

Overview and Scrutiny Work Programme – October 2009

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of Essex Police – Community Policing Initiative		Came in April 2009. – To arrange again for April 2010 – Now referred to the Safer Cleaner Greener Standing Panel	02nd June 2009 09 th July
(2) OS Annual Review/ Annual Report	April 2010	2008/09 Final Report went to April 09 meeting.	03rd September 08 th October 12 th November 17 th December
(3) Scrutiny of London Underground Ltd	London Underground had withdrawn from this meeting at the last moment. To rearrange.	Last Came in April 2008 – to rearrange. To broaden it out by inviting TfL or the GLA.	28th January 2010 4 th March 15 th April
(4) 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' 09 meeting to discuss this issue.	
(5) 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.	

(6) 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. Asked County for a final report.	
(7) 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.	
(8) Scrutiny of Cabinet Forward Plan	April 2010	Last looked at in April 2009. To review again when Cabinet next consider their forward plan.	
(9) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	November 2009	Last completed in November 08	
(10) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	January 2010	Principal of Epping Forest College addressed the December 2008 meeting. To be invited in January 2010.	

(11) Budget Report	January 2010	Last completed January 2009
(12) To receive a Health and Inequalities presentation as requested by the Audit Commission.	November 2009	Last came in November 08 - received a presentation from Alison Cowie. Updating report to go back to O&S July/September 09 meeting. Cllr Mrs Wagland wished to discuss 'hip' fractures of over 65's. To ask the PCT to attend a future meeting.
(13) To receive a presentation from the Fire and Rescue Services.	July 2009 September 2009 October 2009	Members agreed to have this presentation at their April 09 meeting. Postponed to October 2009.
(14) Debt Management Review.	November 2009	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.
(15) Review of Secondary and Primary education in the District and to focus on the link between Education and deprivation in the District.	January 2010	To ask the appropriate County Officer or Portfolio Holder to attend a future meeting.
(16) To receive a presentation from Youth Council members	November 2009	As last year, members of the Youth Council will attend with proposals for their funding bid for 2010/11 and give an update on their developing programme.

Standing Panels

Housing Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Annual Ethnic Monitoring Review of Housing Applicants	High	Went to July 09 meeting	30 July 2009 29 October (meeting postponed and now re-scheduled for 15 December 2009). 21 January 2010 25 March
(2) Review of the Homeless Strategy	High	Went to July 09 meeting	
(3) Review of Housing Performance Indicators	High	Went to July 09 meeting	
(4) Older People's Strategic Review – Response to Consultation	High	Went to July 09 meeting	
(5) Private Sector Housing – Resourcing the Strategy	Medium	Went to July 09 meeting.	
(6) Review of Housing Standards.	Medium	For December 09 meeting.	
(7) Presentation by In Touch Support	Medium	Went to July 09 meeting	
(8) Annual review of the Housing Allocations Scheme	High	For December 09 meeting – this may have to slip as officers are awaiting government guidance.	
(9) Housing Service Strategy on Housing Allocations	Medium	For December 09 meeting	
(10) Housing Service Strategy on Housing Advice	Medium	For December 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	
(17) Affordable Housing Sub-Group		To report back once sub-group has completed its review.	

Constitution and Member Services Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of June 2009 Elections	Completed - June 2009 meeting		29th June 2009
(2) Overview and Scrutiny Review (completion from last meeting of Panel) (a) Feedback from members of council O & S websites; (b) Government White Paper on Empowerment; and (c) Electronic call in	November 2009	Review of Best Practice at other councils for discussion at this meeting, together with a report on electronic call in.	14th September 2 nd November 11 th January 2010 22 nd March
(3) Planning applications – comments by Parish Councils	Completed – June 2009 meeting	Referred to Planning Services Scrutiny Panel	
(4) Member Training Review	January 2010	Deferred to January 2010 meeting to allow more consideration of new training plans.	
(5) Annual Review of Financial Regulations.	November 2009	Officer Working Party meeting on 20 October 2010 report submitted to this meeting.	
(6) Annual Review of Contract Standing Orders	January 2010		
(7) Annual Review of Officer Delegation	March 2010		

(8) Protocol on Civic Events	November 2009	On agenda for this meeting.	
(9) Review of Internal Audit Report - External Partner Organisations -	Completed September 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 (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 - Completed (c) Corporate accreditation achieved May 2009. Individual officer training scheduled for completion mid August 2009. - Completed (d) Enforcement policy document to the 23 June meeting. - Completed (e) agreed by this Panel at its February 2009 meeting, to Cabinet for adoption in Sept. 09.- Completed	23 June 2009 4 September 27 October 8 December 25 February 2010 29 April
(2) Safer communities (Safer) (a) CCTV policy	(a) June 2009 – report postponed to December 09.	(a) Policy document was to go to the June meeting with example warning signs for consideration. Will now go to the December meeting	
(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. A review of the joint Committee is underway. (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 & 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>Completed</p> <p>(a) First draft went to February 09 meeting</p> <p>(b) Completed</p>	<p>Nottingham Declaration signed in November 2007, by Cllr Mrs Diana Collins</p> <p>Sustainability Action Plan incorporated into Safer Cleaner Greener Strategy, due for adoption in September 2009</p> <p>CCS completed in December 2008 and adopted in April 2009. Action Plan with a report in early 2010 covering actions over the last 12 months.</p>	
<p>(6) Bobbingworth Tip (Greener)</p> <p>(a) Management Group</p>	<p>(a) February 2010</p>	<p>All work essentially completed. Management group to be set up early 2010.</p>	

<p>(7) 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) T&F Panel now set up.</p>	<p>(a) Being produced jointly with Harlow District Council. Bulk of the work completed, final report compilation outstanding.</p> <p>(b) New task & finish scrutiny panel established to consider the ramifications of the legislative proposals. This will report directly into OS Cttee.</p>	
<p>(8) Crime and Disorder Matters</p>	<p>October 2009 & February 2010.</p>	<p>The SCG Panel to be handed over twice yearly, in February and October to look at Crime and Disorder matters. Issues requested from members via the bulletin.</p> <p>The October 09 meeting to consider cross border effects on ASB; and protection of vulnerable individuals/families from ASB.</p>	

<p>(9) Outstanding Leisure Task & Finish Scrutiny Panel issues (a) Waltham Abbey SC</p> <p>(b) Youth initiatives & play strategy</p>	<p>(a) December 2009</p> <p>(b) Completion of facilities installation expected by March 2010. Report to Council early 2010.</p>	<p>(a) Cabinet decision to take forward pre-planning application for new facilities at WASP called in and will be considered at OS Cttee at its meeting on 3 September 2009. This call-in was not upheld. King Harold's School would be keeping the leisure facilities open for the public.</p> <p>(b) Child and youth play facilities installed at Limes Farm (currently completing refurbishment of multi use games area). Children's playground installed at Hoe Lane, Nazeing and youth facility at Elizabeth's Close, Nazeing due to be constructed in August/September. The final facility as part of Big Lottery funding is due for completion by March 2010, at Pancroft Ring, Abridge, following a range of consultation in the village. Additional funding for play facility development has been secured from 'Play Builders', which will see the installation of a new children's playground at Westall Road in Loughton (expected September/October) and the possibility of a new skate facility in Waltham Abbey. These facilities are being developed in conjunction with Loughton and Waltham Abbey town Councils.</p>	
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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 and to keep an overview of work associated with securing a sound New Local Development Framework	Regular updating reports	Final version of the East of England Plan to 2021 complete. LDF timeline to be presented.	18th June 2009 8th September 10 th November 5 th January 2010 11 th February 27 th 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.		On going – 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"> a) Administration & Customer Support b) Building Control c) Development Control (including Appeals) d) Economic Development e) Enforcement f) Environment Team g) Forward Planning 	<p>Report at Panel – Sept 09</p> <p>Report at Panel – June 09</p> <p>Report at Panel – June 09 with revised reports later</p>	<p>VFM Task and Finish report went to September meeting and the November O&S Cttee meeting where it was endorsed.</p> <p>To include response to Economic Downturn.</p>	
<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) Update on Gypsy and Traveller Consultation</p>	<p>Regular agenda item.</p>		

(7) Chairmen and Vice Chairmen of Area Planning Cttees. to be invited to a meeting to provide feedback.		Considered at the March 09 meeting. The next meeting was taking place on October 15 2009.	
(8) Report from legal on performance at Planning appeals.	June 2009	Separate meeting to be arranged involving Chairman of Panel, Director of Planning & Legal officers	
(9) Report reviewing the recruiting process for the Asst Director's Post	Considered at the June 2009 meeting.	Now completed	
(10) Comments from the planning agents and amenity groups required matching.		New meetings with planning agents and amenity groups can be organised separately or together.	
(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	Considered at June 2009 meeting	Deferred to a later meeting. Report has been to the Corporate Executive Forum on September 30 2009.	
(12) That a report be produced for the Panel setting out the possible route any planning enforcement investigation could take	Considered at June 2009 meeting.	Deferred to September 2009 with financial implications, however now going before the November 2009 Panel meeting.	
(13) Comments from local councils	Agenda – 10 November 2009	Referred from Constitution & Member Services Panel at request of Chairman of Planning Scrutiny Panel.	

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.	16 June 2009 25 August 17 November
(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.	12 January 2010 23 February 22 April
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter Information to be considered August 09, 2 nd quarter in November 09 and 3 rd quarter figures at the February '10 meeting.	
(4) Council Plan 2006-2010 Performance Monitoring	Performance report considered on an annual basis.	Performance report for third year of the Council Plan (2008/09). Report considered at the meeting held in June 2009.	
(5) 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 Money 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.	
(6) Annual Consultation Plan	Report considered on an annual basis.	Last completed August 08. Consultation Plan considered at first meeting of each municipal year. Report went to the June 2009 meeting,.	

(7) Detailed Portfolio Budgets	To go to the January 2010 meeting.	To be considered January '10 - Annual review of the Portfolio Holders Budgets.	
(8) 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.	
(9) 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.	
(10) Capital Outturn 2008/09 and use of transitional relief in 2008/09	To go to the June 2009 meeting	Considered at the June 2009 meeting.	
(11) Provisional revenue Outturn 2008/09	To go to the June 2009 meeting	Considered at the June 2009 meeting	
(12) Fee and Charges	To go to the November 2009 meeting	Last considered at the November 2008 meeting	

<p>(13) Customer transformation T&F Panel work</p>	<p>Report to go to 17 November 2009 meeting.</p>	<p>Work of the disbanded the Customer Transformation Task and Finish Panel was placed with the Finance and Performance Management Standing Scrutiny Panel. The Cabinet at their meeting in February 2009 agreed the recommendations with the proviso at (3) that:</p> <p>“(1) That, given the increasing importance of the Council’s Website for communication, information and electronic interactions, the level of dedicated resource to the maintenance and development of the Council’s Website be increased;</p> <p>(2) That a District Development Fund bid be made to fund an additional Grade 5 Website Support Officer on a three-year fixed term contract as part of the budget process for 2009/10, at an estimated cost of £25,000 per annum subject to job evaluation; and</p> <p>(3) That the Task and Finish Panel on Customer Transformation be requested to reconvene and further prioritise the remaining seven recommendations of the original report.”</p>	
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Task and Finish Panels

Pitt Review - on Flooding			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>1. Interim report to include any budgetary items for the next budget round.</p> <p>2. As a time limited review - to end by January 2010</p>	<p>1. By October 2009</p> <p>2. By January 2010</p>	<p>The Panel had their first meeting on 20th July to consider and agree their Terms of Reference and have arranged another meeting for September 2009.</p> <p>1. Interim report went to O&S on 8 October 09 requesting funding to the continuation of the out of hours land drainage standby service.</p>	<p>20th July 2009</p> <p>22 September</p> <p>December 09</p>

Sustainable Communities Act 2007

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>This Act is designed to allow local authorities and their communities to drive the action and assistance that Central Government gives in promoting thriving, sustainable communities.</p>		<p>New Task and Finish Panel.</p> <p>A notice has been put in the Members Bulletin asking for members to nominate themselves to this panel.</p> <p>Panel work still to commence.</p>	