

## Overview and Scrutiny Work Programme 2016/17

Overview and Scrutiny Committee (Updated: 1 March 2017)

<b>Chairman – Councillor M. Sartin</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Transport for London – Central Line services and infrastructure (Scrutiny of external organisations)	19 December 2016	External scrutiny of local Central Line services and infrastructure completed at meeting held on 19 December 2017. Response to follow-up issues to be reported to meeting on 28 February 2017.	07 June 2016; 19 July; 25 October; 19 December; 30 January 2017 cancelled); 28 February; and 18 April.
(2) Corporation of London (Scrutiny of External Organisations) (PICK submission)	7 June 2016	External scrutiny of proposed Epping Forest Management Plan 2017-2027 completed at meeting held on 7 June 2016. No response to follow-up issues by Superintendent of Epping Forest.	
(3) Essex County Council – Local Highways Services and infrastructure (Scrutiny of External Organisations)	Alternative way forward considered at meeting on 28 February 2017	External scrutiny of local highway services and infrastructure. Appropriate lines of questioning and scope/focus of presentation (if required) agreed at meeting held on 19 July 2016.	
(4) Overview and Scrutiny Work Programme (2017/18)	First meeting of each municipal year (6 June 2017)	To agree the work programmes for the Overview and Scrutiny Committee and each of the four select committees for 2017/18.	
(5) Corporate Priorities and Key Decisions (2017/18)	First meeting of each municipal year (6 June 2017)	The Leader of the Council to present the Council's corporate priorities and the Executive's programme of Key Decisions for the year and indicate where work on the Cabinet's behalf could be undertaken by overview and scrutiny.	

(6) Directorate Business Plans (2017/18)	First meeting of each municipal year (6 June 2017)	All Portfolio Holders to present the priorities and service challenges from the business plan for their portfolio, at the first meeting in each municipal year	
(7) Epping Forest College (Scrutiny of External Organisations)	28 February 2017	External scrutiny of improvement plans arising from report of Ofsted (November 2016) on 'inadequate' judgement educational facilities and services, completed at meeting held on 28 February 2017.	
(8) Princess Alexandra Hospital NHS Trust (Scrutiny of External Organisations)	6 June 2017 (to be carried forward to work programme for 2017/18)	Scrutiny of plans for improvement arising from report of Care Quality Commission (October 2016) on its 'inadequate' judgement of the quality of care at Princess Alexandra Hospital.	
(9) Transformation Programme (PICK submission)	28 February 2017	PICK submission agreed at meeting held on 28 February 2017. Referred to Resources Select Committee.	

## Overview and Scrutiny Committee – Reserve Work Programme

ITEM	Report Deadline / Priority	Progress / Comments
(1) Barts Health NHS Trust (Whipps Cross Hospital) (Scrutiny of External Organisations)	To be carried forward to work programme for 2017/18	Scrutiny of service improvements at Whipps Cross Hospital following report of Care Quality Commission in 2015. The Managing Director of Whipps Cross attended the meeting of the Committee in February 2016 meeting, when it was agreed that a representatives of the Trust would update the Committee on progress during 2016/17.
(2) Epping Forest Sixth-Form Consortium (Scrutiny of External Organisation.)	To be carried forward to work programme for 2017/18	(PICK submission) To review the progress of the new 6th Form consortium set up in the District in September 2015. Originally intended to seek presentation from appropriate head teachers after a year of operation.
(3) Essex County Council (Children’s Services) (Scrutiny of External Organisations)	To be carried forward to work programme for 2017/18	Recommendation arising from Children’s Services Task and Finish Panel requires the Committee to meet with Essex County Council in respect of children’s services on an annual basis. The Director of Children’s Commissioning attended the meeting in April 2016. Agreed that this be considered further at a later date.

## 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	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	27 June 2016; 06 September; 08 November; 21 November; 17 January 2017; and 14 March.
(2) 6-Month Progress Report on Housing Strategy Action Plan 2016	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(3) Communities Key Performance Indicators (KPIs) – 2015/16 Out-Turn	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(4) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2015/16 Out-Turn	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(5) Summary of key housing provisions of the Housing and Planning Act 2016	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(6) Annual Diversity Report of Housing Applicants and Lettings	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	
(7) Annual Report on the HomeOptions Choice Based Lettings Scheme	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	
(8) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	

(9) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2016	<b>COMPLETED – September 2016 (All Portfolios)</b>	
(10) Annual Feedback on the success of the Crucial Crew initiative and learning points for future programmes	September 2016	<b>COMPLETED – September 2016</b> (Safer Greener Transport Portfolio)	
(11) Annual Report of the Community Safety Partnership	8 November 2016	(Safer Greener Transport Portfolio) <b>COMPLETED</b>	
(12) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	8 November 2016	(Leisure and Community Service Portfolio) <b>COMPLETED</b>	
(13) Six-Monthly Progress Report on Housing Business Plan Action Plan 2016/17	21 November 2016	(Housing Portfolio) - <b>COMPLETED</b>	
(14) Six-Month Review of the HRA Financial Plan 2016/17	21 November 2016	(Housing Portfolio) - <b>COMPLETED</b>	
(15) Communities Key Performance Indicators (KPIs) – Quarter 2	21 November 2016	(Housing Portfolio) - <b>COMPLETED</b>	
(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	21 November 2016	(All Portfolios) - <b>COMPLETED</b>	
(17) Annual feedback on the success of the Reality Roadshow initiative and learning points for the future	January 2017	(Leisure and Community Service Portfolio) - <b>Completed</b>	

(18) Housing Strategy Key Action Plan 2016 – 12 Month Progress Report	January 2017	(Housing Portfolio) - <b>Completed</b>	
(19) Briefing on the proposed Council rent increase for 2017/18	January 2017	(Housing Portfolio) - <b>Completed</b>	
(20) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2017	(Housing Portfolio) - <b>Completed</b>	
(21) Communities Key Performance Indicators (KPIs) – Targets for 2017/18	March 2017	(Housing Portfolio) - <b>Completed</b>	
(22) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2017	(All Portfolios) - <b>Completed</b>	
(23) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2017	(Housing Portfolio) - <b>Completed</b>	
(24) Presentation on Disabled Facilities Grants and current demand and expenditure	September 2016	<b>COMPLETED – September 2016</b> (Housing Portfolio)	
(25) Approach to promotion and marketing of support and financial incentives for under-occupying tenants wanting to transfer	September 2016	<b>COMPLETED – September 2016</b> (Housing Portfolio)	
(26) Attendance by Essex Police District Commander at next meeting – Discussion on issues to raise	September 2016	(Safer Greener Transport Portfolio) <b>COMPLETED</b>	
(27) Presentation by Epping Forest CAB on its use of EFDC funding for their two Debt Advisors	January 2017	(Housing Portfolio) - <b>Completed</b>	

(28) Consultation on the Council's HRA Financial Options Review – prior to consideration by the Finance and Performance Management Cabinet Committee	January March 2017	(Housing Portfolio) Went joint meeting of the Finance & Performance Cabinet Cttee. & the Communities SC - <b>Completed</b>	
(29) Review of the Council's Careline Service	21 November 2016	(Housing Portfolio) - <b>COMPLETED</b>	
(30) Presentation from Essex Police's District Commander on current policing and crime issues in the District	8 November 2016	(Safer Greener Transport Portfolio) <b>COMPLETED</b>	
(31) Review of the future use of sheltered/grouped housing scheme sites	June 2017	(Housing Portfolio)	
(32) Housing Strategy 2017-2022	June 2017	(Housing Portfolio)	
(33) Approach to decommissioning CCTV Systems	8 November 2016	<b>COMPLETED</b> – (Safer Cleaner Transport)	

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

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of the Elections and EU Referendum May & June 2016	29 September 2016	Review of the processes for the EU Referendum, District Council and Parish Council elections <b>COMPLETED</b>	05 July 2016; 29 September; 29 November; 31 January 2017; 04 April
(2) Review of Public Consultations	5 July 2015	Annual Review <b>COMPLETED</b>	
(3) Key Performance Indicators 2015/16 – Q4 (Outturn) Performance	5 July 2016	Governance indicators only <b>COMPLETED</b>	
(4) Key Performance Indicators 2016/17 – Quarterly Performance Monitoring	<b>Q1 – September 2016 Completed</b> <b>Q2 – November 2016 Completed</b> <b>Q3 – January 2017</b>	Governance indicators only - <b>Completed</b>	
(5) Development Management Chair and Vice Chair's Meeting	Received a report of the 4 Oct 2016 meeting at their Nov '16 meeting	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	<b>COMPLETED</b>	
(7) Equality Objectives 2016-2020 – 6 monthly reporting	Q2 29 November 2016	<b>COMPLETED</b>	
(8) Annual Equality Information Report - 2016	29 September 2016	<b>COMPLETED</b>	
(9) Corporate Plan Key Action Plan 2015/16 – Q4 (Outturn) Position	5 July 2016	Governance actions only <b>COMPLETED</b>	
(10) Corporate Plan Key Action Plan 2016/17 – quarterly reporting	<b>Q1 – September 2016 Completed Q2 – November 2016 Completed Q3 – January 2017</b>	Governance actions only - <b>COMPLETED</b>	
(11) Petitions Scheme	TBA	Review of the Council's Petitions Scheme	
(12) Compliments and Complaints	31 January 2017	Olivia Shaw, Head of Customers Services has been invited to a future meeting. To identify trends a period of time will need to elapse. .	

(13) Review of Enforcement activity across the services of the Governance Directorate.	4 April 2017	This item will include Planning Enforcement but corporate and benefit fraud as well, within the Governance remit.	
(14) Building Control	4 July 2017		
(15) Essex County Council Highways	31 January 2017	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 – <b>Completed</b>	
(16) <del>Initial Proposals for New Parliamentary Constituency Boundaries for the Eastern Region</del>	29 November 2016	The Boundary Commission for England is reviewing Parliamentary constituency boundaries and is looking at reducing the number of constituencies in Essex from 18 to 17. <b><i>Following consultation with Members through the Council Bulletin, no adverse comments had been received regarding the proposals, therefore with the Chairman's permission, this item has been removed from the Work Programme.</i></b>	
(17) Invitation to new Customer Services Manager to attend a meeting	TBA		
(18) Review of Planning Application Validation Checklist	4 April 2017		

<b>Neighbourhoods Select Committee 2016/17 (Chairman – Councillor N Bedford)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Enforcement activity	March 2017	Annual report Committee	28 June 2016; 13 September;

(2) KPIs 2015/16 – Outturn Review	First meeting of each municipal year.	Outturn KPI performance report for 2015/16 went to the June 2016 meeting.	15 November; 24 January 2017 (Cancelled); 24 March
(3) KPI's for 2016/17 – Quarterly Review	Quarterly	Review of quarterly performance: <b>Q1 in September 2016; COMPLETED</b> <b>Q2 in November 2016; COMPLETED</b> <b>Q3 in March 2017 – Completed</b>	
(4) Corporate Plan Key Action Plan 2015/16 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance considered at the June 2016	
(5) Corporate Plan Key Action Plan 2016/17 – Quarterly Review	Quarterly	Review of Quarterly performance: <b>Q1 September 2016; COMPLETED</b> <b>Q2 November 2016; COMPLETED</b> <b>Q3 March 2017 - Completed</b>	
(6) To receive updates from the Green Corporate Working Party	As appropriate (Last update received on the current position in <b>November '16</b> )	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 2017 meeting)	
(8) Presentation on the problems and possible solutions for fly-tipping in the EFDC area.	13 Sept. 2016	To receive an update from EFDC officers on fly-tipping. <b>COMPLETED</b>	
(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.	
(10) Review of Land Drainage arrangements.	13 Sept. 2016	Item from the O&S Co-ordinating Group. To receive a presentation from officers on land drainage arrangements and problems. <b>COMPLETED</b>	

(11) Review of arrangements for ensuring the behaviour of Licenced Taxi Drivers.	TBA	Item from the O&S Co-ordinating group.	
(12) Yearly Review of the Off-Street Parking Service	TBA	At their November 2016 meeting the Committee agreed to review on an annual basis the off-street parking service recently taken over by EFDC from NEPP.	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators 2015/16 – Outturn Review	Outturn KPI Performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2015/16 went to July 2016 meeting	<del>12 July 2016;</del> <del>10 October;</del> <del>06 December;</del> <del>07 February 2017;</del> and <del>28 March</del> . Extra Meeting: 10 April 2017
(2) To review the specific quarterly KPI 2016/17	Quarterly	Review of quarterly performance: <b>Q1 in October 2016 - COMPLETED;</b> <b>Q2 in December '16 - COMPLETED;</b> <b>Q3 in February '17 - Completed</b>	
(3) Corporate Plan Key Action Plan 2015/16 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance went to July 2016 meeting	
(4) Corporate Plan Key Action Plan 2016/17 – quarterly review	Quarterly	Review of quarterly performance: <b>Q1 October 2016 - COMPLETED;</b> <b>Q2 December 2016 - COMPLETED;</b> <b>Q3 February 2017 - Completed</b>	
(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 March 2017 on general it systems and telephone monitoring statistics</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 – went to the July 2016 meeting.	
(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  <b><i>Last report received at December 2016 meeting.</i></b>	
(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	<b>Oct. 2016; Dec. 2016; &amp; March 2017</b>	To receive quarterly financial monitoring Reports	
(14) Review of Risk Management Arrangements	February 2017	Item from the O&S Co-ordinating Group. To review the trends in claims experience - <b>Completed</b>	
(15) Review of Section 106 monies and monitoring report	Dec 2016	Item from O&S Co-ordinating group. Section 106 agreements attempt to alleviate significant impacts on the local area and reach an agreement with the developer to mitigate the costs of additional infrastructure. The Community Infrastructure Levy (CIL) looks at the wider area infrastructure and tries to gain funding for its implementation. The two funding streams cannot fund the same infrastructure.	
(16) Cost of Member and corporate activities	February 2017	Item from O&S Co-ordinating Group. To review requests for meetings/reports and examine the cost implications. - <b>Completed</b>	
(17) 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. <i>Last update at December 2015 meeting.</i>	
(18) Housing Benefit Fraud & Compliance	February 2017	Received a report in February 2016 on the fraud team's work. - <b>Completed</b>	
(19) Invest to Save update	December 2016	Received report updating the Committee on the Council's Invest to Save scheme	

(20) General update on the General Fund CSB, DDF and ITS	December 2016	Received an updating report on the CSB, DDF and ITS schemes.	
(21) Review of Agency Staff and their cost by Directorate	March 2017	To review the Audit report.	
(22) PICK Form on the Transformation Project	Initial meeting on 10 April 2017	Initial meeting to review PICK form and set terms of reference for looking at the Transformation project.	