

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.	