

## Overview and Scrutiny Work Programme – April 2015

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

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| (5) To receive a presentation from Youth Council members          | January 2015  | Members of the Youth Council to attend with an update on their programme of work.   |  |
| (6) Key Objectives 2014/15  | Outturn report to July 2015 meeting                     | Outturn report for 2014/15. Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee. |  |
| (7) Key Objectives 2014/15  | Progress reports to be considered on a quarterly basis. | Quarterly progress to be considered at meetings to be held in Sept. 2014 (Qtr 1), Jan 2015 (Qtr 2) and March 2015 (Qtr 3).                                      |  |
| (8) Mental Health Services in the District.                       | Came in March 2015                                      | Came in march 2015 to update the Committee on the state of the Child & Adolescent Mental Health Services in the District.                                       |  |
| (9) To establish a Task and Finish Panel on Scrutiny Panels       | July 2014   | Established a Task and Finish Panel to look at the future of Scrutiny Panel.  |  |
| (10) To received a presentation from NEPP                         | April 2015  |   |  |
| (11) Task and Finish Panel to look at future of the Youth Council | February 2015   | The Committee constituted a Task and Finish Panel to look at the future of the EFDC Youth Council   |  |

## Scrutiny Panels

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

| Item   | Report<br>Deadline /<br>Priority | Progress/Comments | Programme of<br>Future Meetings   |
|--|----------------------------------|-------------------|---|
| (1) Performance against Housing Service Standards and Review             | July 2014                        | COMPLETED         | <del>22 July 2014</del><br><del>16 October (Extra-Ordinary Meeting)</del><br><del>21 October 2014</del><br><del>20 January 2015</del><br>Moved to<br><del>9 February 2015;</del><br>and<br><del>24 March 2015</del> |
| (2) 12-Month Progress Report on Housing Strategy Action Plan 2013/14     | October 2014                     | COMPLETED         |   |
| (3) Housing Key Performance Indicators (KPI) – Quarter 1                 | October 2014                     | COMPLETED         |   |
| (4) Six Month Review of the HRA Financial Plan                           | October 2014                     | COMPLETED         |   |
| (5) Six Monthly Progress Report on Housing Business Plan Action Plan     | October 2014                     | COMPLETED         |   |
| (6) Private Sector Housing Strategy Action Plan – Annual Progress Report | October 2014                     | COMPLETED         |   |

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

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

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

| Item  | Report Deadline / Priority   | Progress / Comments   | Programme of Future Meetings  |
|---|------------------------------|---|---|
| (1) Review of Polling Stations  | 28 July 2014                 | <b>COMPLETED</b>  | 28 July 2014;<br>23 September;  |
| (2) Review of Elections   | 28 July 2014                 | <b>COMPLETED</b>  | 18 November Changed to<br>27 November 2014;                                       |
| (3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff | 27 November 2014             | <b>COMPLETED</b>  | 13 January 2015 Moved to<br>16 February 2015;<br>3 March adjourned to 17<br>March |
| (4) Review of the Council's Constitution  |                              | Scoping report received 23 September 2014.<br>To be completed by March 2016.    |   |
| (5) Articles of the Constitution  | Starting 27<br>November 2014 | First draft considered November 2014, re-draft<br>required for a later meeting. |   |
| (6) Constitution – Minority References  | 16 February 2015             | <b>COMPLETED</b>  |   |
| (7) Constitution – Thresholds for Leases and Licences   | 16 February 2015             | To be submitted to a later meeting  |   |
| (8) Constitution – Council Procedure Rules  | Starting 27<br>November 2015 | Part completed to be considered again at the<br>meeting                         |   |
| (9) Constitution – Use of Chairman's Casting Vote   | 16 February 2015             | <b>COMPLETED</b>  |   |
| (10) Operation of the Planning Committees.  | 16 February 2015             | <b>COMPLETED</b> – Referred to OSC and Council<br>for approval                  |   |
| (11) Review of operation of the Complaints Panel  | 3 March 2015                 | <b>COMPLETED</b> - considered at the March<br>meeting.                          |   |

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

| Item   | Report Deadline / Priority | Progress / Comments  | Programme of Future Meetings       |
|--|----------------------------|--|------------------------------------|
| (1) Enforcement activity                                       | Next due - July 2015       | Six monthly report to Panel –last went to the January 2015 meeting   | 15 July 2014                       |
| (2) CCTV action plan review                                    | Next due - July 2015       | Six monthly report to Panel – last went to January '15 meeting   | 07 October 2014;                   |
| (3) CSP scrutiny review meetings                               | April 2015                 | Report last went to April 2014 meeting.  | 06 January 2015;                   |
| (4) Receive notes of Waste IAA Member meetings                 | As appropriate             | Notes reported to Panel at first available meeting following receipt – the January '14 meeting received notes of 24 October 2013 meeting<br>A verbal update on the new waste contract was given to the July 2014 meeting | 24 February 2015;<br>28 April 2015 |
| (5) Receive notes of Waste Management Partnership Board        | As appropriate             | Notes reported to Panel at first available meeting following receipt – October '14 meeting received notes of 15 August 2014 meeting  |                                    |
| (6) To received updates from the Green Corporate Working Party | As Appropriate             | The January 2015 meeting received a progress report.   |                                    |
| (7) Receive notes of Bobbingworth Nature Reserve liaison group | As appropriate             | Notes reported to Panel at first available meeting following receipt – the Sept. 14 minutes went to the January 2015 meeting.  |                                    |
| (8) Recycling in flats and multi-occ dwellings                 |                            | A verbal report updating members on the latest position was given at the October 14 meeting  |                                    |



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

| Item  | Report Deadline / Priority                | Progress / Comments  | Programme of Future Meetings |
|---|---|--|------------------------------|
| (9) Monitor Local Highways Panel  | As Appropriate                            | To keep a watching brief on the effectiveness of the Local Highways Panel – October '14 meeting received minutes from the August 2014 meeting.           |                              |
| (10) Review notes of SLM contract monitoring board                      | As Appropriate                            | Notes reported to Panel at first available meeting following receipt – October '14 meeting received minutes of the September 2014 meeting                |                              |
| (11) Receive notes of North Essex Parking Partnership (NEPP) minutes    | As Appropriate                            | Notes reported to Panel at first available meeting following receipt – January '15 meeting received notes from the October '14 meeting.                  |                              |
| (12) Highway Accident statistics  | Presentation went to the July 14 meeting. | Initial report went to April 2013 meeting. A presentation from Police Casualty Reduction Manager went to the July '14 meeting.                           |                              |
| (13) To monitor the minutes of the Police and Crime Panel               | As Appropriate                            |  |                              |
| (14) To consider PICK form submitted by Cllr. Neville on Air Pollution. | Went to the February 2015 meeting.        | The October 2014 O&S Committee asked that this Panel consider the PICK form on Air Pollution in the District. A report went to the February '15 meeting. |                              |
| (15) To review the specific quarterly KPI's for 2014/15                 | As Appropriate                            | Reviewed Q3 figures at February '15 meeting  |                              |
| (16) Presentation on Drainage and Engineering                           | February 2015                             | A presentation on Drainage was given to the Feb. 2015 meeting.   |                              |

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

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

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

| Item   | Report Deadline / Priority           | Progress / Comments  | Programme of Future Meetings  |
|--|--------------------------------------|--|---|
| 1. To consider and Review Measures taken to Improve Performance within Development Management - KPIs 2014/15 Q1 Performance  | 2 September 2014 & 9 December 2014   | The Panel would review 5 Key Performance Indicators. <b>COMPLETED</b>  | <del>8 July 2014;</del><br><del>2 September 2014;</del><br><del>9 December 2014;</del><br><del>26 February 2015</del><br>(Extra-Ordinary Meeting) and<br>14 April |
| 2. To monitor and receive reports/updates on the delivery of the Local Plan:<br>a. To report on the progress of the Local Plan<br>b. To provide further updates on the Local Plan<br>Community Infrastructure Levy | To be updated at every Panel meeting |  |   |
| 3. Community Infrastructure Levy   | 9 December 2014                      | <b>COMPLETED</b><br>The Panel received a report at its December meeting, they requested a further report on <b>S106s post April 2015</b> |   |
| 4. To monitor and receive reports/updates on the Planning Electronic Document Management System  | 2 September 2014 and 14 April 2015   | Received report on 2 September 2014  |   |

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| 5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year.<br>To provide reports/updates as and when required | 2 September 2014<br><br>14 April 2015              | Received update on Electronic Records Document Management Systems at the 2 September 2014 meeting  |  |
| 6. To consider and report on any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.   | 9 December 2014                                    | Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel - <b>COMPLETED</b>   |  |
| 7. To receive urgent or other consultations and consider what response to give on behalf of the Council.  | As and when required to meet consultation deadline | a. The London Infrastructure Delivery Plan Consultation (2 Sept 2014), recommendations to OSC – 16 Oct 2014<br>b. Notification of consultation regarding Building More Homes on Brownfield Land. Due to time constraints the Panel responses were passed to Ast Dir Development Management for return to Govt– 26 Feb 2015 |  |
| 8. S106 Agreements Monitoring Report (Annually)   | 8 July 2014  | <b>COMPLETED</b>   |  |
| 9. Speaking and arrangements at Planning Sub-Committees   | 9 December 2014                                    | PICK Form request from Councillor B Sandler referred from the OSC to this Panel<br><b>COMPLETED</b>  |  |

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

| Item  | Report Deadline / Priority   | Progress / Comments   | Programme of Future Meetings   |
|---|--|---|--|
| (1) Key Performance Indicators – 2013/14 - Outturn                          | Outturn KPI performance (all indicators) considered at the first meeting of each municipal year. | Outturn KPI performance report for 2013/14 (all indicators) considered at meeting on 16 July 2014.  | 16 July 2014;<br><del>09 September;</del><br>11 November;                      |
| (2) Key Performance Indicators – 2014/15 – Quarterly Performance Monitoring | Quarterly KPI performance (specified indicators only) considered on a three-monthly basis.       | Quarterly KPI performance report for 2014/15 (specified indicators) to be considered at the meetings to be held in September 2014 (qtr. 1), November 2014 (qtr. 2) and March 2015 (qtr. 3). | <del>19 January 2015 – jointly with Fin. Cabinet Cttee;</del> and<br>10 March. |
| (3) Proposed Key Performance Indicators – for 2015/16                       | Draft indicator set considered alongside review of third quarter KPI performance for 2014/15.    | Proposed KPIs for 2015/16 to be considered at March 2015 meeting.   |  |
| (4) Financial Monitoring 2014/15  | Quarterly budget monitoring reports considered on a three-monthly basis.                         | Quarterly budget monitoring reports for 2014/15 to be considered at the meetings on September '14 (qtr. 1), November '14 (qtr. 2) and March '15 (qtr. 3).                                   |  |

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| (5) Annual Consultation Plan                    | Consultation plan considered on an annual basis at first meeting in each municipal year.                               | Consultation Plan was considered at July 2014 meeting.  |  |
| (6) Detailed Portfolio Budgets                  | Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee. | Annual review of portfolio budgets to be considered at joint meeting with the Cabinet Finance & Performance Management Committee on January 2015. |  |
| (7) Equality Objectives 2012-2016<br>- Progress | Progress against equality objectives considered on a six-monthly basis.  | Half yearly progress reports for 2014/15 to be considered at meetings on November 2014 and July 2015.   |  |
| (8) Provisional Capital Outturn 2013/14         | Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.                     | Provisional outturn for 2013/14 was considered at meeting on 16 July 2014   |  |
| (9) Provisional revenue Outturn 2013/14         | Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.                     | Provisional outturn for 2013/14 was considered at meeting on 16 July 2014   |  |
| (10) Fees and Charges 2015/16                   | Proposed fees and charges considered on an annual basis each November.   | Proposed fees and charges for 2015/16 considered at meeting on 11 November 2014   |  |

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| (11) Sickness Absence                                 | Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis.                              | Half yearly progress reports for 2014/15 to be considered at meetings on November 2014 and March 2015.   |  |
| (12) ICT Strategy Progress                            | Progress against ICT Strategy considered on an annual basis each September.   | Progress report to be considered at the 9 September 2014 and March 2015 meetings.  |  |
| (13) Key Performance Indicators – Commercial Premises | Went to Nov. 14 meeting<br>Comprehensive report on current performance against KPI 11 (Rent) and actions to improve performance | Report made to meeting on 11 November 2014 (Minute 44 – 11 March 2014 refers)  |  |
| (14) Call response/handling performance indicator     | Report on options following introduction of new telephony system.   | Report made to the 9 September 2014 meeting (Minute 42 – 11 March 2014 refers) - a further sample monitoring report to be brought to a future meeting. |  |
| (15) Use/cost of Consultants                          | Report on value and benefit derived from the use of consultancy services across the Council services.                           | Report to be made to meeting during 2014/15 (minute 40 – 11 March 2014 refers)   |  |

## Task and Finish Panels

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

| Item   | Report Deadline / Priority  | Progress/Comments   | Programme of Future Meetings   |
|--|---|---|--|
| First meeting to define Terms of Reference held on 29 September 2014   | Final Report by Feb 2015  | Final Report to go to the February 2015 O&S Committee meeting.  | <del>29-Sept-2014</del><br><del>20-October-2014</del><br><del>25-November-2014</del><br><del>15-January-2015</del> |
| (1) Agree terms of reference and scope of review;  | Terms of reference and scope of review agreed by Panel (29 September 2014) and Overview & Scrutiny Committee (14 October 2014); | Achieved  |  |
| (2) Consider views of chairmen and vice-chairmen of existing scrutiny panels and the Audit & Governance Committee, and service directors/lead officers, on the operation of the current framework; | By October 2014;  | Chairmen and Vice-Chairmen of existing scrutiny panels and the Audit & Governance Committee invited to attend meeting on 20 October 2014. Discussions being held with service directors/lead officers for report to same meeting; |  |



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| (3) Review workloads of existing scrutiny panels;  | By November 2014;  | Terms of reference of existing scrutiny panels to be reviewed at 25 November 2014 meeting; |  |
| (4) Consider report of options for future panel structure;                               | Options to be developed;   | Options to be considered by the Panel in November 2014;                                    |  |
| (5) Undertake appropriate stakeholder consultation                                       | Consultation to be held with all members and relevant stakeholders;                | Consultation to be completed by January 2015;  |  |
| (6) Final proposals, including training requirements, to be considered by February 2015. | Introduction of preferred structure at the commencement of 2015/16 municipal year. | Report to Overview and Scrutiny Committee (10 February 2015) and Council (21 April 2015).  |  |

| <b>Grant Aid Task and Finish Panel (Chairman – Cllr C P Pond)</b> |                                   |   |   |
|---|-----------------------------------|---|---|
| <b>Item</b>   | <b>Report Deadline / Priority</b> | <b>Progress/Comments</b>                                    | <b>Programme of Future Meetings</b>                                       |
| First meeting to define Terms of Reference – still to be had.     | Final Report by March 2015        | Final Report to go to the March 2015 O&S Committee meeting. | 1 <sup>st</sup> meeting held on <del>14 January 2015</del> ; 2 March 2015 |

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

| <b>Item</b>   | <b>Report Deadline/Priority</b>  | <b>Progress/Comments</b>   | <b>Programme of Meetings</b> |
|---|--|--|------------------------------|
| (1) Terms of reference, scoping report and work programme | Terms of reference and work programme to be considered at initial meeting and referred to Overview and Scrutiny Committee (27 April 2015) for adoption | Member nominations to membership of Panel still outstanding. Chairman and Vice-Chairman to be appointed at first meeting | To be arranged               |
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