



Overview and Scrutiny Committee Tuesday, 27th November, 2012

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 27th November, 2012
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

Simon Hill, Senior Democratic Services Officer, The Office of
the Chief Executive
email:democraticservices@eppingforestdc.gov.uk Tel: 01992
564249

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), K Chana,
Mrs R Gadsby, L Girling, D Jacobs, Ms H Kane, P Keska, A Lion, Mrs M McEwen, S Murray,
J Philip, Mrs M Sartin, Mrs P Smith and D Wixley

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consent to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 5 - 16)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 16 October 2012.

5. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive). 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.

6. PRESENTATION FROM YOUTH COUNCIL

Recommendation:

That the Committee consider whether to recommend the inclusion of a bid for £12,000 DDF funding in the Council's draft budget for 2013-14 to the Cabinet and Council.

1. (Youth Councillors) In 2008/09 the Cabinet had requested the Overview and Scrutiny Committee receive an annual presentation from the Youth Council giving an update on the developing Youth Council programme and to present their request for funding for the year ahead.

2. Members of the Youth Council will attend the meeting to outline:

(i) achievements from the last year;

(ii) the plans for the Youth Council for the coming year; and

(iii) new youth engagement and volunteer initiatives for 2013-14.

7. KEY OBJECTIVES 2012/13 (Pages 17 - 32)

(Deputy Chief Executive) To consider the attached report.

8. SIX MONTH OVERVIEW AND SCRUTINY REVIEW (Pages 33 - 56)

To consider the attached.

9. TERMS OF REFERENCE FOR THE REVIEW OF LICENSING SERVICES TASK AND FINISH PANEL (Pages 57 - 60)

(Review of Licensing Services Task and Finish Panel) to consider the attached report.

10. CABINET REVIEW

RECOMMENDATION:

To consider any items to be raised by the Chairman at the Cabinet meeting on 3 December 2012.

(Assistant to the Chief Executive). 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.

The Committee is asked to consider the 3 December 2012 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

11. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information
Nil	Nil	Nil	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee: Overview and Scrutiny Committee **Date:** Tuesday, 16 October 2012

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.16 pm

Members Present: Councillors R Morgan (Chairman, Overview and Scrutiny Committee) K Angold-Stephens (Vice-Chairman) K Chana, Mrs R Gadsby, L Girling, D Jacobs, Ms H Kane, P Keska, J Knapman, Mrs M McEwen, J Philip, Mrs M Sartin and Mrs P Smith

Other Councillors: Councillors R Bassett, Mrs A Grigg, Mrs J Lea, D Stallan, Ms S Stavrou, Ms S Watson, Mrs E Webster, C Whitbread, Mrs J H Whitehouse and J Wyatt

Apologies: Councillors A Lion and D Wixley

Officers Present: G Chipp (Chief Executive), D Macnab (Deputy Chief Executive), J Gilbert (Director of Environment and Street Scene), D Newton (Assistant Director (ICT)), D Butler (Young Persons Officer), B Copson (Performance Improvement Officer), S G Hill (Senior Democratic Services Officer), A Hendry (Democratic Services Officer) and M Jenkins (Democratic Services Assistant)

By Invitation: P Tollington (London Underground Ltd.), M Graves (London Underground Ltd.), T Gallagher (The Disability Involvement and Engagement Group), V Armitage (West Hatch High), C Barry (Braeside Independent), S Cockram (Debden Park High), J Collins (Davenant Foundation), E Foster (Independant), J Mclvor (St Johns), N Miller (King Harold), H Qadri (St Johns), C Sander (Roding Valley High), I Sheikh (Independant), O Tinker (Roding Valley High) and A Williams (Davenant Foundation)

33. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

34. SUBSTITUTE MEMBERS

It was noted that Councillor J Knapman was substituting for Councillor A Lion.

35. MINUTES

RESOLVED:

That the minutes of the last meeting of the Committee held on 4 September 2012 be agreed.

36. DECLARATIONS OF INTEREST

Councillor L Girling declared a non pecuniary interest in agenda item 6, London Underground Limited, by virtue of being employed by the parent body for LUL. He indicated that he would remain in the meeting.

37. LONDON UNDERGROUND LIMITED

The Chairman welcomed Peter Tollington and Michael Graves from London Underground Limited (LUL) to the meeting. Peter Tollington was the General Manager of the Central and Waterloo and City Line; Michael Graves was the Group Station Manager with responsibility for all the stations within the Epping Forest District.

He also noted that there were members to Epping Forest Youth Council present who had questions for the LUL officers and also a representative from the Disability Involvement and Engagement Group, Tara Gallagher, who had a specific question on access for people with disabilities to Epping Station.

Mr Tollington started off by thanking the Committee for inviting them back to update them on the current state of the Underground in the district. He noted that there were a lot of questions for him today and that if he did not know the answer he would take the question away and do some research on it. He would leave his business cards so that members could contact him if needed.

He noted that the summer Olympic Games had been a very enjoyable experience, they had helped a lot of customers and visitors to the games and there had been more of a party mood on the system. They had made cosmetic improvements to their trains and had made improvements to the capacity at Stratford Station.

LUL were enhancing services in the new year for the Central Line; they were upgrading their power supply for their lines and this should provide improvements to the service especially on the weekends through Stratford as they were always busy there, not just at rush hours. The trains were currently used to their maximum capacity in the rush hours and unfortunately there was not much more they could do to increase that capacity. LUL were building up their infrastructure, working towards 2018 and relying on 'Crossrail' to make a big difference once completed.

The Chairman then opened up the meeting to questions from the members.

Q: Have LUL / Transport for London (TfL) responded to EFDC's local plan issues and options consultation. And, what were TfL forecasts for passenger growth at the east end of the Central Line over the next twenty years or so? And what impact will this have on passenger's experience on the service.

A: We have estimates based on GLA estimates but there are no development schemes for this area and no easy options that could be pursued. Our Planning Department will respond in the usual way to your consultation document.

Q: During the London 2012 games, maintenance and upgrade work on London Underground was suspended, now that the games are over, can you please advise the committee what planned maintenance and upgrade works are scheduled between Buckhurst Hill and Epping (including the Chigwell section)? What will the impact be on commuters during the next four months?

A: We had suspended large scale works during the games so as not to disrupt them. We have nothing major planned for the areas you indicated at present except for Grange Hill, which have major works planned.

Q: Debden station & TfL's surrounding land was identified as part of the councils 'Debden Town Centre and Broadway' final report in 2008 (part of Debden's redevelopment project) for key transport link improvements for the area.

Can you please advise the committee what TfL's plans are for the redevelopment of Debden Station and its surrounding land? And was there any timeline for its implementation?

A: Currently we have no plans to redevelop around Debden Station.

Tara Gallagher, on behalf of the Disability Involvement and Engagement Group asked the following question:

Q: Epping Underground Station is identified and promoted by Transport for London as having 'step-free access from the platform to the street'. How will Transport for London ensure that people with disabilities, including wheelchair users and those with hearing impairment, are always able to exit Epping Station on a step-free basis irrespective of the time of day?

A: The second exit has now been reopened at Epping Station from 16.00 to 20.00. We have made sure there was sufficient lighting, CCTV and a Help-point installed. We may need to add support for deaf people as we are aware that a Help-Point was not any use for deaf people and therefore the station may need to be manned all the time.

The Chairman then asked Youth Councillors to put their questions.

Q: Are there any plans to extend the Central Line to run to Ongar?

A: No, there are no plans at present. We are delighted that the Preservation Society was running a service on the line. If we can help them then we will. We wish them all the best.

Q: Why are Hainault trains very unreliable; they are supposed to run at 15 minutes intervals sometimes you can wait up to an hour?

A: We are sorry that this had happened. We measure our performance continuously and it was rare for this to happen, mainly due to unforeseen circumstances. We generally deliver our schedule and keep to it 90% of the time.

Q: The access to Buckhurst Hill Station was not suitable for disabled people, the elderly and people with prams. The access to both platforms has stairs. Are there any future plans to upgrade this station for more suitable access?

A: There are currently no plans to reopen this section as it has been closed for some time. Also it is a one person station; they can't handle two sections of the station. And there are no facilities to allow customers to touch in and out with Oysters etc. There are also Health and Safety regulations that we need to follow for issues with not having staff there.

Q: There is a bridge that is near to Buckhurst Hill Station it goes from Buckhurst Way to Forest Edge, it runs over the central line railway track at the end of Lower Queens Road car park. This is very badly lit and at night it is a dangerous place to be near as gangs of youths hang around. Can something be done to make this a safer place?

A: We are currently looking into this. We are not sure if this is LUL property, if it turns out that it is, we will do something.

Q: From Loughton Station there is a passageway that cuts through to Roding Road, this is very poorly lit and winding. Are there any plans to make this safer by improving the lighting?

A: Yes, we have plans to put in additional lighting there.

Q: Opposite Epping Station there is a footpath that runs around the back of Epping Station car park; this is a short cut into Centre Drive. There are a set of large steps which are dangerous especially at night and in adverse weather conditions. Are there any plans to make improvements?

A: We need to get clarification that it belongs to LUL. We do cut the vegetation there, but really need to establish who owns it.

Q: Why are there no timetables for bus routes displayed at bus stops or anywhere nearby?

A: This is really a question for Transport for London. We can have details of bus routes inside stations but if you're talking about bus stops, then it's TfL. E-mail me the details of the bus stop and I'll pass it on to the right person.

The chairman then asked if other members had any more questions for the LUL representatives.

Q: Does LUL pay for electricity according to usage or by an annual charge unrelated to how much is used? And, I frequently see lights burning during the day, for example the lights on the approach to Theydon Bois station and on the bridge and at other stations along the Central line. Why is this?

A: That's a fair point. We pay by usage and have the biggest electricity bill for the whole of London. Now we have air conditioning on trains on some lines and so consume a lot more energy. We have energy champions for every group of stations. As for the lights; at present we have to have to use circuit breakers to turn the lights off. We are looking to put in a manual switch as soon as we can.

Q: Can you look at Debden Station as they have similar problems. I would be grateful if you also respond to our issues and options consultation as soon as you can as it finished yesterday.

A: We have a big planning Department that would answer your consultation document. I will find out if they have responded.
(The Portfolio Holder for Planning added that EFDC would still accept their response even if it was out of time).

Q: The decision to re-open the Platform 1 gate at Epping station was very welcome and has been much appreciated. Overwhelmingly in my experience passengers respect the need to touch in and touch out. Can LUL reassure us that the Platform 1 gate will remain in use? Will it install a second card reader in order to reduce queuing times?

A: It will remain open for the times shown. There is potential to get a second reader there but it must be designed to fit the space available.

Q: What is the current position with regard to the possible expansion or reconfiguration of Epping Station car park, potentially making use of adjoining land owned by TfL?

A: We are looking in detail to increase the capacity of the car park, such as an upper deck or extending the car park to the coal yard.

Q: People from rural areas have to drive in to get to the stations. They cannot afford to pay increased parking fees on top of increased fares, so they tend to park around the residential areas and receive a hostile reception for doing so. A lot more people would be looking to park at the stations.

A: There was no easy solution. We are liaising with the local planning authorities and looking to manage approach roads and encourage more use of buses and taxis. Epping is a problem looking for a solution, but we have no direct answer as yet.

Q: On car parking in Epping; a few years ago we were told that that you were looking at the lease of the coal yard to provide more parking and have now been told that you are looking at this again.

A: Yes, looking at it again, but no easy solutions are to be found.

Q: There are problems in Buckhurst Hill and Roding Valley Stations. People do not benefit from 'Freedom Passes' here and for some reason they are placed in the Zone 4 and Zone 5, why is that?

A: There is no easy answer; Zone 5 would be more expensive for locals and Zone 4 cheaper. I will ask a colleague who took this decision.

Q: What steps will LUL take to end long-stay parking in Station Approach? This reduces the space available to drivers to pick-up and set-down passengers, causes congestion, and makes life especially difficult for bus drivers seeking to approach the bus stop. A few weeks ago there were signs displayed saying LUL permits were no longer valid for parking in Station Approach but this restriction does not seem to have been strongly enforced.

A: The 'no-parking' signs have been removed, they were a mistake; the wrong signs had been put up. The approach road was an ongoing issue with its own ongoing problems. We have talked about the coal yard and turning this into a staff car park area. It will all come down to enforcement and the use of double yellow lines.

Q: Would you have the British Transport Police supporting you on enforcing parking?

A: It is a bit hit and miss for parking enforcement as they are there for the Underground and not really parking.

The Chairman thanked Mr Tollington and Mr Graves for their attendance and answering the Committee's questions.

38. WORK PROGRAMME MONITORING

Overview and Scrutiny Committee

It was noted that the November meeting would have the six month O&S review; a presentation from the Youth Councillors and a report on the Key Objectives. It was noted that the Committee were keen to have presentation on Health Commissioning as soon as possible.

Standing Panels:

Housing Standing Panel

It was noted that there would be an extra meeting held in November or December to look at the tenancy policy and the allocations scheme.

Constitution and Members Services Standing Panel

It was noted there would be an extra meeting in January.

Safer Cleaner Greener Standing Panel

Councillor Smith reported back on the last meeting of the Panel as both Chairman and the Vice Chairman were not at that meeting. It was noted that they had received reports on the recent spring time flooding events and the council's flood risk strategy;

progress made on the introduction of recycling in flats; and the 5 year CCTV action plan.

Planning Services Standing Panel

Noted that there would be a special meeting held on 7 November to consider a response to the consultation by the London Borough of Enfield into an Area Action Plan for North East Enfield, both generally and in particular concerning a proposal for a Northern Gateway Access Package, which sought to resurrect what was previously known as the Northern Gateway Access Road. The Panel would be open to all members to attend but would be especially interesting to the Waltham Abbey members.

Finance and Performance Management Standing Panel

It was noted that Councillor Gadsby was voted into the Chair in the absence of both the Chairman and the Vice Chairman. The Panel considered the analysis of the Audit Commission's Value for Money Profiles; the quarter one Key performance indicators for 2012/13; and the Quarterly Financial Monitoring report.

Task and Finish Panels:

Overview and Scrutiny Review Task and Finish Panel:

Noted that Officers were still researching and putting together information on this. Petitions would now form part of the Panel's remit.

Review of Chief Executive Appointment Task and Finish Panel

Noted that there were delays in gathering in reports from candidates. They hope to report back at the next meeting.

Review of Licensing Services Task and Finish Panel

Noted that their first meeting was to be held on 23 October 2012.

39. CABINET REVIEW

Our Committee members wanted the following comments brought to the Cabinet's attention:

- They thought that the guaranteed investment (sports and leisure management) was an excellent idea and should be supported as it would bring a good return on our capital;
- The new Essex County Traveller Unit would be very useful in dealing with travellers and they urged the Council to join this as soon as it could;
- They were concerned that there was no trending evidence given in the planning appeal compensation budget report to enable agreement of the £90,000 asked for; and finally they noted that
- The Welfare reform Mitigation Action Plan and the Localisation of Council Tax Support was crucial for the council.

40. STAFF APPEALS PANEL

The Committee received a report from the Constitution and Member Services Standing Panel. It dealt with the terms of reference of the Staff Appeals Panel and

proposed changes in relation to its jurisdiction in respect of appeals by staff. In respect of regarding appeals, these proposals derive from a recent review of the Council's job evaluation scheme (by which salaries applicable to staff posts or groups of posts are determined) and in particular the question of a staff member's right of appeal.

In addition, there were proposals for removing from the Panel's responsibilities other appeals by staff for which the Panel is currently responsible. These were brought forward at the request of the trade unions and subsequent Counsel advice.

It recently came to light that the Council's Constitution continued to include re-grading matters within Staff Appeals Panel's terms of reference, 7 members of staff in 4 posts (1 post being a benchmark post which covered 4 employees) appealed and these have subsequently been heard and concluded.

However, concerns were raised by Unison's Regional Officer on the implementation of the policy and specifically the appeals procedure. As a result both Unison and GMB representatives have withdrawn their support from the job evaluation process until matters were clarified. The policies, guidelines, procedures and pro formas relating to job evaluation were further reviewed by the officer Job Evaluation Panel and the resultant amendments have now been agreed by the Cabinet.

Part of Counsel's advice was that the Staff Appeals Panel was not an appropriate forum to hear such appeals since Members were not trained in or hold expertise in the Job Evaluation process, and a second avenue of appeal against job evaluation decisions was not required.

The Committee noted the report and agreed the recommendations of the Constitution and Member Services Standing Panel.

RESOLVED:

That a report be submitted to the Council recommending:

(a) that the terms of reference of the Staff Appeals Panel be amended so as to delete all appeals by staff except those involving dismissal, including those deriving from selection for redundancy;

(b) that this alteration be published in the Constitution when agreed by the Council; and

(c) that any amendments elsewhere in the Constitution to reflect these changes in the panel's terms of reference be delegated to the Assistant to the Chief Executive.

41. REVIEW OF PETITIONS SCHEME

Councillor Sartin the Chairman of the Constitution and Member Services Standing Panel reported to the Committee on the recent report on the petition scheme that they had considered at their last meeting.

In 2010 the Council started an ePetition scheme with the aid of some Government money and the Council's current Committee Managements system. However, in December 2010 the Government gave notice that provisions of the Localism Act would remove any duty to provide such a system.

Members had asked for a periodic review of the operation of the system to assess its effectiveness, which had been undertaken.

It was noted that people, in general, still petition the Council in the traditional way. During the period January 2011 to August 2012 the Council received 12 formal petitions on paper. Correspondingly, during the same period 2 electronic petitions were received and completed. One relating to provision of places at Epping Forest College (referred to the College for response – 13 electronic signatures but supported by a paper petition) and the other was regarding the St Johns Road Development Brief (during a formal consultation period – 72 electronic signatures).

No petitions during this period met the threshold for debate at either Overview and Scrutiny or at Full Council.

Having reviewed the scheme the Constitution and Member Services Panel were of the view that it should continue and the current thresholds were still appropriate. They were of the view however that the scheme document on the website could be made shorter and more user friendly.

The Panel noted that the Director of Planning and Economic Development had raised an issue relating to the approval to list ePetitions during formal consultation periods. During the St Johns Development Brief Consultation this year a request for a petition was received and approved for the website. This allowed people to register their names against a petition calling for the council to acknowledge objections to the development of a supermarket on the site.

They also suggested that in order that members may raise matters relating to petitions, the Portfolio Holder should provide details of the petitions received, together with any Council response in their report to each full Council. Also, the petition scheme already contained provision for review after the Council's response but the Panel suggested that the current O&S Review Task and Finish Panel give further consideration to how petitions could be better overseen by Overview and Scrutiny.

The Committee noted the report and agreed the recommendations of the Constitution and Member Services Standing Panel.

RESOLVED:

- (1) That the review the operation of the Council's petitions scheme be noted;
- (2) That the following amendments be made to the petitions scheme and procedure:
 - (i) That the following be added to the current exceptions to the scheme, 'petitions made during formal Council consultations related to the subject matter of the consultations and that these should be formally referred to that process as appropriate;
 - (ii) That officers redraft the current scheme to provide a customer facing document that focuses on how the Council deals with a petition for placing on the website;
 - (iii) That in future, Portfolio Holder reports made to Council include details

of the petitions received, together with any Council response; and

- (3) That the Overview and Scrutiny Review Task and Finish Panel be asked to consider how petitions can be better considered by Overview and Scrutiny during their current review.

42. ELECTRONIC DELIVERY OF AGENDA AND OTHER INFORMATION

Councillor Mrs Sartin introduced the last report from the Constitution and Member Services Panel to this meeting.

The Committee noted that in November 2011 they had asked the Constitution and Member Services Standing Panel to: examine how agendas were sent to members, how new technology might be used to distribute papers, seek Counsel's Opinion on whether using new distribution technology was lawful given current legislative constraints; and for a review of officer agenda distribution arrangements to take place.

It was noted that members had received training on the use of the Council's Virtual Private Network (VPN) system giving them access to all meeting papers supporting the democratic process. From a position where not many members had email and computers at home, virtually no members remain digitally disconnected. The emphasis is now on connectivity on the move and receiving documents electronically. Also, this year has seen two major developments:

- (i) its migration to the Council's new website; and
- (ii) the development of 'App' based end user software for Apple and Android devices.

The Council had asked for a received Counsel's opinion on migration to an electronic method of working. The Counsel's opinion confirmed:

- (a) The Council's current procedures are lawful and compliant. In fact, in some ways, exceeds that required.
- (b) Wholly electronic notification and service would not be lawful – this applies to Council and committees and subcommittees.
- (c) A Council member may not lawfully opt out of hard copy deliveries.
- (d) A Council member may not rely on legislation to insist upon physical delivery of any document other than the summons to a meeting i.e. we could introduce a system whereby a member only received the formal summons by post but accessed all other documents electronically.

It was also noted that the lack of sufficient electrical outlets in the Council Chamber had been highlighted as a barrier to greater use of IT during meetings. At present there were no electrical outlets on any of the members' benches. Investigations carried out by Facilities Management have shown that work was possible to provide outlets. Members of the Panel considered that this work should be undertaken, and were recommending to Cabinet that this work be included in their draft budget as an additional DDF sum for 2013-14.

The Panel had also received a demonstration of the new Mod.Gov App which enables users to receive papers that could be electronically annotated directly to a

tablet device. They noted that to continue this would require a further sum for 2013/14 to extend the current trial period. During this extension the Panel asked for a further assessment of member use of technology so that they can look at this again at a later meeting. They also recommended a bid in the sum of £1,000 for this purpose.

The Committee noted the report and agreed the recommendations of the Constitution and Member Services Standing Panel.

RESOLVED:

- (1) That Counsel's advice that the Council's current distribution procedures are lawful and compliant be noted;
- (2) That wholly electronic notification and service would not be lawful and that this applied to Council and committees and sub-committees be noted;
- (3) That Counsel's advice that a Council member may not lawfully opt out of hard copy deliveries be noted;
- (4) That the addition of a formal summons to notices of meetings as implemented by officers be noted;
- (5) It was agreed that a joint approach with other Councils to the Secretary of State for Communities and Local Government seeking permissive statutory provisions to allow members to receive such electronic agenda and papers lawfully be pursued;
- (6) That the proposal to implement a summons based system relying on a move to members receiving supporting papers electronically be not implemented at this time pending this approach be agreed;
- (7) It was agreed that the existing Members connectivity agreement be amended by the removal of term 1(iv) from that agreement pending further review after (5) above;
- (8) It was agreed that further research be undertaken with members of the Council on their social media use to support a bid for funding to continue the Mod. Gov App on a permanent basis;
- (9) It was agreed that the Cabinet be requested to approve further DDF bids as follows:
 - (a) A sum of £4,000 for 2013-14, to fund the installation of electrical outlet sockets in the Council Chamber; and
 - (b) A sum of £1,000 for 2013-14 to continue funding the Mod Gov App for a further year to facilitate (8) above;
- (10) It was agreed that the Portfolio Holder for Support Services be notified of current accounting procedures in respect of recovery of Reprographic Section costs by means of re-charges to internal service users and asked to review and report to the Cabinet and the Audit and Governance Committee.

43. WIRELESS BROADBAND WITHIN THE EFDC AREA

The Assistant Director (ICT), Dave Newton, introduced the report on the investigation into the feasibility of providing Broadband connectivity to rural areas currently suffering from slow or no broadband access. It was noted that we did not have any influence over the major suppliers. However, recently, as part of a Disaster Recovery project for EFDC officers asked for a quote for the supply of a separate wireless broadband link into the EFDC area which would deliver Super-fast Broadband to residents and businesses through radio links rather than old fashioned copper phone lines.

The contract was awarded to Buzcom and their system was now live with coverage over most of the district, but not all of it. Coverage maps could be viewed by going to the Buzcom website, www.fibrewifi.com and clicking on the Epping Forest District button.

There were no EFDC projects at present to assist in broadband connectivity, however officers could ask someone from BT to come and talk to this meeting if required.

Councillor Philip noted that we should publicised the availability of the new broadband service for our residents although it was not a Council service.

Councillor Wyatt asked what type of equipment a customer would require to receive this service. Mr Newton said that they would need a small dish usually attached to their TV aerial to receive the broadband signal.

Councillor Philip asked if we could get representatives from both BT and Virgin to come and talk to about connectivity; this was agreed by the Committee.

RESOLVED:

1. That the update on initiatives by the District Council to help improve Broadband connectivity speeds across the district be noted.
2. To arrange for representatives from both BT and Virgin to attend a meeting and talk about broadband connectivity in our area.

CHAIRMAN

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Report to the Overview and Scrutiny Committee

Date of meeting: 27 November 2012

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan 2011-2015 - Key Objectives 2012/13

Responsible Officer: S. Tautz (01992 564180)

Democratic Services Officer: A. Hendry (01992 564246)

Recommendations/Decisions Required:

That the Committee consider progress in relation to the achievement of the Council's key objectives for 2012/13, for the first six months of the year.

Executive Summary:

1. The Corporate Plan is the Council's key strategic planning document, setting out service delivery priorities over the four-year period from 2011/12 to 2014/15, with strategic themes reflecting those of the Community Strategy for the district. Updates to the Corporate Plan are published annually, to reflect key objectives for each year of the Plan period and progress against the achievement of objectives for previous years.
2. The annual identification of key objectives provides an opportunity for the Council to focus specific attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year. The key objectives are intended to provide a clear statement of the Council's overall intentions for each year, containing specific actions and desired outcomes.
3. A range of key objectives for 2012/13 was adopted by the Cabinet at its meeting on 30 January 2012. Progress in relation to the achievement of the key objectives is reviewed by the Cabinet and the Overview and Scrutiny Committee on a six-monthly and outturn basis.

Reasons for Proposed Decision:

4. This report presents the six-month position against the key objectives for 2012/13. It is important that appropriate performance management processes are in place to review progress against the key objectives, to ensure their continued relevance and achievability, and to identify corrective action in areas of slippage or below-target performance.

Other Options for Action:

5. No other options are appropriate in this respect. Failure to review and report performance against the key objectives and to take corrective action where necessary, could have negative implications for the Council's reputation and for judgements made about the progress of the authority.

Report:

6. The Corporate Plan for 2011/12 to 2014/15 translates the vision for the district set out by the Community Strategy, into the Council's strategic direction, priorities and the most important outcomes that it wants to achieve. The Corporate Plan helps to prioritise resources to provide quality services and value for money. The key objectives adopted for each year of the Corporate Plan are not intended to reflect everything that the Council does, but focus on national priorities set by the Government and local challenges arising from the social, economic and environmental context of the district. The key objectives represent the Council's high-level initiatives and over-arching goals for each year.
7. The key objectives for 2012/13 were adopted by the Cabinet at its meeting on 30 January 2012. A schedule detailing mid-year progress (at 30 September 2012) against individual actions designed to secure the achievement of each of the key objectives, is attached as Appendix 1 to this report.
8. Progress against the key objectives was an area of focus in former corporate inspection processes, in order to assess the Council's progress in improving the services that it delivered, and to identify and reflect plans to secure further improvement. Whilst such external assessment processes have generally been abolished, it remains important to ensure that appropriate performance management processes are in place to review and monitor performance against the key objectives, and to agree proposals for corrective action in areas of slippage or under performance.
9. The Committee is requested to consider progress in relation to the achievement of the key objectives for 2012/13, for the first six months of the year.. This report will also be considered by the Cabinet at its meeting on 3 December 2012, and any comments raised by the Committee will be reported to the Cabinet meeting.

Key Objectives 2013/14

10. The Council has aligned its business, budget, and workforce planning and development processes over recent years, and these arrangements have provided an opportunity for the key objectives for each year to be incorporated within annual Business Plans, thereby further linking the various elements of the Council's performance management framework. For 2012/13, the key objectives were agreed by the Cabinet alongside the setting of the budget for the year, representing significant improvement over previous arrangements where the objectives were not determined until early in each municipal year, after the budget for the year had been agreed.
11. In order to commence the business planning process for the next financial year, current progress against the key objectives will be used as the starting point for the identification of appropriate objectives for 2013/14. The proposed objectives will be subject of consultation with the Committee in early 2013.

Resource Implications:

Resource requirements arising from specific actions to achieve the key objectives for 2012/13, or from proposals for corrective action in respect of areas of slippage or below-target performance in relation to individual objectives, will be identified by the responsible service director(s).

Legal and Governance Implications:

There are no legal implications or Human Rights Act issues arising from the recommendations of this report, which ensure that the Council reviews progress against the achievement of its key objectives. Implications arising from specific actions to achieve the key objectives for 2012/13, or from proposals for corrective action in respect of areas of slippage or below-target performance in relation to individual objectives, will be identified by

the responsible service director(s).

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Implications arising from specific actions to achieve the key objectives for 2012/13, or from proposals for corrective action in respect of areas of slippage or below-target performance in relation to individual objectives, will be identified by the responsible service director(s).

Consultation Undertaken:

Current progress against the key objectives for 2012/13 has been submitted by the responsible service director(s). This report has been considered by Management Board and will also be presented to the Cabinet at its meeting on 3 December 2012. The report was provided to the Leader of the Council in advance of the publication of this agenda.

Background Papers:

None

Impact Assessments:

Risk Management

Failure to review performance against the key objectives and to take corrective action where necessary, could have negative implications for the Council's reputation and for judgements made about the progress of the authority.

Risk management issues arising from specific actions to achieve the key objectives for 2012/13, or from proposals for corrective action in respect of areas of slippage or below-target performance in relation to individual objectives, will be identified by the responsible service director(s).

Equality:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?

There are no equality issues arising from the recommendations of this report, which ensure that the Council reviews progress against the achievement of its key objectives. Equality issues arising from specific actions to achieve the key objectives for 2012/13, or from proposals for corrective action in respect of areas of slippage or below-target performance in relation to individual objectives, will be identified by the responsible service director(s).

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KEY OBJECTIVES 2012-13 – PROGRESS UPDATE (SEPTEMBER 2012)

1. The development of the Council’s new Local Plan as the spatial strategy for development and growth across the Epping Forest District, and to support the aspirations of the Community Strategy for the district

Objective/Action	Status	Progress
C01.a - Develop the Council's new Local Plan	This is the high-level action for Key Objective CO1.a	
C01.a - (i) Establish joint working arrangements with other relevant local planning authorities	On Track	(October 2012) The Council has a long history of joint working with other local bodies on Planning and other issues of strategic importance; in particular concerning Harlow and areas around Waltham Abbey. Indeed the Council has a significant number of neighbouring and other authorities (such as the Corporation of London concerning Epping Forest) with whom it cooperates, and it will continue with that cooperation, but also has considered where it needs to engage with others where that same level of working has not existed (and which may include some of the neighbouring or nearby London Boroughs) It also needs to continue to cooperate with the West Essex Alliance and the South East Local Enterprise Partnership and the Anglia Growth Partnership on particular topics where there are common interests.
C01.a - (ii) Development of the new Local Plan	On Track	(October 2012) The Council has made good progress with its Local Plan in the last six months. highlights include adding more studies to the evidence base (for example a study into issues concerning the glasshouse industry in the area.) The Council has boosted its efforts to focus on delivery of the Plan by using project management, and by introducing several contract posts to supplement its establishment team. In particular it undertook an eleven week consultation into its Issues and Options, which has elicited around six thousand responses, and which it is now starting to analyse.
C01.a - (iii) Submission of Local Plan progress reports to Management Board	On Track	(October 2012) As the Council reflected on changes to the Planning system, in particular the introduction of the National Planning Policy Framework and the transition arrangements therein, which emphasised the need to move quickly to produce a new Local Plan, but also to have a plan that was procedurally judged to be sound, the progress has been reported to the Management Board at two weekly intervals to begin with, and more latterly at four week intervals. Management Board have been satisfied with that progress, and similarly key matters have been reported to the Local Plan Cabinet Committee.

Page 21

2. The achievement of the levels of net savings necessary to maintain the Council’s sound financial position, and the provision of the best level of service possible with reduced resources

Objective/Action	Status	Progress
C02.a – Ensure reduced use of reserves to balance the budget	Achieved	(November 2012) The Medium Term Financial Strategy approved by Council in setting the 2012/13 Budget in February 2012 showed a reduced use of reserves to balance the budget over the medium term. The use of reserves peaked in 2014/15 at £464,000 and reduced to £153,000 in 2015/16.
C02.b – Ensure General Fund Reserve Balance does not fall below acceptable level	Achieved	(November 2012) The predicted revenue balance at the end of 2015/16 was £7.624 million, which represented 51% of the Net Budget Requirement for 2015/16 and thus comfortably exceeded the target of 25%.

C02.c – Achieve improvement in the Council's Key Performance Indicators	On Track	(October 2012) Thirty-two Key Performance Indicators (KPIs) were adopted for 2012//13 by the Finance and Performance Management Cabinet Committee. A target was set for at least 70% of the KPIs to achieve target by the end of the year. Improvement Plans were produced for each KPI, setting out actions planned to achieve target. These plans have been agreed by Management Board and are reviewed by the relevant service director and Portfolio Holder over the course of the year. The cumulative six-month position with regard to the achievement of target for the KPIs for 2011/12, was as follows: (a) 16 (59.26%) indicators achieved the second quarter target; and (b) 11 (40.74%) indicators did not achieve the second quarter target. In predicting year-end performance for the KPIs, service directors have suggested the following outturn position on the basis of second quarter performance: (a) 16 (59.26%) indicators are anticipated to achieve the year-end target; (b) 2 (7.41%) indicators are not anticipated to achieve the year-end target; and (c) the achievement of the year-end target for 9 (33.33%) indicators is uncertain.
C02.d – Continue to achieve high levels of revenue collection	This is the high-level action for Key Objective CO2.d. See progress against the specific next level actions CO2.d.(i) and CO2.d(ii).	
C02.d – (i) – Continue to achieve high levels of Council Tax collection	Behind Schedule	(November 2012) Whilst the level of Council Tax collected at the end of the second quarter is slightly below the profiled target it is still possible that the target could be achieved for the year as a whole.
C02.d – (ii) – Continue to achieve high level of NNDR collection	Behind Schedule	(November 2012) Even though the level of Non Domestic Rate collection is slightly above the profiled target at the end of the second quarter it is felt unlikely that the target will be achieved for the year as a whole.
C02.e – Implement improvements to the Council's housing repair service	This is the high-level action for Key Objective CO2.e. See progress against the specific next level actions CO2.e(i), CO2.e(ii), CO2.e(iii) and CO2.e(iv)	
C02.e – (i) Introduction of a full housing repairs appointment system	Achieved	(November 2012) A full housing repairs appointment system was introduced in Spring 2012.
C02.e – (ii) Introduction of a new contract for supply of housing repair materials	On Track	(November 2012) Good progress is being made. A tender exercise has been undertaken in accordance with EU Procurement Regulations. Tenders are currently being assessed on the basis of the Most Economically Advantageous Tender (MEAT) (70% price / 30% quality). Site visits to prospective suppliers' depots were conducted during October 2012. The report on the tenders and recommended supplier will be considered by the Housing Portfolio Holder later in November and the contract will be operational before the target of 31 March 2013. It is envisaged that significant material supply chain savings will flow from this new initiative, which dovetails with the Mears Housing Repairs Management Contract.
C02.e – (iii) Achievement of target times for repairs management contract	On Track	(November 2012) There has been a step change in performance of the Housing Repairs Service, since the appointment of Mears as the Housing Repairs Management Contractor in May 2011- as part of our strategic Repairs Refresh Programme. Repairs performance for Quarter 2 – 2012/13 (compared to 2010/11 – full year) is as follows: 99% of emergency repairs completed within 24 hours (2010/11 – 98%) 99% of urgent repairs completed within 5 working days (2010/11 – 69%) 99% of routine repairs completed within 6 weeks (2010/11 – 92%) 100% tenant satisfaction with the Repairs Service (2010/11 – 99%) However, the first year's operation of the Repairs Management Contract has identified that the suite of Contract KPIs are no longer appropriate, following the introduction of the full repairs appointment system and the Repairs Advisory Group (comprising members, officers and tenant representatives) has recommended a new suite of more appropriate Contract KPIs from October 2012 to the Housing Portfolio Holder, which the Housing Portfolio Holder is currently considering.

C02.e – (iv) Achievement of 99% tenant satisfaction with repairs service	On Track	(November 2012) Quarters 1 and 2 (2012/13) performance for tenant satisfaction with the Housing Repairs Service was 100% and 100% respectively
C02.f – Further improve the Council’s housing service	This is the high-level action for Key Objective CO2.f. See progress against the specific next level actions CO2.f(i), CO2.f(ii), and CO2.f(iii)	
C02.f – (i) Consideration of housing improvements by tenants and leaseholders	Achieved	(November 2012) The Tenants and Leaseholders Federation considered and agreed a proposed list of housing improvements and service enhancements in March 2012, and recommended to the Housing Scrutiny Panel accordingly.
C02.f – (ii) Consideration of housing improvements by Housing Scrutiny Panel	Achieved	(November 2012) At its meeting in March 2012, the Housing Scrutiny Panel considered and agreed to recommend to the Cabinet a list of 16 proposed housing improvements and service enhancements to utilise the £770,000 available as a result of HRA self financing.
C02.f – (iii) – Consideration of housing improvements by the Cabinet	Achieved	(November 2012) At its meeting on 23 April 2012, the Cabinet approved the list of 16 housing improvements and service enhancements proposed by the Housing Scrutiny Panel, to utilise the £770,000 available as a result of HRA self financing.

3. The implementation of the Government’s proposed welfare and other finance reforms with the least possible disruption to service users and the Council’s operations

Objective/Action	Status	Progress
C03.a – Develop and introduce local scheme of Council Tax benefit	On Track	(November 2012) Work with other Essex local authorities, both through the Benefits Managers and the Essex Strategic Leaders Finance (ESLF) groups, has been very effective. A set of common principles and scheme attributes have been agreed which ensure commonality where possible whilst allowing sufficient flexibility to accommodate differences in demographics.
C03.b – Maximise income from the retention of business rates	Under Control	(November 2012) The consideration of options has been obstructed by the late issuing of regulations and legislation. This, combined with DCLG imposed unrealistic timetables, led the ESLF to abandon any attempt at pooling for 2013/14. However, the group is keen to re-examine this position during 2013/14 for the 2014/15 financial year.
C03.c – Examine impact of proposed housing-related welfare reforms	This is the high-level action for Key Objective CO3.c. See progress against the specific next level actions CO3.c(i) and CO3.c(ii)	
C03.c – (i) Seek external funding for report on effects of housing-related welfare reforms	Achieved	(November 2012) The Council’s was successful with its bid to Improvement East to fund 100% of the cost of commissioning the Chartered Institute of Housing to undertake a major study into the effects and implications of the welfare reforms on the Council, Council tenants, private tenants and homelessness.

C03.c – (ii) Completion of Chartered Institute of Housing study	Achieved	(November 2012) The Chartered Institute of Housing's study into the effects and implications of the welfare reforms on the Council, Council tenants, private tenants and homelessness was completed in September 2012. The CIH presented its findings at an event in September 2012, to which all members of the Council and senior officers were invited.
C03.d – Provide information on the introduction of proposed welfare reforms	On Track	<p>(November 2012) Following receipt of the Chartered Institute of Housing's study into the effects and implications of the welfare reforms on the Council, Council tenants, private tenants and homelessness, the Director of Housing established a Welfare Reform Mitigation Project Team in September 2012, comprising Housing and Benefits Officers. The Project Team formulated a Welfare Reform Mitigation Action Plan, comprising around 60 separate actions within 7 themes, which was adopted by the Cabinet on 22nd October 2012. One of the themes related to informing residents and external advice agencies. Most of the required funding for the initiatives within the Action Plan will be met from the Housing Improvements and Service Enhancements Fund 2013/14. The Action Plan is now being delivered. Quarterly progress reports will be considered by the Housing Scrutiny Panel.</p> <p>(November 2012) As more information becomes available it is being analysed and publicised. Specific information is also being shared with particular groups of claimants such as those who will be affected by the benefit cap or will be deemed to be under-occupying.</p>

4. The implementation of initiatives to help mitigate the impact of the current economic conditions on local communities and businesses, where resources permit and value for money can be achieved from the Council's activities

Objective/Action	Status	Progress
C04.a - Make no increase in the Council Tax for 2012/13	This is the high-level action for Key Objective CO4.a. See progress against the specific next level actions CO4.a(i) and CO4.a(ii)	
C04.a - (i) The freezing of the Council Tax for 2012/13 at 2011/12 levels	Achieved	(November 2012) The Council Tax was frozen for 2012/13 and the specific grant from Government was secured.
C04.a - (ii) Secure the government grant in lieu of Council Tax increase	Achieved	(November 2012) The Council Tax was frozen for 2012/13 and the specific grant from Government was secured.
C04.b - Make no increase in off-street parking charges	On Track	(September 2012) Car parking charges have been retained at former levels for the third consecutive year.
C04.c - Provide free off-street car parking on Saturdays in towns	On Track	(September 2012) Car parking remains free in long stay and mixed tariff car parks in at least one car park in each town in the District.
C04.d - Provide free Saturday off-street parking throughout December 2012	Pending	(September 2012) It is assumed that Members will wish to retain free weekend car parking during the month of December. However a formal decision is awaited.

C04.e - Ensure parity in council's short and long-term parking charges	Pending	This is the high-level action for Key Objective CO4.a. See progress against the specific next level actions CO4.e(i) and CO4.e(ii) (September 2012) This will be considered alongside the consideration of the public survey and tariff structures / income targets for 2013/14.
C04.e - (i) The completion of a car park usage survey	On Track	(September 2012) The online and face to face surveys have been completed but are yet to be formally reported to Members. This will be undertaken as part of the fees and charges considerations for the 2013/14 budget.
C04.e - (ii) Assessment of local business car park needs and concerns	Not Started	(September 2012) Intention was to deal with the public responses and then consider the views of traders / businesses. This will be undertaken once Members have considered the outcomes of the public survey results.
C04.f - To make no increase in a number of other council charges	This is the high-level action for Key Objective CO4.a. See progress against the specific next level actions CO4.f(i), CO4.f(ii) and CO4.f(iii)	
C04.f - (i) The freezing or reduction of at least 50% of housing-related charges	Achieved	(November 2012) 22 (50%) of the 44 Housing-Related Fees and Charges were either reduced or frozen for 2012/13.
C04.f - (ii) The freezing of the council's domestic and trade waste related charges	Achieved	(September 2012) The only fee increases applied were as a result of cost increases arising through the contract with Sita.
C04.f - (iii) The review of the effect of the council's fees and charges for 2012/13	Achieved	(November 2012) The annual report containing an analysis and recommendations for changes in the Council's fees and charges for 2013/14, was considered by the Finance and Performance Management Cabinet Committee at its meeting on 22 November 2012.

5. Maximising the provision of affordable housing within the district

Objective/Action	Status	Progress
C05.a - Prepare for commencement of house-building programme in 2013/14		This is the high-level action for Key Objective CO5.a. See progress against the specific next level actions CO5.a(i), C05.a(ii) and CO5.a(iii)

C05.a - (i) Appointment of development agent to undertake house building process		On Track	<p>(November 2012) Good progress has been made with the appointment. At its meeting on 12 March 2012, the Cabinet agreed the content of the Pre-Qualification Questionnaire (PQQ), including the associated PQQ Selection Criteria. At its subsequent meeting on the 23 April 2012, the Cabinet also agreed the Selection Criteria for the main tender exercise. A total of 63 Expressions of Interests were received to the advert placed in the Official Journal of the European Union (OJEU), which resulted in 13 completed PQQs being received. Following a detailed assessment/scoring of each PQQ, using the Cabinet's agreed Selection Criteria and a formal validation/moderation process involving the Housing Portfolio Holder, 6 organisations were shortlisted to provide detailed tender submissions. The formal Invitation to Tender was issued on 27 July 2012, with a Closing Date of 7th September 2012. The tender submissions were opened by the Housing Portfolio Holder on 12 September 2012. In the event, two tenderers withdrew during the Tender Period, resulting in four tenders being received. Technical assessments of the tenderers' submissions were undertaken by an Evaluation Panel, who scored the Quality Submissions in accordance with the pre-determined Selection Criteria and interviewed each of the tenderers to clarify points arising from their submissions. The Cabinet-appointed Selection Panel (members and officers) are due to receive presentations from each of the tenderers on 8 November 2012. The Presentations have a weighting of 10% of the total score. The Selection Panel will then make its recommendations on the recommended and reserve tenderer to be appointed as the Development Agent to the Cabinet on 3 December 2012. Under EU Procurement Regulations, following the Cabinet's decision, there is a three-week "stand still" (Alcatel) period, after which the contract can be entered into. Therefore, it is envisaged that the contract will be signed and commence in January 2013 - in advance of the target deadline.</p>
C05.a - (ii) Identification of potential council-owned development sites		Achieved	<p>(November 2012) In July 2012, the Cabinet considered 69 Council-owned difficult to let and small garage sites, and other housing land, whose development potential had been initially assessed by officers. Potentially, a maximum of 227 new rented Council homes could be developed on these sites – although many of these sites are very problematical to develop, with the number of properties that can actually be developed likely to be much less. The Cabinet agreed a methodology for separating the sites into a "Primary List" and "Reserve List", and agreed that detailed development and financial appraisals should only be undertaken at this stage of all those sites on the Primary List. However, it was also agreed when sites should be promoted from the Reserve List to the Primary List, and the circumstances when appraisals should be undertaken for sites on the Reserve List in the future. The list of sites will be passed to the Council's Development Agent (when appointed), which will formulate a Development Strategy for adoption by the Cabinet, and which will include a proposed methodology for determining the order in which the detailed development appraisals, and the subsequent development of sites should be undertaken. Further initial development assessments will be undertaken over time of other garage sites that may be suitable for development, with further reports submitted to the Cabinet as appropriate to consider whether or not they should be added to either the Primary List or Reserve List.</p>

C05.a - (iii) Determine the future use of Leader Lodge, North Weald		Achieved	(November 2012) In March 2012, the Cabinet determined the future use of Leader Lodge. It was agreed that Leader Lodge and the associated land should be sold on the open market for private housing by the Council's Estates and Valuations (E&V) Division, through the invitation of tenders for purchase. In respect of the open market sale of the site, the Cabinet also agreed that (a) Prospective purchasers should be invited to provide either one or two tenders, and be required to state their intentions within their tender(s) on whether the tender(s) is/are based on the existing Leader Lodge building being retained (with or without additional development) or demolished;(b) The Housing Portfolio Holder should be authorised to accept the most appropriate tender received, which shall be either; (i) the highest tender received based on Leader Lodge being retained; OR (ii) the highest tender received based on Leader Lodge being demolished; (c) The Portfolio Holder should not be required to accept the highest tender overall; (d) If the accepted tender is based on the proposed retention of Leader Lodge, a covenant be included in the sale requiring that the building shall not be demolished; It was also agreed that potential purchasers should be advised of the matters that the Housing Portfolio Holder will take into account when considering the tenders received. The Cabinet also agreed that the capital receipt from the sale of the site be ring-fenced for use as a cross-subsidy for the Council's own new House Building Programme, if required, and that the site be sold as soon as reasonably practicable. The E&V Division is currently in the process of undertaking the tender exercise and will report to the Housing Portfolio Holder on the outcome shortly.
C05.b - Provide loans to council's housing association partner to enable shared ownership purchases			This is the high-level action for Key Objective CO5.b. See progress against the specific next level actions CO5.b(i), C05.b(ii) and CO5.b(iii)
C05.b - (i) Provision of shared ownership loan to Broxbourne Housing Association (BHA)		Achieved	(November 2012) The first Open Market Shared Ownership loan was completed on 22nd March 2012, ahead of the target date
C05.b - (ii) Completion of remaining shared ownership loans to BHA		On Track	(November 2012) Three loans have been completed to date. A further three applicants await exchange of contracts for their chosen properties. The final two applicants are sourcing their properties to buy. All 8 loans within Phase 1 are envisaged to have completed by 31 March 2013.
C05.b - (iii) Review of Shared Ownership Scheme		Achieved	(November 2012) In August 2012, the Housing Portfolio Holder undertook a formal review of the Open Market Shared Ownership (OMSO) Scheme and concluded that Phase 1 of the Scheme had been successful. He therefore agreed that Phase 2 of the OEMSO Scheme should be implemented - to provide loans for a further 6 property purchases - and that existing applicants on the OEMSO Scheme's Waiting List should be given priority for Phase 2 of the Scheme The Housing Portfolio Holder also agreed that the following changes should be made to the Scheme's criteria for Phase 2: (a) The maximum property purchase price be increased to £250,000; (b) The purchase by applicants of three bedroom properties be allowed; and (c) The maximum single/joint income eligible for the scheme be increased from £60,000 to £80,000 per annum; It was also agreed that a further review of the OEMSO Scheme be undertaken by the Cabinet, once either e either the further 6 property purchases under Phase 2 have been completed or 9 months' later (whichever is the earlier), in order to consider whether the Scheme should be extended further and additional budget provision made within the Housing Capital Programme accordingly.

C05.c - Complete build of straw bale housing association properties	This is the high-level action for Key Objective CO5.c. See progress against the specific next level actions CO5.c(i), C05.c(ii) and CO5.c(iii)	
C05.c - (i) Determine planning application for straw bale development at Millfield	Achieved	(November 2012) Planning permission was granted on 7th March 2012.
C05.c - (ii) Completion of lease of land at Millfield to Hastoe Housing Association	Achieved	(November 2012) The lease of the land at Millfield to Hastoe Housing Association was completed on 28th March 2012.
C05.c - (iii) Commencement of straw bale development at Millfield	Achieved	(November 2012) The development of the straw bale development at Millfield commenced on site at the end of March 2012, ahead of the target date.
C05.d - Complete at least 34 and commence at least 69 new affordable homes	This is the high-level action for Key Objective CO5.d. See progress against the specific next level actions CO5.d(i), C05.d(ii), C05.d(iii) and C05.d(iv)	
C05.d - (i) Completion of 5 affordable homes at Church Hill, Loughton	On Track	(November 2012) The development is on site and Moat Housing expect completion of the development in January 2013, ahead of the target date.
C05.d - (ii) Completion of 29 affordable homes at Sewardstone Road, Waltham Abbey	Achieved	(November 2012) Completion of the development was delayed due to problems with the provision of services and utilities. However, Phase 2 - comprising 39 affordable homes - was completed in May 2012, and Phase 3 - comprising a further 29 affordable homes - was completed in August 2012.
C05.d - (iii) Start on site 52 new affordable homes at Jennikings Nursery, Chigwell	On Track	(November 2012) The Section 106 Agreement for the development has been signed and the Reserved Matters Application has been submitted and is currently under consideration by planning officers. It is envisaged that the development will commence before the target date of 31st March 2013.
C05.d - (iv) Start on site 17 new affordable homes at Manor Road, Chigwell	On Track	(November 2012) The Section 106 Agreement for the development has been signed and the development has detailed planning permission. East Thames Housing Group, the housing association providing the affordable housing envisage that the development will commence around November 2012, ahead of the target date of 31st March 2013.
C05.e - Progress residential development at Pyles Lane, Loughton	On Track	(November 2012) Authority to submit a planning application was agreed following consideration of a call-in. Phase 1 of the habitat survey was carried out in early November and a report is expected later in the month, when officers are due to meet with Essex County Council's highway engineers. Subject to the outcome of these events, a planning application will be submitted to the next appropriate planning committee.

C05.f - Review Strategic Housing Market Assessment and number of affordable homes required	This is the high-level action for Key Objective CO5.f. See progress against the specific next level actions CO5.f(i) and CO5.f(ii)	
C05.f - (i) Review of Strategic Housing Market Assessment	On Track	(October 2012) The Strategic Housing Market Assessment was commissioned on behalf of six adjoining authorities in 2008 (Brentwood, Broxbourne, East Herts, Epping Forest, Harlow and Uttlesford). Given changes in the economy, the ranges of affordable housing products available and the likely abolition of the East of England Plan the study now needs to be updated.
C05.f - (ii) Update of Strategic Housing Market Assessment	On Track	(October 2012) The update of the Strategic Housing Market Assessment has been commissioned by four of the original six partner authorities. Both Brentwood BC and Broxbourne BC have made their own separate arrangements. A draft report has recently been received, and the final update report is due to be complete by the end of the year.

6. The implementation of relevant provisions contained within the Localism Act 2011, and other public sector reforms

Objective/Action	Status	Progress
C06.a – Implement relevant provisions contained in the Localism Act 2011	Pending	(October 2012) Neighbourhood Planning was introduced as part of amendments to the planning system under the Localism Act 2011. The Council is focusing resources on the preparation of the Local Plan, as neighbourhood plans must be in conformity with an up-to-date Local Plan. The Forward Planning team have therefore been encouraging parish councils to get fully involved in the preparation of the Local Plan at present.
C06.b – Improve partnerships with voluntary community agencies in the district	On Track	(November 2012) The Epping Forest District and Essex Compacts are reviewed on an ongoing basis and the council is currently meeting all requirements in terms of the principles set out within each of the Codes of Good Practice. The council is developing a Volunteering Strategy to further strengthen partnership working with the voluntary and community sector.
C06.c – Progress arrangements for Individual Electoral Registration	This is the high-level action for Key Objective CO6.c. See progress against the specific next level actions CO6.c(i) and CO6.c(ii)	
C06.c – (i) Identification of resources required for transition to Individual Electoral Registration	Pending	(November 2012) Details of the Government’s funding arrangements for the transition to Individual Electoral Registration (IER) have not yet been issued, and no review of the local resourcing of IER in the transitional phase and thereafter, is therefore yet possible. See also Action C06.c(ii)
C06.c – (ii) The determination of the resource implications of the Individual Electoral registration process	Pending	(November 2012) See also Action C06.c(i) Details of the Government’s funding arrangements for the transition to Individual Electoral Registration (IER) have not yet been issued, and no review of the local resourcing of IER in the transitional phase and thereafter, is therefore yet possible.

C06.d – Consider the introduction of fixed-term, flexible tenancies for council tenants	This is the high-level action for Key Objective C06.d. See progress against the specific next level actions C06.d(i), C06.d(ii), C06.d(iii), C06.d(iv) and C06.d(v)	
C06.d - (i) Provision of information sessions on housing tenure reform provisions of Localism Act	Achieved	(November 2012) A comprehensive Briefing Session on the housing tenure reforms was given to all Members of Council on the 14th June 2012 and the Tenants and Leaseholders Federation on 27th June 2012.
C06.d - (ii) Consideration of high-level policy issues relating to fixed-term tenancies	Achieved	(November 2012) Following informal discussions amongst Cabinet Members, the Housing Portfolio Holder signed a Portfolio Decision on 17th August 2012 setting out the proposed approach to be taken to the Council's new Tenancy Policy and the use of fixed term tenancies and asking the Housing Scrutiny Panel to give consideration to the detailed Tenancy Policy itself. The agreed approach is to implement a Pilot Scheme to grant 10-year fixed term tenancies to all new tenants of Council properties with 3 or more bedrooms. The Portfolio Decision also covered the criteria to be used at the end of the fixed term to assess tenants' eligibility for a further fixed or secure tenancy of either the same or another Council property, and agreed that the success of the Pilot Scheme should be reviewed after 12 months operation.
C06.d - (iii) Consideration by Housing Scrutiny Panel of proposed new Tenancy Policy	Under Control	(November 2012) It was not possible, due to other commitments, to report the Draft Tenancy Policy to the Housing Scrutiny Panel by 31 July 2012. However, the detailed Tenancy Policy has now been drafted by officers and will be considered by the Housing Scrutiny Panel at a special meeting on 17th December 2012.
C06.d - (iv) Adoption by Cabinet of the new Tenancy Policy	Under Control	(November 2012) It was not possible, due to other commitments, to report the Draft Tenancy Policy to the Housing Scrutiny Panel in sufficient time for the Cabinet to adopt the Tenancy Policy by 30 September 2012. However, the detailed Tenancy Policy has now been drafted by officers and will be considered by the Housing Scrutiny Panel at a special meeting on 17th December 2012. It is now programmed that the Cabinet will consider the Housing Scrutiny Panel's recommendations on the Tenancy Policy at its meeting on 11th March 2013 - at the same time as it considers the Housing Scrutiny Panel's recommendations on a new Housing Allocations Scheme, since the two issues are linked.
C06.d - (v) Implementation of the new Tenancy Policy	On Track	(November 2012) Since the Cabinet will not adopt the Tenancy Policy until its meeting on 11th March 2013, the programmed date for the new Tenancy Policy to commence is now 1st June 2013.
C06.e - Undertake a review of the Housing Allocations Scheme	This is the high-level action for Key Objective C06.e. See progress against the specific next level actions C06.e(i), C06.e(ii), C06.e(iii), C06.e(iv) and C06.e(v)	
C06.e - (i) Provision of information sessions on housing allocation provisions of Localism Act	Achieved	(November 2012) A comprehensive Briefing Session on the new flexibilities for housing allocations given by the Localism Act 2011 and the use of a Local Eligibility Criteria was given to all Members of Council on the 14th June 2012 and the Tenants and Leaseholders Federation on 27th June 2012.

C06.e - (ii) Consideration of the high-level policy issues relating to housing allocation provisions		Achieved	<p>(November 2012) Following informal discussions amongst Cabinet Members, the Housing Portfolio signed a Portfolio Decision in September 2012 setting out the proposed approach to be taken to the formulation of a new Housing Allocations Scheme and asking the Housing Scrutiny Panel to give consideration to the detailed Tenancy Policy itself.</p> <p>The agreed approach is to introduce a Local Eligibility Criteria for all new and existing housing applicants requiring that they must have lived within the District for at least 3 years (2.5 years for existing tenants) to be eligible for the Housing Register and that they must have some assessed housing need and not have sufficient income and/or savings to enable them to purchase their own accommodation. The Housing Portfolio Holder also agreed a range of other provisions, and that the new Allocations Scheme should be reviewed after 12 months operation.</p> <p>The Housing Portfolio Holder's Decision was beyond the target date set, due to the Commencement Order being made and the new Code of Guidance on Allocations being issued later than expected.</p>
C06.e - (iii) Consideration by Housing Scrutiny Panel of new Housing Allocations Scheme		Under Control	<p>(November 2012) It was not possible to report on a new Housing Allocations Scheme to the Housing Scrutiny Panel by 31 July 2012, due to the Commencement Order for the provisions under the Localism Act 2011 being made, and the new Code of Guidance on Allocations being issued, later than expected. However, a draft Housing Allocations Scheme has now been drafted by officers and is currently being reviewed by external legal advisors, prior to it being considered by the Housing Scrutiny Panel at a special meeting on 17th December 2012.</p>
C06.e - (iv) Adoption by Cabinet of the new Housing Allocations Scheme		Under Control	<p>(November 2012) It was not possible to report on a new Housing Allocations Scheme to the Housing Scrutiny Panel in sufficient time for the Cabinet to adopt the Tenancy Policy by 31 October 2012, due to the Commencement Order for the provisions under the Localism Act 2011 being made, and the new Code of Guidance on Allocations being issued, later than expected. However, a new Housing Allocations Scheme has now been drafted by officers and will be considered by the Housing Scrutiny Panel at a special meeting on 17th December 2012. It is now programmed that the Cabinet will consider the Housing Scrutiny Panel's recommendations on the new Housing Allocations Scheme at its meeting on 11th March 2013, following the required statutory consultation process with Registered Providers of Social Housing and others - at the same time as it considers the Housing Scrutiny Panel's recommended Tenancy Policy, since the two issues are linked.</p>
C06.e - (v) Implementation of the new Housing Allocations Scheme		On Track	<p>(November 2012) Since the Cabinet will not adopt the new Allocations Scheme until its meeting on 11th March 2013, the programmed date for the new Housing Allocations Scheme to commence is now 1st June 2013.</p>
C06.f - Ensure council's ability to engage fully in Health and Wellbeing Board		Under Control	<p>(September 2012) Member appointment made to the Health & Wellbeing Board. Officers, Members and One Epping Forest have had the opportunity to participate in the priority setting exercise for Essex. The JSNA for EFDC has been published. Work continues to ensure that West Essex and EFDC needs are fully considered as part of further priority setting.</p>
C06.g - Ensure council's ability to engage fully in process of appointing and overseeing Police and Crime Commissioner			<p>This is the high-level action for Key Objective CO6.g. See progress against the specific next level actions CO6.g(i), CO6.g(ii), and CO6.g(iii)</p>
C06.g - (i) Appointment of member to Police and		Achieved	<p>(September 2012) Member appointed to the Police and Crime Panel.</p>

Crime Panel for Essex		
C06.g - (ii) Ensure partnership ability to positively engage with Police and Crime Commissioner	On Track	(September 2012) Working within the umbrella of Safer Essex, the Epping Forest Community Safety Partnership has been positively engaging with prospective PCC candidates and contributed to the production of a Community Safety Prospectus setting out for PCC candidates what CS Partnerships could offer by way of targeted services.
C06.g - (iii) Consider amalgamation of local Safer Communities Partnerships	Pending	(September 2012) Until such time as the PCC is elected into the post, no positive steps have been taken. However, the EFD Community Safety Partnership is fully aware of the likely pressure that will be brought to bear to reduce overall the number of Partnerships within Essex and this has been the subject of discussion at the most recent Partnership Strategy meeting.

Report to Overview & Scrutiny Committee

Date of meeting: 27 November 2012

Subject: Overview and Scrutiny Work Programme – Six Monthly Review

Officer contact for further information: Simon Hill (Ext 4249)

Committee Secretary: A Hendry (ext 4246)



SCRUTINY

Recommendations:

That the current work programme be reviewed in accordance with rule 9.3 of the Overview and Scrutiny Rules having regard to:

- (a) the resourcing and scope of the programme; and**
- (b) the reserve programme and new proposals from members.**

1. (Assistant to the Chief Executive). The Overview and Scrutiny Procedural rules state that 'The Overview and Scrutiny Work Programme shall be of six – months duration and be reviewed at or before the expiration of that six month period'.

2. The current work programme is attached. A review of this plan is therefore now due.

Task and Finish Panels

3. This year three Task and Finish Panels were established:

- (1) Overview and Scrutiny Review Task and Finish Panel;
- (2) Review of Chief Executive Appointment Panel Task and Finish Panel;
- (3) Review of Licensing Services Task and Finish Panel.

Their work is progressing with Panel's 1 and 2 who are hoping to report back before Christmas; Panel 3 will report back by April 2013.

Scrutiny Standing Panels

4. No new Standing Panels were created this year.

Reserve List.

5. A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous. OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

6. To date two new items have been added to the work programme. One is to consider the state of the mental Health Services in the District; the other is to review the state of the Highways in the District. Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date. Existing review items will be dealt

with first, and then time will be allocated to the items contained in the reserve work plan.

7. Members need to bear in mind that new projects can be added but only if there is capacity among Panels and officers to undertake them.

Overview and Scrutiny Work Programme – October 2012

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	To invite back September or October 2012	Completed in October 2012. To review the Olympic Travel plans and problems arising.	07 June 2012; 17 July; 04 September; 16 October; 27 November; 29 January 2013; 5 March; and 09 April
(2) OS Annual Review/ Annual Report	June 2012	Completed - 2011/12 Final draft report went to the June 2012 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	April 2013	Last completed in January 2012 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	To review again in the new municipal year.	Last looked at in October 2011	
(5) Six monthly review -	For November 2012	Last completed in November 2011	
(a) Monitoring of OS recommendations (b) OS work programme			

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	For the 2012/13 municipal year (possibly March 2013)	Last Completed in April 11 when the Principal of Epping Forest College addressed the April 2011 meeting.	
(7) Budget Report	For January 2013	Last completed in January 2012	
(8) To receive a presentation from Youth Council members	November 2012	Last Completed in Nov 11 - As last year, members of the Youth Council attended with proposals for their funding bid for 2012/13 and gave an update on their programme of work.	
(9) Broadband access in the District	TBA – An Interim report went to the February '11 meeting. Now waiting to get Service providers to a 2012 meeting.	Report went to Oct 12 Meeting. BT and one other service provider to be asked to address the O&S Committee on access to broadband and speeds for the Epping Forest District Area.	
(10) Corporation of London	For September 2012	Came in September - received a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest' was also present.	

(11) Essex Police Service	To review in 2013/14	With the current financial difficulty for statutory services and the new Police and Crime Commissioner starting November the Committee would like to see representatives of the Police to discuss their new budget, procedures and relationship with the PCC and if possible to get the PC Commissioner to attend. Safer Cleaner Greener Standing Panel are also hoping to get the PCC to attend one of their meetings.	
(12) Key Objectives 2011/12	Outturn report went to the June 2012 meeting.	Completed: Outturn report for 2011/12 submitted to the June 2012 meeting. Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(13) Key Objectives 2012/13	Progress report to go to the November 2012 meeting	Six monthly progress reports in respect of the annual Key Objectives made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2012/13.	
(14) To review the new organisational make up of the PCT/ West Essex Health Service and the progress made on the commissioning of local health services.	For 2013 (possibly January) Connected to item 16	Last looked at in March 2012– It would be useful to look at this next year, after the Bill had gone through Parliament. Noted that County were also looking at this topic.	

(15) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	To schedule for 2013/14	Last came in March 2012 - Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder. Noted that the lead county officer had moved on and the service was currently in a state of flux. To review again in the new year.	
(16) Mental Health Services in the District.	Sometime in 2012/14 Connected to item 14	To consider the state of the Mental Health Services in the District	NEW
(17) Review of Highways	To review when the service had settled down.	To invite the County Portfolio Holder for Highways or the appropriate officers to speak on the changes that has been made in the past year. Particularly the relationship between Highways, the District and the Public and how the Council could contact the Highways officers.	NEW

Standing Panels			
Housing Standing Panel (Chairman – Cllr S Murray)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Issues relating to the implementation of new licences for park home sites	June 2012	COMPLETED	
(2) Annual Ethnic Monitoring Review of Housing Applicants	July 2012	COMPLETED	Extra-Ordinary Meeting 28 June 2012
(3) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2012	COMPLETED	24 July 2012; 7 August 23 October;
(4) Housing Performance Indicators – 2001/12 Out-turn (Tenant Selected & KPIs)	July 2012	COMPLETED	(Extra-Ordinary Meeting)17
(5) Homelessness Strategy – Revision and Update	July 2012	COMPLETED	December 2012; 22 January 2013; and 19 March
(6) West Essex Tenancy Strategy – Consultation Draft	July 2012	COMPLETED	
(7) Response to CLG “Pay to Stay Consultation Paper”	July 2012	COMPLETED	
(8) Presentation by Mears – Repairs Management Contract – One Year On	August 2012	COMPLETED	

(9) Results of the Tenant Satisfaction Survey 2012	August 2012	COMPLETED	
(10) Housing Strategy Action Plan 2012/13	August 2012	COMPLETED	
(11) Performance against Housing Service Standards and Review	August 2012	COMPLETED	
(12) 12 Month Progress Report on Housing Strategy Action Plan 2011/12	August 2012	COMPLETED	
(13) Six Month Review of the HRA Financial Plan	October 2012		
(14) Six monthly Progress report on Housing Business Plan Action Plan	October 2012	COMPLETED	
(15) Adoption of EFDC's Tenancy Policy	December 2012	Extra-Ordinary Meeting	
(16) Housing Service Strategy on Home Ownership (Review and Update)	October 2012	New date to be confirmed	
(17) Housing Service Strategy on Rent Administration (Review and Update)	October 2012	COMPLETED	
(18) Housing Service Strategy on Repairs and Maintenance	October 2012	COMPLETED	

(19) Housing Service Strategy on Energy Efficiency (Review and Update)	October 2012	New date to be confirmed	
(20) Housing Service Strategy on Under Occupation (Review and Update)	October 2012	COMPLETED	
(21) Housing Service Strategy on Equality and Diversity (Review and Update)	October 2012	New date to be confirmed	
(22) Annual Review of the Housing Allocations Scheme	December 2012	Extra-Ordinary Meeting	
(23) Briefing on the Proposed Council rent increase for 2013/14	January 2013		
(24) Six monthly Progress report on Housing Strategy Action Plan 2012/13	January 2013		
(25) Proposed housing service improvements and service enhancements, as a result of the additional resources available from HRA self financing	January 2013		
(26) Housing Service Strategy on Housing Advice (Review and Update)	January 2013		
(27) Housing Service Strategy on Allocations (Review and Update)	January 2013		

(28) HRA Business Plan 2013/14	March 2013		
(29) Six Month Review of the HRA Financial Plan	March 2013		
(30) 12 Monthly Progress Report on Housing Business Plan Action Plan	March 2013		
(31) Housing Service Strategy on Tenant Participation (Review and Update)	March 2013		
(32) Housing Service Strategy on Harassment (Review and Update)	March 2013		

Constitution and Member Services Standing Panel (Chairman – Cllr Mrs M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May Elections	16 July 2012	COMPLETED	16 July 2012; 25 September ; 4 December; 7 January 2013 27 February; and 26 March
(2) Complaints Panel - Jurisdiction	16 July 2012	COMPLETED	
(3) Review of Substitution at Meetings	16 July 2012	COMPLETED	
(4) Audit and Governance Committee – review of Constitution	16 July 2012	COMPLETED	
(5) Staff Appeals Panel Terms of Reference	25 September 2012	COMPLETED	
(6) Electronic Delivery of Agenda	25 September 2012	COMPLETED	

(7) Review of Petitions	25 September 2012	COMPLETED	
(8) Review of the Protocol on Officer/Member Relations	27 February 2013		
(9) Review of Protocol on Outside Organisations	27 February 2013		
(10) Access to Information Rules Revised Procedures	4 December 2012		
(11) Questions – Review of Notice Periods	4 December 2012		
(12) Review of Portfolio Assistants as Members of Audit and Governance Committee	4 December 2012		
(13) Review of Annual Council	7 January 2013		
(14) Housing Appeals and Review Board – Review of Order of Presentations	26 March 2013		
(15) Review of November 2012 Elections	26 March 2013		
(16) Contract Standing Orders – Two Review Items	26 March 2013		
(17) Review of Financial Regulations	26 March 2013		
(18) Review of Officer Delegation (Including delegation of direct action under Section 178 of the Town and Country Planning Act 1990)	26 March 2013		
(19) Employment Procedure Rules - Revision As at November 2012	TBA	Further advice is being sought from Counsel	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)			
Work Programme 2012/13			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) SCG Strategy enforcement activity	October 2012	Completed - Six monthly report to Panel	40 July 2012;
(2) SCG Strategy Action Plan approve	April 2013	Annual review of Action Plan	30 October 2012;
(3) SCG Strategy Action Plan review	July 2012	Six monthly report to Panel	08 January 2013;
(4) CCTV action plan review	July 2012	Six monthly report to Panel	12 February 2013;
(5) CSP scrutiny review meetings	April 2013	Report after 2 special Safer Communities meetings	02 April 2013
(6) CSP Strategic Assessment review	October 2012	Six monthly report to Panel	Crime & Disorder Scrutiny meetings –
(7) Appointment of PCC	January 2013	Report following election of PCC in November 2012	The 2 meeting dates are October 2012 and February 2013
(8) Police resources and the Olympic Games	October 2012	Completed - Report following completion of Olympic Games	
(9) Receive notes of Waste IAA Member meetings	minutes for 10 May 12 received at July meeting	Notes reported to Panel at first available meeting following receipt	
(10) Receive notes of Waste Management Partnership Board		Minutes of 3 Sept Meeting to Oct meeting - Notes reported to Panel at first available meeting following receipt	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)			
Work Programme 2012/13			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(11) Progress against Nottingham Declaration – now the Climate Local Agreement.	July 2012	Six monthly report to Panel	
(12) Progress against carbon reduction strategy	July 2012	Six monthly report to Panel	
(13) Receive notes of Bobbingworth Nature Reserve liaison group	minutes for 26 September '12 received at October meeting	Notes reported to Panel at first available meeting following receipt	
(14) Recycling in flats and multi-occ. dwellings	July 2012	Report went to July meeting	
(15) Solar panels in Council owned properties		Under further consideration pending changes by government to feed-in tariffs – verbal update to July's meeting.	
(16) Review of EA flood management of River Roding		To receive an updating report on the wider implications, once known, of the EA strategy on flood management in the Roding catchment area.	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)			
Work Programme 2012/13			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(17) Review of waste contract ahead of next procurement	January 2013	To scrutinise how the new SITA contract would be framed for 2014. Contact extension with Sita now completed and sealed. Contract now in place until 4 November 2014. A procurement exercise for a new contract will need to commence in early 2013.	
(18) Fire & Rescue Services	January 2013	Fire and Rescue Services to address the meeting regarding the implications of their budget reductions. To be tabled for sometime after the Olympic Games	
(19) Monitor Local Highways Panel	October 2012	Minutes went to Oct meeting - To keep a watching brief on the effectiveness of the new Local Highways Panel	
(20) Update on Floods for the Year	January 2013	Members of the Panel agreed that they would like to have an update in the winter on the rainfall experienced this year and to update the panel on the current arrangements.	

Planning Services Standing Panel (Chairman – Cllr J Wyatt)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
1. To consider and Review Measures taken to Improve Performance within the Directorate	16 April 2013		12 June 2012; 11 September Cancelled Extra-Ordinary Meeting 7 November; 11 December; and 16 April 2013
2. To consider and Review Business Processes, Value for Money and Staffing arrangements for the Directorate: a. To consider the Financial Review (Bus Plan Section 3b) b. To consider the Business and Environmental Review (Appendix Business Plan) c. To consider the Directorate Value for Money Statement (Business Plan Section 4 (f))	11 December 2012		
3. To monitor and receive reports/updates on the delivery of the Local Plan: a. To report on the progress of the Local Plan b. To provide further updates on the Local Plan	Minimum verbal report at each meeting		

4. To monitor and receive reports/updates on the Planning Electronic Document Management System	11 December 2012		
5. To consider the Business Plan	16 April 2013		
6. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required.	11 December 2012		
7. To report to the Overview and Scrutiny Committee at appropriate intervals on the above.	To consider at each meeting.		
8. Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	11 December 2012	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
9. To receive a demonstration on the webcasting of Area Plans Sub-Committees	11 December 2012		
10. Section 106 Agreements	June 2012	COMPLETED	
11. Probity in Planning	June 2012	COMPLETED	

12. Northern Gateway Access Package (NGAP) Proposed by London Borough of Enfield	November 2012	COMPLETED	
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Finance and Performance Management Standing Panel (Chairman – Cllr A Lion)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2011/12	Outturn KPI performance report to be considered at the first meeting of the Scrutiny Panel in each municipal year.	Completed - KPI outturn report for 2011/12 to be considered at the meeting in June 2012.	19 June 2012; 18 September; 20 November; 21 January 2013 – jointly with Fin. Cabinet Cttee; and 12 March
(2) Key Performance Indicators – Performance Monitoring 2012/13	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2012/13 to be considered at the meetings to be held in September 2012(qtr 1), November 2012 (qtr 2) and March 2013 (qtr 3).	
(3) Key Performance Indicators – Development of indicators set for 2013/14	Draft indicator set to be considered on the basis of third quarter KPI performance for 2012/13.	KPI proposals to be considered at the meeting to be held at March 2013 meeting.	
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '12, 2 nd quarter in November '12 and 3 rd quarter figures at the March '13 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '12 meeting.	Completed - Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2012 meeting,	

(6) Detailed Portfolio Budgets	Had last been considered at the January 2012 meeting of the Cabinet Finance Committee.	Considered at the January '12 of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets. To go again to the January 2013 meeting.	
(7) Equality and Diversity - Monitoring and Progress	Progress report considered at the first meeting of the Scrutiny Panel in each municipal year	Completed - Progress report for the 2011/12 to be considered at the meeting to be held on 19 June 2012	
(8) Capital Outturn 2011/12 and use of transitional relief in 2011/12	Went to the June '12 meeting	Completed - Last considered at the June 2012 meeting	
(9) Provisional revenue Outturn 2011/12	Went to the June '12 meeting	Completed - Last considered at the June 2012 meeting	
(10) Fees and Charges	For the November 12 meeting	Last went to November 2011 meeting.	
(11) Sickness Absence	Quarterly Reports	Quarterly Figures of the Council's Sickness Absence figures. 4 th quarter figs. last considered at June 2012 meetings.	
(12) Value for Money & Data Quality Strategies.	November 2012	Last went to September 2011 meeting. Progress made against the Council's VFM and Data Quality Strategy.	

Task and Finish Panels

Overview and Scrutiny Review Task and Finish Panel (Chairman – Cllr Angold-Stephens)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.			To be arranged

Review of Chief Executive Appointment Panel Task and Finish Panel (Chairman – Cllr K Angold-Stephens)			
Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.		Panel to report by Mid October 2012.	To be arranged

Review of Licensing Services Task and Finish Panel (Chairman – Cllr P Smith)			
Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.	Scoping and ToR meeting	1st meeting held on 23 October to consider their Terms of Reference.	December 2012

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Report to Overview and Scrutiny Committee

Date of meeting: 27 November 2012

**Subject: Review of Licensing Services Task and Finish Panel –
Terms of Reference and scoping plan**

SCRUTINY



Officer contact for further information: A Mitchell

Committee Secretary: A Hendry Ext 4246

Recommendations:

- (1) That the membership of the Task and Finish Panel as outlined in paragraph 2 of the report be agreed;**
- (2) That the Panels' Aims and Objectives and the Terms of Reference set out in the appendix of this report be agreed; and**
- (3) That the proposals of the Panel to seek to submit their final report by the April 2013 Overview and Scrutiny Committee meeting be agreed.**

Introduction and Background

1. Following the meeting of the Overview and Scrutiny Committee on 4 September 2012, Councillor J Hart and S Watson submitted a request that the Committee set up a Task and Finish Panel to review the operation of the Licensing Sub-committee.
2. Subsequent to the setting up of this Panel by the O&S Committee the following Councillors have nominated themselves to sit on the Panel: Councillors P Smith (Chairman), K Angold-Stephens, James Hart, R Morgan, J Philip, C Pond, D Stallan and S Watson.
3. The first meeting of the Panel was held on 23 October 2012. The Panel has identified its aims and objectives and Terms of Reference which are in the attached appendix.
4. Members are asked to endorse the Aims and Objectives, Terms of Reference and the proposed work plan.

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Origin:

At the meeting of the Overview and Scrutiny Committee on 4th September 2012, Councillors J Hart and Mrs S Watson submitted a request that the committee set up a task and finish panel to review the Licensing sub-committees.

They expressed concerns that the current system was unsatisfactory given the size and diversity of the district. It was not unusual for Councillors from the rural areas to be called upon to decide upon licensing applications in the urban areas in the south of the district.

Many Councillors have full-time jobs and their working commitments' prevents them from joining day-time committees. This effectively dis-enfranchises working age Councillors from attending these meetings.

They would like Licensing applications to be considered in a similar way to Planning application, running the new system for a year's trial period.

Draft Terms of Reference:

1. To review the operation and effectiveness of the Licensing Sub-Committees structure.
2. To have regard of the Licensing Act 2003 on consultations.
3. To review the feasibility of moving some meetings to the evening.
4. To review the feasibility of creating a new Licensing Sub-Committee structure to enable local councillors and interested persons to have more input.
5. To review the most appropriate methods of informing people of their rights to make representations in respect of Licensing Applications and review hearings.

Aims and Objectives:

- (a) To report findings to the Overview and Scrutiny Committee and to submit any final reports in the proposed Corporate Format for consideration by O & S and Council by April 2013.
- (b) To gather evidence and information in relation to the topic through the receipt of data, presentations and by participation in fact finding visits if necessary;
- (c) To have due regard to the relevant Licensing legislation;
- (d) To establish key issues and future need;
- (e) To have in place a structure for Licensing Sub-Committees in place for the next municipal year.

REVIEW OF LICENSING SERVICES TASK AND FINISH PANEL: TERMS OF REFERENCE

(f) To establish whether there are any resource and calendar implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process 2013/14.

TIMESCALE	ESTIMATED	ACTUAL
Commencement: Oct 2012	April 2013	
<u>Finish</u> 1. As a time limited review - to end by April 2013.		Officers to consult Finance to establish if the Panel should put an interim bid for an appropriate budget round.