



Overview and Scrutiny Committee Tuesday, 19th July, 2016

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 19th July, 2016
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

S. Tautz Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors Councillor M Sartin (Chairman), L Girling (Vice-Chairman), N Avey, N Bedford, R Brookes, D Dorrell, S Kane, Y Knight, A Mitchell, S Murray, S Neville, A Patel, B Rolfe, G Shiell, D Stallan, B Surtees and D Wixley

PLEASE NOTE THAT THIS 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 Public Relations Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

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

The Chairman will read the following announcement:

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

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

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

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

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

4. MINUTES (Pages 7 - 18)

To confirm the minutes of the meeting of the Committee held on 7 June 2016.

5. DECLARATIONS OF INTEREST

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary 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 9 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. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

(Director of Governance) To receive questions submitted by members of the public and any requests to address the Committee.

(a) Public Questions

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Council's Constitution.

(b) Requests to address the Overview and Scrutiny Committee

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

7. EXECUTIVE DECISIONS - CALL-IN

(Director of Governance) To consider any matter referred to the Committee for decision in relation to a call-in.

8. FORWARD PLAN OF KEY DECISIONS - REVIEW (Pages 19 - 36)

(Director of Governance) The Cabinet's forward plan of key decisions is reviewed by the Committee at each meeting, to provide an opportunity for scrutiny of specific key decisions to be undertaken over the period of the plan.

Wherever possible, Portfolio Holders will be in attendance at meetings of the Committee to present their forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be undertaken by overview and scrutiny on behalf of the Cabinet.

9. CORPORATE PLAN 2016-2020 - KEY ACTION PLAN 2017/18 (Pages 37 - 46)

(Director of Governance) to consider the attached report.

10. OVERVIEW & SCRUTINY WORK PROGRAMMES 2017/18 & FUTURE YEARS (Pages 47 - 54)

(Director of Governance) To consider the attached report.

11. OVERVIEW & SCRUTINY WORK PROGRAMMES 2016/17 (Pages 55 - 68)

(Director of Governance) The overview and scrutiny provisions (Article 6) of the Council's Constitution require that the Committee approve an annual overview and scrutiny work programme each year. Progress towards the achievement of the work programmes for the Overview and Scrutiny Committee and each of the select committees, is reviewed by the Committee at each meeting.

(a) Current Work Programmes

The proposed overview and scrutiny work programmes for 2016/17 are attached as an appendix to this report. Subject to the preceding item on the agenda, members may wish to add further items to the work programme for the Overview and Scrutiny Committee and the Select Committees.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

12. RESOURCES SELECT COMMITTEE - MEMBERSHIP 2016/17

(Director of Governance) At its meeting on 7 June 2016, the Committee made appointments to each of the select committees for the 2016/17 municipal year. At that time, two nominations of the Conservative Group for membership of the Resources Select Committee remained outstanding. The Committee is now requested to note the nomination of Councillor R. Gadsby to one of the vacant positions of the Conservative Group on the Resources Select Committee.

13. SELECT COMMITTEES - REVISED TERMS OF REFERENCE (Pages 69 - 72)**Recommendation/Decision Required:**

That the proposed Terms of Reference of the Neighbourhoods Select Committee and the Communities Select Committee be agreed.

As the Committee will be aware, the work of two of the select committees has been rearranged to align with the Council's directorate structure. As a consequence, the Terms of Reference of the committees have been revised to reflect the service responsibilities of the relevant directorates.

Attached are the new Terms of Reference for the Neighbourhoods Select Committee and the Communities Select Committee. Members are asked to consider and agree these.

14. 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.

Background Papers: Article 17 - 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Tuesday, 7 June 2016
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 9.35 pm
Members Present:	Councillors M Sartin (Chairman) L Girling (Vice-Chairman) N Avey, R Brookes, D Dorrell, S Kane, A Mitchell, S Murray, S Neville, A Patel, B Rolfe, G Shiell, D Stellan, B Surtees, H Whitbread and D Wixley		
Other Councillors:	Councillors R Baldwin, R Bassett, W Breare-Hall, A Grigg, H Kane, J Lea, G Mohindra, R Morgan, J Philip, C P Pond, C C Pond, S Stavrou, G Waller, C Whitbread, J H Whitehouse and J M Whitehouse		
Apologies:	Councillor N Bedford		
Officers Present:	S Tautz (Democratic Services Manager), A Hendry (Senior Democratic Services Officer), M Jenkins (Democratic Services Officer) and T Carne (Public Relations and Marketing Officer)		
By Invitation:	P Thomson (Superintendent of Epping Forest) and J Adams (Chairman of the Friends of Epping Forest)		

75. 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.

76. SUBSTITUTE MEMBERS

It was reported that Councillor H Whitbread was substituting for Councillor N Bedford.

77. MINUTES

RESOLVED:

That the minutes of the last Committee meeting held on 19 April 2016 be signed by the Chairman as a correct record.

78. DECLARATIONS OF INTEREST

(a) Councillor D Wixley declared a non-pecuniary interest in the following item of the agenda by virtue of being a member of the Friends of Epping Forest. He advised that his interest was not prejudicial and he would remain in the meeting for the duration of the item and consideration thereon:

- Item 6 Management of Epping Forest

(b) Councillor S Murray declared a non-pecuniary interest in the following item of the agenda by virtue of being a member of the Friends of Epping Forest. He

advised that his interest was not prejudicial and he would remain in the meeting for the duration of the item and consideration thereon:

- Item 6 Management of Epping Forest

79. MANAGEMENT OF EPPING FOREST

The Committee received a presentation from Mr P Thomson, Superintendent of Epping Forest and Ms J Adams, Chairman of the Friends of Epping Forest on the Management Plan Consultation for Epping Forest.

The consultation Epping Forest – The Next 10 Years ran from June to October 2015 with 1,600 individuals being contacted and responses received from 432.

The consultation was broken down into 6 themes:

- (1) Public recreation and enjoyment.
- (2) Preservation of the natural aspect.
- (3) Protection of the unspoilt forest.
- (4) Regulation and management.
- (5) Heritage.
- (6) Deer management.

Consultation Responses

(a) Theme 1 – Public Recreation and Enjoyment

(i) Keeping cycling on track

Responders felt that this issue was either important or very important. Although there was general support for cycling in the forest, there was concern amongst the Conservators of Epping Forest that forest land should not be relinquished for commuter cycling.

A further concern were the high speeds attained by cyclists, sometimes reaching 30 mph and riding at night.

(ii) Keeping Trails in Working Order

There were over 60 km of major paths which had cost £420,000 to maintain over the last 5 years. The consultation had revealed concerns on drainage with some people supporting more signage, although others had expressed concern with there being too much.

(iii) An Exciting Natural Playground

There had been 165 responses, it was felt that at the southern end of the forest, which was less dense, there could be an open space for a play area. It was acknowledged that there was a lack of play provision in the Woodford Green, Loughton and High Beech areas.

(iv) Access for All

Comments were made asking for less signage to minimise its visual impact in the Forest better maintenance of paths and car parks. Those responding wanted to strike a balance between wild forest and established trails.

(v) A Safe Place for Visitors

Respondents broadly agreed with all proposals with the exception of the take up membership for safety organisations such as visitor safety in the countryside. Other comments received focussed on provision of CCTV, increased Forest Keeper patrols, anti-social behaviour and drinking. There was also concern about rough sleepers using the forest as a bivouac.

(b) Theme 2 – Preservation of the National Aspect**(i) Grasslands and Heathlands**

Respondents had broad agreement with all proposals the exception being the increased use of mechanical mowing of sites. Responses preferred grazing to mowing.

(ii) Encouraging Commoner's Grazing Rights

There were 108 responses with 30 comments, some concerned wooden fencing and its effects, a suggestion was to use invisible fencing.

(c) Theme 3 – Protection of the Unspoilt Forest**(i) Managing Cars and Car Parks**

Respondents broadly disagreed with proposals concerning the introduction of fees and charges for car parking across the forest, reducing the number of car parks in the forest and introducing mobile or contactless payment for any car parking charges. A decision would be made in September 2016 on setting a small charge for car parking.

There was concern around the amount of traffic through the forest, it was felt that this should be discouraged.

(ii) Planning and Protection

Mr P Thompson said that the forest was facing real challenges in terms of planning development, they had been unhappy about recent decisions made. There was an opportunity for the forest to be designated as a World Heritage Site.

(d) Theme 4 – Regulation and Management**(i) Litter**

Responses agree with improving litter management with a request for provision of more bins and improved education encouraging visitors to take their litter home.

(ii) Fly-Tipping

This was an area of big concern, there were 1½ occurrences of fly-tipping per day with a cost of between £6,000 – £7,000 to remove a single fly tip.

(iii) Administering and Managing Licences

It was advised that an income could be made from obtaining more permission for filming in the forest and the Corporation could increase the terms of leases for reinvestment.

(e) Theme 5 – Heritage

(iv) Preserving Scheduled Ancient Monuments

It was said that in some cases trees had damaged ancient monuments and needed cutting back. There were opportunities from land purchased for this to be returned to the Forest.

(f) Theme 6 – Deer Management

(v) Minimising the Incidence of Deer-Vehicle Collisions

There had been 162 incidents involving deers hit by vehicles last year. It was suggested that clear, wider verges were required and more signage to prevent this.

Golden Threads

The Corporation intended to promote equality duties, public involvement and volunteering. The consultation document would be published later in June 2016 and the Public Consultation on 6 themes to the summer of 2017.

Next, the Committee received a presentation from Ms J Adams regarding the Friends of Epping Forest.

The Friends had been in existence for 45 years and were the only group focused on the Forest as a whole and all its related interests. They were also the largest single voluntary membership organisation in the forest. The Friends participated in planning consultation, undertook guided walks, produced publications, operated a visitor centre and was involved in fundraising.

The Forest was open all year round and received 35,000 visitors from this district area alone.

The Friends had concerns about the Forest's future, which were summarised as follows:

- (1) Wood pasture restoration.
- (2) Cycling.
- (3) Litter
- (4) Development threatening the Forest.
- (5) Risk of the Forest losing its naturalness.

(6) Localism – a potential benefit but posed risks.

A particular concern was that the Forest could become a park in the future and lose its status as a natural forest/woodland.

The Chairman thanked the two speakers for their presentation and asked the Committee for their questions.

(a) Councillor S Murray extended his thanks to the Friends of Epping Forest for their work, they were completely voluntary with 1,600 members. As a Councillor, he added that the Forest was a gem which was the reason why many people lived in the district. The Councillor then asked Ms J Adams from the Friends of Epping Forest if they were concerned about the commercialisation of the Forest.

Ms J Adams replied that this was their biggest concern at the moment, she repeated her earlier concern that the Forest was not a park. Mr P Thomson added that £5 million was spent per annum in managing the Forest, he advised that the Forest had a long history of commercial activity and it should share in the profits from this activity.

Ms J Adams acknowledged that commercialism in the Forest had its place, there were 4.4 million visits there and resourcing would be necessary so that it was “fitter” for the next chapter in its progress.

(b) Councillor D Wixley asked about the Epping Forest Forum which he had attended in October/November 2015 could they be used again? In addition he asked about commuter cycling, he advised that it was possible to cycle quite some distance in the Forest, could proper routes be established going right through it?

Mr P Thomson said that there were 74 separate groups which had some interest in the Forest. In March 2016 it had been suggested that a consultative committee could be formed, they would be considering this again in July 2016.

Mr P Thomson replied to the second question by advising that a large consultation had been undertaken for commuter cycling on Wanstead Flats, however this was rejected. Commuter cycling could change the nature of the Forest, although the Corporation of London had released some land for this activity at Whipps Cross Road. Mr J Adams added that the Friends were interested in dedicated cycling routes and there had been a public petition.

(c) Councillor L Girling, the Vice-Chairman of the Committee, asked about the Essex County Council Cycling Strategy. He advised that the Corporation was not mentioned as a consultee in the strategy, therefore what was their relationship with the County Council?

Mr P Thomson replied that the Corporation enjoyed a good working relationship with the County Council Highways, although they had a less successful relationship with the London Borough Highways. He confirmed that they had not been consulted on the County Cycling Strategy but added that the County had invested in the Forest.

(d) Councillor G Shiell referred to the online survey carried out by the Corporation on car parks.

Mr P Thompson replied that there were 11 responses and 38 comments made.

(e) Councillor R Brookes asked what progress had been made in establishing a Liaison Group of members of Epping Forest Commons Committee and Epping Forest District Council along the lines of those operating very successfully with the London Boroughs of Waltham Forest and Redbridge. It was now seven months since the proposal was put to the District Council.

Mr P Thompson replied that they had developed liaison groups with Members at the Commons and they had approached the District Council last year. The Cabinet were discussing a liaison group at the current time. The Chairman added that Cross Border Liaison Groups were a good means of liaison.

(f) Councillor S Neville asked about the Corporation's communication strategy as he had found it difficult to use their website.

Mr P Thomson replied that they get many hits on their website, particularly downloads of their forest map. The Corporation used Tweeter often, although there needed better signposting on their website to find the Forest section. He suggested as well, that better liaison was needed with parish councils.

(g) Councillor D Stallan asked about separating hospital visitors from Forest visitors in regard to car park usage. His second question concerned the deer issue and its impact on speed limits in the Forest.

Mr P Thomson replied that they had introduced a pilot scheme in regard to car parking, an hour and a half stay, on average, for forest users would favour them. It had been used successfully elsewhere. He acknowledged that there were a disproportionate number of deer incidents at the present time.

(h) Councillor D Stallan asked if the pilot scheme for parking was cheaper.

Mr P Thomson said the first two hours would be free and they would be issuing a season ticket. There would be a committee decision in September 2016.

(i) Councillor A Patel asked what support had the Corporation received from local authorities in talking crime and anti-social behaviour issues in the Forest? A second question he asked concerned what locations had the Corporation in mind for creating play areas.

Mr P Thomson replied that they had received support from the Metropolitan Police in regard to knife related crime and a dispersal zone had been established for 6 months. Essex Police had stopped a large party from starting in the forest, a Gypsy and traveller encampment had been moved from the Honey Lane area. The Corporation shared intelligence with police service all the time, which was improving over time.

In regard to sourcing play areas in the forest Waltham Forest Council had invested £30,000 into a play area. The Corporation had been asked to host an area in Wanstead as there was a play area deficit. However, he advised that this was a local authority responsibility. He added that it was good for children to play in a natural area and the corporation would try and find a way for the forest to do this.

(j) Councillor L Girling asked about the impact of cuts on the police, how did this impact the Corporation? He suggested as well that the forest car park needed gates at entry points.

Mr P Thompson said that they were undertaking day to day intelligence sharing, however police resources were often centred on towns particularly in the evenings, budget cuts were also a problem.

In response to the second question, less than a quarter of car parks in the forest had gated entrances. Not all users welcomed them although they helped in cutting down anti-social behaviour and fly-tipping.

(k) Councillor L Girling asked if the Corporation was liaising with the District Council on fly-tipping, was there a pattern in the dumping of rubbish?

Mr P Thomson replied that they were trying to allocate reference numbers to each fly-tip incident.

(l) Councillor A Mitchell expressed concern at the speed of cyclists going through the forest, sometimes attaining speeds of 30mph.

Mr P Thomson said that they had 1 or 2 senior keepers and 10 forest keepers, they had staff on call for problems. The Corporation tried to build a Code of Conduct and were developing communication with user groups. Improvement on sight lines in the forest may help.

(m) Councillor B Surtees asked Ms J Adams from the Friends of Epping Forest what she thought the forest would look like in 30 years.

Ms J Adams replied that the future really depended on the next 5 years, she did have concerns about the forest's future.

The Chairman asked non-committee members for their questions.

(n) Councillor S Stavrou asked about the charging scheme for horse riders in the forest. Users paid for the individual rider and their horse through a licence. She thought the process convoluted.

She made a second point concerning a recent experience she had when she discovered an injured Muntjac which had a broken hind leg. She reported the matter to the forest authorities only to be given conflicting information, there needed to be a more direct reporting route for these incidents.

Mr P Thomson advised that the animal concerned had been dispatched by the authorities. He commented on the horse licences saying that it took a decade to negotiate and install the current charging regime. It would need altering bye-laws and a lot of administration to change this.

(o) Councillor J M Whitehouse asked about the future of the deer sanctuary.

Mr P Thomson advised that the sanctuary was owned by the Corporation and there could be more opportunities to see the deer and generate interaction.

Mr P Thomson answered a final question regarding the concentration of services in the forest near car parks. He said that it was in these areas that visitors gathered. There needed to be a mix of quiet forest areas and busier areas where services could be located.

The Chairman thanked Mr P Thomson and Ms J Adams for their presentations and providing answers to Member's questions.

80. KEY DECISION LIST - REVIEW

The Committee received the Cabinet's Key Decision List for review from the Democratic Services Manager.

There was a legal requirement for local authorities to publish a notice in respect of each Key decision that it proposed to make, at least 28 days before that decision was made. The Committee were invited to identify any particular issues which were of concern. Members noted that the cabinet were considering a feasibility study for the re-development of the site at Norway House, North Weald. The Housing Portfolio Holder replied that a response to this would be issued in due course.

RESOLVED:

That the current Key Decision List be noted.

81. OUTTURN REPORT ON KEY OBJECTIVES 2015/16

The Committee received a report from the Democratic Services Officer regarding the Corporate Plan Key Action Plan 2015/16 – Quarter 4 (Outturn) position.

The Corporate Plan 2015-2020 was the Council's highest level strategic planning document. It set the strategic direction for the authority for the five year lifetime of the Plan. It focused on a number of key areas that the Council needed to concentrate on during that time and helped prioritise resources to provide quality services and value for money.

These key areas were known as the Corporate Aims and were supported by a set of Key Objectives representing the Council's high level initiatives and goods to achieve these aims. These objectives were delivered via an annual Key Action Plan. The Key Action Plan 2015/16 was made up of action and deliverables designed to secure progress against each of the Key Objectives 2015/16. Annual action plans would be developed which built on progress achieved during preceding years.

RESOLVED:

That the Outturn Report on Key Objectives 2015/16 be noted.

82. OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/16

The Committee received the Overview and Scrutiny Annual Report for 2015/16 from the Democratic Services Manager.

Further to the Overview and Scrutiny Committee meeting held on 19 April 2016, the annual report had been amended incorporating comments made by the committee at

that meeting. Members were asked to agree the report for referral to the full Council for its 26 July 2016 meeting.

Councillor S Neville advised that in regard to the Neighbourhoods and Community Services Select Committee case study, paragraph (xii) PICK Form on 20 mph Speed Limit, there should be a correction, as he felt that the current policy for consideration of 20mph limits on local roads would be considered by a Cabinet member if the mean speed was 21 – 29 mph. Officers said they would re-examine this.

The Committee also extended its gratitude to the former Chairman of the Overview and Scrutiny Committee, Councillor R Morgan, for his work and commitment over the years with this committee.

RECOMMENDED:

That the Annual Overview and Scrutiny Report for 2015-16 be recommended to the Full Council for its meeting on 26 July 2016.

83. APPOINTMENT OF MEMBERSHIP TO SELECT COMMITTEE

The Committee received a report from the Democratic Services Manager regarding membership of the Overview and Scrutiny Select Committees 2016/17.

The Overview and Scrutiny framework was currently based on a structure of four select committees and had been established at the start of the last municipal year.

Article 6 of the Council's Constitution required that the Committee determined the number of select committees and reviewed them. In addition, the membership of the select committees was to be appointed by the Overview and Scrutiny Committee at the first meeting each year, as such appointments were reserved to the Committee and not made by the Council. As a result of the change in the political make-up of the Council arising from the recent local elections there were a number of options available to achieve the pro-rata membership requirements of the Constitution for the select committees for 2016/17.

It was advised that the UKIP Group would nominate one Councillor for membership of the Governance Select Committee but were not proposing membership of other committees. The Conservative Group were nominating two members for the Governance Select Committee as well.

A vote was taken on the Chairmanship for the Communities Select Committee, Councillor S Murray (Independent) was proposed and defeated. Councillor Y Knight (Conservative Group) was proposed and agreed. Therefore Councillor Y Knight became Chairman of the Communities Select Committee.

The Committee subsequently thanked Councillor S Murray for his work chairing the former Housing Select Committee and his assistance to the Housing Portfolio Holder.

RESOLVED:

- (1) That, in order to reflect pro rata and achieve the cross party rules of the Council's Constitution, each of the select committees comprise 15 members for 2016/17;
- (2) That, the relinquishment of the entitlement of the UKIP Group to a seat on the Communities Select Committee and the Neighbourhoods Select

Committee for 2016/17 be noted and that these seats be offered to independent members for the year;

- (3) That, the appointments to the select committees annexed to these minutes be adopted; and
- (4) That, appointments be made to the position of Chairman and Vice-Chairman of each select committee for 2016/17, as set out in the appendix to these minutes.

84. WORK PROGRAMME MONITORING

The Committee considered the current updated Overview and Scrutiny work programme. The Chairman suggested that a separate meeting be arranged for all Chair and Vice-Chair of scrutiny select committees to meet and discuss their work programmes, this invite was also extended to any member of the authority. A bulletin item would draw all member's attention to this proposal. The Democratic Services Manager advised that the first cycle of select committee meetings could draw out the priorities before this special meeting gathered.

RESOLVED:

- (1) That officers arrange a special meeting to be held of all Chair and Vice-Chair of scrutiny select committees to discuss this year's work programmes as soon as possible;
- (2) That a Council Bulletin item be published advising members of this meeting and inviting them to attend.

CHAIRMAN

Communities Select Committee

Chairman: Y Knight

Vice-Chairman: G Shiell

Conservative Group: K Chana, R Gadsby, L Hughes, S Jones, Y Knight, A Mitchell, B Rolfe, G Shiell and H Whitbread

Green Party Group: S. Heap

Liberal Democrat Group: B. Surtees

Loughton Residents Association Group: A. Beales, L. Girling

UKIP Group: No nominations

Independent Members: S Murray

Governance Select Committee

Chairman: N Avey

Vice-Chairman: G Chambers

Conservative Group: N Avey, G Chambers, L Hughes, S Jones, S Kane, M McEwen, B Rolfe, H Whitbread and D Stallan

Green Party Group: No nominations

Liberal Democrat Group: B. Surtees

Loughton Residents Association Group: H. Kauffman, D. Wixley

UKIP Group: D Dorrell

Independent Members: No nominations

Neighbourhoods Select Committee

Chairman: N Bedford

Vice-Chairman: H Brady

Conservative Group: N Avey, N Bedford, H Brady, L Hughes, A Patel, B Rolfe, M Sartin, G Shiell and L Webster

Green Party Group: S. Neville

Liberal Democrat Group: J. H. Whitehouse

Loughton Residents Association Group: J. Jennings, R. Baldwin and C P Pond

UKIP Group: No nomination

Independent Members: R Morgan

Resources Select Committee

Chairman: S Kane

Vice-Chairman: A Patel

Conservative Group: N Bedford, A Boyce, S Kane, P Keska, A Mitchell, A Patel and H Whitbread

Green Party Group: No nomination

Liberal Democrat Group: J. M. Whitehouse

Loughton Residents Association Group: R Jennings, C. Roberts, D. Roberts

UKIP Group: D. Dorrell

Independent Members: No nominations



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(5 July 2016)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director of Resources are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Aims & Key Objectives 2016/17

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

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

Cabinet Membership 2016/17

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

Contact Officer

Gary Woodhall
Senior Democratic Services Officer

Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Greater Essex Devolution	Update on the latest position concerning Devolution for the Greater Essex area.	Yes	9 June 2016	Cabinet		Glen Chipp 01992 564758	
Transformation Programme 2016	To monitor the progress of the Programme and consider any business cases.	Yes	21 July 2016	Cabinet		Glen Chipp 01992 564758 David Bailey 01992 564105	
Civic Offices Review	To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.	Yes	1 September 2016	Cabinet		Bob Palmer 01992 564279	Previous reports to Cabinet on Transformation

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - PLANNING POLICY

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Plan Timetable 2016	To agree the Local Development Scheme for 2016/17.	Yes	21 July 2016	Cabinet		Kassandra Polyzoides 01992 564119	
Procurement of Consultants to Support the Local Plan	Procurement of consults to support the development of the draft Local Plan.	Yes	21 July 2016	Cabinet	YES, paragraph (5)	Derek Macnab 01992 564050	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Risk Updates 2016-17	Quarterly updates of the Corporate Risk Register.	Yes	16 June 2016 21 July 2016	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
Budget 2017/18	The budget setting process for 2017/18, including: 1...Financial Issues Paper 2...Fees & Charges 3...Draft Budget Lists 4...Executive Approval 5...Final Approval	Yes	14 July 2016 10 November 2016 19 January 2017 2 February 2017 21 February 2017	Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Cabinet Council		Bob Palmer 01992 564279	
Efficiency Plan	Consideration of the offer by the Government for multi-year settlements.	Yes	6 July 2016 1 September 2016	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
Local Council Tax Support Scheme	Review of the Scheme for 2017/18: 1...Consider amendments	Yes	21 July 2016	Cabinet		Janet Twinn 01992 564215	

2017/18	2...Finalise Scheme		1 December 2016	Cabinet			
	3...Approve Scheme		15 December 2016	Council			
Council Tax Discounts	Review of discretionary discounts.	Yes	6 October 2016	Cabinet		Rob Pavey 01992 564211	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	1 September 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy
Waste and Recycling Policies	Update to Waste & Recycling Policies	Yes	6 October 2016	Cabinet		Kim Durrani 01992 564055	None

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Housing Development Strategy	To approve the updated Housing Development Strategy	No	21 July 2016	Cabinet		Paul Pledger 01992 564248	
Off Street Parking Programme 2016/17	To consider the future of the Programme and, if appropriate, approve the Programme for 2016/17.	Yes	1 September 2016	Cabinet		Paul Pledger 01992 564248	
Affordable Housing Policy	To agree the Council's approach to the mixture of affordable housing on S106 sites.	Yes	1 September 2016	Cabinet		Alan Hall 01992 564004	
Replacement of Council Owned Sewage Treatment Plants	To agree the approach for replacement, given that the Plants are past their life expectancy.	Yes	1 September 2016	Cabinet		Lyndsay Swan 01992 564146	
Potential Additional Development Sites for the Council Housebuilding Programme		Yes	2 September 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	15 September 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House, North Weald, currently occupied by temporary chalets.	No	1 October 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Sheltered Housing	To agree a Strategy for the future provision of individual	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	

Assets	housing schemes.						
Sheltered Housing Service	To agree the future approach to the Service.	Yes	9 March 2017	Cabinet		Roger Wilson 01992 564419	
Housing Strategy	To adopt a new Housing Strategy.	Yes	25 April 2017	Council		Alan Hall 01992 564004	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016**PORTFOLIO - LEISURE & COMMUNITY SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Hillhouse Masterplan	Provision of new Swimming Pool, Health Centre and 240 independent living homes at Hillhouse in Waltham Abbey.	Yes	21 July 2016	Cabinet		Alan Hall 01992 564004	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016**PORTFOLIO - SAFER, GREENER AND TRANSPORT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Off Street Car Parks	Award of contract for the management of Off Street Car Parks in the District.	Yes	1 September 2016	Cabinet		Kim Durrani 01992 564055	
Environmental Charter	To adopt an Environmental Charter & Action Plan for the Council.	Yes	21 July 2016	Cabinet		Lyndsay Swan 01992 564146	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - TECHNOLOGY & SUPPORT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	6 October 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.
ICT Capital Requirement	To consider proposed capital schemes in the ICT Strategy for 2017/18.	Yes	6 October 2016	Cabinet		David Newton 01992 564580	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Shopping Park	Update on progress with the project. Appointment of Contractor to carry out the construction works & increase in contract for S278 works.	Yes	30 June 2016 21 July 2016	Asset Management and Economic Development Cabinet Committee Cabinet	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the 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	21 July 2016	Cabinet	YES, paragraphs (3) & (5).	Derek Macnab 01992 564050	
Development s and Parking at Vere Road, Loughton	To agree a co-ordinated approach to the provision of affordable housing developments and public car parking in Vere Road.	No	30 June 2016	Asset Management and Economic Development Cabinet Committee		Alan Hall 01992 564004	

WORK PROGRAMME - 5 JULY 2016 TO 7 NOVEMBER 2016**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	5 August 2016	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None

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Report to the Overview and Scrutiny Committee

Date of meeting: 19 July 2016



Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2017 / 2018

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services Officer: Adrian Hendry (01992 564246)

Recommendations/Decisions Required:

That the Committee considers and provides comment on the proposed Corporate Plan Key Action Plan for 2017-2018

Executive Summary:

In April 2015 the Council adopted a new Corporate Plan to take the authority forward from 2015-2020. The Corporate Plan includes Aims and Objectives which are the Council's highest level strategic intentions for these five years.

The Aims and Objectives are delivered via an action plan produced annually to incrementally progress specific activities to achieve the Aims and Objectives across their lifetime. The Action Plans are set in a timely way to inform the budget setting process which commences in July and to allow for Member input at an early stage of their development.

2017/18 is the third year in the lifetime of the Aims and Objectives and a draft Key Action Plan for 2017/18 has been produced building on activities identified in the action plan for the current fiscal year.

Report:

1. The Corporate Plan is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the plan, and focuses on a number of key areas that it needs to focus on during that time. These key areas are known as the Corporate Aims which are supported via Key Objectives, which in turn are delivered via an annual action plan.
2. The Corporate Plan Key Action Plan is an important element in the Council's Performance Management Framework and corporate business planning processes. It informs the development of detailed annual directorate business plans and other detailed service plans setting out service provision and informing the prioritization of resources to ensure delivery of the Corporate Aims and Key Objectives. The plan is developed at an early stage of the budget setting process to allow for member input.

3. The draft Key Action Plan for 2017/18 has been developed, populated with actions or deliverables which build on work identified and delivered through the action plans for 2015/16 and 2016/17 or are new initiatives to take forward the Aims and Objectives. The draft Key Action Plan 2017/18 is attached at Appendix 1.

4. Key Action Plans are monitored by the select committees, Overview and Scrutiny Committee and Cabinet on a quarterly basis. As living documents they could be subject to change or development as appropriate to reflect emerging priorities or unforeseen circumstances.

5. The draft Key Action Plan 2017/18 will be considered by Joint Management Board / Cabinet Committee on 21 July before submission to Cabinet on 1 September. As the committee cycle dictated this report should be submitted to this meeting of the Overview and Scrutiny Committee which precedes the Joint Management Board / Cabinet members meeting on 21 July, as a courtesy the action plan has been emailed to Cabinet members and responses invited before 19 July.

6. The Overview and Scrutiny Committee is requested to consider and provide comment on the draft Key Action Plan 2017/18.

Resource Implications: None for this report. Requirements relating to actions identified in the Key Action Plan 2017/18 will be addressed separately by the responsible service director.

Legal and Governance Implications: None for this report. Good business processes help us to achieve best value as required by the Local Government Act 1999.

Safer, Cleaner, Greener Implications: None for this report. Requirements relating to actions identified in the Key Action Plan 2017/18 will be addressed separately by the responsible service director.

Consultation Undertaken: The Corporate Plan Key Action Plan is a strategic planning document for the Council and which is directed internally.

Background Papers:

The Corporate Plan 2015-2020
Corporate Plan Key Action Plan 2015/16
Corporate Plan Key Action Plan 2016/17

Impact Assessments:

Risk Management: None for this report. Relevant issues relating to actions identified in the Key Action Plan 2017/18 will be addressed separately by the responsible service director.

Equality: None for this report. Relevant issues relating to actions identified in the Key Action Plan 2017/18 will be addressed separately by the responsible service director.

Corporate Plan: 2015-2020 KEY ACTION PLAN 2017-2018

	Action	Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review
<p>Aim (i) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low.</p>					
<p>Key Objective (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding.</p>					
1	Implement the outcomes of the Council's review of the future options for the HRA Financial Plan, in the light of the Government's requirement to reduce Council rents by 1% p/a for 4 years and to sell "higher value" empty Council properties.	Communities	Director of Communities	March 2018	Com
Page 39	Commence the sale of "higher value" empty Council properties, in order to pay the required annual levy to the Government and meet the requirements of the Housing and Planning Act 2016 and associated guidance	Communities	Asst. Director (Private Housing and Communities Support)	July 2017	Com
3	Deliver the savings identified for 2017/18 in the business cases approved by Members	Management Board	Chief Executive	March 2018	Res
4	Progress preparations for delivering savings for 2018/19 within the MTFS	Management Board	Chief Executive	March 2018	Res
5	Develop additional business cases, including the use of the invest to save fund, to address the need for net savings in subsequent years.	Management Board	Chief Executive	Sept. 2017	Res

Corporate Plan: 2015-2020

KEY ACTION PLAN 2017-2018

Action	Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review	
<p>Key Objective (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:</p> <ul style="list-style-type: none"> ■ The Epping Forest Shopping Park, Loughton ■ St John's Redevelopment Scheme, Epping ■ Council Housebuilding Programme ■ North Weald Airfield 					
1	Complete Phase 1 of the Council Housebuilding Programme to provide 23 new affordable rented homes in Waltham Abbey	Communities	Assistant Director. (Housing Property & Development)	May 2017	Com
2	Complete Phase 2 of the Council Housebuilding Programme to provide 51 new affordable rented homes at Burton Road, Loughton.	Communities	Assistant Director. (Housing Property & Development)	Dec 2017	Com
3	Complete Phase 3 of the Council Housebuilding Programme to provide 34 new affordable homes for rent in North Weald, Ongar, Epping and Coopersale	Communities	Assistant Director. (Housing Property & Development)	March 2018	Com
4	Commence Phase 4 of the Council Housebuilding Programme to provide X new affordable homes for rent in Loughton	Communities	Assistant Director. (Housing Property & Development)	May 2017	Com
5	Complete the construction of a new Housing Repairs and Maintenance Hub at Blenheim Way, North Weald and relocate the Housing Repairs Service from the Epping Depot, together with the Housing Assets Team from the Civic Offices, Epping.	Communities	Assistant Director. (Housing Property & Development)	March 2018	Com

**Corporate Plan: 2015-2020
KEY ACTION PLAN 2017-2018**

Action		Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review
6	[Subject to the agreement of the Cabinet] Sell the Council-owned nursery site at Pyrles Lane, Loughton and enter into a Development Agreement with the purchaser for the Council to purchase the affordable rented homes provided on the site, as part of the Council's Housebuilding Programme	Communities	Director of Communities	June 2017	Com
7	Purchase 8 affordable rented properties from the private developer of the development at Barnfield, Roydon as part of the Council Housebuilding Programme	Communities	Assistant Director. (Housing Property & Development)	March 2018	Com
8	Amend the Council's Tenancy Policy to ensure it complies with the Housing and Planning Act 2016 and the Government's new Statutory Guidance on Fixed-term Tenancies	Communities	Asst. Director (Housing Operations)	May 2017	Com
9	Review and, if necessary, revise the Council's Housing Allocations Scheme, to ensure that it enables the best use of the Council's housing stock and complies with the requirements of the Housing and Planning Act 2016	Communities	Asst. Director (Housing Operations)	March 2018	Com
Key Objective (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.					
1	Enter into a further long-term Management Agreement with Broxbourne BC for the management of Lowewood Museum	Communities	Asst. Director (Community Services and Safety)	June 2017	Com
2	Subject to the successful receipt of Resilience Funding from Arts Council England, explore the potential for shared delivery opportunities with Chelmsford BC for museum and cultural services	Communities	Asst. Director (Community Services and Safety)	March 2018	Com

**Corporate Plan: 2015-2020
KEY ACTION PLAN 2017-2018**

Action		Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review
3	Explore the expansion of legal services provided to other authorities	Governance	Asst. Director (Legal Services)	Dec 2017	Gov
4	Let a new off-street parking contract to an alternative provider to increase efficiency and reduce costs and managing the Council's car parks.	Neighbourhoods	Director of Neighbourhoods	April 2017	Nei
5	To appoint a new leisure management partner to manage the Council's leisure facilities and develop a new centre in Waltham Abbey achieving savings on the current cost of the same	Neighbourhoods	Director of Neighbourhoods	April 2017	Nei
Page 6 42	Provide payroll service jointly with Braintree & Colchester Councils and sign up at least one more partner authority or one other authority to buy in our service.	Resources	Assistant Director (HR)	March 2018	Res

Aim (ii) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery

Key Objective (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt.

1	Update the Council's Housing Strategy, following production of the Draft Local Plan (Preferred Options Approach).	Communities	Director of Communities	June 2017	Com
2	Implement the Nursery Workers Accommodation Action Plan, to ensure that the accommodation provided to nursery workers is fit for purpose	Communities	Asst. Director (Private Housing & Communities Support)	March 2018	Com

**Corporate Plan: 2015-2020
KEY ACTION PLAN 2017-2018**

Action	Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review	
Key Objective (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents.					
1	To achieve an adopted Local Plan containing the assessed additional request for employment land with respect to new site allocations	Neighbourhoods	Director of Neighbourhoods	October 2017	Nei
2	Expand/amend the Council's apprenticeship scheme for the Apprenticeship Levy for the district's young people, providing sustainable employment opportunities.	Resources	Assistant Director (HR)	March 2018	Res
Key Objective (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.					
1	Subject to the successful receipt of Resilience Funding from Arts Council England, commence the establishment of a Museum Development Trust in order to lever in additional external funding and increase income from commercial activities for the Epping Forest District Museum	Communities	Asst. Director (Community Services and Safety)	March 2018	Com
Aim (iii) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose.					
Key Objective (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact.					
1	Take forward proposals to amalgamate the contact centre and reception points	Governance	Asst. Director (Governance and Performance Management)	March 2018	Gov

**Corporate Plan: 2015-2020
KEY ACTION PLAN 2017-2018**

	Action	Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review
2	Self-service facility fully operational in Revenues to enable individuals and businesses to sign up to receive bills electronically and manage their accounts.	Resources	Assistant Director (Revenues)	Sept. 2017	Res
Key Objective (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access.					
1	Implement the Government's "Pay to Stay" regime for Council tenants following the receipt of Government Regulations	Communities	Asst. Director (Private Housing & Communities Support)	May 2017	Com
2	Trial with Northgate a system for remote working for Business Control and Development Control officers	Governance	Asst. Director (Development Management)	Mar 2018	Gov
3	Continue the implementation of the Council's ICT Strategy, with priority given to schemes supporting mobile and flexible working.	Resources	Assistant Director (ICT & Facilities Management)	March 2018	Res
4	Implement the use of electronic benefit claim forms.	Resources	Assistant Director (Benefits)	Sept. 2017	Res
5	Implement full scanning of post at point of entry.	Resources	Assistant Directors (Benefits/HR)	Sept. 2017	Res

**Corporate Plan: 2015-2020
KEY ACTION PLAN 2017-2018**

	Action	Lead Directorate	Responsibility for Achievement	Target Date	Select Committee review
6	Use of SMS to remind customers when payment due.	Resources	Assistant Director (Revenues)	Sept. 2017	Res
Key Objective (c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.					
1	Implement the agreed Action Plan for the future delivery of services to older people, following completion of the study into the effects of an ageing population on the Council	Communities	Asst. Director (Community Services and Safety)	March 2018	Com
Page 45	[Additional key actions to be inserted following approval of the Ageing Population Action Plan by Cabinet]	[TBA]	[TBA]	[TBA]	
3	Review the approach to the delivery of housing support at the Council's sheltered housing schemes in the District.	Communities	Assistant Director (Housing Operations)	May 2017	Com
4	Review the Council's sheltered housing stock assets, with a view to rationalisation and modernisation through a strategic approach.	Communities	Director of Communities	May 2017	Com

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Report to Overview & Scrutiny Committee

Date of meeting: 19 July 2016



Subject: Overview and Scrutiny Work Programmes 2017/18 and Future Years

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

Democratic Services Officer: A. Hendry (01992) 564246

Recommendations/Decisions Required:

- (1) That, from 2017/18, the development of annual work programmes for the Overview and Scrutiny Committee and the four select committees, be commenced during January/February in each preceding year, on the basis of the evidence sources presented in this report and other appropriate corporate or community priorities;
- (2) That the annual overview and scrutiny work programmes be agreed by the Overview and Scrutiny Committee at its first meeting in each municipal year;
- (3) That, from 2017/18, all Portfolio Holders be requested to present the priorities and service challenges arising from the annual business plan for their portfolio to overview and scrutiny, at the first cycle of meetings in each municipal year;
- (4) That, in order to ensure that scrutiny activity complements the Council's policy framework or other priorities and achieves maximum value, all member scrutiny proposals (including presentations) be submitted through the existing PICK process and be fully scoped and prioritised by the Overview and Scrutiny Committee, prior to the inclusion of any proposal in the work programme for the Committee or a select committee;
- (5) That the development of appropriate lines of questioning for external organisations making presentations to overview and scrutiny, be formally undertaken by the Overview and Scrutiny Committee at a preceding meeting, through the inclusion of an appropriate standing item in agenda for all ordinary meetings of the Committee;
- (6) That the matters set out at paragraphs 23 and 24 of this report for possible inclusion in the overview and scrutiny work programme for 2016/17 be agreed, subject to the scoping of specific matters requiring scrutiny;
- (7) That arrangements for bi-annual joint meetings of the chairman and vice-chairman of the Overview and Scrutiny Committee and each of the select committees, be established on a formal basis to:
 - (a) consider arrangements for the effective identification of overview and scrutiny work programme priorities for each municipal year;

- (b) **support the development of appropriate overview and scrutiny activity for each year, informed by relevant corporate objectives, service aims and member priorities, to ensure that the Council's services and functions are appropriate and responsive to the needs of residents, service users and others; and**
 - (c) **consider and coordinate other appropriate matters to ensure the effective management and operation of the Council's overview and scrutiny function and responsibilities; and**
- (8) That attendance at such joint meetings by the chairman and vice-chairman of the Overview and Scrutiny Committee and each of the select committees be deemed an approved duty for the purposes of the Council's Members' Allowances Scheme.**

1. (Director of Governance) As members will be aware, the Council's overview and scrutiny framework comprises an Overview and Scrutiny Committee and four 'select committees'. The responsibilities of the select committees reflect the management structure of the Council, the individual service responsibilities of which are set out in Appendix 1 to this report.
2. The Overview and Scrutiny Committee has previously indicated that it wishes to take a more robust approach to the development of its annual work programme and that of the four select committees, to ensure that there is value to scrutiny activity. A 'coordinating group' consisting of the chairman and vice-chairman of the Committee and each of the select committees, has therefore recently met to consider arrangements for the identification of appropriate scrutiny priorities for 2017/18 and future years. This report presents the recommendations of the coordinating group.

Work Programmes

3. The overview and scrutiny provisions (Article 6) of the Council's Constitution require that the Committee approve an annual overview and scrutiny work programme at the first meeting of each municipal year. In practice, this requirement is difficult to achieve, as the select committees do not usually meet until after the first meeting of the Committee in each year and the work programmes have therefore normally been adopted during the second cycle of meetings in each year. Overview and scrutiny work programmes are currently developed between the chairman of the relevant committee and the appropriate lead officer and, to some extent reflect cyclical work activity.
4. Work programmes should be relevant and achievable and be informed by relevant service aims and member priorities. The identification and prioritisation of scrutiny activity is essential if it is to be successful and offer value. Work programmes should also be realistic and retain capacity so that unplanned matters (such as call-in) can be addressed. It is important to understand that scrutiny activity cannot cover everything and should be focussed on matters where it can make a real difference.
5. The coordinating group considers that, going forward, it would be appropriate for work programme priorities to be derived from a wider range of evidence. This would enable scrutiny activity to more effectively meet the work programme requirements of the Constitution and focus less on cyclical reporting, whilst also addressing a perception amongst some members that reports are presented for 'noting' only. Evidence sources that identify areas requiring improvement or support the achievement of corporate priorities, particularly those that would make the most difference to local people, are appropriate areas for scrutiny work. Such evidence might include the following:

- (a) **Corporate Plan and Key Priorities**

6. Progress against the achievement of relevant actions for each year of the Corporate Plan is currently reported to the Overview and Scrutiny Committee and the select committees on a quarterly basis. Although this approach provides an opportunity for scrutiny of progress against specific key actions, the Corporate Plan appears to be rarely used for the identification of scrutiny priorities.
7. The Council's key priorities for each year will generally be represented within the key actions of the Corporate Plan. However, whilst this also provides an opportunity for scrutiny of progress against specific priorities, these similarly do not appear to inform scrutiny activity.

(b) The Council's Budget

8. Scrutiny of the Council's budget proposals for each year is undertaken in January through a joint meeting of the Finance and Performance Cabinet Committee and the Resources Select Committee. Ongoing monitoring of the budget is undertaken by the Resources Select Committee on a quarterly basis. This arrangement is understood to operate satisfactorily in terms of budget scrutiny.

(c) Directorate Business Plans

9. Individual Directorate Business Plans are produced at the start of each financial year, but are not currently used to identify scrutiny priorities. The coordinating group considers that it would be appropriate for Portfolio Holders to present the main themes of their business plan and relevant service challenges, to overview and scrutiny at the beginning of each municipal year. It is suggested that this would be best achieved through the select committees and that this should be added to the respective annual work programmes.

(d) Key Decisions

10. The Cabinet's Forward Plan of key decisions is currently reviewed by the Overview and Scrutiny Committee at each meeting. Whilst this approach provides an opportunity for scrutiny of specific key decisions to be taken over the period of the plan, the Forward Plan appears to be rarely used for the identification of scrutiny priorities.

(e) Overview and Scrutiny Work Programmes

11. Progress towards the achievement of the work programmes of the Overview and Scrutiny Committee and the individual select committees, is reviewed on an ongoing basis throughout each year.

(f) Key Performance Indicators

12. Performance against corporate performance indicators is reviewed by each select committee on a quarterly basis. This arrangement operates satisfactorily in terms of the scrutiny of performance and it is understood that some select committees already devote focus to this activity through exception reporting of below-target performance.

(g) Scrutiny Proposals

13. Member proposals for scrutiny activity are generally achieved through the previously adopted PICK (Public Interest, Impact, Council or other organisational performance, Keep in context) process, although these rarely appear to be scoped or prioritised as part of an overall work programme. The coordinating group has asked the Director of Governance to ensure that a flexible approach be taken to facilitating the submission of business for overview and scrutiny, including the use of correspondence and email, as well as the PICK process.

14. Although it would be beneficial for members of the public to be able to propose scrutiny activity, this opportunity is not currently available. The coordinating group has also requested the Director of Governance to develop appropriate arrangements in this regard, although it should be recognised that matters for scrutiny suggested by the public would need to be scoped in the same way as other proposals, in order to manage expectation and the availability of scrutiny resources.

(h) Complaints, Petitions and Freedom of Information Requests

15. Evidence to identify matters of local public concern, which might be appropriate for scrutiny activity, could be drawn from an analysis of issues raised through the Council's Complaints, Petitions and Freedom of Information schemes.

PICK Process

16. The coordinating group considers that the scoping of scrutiny proposals should be more robustly undertaken, to establish matters that would be of most benefit and those (that might still need to be addressed) which could be handled through other arrangements such as standalone member presentations. PICK submissions should identify clear objectives and take account of resources, to ensure value and effectiveness from the scrutiny function, and be informed by the following criteria:
 - is the issue a priority area for the Council or of interest to members? How would scrutiny help achieve corporate priorities?
 - is the issue a key matter for local people? What impact will it have and how much public interest and engagement will it create?
 - does the issue relate to an under-performing service? Is there evidence of this? Are service users unhappy?
 - could the service be improved by new objectives or additional resources? Will it be practicable to implement the outcomes of scrutiny? Are improvements likely?
 - is the issue related to new guidance or legislation?
 - how would scrutiny help hold the Executive to account or support its work?; and
 - how would scrutiny add value to the Council and/or community, to justify the likely time and effort?

Scrutiny of External Organisations

17. It is also important that clear scope and objectives are set for presentations made to overview and scrutiny by external organisations. However, the coordinating group considers that this may not always be the case in terms of the current approach to presentations made to the Overview and Scrutiny Committee, which often appear to have no clear reference to the value of such activity and could possibly be handled in a more effective manner.
18. The coordinating group has suggested that the Committee should take a more critical approach to the selection of outside organisations to be scrutinised, ensuring that invitations are issued to organisations where there are public concerns. It is also suggested that flexibility should be applied where scrutiny of an external organisation might better be conducted by a select committee rather than the Committee itself.
19. The coordinating group considers that the scoping of specific matters requiring scrutiny should be undertaken by the Committee at a meeting preceding the visit of an organisation, as a standing agenda item. It is considered that this approach would help preparation for external scrutiny by the addition of preliminary member consideration of matters to be covered and enable service directors to provide background information to support the formulation of lines of questioning.
20. The Overview and Scrutiny rules of the Constitution allow an opportunity for the public to ask questions at Overview and Scrutiny Committee meetings and to address the

Committee on items to be considered by the Committee so as to encourage the public to submit evidence or comments, particularly where the scrutiny of external organisations is planned. Although the chairman of the Overview and Scrutiny Chairman should determine the appropriate time allocation for presentations by external organisations, no time limit should be set for questions from members of the Council.

Health Scrutiny

21. The scrutiny of local health services is generally a function of Essex County Council function. Although the Council has a good scrutiny relationship with the County Council and local health scrutiny has previously been undertaken by the Overview and Scrutiny Committee, the PICK process should be used for specific health scrutiny issues for review by the Panel, whereupon authority will be sought from Essex County Council to undertake local scrutiny activity.

Work Programmes 2016/17

22. The draft work programmes for the Overview and Scrutiny Committee and the select committees for the current year are included as a separate item in the agenda, for the approval of the Committee. As a result of the discussions of the coordinating group, the following matters for possible inclusion in the work programme for the Overview and Scrutiny Committee for 2016/17 have been identified;
 - (a) Central Line services and infrastructure within the Epping Forest District (Transport for London);
 - (b) Princess Alexandra Hospital services for residents of the District (Princess Alexandra Hospital NHS Trust), subject to the agreement of Essex County Council; and
 - (c) highway services and infrastructure within the District (Essex County Council);
23. The coordinating group has also identified the following issues for possible inclusion in the work programmes for the select committees for 2016/17, and has asked that these be considered by the relevant committee, subject also to the scoping of specific matters requiring scrutiny.

Governance Select Committee

- (a) review of the operation of the Council's Petitions Scheme;
- (b) analysis of compliments and complaints data to identify trends;
- (c) review of enforcement activity across the services of the Governance Directorate;

Neighbourhoods Select Committee

- (d) review of the Council's land drainage services;
- (e) review of arrangements for ensuring the behaviour of taxi drivers; licensed by the Council;

Resources Select Committee

- (f) review of risk management arrangements;
- (g) review of the expenditure of monies arising from Section 106 Agreements; and
- (h) review of the 'cost' of member meetings.

Coordinating Group

24. The Coordinating Group considers that it should be established on a formal basis to consider ongoing matters such as the identification of overview and scrutiny work programme priorities and other appropriate matters such as member training, to ensure

the effective management and operation of the Council's overview and scrutiny function and responsibilities.

25. This approach would provide similar arrangements to the joint meetings held between the chairmen and vice-chairmen of the District Development Management Committee and the Area Plan Sub-Committees, to ensure the effective coordination of development management matters.

Resource Implications:

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements. The formal establishment of the Overview and Scrutiny Coordinating Group will be likely to result in a modest level of additional travel claims from members that attend meetings.

Legal and Governance Implications:

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

Safer, Cleaner, Greener Implications:

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

Consultation Undertaken:

This report was considered by Management Board at its meeting on 8 July 2015.

Background Papers:

None

Impact Assessments:

Risk Management

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

Equality:

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

Communities	Communities - Housing Revenue Account (Management & Maintenance of Council Dwellings)	Governance	Neighbourhoods	Resources
Leaseholders Admin	Responsive Repairs	Internal Audit	Local Strategic Partnership	Building Maintenance - General
Limes Centre	Voids Refurbishment	Democratic Services	Depots	Offices
Safer Communities	Planned Maintenance	Legal Services	Estates & Valuation	Corporate Training
Cctv Cameras	Engineering Maintenance	Performance Improvement Unit	Public & Environmental Health	Human Resources
Youth Strategy	Miscellaneous Projects	Public Relations & Information	Grounds Maintenance	Hr Corporate Improvement
Youth Council	Feasibilities	Development Management	Economic Development	Payroll
Community Arts	Building Maintenance - Works Unit	Compliments & Complaints Group	Tourism Promotion	Facilities Management
Community Arts - Arts Prog.	Policy & Management	Enforcement/Trees & Landscape	Food Inspection	Civic Offices Superintendents
Externally Funded Arts Projects	Sale Of Council Houses	Corporate Fraud Investigation	Pollution Control	Out Of Hours Service
Museum	Capital Monitoring	Building Control	Industrial Activities - Regulations	Reprographics
Lowewood Museum	Tenant Participation	Building Control Non Fee	Contaminated Land & Water Quality	Procurement
Safer Communities Programme	Repairs Management	Enforcement	Pest Control	Cashiers
Private Sector Housing	New House Building	Planning Appeals	General Drainage	Treasury Management
Traveller Matters	Managing Tenancies	Development Control	Animal Welfare Service	Accountancy
Grants To Voluntary Orgs	Waiting Lists & Allocations	Local Council Liaison	Public Hire Licensing	Banking & External Audit
Grant - Essex Womens Refuge	Rent Accounting & Collection	Civic Ceremonial	Licensing & Registrations	Sundry Debtors, Insurance & Risk
Grant - Citizens Advice Bureau	Hsg. Man. Support Servs.	Civic & Member Expenditure	Neighbourhood & Rapid Response	Information & Comms Technology
Grant - Voluntary Action Ef	Heating Expenses	Members Allowances	Public Conveniences	Accounts Payable
Homelessness Advice	Staircase Lighting	Overview & Scrutiny	Inspection Of Workplaces	Housing Benefit Administration
Bed Breakfast Accommodation	Caretaking & Cleaning	Standards Committee	Environmental Co-Ordination	Rent Allowances
Private Housing Grants	Estate Pumping Stations	Elections	Countrycare	Non Hra Rent Rebates
Care And Repair	Minor Sewerage Works	Local Land Charges	Emergency Planning	Hra Rent Rebates
Welfare Transport	Water Course Maintenance	Conservation Policy	Flood Defence/Land Drainage	Burials (National Assist Act)
Affordable Housing Grants	Other Communal Services	Electoral Registration	Charity - Chigwell Row Rec	Finance Miscellaneous
North Weald Gymnasium	Community Centres		Highways G F Other	Nndr Collection
All Weather Pitch	Hemnall House		Highways G F Trees	Council Tax Collection
Community Development	Oap Units Management		Highways G F Naming & Numbers	
Sports Development	Oap Units Support		Highways G F Seats & Features	
Marketing And Promotions	Community Alarms		Highways G F Litter Bins	
Lifewalks	Area Warden Service		Highways G F Verge Maintenance	
New Horizons	Homeless - Management		Bus Shelters	
Active Projects	Norway House		Roding Valley Development	
Sports Development Ext Funding	Other Special Items		Tree Service	
Housing Strategy			Open Spaces	
			General Improvement Areas	
			Planning Policy	
			Local Plan	
			Neighbourhood Planning	
			Off-Street Car Parking	
			Loughton Leisure Centre	
			Waltham Swimming Pool	
			Epping Sports Centre	
			Ongar Sports Centre	
			North Weald Airfield	

Street Cleansing
Town Centre Enhancements
David Lloyd Centre
Brooker Rd Industrial Estate
Oakwood Hill Ind Est
Langston Rd Industrial Estate
Fleet Operations
Greenyards, Waltham Abbey
Wayleaves
Asset Rationalisation
Business Premises
Refuse Collection
Abandoned Vehicles
Recycling

Overview and Scrutiny Work Programme 2016/17

Overview and Scrutiny Committee (Chairman – Councillor M. Sartin)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Report 2015/16	June 2017	Final report went to the June 2016 meeting.	07 June 2016; 19 July; 25 October; 19 December; 28 February 2017; and 18 April.
(2) Management of Epping Forest	7 June 2016	Received a visit from the Superintendent of Epping Forest, Paul Thomson and Judy Adams the Chairman of the Friends of Epping Forest on the present public consultation on the Forest Management Plan for 2017-2027	
(3) Key Objectives 2015/16	Outturn report to the June 2016 meeting	Outturn report for 2015/16. (Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee)	
(4) 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.	TBA	Recommendation taken from the Children Services Task and Finish Panel. Chris Martin last attended the April 2016 meeting.	

(4) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	25 October 2016	Last completed in October 2015	
(5) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	20 October 2016	The deputy Principal of Epping Forest College addressed the October 2015 meeting. In September 2014, the Committee agreed that the Principal should be asked to address them on an annual basis.	
(6) To receive a presentation from Epping Forest Youth Council	April 2017	Members of the Youth Council last attended the O&S Committee in April 2016 with an update on their programme of work.	
(8) Corporate Plan Key Action Plan 2016/17	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Oct. 2016 (Qtr. 1), Feb 2017 (Qtr. 2) and Apr 2017 (Qtr. 3).	
(9) Corporate Plan Key Action Plan 2017/18	October 2016 meeting	The Key Action Plan process has been brought forward to align with the budget setting process. To be considered by Cabinet in October.	
(10) Barts Health NHS Trust	TBA	Ms F Smith the Managing Director of Whipps Cross, Dr H Noble & F Kwaku went to the Feb 2016 meeting. It was subsequently agreed that a representative would come back to another meeting to update the Committee in the new year.	

(11) Progress on 6 th Form Consortium (PICK submission)	October 2016	To review the progress of the new 6th Form consortium set up in the District in September 2015. To ask appropriate head teachers to the meeting. More appropriate for Sept. 2016 after a year of operation.	
(12) Overview and Scrutiny work programmes for 2017/18	18 April 2017	To agree the work programmes for the Overview and Scrutiny Committee and each of the four select committees for 2016/17.	
(13) Corporate priorities and key decisions 2017/18	First meeting of 2017/18 municipal year	The Leader of the Council to present the Council's corporate priorities and the Executive's programme of Key Decisions for the year and to indicate where appropriate work on the Cabinet's behalf could be undertaken by overview and scrutiny.	

Select Committees

Communities Select Committee 2016/17 (Chairman – Councillor Y Knight)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	June 2016	COMPLETED – June 2016 (Housing Portfolio)	27 June 2016; 06 September; 08 November; 17 January 2017; 14 March.
(2) 6-Month Progress Report on Housing Strategy Action Plan 2016	June 2016	COMPLETED – June 2016 (Housing Portfolio)	
(3) Communities Key Performance Indicators (KPIs) – 2015/16 Out-Turn	June 2016	COMPLETED – June 2016 (Housing Portfolio)	
(4) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2015/16 Out-Turn	June 2016	COMPLETED – June 2016 (Housing Portfolio)	
(5) Summary of key housing provisions of the Housing and Planning Act 2016	June 2016	COMPLETED – June 2016 (Housing Portfolio)	
(6) Annual Diversity Report of Housing Applicants and Lettings	September 2016	(Housing Portfolio)	
(7) Annual Report on the HomeOptions Choice Based Lettings Scheme	September 2016	(Housing Portfolio)	

(8) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2016	(Housing Portfolio)	
(9) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2016	(All Portfolios)	
(10) Annual Feedback on the success of the Crucial Crew initiative and learning points for future programmes	September 2016	(Safer Greener Transport Portfolio)	
(11) Annual Report of the Community Safety Partnership	November 2016	(Safer Greener Transport Portfolio)	
(12) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	November 2016	(Leisure and Community Service Portfolio)	
(13) Six-Monthly Progress Report on Housing Business Plan Action Plan 2016/17	November 2016	(Housing Portfolio)	
(14) Six-Month Review of the HRA Financial Plan 2016/17	November 2016	(Housing Portfolio)	
(15) Communities Key Performance Indicators (KPIs) – Quarter 2	November 2016	(Housing Portfolio)	
(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	November 2016	(All Portfolios)	

(17) Annual feedback on the success of the Reality Roadshow initiative and learning points for the future	January 2017	(Leisure and Community Service Portfolio)	
(18) Housing Strategy Key Action Plan 2016 – 12 Month Progress Report	January 2017	(Housing Portfolio)	
(19) Housing Strategy Key Action Plan 2017	January 2017	(Housing Portfolio)	
(20) Briefing on the proposed Council rent increase for 2017/18	January 2017	(Housing Portfolio)	
(21) Housing Service improvements and service enhancements – 2017/18	January 2017	(Housing Portfolio)	
(22) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2017	(Housing Portfolio)	
(23) Communities Key Performance Indicators (KPIs) – Targets for 2017/18	March 2017	(Housing Portfolio)	
(24) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2017	(All Portfolios)	
(25) 12-monthly Progress report on Housing Business Plan Action Plan 2016/17	March 2017	(Housing Portfolios)	
(26) HRA Business Plan 2017/18	March 2017	(Housing Portfolio)	

(27) Presentation on Disabled Facilities Grants and current demand and expenditure	September 2016	(Housing Portfolio)	
(28) Interim (soft) review of the success of the pilot scheme to extend the opening hours of the Limes Centre, following 6 months operation	September 2016	(Leisure and Community Services and Housing Portfolios)	
(29) Presentation by Epping Forest CAB on its use of EFDC funding for their two Debt Advisors	September 2016	(Housing Portfolio)	
(30) Consultation on the Council's HRA Financial Options review – prior to consideration by the Finance and Performance Management Cabinet Committee	September 2016	(Housing Portfolio)	
(31) Approach to promotion and marketing of support and financial incentives for under-occupying tenants wanting to transfer.	September 2016	(Housing Portfolio)	
(32) Review of the Council's Careline Service	November 2016	(Housing Portfolio)	
(33) Review of CCTV Action Plan	January 2017	(Safer Greener Transport Portfolio)	
(34) Review of the future use of shelter/grouped housing scheme sites	January 2017	(Housing Portfolio)	
(35) Housing Strategy 2017-2021	March 2017	(Housing Portfolio)	

**Governance Select Committee 2016/17
(Chairman – Councillor N Avey)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of the Elections May & June 2016	29 September 2016	Review of the processes for the General, District Council and Parish Council elections	05 July 2016; 29 September; 29 November; 31 January 2017; 04 April
(2) Review of Public Consultations	5 July 2015	Annual Review COMPLETED	
(3) Key Performance Indicators 2015/16 – Q4 (Outturn) Performance	5 July 2016	Governance indicators only COMPLETED	
(4) Key Performance Indicators 2016/17 – Quarterly Performance Monitoring	Q1 – September 2016 Q2 – November 2016 Q3 – April 2017	Governance indicators only	
(5) Development Management Chair and Vice Chair's Meeting	TBA	To receive feedback from meetings of Chair and Vice Chair's of the Area Planning and District Development Management Committees	

(6) Equality Objectives 2012-2016 – 6 monthly reporting	5 July 2016	COMPLETED	
(7) Equality Objectives 2016-2020 – 6 monthly reporting	Q2 29 November 2016	Q4 at June 2017 meeting	
(8) Annual Equality Information Report - 2016	29 September 2016		
(9) Corporate Plan Key Action Plan 2015/16 – Q4 (Outturn) Position	5 July 2016	Governance actions only COMPLETED	
(10) Corporate Plan Key Action Plan 2016/17 – quarterly reporting	Q1 – September 2016 Q2 – November 2016 Q3 – April 2017	Governance actions only	
(11) Petitions Scheme	29 November 2016	Review of the Council's Petitions Scheme	
(12) Compliments and Complaints	31 January 2017	Review of the Compliments and Complaints procedures of the Council.	
(13) Enforcement	4 April 2017	This item will include Planning Enforcement but corporate and benefit fraud as well, within the Governance remit.	
(14) Building Control	TBA		
(15) Essex County Council Highways	TBA	Invitation to be extended to Essex County Council Highways representative to make a presentation to answer questions. This will be a single item meeting to be held in the Council Chamber	

Neighbourhoods Select Committee 2016/17 (Chairman – Councillor N Bedford)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	March 2017	Annual report Committee	28 June 2016; 13 September; 15 November; 24 January 2017; 21 March
(2) KPIs 2015/16 – Outturn Review	First meeting of each municipal year.	Outturn KPI performance report for 2015/16 for June 2016 meeting.	
(3) KPI's for 2016/17 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2016; Q2 in November 2016; Q3 in March 2017	
(4) Corporate Plan Key Action Plan 2015/16 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance for consideration in June 2016	
(5) Corporate Plan Key Action Plan 2016/17 – Quarterly Review	Quarterly	Review of Quarterly performance: Q1 September 2016; Q2 November 2016; Q3 March 2017	
(6) To receive updates from the Green Corporate Working Party	As appropriate (Last update received on the current position in November '15)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(7) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan - (last went to March'16 meeting)	

(8) Presentation on the problems and possible solutions for fly-tipping in the EFDC area.	TBD	To receive a presentation from EFDC officers on fly-tipping.	
(9) To receive an annual update on the Environmental Charter	June 2017	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter.	

Resources Select Committee 2016/17 (Chairman – Councillor S Kane)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) KPI's for 2015/16 – Outturn Review	Outturn KPI Performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2015/16 for July 2016 meeting	12 July 2016; 10 October; 06 December; 07 February 2017; and 28 April
(2) To review the specific quarterly KPI 2016/17	Quarterly	Review of quarterly performance: Q1 in October 2016; Q2 in December '16; Q3 in February '17	
(3) Corporate Plan Key Action Plan 2015/16 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance for consideration in July 2016	
(4) Corporate Plan Key Action Plan 2016/17 – quarterly review	Quarterly	Review of quarterly performance: Q1 October 2016; Q2 December 2016; Q3 February 2017	
(5) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual Review of portfolio budgets to be considered at joint meeting with the F&PM Cabinet Committee in January of each year.	

(6) ICT Strategy – progress & Call handling	Progress against ICT Strategy Considered on an annual basis.	Progress report on call/response handling. Also to receive a report on options following introduction of new telephony system. <i>Last Update in October '15</i>	
(7) Fees and Charges 2017/18	Proposed fees and charges for 2017/18 – for October 2016 meeting.	Proposed fees and charges considered on an annual basis each October	
(8) Provisional Capital Outturn 2015/16	Provisional outturn for 2015/16 for July meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.	
(9) Provisional Revenue Outturn 2015/16	Provisional Outturn for 2015/16 for July 2016 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each year.	
(10) Sickness Absence Outturn	July 2016	To review the Sickness Outturn report for 2015 -16.	
(11) Sickness Absence	Half-yearly progress reports for 2016/17 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis	
(12) Medium Term Financial Strategy & Financial issues paper	October 2016	To receive the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast.	
(13) Quarterly Financial Monitoring	Oct. 2016; Dec. 2016; & April 2017	To receive quarterly financial monitoring Reports	

(14) Shared Services Working	TBA	<p>To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system.</p> <p><i>Last update at December '15 meeting.</i></p>	
(15) Housing Benefit Fraud & Compliance	February 2017	Received a report in February 2017 on the fraud team's work.	

NEIGHBOURHOODS SELECT COMMITTEE

TERMS OF REFERENCE – 2016/17

Title: Neighbourhoods Select Committee

Status: Select Committee

Terms of Reference:

General

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood and excluding those matters within the remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
 - (i) *Environmental enforcement activities;*
 - (ii) *Waste management activities; and*
 - (iii) *Leisure Management*
 - (iv) *Local Plan Scrutiny*
4. To respond to applicable consultations as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To identify any matters within the services and functions of the Neighbourhoods Directorate that require in-depth scrutiny and report back to the Overview and Scrutiny Committee as necessary;

Performance Monitoring

7. To undertake performance monitoring in relation to the services and functions of the Neighbourhoods Directorate, against adopted Key Performance Indicators and identified areas of concern;

Environment

8. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy / environmental policy and to receive progress reports from the Green Working Party.
9. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

Leisure

12. To monitor and keep under review leisure management matters and in particular the procurement of the Leisure Management Contract.

Chairman: Cllr. N Bedford

SELECT COMMITTEE
TERMS OF REFERENCE 2016/17

Title: Communities Select Committee

Status: Select Committee

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of the services and functions of the Communities Directorate;
2. To develop a programme of work each year, informed by relevant service aims and member priorities, to ensure that the services and functions of the Communities Directorate are appropriate and responsive to the needs of residents, service users and others;
3. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee, the Cabinet or a relevant Portfolio Holder, and to report and make recommendations directly to the Committee, the Cabinet or relevant Portfolio Holder when appropriate;
4. To consider the effect of Government actions or initiatives on the services and functions of the Communities Directorate and any implications for the Council's residents, service users and others, and to respond to consultation activities as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers, insofar as they relate to the services and functions of the Communities Directorate, to help develop appropriate policy;
7. To undertake performance monitoring in relation to the services and functions of the Communities Directorate, against adopted key performance indicators and identified areas of concern;
8. To identify any matters within the services and functions of the Communities Directorate that require in-depth scrutiny, for referral to the Overview and Scrutiny Committee;
9. To recommend the establishment of task and finish panels to the Overview and Scrutiny Committee as necessary, in order to undertake any activity within these terms of reference;

10. To monitor progress with the Housing Strategy and HRA Business Plan Key Action Plans on a six-monthly basis; and
11. To act as the Council's Crime and Disorder Scrutiny Committee and to keep under review the activities of the Epping Forest Community Safety Partnership as a whole or any of the individual partners which make up the partnership.

Chairman: Cllr Y Knight