

## Overview and Scrutiny Work Programme – June 2009

<b>Overview and Scrutiny Committee</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Scrutiny of Essex Police – Community Policing Initiative	April 2010	Came in April 2009. – To arrange again for April 2010	<b>02nd June 2009</b> 09 <sup>th</sup> July 03 <sup>rd</sup> September 8 <sup>th</sup> October 12 <sup>th</sup> November 17 <sup>th</sup> December  <b>28<sup>th</sup> January 2010</b> 4 <sup>th</sup> March 15 <sup>th</sup> April
(2) OS Annual Review/ Annual Report	April 2010	Final Report went to April 09 meeting.	
(3) Scrutiny of London Underground Ltd	June 2009 – London Underground has withdrawn from this meeting at the last moment.	Last Came in April 2008 – to rearrange again for another 2009 meeting. To also ask TfL to attend same meeting.	
(4) Scrutiny of Highways Local Service Agreement	Autumn 2009	Came in April 2008 – The Council has created a new Localism Panel. This should be allowed to ‘bed in’ for six months before seeking further scrutiny.	
(5) Provision of Youth Services within the District	July 2009?	Came in July 2008 - Lonica Vanclay (who is the local officer responsible for youth provision in the District) attended July’ 08 meeting to discuss this issue. <b>To arrange again for July 2009?</b>	
(6) West Essex PCT – Proposal for Joint Scrutiny Review	Update went to December 2008 meeting – endorsed in principle.	Further meeting to be arranged with Harlow / Uttlesford to discuss topics and method of any review. It is thought prudent to wait for the outcome of ECC’s review of PCT scrutiny arrangements before progressing this review.	

(7) District Transport in Rural Areas		Survey now completed – Data has now been sent to County for their action. To report back to the Committee when County has taken any follow up action. Cllr Hume attended January 09 meeting.	
(8) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	March 2010	Last came in March 2009 - Representatives of the partnership to report on an annual basis.	
(9) Scrutiny of Cabinet Forward Plan	April 2010	Last looked at in April 2009.	
(10) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	November 2009	Last completed in November 08	
(11) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	September 2009	Principal addressed of Epping Forest College addressed the December 2008 meeting.  To be invited again in September 2009.	
(12) Budget Report	January 2010	Last completed January 2009	

<p>(13) To receive a Health and Inequalities presentation as requested by the Audit Commission.</p>		<p><b>Completed November 08</b> - received a presentation from Alison Cowie. Updating report to go back to O&amp;S June/July 09 meeting</p>	
<p>(14) To receive a presentation from the Fire and Rescue Services.</p>	<p>July 2009</p>	<p>Members agreed to have this presentation at their April 09 meeting.</p>	
<p>(15) Debt Management Review.</p>		<p>A sub-committee, consisting of four members has been constituted to look into this topic. A report will be brought to this Committee once completed.</p>	

## Standing Panels

### Housing Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Annual Ethnic Monitoring Review of Housing Applicants	High	For July 09 meeting	30 July <b>2009</b> 29 October  21 January <b>2010</b> 25 March
(2) Review of the Homeless Strategy	High	For July 09 meeting	
(3) Review of Housing Performance Indicators	High	For July 09 meeting	
(4) Older People's Strategic Review – Response to Consultation	High	For July 09 meeting	
(5) Private Sector Housing – Resourcing the Strategy	Medium	For July 09 meeting.	
(6) Review of Housing Standards.	Medium	For July 09 meeting.	
(7) Presentation by In Touch Support	Medium	For July 09 meeting	
(8) Annual review of the Housing Allocations Scheme	High	For October 09 meeting	
(9) Housing Service Strategy on Housing Allocations	Medium	For October 09 meeting	
(10) Housing Service Strategy on Housing Advice	Medium	For October 09 meeting	

(11) Housing Service Strategy on Equality and Diversity	Medium	For January 2010	
(12) Housing Service Strategy on Harassment	Medium	For January 2010 meeting	
(13) Six monthly Progress report on Housing strategy Action Plan	Medium	For January 2010 meeting	
(14) Six-monthly Progress report on Housing Business Plan Action Plan	Medium	For January 2010	
(15) Updated draft HRA Business Plan	High	For March 2010 meeting	
(16) Tenant Participation Progress Report	Low	For March 2010	

## Constitution and Member Services Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of June 2009 Elections	June 2009		<b>29<sup>th</sup> June 2009</b> <b>14<sup>th</sup> September</b> <b>2<sup>nd</sup> November</b>  <b>11<sup>th</sup> January 2010</b> <b>22<sup>nd</sup> March</b>
(2) Overview and Scrutiny Review including Government White Paper on Empowerment			
(3) Statutory requirement for establishment of a Crime & Disorder Committee.			
(4) Member Training Review	January 2010		
(5) Annual Review of Financial Regulations.	January 2010		
(6) Annual Review of Contract Standing Orders	January 2010		
(7) Annual Review of Officer Delegation	March 2010		

(8) Protocol on Civic Events			
(9) Review of Internal Audit Report - External Partner Organisations -			

## 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 (e) Strategy Document	(a) Completed (b) June 2009 (c) August 2009 (d) August 2009 (e) September 2009	(a) Establishment now complete (b) Now scheduled for July 2009 (c) Corporate accreditation achieved May 2009. Individual officer training scheduled for completion mid August 2009. (d) Enforcement policy document to the 23 June meeting. (e) agreed by this Panel at its February 2009 meeting, to Cabinet for adoption in Sept. 09.	23 June <b>2009</b> 1 September 27 October 8 December  25 February <b>2010</b> 29 April
(2) Safer communities (Safer)  (a) CCTV policy	(a) June 2009	(a) policy document to the 23 June meeting with example warning signs for consideration.	
(3) Essex waste procurement process and Joint Committee (Cleaner, Greener)  (a) minutes of joint Committee (b) JMWMS (e) Inter authority agreements	(a) Ongoing (b) Adopted. (c) Completed.	(a) No recent meeting to report. (b) No further action required until review. (c) Agreed at March 2009 Cabinet. Letter of intent signed May 2009.	

<p>(4) 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  (e) new food and garden recycling service.</p>	<p>(a) Ongoing</p> <p>(b to c) prelim results went to October 08 meeting.  (d) Ongoing  (e) Implementation Team updates</p>	<p>(a) Minutes of WMPB on 18 March and 20 April for 23 June meeting..  (b &amp; c) new service agreed at Cabinet at special meeting on 19 January 2009. New scheme due to commence September 2009.  (d) Some progress in 08/09. Further progress as part of new service rollout.  (e) Procurement of major assets in progress. Key Partners/stakeholders being identified road shows being programmed. Presentation to SCG Standing Panel.</p>	
<p>(5) Nottingham Declaration (Greener)</p> <p>(a) Sustainability action plan  (b) Climate change strategy – completed.</p>	<p>(a) First draft went to February 09 meeting  (b) Went to February 09 meeting</p>	<p>A report on the consultation exercise on the green strategy is to be produced by the Director of Planning and Economic Development. New Cycle scheme now being advertised. Staff travel survey is underway. Climate change went to February 09 meeting. Went to Cabinet in April 09.</p>	
<p>(6) Residential parking (Safer, Greener)</p>		<p>Parking on Housing estates. Not yet addressed. Topic likely to be transferred to the newly formed Highways Panel in 2009/10 Council year.</p>	
<p>(7) County Highways matters (Safer)</p> <p>(a) Nazeing Action Group  (b) speed management  (c) freight strategy  (d) Monitoring of Road Accidents.</p>		<p>(a) Follow up meeting on 26 Nov.08 – to report back.</p> <p>All matters on highways to go to Localism (Highways) Panel.</p>	

<p>(8) Bobbingworth Tip (Greener)</p> <p>(a) Management Group</p>		<p>Cabinet has agreed to defer creating a monitoring Group until scheme is completed. Tree planting taking place at present. Management group to be set up in new municipal year.</p>	
<p>(9) Flooding matters</p> <p>(a) Strategic Flood Risk assessment</p> <p>(b) Pitt Review and Flood and Water Bill</p>	<p>(a) to be completed in time to contribute to East of England development plan</p> <p>(b) Overview and Scrutiny currently considering request for inclusion in programme</p>	<p>(a) Being produced jointly with Harlow District Council. Bulk of the work completed, final report compilation outstanding.</p> <p>(b) The Council responded to the consultation for the Pitt Review, this and the forthcoming Flood and Water Bill will have implications for the Council.</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	Regular updating reports	(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) LDF timeline to be presented.	18 <sup>th</sup> June <b>2009</b> 8 <sup>th</sup> September 10 <sup>th</sup> November  5 <sup>th</sup> January <b>2010</b> 11 <sup>th</sup> February 27 <sup>th</sup> 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.		<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.	

<p>(3) To consider the provision of Value for Money within the following Planning Services:</p> <ul style="list-style-type: none"> <li>a) Development Control (including Appeals)</li> <li>b) Forward Planning</li> <li>c) Building Control</li> <li>d) Enforcement</li> <li>e) Administration and Customer Support</li> <li>f) Economic Development</li> <li>g) Environment Team</li> </ul>	<ul style="list-style-type: none"> <li>a) VFM Completed (Subject to annual review in August 2009)</li> <li>b) January 2009 This has had to wait because of staff shortages &amp; work on Gypsy &amp; Traveller issues.</li> <li>c) Review in March 09.</li> <li>f) To be discussed at June meeting</li> </ul>	<ul style="list-style-type: none"> <li>a) VFM Task and Finish report went to September meeting and the November O&amp;S Cttee meeting where it was endorsed.</li> <li>f) To include response to Economic Downturn.</li> </ul>	
<p>(4) Update on current staffing situation</p>	<p>Regular agenda item.</p>		
<p>(5) Improvement Plan</p>	<p>Regular agenda item.</p>		
<p>(6) Chairmen and Vice Chairmen of Area Planning Cttees. to be invited to a meeting to provide feedback.</p>		<p>Considered at the March 09 meeting.</p>	
<p>(7) Update on Gypsy and Traveller Consultation</p>	<p>Regular item.</p>	<p>Update to every meeting.</p>	

(8) Report from legal on performance at Planning appeals.	June 2009		
(9) Report reviewing the recruiting process for the Asst Director's Post	June 2009		
(10) Comments from the planning agents and amenity groups required matching.			
(11) That a report be produced setting out the benefits of creating an additional senior officer post, replacing the Compliance Officer post with reference to outcomes, options for funding the new post with consideration given to alternative options for securing the same benefits			
(12) That a report be produced for the Panel setting out the possible route any planning enforcement investigation could take			

## Finance and Performance Management Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2008/09	Performance report to be considered at year end.	Outturn KPI performance report for 2008/09 to be considered at the meeting to be held on 16 June 2009. Performance report to be produced for inclusion in E-Annual Report in place of former Best Value Performance Plan.	<b>16 June 2009</b> 25 August 17 November  <b>12 January 2010</b> 23 February 22 April
(2) Key Performance Indicators – Performance Monitoring 2009/10	Performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2009/10 to be considered at the meetings to be held on 25 August 2009, 17 November 2009 and 23 February 2010.	
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter Information to be considered August 09, 2 <sup>nd</sup> quarter in November 09 and 3 <sup>rd</sup> quarter figures at the February '10 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 (LAA) 2008-2011	Relevant performance reports to be considered on a quarterly basis.	Performance reports in respect of the indicators within the LAA that the Council 'has regard to' to be considered as part of regular quarterly KPI monitoring arrangements.	
(6) Council Plan 2006-2010 Performance Monitoring	Performance report considered on an annual basis.	Performance report for third year of the Council Plan (2008/09) to be considered at the meeting to be held on 16 June 2009.	

(7) Value for Money Cost and Performance Analysis	Analysis updated on an annual basis to reflect latest available cost and performance information.	Revised arrangements for consideration of the Value for Monday Analysis agreed in March 2009. The Audit Commission's VFM Profile tool is updated during late February early March each year, and in order for the VFM analysis to be developed from this tool, the analysis will be considered during the April-June cycle each year.
(8) Annual Consultation Plan	Report considered on an annual basis.	Last completed August 08. Consultation Plan considered at first meeting of each municipal year. Next report due June 2009.
(9) Detailed Portfolio Budgets	To go to the January 2010 meeting.	To be considered January '10 - Annual review of the Portfolio Holders Budgets.
(10) Medium Term Financial Strategy	To go to the February 2010 meeting.	Financial issues Paper to 17 November 2009. Review the Council's medium term financial strategy 12 January 2010.
(11) Equality and Diversity - Monitoring and Progress	Report considered on an annual basis.	Monitoring report in respect of the Council's Equality Schemes and progress with equality issues to be considered at the meeting to be held on 22 April 2010.
(12) Capital Outturn 2008/09 and use of transitional relief in 2008/09	To go to the June 2009 meeting	To be considered at the June 2009 meeting.
(13) Provisional revenue Outturn 2008/09	To go to the June 2009 meeting	To be considered at the June 2009 meeting
(14) Fee and Charges	To go to the November 2009 meeting	Last considered at the November 2008 meeting

## 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.		<p><b>Underway:</b> New dual agreement and timetable to be brought to next meeting.</p> <p>(a) Report went to November O&amp;S Cttee. Feasibility report to the May 09 meeting.</p> <p>(b) Have given notice to quit to the Sports Centre.</p>	<p><del>8<sup>th</sup> July 2008</del> <del>23 September 2008</del> (went to WASC)</p> <p>20 November 08 (Cancelled)</p> <p>18 May 2009</p>
(2) Monitoring of Youth Initiatives Scheme		<p><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.</p>	

<b>Customer Transformation</b>			
<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>	March 2009	<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>Draft Final Report went to the 25 November meeting.</p> <p>Final report went to December 2008 O&amp;S Committee, then to Cabinet in February 09.</p> <p><b>EXTRA MEETING HELD ON 30 APRIL 2009.</b></p>	<del>4<sup>st</sup> July 2008</del> <del>15 September 2008</del> <del>14 October 2008</del> <del>25 November 2008</del>

<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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