

## Overview and Scrutiny Work Programme –2016-2017

<b>Overview and Scrutiny Committee</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) OS Annual Report 2015/16	June 2017	Final report to go to the June 2017 meeting.	07 June 2016; 19 July; 25 October; 19 December; 28 February 2017; and 18 April.
(2) Management of Epping Forest	7 June 2016	To arrange a visit from the Superintendent of Epping Forest, Paul Thomson and Judy Adams the Chairman of the Friends of Epping Forest on the present public consultation on the Forest Management Plan for 2017-2027	
(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 <sup>th</sup> Form Consortium (PICK submission)	October 2016	To review the progress of the new 6th Form consortium set up in the District in September 2015. To ask appropriate head teachers to the meeting. More appropriate for Sept. 2016 after a year of operation.	
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## Select Committees

### Communities Select Committee 2016/17 (Chairman – Councillor )

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Review of the approach to the Scheme Management Service to sheltered housing and properties designated for older people (Recommendations to Cabinet/Housing Portfolio Holder)	June 2016	Deferred to June 2016 meeting – Officers are currently formulating the proposals, which need detailed consideration before they can be brought forward.	20 June 2016; 06 September; 08 November' 17 January 2017; 14 March.
(2) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	June 2016	Deferred to June 2016 meeting – Very little progress has been made by the Tenant Scrutiny Panel, which has been exacerbated by the recent departure of the Tenant Participation Officer. However, recruitment to the post is underway and the new officer will be assisting the tenants and Leaseholders Federation to review its approach to tenant scrutiny.	
(3) Review of the future use of sheltered/grouped housing scheme sites (Recommendations to Cabinet/Housing Portfolio Holder)	June 2016		
(4) Housing Service Strategy on Home Ownership and leaseholder Services (Recommendations to Housing Portfolio Holder)	November 2016	Deferred to January 2018 meeting – in line with the recommendation of the report on the outcome of the review of the future coverage and scope of housing service strategies	
(5) Annual Report of the Community Safety Partnership	September 2016	Annual report to Committee	

(6) Feedback on the success of the Crucial Crew Initiative and learning points for future programmes	September 2016	Annual Report to meeting	
(7) KPI Review	Quarterly	Progress reporting: Q1 September 2016; Q2 November 2016; Q3 March 2017; Q4 June 2017.	

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

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of the Elections May & June 2016	5 July 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	
(3) Key Performance Indicators 2015/16 – Outturn	Outturn KPI performance (Governance indicators only) considered at first meeting in each municipal year	Outturn KPI performance report for 2015/16 to be considered at the July 2016 meeting.	
(4) Key Performance Indicators 2016/17 – Quarterly Performance Monitoring	Quarterly KPI performance (Governance indicators only) considered on a quarterly basis	Quarterly KPI performance reports for 2015/16 to be considered at meetings on: September 2016 (Q1); November 2016 (Q2); January 2017 (Q3).	
(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	July 2016	Review 6 monthly performance: July 2016 January 2017	
(7) Proposed Equality Objectives 2016-2020	Q2 November 2016	Six monthly reporting - Proposed Equality Objectives 2016-2020 Q4 at June 2017 meeting	
(8) Annual Equality Information Report - 2016	November 2016		

**Neighbourhoods Select Committee 2016/17  
(Chairman – Councillor)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	March 2017	Annual report Committee	28 July 2016; 13 September; 15 November; 24 January 2017; 21 March
(2) CCTV action plan review	January 2016	Annual report to Committee	
(3) KPIs 2015/16	July 2016	Outturn report for 2015/16	
(4) To review the specific quarterly KPI's for 2016/17	Quarterly	Progress reports to meetings: Q1 in September 2016; Q2 in November 2016; Q3 in March 2017	
(5) To receive updates from the Green Corporate Working Party	As appropriate	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.	
(6) 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)	



**Resources Select Committee 2016/17  
(Chairman – Councillor)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) To review the specific quarterly KPI's for 2016/17	Quarterly	Progress reports to meetings: Q1 in October 2016; Q2 in December 2016; Q3 in February 2017	12 July 2016; 10 October; 06 December; 07 February 2017; and 28 April
(2) Key Performance Indicators 2015/16 - Outturn	Outturn KPI performance considered at the first meeting of each municipal year	Outturn KPI performance report for 2015/16 for July 2016 meeting.	
(3) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual Review of portfolio budgets to be considered at joint meeting with the F&PM Cabinet Committee in January of each year.	
(4) ICT Strategy – progress & Call handling	Progress against ICT Strategy Considered on an annual basis.	Progress report on call/response handling. A report on options following introduction of new telephony system.	
(5) Fees and Charges 2017/18	Proposed fees and charges for 2017/18 – for October 2016	Proposed fees and charges considered on an annual basis each October	

(6) Provisional Capital Outturn 2015/16	Provisional outturn for 2015/16 for July meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	
(7) 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.	
(8) Sickness Absence Outturn	July 2016	To review the Sickness Outturn report for 2015 -16.	
(9) 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	
(10) Medium Term Financial Strategy & Financial issues paper	October 2016	Received the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast	
(11) Quarterly Financial Monitoring	Oct. 2016; Dec. 2016; & April 2017	To receive quarterly financial monitoring Reports	
(12) Shared Services Working	TBA	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.	
(13) Housing Benefit Fraud & Compliance	February 2017	Received a report in February 2017 on the fraud team's work.	