

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

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

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

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

Best Value Performance Data	Senior BVPP Officer Head of Human Resources and Performance Management		
E-Government and ICT Standing Panel			
Current investment in Information Communications Technology	Head of ICT Cllr Mrs D Collins		<p>Terms of Reference and work plan to be considered by Chairman and Portfolio Holder for ICT and Corporate Support Services . Agreed by OSC on 7 June2005</p> <p>OSC agreed that the terms of reference would include a review of the Customer Contact Centre.</p> <p>Date of First meeting – 18 July 2005 Second meeting – 8 August 2005</p>
Youth Provision in the District	Cllr Lee Head of Leisure Services		<p>Terms of Reference and Work Plan agreed by Chairman and Portfolio Holder for Leisure Services and Head of Leisure Services.</p> <p>Date of first meeting- to be arranged.</p>
Task and Finish on Register of Local Development Proposals			
Maintenance of Roads and Pavements in District	Cllr Mrs J Whitehouse Head of Environmental Services		<p>Terms of reference and Work Plan agreed by Joint Chief Executive Community and Chairman. To be agreed by OSC on 7 July 2005.</p>

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

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