

Overview and Scrutiny Committee Thursday, 7th July, 2005

Place: Civic Offices, High Street, Epping

Room: Council Chamber

Time: 7.30 pm

Democratic Services Officer: Simon Hill, Senior Democratic Services Officer
email: shill@eppingforestdc.gov.uk Tel: 01992 564249

Members:

Councillors Mrs D Collins (Chairman), Mrs J H Whitehouse (Vice-Chairman), Mrs D Borton, M Colling, K Faulkner, P Gode, Mrs A Grigg, F Maclaine, Mrs P Richardson, Mrs M Sartin and M Woollard

<p>PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND</p>
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1. MINUTES (Pages 7 - 22)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 31 May 2005 and 9 June 2005.

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

(Head of Research and Democratic Services). To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

(Head of Research and Democratic Services). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code

of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. LOCAL STRATEGIC PARTNERSHIP - PRESENTATION

Recommendation:

To receive a presentation from Marina Sherriff, the Community Strategy and Partnership Manager of the Epping Forest Local Strategic Partnership.

The Local Government Act 2000 places a statutory duty on the Council to ensure the production of a Community Strategy. Guidance issued by the Government makes it clear that such a strategy should be produced in consultation with the resident population and the public, private, voluntary and community agencies that provide services within the district. The Guidance makes clear that the preferred way to do this is via a partnership to be known as the Local Strategic Partnership. It is also clear however, that if such a partnership cannot be brought into being, then responsibility for the production of the community strategy falls upon the District Council.

Epping Forest District has a long and successful history of effective partnership working. There was already a Group in being known as the Epping Forest Communities Agency Group which agreed to become the Epping Forest Local Strategic Partnership.

Aiden Thomas the Chief Executive of Epping Forest Primary Care Trust is the Chairman of the Partnership and Councillor Dr Michael Heavens is the Vice-Chairman. Marina Sherriff is the only paid employee of the Local Strategic Partnership. She is employed via an agency agreement with Voluntary Action Epping Forest and her salary, etc. is paid by contributions from Partnership members as is the general running expenses. The majority of the work carried out by the Partnership is achieved by the input of staff time and resources from the various partnership members.

Marina's presentation will give a general review of the Partnership, the production of the Community Strategy, subsequent Action Plans and monitoring arrangements. She will explain the structure of the Partnership and answer members' questions is via a partnership with to be known as the Local Strategic Partnership.

6. TERMS OF REFERENCE (Pages 23 - 32)

Recommendation:

To consider the terms of reference for :

- (a) The Finance and Performance Management and Planning and Environment Standing Panels
- (b) Task Finish Panel on Register of Local Development Proposals

(Head of Research and Democratic Services). The Committee is asked to consider the attached terms of reference.

7. WORK PROGRAMME MONITORING (Pages 33 - 38)

- (a) Updated Schedule

The Committee are asked to note the attached updated schedule.

- (b) Progress reports – Standing and Task and Finish Panels

At it last two meetings, the Committee approved the membership, terms of reference and work plans of panels. All Chairman are asked to attend this meeting to give a progress report on these issues. A list of panels and the Chairman to report is set out below.

Standing Panel

Finance and Performance Management
 Housing
 Planning and Environment
 E-Government and Information and
 Communication Technology.
 Constitutional Affairs

Chairman

Councillor J M Whitehouse
 Councillor S Murray
 Councillor D Stallan

 Councillor F Maclaine
 Councillor R Morgan

Task and Finish Panel

Leisure Services
 Register of Local Development Interests
 Traveller Issues
 Member Services

Chairman

Councillor Mrs Grigg
 Councillor F Maclaine
 Councillor P McMillan
 Councillor M Sartin

- (c) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will consider items from the reserve list and allocate them accordingly once work plan time becomes available following existing review completion. To date one item for the reserve list has been submitted. This requests a review of the Council's consultancy work. Members are asked to submit further suggestions for the list.

8. CABINET REVIEW

Recommendation:

To consider any items to be raised by the Chairman at the Cabinet meeting on 11 July 2005.

(Head of Research and Democratic Services). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

In view of this role, the Committee is asked to consider the 7 July 2005 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

9. REVIEW ITEMS TO BE UNDERTAKEN BY THIS COMMITTEE (Pages 39 - 40)

Recommendation:

To consider work programme items allocated to this Committee.

The Committee are asked to consider the following items:

- (a) Highways Local Service Agreement

Proposals regarding the agreement are awaited from Essex County Council. They are due to be reported in September 2005.

- (b) 'PICK' System – Review of operation.

The initial proposal form for this review is attached. The timescale for this item is to be allocated.

- (c) London Underground Liaison

To be referred to September 2005 meeting of the Committee.

- (d) Primary Care Trust.

The time scale for this review is to be allocated.

10. STANDING AND TASK AND FINISH PANELS - TIMETABLE FOR MEETINGS

Proposed dates for meetings of panels are set out below. The Committee are asked to consider the initial arrangements and comment accordingly.

Panel	Proposed dates	Comments
Housing	First meeting - July 21 at 5.00pm in CR 2. Future dates to be agreed at meeting.	To confirm date with R Wilson and Portfolio Holder.
Finance and Performance Management	First meeting - July 25 or 26. Future dates to be approved at meeting	Date to be confirmed by S Tautz.
Constitutionals Affairs.	First meeting - 18 July 2005	
ICT	First meeting _18 July 2005 Second Mtg – 8 August 2005	
Planning and Environment		
Travellers	First meeting on either July 11, 12, 14,19, 21 at 11.00am to 12.30pm	
Externally funded Leisure Services		
Member Training	First meeting - 12 July	
Register of Local Interests.	First meeting - 26 July 7.30pm Future meetings: 22/23 August – all day site visit 30 August 7.30pm	

11. OVERVIEW AND SCRUTINY AWARENESS SESSION

(Head of Research and Democratic Services). The Committee is asked to note that an awareness session on the new arrangements will be held on 19 July at 7.30 pm in the Council Chamber, Epping.

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EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Tuesday, 31 May 2005
Place:	Civic Offices, High Street, Epping	Time:	7.30 - 8.13 pm
Members Present:	Councillors Mrs D Collins (Chairman) Mrs J H Whitehouse (Vice-Chairman) Mrs D Borton, M Colling, K Faulkner, Mrs A Grigg, F Maclaine, Mrs P Richardson, Mrs M Sartin and M Woollard		
Other Councillors:	Councillors Mrs J Davis, D Kelly, P McMillan, Mrs P Smith, D Stallan, C Whitbread and J M Whitehouse		
Apologies:	Councillors P Gode		
Officers Present:	J Scott (Joint Chief Executive), S G Hill (Senior Democratic Services Officer) and Z Folley (Democratic Services Assistant)		

1. INTRODUCTION AND WELCOME

The Chairman welcomed Members to the first meeting of the new Committee.

2. NEW OVERVIEW AND SCRUTINY PROCEDURE RULES

The Senior Democratic Services Officer drew attention to the new procedural rules for Overview and Scrutiny. He advised that this meeting was about setting the scene for the new arrangements and agreeing the membership of panels. He also explained what could be expected from the next stage of the process.

The Committee's attention was drawn to the main elements of the new structure. Members were reminded that under the arrangements Scrutiny Standing and Task and Finish panels had been established to undertake scrutiny reviews. It was noted that this Committee had been tasked with agreeing the Membership of these panels their terms of reference, work plans and reporting deadlines.

The Committee noted the main objectives of panels. The Senior Democratic Services Officer reported that Standing Panels would have a 'rolling programme' and consider ongoing and cyclical issues. Pro rata rules applied to Membership and all Members were welcome to attend meetings. Attention was drawn to reporting procedures, arrangements for the annual review of Standing Panel work plans and liaison arrangements with Portfolio Holders. It was reported that Task and Finish Reviews would be restricted to dealing with activities which were issued based, time limited, non cyclical with clearly defined objectives which they would report responses to within a set deadline. Pro rata rules did not apply to membership, however panels must consist of a minimum number of members to carry out its programme and not consist solely of a single party.

In terms of the role of the Committee itself, it was reported that the Committee could expect to liaise with the Cabinet about work plans, engage with external bodies and pre scrutiny work at its meeting during the week before Cabinet and deal with those items referred to the Committee by the work programme. Call in would continue and liaisons with the Cabinet would take place to discuss the wider work programme which would be approved and reviewed annually by the Committee.

In terms of recent developments it was reported that officers had discussed operational aspects of the arrangements and agreed that a Lead Officer be appointed to each panel to facilitate process. It was anticipated that Lead Officers would liaise on a regular basis with relevant Chairman to discuss work . They would also be meeting to agree terms of references of panels and priorities of reviews and their work plans.

The Committee were also updated on the progress made with the appointment of a Scrutiny Officer to support the structure . It was noted that the closing date for the post was 3 June 2005 and that interviews would commence in the next few weeks. He emphasis that the support provided by the new officer would contribute significantly to the system. It was noted that further developments on the post would be reported to the Committee.

In response to questions, Members were reminded that pro rata rules did not apply to the membership of Task and Finish panels. The Joint Chief Executive (Community) reported that they were open to any Members who wished to serve. He stated that it had been decided that Membership based on expertise rather than pro- rata requirements would facilitate the work of such panels. They also could provide the opportunity for new Members to gain expertise in chairing Committees which they otherwise might not get.

RESOLVED:

That the procedural rules for Overview and Scrutiny be noted.

3. SUBSTITUTE MEMBERS

It was reported that Councillor Mrs J Davis had been appointed to attend the meeting as a substitute for Councillor P Gode.

4. MINUTES

RESOLVED:

That the minutes of the meeting of the:

- (a) Overview and Scrutiny Co-ordinating Group held on 11 May 2005;
- (b) Overview and Scrutiny Committee (1) held on 29 March 2005;
- (c) Overview and Scrutiny Committee (2) held on 5 April 2005; and
- (d) Overview and Scrutiny Committee (3) held on 7 April 2005

be taken as read and signed by the Chairman as a correct record subject to '2004/06' being substituted by '2005/06' in recommendation 3 (Minute 43) of the minutes of the meeting of Overview and Scrutiny Committee (2).

5. MATTERS ARISING

In relation to the meeting of Overview and Scrutiny Committee (2) a member asked how any outstanding actions arising from the meeting would be dealt with. The Senior Democratic Services Officer undertook to speak to the Councillor to consider incorporating such activities into the work plan.

6. DECLARATIONS OF INTEREST

No declarations of interests were made pursuant to the Council's Code of Member Conduct.

7. APPOINTMENT OF STANDING PANELS - 2005/06

The Committee were asked to make appointments to Standing Panels in accordance with the Overview and Scrutiny rules. The Committee were reminded that the Council had agreed pro rata applied to Standing Panels and that membership should be kept to a minimum to allow each Group to have representation . It was noted that on this basis it had been calculated that Panels would consist of 10 Members.

It was reported that nominations to Chairman and Vice Chairman to Standing Panels were excluded from the pro rata calculation rules required for such positions contained in the Council's constitution.

The Committee considered the nominations for the various positions. Despite the fact that Councillor Murray had not put his name forward for panel Membership, it was agreed that in view of the Councillors expertise on Housing issues he should be appointed Chairman of the Standing Panel on Housing Services. It was agreed that should he decline the invitation, the position would be reconsidered to at a future meeting.

RESOLVED:

That the appointments to Standing Panels annexed to these minutes be adopted.

8. APPOINTMENT OF TASKS AND FINISH PANELS - 2005/06

The Committee were asked to consider appointments to Task and Finish Panels. The Committee noted that four panels were to be set up and the matters they would review.

It was noted that any Member could be appointed to Task and Finish Panels. However Cabinet Members would not be able to serve on panels which bore directly on their Portfolio. In addition no panel could comprise of members of a single political group and restrictions on numbers did not apply.

Members were also asked to appoint a Chairman and Vice Chairman to each Panel.

RESOLVED:

That the appointments to Task and Finish Panels annexed to these minutes be adopted.

9. ANY OTHER BUSINESS

A member asked whether Members would in future receive all agendas for scrutiny or be able to select which agendas they received. The Head of Democratic Services reported that this matter would be considered as part of the Member connectivity review.

In terms of topics for review, a Member suggested that the operation of this years election in the District needed to be reviewed. It was noted that this matter would be referred to the Standing Panel on Constitutional Affairs.

It was also suggested that the Chairman of the Task and Finish Panel on Traveller issues liaise with appropriate officers as soon as possible to arrange a meeting of the Panel.

It was noted that the next meeting would consider the work of panels in detail.

RESOLVED:

That the Standing Panel on Constitutional Affairs undertake a review of the operation of this years Parliamentary and County Elections.

CHAIRMAN

OVERVIEW AND SCRUTINY PANELS – MEMBERSHIPS 2005/06

(a) Standing Panels

(i) Housing

Lead Officer: A Hall

Conservative Group (4) : Mrs R Gadsby, Mrs A Grigg, Mrs J Lea, Mrs S Perry

Independent Group (1) : R Chidley

Labour Group (1) : P Gode

Liberal Democrats Group (2) : L Martin, Mrs J H Whitehouse

LRA Group (1) : K Angold- Stephens

BNP Group (1) : T Richardson

Ind Soc (1) : S Murray

(ii) Constitutional Affairs

Lead Officer: I Willett

Conservative Group (4) : D Bateman, J Demetriou, R D'Souza, D Stallan

Independent Group (1) : R Morgan

Labour Group (1) : Mrs J Davis

Liberal Democrats Group (2) : Mrs P Brooks, Mrs A Haigh

LRA Group (1) : J Markham

BNP Group (1) : Mrs P Richardson

(iii) ICT and E Government

Lead Officer: A Scott

Conservative Group (4) : M Colling, Mrs D Collins, P McMillan, Mrs M Sartin

Independent Group (1) : Mrs D Borton

Labour Group (1) : S Barnes

Liberal Democrats Group (2) : F Maclaine, Mrs K Rush

LRA Group (1) : M Cohen

BNP Group (1) : T Farr

(iv) Finance and Performance Management

Lead Officer: T Tidey

Conservative Group (4) : Mrs D Collins, Mrs R Gadsby, A Green, J Hart

Independent Group (1) : R Chidley

Labour Group (1) : S Barnes

Liberal Democrats Group (2) : R Goold, J M Whitehouse

LRA Group (1) : K Faulkner

BNP Group (1) : T Farr

(v) Environmental and Planning

Lead Officer: J Preston/J Gilbert

Conservative Group (4) : P McMillan, Mrs M Sartin, Mrs P Smith, D Stallan

Independent Group (1) : Mrs D Borton

Labour Group (1) : M Boatman

Liberal Democrats Group (2) : D Kelly, M Woollard

LRA Group (1) : A Lee

BNP Group (1) : T Richardson

(b) Task and Finish Panels

(i) Externally funded Leisure and Youth Provision

Lead Officer: D Macnab

Conservative Group : M Colling, Mrs D Collins, Mrs A Grigg, D Stallan

Liberal Democrats Group : Mrs P Brooks, Mrs A Haigh, L Martin, K Wright

LRA Group : A Lee

Independent Group : R Chidley

Labour Group : Mrs J Davis

BNP Group : T Richardson

(ii) Register of Development Proposals (incorporating Roads/Pavements and Parking in Residential Areas)

Lead Officer: J Scott

Conservative Group : A Green, J Hart, Mrs J Lea, Mrs S Perry

Liberal Democrats Group : D Kelly, F Maclaine, K Rush, G Stollar,
Mrs J H Whitehouse, M Woollard

LRA Group : K Angold- Stephens

Labour Group : Mrs J Davis

Independent Group : Mrs D Borton

BNP Group : Mrs P Richardson

(iii) Travellers (Paynes Lane and Wider Issues)

Lead Officer: J Gilbert/J Preston

Conservative Group : Mrs D Collins, P McMillan, Mrs P Smith,
Ms S-A Stavrou

Liberal Democrats Group : Mrs P Brooks, J M Whitehouse

LRA Group : K Faulkner

Independent Group : Mrs D Borton

BNP Group : T Richardson

(iv) Member Training

Lead Officer: I Willett

Conservative Group : J Demetriou, R D'Souza, Mrs M Sartin, D Stallan

Liberal Democrats Group : F Maclaine, Mrs K Rush

Independent Group : R Morgan

Labour Group : Mrs J Davis

BNP Group : Mrs P Richardson

(c) Chairmen/Vice-Chairmen

Housing:

Chairman : S Murray
Vice Chairman : Mrs R Gadsby

Constitutional Affairs:

Chairman : R Morgan
Vice Chairman : Mrs P Brooks

ICT and E Government:

Chairman : F Maclaine
Vice Chairman : M Cohen

Finance and Performance Management:

Chairman : J M Whitehouse
Vice Chairman : A Green

Environment and Planning:

Chairman : D Stallan
Vice Chairman : M Woollard

Externally funded Leisure and Youth Provision:

Chairman : Mrs A Grigg
Vice Chairman : A Lee

Travellers:

Chairman : P McMillan
Vice Chairman : Mrs D Borton

Register of Development Proposals:

Chairman : F Maclaine
Vice Chairman : K Angold-Stephens

Member Training:

Chairman : Mrs M Sartin
Vice Chairman : Mrs K Rush

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EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee: Overview and Scrutiny Committee **Date:** Thursday, 9 June 2005

Place: Civic Offices, High Street, Epping **Time:** 7.30 - 8.45 pm

Members Present: Councillors Mrs D Collins (Chairman) Mrs J H Whitehouse (Vice-Chairman) K Faulkner, P Gode, Mrs A Grigg, F MacLaine, Mrs P Richardson and Mrs M Sartin

Other Councillors: Councillors P McMillan, S Murray, Mrs P Smith and C Whitbread

Apologies: Councillors M Woollard

Officers Present: J Scott (Joint Chief Executive), A Scott (Head of Information, Communications and Technology), V Evans (System Support Manager), T Carne (Public Relations and Marketing Officer), I Willett (Head of Research and Democratic Services) and Z Folley (Democratic Services Assistant)

10. DECLARATIONS OF INTEREST

No declarations of interest were made pursuant to the Council's Code of Member Conduct.

11. SUBSTITUTE MEMBERS

It was noted that no substitute members were attending the meeting.

12. ANY OTHER BUSINESS

It was noted that there was no urgent business for consideration by the Committee.

13. ORDER OF BUSINESS

RESOLVED:

That agenda item 7 (Terms of Reference – Standard Format) be taken as the next item of business)

14. TERMS OF REFERENCE - STANDARD SCRUTINY PANELS

The Head of Research and Democratic Services reminded the Committee that each scrutiny panel would require a terms of reference to determine the scope of investigations, their priority and reporting deadlines. He drew attention to the terms of reference before the Committee, some of which were tabled at the meeting itself. He advised that each set of proposals would need to be agreed by the relevant Chairman, Lead Officer and Portfolio Holder. The panel considered each description in turn.

(a) Scrutiny Standing Panels**(i) Housing Services.**

The Chairman of the Panel, Councillor Murray presented the proposals. He advised that he had discussed the plans with the Head of Housing Services and the Portfolio Holder for Housing. During these discussions it had been agreed that to deal with the proposed workload, four meetings would need to be arranged over a 12 month cycle. He also drew attention to the work plan for the panel. He reported that the plan determined the priority of reviews and reporting deadlines. The factors used to determine the priority of items was outlined.

It was noted that only one item had been rated as a low priority review. This covered initiatives for reducing the number of Empty Homes in the Private Sector. It was suggested that this item would give panel members the opportunity to apply a proactive approach to scrutiny work. Members also thought that the initiative was important and that it should be undertaken at an early stage. In view of this it was suggested that the priority rating for the item be reconsidered at the Panel's first meeting. Subject to this the terms of reference were agreed.

(ii) Constitutional Affairs.

The Head of Research and Democratic Services presented the proposals. He stated that he would be meeting with the Chairman of the Panel and the relevant Portfolio Holder to discuss the terms of reference and priority order of items in the work plan.

A number of additional items were suggested at the meeting. These consisted of a review of services for members and the recent Parliamentary and County Council elections in the District. It was suggested that this latter review should occur at an early stage whilst the election was still fresh in panel members's minds.

(ii) E-Government and Information and Communication Technology (ICT).

The Head of ICT presented the draft terms of reference and work plan for the Panel. He advised that he had yet to discuss the proposals with the Chairman of the Panel and Portfolio Holder for ICT and Corporate Support Services.

Attention was drawn to item one of the terms of reference which considered the implementation of the OPDM Implementing e-Government (IEG) Priorities Outcomes. It was noted that part of this priority setting exercise covered the issue of member connectivity. The Head of ICT reported that this particular objective needed to be implemented by March 2006 and could be drawn out as a separate work plan item.

It was noted that the work programme did not allocate time to the Customer Contact Centre. The Head of ICT reported that this was because the contact centre was primarily a service delivery focused initiative rather than an ICT project. Members thought that technological issues around the subject should however be considered by the panel and that provision in the work programme be allocated accordingly. It was agreed that the report on the Contact Centre due to be produced in July 2005 be submitted to the panel.

RESOLVED:

That the terms of reference for the Standing Panels on Housing, Constitutional Affairs and E-Government and Information and Communication Technology (ICT) be agreed subject to the following amendments:

(a) Housing Standing Panel

That the priority status of work plan item 14 (initiatives for reducing the number of Empty Homes in the Private Sector) be reviewed during the Panel's first meeting and reported back to the Committee.

(b) Constitutional Affairs Standing Panel

That the proposals include an urgent review of Member Services and the recent Parliamentary and County Council Elections

(c) Information and Communication Technology (ICT) Standing Panel

That the terms of reference provide for a review of the Council's Corporate Contact Centre.

15. TERMS OF REFERENCE - TASK AND FINISH PANELS

The committee considered the terms of reference and work programmes for tasks and finish panels.

(a) Externally Funded Leisure and Youth Provision

The Chairman of the Panel, Councillor Mrs Grigg presented the proposals. She advised that she had discussed the proposals with the Head of Leisure Services and the Portfolio Holder for Leisure Services. The factors used to determine the priority of items were outlined.

(b) Member Training Panel

The Head of Research and Democratic Services reported that the Overview and Scrutiny Co-ordinating Group had recommended that any changes to the Member Training programme be formulated this year and implemented in 2006 and that the panel should consider proposals for a planned Audit Seminar on the new Overview and Scrutiny arrangements. The Group thought that this timescale should give the Panel time to identify the implications of the new arrangements for training and allow them to feed such information into the review.

(c) Traveller Issues Panel

The Joint Chief Executive (Community) outlined the terms of reference for the task and finish review. He stated that relevant Portfolio Holders, Head of Service and the Chairman of the Panel would be meeting to discuss the proposals.

It was agreed that the words 'and make recommendations in respect of ' be added to the first sentence of the terms of reference. It was also agreed that wording be added to the terms of references for all panels to ensure that recommendations were formulated and reported back on each item.

- Outstanding information.

The Head of Research and Democratic Services reminded the Committee that outstanding terms of references would be chased up.

RESOLVED:

That the terms of reference for the Task and Finish Panels on Member Services, Travellers Issues and Externally Funded Leisure and Youth Provision be noted subject to the first sentence of the proposals for the panel on traveller issues being amended to read:

'To continue the work of the former Policy Working Group 2 and make recommendations in respect of:....'

16. LIAISON WITH CABINET

The Head of Research and Democratic Services reported that under the new Overview and Scrutiny procedural rules there must be a discussion with the Cabinet regarding its plan for each Council year. This was to ensure that there was no duplication of effort between Overview and Scrutiny and that Cabinet was aware of OSC work to ensure proper use of Member/Officer time. With this in mind, Members were asked to consider the Cabinet plan covering the period June to September 2005 and the OSC work plan for 2005/06.

The Head of Research and Democratic Services reported that the Cabinet had considered its forward plan at its meeting on 6 June 2005. He drew attention to the document and advised that officers were taking steps to turn the four monthly plan into a twelve monthly programme. He advised that this would involve converting the key decision list into a forward projection of the year. It was also reported that the new expanded plan would be reviewed on a four monthly basis and would allocate time to unplanned urgent work.

In response to the Executive work plan a Member noted that the review of EFDC funded traffic schemes linked to the work of the Task and Finish group on the establishment of a Register of Local Interests. It was suggested that Members should be consulted about this review of traffic schemes and agreed that this would be investigated.

It was also reported that the item on the appointment of Alternative Management Contract should read under the column 'decisions taker' Council not Cabinet.

RESOLVED:

That the draft Cabinet work plan be noted.

17. OVERVIEW AND SCRUTINY WORK PROGRAMME 2005/6

The Head of Research and Democratic Services reminded Members that this Committee was requested to manage the performance of panels. It was noted that a standard item would be placed on each agenda on the progress made by panels. This would involve a verbal progress report being given to the Committee by panel Chairman. It was noted that such reports would allow the Committee to identify where progress was being made or slower than expected.

Attention was drawn to the items in the work plan which would be dealt with by this Committee. The Committee considered the priority order in which they would be dealt with and reporting deadlines.

In relation to the London Underground Liaison, the Joint Chief Executive (Community) reported that a further liaison meeting had been arranged for September 2005.

With regard to the scrutiny of outside bodies, it was suggested that an item be put on the next agenda on the Local Strategic Partnership and progress made with the implementation of the LSP strategy. It was stated that the item should particularly consider the Council's involvement in these matters. To support this item it was also suggested that a briefing paper on the work of LSP action groups be reported to the next meeting of the Committee.

A member suggested that a reserve list of topics for the work plan be established to allow new suggestions to be added to the plan on an ongoing basis.

In addition, a member also proposed that an item be placed on the next agenda on the administration of the 'PICK' system. It was suggested that the item should address how items were selected for the current programme and the process for submitting future reviews. In relation to prioritising reviews it should consider how the 'PICK' system worked and how it could be applied in the future.

RESOLVED:

- (1) That the issues in the work plan to be dealt with by the Overview and Scrutiny Committee be noted;
- (2) That consideration be given at the next meeting to the following:
 - (a) OS work plan – operation of PICK system both in relation to current plan and future request
 - (b) The Local Strategic Partnership – Progress report on LSP plan, work of LSP action groups and Council's involvement in such work; and
 - (c) Highways Local Service Agreement
- (3) That a reserve list of topics for the OS work plan be established
- (4) That the review item on use of consultants proposed by Councillor McMillan be included on the reserve list.

18. MATTERS REFERRED TO STANDING PANELS

It was noted that two reports were submitted by officers to the Overview and Scrutiny Agenda Planning Group. These were the Best Value Performance Indicators for 2004/05 and 2005/05 Ethnic Monitoring – Housing Register and Allocations. It was noted that these had been referred to the Finance and Performance Management and Housing Standing Panels.

19. DATE OF NEXT MEETING

It was noted that the next meeting of the Committee would be held on 7 July 2005. Further meetings would take place on:

1 September 2005
6 October 2005
10 November 2005
8 December 2005
2 February 2006
2/16 March 2006
6 April 2006.

CHAIRMAN

TERMS OF REFERENCE - STANDING PANEL

Title: Finance and Performance Management

Status: Standing Panel

Terms of Reference:

Performance Management

1. To review Best Value Performance Indicator (BVPI) and Local Performance Indicator (LPI) outturns for the previous year at the commencement of each municipal year, and to determine the following on an annual basis:
 - (a) The criteria for deciding which BVPIs and LPIs should be formally monitored by the Panel throughout the remainder of the year, based upon the 'traffic light' system of performance reporting, Comprehensive Performance Assessment improvements, and existing council and member priorities;
 - (b) A 'basket' of priority BVPIs and LPIs, performance against which will be reported to the Panel throughout the year;
 - (c) The monitoring frequency of those priority BVPIs and LPIs identified by the Panel;
 - (d) Arrangements for the wider member reporting and monitoring of performance against those BVPIs and LPIs that are not contained in the Panel's 'basket' of high priority indicators;
2. To consider proposals and make recommendations for corrective action in relation to poorly performing BVPIs and LPIs;

Best Value Performance Plan

3. To consider and make recommendations as appropriate on the format and content of the Council's annual Best Value Performance Plan;

Council Plan

4. To undertake a full review of the existing Council Plan and to make recommendations to the Cabinet on the overall strategic vision to be adopted, within the context of how the authority intends to prioritise resources and develop services in the medium term;

Public Consultation

5. To develop arrangements to directly engage the community in commenting on and shaping the future direction of services to make them more responsive to local needs, including the development of proposals for effective consultation through an annual community conference;

6. To annually review the consultation exercises undertaken by the council over the previous year.

Finance

7. To consider the draft budgets for each portfolio and in so doing to evaluate and rank proposals for either enhancing or reducing services. Members will need to ensure consistency between wider policy objectives and financial demands.
8. To consider financial monitoring reports on key areas of income and expenditure for each portfolio.

Work Programme 2005/6

Item	Priority	Report Deadline
Performance Indicators		
Initial meeting to determine the matters contained in items (1) and (2) of the terms of reference.	High – These matters need to be determined as soon as possible	By August 2005
Subsequent meetings to be held on a regular basis to review quarterly performance outturns	High – Improved performance monitoring is a key CPA improvement	Quarterly
Best Value Performance Plan		
Consider draft Best Value Performance Plan for 2006/07	Low – BVPP to be published by July 2006	January 2006
Council Plan		
Initial meeting to determine format and content of new Council Plan	High - Development of new Council Plan is a key CPA improvement	By August 2005
Consultation		
Initial meeting to develop revised approach to consultation	High – Development of evidence based priorities is a key CPA improvement	By September 2005
Finance		
Initial meeting to consider budget parameters.	High – annual Council Tax setting and changes to service levels are key issues.	Financial Issues Paper scheduled to go to Finance Cabinet Committee on 12 September.
Subsequent meeting to consider detailed budget proposals.		

Financial monitoring reports will probably be on a quarterly basis.	High – apart from Leisure, current monitoring somewhat ad-hoc.	By October 2005
Chairman:		

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TERMS OF REFERENCE - STANDING PANEL

Title: Environmental and Planning Services		
Status: First Draft		
Terms of Reference:		
<p>1. To keep under review the activity and decisions of the West Essex Joint Waste Committee with respect to:</p> <ul style="list-style-type: none"> (a) the procurement of the integrated waste collection and disposal contract for the West Essex area (Epping Forest, Braintree, Harlow, Brentwood & Uttlesford); (b) following procurement the monitoring of contract performance; and (c) the annual review of the Joint Waste Committee business plan. <p>2. To consider what changes are practical and desirable to Council policies concerning the reuse of redundant and other buildings in the Metropolitan Green Belt; in particular, are further restrictions necessary (changes in policy required) to ensure that such developments are truly sustainable.</p> <p>3. To consider the processes by which the existing Local Plan is being amended to seek to keep it up to date, in particular whether the resources required are being provided, and whether alternatives are realistic. To similarly consider the arrangements by which the new Local Development Scheme is being brought into operation. In particular, to consider how new requirements for community consultation and strategic environmental assessment work in practice.</p> <p>4. To consider matters which arise through the process that the Government is driving to bring in an East Of England Plan; these may range from arrangements concerning the Examination in Public, how to respond to the initiatives or views of those who support or oppose us, and how we may support or oppose the views taken by others. In particular, this is to allow the Portfolio Holder for Planning and Economic Development to remain tuned in to local views, and supersedes previous advisory group arrangements.</p>		
Work Programme 2005/6		
Item	Priority	Report Deadline
1. Receive the minutes of the West Essex Joint Waste Committee	1 High	Mid July 2005 and after every Committee meeting thereafter
2. Re use of buildings in the Green Belt	Medium	September 2005.

<p>3. Local Plan and Scheme.</p> <p>4. East of England Plan.</p>	<p>High</p> <p>High</p>	<p>August 2005 for Local Plan.</p> <p>By September 2005 for examination in public.</p>
<p>Chairman: Councillor David Stallan</p>		

TERMS OF REFERENCE – TASK AND FINISH

Title: Register of Development Proposals (incorporating roads/pavements and parking in residential areas).
Status: Task and finish
Terms of Reference: <ol style="list-style-type: none">1. To consider and recommend on ways that Members can formally register matters of concern within the Wards they represent.2. To devise a procedure whereby necessary or serious matters of concern can be raised for inclusion within the Overview and Scrutiny Committee's future work programme.3. To investigate and review the Council's existing policies for parking in residential areas and to recommend any changes in policy necessary to ensure equality of treatment across the district.4. To investigate and review the process by which roads and pavements are identified for maintenance works, then logged and prioritised and to put forward recommendations, if necessary, for onward discussion with the Highway Authority.
Source: <p>Overview and Scrutiny Work Programme for 2005/06 Item Numbers 5, 21 and 29</p>
Reporting Deadlines: <p>Final report to be ready for Overview and Scrutiny Committee meeting on 8 December 2005</p>

Work Programme 2005/6

First Meeting – Tuesday 26th July 2005 (7.30 p.m.)

1. Agree Terms of Reference and scope work to be undertaken.
2. Interview Housing Officers and County Highways' Officers to establish existing policy and procedures in relation to parking in residential areas (i.e. not commercial centres, transport hubs etc) and start to understand matters in relation to Terms of Reference (4).
3. Agree the nature of questions to be put to all Members of the Council in order to identify their proposals in respect of the register, parking in residential areas or the repair of roads and footpaths.
4. Consider the need for and if agreed the arrangements for site visits within the district and elsewhere and in particular take into account:
 - Locations where permission for parking has been given;
 - Locations where permission for parking has been refused;
 - Locations where parking decisions have been appealed to the Housing Appeals Panel.

Second meeting – whole day site visits Monday 22nd or Tuesday 23rd August.

5. Site visits take place and Members of the Panel note views/issues they wish to follow up.

Third meeting – Tuesday 30 August (7.30 p.m.)

6. Formal meeting:
 - To debate and agree on matters which arise from the site visits (parking in residential areas);
 - To consider, assess and prioritise comments received from Members in response to the consultation (all matters);
 - To identify any issues on which further advice or guidance might be necessary (all matters).

Fourth meeting – date to be agreed:

7. Start to draw up Panel recommendations in relation to each of the Terms of Reference and agreed process for further consultation.

Fifth and possibly final meeting:

8. Continue to refine final report and recommendations of the Panel taking account of any issues, which arise from the second consultation.

Item	Priority	Report Deadline
<p>Chairman:</p> <p>Chairman: Councillor Fergus Maclaine</p> <p>Vice-Chairman: Councillor Kenneth Angold-Stephens</p>		

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**Proposals for Overview and Scrutiny Work Programme 2005/06
May – October 2005**

ITEM	PROPOSER	COMMENTS	PROGRESS
Housing Standing Panel			
Housing Allocations Scheme	Head of Housing Services		Terms of reference and work plan agreed by Chairman and Head of Housing Services and OSC on 7 June 2005. First meeting- 21 July 2005. Further dates to be arranged at meeting. Proposed that 4 meetings will be held over 12 month cycle.
Annual Ethnic Monitoring Review of Housing Applicants and Housing Applications	Head of Housing Services		
Housing Services Development Plan – Progress Report	Head of Housing Services		
Policy on private sector housing	Head of Environmental Services		
Review of policies for empty homes in District	Clr F Maclaine	Priority of Review to be considered at first meeting	
Implementation of Choice Based Lettings Scheme	Head of Housing Services		
Review of Housing – Related Fees and Charges	Head of Housing Services		
Housing Strategy Action Plan (6 Monthly Progress Report)	Head of Housing Services		
Local Supporting People Strategy – Adoption	Head of Housing Services		
Local Supporting People Strategy – (6 Monthly Progress Report)	Head of Housing Services		

Constitutional Affairs Standing Panel		
Council Meetings – Review of Questions and Motions	Head of Research and Democratic Services	
Future Role of the Council	Head of Research and Democratic Services	
Contact Standing Orders Review	Head of Research and Democratic Services/ Head of Finance/ Chief Internal Auditor	
Review of Policy and Procedures on External Links	Head of Research and Democratic Services	
Constitutional Issues/Corporate Governance	Head of Research and Democratic Services/Policy Officer	
Electoral Review	Head of Research and Democratic Services	OSC on 9 June 2005 agreed that this review should be undertaken as soon as possible.
Community Involvement in new scrutiny arrangements	Cllr Lee Deputy Chief Executive (Community).	
<p>Terms of reference and work plan agreed by Chairman and Head of Housing Services and OSC on 7 June 2005.</p> <p>First meeting: 18 July</p>		

Planning and Environmental Standing Panel			
Essex County Joint Waste Procurement Process	Head of Environmental Services	Pr	Head of Planning and Economic Development and Head of Environmental Services have met with Chairman and agreed terms of reference and work plans.
Planning policy for redundant buildings in green belt	Cllr Mrs D Borton Head of Planning and Economic Development		Terms of Reference and Work Plan to be agreed at the 7 July 2005 OSC meeting.
Local Plan	Cllr Glozier Head of Planning and Economic Development/		
RSS14	Cllr Glozier Head of Planning and Economic Development/		
Finance and Performance Management Standing Panel			
Development of New Council Plan	Senior BVPP Officer Management Board Leader of Council		Terms of Reference and Work Plan to be agreed at the 7 July 2005 OSC meeting.
Community Conference 2005/06	Senior BVPP Officer Head of Human Resources and Performance Management		Agreed by Head of Human Resources and Performance Management and Finance and Performance Management Portfolio Holder
Finance - Budget Consultation	Head of Finance		First meeting either July 25/6.

Best Value Performance Data	Senior BVPP Officer Head of Human Resources and Performance Management		
E-Government and ICT Standing Panel			
Current investment in Information Communications Technology	Head of ICT Cllr Mrs D Collins		<p>Terms of Reference and work plan to be considered by Chairman and Portfolio Holder for ICT and Corporate Support Services . Agreed by OSC on 7 June 2005</p> <p>OSC agreed that the terms of reference would include a review of the Customer Contact Centre.</p> <p>Date of First meeting – 18 July 2005 Second meeting – 8 August 2005</p>
Youth Provision in the District	Cllr Lee Head of Leisure Services		<p>Terms of Reference and Work Plan agreed by Chairman and Portfolio Holder for Leisure Services and Head of Leisure Services.</p> <p>Date of first meeting- to be arranged.</p>
Task and Finish on Register of Local Development Proposals			
Maintenance of Roads and Pavements in District	Cllr Mrs J Whitehouse Head of Environmental Services		<p>Terms of reference and Work Plan agreed by Joint Chief Executive Community and Chairman. To be agreed by OSC on 7 July 2005.</p>

Establishment of Register of significant concerns for Development Proposals -	Cllr F MacLaine		First meeting: 26 July 2005. Future meetings: 22/23 August 30 August
Task and Finish Review Traveller issues.			
Former Traveller Site at Paynes Lane	Head of Planning and Economic Development Cllr R Glozier	Task and Finish Panel on Traveller Incursions	Head of Planning and Economic Development and Head of Environmental Services have met with Chairman and agreed terms of reference and work plans. Date of first meeting to be confirmed.
Task and Finish Member Services			
Services for Members	Cllr Mrs J Whitehouse Head of Research and Democratic Services	Standing Panel on Constitutional Affairs	Terms of reference and Work Plan agreed by Head of RDS and Chairman. Agreed by OSC on 9 June 2005.
Member Training on scrutiny skills and new structure	Head of Research and Democratic Services	Task and Finish on Member Training	First meeting: 12 July
Members Training - General	Head of Research and Democratic Services	Task and Finish Panel	

Overview and Scrutiny Committee			
Scrutiny of outside bodies (Primary Care Trust/ Local Strategic Partnership)	Cllr Mrs D Collins Deputy Chief Executive (Community)	OSC to receive LSP presentation on 7 July 2005.	
Administration of PICK system	Cllr F Maclaine	Items to be considered by OSC on 7 July 2005	
London Underground Liaison		To be considered by OSC in September 2005.	
Liaison on Highways Local Service Agreement		Proposals form Essex County Council awaited. Due in September 2005.	
Reserve List			
Consultancy work - review		*	Reserve list to considered by OSC on 7 July 2005.

NO.36

Annex 1

Request by Member for Scrutiny Review



Please complete the form below to request consideration of your issue by the Overview and Scrutiny Committee

Proposers Name: <i>Clly Ewan Maclean.</i>	Date of Request <i>28/11/05.</i>
Supporting Councillors (if any):	
Summary of Issue you wish to be scrutinised: <i>The operation and administration of the PICK needs to be examined to ensure that the it meets the expectations of the process and to make any adjustments as are considered appropriate.</i>	
NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION	
Public Interest Justification: <i>Currently: No Public interest but ramifications on future operations are of some consequence.</i>	
2.	

Impact on the social, economic and environmental well-being of the area:

The matter of accurate project selection is of utmost importance across Council operations.

3

Council Performance in this area (if known: Red, Amber, Green):

Red (never assessed and important that it should be for the future.)

3

Keep in Context (are other reviews taking place in this area?)

This will be fundamental to the future efficient operation of Council activity.

2

MARKED HIGH IN VIEW OF SIGNIFICANCE.

Office Use:

Pick score: 10

Considered By OSCC: