

## Overview and Scrutiny Work Programme – November 2008

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of Essex Police – Community Policing Initiative	January 2009	<b>Came in March 2008</b> – to arrange again for January 2009.	<del>5<sup>th</sup> June 2008</del> <del>10<sup>th</sup> July</del> <del>28<sup>th</sup> August</del> <del>29<sup>th</sup> September</del> (cancelled)  6 <sup>th</sup> November 11 <sup>th</sup> December  29 <sup>th</sup> January 2009 5 <sup>th</sup> March 16 <sup>th</sup> April
(2) OS Annual Review/ Annual Report	16 April 2009		
(3) Scrutiny of London Underground Ltd	2009	<b>Came in April 2008</b> – to arrange again for sometime in 2009	
(4) Scrutiny of Highways Local Service Agreement	March 2009 (?)	<b>Came in April 2008</b> – to arrange again for sometime in 2009	
(5) Provision of Youth Services within the District	Came to <b>July 2008</b> meeting.	<b>Came in July 2008</b> - Lonica Vanclay (who is the local officer responsible for youth provision in the District) attended July's meeting to discuss this issue.	
(6) North West Essex PCT – Proposal for Joint Scrutiny Review		Uttlesford Council has arranged an officer meeting on 3 November. County has arranged a Health Task and Finish Panel.	
(7) District Transport in Rural Areas		<b>Survey now completed</b> – Data has now been sent to County for their action. To report back to the Committee when County has taken any follow up action.	

(8) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	January 2009	Representatives of the partnership to report on an annual basis. There next meeting on 27 October to consider the structure of the board.	
(9) Scrutiny of Cabinet Forward Plan	July 2008	<b>Completed in July 2008</b>	
(10) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	6 November 2008		
(11) To conduct a review of O&S in January 2009	January 2009		
(12) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	Moved to the December 08 Meeting	Item suggested by Cllr. K Angold –Stephens  Attendance now confirmed with the new Principal.	
(13) Budget Report	January 2009		
(14) To ask the County Portfolio Holder to talk to the Committee about the rural bus service.	To be invited to the January 2009 meeting		

(15) To receive a Health and Inequalities presentation as requested by the Audit Commission.	November 2008.	To receive a presentation from Alison Corrie.	
(16) To receive a presentation from the Fire and Rescue Services in March 09?	March 2009		

## Standing Panels

### Housing Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Implementation of Choice Based Lettings – 6 Month Review	Medium	<b>Report considered at July 2008 Meeting</b>	<del>03 July 08</del> <del>09 October 08</del> 08 January 09 26 March 09
(2) Annual Ethnic Monitoring Review of Housing Applicants	Medium	<b>Report considered at July 2008 Meeting</b>	
(3) Review of Careline Services	Medium	<b>Report considered at July 2008 Meeting</b>	
(4) Review of Housing Performance Indicators	Medium	<b>Report considered at July 2008 Meeting</b>	
(5) Policy on Unauthorised Parking and Expenditure on Off Street Parking Programme	Medium	<b>Report considered at July 2008 Meeting</b>	
(6) Approach to 'De-designating' Properties for Older People.	Low	<b>Report considered at July 2008 Meeting</b>	
(7) Draft Housing Strategy	Medium October 2008	<b>In Progress</b> – A new Housing Strategy is being drafted to a template agreed across the Housing Sub Region. Scrutiny Panel to agree the Consultation Draft.	
(8) Annual Review of the Housing Allocations Scheme	High October 2008	<b>Report considered at October 2008 meeting</b>	
(9) Housing Service Strategy on Older Peoples Housing Services	Low October 2008	Not yet required.	
(10) Housing Service Strategy on Housing Management	Low October 2008	Not yet required.	

(11) Six-monthly progress report on Housing Business Plan, Action Plan.	Medium January 2008	Not yet required	
(12) Housing Service Strategy on Under-occupation.	Low January 2009	Not yet required	
(13) Updated draft HRA Business Plan	High March 2009	Not yet required	
(14) Housing Service Strategy on Home Ownership.	Low March 2009	Not yet required	
(15) Six-monthly Progress Report on Housing Strategy Action Plan.	Medium July 2009	Not yet required.	

## Constitution and Member Services Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2008 Elections	<b>30 June 2008</b>	<b>Completed – OSC on 28.8.08</b>	<del>30<sup>th</sup> June 2008</del> <del>8<sup>th</sup> September</del> 3 <sup>rd</sup> November 12 <sup>th</sup> January 2009 6 <sup>th</sup> April
(2) Response to Government Consultation Document on the date for Local elections in 2009	<b>30 June 2008</b>	<b>Completed – OSC on 28.8.08</b>	
(3) Review of Contract Standing Orders – Engagements of Consultants	<b>3 November 2008</b>	<b>Report submitted to this meeting following deferral.</b>	
(4) Review of Civic Ceremonial Functions Scoping Report	8 September 2008	<b>Completed</b>	
(5) Government Consultation Document on Weekend Voting	<b>September 08 Meeting</b>	<b>Completed.</b> Report due for submission to OSC on 6 November 2008.	
(6) Review of Constitution – Local Government etc. Act 2007	3 November 2008	On agenda for this meeting	
(a) the Cabinet. (b) Overview & Scrutiny Review/Government White Paper on Empowerment	To be determined	Relevant sections of the Act are not yet in force.	
(7) Review of Civic Ceremonial Functions – Full Report	3 November 2008		

(8) Member Training Review	12 January 2009		
(9) Annual Review of Financial Regulations and Officer Delegation	12 January 2009		
(10) Annual Review of Contract Standing Orders	6 April 2009		

## Safer, Cleaner, Greener Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Safer, cleaner, greener (general) (a) completion of establishment etc (b) formal "launch" (c) accreditation progress (d) enforcement activity		Close to completing establishment. Rapid Response vehicle now here, currently recruiting driver.  Environment and Neighbourhood Team to launch in the new year. Safer Cleaner Greener Strategy Document near completion by Jim Nolan.	<del>24 June 2008</del> <del>2 September</del> <del>24 October</del> 9 December  24 February 2009 21 April
(2) Safer communities (Safer) (a) CCTV policy (b) anti social behaviour in car parks		(a) All Posts Now Filled.  (b) New officer updating CCTV Policy..	
(3) Essex waste procurement process and Joint Committee (Cleaner, Greener) (a) minutes of joint Committee (b) JMWMS (c) Inter authority agreements	(a) No deadline, ongoing (b) Now adopted by Council. (c) Early in the new year.		
(4) Traffic Management Act 2004	<b>Considered at their 2<sup>nd</sup> Sept meeting</b>	<b>Completed</b> – To publish in members bulletin	
(5) Policing Green Paper	<b>Considered at their 2<sup>nd</sup> Sept Meeting</b>	<b>Completed</b>	



<p>(6) Waste Management Partnership Board (Greener)</p> <p>(a) minutes of Board  (b) review of garden waste  (c) introduction of food waste collection  (d) recycling in flats and similar buildings</p>	<p>(a) Ongoing  (b to d) prelim results went to Oct meeting.</p>	<p>Considered the minutes from the July meeting in September 08.</p>	
<p>(7) Nottingham Declaration (Greener)</p> <p>(a) sustainability action plan  (b) climate change strategy</p>	<p>(a) First draft by 1<sup>st</sup> December</p>	<p>A report on the consultation exercise on the green strategy is to be produced by the Director of Planning and Economic Development.</p> <p>New Cycle scheme now being advertised.</p>	
<p>(8) Residential parking (Safer, Greener)</p>			
<p>(9) County Highways matters (Safer)</p> <p>(a) NAG  (b) speed management  (c) freight strategy</p>	<p>(a) Issues still ongoing  (b) Still to come from County  (c) Still to come from County.</p>		
<p>(10) Bobbingworth Tip (Greener)</p> <p>(a) Management Group</p>	<p>Nearly Finished.</p>	<p>Cabinet has agreed to defer creating a monitoring Group until scheme is completed.</p>	

Planning Services Standing Panel			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) (i) New Local Development Scheme and East of England Plan – EFDC Response to Final Version (ii) To consider matters that arise through the East of England Plan (iii) In association with the above, to keep an overview of work associated with securing a sound New Local Development Framework	Next report at the November 2008 meeting	(i) Final version of the East of England plan incomplete. Awaiting the results of a legal challenge and the results from the gypsy/traveller consultation. (ii) To receive a progress report at each meeting.  (iii) To receive a progress report at each meeting.	<del>15<sup>th</sup> July 2008</del> <del>9<sup>th</sup> September</del> 18 <sup>th</sup> November 6 <sup>th</sup> January 2009 12 <sup>th</sup> February March
(2) (i) Re use of buildings in the Green Belt/Traffic Issues in the Roydon and Nazeing Areas. (ii) To keep an overview on transport matters that were the subject of a focus day in Nazeing in March 2007, and the action plan.	March/April 2009	<b>On going</b> – VOSA attended meeting of the old Environment and Planning Standing Panel on 28 Feb 2008. Awaiting Essex C.C. transport freight strategy for the Nazeing area. A review of the action plan will come forward at the March/April 2009 meeting.	

<p>(3) To consider the provision of Value for Money within the following Planning Services:</p> <ul style="list-style-type: none"> <li>• Development Control (including Appeals)</li> <li>• Forward Planning</li> <li>• Building Control</li> <li>• Enforcement</li> <li>• Administration and Customer Support</li> <li>• Economic Development</li> <li>• Environment Team</li> </ul>	<p>Completed (Subject to annual review in August 2009)</p> <p>November 2008 February 2009 January 2009</p> <p>February 2009</p>	<p><b>The timetable of review was agreed at the September meeting of the Panel.</b></p>	
<p>(4) Consultation with Residents and Amenity Groups</p> <p>Direct consultation</p>	<p>To be completed in time for August 2009 review</p> <p>To be confirmed</p>	<p><b>Completed June 2008</b></p>	

<p>(5) To consider in detail the provision of Value For Money within the Development Control (Planning Services) function, focusing specifically on:</p> <p>(a) The success of the 'hit squad' established to focus on the backlog of planning applications;</p> <p>(b) How and to what extent performance in relation to the determination of planning applications has improved as a result of the 'hit squad' and other additional resources such as the new integrated computer system, the restructure of Planning Services and the application of Planning Delivery Grant; and</p> <p>(c) How unit cost and other benchmarking information in relation to the Development Control function can be obtained to increase the effectiveness of the Value For Money Analysis for 2006/07 and future years.</p>	<p>Completed report to November 2008 OSC meeting</p>		
<p>(6) Update on current staffing situation</p>	<p>Regular agenda item. Next update to November 2008 Panel.</p>		

## Finance and Performance Management Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Best Value Performance Plan 2007/08	Report considered annually	<b>Completed</b> - The Summary BVPP and arrangements for consideration of full BVPP for 2008/09 agreed on 11 February 2008. The statutory requirement to produce an annual BVPP has been revoked as part of the new performance framework for local government, and the performance plan for 2008/09 will be the last to be produced in the current form.	<del>17<sup>th</sup> June 2008</del> <del>19<sup>th</sup> August</del> <del>*20 October 2008*</del> 11 <sup>th</sup> November 13 <sup>th</sup> January 2009
(2) Key Performance Monitoring Indicators – Performance Monitoring	Reports to be considered on a quarterly basis. Considered at August 08 meeting.*	Quarterly KPI performance reports will be considered at the meetings to be held on 19 August, 11 November and 10 February. *Deferred to special meeting in October '08.	10 <sup>th</sup> February 31 <sup>st</sup> March
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis. Considered at August 08 meeting.	First Quarter information was considered on 19 August '08 and the 11 November '08 meeting and the 3 <sup>rd</sup> quarterly figures at the February 09 meeting	
(4) Performance (Services to be scrutinised in Rotation)	Ongoing	The Panel looked at the Council's land and accommodation strategy at its meeting in November 2007. Further issues for consideration may be identified during the year.	

(5) Essex Local Area Agreement	Performance reports considered on a quarterly basis	Outturn report in respect of the first Essex Local Area Agreement (LAA) to be considered during 2008/09. Quarterly performance reports in respect of the performance indicators within the second Essex LAA that the Council 'has regard to' will be considered at the meetings to be held on 19 August 2008, 11 November 2008 and 10 February 2009.	
(6) Council Plan 2006-2010 Performance Monitoring	<b>Considered at the August 08 meeting</b>	<b>Completed.</b> Annual performance report will be considered at the meeting to be held on 19 August 2008.	
(7) Annual Value for Money Analysis	<b>Considered at August 08 meeting</b>	The Value for Money Analysis for 2006/07 will be considered at the meeting to be held on 19 August 2008, to identify any areas where further more detailed and targeted analysis may be required to be undertaken by a Task and Finish Panel during the year. <b>A Sub-group has been arranged.</b>	
(8) Annual Consultation Plan	<b>Considered at the August 08 meeting</b>	<b>Completed.</b> Consultation Plan considered at first meeting of each municipal year. Next report due May/June 2008.	
(9) Detailed Portfolio Budgets	To go to the January 2009 meeting.	Annual review of the Portfolio Holders Budgets.	
(10) Medium Term Financial Strategy	To go to the January 2009 meeting.	To review the Council's medium term financial strategy.	
(11) Race Equality Scheme Monitoring and Progress with Equalities Work	Report considered on an annual basis.	Monitoring report in respect of the Race Equality Scheme and progress with other equality issues to be made to the meeting to be held on 31 March 2009.	
(12) Gender Equality and Disability Equality Schemes - Monitoring	Report considered on an annual basis	Monitoring report in respect of the Gender Equality and Disability Equality Schemes to be made to the meeting to be held on 31 March 2009.	

## Task and Finish Panels

### Leisure Services

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Future Management of Waltham Abbey Sports Centre - (a) to assess the feasibility of providing a new Sports Hall at Waltham Abbey Swimming Pool; and (b) to evaluate the service and financial implications as opposed to entering into longer term Dual Use Management arrangements at Waltham Abbey Sports Centre.		<b>Underway:</b> New dual agreement and timetable to be brought to next meeting.  Report to go to Nov. O&S Cttee.	<del>8<sup>th</sup> July 2008</del> <del>23 September 2008</del> (went to WASC)  20 November 08
(2) Monitoring of Youth Initiatives Scheme		<b>Ongoing</b> - Scope of review considered on 5 July 2007 – consultations will not take place until <b>autumn 2008</b> . The consultation on this is delivered into three parts. Consultation with Town/Parish Councils and the Police is now complete. There may also be issues emerging from the 'Big Youth Debate' on 19 November and results from the survey carried out in July, August, following which an overall analysis of all the results will be carried out in due course.	

**Customer Transformation – New Task and Finish Panel**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
<ol style="list-style-type: none"> <li>1. To improve access to services and improve response to enquiries.</li> <li>2. There is a need to revisit the Customer Services Agenda, to see where improvements can be practically achieved.</li> <li>3. To improve services to customers of the Council.</li> <li>4. The Council has a duty under Equalities Legislation to ensure that all sections of the Community have access to the Council's Services. The provision of high quality and timely information is necessary to this end.</li> <li>5. Within the new National Indicator Set are measures to assess the effectiveness of the Council's ability to deal</li> </ol>	<p>March 2009</p>	<p>Terms of Reference submitted to OSC on 10 July 2008</p> <p>Interim report to go to the December meeting.</p> <p>The Panel visited Contact Harlow on 14 October 08 to review their Contact Centre.</p> <p>The Panel also visited EFDCs switchboard and the Environment and Street Scene new call monitoring system.</p>	<p><del>4<sup>th</sup> July 2008</del></p> <p><del>15 September 2008</del></p> <p><del>14 October 2008</del></p> <p>25 November 2008</p>



<p>with enquiries. The Council does not have a CRM (Customer Relationship Management System) in place to enable the authority to readily assess its current performance.</p>			
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