

Communities Select Committee (Chairman – Cllr Yolanda Knight)

Work Programme 2016/17

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
Standard (Periodic) Items			27th June 2016 6th Sept 2016 8th Nov 2016 21 st Nov 2016 17th Jan 2017 14th March 2017
(1) Performance against Housing Service Standards and Review <i>(Recommendations to Housing Portfolio Holder)</i>	June 2016 (Medium)	<i>(Housing Portfolio)</i> Completed - June 2016 meeting	
(2) 6-Month Progress Report on Housing Strategy Action Plan 2016	June 2016 (Medium)	<i>(Housing Portfolio)</i> Completed - June 2016 meeting	
(3) Communities Key Performance Indicators (KPIs) – 2015/16 Out-Turn	June 2016 (Low)	<i>(Housing Portfolio)</i> Completed - June 2016 meeting	
(4) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2015/15 Out-Turn	June 2016 (Low)	<i>(All Portfolios)</i> Completed - June 2016 meeting	
(5) Summary of key housing provisions of the Housing and Planning Act 2016	June 2016 (Low)	<i>(Housing Portfolio)</i> Completed - June 2016 meeting	
(6) Annual Diversity Report of Housing Applicants and Lettings	September 2016 (Low)	<i>(Housing Portfolio)</i> Completed – September 2016 meeting	

(7) Annual Report on the HomeOptions Choice Based Lettings Scheme	September 2016 (Low)	<i>(Housing Portfolio)</i> Completed – September 2016 meeting
(8) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2016 (Low)	<i>(Housing Portfolio)</i> Completed – September 2016 meeting
(9) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2016 (Low)	<i>(All Portfolios)</i> Completed – September 2016 meeting
(10) Annual feedback on the success of the Crucial Crew initiative and proposals for future delivery	September 2016 (Low)	<i>(Safer Greener Transport Portfolio)</i> Completed – September 2016 meeting
(11) Annual Report of the Community Safety Partnership	8 th November 2016 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Scheduled for 8th November meeting
(12) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	8 th November 2016 (Low)	<i>(Leisure and Community Service Portfolio)</i> Scheduled for 8th November meeting
(13) Six-monthly Progress Report on Housing Business Plan Action Plan 2016/17	21 st November 2016 (Medium)	<i>(Housing Portfolio)</i> Scheduled for 21st November meeting
(14) Six-Month Review of the HRA Financial Plan 2016/17	21 st November 2016 (High)	<i>(Housing Portfolio)</i> Scheduled for 21st November meeting
(15) Communities Key Performance Indicators (KPIs) – Quarter 2	21 st November 2016 (Low)	<i>(Housing Portfolio)</i> Scheduled for 21st November meeting

(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	21 st November 2016 (Low)	<i>(All Portfolios)</i> Scheduled for 21st November meeting
(17) Annual feedback on the success of the Reality Roadshow initiative and learning points for the future	January 2017 (Low)	<i>(Leisure and Community Service Portfolio)</i>
(18) Housing Strategy Key Action Plan 2016 – 12 Month Progress Report	January 2017 (Medium)	<i>(Housing Portfolio)</i>
(19) Housing Strategy Key Action Plan 2017 <i>(Recommendations to Housing Portfolio Holder)</i>	January 2017 (Medium)	<i>(Housing Portfolio)</i>
(20) Briefing on the proposed Council rent increase for 2017/18	January 2017 (Low)	<i>(Housing Portfolio)</i>
(21) Housing service improvements and service enhancements – 2017/18 <i>(Recommendations to Cabinet)</i>	January 2017 (High)	<i>(Housing Portfolio)</i>
(22) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2017 (Low)	<i>(Housing Portfolio)</i>
(23) Communities Key Performance Indicators (KPIs) – Targets for 2017/18	March 2017 (High)	<i>(Housing Portfolio)</i>
(24) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2017 (Low)	<i>(All Portfolios)</i>

(25) 12-monthly Progress Report on Housing Business Plan Action Plan 2016/17	March 2017 (Medium)	<i>(Housing Portfolio)</i>
(26) HRA Business Plan 2017/18	March 2017 (High)	<i>(Housing Portfolio)</i>
(27) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2017 (High)	<i>(Leisure and Community Service Portfolio)</i>
Special (Planned) Items		
(28) Presentation on Disabled Facilities Grants and current demand and expenditure	September 2016 (Medium)	<i>(Housing Portfolio)</i> Completed – September 2016 meeting
(29) Approach to promotion and marketing of support and financial incentives for under-occupying tenants wanting to transfer	September 2016 (Medium)	<i>(Housing Portfolio)</i> Completed – September 2016 meeting
(30) Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise	September 2016 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed – September 2016 meeting
(31) Presentation from Essex Police's District Commander on current policing and crime issues in the District	8 th November 2016 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Scheduled for 8th November meeting
(32) Review of the Council's Careline Service <i>(Recommendations to Cabinet)</i>	21 st November 2016 (High)	<i>(Housing Portfolio)</i> Scheduled for 21st November meeting

(33) Presentation by Epping Forest CAB on its use of EFDC funding for their two Debt Advisors	21 st November 2016 January 2017 (High)	(Housing Portfolio) Deferred – The CAB Manager was unable to make the date of the meeting
(34) Consultation on the Council's HRA Financial Options Review – prior to consideration by the Finance and Performance Management Cabinet Committee (Recommendations to the Finance and Performance Management Cabinet Committee)	November 2016 January 2017 (High)	(Housing Portfolio) Delayed – Due to the Govt. not yet publishing its proposed arrangements for the required sale of higher value empty Council properties
(35) Review of CCTV Action Plan	January 2017 (Medium)	(Safer Greener Transport Portfolio)
(36) Review of the future use of sheltered/grouped housing scheme sites (Recommendations to Cabinet / Housing Portfolio Holder)	January 2017 (High)	(Housing Portfolio)
(37) Housing Strategy 2017 – 2021 (Recommendations to the Cabinet and Full Council)	March 2017 (High)	(Housing Portfolio)
Items added to Work Programme during the year		
(38) Approach to decommissioning CCTV systems	8 th November 2016 (Medium)	(Safer Greener Transport Portfolio) Scheduled for 8th November meeting
(39) Presentation on disabled adaptations to Council properties	January 2017 (Low)	(Housing Portfolio)

(40) The homelessness situation in Epping Forest and potential mitigation strategies	January 2017 (High)	<i>(Housing Portfolio)</i>	
Planned Items for Future Years			
Review of the success of the pilot scheme to extend the opening hours of the Limes Centre, following 12 months' operation	July 2017 (Medium)	<i>(Leisure and Community Service and Safer Greener Transport Portfolios)</i>	
12-month review of homelessness loans and tenancy deposits funded by "Invest to Save"	July 2017 (Medium)	<i>(Housing Portfolio)</i>	
Review of the approach to the Scheme Management Service to sheltered housing and properties designated for older people <i>(Recommendations to Cabinet / Housing Portfolio Holder)</i>	July 2017 (High)	<i>(Housing Portfolio)</i>	
Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise	September 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i>	
Review of Housing Allocations Scheme and Tenancy Policy after 2 years operation (with any changes effective from April 2018) <i>(Recommendations to the Cabinet)</i>	September 2017 (High)	<i>(Housing Portfolio)</i>	

Presentation from Essex Police's District Commander on current policing and crime issues in the District	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i>	
Review of Housing Service Strategy on Home Ownership and Leaseholder Services	January 2018 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Anti-Social Behaviour and Harassment	March 2018 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Tenant Participation	March 2019 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Rent Arrears and Administration	November 2019 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Older People's Housing	September 2020 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Housing and Neighbourhood Management	September 2020 (Low)	<i>(Housing Portfolio)</i>	
Review of Housing Service Strategy on Empty Properties in the Private Sector	March 2021 (Low)	<i>(Housing Portfolio)</i>	