioners and provider of the new service work with stakeholders to plan transition to the new service
- 01 November 2015: 'Go live'

June onwards opportunity for partners to engage with new service provider on service planning and preparation

Opportunities from the national taskforce

A national task force has recently made recommendations on improving mental health for children and families and nationally, an additional £1.25bn investment over 5 years was set out in the budget. We do not know how any future government will respond, but it is an opportunity to build on our new service model:

- Better early intervention and prevention and more ante-natal and post-natal support
- Building resilience through national anti-stigma campaign and more online and digital support for young people and families
- Better access to support through one stop shops, single points of access, named mental health leads in schools and named contacts in mental health services for schools
- Better support for the most vulnerable: strengthening the lead professional approach, joined up support across youth justice, health, education, social care
- Workforce development, including new training on attachment and development for teachers



Overview and Scrutiny Annual Report for 2014-2015

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OVERVIEW AND SCRUTINY ANNUAL REPORT: MUNICIPAL YEAR 2014/2015

Introduction and Welcome from the Chairman

Welcome to the tenth report of the Overview and Scrutiny Structure of Epping Forest District Council. After an 11 month long review into the organisation, principles and structure of the Overview and Scrutiny functions we have altered the way we conduct our business. That, as well as the reorganisation of the directorate structure of the authority will mean that we will be looking at fundamental changes to the Scrutiny Panels in the new municipal year.

At present, the Overview and Scrutiny Committee and Scrutiny Panels are charged with reviewing Cabinet decisions, the Corporate Strategy, the Council's financial performance and also scrutinising the performance of the public bodies active in the District by inviting reports and presentations from them. The bare bones of scrutiny will not change in the new year, only the way it will be carried out.

At the beginning of the 2014/15 municipal year the Overview and Scrutiny Committee agreed to the setting up of five Scrutiny Panels for the year and two Task and Finish Panels were commissioned.

During the year we received numerous presentations from outside bodies including the Epping Forest College, Essex Children Services, the EF Youth Council, the Counties Mental Health Services for young people and the North Essex Parking Partnership.

My special thanks go to the Chairmen and members of the various Scrutiny Panels and especially the members and officers of the Task and Finish Panel that reviewed our Scrutiny Panel arrangements.

And of course, I would like to thank all the officers that have worked so hard to keep the Panel members informed and supplied with the background information that they needed to carry out their investigations.

Cllr Richard Morgan

Chairman, Overview and Scrutiny Committee

What is Scrutiny?

- Ø Scrutiny in local government is the mechanism by which public accountability is exercised.
- Ø The purpose of scrutiny in practice is to examine, question and evaluate in order to achieve improvement.
- Ø The value of scrutiny is in the use of research and questioning techniques to make recommendations based on evidence.
- Ø Scrutiny enables issues of public concerns to be examined.
- Ø At the heart of all the work is consideration of what impact the Cabinet's plans will have on the local community.
- Ø However, the overview and scrutiny function is not meant to be confrontational or seen as deliberately set up to form an opposition to the Cabinet. Rather the two aspects should be regarded as 'different sides of the same coin'. The two should complement each other and work in tandem to contribute to the development of the authority.

Alongside its role to challenge, the scrutiny function has also continued to engage positively with the Cabinet and there continues to be cross party co-operation between members on all panels.

Scrutiny has continued to provide valuable contributions to the Council and the Cabinet remained receptive to ideas put forward by Scrutiny throughout the year.

The rules of the Overview and Scrutiny Committee also allow members of the public to have the opportunity to address the Committee on any agenda item.

The Overview and Scrutiny Committee

The Committee coordinated with the Cabinet and pre scrutinised their forward plan on a meeting by meeting basis. This acted as a troubleshooting exercise, unearthing problems before they arose.

The Committee also engaged with external bodies in order to scrutinise parts of their work that encroached on the District and its people.

Scrutiny Panels

A lead Officer was appointed to each Panel to facilitate its process. The Overview and Scrutiny Committee agreed the terms of reference for each of the Panels on the basis of a rolling programme. The Scrutiny Panels have a 'rolling programme' to consider ongoing and cyclical issues. Five Scrutiny Panels were established, dealing with:

- i. Housing
- ii. Constitution and Member Services
- iii. Finance and Performance Management
- iv. Safer Cleaner Greener.
- v. Planning Services

Scrutiny Panels reported regularly to the Overview and Scrutiny Committee on progress with the work they were carrying out.

Task and Finish Panels

The Task and Finish reviews are restricted to dealing with activities which are issue based, time limited, non-cyclical and with clearly defined objectives on which they would report, once completed, to the Overview and Scrutiny Committee. Three Task and Finish Panels were established during the year, they were the Scrutiny Panel Review Task and Finish Panel, the Grant Aid Task and Finish Panel and the Youth Engagement Task and Finish Panel.

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OVERVIEW AND SCRUTINY COMMITTEE

The Overview and Scrutiny Committee consisted of the following members:

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

The Lead Officer was Derek Macnab, Deputy Chief Executive.

Terms of Reference

The Overview and Scrutiny Committee's main functions are to monitor and scrutinise the work of the executive and its forward plan, external bodies linked to the District Council and the Council's financial performance. It is tasked with the consideration of call-ins, policy development, performance monitoring and reviewing corporate strategies.

The Committee's workload over the past year can be broken down as follows:

(a) Scrutinising and monitoring Cabinet work

The Committee has a proactive role in this area through carrying out pre-scrutiny work. This involved considering the Cabinet Forward Plan for the coming months on a meeting by meeting basis.

(b) Call-ins

The Committee received no call-ins this year.

(c) Scrutiny Panels work programme monitoring

The Committee received regular updates from the Chairmen of the various Scrutiny Panels reporting on the progress made on their current work programme. This allowed the Committee to monitor their performance and when necessary adjust their work plans to take into account new proposals and urgent items.

(d) Items considered by the committee this year

Over the year the Overview and Scrutiny Committee received various presentations and considered a range of diverse topics.

Presentations:

(i) Strategic Direction of Epping Forest College - The Committee at their meeting in July 2014 received a presentation from Penny Morgan, the recently appointed Principal of Epping Forest College; she had been appointed in December

2013. She was there to speak on the strategic direction of the college, its vision for the future and its relationship with the Community.

The college had made great strides over the last five years, taking in over 3,500 students each year and had hundreds of visitors that came in to use the college for various events etc. Over 85% of the students live within 10 miles of the college. The college was also a major employer for local people, over 59% of staff live within 10 miles of the college, thus contributing to the local economy.

They provided a wide range training, skills and educational provision, such as Business, Childcare, Construction, Media and Music, IT, Maths and English and Sport, ensuring that they were giving students the best opportunity to become work ready and gain employment. They also work with local employers and help to provide apprenticeships in local businesses, an achievement they were very proud off.

They were always striving to improve on the range of courses and opportunities offered to their clients whilst additional demands were placed on them by the government.

The meeting was then opened out to questions from the members of the committee.

(ii) Presentation from Children Services - At their meeting in November 2014 the meeting welcomed Chris Martin, the Integrated Commissioning Director (West) from Essex County Council. He was there as part of a follow up to last years successful presentation on Children Services, given by Jenny Boyd.

Mr Martin noted that it was important to support children and their families from birth right through to the early years of their life (2 to 5 years), to give them the best possible opportunity to succeed. They wanted to be challenging and have all the people working across the early years system to have a single vision of what needed to be changed, this would require big shifts in culture and practice.

They would be working towards building capacity and capability of parents to support themselves and to support one another; with professional workers starting from peoples strengths and finding ways to build on them to preventing problems occurring. This would involve thinking differently about the workforce, letting them do what needed to be done and make use of their diverse experience. If they get this right they would achieve better outcomes for children while at the same time saving money.

It was noted that they had less money to spend than before and so would need to be more effective with what they do have. More needed to be done and improvement continued as resources diminished.

They were undertaking an ambitious, strategic, broad reaching review of early years in collaboration with Clinical Commissioning Groups (CCGs) to identify innovation across the system, especially with families, removal of duplication of resources and roles, developing a common understanding and model of child development and skilling up the workforce to deliver new approaches.

They would also engage in ethnographic research with Essex parents and families, taking an in-depth look at the lives of eight families living across Essex combined with observational fieldwork at over 30 services. This type of research reveals behaviours and patterns that other methods would not pick up. Insights gained so far

was that they needed to focus on building the resilience of families and reducing their isolation.

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

(iii) Presentation from the Epping Forest Youth Council - At their meeting in January 2015, the Committee received a presentation from six members of the Youth Council; they were joined by thirteen other Youth Council members.

They were there to give an overview of what the Epping Forest Youth Council had been up to over the past year. This was their first year in office of the two they were elected for.

By far their highest profile event last year was the Youth Conference held in the Council offices on 14 October 2014. 90 pupils from years 7, 8, 9 and 10 representing ten secondary schools from the District attended. They were consulted about issues affecting the lives of local young people; gathering their views on possible solutions and gather ideas on how to improve the local community. They were also keen to promote local democracy.

Three main concerns were highlighted. They were alcohol misuse, bullying and stress. Other issues raised were around skills and jobs and the need for more volunteering opportunities, the misuse of drugs particularly 'legal highs'.

The Youth Council had launched a campaign called '#URNotAlone' during national Bullying Awareness week in November; highlighting services and support groups for victims of bullying and their parents and also gave presentations to all year 9 pupils in the district. The project was deemed a great success by pupils, parents and teaching staff and the Youth Council were really proud of this piece of work.

The Committee noted that:

- Social Media was also an important part of their work as it promoted their work and raised the profile of young people in the district.
- They had been asked to contribute to 10 consultations this year and were pleased to have representations on the Epping Forest Youth Strategy Group.
- The Council's Youth Volunteer Programme was now being taken up by all secondary schools in the district.
- They had secured external funding of £1200 from the Jack Petchey Foundation, £900 from Think Big O2 for their project work and a further £750 from the Jack Petchey Small Grants awards.

They had hoped that they had shown that the 21 Youth Councillors had developed strong links with schools and youth groups and had connected with many thousands of their peers on behalf of the council.

(iv) Mental Health Services in the District – In March 2015 the Committee welcomed Chris Martin (Integrated Commissioning Director (West)) and Christina Pace (Commissioning Lead, Essex County Council) to the meeting. They were representing the Child and Adolescent Mental Health Services (CAMHS) and were there to give a presentation on the joint re-commissioning of emotional well being and mental health services for Children and Young People in Southend, Essex and Thurrock.

They noted that now with national government plans to put in more funding, their new service model would be based on needs assessment and feedback from consultation with service users and partners. This highlighted the need for more integration and clearer access routes to services, especially for vulnerable people and for the consistency of the quality of service.

They were jointly commissioning one integrated service for the whole county for targeted and specialist mental health services. There would be a single point of access for all referrals to the service, including self referrals. The services would be community based and available in each area. They would focus on identifying and treating young people who need CAMHS services as early and effectively as possible.

There would be 24/7 access to the crisis services and a community based intervention service. There would also be consistent advice and training for all their partners.

It was noted that a new national taskforce had recently made recommendations on improving mental health for children and families and nationally, an additional £1.25 billion investment over a five year period was set out in the budget. CAMHS were uncertain how any future government would respond, but this was an opportunity to build on their new service model.

The meeting was then opened out to questions from the Committee.

Other Topics Considered:

(i) This year for the first time the Committee considered the Cabinet's Forward Plan and Key Objectives for the coming year on a regular meeting by meeting basis. At their first meeting of the year in July 2014 the Committee look at the coming year's work programmed in for the Cabinet.

It was noted that the Cabinet took an interest in the work of the Overview and Scrutiny Committee and appreciated the important role scrutiny played in providing checks and balances to the Executive.

The Cabinet's Key Objectives for 2014/15 were presented under a number of broad themes and these constitute the priorities of the Cabinet over the next municipal year. It was noted that a number of items were an extension of last year's programme.

It was noted that the local plan was probably the most significant document that the Council would produce for many years. It would determine the future character of the District and help deliver benefits to the residents in terms of homes and employment. All key decisions in relation to the Local Plan would be taken by the Cabinet, but they wished to be as consultative in their approach as possible. It was noted that the Scrutiny Panel on Planning was responsible for scrutinising the Local Plan and this was an area where it was hoped that the Cabinet and Scrutiny could work together.

It was highlighted that the Council was keen to embark on a Council House-building Programme and the Housing Portfolio Holder had established a Cabinet Committee to advise him. With tenders being received for the first phase this was an exciting initiative for the Council.

The Council had also embarked on the development of a new Leisure and Cultural Strategy, which would not only clarify the role that the Council would play in future provision, but also determine the best way to procure the new Leisure Management Contract.

(ii) In July 2014 the Committee received a report setting out the year end outturn of the Corporate Plan Key Objectives for 2013/14. A range of key objectives for 2013/14 was adopted by the Cabinet in March 2013; progress in relation to individual actions and deliverables are reviewed on a quarterly basis.

At the end of the year, 23 (42.6%) of the individual deliverables or actions supporting the key objectives had either been completed or achieved. Some 20 (37.0%) deliverables or actions were not completed by year-end. A further 11 (20.3%) deliverables or actions were on-hold at year end, as a result of external circumstances.

(iii) In September 2014 the Panel received a report from the Returning Officer regarding the Local Elections held on 22 May 2014.

The following elections were held in May 2014:

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

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

It was noted that there were few issues with the election, generally all practices were completed successfully.

(iv) Also in September the Panel received a report from the Returning Officer regarding the Review of Polling Districts, Polling Places and Polling Stations.

The Electoral Registration and Administration Act 2013 made it compulsory for this authority to carry out a review of Parliamentary polling districts and polling places within 16 months, starting from 1 October 2013, with further reviews starting on 1 October of every fifth subsequent year.

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

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

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

It was noted that the London Infrastructure Delivery Plan did not set out how policies would be delivered, implemented and monitored. Instead, it made a business case for London to control its own finances through fiscal devolution. The Committee supported the prioritization of transport schemes, such as four tracking the West Anglia Lines along the whole of the Upper Lee Valley and the Central Line because of:

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

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

(vi) In November 2014 the Committee received a report on the Communities and Local Government Consultation on 'Planning and Travellers', seeking views on proposed changes to planning policy and guidance for the travelling community. The stated intentions of the proposed changes were to (i) ensure that the planning system applies fairly and equally to both the settled and traveller communities; (ii) further strengthen protection of "sensitive areas" and Green Belt; and (iii) address the negative impact of unauthorised occupation. The consultation also stated that the Government remained committed to increasing the level of authorised traveller site provision in appropriate locations to address historic undersupply as well as to meet current and future needs.

The consultation contained 13 questions with draft answers contained in the appendix to the report.

It was also noted that all the pitches/caravans were in the Green Belt and that our District was 92% Green Belt.

The extent of Green Belt in different Council areas varies very widely – e.g. East Herts was about 33% Green Belt while Uttlesford was significantly less – i.e. both these neighbouring districts have potentially significantly greater options for identifying suitable locations. This proposal by the Government – a "one size fits all" approach seems too blunt and inflexible given the wide variation in Green Belt coverage of affected districts. It was particularly unfair to those districts which have a very high percentage of Green Belt, and where there was already a long-established and sizeable traveller community.

Officers could think of no immediate and practical solutions to the problems, other than to suggest a re-think at national level. The planning system as it currently operates was not making adequate provision for the needs of the travelling community. The problem was particularly acute in Green Belt areas, where there does seem to be a perception of favourable treatment for travellers, but the proposals in the consultation would only exacerbate the overall problem of meeting total needs, and make it very much harder to identify suitable sites in the Green Belt.

The Committee noted and agreed the draft answers to the CLG Consultation on Planning and Travellers.

(vii) In February 2015 the Committee considered the draft Corporate Plan for 2015 to 2020. They noted that the current Corporate Plan ends on 31 March 2015 and this new Corporate Plan had been developed to take the authority forward over the next five years.

The Council's main areas of focus for the five year lifetime of the new Plan had been captured in a new set of corporate aims; in addition a new set of Key Objectives had been developed to support the aims. On consideration the Committee agreed the proposed new plan and recommended it to the Cabinet and Council.

(viii) Also in February 2015, the Committee considered the final report of the Task and Finish Panel looking at the current Scrutiny Panels of the Council (see a fuller report under the Task and Finish Chapter of this report).

With the revision of the Council management structure in December 2013, reducing the service directorates down to four, the Panel considered the creation of a four panel structure to align with the new directorates. This proposal arose in part, due to the existing arrangements, where not all service areas were subject to scrutiny by any particular Panel.

The Committee agreed with the Panel that a new Overview and Scrutiny framework, based on a structure of four 'select committees', be established with effect from the commencement of the 2015/16 municipal year.

(ix) The Committee also considered a consultation report from the Lee Valley Regional Park Authority (LVRPA) on its Park Development Framework. They noted that whilst it was not a planning authority, there was a duty to prepare plans for the management and development of the park.

The proposals in the consultation document were generally in line with the statutory duties of the Park Authority. Subject to the detail of individual projects, the Council were supportive of these proposals, as they were in line with the original purposes of the Park and relevant policies of the current Local Plan and Alterations and the National Planning Policy Framework.

However, there were two matters within the proposals which were of concern. Firstly, a significant number of new buildings were being suggested to support implementation of the proposals, and a lot of these were in the green belt. The consultation document generally acknowledges the need to take account of Green Belt location for most of these suggestions, but the proposals could still amount to a significant amount of development with implications for the openness of the Green Belt.

Secondly, there was the casual reference to the use of Compulsory Purchase Powers for large areas of glasshouses etc. The document also indicated that it was likely that the Authority would resist major redevelopment or expansion of new large-scale glasshouse uses.

Members noted that recently the Council had formed the Lea Valley Food Task Force. The intention was to develop a standard policy approach in new Local Plans, supportive of the glasshouse industry, across local authority boundaries as an example of positive co-operation.

The Committee agreed that the overall approach of the proposals in the context of the statutory functions of the Park Authority, ie in relation to sport and recreation, leisure, education and landscape, heritage and nature conservation be supported.

But they expressed concerns about the possible extent of new building being proposed in the Green Belt and to object to proposals, as currently worded, concerning the use of compulsory purchase powers in relation to a number of glasshouse sites and other long-standing commercial uses within the Park.

(x) In March 2015 the Committee considered the review of the operation of the Planning Committees and their Terms of Reference. This had originated from a PICK form that initially went to the Planning Services Scrutiny Panel and then on to the Constitution Scrutiny Panel, when they looked at the following matters:

- (a) The operation of the speaking arrangements and deadlines for submission of material to planning sub-committees; and
- (b) The terms of reference of the Planning Sub-committees and the District Development Control Committee.

The changes would also bring clarity to the role of the Chairman in controlling the business at the meeting, particularly for speakers. It was considered by the Panels that these rules should be implemented in advance of the completion of the Constitution Review to allow a period of operational experience to be undertaken with a check in 2016 to make sure that they were still appropriate.

On consideration the Committee endorsed the proposed changes and made this recommendation to the next full council meeting.

(e) Case Study:

STANDING PANELS

1. HOUSING SCRUTINY STANDING PANEL

The Housing Scrutiny Standing Panel consisted of the following members:

Councillor S Murray (Chairman)
Councillor G Shiel (Vice Chairman)
Councillors K Chana, R Gadsby, S Jones, J Lea, C Roberts, B Rolfe, T Thomas, H Ulkun and J H Whitehouse

The Lead Officer was Alan Hall, Director of Communities. The Panel also appreciated the Housing Portfolio Holder, Councillor D Stallan, attending the meetings to help them with their deliberations.

Wyn Marshall represented the Tenants and Leaseholder Federation, attending the meetings as a non-voting co-opted member to provide the views of residents and stakeholders.

Terms of Reference

The Housing Scrutiny Standing Panel was tasked to undertake reviews of a number of the Council's public and private sector housing policies and to make recommendations arising from such reviews to the Housing Portfolio Holder, Overview and Scrutiny Committee or Cabinet as appropriate. They also undertake specific projects related to public and private sector housing issues, as directed by the Overview and Scrutiny Committee.

The Panel scrutinised a number of important issues over the last year, which included:

(i) Communities Directorate's Housing Service Strategy on the Private Rented Sector – In July 2014 the Panel received a report regarding the Communities Directorate's Housing Service Strategy on the Private Rented Sector. There were 17 Housing Service Strategies produced to date and they set out how individual housing services would be delivered. They had assisted in achieving the Customer Service Excellence Award and the ISO 9001:2008 Quality Accreditation.

(ii) DCLG Guidance on Rents for Tenants on High Incomes - The Panel received a report regarding the DCLG Guidance on rents for Social Tenants with High Incomes. In June 2013, the Department for Communities and Local Government (DCLG) issued a consultation paper entitled "High Income Social Tenants Pay to Stay."

Under "Pay to Stay," the Government set out their intention that local authorities should be permitted to charge high income tenants a higher level of rent to stay in their homes. The DCLG's proposal at that time was based on higher rents set at 80% of market rents.

In May 2014, the DCLG issued its Guidance on rents for Social Housing, which would come into effect from April 2015.

In regard to social tenants with high incomes, the Government did not expect local authorities to adhere to its Social Rent Policy for properties let to households with an income of £60,000 per year. Instead authorities could choose to charge them up to full market rent. It was noted that this proposal was at variance with the original proposal at 80% of market rents made under the "Pay to Stay consultation in 2013.

However, difficulties were identified with administering any separate rent policy for the Council's high income social tenants.

Government estimates suggested that between 11,000 and 21,000 social tenants, representing around 1% of all social tenancy households in England met the threshold. When applied to the number of properties in the Council's housing stock, around 64 high earning Council tenants would be required to pay market rents. It was found that rents would increase on average by around £83.00 for each of the 64 tenants affected, bringing in total additional income of around £276,000 per annum.

The Panel concluded that the District Council be recommended to take no further action on this issue at present; and that a further report be submitted to the Panel setting out the options regarding a separate Rent Policy for high income tenants when legislative compulsion on tenants to declare incomes is established along with sanctions for tenants found to have failed to declare.

(iii) Housing Under-Occupation Officer Post – 1 Year Review – At the Cabinet meeting in April 2012, the recommendations from this Panel, to appoint some additional new posts, were agreed. One post was that of a new Housing Under-Occupation Officer. The Cabinet requested that the Panel review the effectiveness of any new posts agreed after a period of 1 year.

It was known that many Council properties were under-occupied, which did not make the best use of the Council's housing stock but often resulted in older and vulnerable tenants incurring greater household running costs.

The new Housing Under-Occupation Officer was appointed in May 2013. Prior to the review of the Housing Allocations Scheme, letters were sent to around 1,300 homeseekers on the Housing Register. As a result, there were around 40 enquiries, all of which were followed up. This led to 5 of the Council's existing tenants moving to smaller accommodation. During the year, a further 1,300 letters were sent to all existing tenants over 60 years of age who were under-occupying Council accommodation, promoting sheltered accommodation and offering other opportunities. This led to 30 enquiries, all followed up with 6 appointments.

The Panel recommended that the role of the Housing Under-Occupation Officer post be expanded and that the post be re-designated as Re-Housing Support Officer to reflect its future role

(iv) Tenant Profile report 2014 - In August 2013, the District Council's Housing Information Team began a postal survey or "census" of Council tenants. At the time there were approximately 6,400 properties on the Housing Revenue Account. The two principal aims for conducting the survey were to:

- (a) Check that the data held on the Housing system was correct; and
- (b) Build a better profile of tenants for service planning purposes.

A total of 6,390 households received questionnaires and 3,649 were subsequently returned by the closing date in January 2014. The questionnaires then went onto ask:

- (a) Their preferred form of communication;
- (b) Their main language;
- (c) Whether they had internet access;
- (d) If they had any disabilities;
- (e) Whether they wanted assistance with communications;
- (f) Their contact details for next of kin and keyholders; and
- (g) If they had access to a current account with a bank or building society.

The data gathered through the survey gave Housing staff access to more accurate information of tenants. Special needs identified were being flagged on the computer system so officers were aware of them. In addition, the Council had appointed a firm of external consultants, ARP Research, to produce a tenant profile report. ARP was provided with data collected from the survey returns and from this they produced a written report, executive summary, district mapping and ward profiles.

(v) Presentation by Essex County Council's Floating Support provider – Family Mosaic – The Panel welcomed Karla McLeish, Acting Floating Support Manager and Angela Randle of Family Mosaic, who gave a presentation regarding their organisation's work.

Family Mosaic possessed around 24,000 good quality homes available for rent serving more than 45,000 people, providing care and support services. They were one of the largest housing providers in London, Essex and the South East. Karla McLeish managed a team in Waltham Abbey which covered Epping Forest and Uttlesford.

(vi) Key performance Indicators 2014/15 - The Panel received quarterly reports for their Key Performance Indicators 2014/15 from the Director of Communities.

The Scrutiny Panels were now each responsible for the review of quarterly performance against specific KPIs within their areas of responsibility.

(vii) Government Consultation Paper "Right to Move" - The Panel received a report regarding a Department for Communities and Local Government (DCLG) Consultation Paper entitled "Right to Move".

The Consultation Paper explained that the Government expected local authorities to ensure that their Housing Allocations Schemes, residency requirements enabling social tenants to move across local authority boundaries for work related reasons so as not to impede labour mobility. The proposed regulations would remove the residency requirement for local authorities or housing association tenants who sought to transfer from another local authority district in England in order to be closer to their work or take up job offers, apprenticeships or work related training opportunities in order to avoid financial hardship.

The Government further proposed to ensure that authorities set aside a proportion of lets for tenants who needed to move for this purpose with a minimum expectation of 1% of lettings.

The Council respond to the consultation paper setting out the following:

(i) The Council would welcome the Government's proposal to "spell out" in more detail the circumstances in which they would expect local authorities to apply the addition to the "hardship" reasonable preference category for those needing to move for work or work related training.

(ii) The Council asked that it was clarified whether such preference would only apply to those in financial hardship and how such hardship were measured, particularly as there were no legal powers available to require applicants to declare their income.

(iii) The Council had concerns about setting aside a proportion of lets for this purpose and the difficulties with publishing information on the demand and lettings on any right to move quota.

(iv) There were a number of difficulties with giving priority to existing tenants for a "community contribution" in order to assist them to move within their own local authority area.

(viii) Review of the Housing Allocations Scheme - The Government required local authorities to have a Housing Allocations Scheme for determining priorities and the procedure for selecting a person for accommodation. Government guidance allowed for authorities to decide how accommodation should be allocated based upon local priorities, provided schemes were both legal and rational.

The Panel was advised that the amended Housing Allocations Scheme would be considered by an external legal advisor prior to statutory consultation being undertaken and final Cabinet approval

(see Case Study for full details)

(ix) Review of the Tenancy Policy - Under the Localism Act 2011 registered housing providers were granted additional powers allowing for local decisions on the management of social housing. This included enabling providers of social housing with the option to use flexible tenancies for a minimum period of 5 years. Flexible tenants generally enjoyed the same rights as secure tenants, including the Right to Buy, subject to the current qualifying criteria. On expiry of the fixed term, the tenant was assessed against an agreed Assessment Criteria to determine whether a further tenancy should be granted. If another tenancy was not offered, there was a requirement to provide the tenant with advice and assistance.

(x) Home Option Choice Based Lettings Scheme – Progress Report - The Choice Based Lettings Scheme introduced in November 2007 was administered externally by Locata Housing Services (LHS). Under the scheme, all vacant social rented properties were advertised to applicants on the website and a two weekly Property List giving details of location, type, rent, service charge, council tax band and landlord of the available accommodation. Applicants applying for a property by

expressing an interest in up to a maximum of three properties for which they had an assessed need.

Between 1 September 2013 and 31 August 2014, 345 properties had been allocated to homeseekers on the Housing Register. A further 49 properties were allocated direct to homeless applicants and an additional 11 to applicants leaving supported housing.

Some of the 345 properties allocated from the Housing Register had been advertised on more than one occasion, as they were difficult to let, this had resulted in 427 advertisements being placed on the website and in the Property Lists. With 24,307 expressions of interest being made, this was an average of around 70 expressions of interest from homeseekers each time a property was advertised. Most properties attracted in excess of 200 expressions of interest. Almost 97% of homeseekers expressed an interest in properties over the Internet.

Around 71% of all applicants registered on the Housing Register had participated in the scheme during the last year.

As a result of the introduction of the Local Eligibility Criteria under the current Housing Allocations Scheme, the numbers of homeseekers on the Housing Register had substantially reduced. As at 31 August 2014 there were 1,563 homeseekers on the Housing Register compared to 6,219 in June 2011.

(xi) Annual Review of Protected Characteristics – Housing Applicants and Lettings - In previous years, the Panel had undertaken an annual review of the ethnicity of applicants on the Housing Register and compared this with the ethnicity of those allocated accommodation, considering any disparities and whether there should be any resultant changes to the Housing Allocations Scheme. No such disparities had yet been identified.

Following the introduction of the Equality Act 2010 and the Public Sector Equality Duty in 2011, public bodies had to consider all individuals when carrying out their day to day work. There were nine “Protected Characteristics” which had considerations as follows:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

Generally, it was found that the statistics confirmed that the Protected Characteristics of homeseekers housed in Council accommodation were similar to those on the Housing Register. Therefore, it was recommended that no amendments be made to the Council’s Housing Allocations Scheme.

(xii) Landlord Accreditation Scheme – At their February 2015 meeting the Panel received a presentation regarding the Landlord Accreditation Scheme from the Private Housing Manager.

The Essex Landlord Accreditation Scheme (ELAS) was intended to raise standards in private sector rented accommodation. The scheme encouraged private landlords to come forward, make themselves known and enhance their professionalism.

ELAS was a consortium of 8 Essex District Councils, including Epping Forest District Council, administered through Blue Watch a wholly owned trading company of the Chief Fire Officer's Association (CFOA) Blue Watch Ltd for 5 years. Membership was £95.00 per annum and once a landlord was registered their properties could be advertised free on the ELAS website, they could receive discounted property insurance, they would have access to free impartial advice and information and for landlords that have licenceable houses in multiple occupation (HMO), some councils including Epping would reduce the HMO licence fee.

Despite the scheme being launched in September 2014 it had made slow progress with only two landlords having joined across Essex. It was hoped that with further publicity and exposure there would be an increase in membership.

(xiii) Housing Improvements and Service Enhancements Fund 2015/16 - It was noted that for the past three years, the Cabinet had asked the Housing Scrutiny Panel to consider and recommend a proposed list of housing improvements and service enhancements to the Cabinet utilising the additional funding received by the HRA which the Panel had last examined in March 2014.

There were 7 new housing improvements and service enhancements being undertaken in 2014/15, in addition to the completion of a further 7 projects extending/carried forward into 2014/15. Generally good progress had been made with the delivery of most of the projects during the year to date.

(xiv) Housing Services Strategy - The Housing Service Strategies were produced in accordance with an agreed standard framework, regularly updated. In total, 14 Housing Service Strategies had been produced covering:

- (a) Equality and Diversity;
- (b) Housing and Neighbourhood Management;
- (c) Tenant Participation;
- (d) Private Rented Sector;
- (e) Empty Council Properties;
- (f) Anti-Social Behaviour;
- (g) House Sales and Leasehold Services;
- (h) Rent Arrears;
- (i) Rent Collection and Administration;
- (j) Under-Occupation;
- (k) Housing Information;
- (l) Older People's Housing Services;
- (m) Energy Efficiency; and
- (n) Harassment

The strategies were produced to a common format that set out how individual housing services would be delivered.

Case Study: Housing Allocations Scheme

At its meeting on 21 October 2014, the Housing Scrutiny Panel reviewed the Council's Housing Allocations Scheme.

It is a Government requirement that local authorities have a Housing Allocations Scheme for determining priorities and a procedure for selecting a person for accommodation. Their guidance allowed for authorities to decide how accommodation should be allocated based on local priorities, provided their schemes were legal and rational.

The Council's Cabinet had asked the Housing Scrutiny Panel to undertake a 12 month review of the Housing Allocations Scheme. The Panel received the Department for Communities and Local Government (DCLG) Guidance providing social housing for local people (October 2013) and allocation of accommodation (June 2012) which the Panel had regard in respect of its deliberations on the proposed changes to the scheme.

The Housing Portfolio Holder had initial views on the 12 month review following informal discussions with the Cabinet. These were as follows:

- (1) That the Residency Criteria should be increased with new applicants who had lived in the district for less than five continuous years immediately prior to their date of registration, not qualifying for inclusion on the Housing Register.
- (2) That all existing home seekers on the Housing Register who had lived within the district for less than 4 ½ continuous years immediately prior to the date the new Housing Allocations Scheme was introduced, should be removed from the Register.
- (3) That all existing home seekers who were removed from the Register because they did not meet the Local Eligibility Criteria, should be allowed to re-register if, or when, they did meet the criteria but that their registration date be their date of registration.

The Housing Portfolio Holder advised that despite the local housebuilding programme, there was still a shortage of social housing. He felt that local residents with the longest connection to the district ought to be prioritised.

It was felt that the wording within the Government's Code of Guidance was open to interpretation, particularly in regard to exceptions relating to applicants with a "strong association" to the area. However the Panel felt that an exception should be made for existing social housing tenants who were seeking to move from another local authority in order to access work. A paragraph should be added to include those who had secured either permanent employment comprising of a minimum of 24 hours each week, or an apprenticeship or full time work related training and currently lived either in excess of 50 miles from their current or intended place of work.

The Panel recommended that those who had moved out of the district into settled accommodation for less than 3 years but had lived in the district for at least 5 years

immediately before moving out should be treated as home seekers who had lived in the district for more than 5 years. Members also recommended that a lesser residential requirement of 3 years should be applied to those leaving care.

It was recommended that where an applicant's gross annual household income including residential property equity, savings, shares or other assets exceeded £76,000, they should not qualify to join the Council's Housing Register.

The Chairman of the Panel was concerned that the long term effects of these proposals would change the social mix of the social housing sector, however the Panel supported the proposals.

Any tenant of the Council is offered an incentive payment to encourage downsizing their accommodation, where both properties were owned by the Council. The maximum payment is currently £2,000. During 2013/14, 41 tenants of the Council downsized to another property owned by the Council with less bedrooms. This resulted in 54 bedrooms being released, the total amount paid in downsizing payments was £47,500.

The Housing Portfolio Holder felt that the downsizing incentive payments should be increased. Accordingly, the Panel supported the incentive payments for each bedroom released being doubled to £1,000 with the amount paid for removal costs remaining the same and a standard decoration allowance payment of £500.00 being paid using "Homebase" vouchers subject to a maximum payment of £4,000.

The Panel was of the view that the increased incentive payments should only apply to tenants who were not subject to the removal of the spare room subsidy. It was noted that the increased incentives could result in an estimated increase in budget provision of around £68,000 making a required total annual budget of £115,500.

The Panel endorsed the view that the current policy on homeseekers refusing two offers of suitable accommodation within any three months period having their application being deferred for 6 months should be strengthened to two refusals within any period having their housing application deferred for 12 months. However, although those downsizing Council accommodation would be penalised in the same way, the penalty would apply following three refusals. The Panel supported a number of more minor changes suggested by officers

The Panel was advised that the amended Housing Allocations Scheme would be considered by an external legal advisor prior to a statutory consultation being undertaken and final Cabinet approval.

2. CONSTITUTION AND MEMBER SERVICES SCRUTINY PANEL

The Constitution and Member Services Standing Panel consisted of the following members:

Councillor M Sartin (Chairman)
Councillor A Watts (Vice Chairman)
Councillors D Dorrell, J Lea, M McEwen, J Philip, Caroline Pond, D Stallan, G Waller, J H Whitehouse and S Weston

The Lead Officer was Simon Hill, Assistant Director, Governance and Performance Management.

Terms of Reference

To undertake reviews of constitutional, civic, electoral and governance matters and services for members on behalf of the Overview and Scrutiny Committee and to report to the Overview and Scrutiny Committee, the Council or the Cabinet with recommendations on matters allocated to the Panel as appropriate.

The Panel scrutinised a number of issues over the last year, which included:

(i) Local Elections – 22 May 2014 – At their July 2014 meeting, the Panel received a report from the Returning Officer regarding the Elections held on 22 May 2014. They were:

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

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

It was noted that there were few issues with the election, generally all practices were completed successfully.

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

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

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

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

Following the consultation, the Panel advocated that a report be submitted to the Council making several minor recommendations on the future of the district's polling places and stations.

(iii) Constitution Review - The Panel noted that the Council adopted a new constitution, based on a government model, in 2000. However in order to reflect changing circumstances, the constitution had grown to over 650 pages with no overriding review having been undertaken since its adoption.

The agreed Business Plan for the Governance Directorate included the aim of completing a review of the Constitution by March 2016. Although this Panel had undertaken a number of reviews of sections of the Constitution, the proposed review sought to ensure consistency of wording and rules across the piece and rationalise procedures to avoid duplication or repetition.

(see Case Study for full details)

(iv) Joint Consultative Committee – Review of Terms of Reference - Following a Management Board report in December 2012, it was acknowledged that the Terms of Reference for the Joint Consultative Committee (JCC) had not been reviewed for a period of considerable time. Therefore Management Board agreed that a review of the JCC should take place.

The JCC was the Council's forum whereby discussions took place with the recognised trade unions in line with the representations at a regional level. However the Performance Improvement Unit (PIU) had identified that non-union members were not represented at the JCC. Whilst technically correct, as trade unions were not required to represent non-union staff, it was noted that:

- (a) The trade union representatives who attended the Committee had to be employees of the Council;
- (b) There were 9 trade union representatives from a range of service areas who between them were likely to hold a range of views similar to employees who were not trade union representatives; and

- (c) All representatives, whether staff or member, were permitted to share their views with the Committee and did so.

It was advised that work was progressing outside the review of the JCC Terms of Reference regarding internal staff communications and as part of the review they would draft and develop an Employee Engagement Strategy.

The Panel were happy to recommend the amended and updated terms of reference for the JCC.

(v) Planning Committees and their Terms of Reference - At their February 2015 meeting the Panel considered a review of the operation of Planning Committees and their Terms of Reference. This originated from the Overview and Scrutiny Committee, at its meeting on 16 September 2014, when it referred a PICK form request to the Planning Scrutiny Panel who then referred their deliberation on to this Panel.

The Panel supported the Planning Scrutiny Panel's recommendation on the criteria for referring applications to the DDCC subject to the inclusion of "large scale development schemes" to the items that would go directly to the DDCC.

The Panel supported changing the name of the District Development Control Committee to District Development Management Committee to reflect new directorate section titles and the adoption of the revised draft Article on the operation of and arrangements for Planning Committees.

(vi) Amendments to the Council's Complaints Scheme - The Council's complaints scheme had four stages, an investigation of a complaint at each stage was undertaken by the following:

- (a) Step 1 – Manager of the Service area concerned;
- (b) Step 2 – Director or Assistant Director;
- (c) Step 3 – Complaints Officer on behalf of Director of Governance; and
- (d) Step 4 – Member Complaints Panel

The Panel was informed that in 2006 the Local Government Ombudsman introduced the "12 week rule" which urged councils to complete every stage of a complaint within 12 weeks of their first receipt. Inability to do so meant the complainant had the right to bypass any remaining stages in the complaints procedure and instead take their complaint to the Ombudsman. However, the complaints procedure adopted by the District Council made it impossible to complete all four stages within 12 weeks. Investigations at Steps 1, 2 and 3 usually took around 3 – 4 weeks each to complete. A complainant remaining dissatisfied could request a further review, although it could take 7 – 8 weeks to organise a meeting of the Step 4 Member Complaints Panel.

Therefore complainants were advised that it was not possible to offer a Step 4 review within the 12 week time limit, therefore they had the right to bypass this and take their complaint to the Ombudsman.

Members noted that discontinuing Steps 1 – 3 would not resolve the problem because whichever two of the three stages were retained, would still require a total of around 8 weeks to complete, which would not leave enough time to organise a

Complaints Panel review within the 12 week time limit. It was advised that no other local authority in Essex, or indeed the rest of the country, had as many stages for complaints or offered a final review by Members.

Members supported the recommended changes.

Case Study: Review of the Council's Constitution

The most substantial task undertaken by the Constitution and Member Services Scrutiny Panel has been to start the process of reviewing the Council's Constitution.

The Council's Constitution dates back to the Local Government Act 2000 which required every council to have a Constitution containing the authority's standing orders, code of conduct and such other rules and information that were considered appropriate.

Over time the Constitution had grown to over 650 pages which whilst reflecting changing circumstances, had made easy access to the rules governing Council business at times difficult. No overriding review has been undertaken since its adoption.

The Business Plan for the new Governance Directorate included the ambitious task of completing a review of the Constitution by March 2016. It sought to ensure consistency of wording, rules and a rationalisation of procedures to avoid duplication and repetition.

The Constitution and Member Services Scrutiny Panel commenced work on the review with consideration of a scoping report at its September 2014 Panel meeting. The Panel was aiming to examine the following specific areas during this year:

- (a) Articles of the Constitution;
- (b) Delegations and contract standing orders;
- (c) Minority references;
- (d) Council Procedure Rules; and
- (e) Use of the Chairman's Casting Vote

Given this huge task the Members of the Panel have prioritised their working method as follows:

- (i) Reviewing sections from the Constitution at each meeting with short commentaries by officers with suggested changes;
- (ii) Undertaking consultation with other parties; and
- (iii) Extending invitations to Committee/Panel Chairmen when a Constitutional review issue relevant to their area arose.

The Panel planed to complete the work by March 2016 with the aim of the Council agreeing the new Constitution document by the end of that municipal year. The review was currently making good progress.

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3. FINANCE AND PERFORMANCE MANAGEMENT STANDING PANEL

The Finance and Performance Management Scrutiny Panel consisted of the following Members:

Councillor A Church (Chairman)
Councillor A Mitchell (Vice Chairman)
Councillors K Angold-Stephens, D Dorrell, J Knapman, H Mann, G Mohindra; H Ulkun, Jon Whitehouse, S Watson and E Webster

The Lead Officer was Peter Maddock, Assistant Director (Accountancy).

Terms of Reference

Performance Management

1. To review Key Performance Indicator (KPI) outturn results for the previous year, at the commencement of each municipal year;
2. To identify on an annual basis, subject to the concurrence of the Finance and Performance Management Cabinet Committee:
 - (a) a basket of KPIs important to the improvement of the Council's services and the achievement of its key objectives; and
 - (b) the performance targets and monitoring frequency of the KPIs for each year.
3. To review performance against the adopted KPIs on a quarterly basis throughout each year, and to make recommendations for corrective action in relation to areas of slippage or under performance;

Public Consultation and Engagement

4. To develop arrangements as required, for the Council to directly engage local communities in shaping the future direction of its services, to ensure that they are responsive to local need;
5. To annually review details of the consultation and engagement exercises undertaken by the Council over the previous year;

Finance

6. To consider the draft portfolio budgets for each year, and to evaluate and rank proposals for enhancing or reducing services where necessary, whilst ensuring consistency between policy objectives and financial demands;
7. To review key areas of income and expenditure for each portfolio on a quarterly basis throughout the year;

Information and Communications Technology

8. To monitor and review progress on the implementation of all major ICT systems;

Value for Money

9. To consider a regular analysis of the Council's comparative value for money 'performance', and to recommend as required to the Finance and Performance Management Cabinet Committee, in respect of areas where further detailed investigation may be required; and

Equality

10. To annually review the achievement of the Council's equality objectives for 2012/13 to 2015/16, and progress in relation to other equality issues and initiatives.

The Panel scrutinised a number of important issues over the last year, which included:

(i) Key Performance Indicators 2013/14 – The outturn report on the key performance indicators adopted by the Council for 2013/14 went to Panel's July's meeting. The meeting noted that a range of thirty five Key Performance Indicators had been adopted by the Finance and Performance Management Cabinet Committee in March 2013.

The position in regard to the KPIs for the end of the year was as follows:

- a) 28 (80%) indicators achieved the cumulative target; and
- b) 7 (20%) indicators did not achieve the cumulative target, although 2 of these indicators performed within the agreed tolerance for that indicator.

Members were reminded that as part of the Overview and Scrutiny Review undertaken in 2013/14, changes had been made to the existing arrangements for the quarterly review of KPI performance.

From the first quarter of the year, four of the existing Scrutiny Panels (Finance and Performance Management, Housing, Planning, and Safer Cleaner and Greener) will each be responsible for the review of quarterly performance against relevant KPIs, rather than all indicators being considered by the Finance and Performance Management Scrutiny Panel.

(ii) Sickness Absence 2013/14 (final figures) – At their July, 2014 the Panel received a sickness absence report for quarters 3 and 4 for 2013/14. The Panel noted that the Council's target for sickness absence under KPI10 for 2013/14 was an average of 7.25 days per employee. The final overall outturn figure of 7.01 days was below the target of 7.25 days for the year.

(iii) Consultation and Engagement – The Panel received the annual report on the public consultations carried out during 2013/14.

Every year a list of consultation planned and carried out by the Council was published on the website and brought to the attention of this Panel.

The Consultation Register was a list of the most recent exercises, which have been carried out on behalf of the Council or by the Council in the last financial year.

It was noted that some new policies and initiatives had been consulted on such as the Introduction to Annual Site Licence Fees for Permanent Residential Park Homes; and the HealthWorks Survey (Healthworks was a health improvement and well-being project for young people aged 11 to 19, and encourages them to adopt healthier lifestyles, providing a range of activities, workshops and courses).

The Panel noted that the Council had undertaken 6 statutory surveys and had planned a further 2 so far this year. It had also carried out 4 discretionary surveys.

Costs were being kept low by using resources in-house and using online technology. Three statutory surveys made up the bulk of the costs involved in public engagement which totalled £111,000; the 'Local Plan Preferred Options' consultation planned for December, involved the highest costs mentioned in the report of £90k.

Judgement on whether or not to include a consultation on the register should be relative to the impact and local sensitivity of the subject. For example if the changes being proposed are likely to be either:

- contentious,
- an expensive project,
- a possible cause for complaint,
- effect a lot of people,
- controversial;
- or a possible nuisance to residents

then they would be included on the register, however small they were.

More emphasis had been given to data protection in consultation. Further monitoring would be carried out to ensure this happened.

Online consultation was steadily becoming more advanced and the Council was starting to use WebHost, which was Cloud technology and gave more control and faster recovery of data and analysis.

Further use of Social Media for consultation purposes was being researched to see if the feedback or publicity aspects were a useful source of public engagement and or feedback.

(iv) Provisional Capital Outturn for 2013/14 – This report set out the Council's capital programme for 2013/14, in terms of expenditure and financing, and compared the provisional outturn figures with the revised estimates. The revised estimates, which were based on the Capital Programme, represented those adopted by the Council in February 2014.

The Council's total investment on capital schemes in 2013/14 was £13,006,000, compared to a revised estimate of £15,610,000. The largest underspends were experienced on General Fund projects, virtually all of which were underspent.

(v) Provisional Revenue Outturn for 2013/14 - This provided an overall summary of the revenue outturn for the financial year. The Panel noted that the net expenditure of the Continuing Services Budget (CSB) for 2013/14 totalled £14.219 million, which was £149,000 (1.0%) below the original estimate and £265,000 (1.9%) below the revised. When compared to a gross expenditure budget of approximately £75 million, the variances can be restated as 0.2% and 0.35% respectively.

There were also improvements in the funding position as this showed an increase of £286,000, however this was not the full story as movements between the Collection Fund (where Council Tax and Business Rates are accounted for) and the General Fund are governed by specific regulations.

The Panel noted that when HRA Self Financing was introduced it became clear that more money would be available for service improvements and enhancements. Each year an amount was allocated for service enhancement based on the likely funding available. There was an underspend on the programme last year and therefore £112,000 was requested for carry forward into 2014/15.

(vi) Key Performance Indicators – Performance by Quarters – The Panel noted that from this year, each Scrutiny Panel would be receiving their own performance indicators to review on a quarterly basis. Through the year the Panel received a quarterly update on their own set of indicators.

Eleven of the Key Performance Indicators fell within the F&PM SP areas of responsibility.

By their last meeting the Panel had the third quarter results for the KPIs specific to their Panel for 2014/15 and noted that:

- (a) 6 (55%) indicators achieved the cumulative third quarter target, and
- (b) 5 (45%) indicators did not achieve the cumulative third quarter target.
- (c) 7 (64%) were currently anticipated to achieve the cumulative year-end target.

(vii) Quarterly Financial Monitoring – the Panel also received quarterly updates on the financial state of the council.

They noted that the new Business Rates Retention scheme was in its second year whereby a proportion of rates collected were retained by the Council. By the end of June 2014 the figures were looking good with the Council retaining funding of £40,680; but this might not continue depending on the number of claims from small businesses that were received.

(viii) Performance Monitoring – Call Handling – The report on call handling performance that was produced in response to a request made by this Panel at their March meeting. They had wanted to know how long would a member of the public have to wait before they were answered by the switchboard. They noted that our new telephone system was now live and capable of producing very detailed management information. However it was noted that although a report on switchboard times was possible the majority of calls now bypass the switchboard and go to direct dial extensions. It would be more beneficial to monitor what happens following the switchboard transferring a call.

ICT staff had only just been trained in the use of this new monitoring system and on the subsequent production of reports. They were now looking to members to give a steer as to what they would like to have monitored. Officers could then produce regular reports monitoring as appropriate.

By their March 2015 meeting the Council's new telephone system was live and could produce various monitoring information. Following the introduction of a number of auto attendants (menu assisted calls), a large number of calls now bypass the switchboard and go straight to directorate contact centres and workgroups.

They noted that other authorities that had telephone systems like us tended to favour reporting on:

- a. The percentage of abandoned calls (subject to a minimum of 4 rings); and
- b. The number of calls sent directly to the voicemail system.

ICT tended to favour these indicators that specifically relate to the service callers were receiving. During January, 35,388 calls were received – 9.8% of these were classified as abandoned with 4.22% of calls going directly to voicemail. This may be something that the Panel would want to monitor. The Panel agreed that these would be appropriate points to monitor in the coming year.

(ix) Financial Issues Paper - This provided the initial framework for starting the 2015/16 budget. It had been to the Cabinet Finance Committee in July and was here for the Panel comments on the initial budgetary structure for 2015/16.

The report took the members through the General Fund Outturn for 2013-14, the updated Medium Term Financial Strategy and the Continuing Services Budget. It also went through central government funding, noting that significant changes had happened at the start of 2013/14 and we were only a year and a half into these changes. It was noted that as part of abolishing Council Tax Benefit and introducing Local Council Tax Support (LCTS), the DCLG had to determine whether parish Councils would be affected by the reduction in council tax base or left outside the calculations. However, despite the consultation response on the scheme being massively in favour of tax base adjustments only at district level, the DCLG decided that parish councils should also be affected. One of the problems with this decision was that DCLG did not have a legal power to make grant payments directly to parish councils. This meant the funding for these councils had to be included in the grants to districts and it was then for districts to determine how much of the grant was passed on. Members determined that parish councils should be fully protected from this change for 2013/14, a decision that was not shared by many authorities across the country.

It was noted that half of the Business rates retention was kept locally, 40% to EFDC, 9% to Essex County Council and 1% to the Essex Fire Authority; and 50% went to Central Government.

As the billing authority we were responsible for collecting the money and then paying it over. However, as our share (£12,755,334) exceeds the amount of our funding deemed to come from retained business rates (£2,909,311) the excess (£9,846,023) was also paid to Central Government as a "Tariff". The tariffs are used to provide "Top Ups" to those authorities whose non-domestic rate income was lower than their deemed funding from business rates. Overall this meant we were collecting nearly £32 million but retaining less than £3 million, or just over 9%.

(x) Equality Objectives 2012-2016 – At their November 2014 meeting the Panel noted the quarter 2 progress on the Equality Objective. In 2012 the Cabinet had agreed a range of equality objectives for the four years from 2012 to 2016, designed to help the Council meet the aims of the general duties of the Equality Act (2010) and bring about positive improvements to service design and delivery. The report reflected progress against these objectives as at the end of the second quarter of 2014/15. The achievements of these objectives were supported by an action plan spread across the four year time frame.

(xi) Sickness Absence for 2014/15 – The Panel noted the absence figures for quarters 1 and 2 for 2014/15. It included absence figures for each directorate and the number of employees who had met the trigger level. . It was noted that the figures had taken a bit of a downturn this year; this seemed to be due to several long term absences.

(xii) Equality Information – Workforce Data - This report on Equality Information, generated under action E04.02 of the Council's Equality Objectives 2012-16 to "carry out analysis of workforce data to identify trends and patterns in areas as identified by Corporate Equalities Working Group".

The Panel noted that:

- Women were well represented in the Council's workforce (56.02%) and there was evidence that they were accessing training opportunities and achieving promotion;
- Disabled people were well represented in the Council workforce. The figure was 11.14% for the Council and 10.17% for the district. There was evidence that this group were accessing training opportunities and achieving promotion;
- The Council workforce was older on average than the local population, with 34.06% being in the 45-59 age range;
- 52.97% of Council staff did not wish to disclose their religion or belief. Statistics for the staff that did provide this information show that non-Christian groups are under-represented with 3.05% for the Council and 8.1% for the district; and that
- 51.07% of Council staff did not wish to disclose their sexual orientation. There was no comparative information from the 2011 Census.

(xiv) Fees and Charges 2015/16 - This report that went to the Panel's November 2014 meeting, provided details on the fees and charges that the council levies and what scope, if any, there was to increase any particular charge. This was an annual report produced as part of the annual budget process.

It was noted that:

- The medium term financial strategy had identified the need for savings around £1.5m over the four year period, with £500,000 falling in 2015/16. This may well rise to near £1m;
- Increasing existing fees and charges would help reach the savings target set, however, there were issues to consider such as whether fee increases will drive customers away and have the opposite of the desired effect and actually reduce income;
- The September Retail Prices Index (RPI) has recently been published at 2.3%. Previously this has been used as a guide when setting the level of

increase however other factors such as cost of provision also need to be considered;

- Generally, it was recommended that the majority of fees and charges be increased by the Retail Prices Index (RPI) for September 2014 (2.3%) - rounded up or down as appropriate.

The Panel broadly agreed with the proposed level of the fees and charges for 2015/16, but would like the increase charges to the 'Careline' services to be revisited.

(xv) Commercial Property – Rent Paid – The Panel at its meeting in September 2014 considered KPI GOV002 (Commercial Property – Rent Paid) and noted that the percentage of rent arrears over 90 days was 4.73% against a target of 3% and an explanation was required as to why this figure was below target.

Members were invited to look at how this indicator was presented, it had distorted figures as it included former tenants and historic debts and did not relate to current expected income for the financial year. Targets would need to be adjusted to reflect this, perhaps by breaking it down into two sets of figures.

The Panel, on consideration thought that there was a need for early intervention, a way to see and identify the warning signals.

(See Case Study for full details)

(xvi) ICT Updates – The Panel received update on the Council's Information and Computer Technology systems updating them on the ongoing works and projects of the ICT strategy. Overall the projects were on track and progressing well.

They noted that the Council now had:

- An Auto Attendant telephone system with menu assisted calls;
- There were now mobile applications to enable officers and members to work out of the office;
- The whole council was now covered by wireless connectivity;
- ICT now have out of hours call-out arrangements to enable them to resolve any problems before core working time begins; and
- The Council has now developed its own online booking system for leisure services and this will eventually link in with the Finance system.

(xvii) Financial Monitoring - The Panel undertook quarterly financial monitoring on income and expenditure for quarter three of the financial year. The last quarter would be reported in the new municipal year.

By the end of quarter three it was reported that it would be a surprise if the Council showed an underspend this year.

Case Study – Commercial Property – Rent Paid

At their meeting in September 2014 the Panel considered KPI GOV002 (Commercial Property – Rent Paid) and noted that the percentage of rent arrears over 90 days was 4.73% against a target of 3% and an explanation was required as to why this figure was below target.

The Chief Estates officer noted that:

- The Council had substantial property portfolios;
- This KPI excluded debts under 90 days to enable people to pay;
- There had been resources issues but it was hoped that two Asset Management & Economic Development Assistants, approved by Council in September 2014 would be able to help chase outstanding debts;
- Members were invited to look at how this indicator was presented as it had distorted figures as it included former tenants and historic debts and did not relate to current expected income for the financial year; and
- Targets would need to be adjusted to reflect this, perhaps by breaking it down into two sets of figures.

The Panel considered a list of arrears from current tenants and former tenants and lists of debts that the council's legal services were dealing with. Where it was felt that the situation would not improve, court orders had been obtained for possession of the properties so that the Council could re-let to new tenants. It was noted that some tenants were making regular payments to reduce their debt; or had been paying but had now stopped; there were a number of debts not worth pursuing as they may have gone into administration. If these were taken out, the arrears would go down to below 3%.

The Panel noted that these were only commercial property debts; and that although some went back to 2006, were still listed, but as they were still being paid of, if only a small amount on a regular basis, the Council was still collecting.

Asked if the Council asked for deposits and took due diligence in letting to new tenants, the Chief Estates Officer said that they did exert due diligence and also took a deposit and used it if they have to take re-possession.

The Panel went on to examine certain cases as detailed in the report in more depth to get a better knowledge of the cases outstanding.

The Panel concluded that there was a need for early intervention, a way to see the warning signals. Future problems were hard to identify as the signs were not always clear. Officers did not know the tenants business in detail and had to make judgement calls on this.

The Chairman summed up by saying that the general consensus was that prevention was better. Deposits could be use to pay arrears and if used they should be topped up by the tenants and if they could not, it would be a sign that they were in trouble. This could be used as an indicator. The Panel recommended that the risk management policy for this be reviewed. They would also like the KPI reviewed to consider if the figures should include historic debt which did not relate to the current expected income for the financial year. Targets would need to be adjusted to reflect this.

4. SAFER CLEANER GREENER STANDING PANEL

The Safer, Cleaner, Greener Standing Panel consisted of the following members:

Councillor J Lea (Chairman)
Councillor H Brady (Vice Chairman)
Councillors K Chana, R Gadsby, B Jennings, L Mead, A Mitchell, S Neville, M Sartin, B Surtees and E Webster

The Lead officer was Qasim Durrani, Assistant Director, Technical Services.

Terms of Reference

1. To approve and keep under review the “Safer, Cleaner, Greener” initiative development programme.

(Note: this development programme will encompass the three main issues and will therefore include matters such as:

- (i) environmental enforcement activity*
- (ii) safer communities activities*
- (iii) waste management activities (in addition to WMPB information))*

2. To keep under review the activity and decisions of the Waste Partnership Member Board and the Inter Authority Member Working Group.
3. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract
4. To monitor and keep under review the Council's progress towards the preparation and adoption of a sustainability policy and to receive progress reports on the Council's Climate Change Strategy from the Green Working Group.
5. To receive and review the reports of the Bobbingworth Nature Reserve (former Landfill site) Liaison Group.
6. To act as the Council's Crime and Disorder Scrutiny Committee and to keep under review the activities of the Epping Forest Safer Communities Partnership as a whole or any of the individual partners which make up the partnership and:
 - That one meeting a year be dedicated as Community Safety Committee meetings.
7. To monitor and review the new Local Highways Panel.
8. To receive the minutes of the North Essex Parking Partnership (NEPP) for the purposes of monitoring the work and progress of the partnership.
9. To monitor and review the minutes of the Police and Crime Panel.
10. To receive copies of the Leisure Board minutes.

The Panel scrutinised a number of important issues over the last year, which included:

(i) Road Traffic Accidents – At their first meeting of the year in July 2014 the Chairman welcomed Adam Pipe, the Casualty Reduction Manager from Essex Police and PS Simon Willshire. They were there to talk about the work Essex Police were doing with the road traffic collisions data for the Epping Forest area.

The Panel noted that the traffic sections were having a difficult time as they were not seen as a priority by central government and had to deal with cuts in their resource budgets. They were to get down to 80 from the current 160 officers for the County and to 10 motorcycle units, with only 2 officers responsible for commercial vehicles. They were also down to 9 special constables responsible for casualty reduction.

Mr Pipe's section was also responsible for the road side safety cameras and carried out camera offences investigations. The cameras were not just for fines and a lot of the people caught this way were told to take safety courses by the courts. They were creating all sorts of courses for low level offenders from cyclists, to motorcyclists and drivers, all based around educating them and modifying their behaviour.

Part of their job was to reduce the number of people killed or seriously injured (KSI) on Essex roads through enforcement, education and engagement. Partly this would be down to the maximum use of re-education for the low end offenders and ensuring, where possible, that top end offenders were brought to justice.

The meeting noted that a disproportionate 26% of KSIs were motorcyclists who made up only a small percentage of motorised road traffic. They were also noticing an increase in drunk drivers at present.

In the Epping Forest area, in 2014 so far there had been 35 KSIs. There had been 40 for 2013. As for cyclists, so far this year there have been substantially less KSIs than last year, which was encouraging. There had been quite a few pedestrian accidents so far this year especially in the Loughton area, a densely populated urban area.

They also identified those persons who used the road network to commit crime.

(ii) Anti Social Behaviour Case Review Model – Also at their July meeting the Panel noted that new legislation on Anti-social Behaviour, the Crime and Policing Act 2014 (formally known as 'Community Triggers') received royal assent on 13 March 2014. The Act was designed to introduce simpler, more effective powers to tackle anti-social behaviour and provide better protection for victims and communities.

Within the Act are new responsibilities for the relevant bodies including the District Council, the police, clinical commissioning groups, health providers and registered social housing providers.

To ensure agencies took a more joined up, problem solving approach, Safer Essex had agreed to develop a consistent County-wide approach across all agencies who are involved in the use of the new legislation; providing victims of anti-social behaviour with a coherent and effective response regardless of where they lived in Essex.

It was important to note that the District Council would play a key pivotal role in this process by taking the lead over the other agencies, including Essex Police, in

recording, collating and responding to all Anti-social Behaviour Review requests from the public.

(iii) Waste Contract Update – The meeting received a rundown on the latest of the new waste management contract awarded to BIFFA. The Cabinet had agreed on 19 May to award the contract to Biffa Municipal Limited. Following the publication of the decision on 21 May there was the Alcatel mandatory standstill period. This was to allow any unsuccessful bidder to challenge the decision made by the Council. It was noted that no challenges were made to the awarding of the contract and the contract had now been formally awarded to them. The unsuccessful bidders had a debrief session on 3rd July. This was attended by SITA, SERCO and Ubaser.

(iv) Recycling in Flats and Multiple Occupancy Dwellings – The Panel received a verbal report on the current state of recycling in flat blocks in the District. There were a total of 7,400 flats in the District and some of these were not able to have suitable containers put in to collect the recycling. 80% of flats that were suitable for having recycling containers have now got them and officers were exploring ways to put some containers in the other 20% of flats. They were also looking at ways to put in food recycling but there had been problems with contamination. Recycling bins were being redesigned along with new literature and leaflets to educate the residents in the flat blocks.

(v) Update on the Environment Agency River Roding Strategy – In October the Panel received an update on the Environment Agency's River Roding Strategy telling members that the Environment Agency (EA) would be adopting the recommendations of the River Roding Strategy. They would be writing to all properties and landowners within the boundary of the River Roding's flood plain, advising them of the strategy recommendations and how the implementation would impact on their property. This strategy would benefit 1000 properties in the catchment but unfortunately some properties would remain at high risk or in a few cases have an increased risk of flooding. They would be working with those property owners to offer advice and guidance to ensure they were aware of the risks and the steps they could take to minimise these.

Once the River Roding Strategy was fully implemented it was likely that there would be impacts on the district and resourcing implications for the Council.

(vi) Key Performance Indicators 2014/15 - The specific Key Performance Indicators (KPI) for each quarter of the year that was appropriate to this Panel were noted. This was the first year that these specific indicators had gone to the Panel since being agreed by last year's Overview and Scrutiny Review Task and Finish Panel.

(vii) CCTV – 3 Year Action Plan – At their January 2015 meeting the Council's CCTV Operations Officer updated the Panel on the CCTV three year action plans. The Panel noted that the use of CCTV had helped in the investigation of some unpleasant crimes, including a violent assault on a taxi driver in Epping. A lot of these investigations had led to arrests directly attributable to the use of CCTV.

Relevant CCTV footage was made available to the Police and other responsible authorities.

The Panel noted that:

- Loughton High Road now had high definition cameras installed along its length and this had proved useful so far;
- The museum in Waltham Abbey will have high definition cameras installed and the current system at North Weald Airfield would also be improved;
- Officers were looking to stream the live CCTV footage back to the Civic Offices so that they could be monitored in real time;
- There were now about 450 cameras across the district, with the police asking for about 253 downloads of incidents last year;
- The Council has recently completed a self assessment on its CCTV services and has found itself to be in good shape as an authority;
- The Council was now receiving more and more requests from insurance companies for CCTV footage and officers have now started charging for these images;
- For any operations using covert surveillance, magistrate's authorisation would have to be sought. The Council had also developed its own policy for this. A recent success for the use of covert surveillance was the catching of a long term fly tipper;
- Officers were updating the way people could request CCTV footage by using the council's website. This was now a clearer and quicker way to request footage by way of a web form and a generated unique reference number; and
- We would be helping Waltham Abbey Town Council with their CCTV systems during the coming year.

(viii) Enforcement Activities Update – The Panel received an update on the Council's enforcement activities. The figures remained fairly constant over the periods shown, fly tipping remained an ongoing problem and the council tended to publicise successful prosecutions to act as a deterrent. The report detailed some of the more successful prosecutions.

(ix) Air pollution – At their meeting in February 2015, the Panel received a report that was in reply to the querying of the amount of air pollution in our district and in particular the levels of particulate pollution in Epping Forest, attributable to 6% of all deaths.

They noted that officers carried out an assessment every 3 to 4 years based on PM₁₀ particulates.

Research showed that particulate pollution reduced life expectancy by two years and could also be the cause of serious illnesses. The current Mayor of London had an objective to achieve an ultra low emissions zone in London. However, it was noted that our power to influence this issue was very limited because of the motorways and commuters going in and out of London.

It was also noted that there was a need for a safer set up for cyclists in our area, the rural roads were just too dangerous. It was highlighted that 'Sustrans' the transport charity were looking into this at present in the Epping area.

(x) Engineering and Drainage – the panel received a presentation by the Council's Drainage Manager on the Council's role in alleviating the risk of flooding in the district and what the Engineering, Drainage and Water Team (EDWT) did.

The Panel noted that EDWT provided a discretionary 24/7 – 365 emergency flood response standby service to deal with out of hours flooding incidents involving

Council owned assets or to assist members of the public, where appropriate. They would respond to all types of flooding incidents, working closely with the Environment Agency where necessary

(See case study for full details)

(xi) Key Performance Indicators 2014/15 – Over the year the Panel considered the performance of the Key Performance Indicators for 2014/15 relevant to the council services that the panel monitors on a quarterly basis.

By the end of quarter three, the Panel noted that of the KPIs that fell within the Safer Cleaner Greener Scrutiny Panel area of responsibility their position was:

- i) 7 (78%) of indicators achieved the cumulative third quarter target;
- ii) 2 (22%) of indicators did not achieve the cumulative third quarter target;
- iii) 8 (89%) were currently anticipated to achieve the cumulative year-end target.

Case Study: Engineering and Drainage

In February 2015 the Council's Drainage Manager, gave a presentation on the Council's role in alleviating the risk of flooding in the district and what the Engineering, Drainage and Water Team (EDWT) did.

A note from the planners outlined the role of planning in flood risk prevention. It was noted that Local Plans should be supported by a Strategic Flood Risk Assessment and policies to manage flood risk from all sources. The National Planning Policy Framework (NPPF) set strict tests to protect people and property from flooding, which all local planning authorities were expected to follow. Where these tests were not met, national policy was clear that new development should not be allowed.

In terms of day-to-day development management, planners assessed applications using mapping data made available by the Environment Agency. In addition recent guidelines issued by government requires all local authorities to consult with their Lead Local Flooding Authority; in our case it was Essex County Council, on development of 10 dwellings or more, to assess flood risk from surface water, groundwater and ordinary watercourses and to promote sustainable drainage proposals.

The EDWT provided a discretionary 24/7 – 365 emergency flood response standby service to deal with out of hours flooding incidents involving Council owned assets or to assist members of the public, where appropriate. They would respond to all types of flooding incidents, working closely with the Environment Agency where necessary.

It was noted that there were three Flood Alleviation Schemes (FAS) in the district that were the responsibility of the Council, and that:

- They were built in high risk areas, with properties at risk of flooding;
- The levels of water in the storage areas at two of the sites were monitored 24/7, 365 by telemetry and recently installed CCTV;
- In addition there was the Loughton Brook Scheme, which was statutorily classified as a Reservoir and was managed by the Environment Agency.

In addition to the FAS the EDWT monitor and maintain (with the Council's Term Contractor) the council's 50 storm grilles and approximately 2,500km of ordinary water courses.

It was also noted that:

- We were the only District in Essex with its own Byelaws on Land Drainage;
- As an authority we liaise with Thames Water, Essex County Council (Highways), Affinity Water, Environment Agency (& other organisations);
- Under the Environmental Protection Act 1990, the Council was statutorily obliged to inspect and assess potentially contaminated land sites within its boundary;
- Local Authorities must set out its approach as a written strategy;
- There were thought to be several thousand potentially contaminated land sites, due to historic contamination, with 91 landfill sites;
- Local Authorities also had a statutory duty under the Building Act 1984 and the Public Health Acts to ensure buildings had adequate drainage and that blockages, defects and pollution from sewage were properly dealt with;
- In October 2011 most private sector sewers transferred to Thames Water; the Council was still responsible for all rural drainage systems and for many situations where there were drainage problems in urban areas;
- EDWT provided investigation and enforcement services on private sewers that fell outside the jurisdiction of Thames Water;
- The poor performance of Thames Water meant that officers often had to get involved with problems that should have been dealt with by Thames Water;
- EDWT maintain the Council's own drainage records and also have access to the Thames sewer maps;
- EDWT have recently purchased a vehicle and have replaced their old CCTV equipment to assist with flooding and drainage work;
- The Council's Local plan should take into account climate change over the longer term which would include flood risks;
- EFDC have their own Flood Risk Assessment Zones (FRAZ) set out in its Local Plan;
- The FRAZ have been identified and mapped by officers;
- These FRAZ were not the same as the Environment Agency Flood Zones;
- EDWT officers assessed planning applications and if the development falls within a FRAZ a flood risk condition would be recommended;
- The Council encourages all developers to follow the principals of Sustainable Drainage Systems (SuDS) in designing facilities for the handling of rainwater runoff;
- The Government had recently decided to remove the responsibility for delivering SuDS from the Local Lead Flood Authority (ECC) and strengthen the planning system – which has placed the responsibility back on us;
- The Flood and Water Management Act (April 2010) was intended to implement Sir Michael Pitt's recommendations following the widespread flooding of 2007. This flooding was largely caused by surface water runoff overloading drainage systems.

It was noted that there was disjointed help offered from the Highways Agency. Officers also noted that what problems they had encountered in carrying out their work had mainly been the inefficiency of the Highways Agency and Thames Water. There was only so much our officers could do without any co-operation.

In conclusion the Panel confirmed that they wanted Thames Water to come to a future meeting.

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5. PLANNING SERVICES STANDING PANEL

The Planning Services Panel consisted of the following members:

Councillor G Chambers (Chairman)
Councillor Y Knight (Vice Chairman)
Councillors D Dorrell, H Kaufman, M McEwen, B Sandler, G Shiell, B Surtees, S Watson, A Watts and D Wixley.

The Lead officer was Nigel Richardson, Assistant Director (Development Management)

Terms of Reference

1. To consider and review Measures taken to Improve Performance within the Directorate concerning:
 - a) Performance standards and monitoring; and
 - b) Other Reviews
2. To monitor and receive reports/updates on the delivery of the Local Plan;
3. To monitor and receive reports/updates on the Planning Electronic Information System. To provide information regarding the progress and availability of planning information held on i-Plan.
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;
5. To report to the Overview and Scrutiny Committee at appropriate intervals on the above. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate;
6. Response to Planning Consultations;
7. Receiving feedback from Chair and Vice Chairmen of Development Control meetings; and
8. Business Plans Review Development Control – Governance and Forward Planning – Neighbourhoods.

The Panel scrutinised a number of important issues over the last year, which included:

- (i) **Update on Local Development Scheme** – At their first meeting of the year the Panel received a report regarding an update on the Local Development Scheme.

The Localism Act 2011 made a requirement that local authorities must prepare and maintain a Local Development Scheme specifying the local development documents. The last scheme, formerly adopted by the Council in July 2013, set out the proposed programme for the preparation of the Epping Forest Local Plan. Members noted that the Council had made good progress in developing the evidence base.

(ii) Section 106 Annual Report - Section 106 of the Town and Country Planning Act 1990 allowed a local planning authority to enter into a legally-binding agreement or planning obligation with a land owner/developer over a related issue.

Section 106 Agreements could act as a main instrument for placing restrictions on developers, requiring them to mitigate on-site and site specific impacts. Such agreements could be sought when planning conditions were inappropriate to ensure and enhance the quality of development and enable proposals that might otherwise have been refused to go ahead in a sustainable manner. Contributions may be secured by:

- (a) Work in-kind provided or constructed by the developer;
- (b) A financial payment (which may be decided using a formula); and
- (c) Transfer of land for a facility.

Performance for the Year 2013/14

Benefits negotiated through the year would provide a total of £729,218 received into the public purse. Benefits actually realised through the year had provided a total of £725,711 received into the public purse, Highway improvements at the developer's expense and funding of a fixed 1 year term Conservation Technical Officer post.

The Future

The use of S106 Agreements attached to planning permissions granted after April 2015 were to be restricted, as they were being replaced by the Community Infrastructure Levy (CIL). The adoption of the CIL required an up to date development plan and adoption after consultation and examination, before such a levy could be adopted and payment received. Monies raised under CIL could only be spent on infrastructure which included roads and other transport facilities, flood defences, schools and other education facilities, medical facilities and sporting and recreational facilities. From 6 April 2015, it would not be possible to use S106 Agreement delivery of such infrastructure items, unless it was site specific and no more than 5 S106 obligations could be pooled together for that one delivery requirement.

As part of the Local Plan the Council must consider the infrastructure necessary to accompany development. In the Local Plan this assessment of infrastructure would form the Information Delivery Plan (IDP). Once all infrastructure needed was identified, all of the existing revenue streams would then be reviewed.

(iii) Local Plan Progress Reports – At various time during the year, the Panel received a progress reports regarding the Local Plan.

They noted that:

- The Strategic Housing Market Assessment (SHMA) was being updated with a draft report. The report would help identify the District's Objectively Assessed Housing Need and constitute an approach to future housing provision.

- Progress had been made on the master planning work for North Weald Bassett in consideration of the way the airfield would relate to the wider village.
- Consultants had been engaged for further work on economic and employment evidence for supporting the Local Plan and the Economic Development Strategy.
- The joint Essex-wide Gypsy and Traveller Accommodation Assessment had been completed with briefings by the consultants held in July 2014. The Planning Policy Portfolio Holder advised that there was a requirement for the district to source 112 extra Gypsy and Traveller pitches, although they would be around existing settlements.
- The Cabinet approved a draft methodology for a comprehensive Green Belt Review which outlined further work being undertaken based on the experience of other recent examinations.
- Officers had been meeting regularly with the appropriate authorities to consider cross boundary issues.

(See Case Study for full details)

(iv) The London Infrastructure Delivery Plan - The London Infrastructure Delivery Plan (IDP) had been published by the Mayor of London for consultation making the case for better infrastructure provision in London. The Mayor had published a number of key policy reports making the case as follows:

(a) The Independent London Finance Commission Report argued for the full devolution of property taxes to London government with an associated increase in borrowing levels enabling London government to increase investment in its own infrastructure;

(b) The Mayor's 2020 Vision document identified world class infrastructure provision which met the city's needs;

(c) The Further Alterations to the London Plan (FALP) document set out the scale of the housing challenge to 2036 with planning policies to address it, including identified housing capacity to 2025. There were a range of other proposals about infrastructure and the environment ensuring good quality sustainable development; and

(d) The London First Infrastructure Commission examined the challenges faced by the capital because of growing population, workforce, ageing infrastructure and demanding fiscal context. The commission looked at all solutions to planning, delivery and financing for the future, specifically calling for stronger city wide strategic infrastructure planning with greater coordination across sectors.

Members supported the Mayor's approach to London's growth by keeping it within current boundaries and not encroaching on the Green Belt, at least until the full London Plan Review undertaken in 2015.

(v) Progress Report on Electronic Information Systems for Development Management – In September the Panel received a progress report regarding Electronic Information Systems Development Management.

Development Management was dependent on the operation of its planning database for both Development and Building Control which was linked to Information@work, the software for all plans, maps, photographs and documents.

Significant benefits came from reducing the use of paper, therefore work continued on improving electronic access to planning information by Parish and Town Councils. It was advised that the District Council was no longer able to print plans and other documentation received electronically for circulation to Parish and Town Councils. Officers were aware that Internet and computer equipment were limited in some areas, therefore progress had been made on improving the situation with funding for electronic projectors to Parish Councils. Fourteen Parish and Town Councils had made applications for grant funding to support electronic equipment.

A project to convert microfiche records to electronic format was due to begin in November/December 2014. The aim was to convert 71,000 historic Development Control microfiche jackets (4 million images) to electronic format during the course of the next twelve months.

Members expressed frustration at the quality of the plans submitted to Development Control meetings. Officers advised that there was no legal requirement to control the types of plans displayed at meetings, adding that they were often hampered by the electronic technology available at meetings. In particular Area Plans South Sub-Committee had basic resources compared to the District Council's Chamber.

(vi) Key Performance Indicators 2014/15 – The Panel received quarterly reports regarding Key Performance Indicators for 2014/15 specific to their Panel's responsibilities.

Six of the KPIs fell within the Planning Scrutiny Panel areas of responsibility. The overall position with regard to the achievement of target performance at the end of the third quarter of the year for these six indicators was as follows:

- (i) 3 (50%) indicators achieved the cumulative third quarter target;
- (ii) 3 (50%) indicators did not achieve the cumulative third quarter target, although 1 (17%) of these KPIs performed within the agreed tolerance for the indicators; and
- (iii) 5 (83%) were currently anticipated to achieve the cumulative year end target.

(vii) Community Infrastructure Levy – The Panel noted that planning obligations were legal contracts made under Section 106 of the 1990 Town and Country Planning Act linked to a planning application decision made by the local planning authority. The obligation related to the land within the planning application only. Planning obligations were used to:

- (a) Prescribe the nature of development to comply with policy (for example, requiring a portion of housing to be affordable);
- (b) Compensate for loss or damage created by a development; and
- (c) Mitigating a development's impact.

A review in 2004 concluded that S106 could not deliver strategic infrastructure and in its place the Community Infrastructure Levy (CIL) was conceived to capture an element of land value for funding strategic investment. The CIL was introduced in 2010 with new regulations. Planning obligations entered into from 6 April 2010 needed to meet three new tests:

- Necessary for making the development acceptable in planning terms;
- Directly related to the development;
- Fairly and reasonably related in scale and kind to the development.

The District Council was yet to decide whether to adopt a CIL which could not be introduced without an up to date adopted Local Plan. It was advised that Council consultants would inform Members on the potential for introducing CIL in the district. As of November 2014 only 12% of councils (less than 50) had a CIL in place.

(viii) Meeting of the Chairmen and Vice Chairmen of the Planning Sub Committee and the District Development Control Committee - The Panel received a copy of the notes from the meeting of Development Control Chairmen and Vice-Chairmen held on 2 December 2014.

The Panel were informed that:

- (a) The District Development Control Committee (DDCC) would be re-titled District Development Management Committee;
- (b) The Council would use the Department of Communities and Local Government (DCLG) definition advice in determining those planning applications applicable to be reported straight to DDCC;
- (c) The procedure for referring a planning application from an Area Planning Sub-Committee to DDCC was being amended so that a minority reference could only take place after a committee vote had been taken; and
- (d) A Portfolio Holder report was being prepared on the options for the possible re-location of the Area Plans South Sub-Committee from Loughton.

(ix) Building more Homes on Brownfield Land, Consultation Proposals - A Government consultation published on 28 January 2015 sought views on proposals for measures making it easier for building on brownfield land suitable for housing. They expected that permissions on brownfield land suitable for housing would in future be granted by Local Development Orders (LDO) and had set an objective that by 2020, LDOs should be in place in over 90% of brownfield land suitable for housing, with an intermediate target of 50% by 2017, and which did not already benefit from planning permission.

LDOs granted permission to specific types of development within a defined area and removed the need for developers to make a planning application. Members noted that a particularly controversial aspect of the consultation was the proposed sanction of placing councils under special measures for not making sufficient progress in setting LDOs in place. In these cases, applicants would have a choice of applying directly to the Secretary of State for planning permission. Whilst it was acknowledged that in a district such as Epping Forest, which was over 92% green belt, the Government's proposals should not be a major issue, there were still a number of potentially harmful implications and an objection in principle to the proposals was recommended.

The Chairman requested that the full response submitted by the Panel be put before the next meeting, be placed in the Council Bulletin and also be copied to the local MPs.

Case Study: Delivery of the Local Plan

Contained within the Terms of Reference of the Planning Scrutiny Panel is a requirement for the Panel to monitor and receive reports on the delivery of the Local Plan.

At the July 2014 Panel meeting it was reported that under the Duty to Co-Operate, a Strategic Housing Market Area (SHMA) Group had been established with neighbouring authorities, widening its brief to include other cross boundary issues.

Members noted that Developer Briefings had been held in the Spring of 2014 allowing those who had put forward large sites on the edge of Harlow, to set out current thinking on their proposals.

The September 2014 Panel noted that progress had been made on the master planning work for North Weald Bassett in consideration of the way in which the airfield related to the wider village.

The Panel was advised that the Essex wide Gypsy and Traveller Accommodation Assessment had been completed with briefings by the consultants held in July 2014. The Planning Policy Portfolio Holder advised that a requirement had been made for the district to source 112 extra Gypsy and Traveller pitches.

The Council had been a signatory to a letter sent from local authorities in the South East to the Greater London Authority in response to the consultation on the draft Further Alterations to the London Plan, expressing concern that it potentially undershot the provision of future homes that London needed by a considerable margin. It had failed to adequately plan for the interim level of need identified of 49,000 dwellings per annum because only 42,000 were specifically allocated to London boroughs.

The December 2014 Panel was advised of the importance in ascertaining the relationship between the housing need evidence in the Strategic Housing Market Assessment (SHMA) and employment forecasts. The District Council's Local Plan consultant advised the Panel that a neighbouring district council's Local Plan had been examined by the inspector who had found that their housing numbers were not sufficient to meet their objectively assessed need. The District Council's work with neighbouring authorities had led to inclusion of an additional population scenario using the intercensal change between the 2001 and 2011 census. This more accurately reflected the situation on the ground.

The Panel Chairman requested an extra-ordinary meeting scheduled for February 2015 for further discussions on the Local Plan and any consultations that might arrive. This meeting received confirmation that the Uttlesford Local Plan Examination had not been recommended for adoption by the inspector. There was concern that the housing numbers had derived from an outdated SHMA and Objectively Assessed Need for housing, plus the potential expansion of the village of Elsenham, particularly concerns about the capacity of the local road network in the absence of committed significant infrastructure improvements.

At the Panel's last meeting in April 2015, Members were advised that receipt of the final report from consultants on the updated Strategic Housing Market Assessment (SHMA) was slightly delayed. This was because new household projections had been published by the Government requiring an updated SHMA.

The Phase 1 of the Green Belt Review was nearing completion and its findings would be shared with parish and Town Councils at the Local Council's Liaison Committee scheduled for 15 June 2015 which would be a single item agenda meeting.

It was noted that Planning officers from the District Council would be attending an Inspection of the Northern Gateway Access Road scheme, submitted by Enfield Borough Council on 28 April 2015, along with representatives from Loughton and Waltham Abbey Town Councils. A District Council final statement objecting to the scheme, had already been submitted.

The Planning Policy Portfolio Holder informed the Panel that he had attended a meeting at City Hall to develop better communication with local authority representatives in the south east. He was advised that there were plans to build 49,000 homes in London with no expectation that any of these would be exported beyond its boundaries.

This was the final Panel meeting and Members were informed that their Work Programme was completed.

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TASK AND FINISH PANELS

1. SCRUTINY PANEL REVIEW TASK AND FINISH PANEL

Origin:

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

Aims and Objectives:

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

Term of Reference:

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

- (1) To specifically consider whether the Council should:
 - retain the current five-panel structure; or
 - move to a panel structure based around the new directorate responsibilities (i.e. have four panels instead of five); or
 - move towards a commissioning model based upon a work programme;
- (2) To consider options for any other panel structure deemed appropriate;
- (3) To review the workload and terms of reference of each of the existing scrutiny panels for relevance and consider how their processes could be improved;
- (4) To consider how any future scrutiny panel established to review relevant functions of the Governance Directorate would interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee; and

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

The Panel

The Committee appointed the following members to serve on the Panel:

Councillors K Angold-Stephens (Chairman), M Sartin (Vice Chairman), R Gadsby, A Grigg, D Stallan and J H Whitehouse

The Lead officer was S Hill, Assistant Director Governance and Performance Management.

A review of the Council's Overview and Scrutiny arrangements was undertaken in 2013/14. The Council's service directorates had recently been restructured, resulting in a change from seven directorates to four. A proposal for a suggested new Overview and Scrutiny Panel structure aligned to the directorate framework was considered by the Overview and Scrutiny Committee on 25 February 2014.

This review only concerned the future structure of the Scrutiny Panel arrangements. Wider constitutional aspects (unless the Panel identify issues that affect the Constitution) and a review of the Overview and Scrutiny Committee itself, were excluded from the scope of the work of the Task and Finish Panel.

As part of the investigation process a Saturday workshop was held to get the view of members. Fourteen Members attended the scrutiny workshop facilitated by an independent Scrutiny Advisor, on 22 November 2014 with a mixture of Chairmen and Vice-Chairmen of the Scrutiny Panels, members of the Task and Finish Panel, members of the Overview and Scrutiny Committee and members of Cabinet. The workshop focused on three main sections:

- Strengths, Weaknesses & Aspirations for the current provision of Scrutiny;
- Applying insights gained from section one to the different types of Scrutiny; and
- Weighing evidence, making choices.

Attendees also discussed the following different methods of scrutiny that could be utilised in individual circumstances:

- challenge session – single issue, one session;
- single day scrutiny – a snap shot review;
- focus group meeting – focus is on consultations with users/stakeholders as opposed to scrutinising officers/members/providers;
- short-term single issue panel – typically two or three meetings to review a single issue;
- longer-term panel work – typically over four to six months, with detailed scrutiny;
- Overview and Scrutiny Committee meeting – an item with presentation and questions, discussion and with the option to make recommendations.

The utilisation of these approaches, as appropriate to individual scrutiny activities, was agreed by the Task and Finish Panel and formed part of its recommendations for a future panel framework.

The Panel recommended to the Overview and Scrutiny Committee a four committee

structure, replacing the Panel Structure with a new Directorate orientated Select Committee structure. The four Select Committees being:

- Environment Select Committee;
- Governance Select Committee;
- Housing Select Committee; and
- Resources Select Committee.

They also recommended that no action be taken at the present time with regard to any possible combination of the Audit and Governance Committee and the Standards Committee but that, if necessary, a further Task and Finish Panel be established in future to consider such combination in light of new legislative audit requirements.

These recommendations were accepted by the parent Overview and Scrutiny Committee and would be put into action when practicable.

2. GRANT AID SCHEME TASK AND FINISH PANEL

Origin:

At its meeting on 16 September 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Panel to review the Council's Grant Aid Scheme for Sports, Arts, Leisure and Community Groups in terms of the overall policy/guidance and procedures for Major Grants and Service Level Agreements including those for the determination of applications, and those for the pre and post determination stages.

Aims and Objectives:

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

Term of Reference:

To review the current structure of the Grant Aid Scheme, taking into consideration the terms of the overall policy/guidance and procedures those for the determination of applications, and those for the pre and post determination stages and how this framework would best fit the structure of the Council.

- (1) To specifically consider:

- The eligibility criteria and assessment arrangements for funding taking into account the budget available and the thematic areas in the leisure and cultural strategy;
- The grant maxima;
- Appropriate arrangements for safeguarding;
- Review procedures.

(2) To consider any other matters that are deemed appropriate.

The Panel

The Committee appointed the following members to serve on the Panel:

Councillors Caroline Pond (Chairman), J Knapman, T Boyce, A Mitchell, S Murray, G Shiell and B Surtees.

The Panel would not finish its work by the end of this municipal year and would continue into the next year.

3. YOUTH ENGAGEMENT TASK AND FINISH PANEL

Origin

The Overview and Scrutiny Committee meeting of 10 February 2015 set up a Task and Finish Panel to review potential options for the best use of the existing budgets for youth engagement for the future. Also, they agreed that it would be helpful to co-opt two youth councillors to sit on this panel and give their input. This Panel stemmed from a PICK form submitted by Councillor Kane the Portfolio Holder for Leisure and Community Services.

Aims and Objectives

- (a) To report findings to the Overview and Scrutiny Committee and submit a final report for consideration by the Committee and the Council by November 2015;
- (b) To include two representatives from the District Youth Council on the Task and Finish Panel;
- (c) To determine the impact of the Council's current engagement with young people, through consultation with local statutory and voluntary sector partners, and,
- (d) To determine the best use of the allocated funding for the future.

Draft Terms of Reference

1. To review the operation of the Youth Council and identify specific areas of work undertaken and the success and impact of these;
2. To review the level of engagement with peers in local schools and 'other young people' of all ages across the district, through the range of work undertaken by the Youth Council and the importance of this engagement for local community groups;
3. To consider feedback from local schools and other partners in respect of the work of the Youth Council;
4. To identify the expenditure related to various elements of the Youth Council work programme and analyse the cost/benefit of this;
5. To consider other work undertaken by Community Services and Safety to engage with young people and identify the costs associated with this;
6. To consider the status of Essex Youth Services following recent service transformation and resulting implications for the district; and,
7. To prepare a set of recommendations for consideration by the Overview and Scrutiny Committee at its meeting in November 2015.

The Panel

The Committee appointed the following members to serve on the Panel:

Councillors K Adams, R Butler, G Mohindra, S Murray, C Roberts and B Surtees

Two non-voting youth Councillors were also co-opted to help the Panel with their work. They were Youth Councillors J McIvor and M Tinker.

The Panel had its first meeting in April 2015 and will continue on into the new municipal year, hopefully finishing in November 2015.

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**Epping Forest
District Council**

Date: 25 March 2015

Ref: GOV/DS/ST

Your Ref:

Sir Stephen O'Brien,
Chair, Barts Health NHS Trust,
Ground Floor,
Pathology and Pharmacy Building,
The Royal London Hospital,
80 Newark Street,
London, E1 2ES.

Members' Room

Civic Offices, High Street,
Epping, Essex, CM16 4BZ

Enquiries to:

Mr. S. Tautz (01992) 564180
stautz@eppingforestdc.gov.uk

Dear Sir Stephen,

Barts Health NHS Trust - Whipps Cross University Hospital

As you will be aware, Whipps Cross University Hospital provides a range of general inpatient, outpatient and other medical and emergency services, to a significant part of the population of the Epping Forest District.

The Council's Overview and Scrutiny Committee has been extremely worried to read the recent (17 March 2015) report of the Care Quality Commission on its 'inadequate' judgement of the quality of care at Whipps Cross Hospital, particularly in terms of the implications of the findings of the Commission for the healthcare requirements of the Council's residents.

Whilst the Overview and Scrutiny Committee accepts that Barts Health NHS Trust is no doubt already seeking to address the areas of concern identified by the Care Quality Commission, the Committee would welcome an opportunity to hear from you personally in connection with your detailed plans for improvement. The Committee has therefore asked that you be invited to attend its meeting to be held at 7.30pm on 9 June 2015, here at the Civic Offices in Epping, to report to members in this respect. This will be a public meeting, with an opportunity for questioning by our councillors.

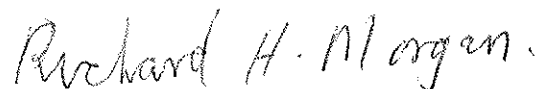
Although the review and scrutiny of matters relating to the planning, provision and operation of health services across Essex is generally a function reserved to Essex County Council, the County Council is not normally averse to this authority undertaking appropriate health scrutiny where real local concerns exist. This may involve reviewing the work of commissioners (such as local clinical commissioning groups), providers of health services (such as hospitals) and other organisations in the health sector. As a matter of courtesy, a copy of this letter has therefore been sent to the Chairman of Essex County Council's Health Overview and Scrutiny Committee.

Perhaps you would be kind enough to contact this Council's Democratic Services Manager, Mr. S. Tautz, on the details above, to confirm that you will be able to attend the meeting of the Overview and Scrutiny Committee in June.

In the meantime, it would be helpful if you could provide my Committee with an overview of the Trust's immediate intentions for achievement of the significant improvements required by the Care Quality Commission in relation to core services provided at Whipps Cross. This information can also be supplied to Mr. Tautz, who will ensure that it is made available to the members of the Committee.

I look forward to meeting you on 9 June 2015.

Yours sincerely,

A handwritten signature in black ink that reads "Richard H. Morgan". The signature is written in a cursive style with a large initial 'R' and 'M'.

Councillor Richard Morgan
Chairman of the Overview and Scrutiny Committee

Overview and Scrutiny Work Programme – April 2015

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Review/ Annual Report	July 2014	Final report went to the July 2014 meeting.	01 July 2014; 16 Sept.; 14 October; 10 Nov; 12 January 2015; 10 February; 23 March; and 27 April.
(2) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	10 November 2014	Recommendation taken from the Children Services Task and Finish Panel. Chris Martin attend the meeting.	
(3) Six monthly review - (10) Monitoring of OS recommendations (b) OS work programme	10 November 2014	Last completed in November 2014	
(4) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	01 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 2015	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), Jan 2015 (Qtr 2) and March 2015 (Qtr 3).	
(8) Mental Health Services in the District.	Came in March 2015	Came in march 2015 to update the Committee on the state of the Child & Adolescent Mental Health Services in the District.	
(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.	
(10) To received a presentation from NEPP	April 2015		
(11) Task and Finish Panel to look at future of the Youth Council	February 2015	The Committee constituted a Task and Finish Panel to look at the future of the EFDC Youth Council	

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 Moved to 9 February 2015; and 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	COMPLETED	
(8) Annual Diversity Report of Housing Applicants	October 2014	COMPLETED	
(9) Housing Strategy Action Plan 2015	February 2015	COMPLETED	
(10) Housing Key Performance Indicators (KPI) – Quarter 2	February 2015	COMPLETED	
(11) Briefing on the proposed Council rent increase for 2015/16	February 2015	COMPLETED	
(12) Proposed housing service improvements and service enhancements – 2015/16	February 2015	COMPLETED	
(13) Housing Key Performance Indicators (KPI) – Quarter 3	March 2015	COMPLETED	
(14) HRA Business Plan 2015/16	March 2015	COMPLETED	
(15) 12-monthly Progress Report on Housing Business Plan Action Plan	March 2015	COMPLETED	

Special (Planned) Items – Including Updated Housing Service Strategies			
(16) Housing Service Strategy on the Private Rented Sector (Review and Update)	July 2014	COMPLETED	
(17) Consideration of the Government's "Pay to Stay" Policy (DCLG Guidance on Social Housing Rents)	July 2014	COMPLETED	
(18) Housing Under Occupation Officer post – 1 Year Review	July 2014	COMPLETED	
(19) EFDC Tenant Profile Report	July 2014	COMPLETED	
(20) Presentation from Family Mosaic on their Floating Support Service to vulnerable people to help prepare/sustain their tenancies	October 2014	COMPLETED	
(21) Housing Service Strategy on Rent Arrears (Review and Update)	October 2014	COMPLETED	
(22) Housing Service Strategy on Harassment (Review and Update)	March 2015	Scheduled for March meeting – but may need to be deferred due to workload and other priorities	
(23) Housing Service Strategy on Anti-Social Behaviour (Review and update)	March 2015	COMPLETED	
(24) Homelessness Strategy 2015-2018	March 2015	Scheduled for March meeting – but may need to be deferred due to workload and other priorities	

(25) Housing Service Strategy on Older People's Housing (Review and update)	March 2015	Scheduled for March meeting – but may need to be deferred due to workload and other priorities	
(26) Housing Service Strategy on Housing and Estate Management (Review and update)	March 2015	Scheduled for March meeting – but may need to be deferred due to workload and other priorities	
(27) Housing Service Strategy on Empty Properties (Review and update)	March 2015	Scheduled for March meeting – but may need to be deferred due to workload and other priorities	
(28) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	July 2015	Deferred to at least July 2015 – since the Tenant Scrutiny Panel has not yet completed its work and is also struggling with its membership numbers	
(29) Possible operation of operating a "Sinking Fund" for new leaseholders in new or existing flat blocks where there are no existing leaseholders	July 2015	Deferred due to workload and other officer commitments to July 2015	
(30) Housing Strategy 2015-2018	October 2015	Deferred – to October 2015, due to delays with the formulation of the Local Plan Preferred Options	
(31) Presentation on progress with Essex Landlord Accreditation Scheme	February 2015	COMPLETED	

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	COMPLETED	28 July 2014; 23 September;
(2) Review of Elections	28 July 2014	COMPLETED	18 November Changed to 27 November 2014;
(3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff	27 November 2014	COMPLETED	13 January 2015 Moved to 16 February 2015; 3 March adjourned to 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	First draft considered November 2014, re-draft required for a later meeting.	
(6) Constitution – Minority References	16 February 2015	COMPLETED	
(7) Constitution – Thresholds for Leases and Licences	16 February 2015	To be submitted to a later meeting	
(8) Constitution – Council Procedure Rules	Starting 27 November 2015	Part completed to be considered again at the meeting	
(9) Constitution – Use of Chairman's Casting Vote	16 February 2015	COMPLETED	
(10) Operation of the Planning Committees.	16 February 2015	COMPLETED – Referred to OSC and Council for approval	
(11) Review of operation of the Complaints Panel	3 March 2015	COMPLETED - considered at the March meeting.	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	Next due - July 2015	Six monthly report to Panel –last went to the January 2015 meeting	15 July 2014
(2) CCTV action plan review	Next due - July 2015	Six monthly report to Panel – last went to January '15 meeting	07 October 2014;
(3) CSP scrutiny review meetings	April 2015	Report last went to April 2014 meeting.	06 January 2015;
(4) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt – the January '14 meeting received notes of 24 October 2013 meeting A verbal update on the new waste contract was given to the July 2014 meeting	24 February 2015; 28 April 2015
(5) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt – October '14 meeting received notes of 15 August 2014 meeting	
(6) To received updates from the Green Corporate Working Party	As Appropriate	The January 2015 meeting received a progress report.	
(7) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt – the Sept. 14 minutes went to the January 2015 meeting.	
(8) Recycling in flats and multi-occ dwellings		A verbal report updating members on the latest position was given at 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	To keep a watching brief on the effectiveness of the Local Highways Panel – October '14 meeting received minutes from the August 2014 meeting.	
(10) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt – October '14 meeting received minutes of the September 2014 meeting	
(11) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '15 meeting received notes from the October '14 meeting.	
(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.	Went to the February 2015 meeting.	The October 2014 O&S Committee asked that this Panel consider the PICK form on Air Pollution in the District. A report went to the February '15 meeting.	
(15) To review the specific quarterly KPI's for 2014/15	As Appropriate	Reviewed Q3 figures at February '15 meeting	
(16) Presentation on Drainage and Engineering	February 2015	A presentation on Drainage was given to the Feb. 2015 meeting.	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(17) Presentation from Thames Water	April 2015	To receive a presentation from Thames Water at their April 2015 meeting.	

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 - KPIs 2014/15 Q1 Performance	2 September 2014 & 9 December 2014	The Panel would review 5 Key Performance Indicators. COMPLETED	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	9 December 2014	COMPLETED The Panel received a report at its December meeting, they requested a further report on S106s post April 2015	
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	

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	2 September 2014 14 April 2015	Received update on Electronic Records Document Management Systems at the 2 September 2014 meeting	
6. To consider and report on any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.	9 December 2014	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel - COMPLETED	
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 b. Notification of consultation regarding Building More Homes on Brownfield Land. Due to time constraints the Panel responses were passed to Ast Dir Development Management for return to Govt– 26 Feb 2015	
8. S106 Agreements Monitoring Report (Annually)	8 July 2014	COMPLETED	
9. Speaking and arrangements at Planning Sub-Committees	9 December 2014	PICK Form request from Councillor B Sandler referred from the OSC to this Panel COMPLETED	

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; 09 September; 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).	19 January 2015 – jointly with Fin. Cabinet Cttee; 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 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 November 2014 and 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 and March 2015 meetings.	
(13) Key Performance Indicators – Commercial Premises	Went to Nov. 14 meeting Comprehensive report on current performance against KPI 11 (Rent) and actions to improve performance	Report made to meeting on 11 November 2014 (Minute 44 – 11 March 2014 refers)	
(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 refers) - a further sample monitoring report to be brought to a future meeting.	
(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 refers)	

Task and Finish Panels

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

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 15-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 (21 April 2015).	

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

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference – still to be had.	Final Report by March 2015	Final Report to go to the March 2015 O&S Committee meeting.	1 st meeting held on 14 January 2015 ; 2 March 2015

**Youth Engagement Task and Finish Panel (Chairman – To be appointed)
2014/15**

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 Overview and Scrutiny Committee (27 April 2015) for adoption	Member nominations to membership of Panel still outstanding. Chairman and Vice-Chairman to be appointed at first meeting	To be arranged

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**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(2 March 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 Key Objectives 2014/15

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

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Cabinet Membership 2014/15

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

Contact Officer

Gary Woodhall
Democratic Services Officer

Tel: 01992 564470
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WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015**PORTFOLIO - LEADER**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Plan 2015-20	To approve the Corporate Plan 2015-20.	Yes	9 March 2015 21 April 2015	Cabinet Council		Barbara Copson 01992 564042	
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 - 2 MARCH 2015 TO 1 JUNE 2015**PORTFOLIO - PLANNING POLICY**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	11 June 2015	Cabinet		Kassandra Polyzoides 01992 564119	Strategic Flood Risk Assessment Stage I

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 March 2015 13 April 2015	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
Council Bailiff	Review of the internal Bailiff service	Yes	23 July 2015	Cabinet		Rob Pavey 01992 564211	None
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	

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Tree Works Contract	Two year extension of contract for major tree works	No	10 April 2015	Environment Portfolio Holder		Kim Durrani 01992 564055	
Waste Management Partnership Board 2015	Approve the formation and Terms of Reference off the new Board to oversee the new Waste Management contract with Biffa	Yes	13 April 2015	Cabinet		Kim Durrani 01992 564055	
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	3 September 2015	Cabinet		Kim Durrani 01992 564055	

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
De-Designation of Older People's Properties	To determine if/which properties designated for older people should be de-designated for general needs	Yes	20 February 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Development Packages - Council Housebuilding Programme	To agree which are developed and in what order	Yes	5 March 2015	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	9 March 2015	Cabinet		Paul Pledger 01992 564248	
Housing Improvements and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Revision of the Housing Allocations Scheme 2015	Amendments to the Housing Allocations Scheme after 12 months operation	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	Equality Impact Assessment Legal Advisor's Report
Review of the Tenancy Policy	Amendments to the Tenancy Policy after 12 months operation	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Double Glazing Installations in Blocks with	To agree the tenders	Yes	13 March 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Report

Leaseholders							
Homelessness Strategy	Adoption of the new Strategy	Yes	3 April 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	13 April 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Gas Servicing Contract	To agree the tenders	Yes	17 April 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	8 June 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Choice Based Lettings Agency	To approve the tender to be selected.	Yes	19 June 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Housing Service Standards	Review and amendments to the Service Standards	Yes	31 July 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - LEISURE & COMMUNITY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
EF Museum Redevelopment & Extension	To agree the award of the building contract	Yes	15 December 2014	Cabinet		Julie Chandler 01992 564214	
	To approve capital expenditure for the Redevelopment Project		9 March 2015	Cabinet			

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - SAFER, GREENER AND TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Safeguarding Self-Assessment Audit	To consider the outcome of the Audit from January 2015 and adoption of updated Safeguarding Policy	No	9 March 2015	Cabinet		Julie Chandler 01992 564214	
Schemes for nomination to NEPP	Nomination of minor parking schemes to NEPP (delegation of authority to Portfolio Holder)	No	9 March 2015	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Oakwood Hill Depot	To consider the development of a new Depot for Grounds Maintenance & other services.	Yes	2 February 2015	Cabinet		Chris Pasterfield 01992 564124	
Epping Forest Shopping Park	To accept a capital sum in return for the Council to release the purchasers of the T11 site from a clawback provision relating to the development use.	Yes	2 December 2013	Cabinet	YES, paragraph (3)	Chris Pasterfield 01992 564124	Report by Colliers International
	To enter into an agreement with Polofind Limited for development of the Shopping Park.		2 February 2015	Cabinet			
	Update report on progress with project.		9 March 2015	Cabinet			
	Update report on progress with project.		13 April 2015	Cabinet			
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	10 April 2015	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	

WORK PROGRAMME - 2 MARCH 2015 TO 1 JUNE 2015

**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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