

Supplementary Committee Agenda



Overview and Scrutiny Committee Thursday, 31st August, 2006

Place: Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: Simon Hill, Senior Democratic Services Officer
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5. LIAISON WITH CABINET (Pages 3 - 24)

Attached is the current draft of the Cabinet Work Programme. The Leader of the Council has stated that this is still work in progress but will welcome views from the Committee.

Please bring these papers to the meeting for consideration.

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EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO -

FINANCE, PERFORMANCE MANAGEMENT &
CORPORATE SUPPORT SERVICES

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Violence at Work	Approval of Policy	4 September 2006	Cabinet	SMT, Trade Unions	Tony Tidey	File Papers in HR
Age Discrimination Regulations	Approval of Policy	4 September 2006	Cabinet	SMT Trade Unions JCC	Tony Tidey	File papers in HR
Child Protection Policy	Approval of Policy	4 September 2006	Cabinet	SMT Trade Unions JCC	Tony Tidey	File papers in HR
Work Experience Policy	Approval of Policy	4 September 2006	Cabinet	SMT Trade Unions JCC	Tony Tidey	File papers in HR
Staff Code of Conduct	Approval of Policy	4 September 2006	Cabinet	SMT Trade Unions JCC	Tony Tidey	File Papers in HR
Internet Usage Policy	Approval of Policy	4 September 2006	Cabinet	SMT Trade Unions JCC	Tony Tidey	File papers in HR
Revenues and Benefits Computer System	Whether to replace the system and if so the method of procurement	4 September 2006	Cabinet	Customer Services & ICT Scrutiny Panel	Bob Palmer	File papers held by Head of Finance

Capital Programme	Approval of updated programme	4 September 2006	Cabinet	Management Board	Peter Maddock	File papers in Accountancy
Empty Properties	Policy on Council Tax Discounts	4 September 2006 26 September 2006	Cabinet Council	Management Board	Rob Pavey Rob Pavey	File papers in Revenues
Treasury Management - Policies and Investment Practices	Annual report to Cabinet	4 September 2006	Cabinet	FPM Scrutiny Panel FPM Cabinet Committee	Bob Palmer	File papers in Accountancy
Financial Issues Paper	Resource Prioritisation	25 September 2006 9 October 2006	Finance and Performance Management Cabinet Committee Cabinet	Management Board	Bob Palmer Bob Palmer	File papers in Accountancy
Audit and Governance Committee	Proposed establishment	25 September 2006	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Business and internal Control Assurance Framework		25 September 2006	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Capital Strategy	To approve the Strategy	9 October 2006 14 December 2006	Cabinet Council	Management Board Heads of Service	Peter Maddock Peter Maddock	File Papers in Accountancy

Re-use of Public Sector Information Regulations	Ratify corporate policy	13 November 2006	Cabinet	Constitutional Scrutiny Management Board	Affairs Panel, Management Board	Ian Willett	Freedom of Information Policy
T11 Development Site (1.06Ha), Langston Road, Loughton	Approval of land sale / development strategy	13 November 2006	Cabinet	Essex County Council Planning Consultant Leader and Portfolio Holder		Mike Shorten	Planning Application EPF/1450/06 Property File 844
Industrial Development Land (0.36ha), Merlin Way, North Weald	Approval of land sale / development strategy	13 November 2006	Cabinet	Planning Consultant Leader & Portfolio Holder		Mike Shorten	Property File 2015
Half Year Internal Audit Monitoring Report 2006/07		20 November 2006	Finance and Performance Management Cabinet Committee	Management Board		Joe Akerman	File papers in Internal Audit
Fees and Charges	Annual Review	20 November 2006	Finance and Performance Management Cabinet Committee	Management Board		Bob Palmer	File papers in Accountancy
Recruitment and Retention	Review of activity/future options	18 December 2006	Cabinet	Trade Unions		Tony Tidey	File Papers in HR
Asset Management Plan	To approve the new 5-year Asset Management Plan	18 December 2006	Cabinet	IPF Management Consultant AMP Network Management Board	Asset	Mike Shorten	Property File 1046
Annual Revenue	Budget and Council Tax setting	29 January 2007	Finance and Performance	FPM Scrutiny Panel		Bob Palmer	File papers in Accountancy

and Capital Budgets		5 February 2007	Management Cabinet Committee		Bob Palmer Bob Palmer	
Third Quarter Internal Audit Monitoring Report 2006/07		29 January 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File Papers in Internal Audit
Environmental Services Structure Review	Agree revised structure	5 February 2007	Cabinet		John Gilbert	None.
Possible Development of Council Car Parks	Consider recommendations of Town Centre & Car Parks Scrutiny Panel	5 February 2007	Cabinet	Town Centre & Car Parks Scrutiny Panel Town Partnerships	Mike Shorten	Property File 911 Planning and Development Consultant's report
Fourth Quarter Internal Audit Monitoring Report 2006/07		23 April 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Internal Audit Annual Plan 2007/08		23 April 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Best Value Performance Plan	Statutory requirement to be published by 30 June	11 June 2007 28 June 2007	Cabinet Council	All Members FPM Scrutiny Panel	Stephen Tautz Stephen Tautz	File papers in PMU

Statutory Statement of Accounts	Approval of annual accounts and outturn reports	18 June 2007 28 June 2007	Finance and Performance Management Cabinet Committee Council	Management Board	Bob Palmer	File papers in Accountancy
Statement on Internal Control	Part of the Statutory Statement of Accounts	18 June 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Internal Audit Annual Report 2006/07		16 July 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit

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COMMUNITY WELLBEING PORTFOLIO WORK PROGRAMME 2006/07

Work area	Project	Responsible Officer	Date	Comments
Emergency Planning	Balance of funding. Request to fully meet costs of new post already agreed in principle to meet the Council's liabilities under the Civil Contingencies Act 2004	Mike Tipping	To Cabinet 4.9.06	
Concessionary Fares	New arrangements introduced by Government in early 2006 – funding subject to challenge by operatives may lead to extra payments due from Council. Further changes to the scheme due to be introduced by Central Government	Bob Palmer	Reports as and when necessary	
Crime & Disorder	Government consultation paper on possible changes to the Crime and Disorder arrangements subject to review by O & S Task and Finish Panel. Government proposals will be enacted in Police and Criminal Justice Bill. Will lead to need to review arrangements within the Council early in 2007.	John Scott	Consideration of recommendation from O & S Review early 2007	
Licensing Act Policy	Consultation currently underway on new licensing responsibilities being introduced by The Gambling Act 2006	Jim Nolan	Adoption of new policies for implementation via Licensing Committee arrangements October/November 2006	

Grant Aid	Consideration of and approval of applications made under the scheme	Chris Overend	Ongoing – as and when necessary	
Health Service	Health Service Reconfiguration currently in progress. May have some implications for Joint Working with the Council.	John Scott	To consider as and when necessary	
Complaints Policy Day Clubs for the Elderly External Funding Social Inclusion	No proposals in work programme			

Work programme for Community Well Being Portfolio

Task	Timescale	Progress
Consult on and introduce new Gambling Policy		Initial consultation out to interested parties
Consideration of re-structure of Environmental Services	To be completed by end January 2007	Initial stages underway with Management Board

Work programme for Civil Engineering & Maintenance Portfolio

Task	Timescale	Progress
Implementation of Buckhurst Hill & Epping parking reviews	Implementation to commence late 2006	Orders advertised, objections received to be considered by ECC and EFDC Portfolio Holders
Commencement of Loughton and Waltham Abbey parking reviews	Survey and reviews complete in 2006/07, implementation during 2007/08	Scope of reviews agreed with local EFDC members. ECC to appoint consultants to undertake beat surveys
Implementation of Memorandum of Understanding (MoU) with the Environment Agency	Ongoing over next 2 years	MoU just underway
Establish local liaison arrangements with ECC Highways at Harlow.	Complete process by March 2007	None
Consideration of re-structure of Environmental Services	To be completed by end January 2007	Initial stages underway with Management Board
To finalise Health and Safety Improvement works around the flood defence assets maintained by the Council.	This financial year will see the completion of the remaining works.	Works on track and within budget, possibility of savings due to some costs being passed on to the Environment Agency.
To implement year 1 of 3 year rolling Capital works programme for maintenance and inspection and remedial works to Principal Ordinary Watercourses and Council's flood defence assets	Tender awarded for 1 st year works for CCTV camera inspection and programmed to start in August 2006.	

Work programme for Environmental Protection Portfolio (with ICT and CS)

Task	Timescale	Progress
Commence implementation at Bobbingworth Tip	Initial works to entrance etc in 2006, substantive works & completion in 2007	Awaiting finalisation of section 278 agreement with the County Council
Commence study of potentially contaminated land	On-going	
Review and let new waste management contract	New contract in place by Summer 2007	PFHAG and officer support established and meeting weekly
Consideration of re-structure of Environmental Services	To be completed by end January 2007	Initial stages underway with Management Board
Computer Suite-2; Construction of a fully operational back up facility to the Council's ICT services in order to make the Network more robust.		Work has commenced
Comfort cooling for Civic Offices.	To be completed in the current financial year.	Planned start of installation in August 2006 for 2 nd floor of the Conder Building (Planning Control) Further funding being sought this year for the Rear Extension and also offices in both Legal Services and Housing Services.
Five Year Rolling Plan for Maintenance of Civic Offices.	On going implementation	Report to be put to Cabinet on 26/09/2006

Work programme for Planning & Economic Development Portfolio

Task	Timescale	Progress
Completion of Loughton TCE phases I and II	Completion scheduled for xxx	Likely completion October 2006, representing a 6 to 8 week delay
The Broadway TCE	Phase I commencement July 2006, phase II commencement February 2007	Phase I delayed awaiting completion of section 278 agreement with ECC. Intend still to complete phase I ahead of Christmas 2006
Loughton TCE phases III and IV	Undecided	Subject to review of capital programme by Cabinet in September 2006
Consideration of re-structure of Environmental Services	To be completed by end January 2007	Initial stages underway with Management Board

Work programme for Housing (Private Sector) Portfolio

Task	Timescale	Progress
Complete production of private sector housing policy to include: financial assistance houses in multiple occupation empty dwellings etc		HIMO and empty dwelling strategies adopted.
Consideration of re-structure of Environmental Services	To be completed by end January 2007	Initial stages underway with Management Board

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EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - COMMUNITY WELLBEING

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Grant Aid 2006/07 - King Harold Day Society	Allocation of Budget for Application Determination	4 September 2006	Cabinet	Portfolio Holder Leader of the Council	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination Allocation of Budget	26 September 2006	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination Allocation of Budget	31 October 2006	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Adoption of Gambling Policy	Gambling Act 2005	13 November 2006 14 December 2006	Cabinet Council	Extensive consultation public	Jim Nolan Jim Nolan	Draft policy available on website
Grant Aid 2006/07	Applications for Determination Allocation of Budget	5 December 2006	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination Allocation of Budget	23 January 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination Allocation of Budget	27 February 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS

Grant Aid 2006/07	Applications Determination Allocation of Budget	for	27 March 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
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EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - ENVIRONMENTAL PROTECTION

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Licensing Fees and Charges	Annual review	20 November 2006	Finance and Performance Management Cabinet Committee	Management Board	Jim Nolan	File papers in Accountancy

EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - LEISURE & YOUNG PEOPLE

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Ongar Leisure Centre Playing Fields	Redevelopment of Playing Fields to increase community use. Agreement in principle for Capital contribution	4 September 2006	Cabinet	None	Julie Chandler	None
Fisherman's Car Park, Buckhurst Hill	Supplementary Estimate for essential repairs	4 September 2006	Cabinet	None	Laura MacNeill	None
Disabled Toilet and Waltham Abbey Sports Centre	To seek funding to improve access for Sportability Club	4 September 2006	Cabinet	King Harold School	Derek Macnab	None.
Capital Expenditure on Grounds Maintenance	Proposed purchase of capital equipment	11 September 2006	Civil Engineering and Maintenance Portfolio Holder	None	Laura MacNeill	None
Epping Sports Centre Contract	Potential contract extension in principle agreement	13 November 2006	Cabinet	None	Derek Macnab	None
Support to Young Peoples Initiatives	To explore mechanisms to support either through Grant	13 November 2006	Cabinet	None	Derek Macnab	None

Leisure Fees and Charges	Aid or U B Rate Relief Annual review	20 November 2006	Finance and Performance Management Cabinet Committee	Management Board	Derek Macnab	File papers in Accountancy
Tree Strategy Policy	To recommend future policy with regard to Highways, Housing and Leisure Trees	18 December 2006	Cabinet	Housing Services Overview and Scrutiny Committee	Derek Macnab	None.
Final Report of Leisure Task & Finish Scrutiny Panel	To seek agreement from the Cabinet over the Scrutiny Task & Finish Panel recommendations.	5 February 2007	Cabinet	None	Derek Macnab	None
Epping Sports Centre Contract	Outcome of negotiations regarding potential extension to Leisure Management Contract for Epping Sports Centre	5 February 2007	Cabinet	None	Derek Macnab	None

EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - CIVIL ENGINEERING & MAINTENANCE

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Car Parking Fees and Charges	Annual review	20 November 2006	Finance and Performance Management Cabinet Committee	Management Board	John Gilbert	File papers in Accountancy
Loughton Parking Review	Consider outcome of review & consultation	18 December 2006	Cabinet	Local Residents Interested Parties	John Gilbert	None.
Waltham Abbey Parking Review	Consider outcome of review & consultation	18 December 2006	Cabinet	Local Residents Interested Parties	John Gilbert	None.

EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - LEADER'S

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Elections 2006 - Budget		9 October 2006 14 December 2006	Cabinet Council	Management Board	Ian Willett Ian Willett	Election Review Report to Constitutional Affairs Scrutiny Panel
Elections 2007 Budget		9 October 2006 20 February 2007	Cabinet Council	Management Board	Ian Willett Ian Willett	None.
Electoral Registration Budget 2006/07 & 2007/08		9 October 2006 20 February 2007	Cabinet Council	Management Board	Ian Willett Ian Willett	None.
Civic Ceremonial Review		18 December 2006 20 February 2007	Cabinet Council	Constitutional Affairs Scrutiny Panel	Ian Willett Ian Willett	Review Report to Constitutional Affairs Scrutiny Panel

EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - HOUSING

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Off Street Parking Programme	To consider schemes for next year	25 September 2006	Housing Portfolio Holder	Residents of identified schemes	Paul Pledger	Individual Scheme Assessments
Review of Housing Allocations Scheme	To recommend changes	25 September 2006	Housing Portfolio Holder	Tenants Federation Registered Landlords Local Council's Liaison Committee Housing Scrutiny Panel	Roger Wilson	Current scheme
Revised Housing Strategy	To approve the strategy	26 September 2006	Council	Housing Scrutiny Panel Various Others	Alan Hall	None.
Interim Review of Allocation Scheme	To consider conversion of non-secure tenancies to secure	9 October 2006	Cabinet	Registered Landlords Tenants Federation Local Councils Housing Scrutiny Panel	Roger Wilson	None.
Response Repair Target Times	To review times	13 November 2006	Cabinet	Tenants Federation	Paul Pledger	None.
Housing Fees and Charges	Annual review	20 November 2006	Finance and Performance Management Cabinet	Management Board	Alan Hall	File papers in Accountancy

Housing Service Strategy	Private Rented Sector	4 December 2006	Housing Portfolio Holder		Alan Hall	None.
Housing Service Strategy	Empty Properties Council	4 December 2006	Housing Portfolio Holder	Tenants Federation	Alan Hall	None.
Local Supporting People Strategy	To approve the new strategy	26 March 2007	Housing Portfolio Holder	Housing Panel Inclusive Forum Scrutiny	Roger Wilson	None.

EPHING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2006 TO 31 AUGUST 2007

PORTFOLIO - PLANNING AND ECONOMIC DEVELOPMENT

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
East of England Plan		4 September 2006	Cabinet	Planning and Environmental Protection Panel	Henry Stamp	None.
Statement of Community Involvement	To go to final Regulation consultation by late 28 October 2006.	10 October 2006 13 November 2006 14 December 2006	District Development Control Committee Cabinet Council		Henry Stamp Henry Stamp Henry Stamp	None.