

EPPING FOREST DISTRICT COUNCIL OVERVIEW & SCRUTINY COMMITTEE MEETING MINUTES

Thursday, 20 April 2023, 7.00 - 9.17 pm

Council Chamber - Civic Offices

Members Present:	Councillor H Kane (Chairman), D Wixley (Vice-Chairman), R Balcombe, R Baldwin, R Bassett, R Brookes, S Heather, J Lea, J McIvor, S Murray and S Patel
Other Councillors:	Councillors N Bedford, S Kane, J Parsons, A Patel, J Philip, C Whitbread, H Whitbread and K Williamson
Apologies:	Councillors I Hadley, R Jennings and J H Whitehouse
Officers In Attendance:	Georgina Blakemore, Jennifer Gould, Andrew Small, Sally Dignan, Vanessa Gayton, Diane Gilson-Butler, Charlotte Graham, Vivienne Messenger, Rebecca Moreton, Gill Wallis and Gary Woodhall
Officers In Attendance (Virtually):	Laura Kirman, Paula Maginnis, Rob Pavey, Mandy Thompson, James Warwick and Pam Wharfe
Also in Attendance:	Members of the Epping Forest Youth Council

[A RECORDING OF THIS MEETING IS AVAILABLE FOR REPEATED VIEWING](#)

67 WEBCASTING INTRODUCTION

The Democratic and Electoral Services Team Manager 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.

68 SUBSTITUTE MEMBERS

The Committee noted that Councillor R Brookes had been appointed as substitute for Councillor R Jennings.

69 DECLARATIONS OF INTEREST

- (a) Pursuant to the Council's Members' Code of Conduct, Councillor R Bassett declared a non-pecuniary interest by virtue of being a non-Executive Director of the Qualis Group Board, as Qualis was mentioned in the Overview and Scrutiny 2022-23 Annual Report and quarter 4 Corporate Performance Report.
- (b) Pursuant to the Council's Members' Code of Conduct, Councillor J McIvor declared a non-pecuniary interest by virtue of being a former member of the Youth Council.

70 MINUTES

Resolved:

That the minutes of the meeting held on 31 January 2023 be taken as read and signed by the Chairman as a correct record.

71 MATTERS ARISING AND OUTSTANDING ACTIONS

It was noted that there were no outstanding actions from the minutes of the previous meeting.

Subsequent to the committee meeting of 31 January 2023 in respect of the Qualis – Overview item (Minute no 62), Councillor S Murray reported he had attended a meeting with two directors of a local housing company and had advised them that any concerns must be made in writing.

72 PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted that no public questions or requests to address the meeting had been received.

73 EXECUTIVE DECISIONS - CALL-IN

The Committee noted that no executive decisions had been called-in for consideration since the previous meeting.

74 ANNUAL REVIEW OF THE WORK UNDERTAKEN BY EPPING FOREST YOUTH COUNCIL

Youth Councillors Olu Ayandare and Paarth Patel (Davenant Foundation), Sarah Chufoon (King Harold Business Academy) and William Ayrton (Chigwell School) presented the Committee with an overview of the Youth Council's activities and achievements for 2022/23, which were highlighted in the agenda report.

Members admired the presentation and were full of support of the excellent work accomplished by the Youth Council. Full details of the members questions to the youth councillors can be viewed through the recording of the meeting.

75 CORPORATE PLAN KEY ACTION PLAN YEAR 5 2022/23 - QUARTER 4 PERFORMANCE REPORTING

The Committee reviewed the quarter 4 Corporate Performance Report and noted that:

- the Project Management Office was working on a new report format and that greater use of the column headings would be more user friendly to help understand the performance data being presented.
- it would be useful if the types of Customer Services complaints were detailed in scrutiny reports and for the relevant scrutiny committee to know if there were generic complaints.

Resolved:

That the committee reviewed the FY22-23 quarter 4 Performance report.

Actions:

- (1) Community Health and Wellbeing: Number of homelessness approaches – that the figures for prevention relief and main duty owed, be provided by the Interim Strategic Director, J Gould;
- (2) Contracts Waste: Reduction in household waste – that the formula used for household waste KPI figures be provided by the Contracts Interim Service Director, J Warwick;

- (3) Leisure Contract – that the Contracts Interim Service Director would raise with Places Leisure that there was concern some of the centres' usage figures were not being recorded accurately; and
- (4) Housing Management – that the number of adaptations undertaken by the Council be provided by the Interim Housing Director.

(Post meeting updates:

Action (1) – Number of homelessness approaches:

- *Homelessness approaches for the month of April = 76*
- *Homelessness prevented = 40%*
- *Homelessness relieved = 26%*
- *Main Duty acceptances = 23%*

Action (2) – The waste KPI for household waste is calculated by volume of waste collected divided by number of households which gave an average kg per households, which was then reduced to create a target. We will be revisiting this to see if it is still relevant and accurate, we will also ask other local authorities what KPI's they use.

76 OVERVIEW AND SCRUTINY 2022-23 ANNUAL REPORT

Resolved:

That the Committee approved the draft annual report, subject to any further comments being received and included in the final version, which was to be agreed at the next meeting on 18 July, and then submitted to Council for approval on 25 July 2023.

77 CHAIRMEN TO REPORT ON THEIR SELECT COMMITTEE BUSINESS

The select committee chairmen reported they had progressed their respective work programmes at their last meetings and throughout the year, but any outstanding items would be reviewed next year. It was felt the level of scrutiny had improved this year. The scrutiny training by an external trainer had helped members understand what scrutiny was about, and it was recommended that all scrutiny members should attend this training in future.

Resolved:

That the select committee Chairmen reported on business undertaken.

78 OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME

(a) Current work programme

The Chairman, Councillor H Kane, thanked her Vice-Chairman, Councillor D Wixley, members and officers for their work throughout the year, as a lot of changes had been made, but the work programme had been completed.

(b) Reserve work programme

There were no reserve work programme items.

Resolved:

That the Committee reviewed its current and reserve work programmes.

79 CABINET BUSINESS

Resolved:

That the Committee reviewed the Executive's current programme of Key Decisions of 5 April 2023.

CHAIRMAN