

Overview and Scrutiny Work Programme – April 2010

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
(2) OS Annual Review/ Annual Report	April 2010	2008/09 Final Report went to April 09 meeting.	09 th July
(3) Scrutiny of London Underground Ltd	To rearrange for June 2010	Last Came in April 2008 – to rearrange for June 2010. To broaden it out by inviting TfL or the GLA.	03 rd September
(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.	08 th October
(5) District Transport in Rural Areas	January 2010	Survey now completed – Data has now been sent to County for their action. Reported back to the Committee on County action in January 2010. To keep item open for occasional updates.	12 th November
(6) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	Late 2010	Last came in March 2009 - Representatives of the partnership to report on an annual basis.	17 th December

(7) Scrutiny of Cabinet Forward Plan	March 2010	Last looked at in April 2009. To review again when Cabinet next consider their forward plan.	
(8) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	November 2009	Last completed in November 09	
(9) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	To a 2010 meeting.	Principal of Epping Forest College addressed the December 2008 meeting. To be invited sometime in 2010.	
(10) Budget Report	January 2010	Completed January 2009	
(11) To receive a Health and Inequalities presentation as requested by the Audit Commission.	March 2010.	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.	

(12) To receive a presentation from the Fire and Rescue Services.	October 2009	Came to the October 2009 meeting.	
(13) Debt Management Review.	Considered in November 2009. A further review to be submitted in June 2010.	Completed – went to November 09 meeting. A sub-committee, consisting of four members has been constituted to look into this topic. To be reviewed again in 6 months time.	
(14) Review of Secondary and Primary education in the District and to focus on the link between Education and deprivation in the District.	In 2010	To ask the appropriate County Officer or Portfolio Holder to attend a future meeting.	
(15) To receive a presentation from Youth Council members	November 2009	Completed – went to November 09 meeting. 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.	
(16) District Valuation Officer to attend meeting	January 2010	Completed in January 2010. O&S Committee to question valuation officer on local business rates.	
(17) Health Services in North London	March 2010	To receive a presentation from the Deputy Director, West Essex PCT on the provision of health services in North London.	

Standing Panels

Housing Standing Panel (Chairman – Cllr S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Annual Ethnic Monitoring Review of Housing Applicants	High	Completed – July 2009 meeting	30 July 2009
(2) Review of the Homeless Strategy	High	Completed – July 2009 meeting	15 December 2009
(3) Review of Housing Performance Indicators	Low	Completed – July 2009 meeting	21 January 2010 25 March
(4) Older People's Strategic Review – Response to Consultation	High	Completed – July 2009 meeting	
(5) Private Sector Housing Strategy	High	Completed – July 2009 meeting	
(6) Revised Criteria for the CARE Handyperson Scheme	High	Completed – July 2009 meeting	
(7) Presentation by In Touch Support	Medium	Completed – July 2009 meeting	
(8) Review of Housing Standards	Medium	Completed – December 2009	
(9) Housing Service Strategy on Housing Allocations	Medium	Completed - December 2009	
(10) Housing Service Strategy on Housing Advice	Medium	Completed - December 2009	

(11) Housing Service Strategy on Equality and Diversity	Medium	Completed – December 2009	
(12) Six monthly Progress Report on Housing Business Plan Action Plan	Low	Completed – December 2009	
(13) Policy on Fire Escape Routes in Flats	High	Completed – December 2009	
(14) Affordable Housing Sub-Group: (a) Increasing Affordable Housing (b) Council House Building	High	Completed – December 2009	
(15) Homelessness Strategy – Action Plan Progress Report	Low	Completed – January 2010 meeting	
(16) Presentation on proposed new Regulatory Framework, Short Notice Inspections and the Continuous Improvement Plan.	Low	Completed – January 2010 Added to work programme at December 2009 meeting,	
(17) Council response to the TSA's Consultation Paper on its new Regulatory Framework	Medium	Completed – January 2010	

(18) Consultation on whether or not the Housing Scrutiny Panel wishes to be formally consulted on proposed changes to the scope of the Housing Appeals and Review Panel	High	Completed – January 2010 Added to Work Programme at January 2010 meeting.	
(19) Proposed recommendation to Cabinet on the use of the existing budget for an Open Market Home Ownership Scheme if no RSLs wish to operate a scheme	High	Completed – January 2010 Added to Work Programme at January 2010 meeting	
(20) Briefing on the proposed Council rent increase for 2010/11	Low	Completed – January 2010 Added to Work Programme at January 2010 meeting	
(21) Housing Service Strategy on Harassment	Medium	Completed – 25 March 2010 Originally scheduled for January 2010 meeting	
(22) Six-monthly Progress report on Housing Business Plan Action Plan	Low	Completed – 25 March 2010	
(23) Six-Monthly Progress Report on Housing Strategy Action Plan	Low	Completed – 25 March 2010	
(24) HRA Business Plan 2010/11	High	Completed – 25 March 2010	

(25) Tenant Participation Progress Report	Low	Completed – 25 March 2010	
(26) Progress report on the HomeOption Choice based Lettings Scheme	Low	Completed – 25 March 2010 Added to Work Programme at December 2009 meeting	
(27) Consultation on proposals to the Constitution & Member services Scrutiny Panel relating to the scope of the Housing Appeals & Review Panel	Medium	Completed – 25 March 2010 Added to Work Programme at January 2010 meeting	
(28) Housing Allocations Scheme – Review Policy/Timetable	High	Scheduled for Forthcoming Meeting – 25 March 2010 Added to Work Programme for March 2010 meeting	
(29) Options for cross-border nominations within the Herts and Essex Housing Options Consortium	Medium	Completed – 25 March 2010 Added to Work Programme for March 2010 meeting	
(30) Whether the Scrutiny Panel would like a presentation on Homelessness Prevention at its next meeting	Low	Completed – 25 March 2010 Added to Work Programme for March 2010 meeting	
(31) Housing Regulatory Framework Action Plan	High	Completed – 25 March 2010 Added to Work Programme for March 2010 meeting	
(32) HouseMark Benchmarking Report on Value for Money of Housing Services	Medium	Completed – 25 March 2010 Added to Work Programme for March 2010 meeting	

(33) Annual Review of the Housing Allocations Scheme	High	<p>Originally scheduled for October 2009 meeting. Now scheduled for June 2010 meeting – Revised Government Guidance on Allocations was only received in December 2009, that needs to be taken into account for the Review. A separate report is being presented to the Scrutiny Panel in March 2010 on the proposed review process (See Item 28 above)</p>	
--	------	--	--

Constitution and Member Services Standing Panel (Chairman – Cllr Mrs M McEwen)

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) including Government White Paper on Empowerment	Completed - June 2009 meeting		14th September 2nd November
(3) Planning applications – comments by Parish Councils	Completed – June 2009 meeting	Referred to Planning Services Scrutiny Panel	11th January 2010 22nd March 29th March (Extra Meeting)
(4) Member Training Review	January 2010 March 2010	Interim Report - Completed Final Report – Submitted to March meeting	
(5) Annual Review of Financial Regulations.	Completed - November 2009 Meeting		
(6) Annual Review of Contract Standing Orders	Completed - January 2010 meeting		
(7) Annual Review of Officer Delegation – including Call In Rights for Councillors in respect of planning matters	22 March 2010	Submitted to March meeting.	

(8) Protocol on Civic Events	Completed - November 2009 meeting		
(9) Review of Internal Audit Report - External Partner Organisations	Completed - September 2009 meeting		
(10) Licensing Committee – Review of Membership	22 March 2010	Completed March 2010	
(11) Review of Area Plans Sub-Committee	22 March 2010	Completed – Dealt with by Council on 16 February 2010	
(12) Monitoring Officer (Draft Protocol)	2010/11 Work Programme	Further work is required in order to present a revised protocol. It is therefore proposed that this be brought forward as part of the Work Programme for next year.	
(13) Terms of Reference – Audit & Governance Panel, Treasury Management Procedures	29 March 2010	Completed – Review requested by the Audit & Governance Committee on 18 January 2010. Submitted with agenda for this meeting.	
(14) Housing Appeals Panel	29 March 2010	Completed	
(15) Cancellation of meetings because of inclement weather	29 March 2010	New Item – Interim report, will be put on the 2010/2011 Work Programme	
(16) E Invoices – Further change to Financial Regulations	29 March 2010	Completed - submitted with the agenda for this meeting	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr G Pritchard)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(1) Safer, cleaner, greener (general)</p> <p>(a) completion of establishment etc (b) formal “launch” (c) accreditation progress (d) enforcement activity (e) Strategy Document</p>	<p>(a) Completed (b) June 2009 (c) August 2009 (d) August 2009 (e) September 2009</p>	<p>(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</p>	<p>23 June 2009 1 September 27 October 8 December (meeting cancelled)</p> <p>25 February 2010 29 April</p>
<p>(2) Safer communities (Safer)</p> <p>(a) CCTV policy</p>	<p>(a) Report went to the February 2010 meeting.</p>	<p>(a) Policy document went to the February 2010 meeting with example warning signs for consideration.</p>	
<p>(3) Essex waste procurement process and Joint Committee (Cleaner, Greener)</p> <p>(a) minutes of joint Committee (b) JMWMS (e) Inter authority agreements</p>	<p>(a) Ongoing (b) Adopted. (c) Completed.</p>	<p>(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>	

<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) 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, adopted by Council in June 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>First meeting successfully held in October 2009. 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>	
---	---	--	--

Planning Services Standing Panel (Chairman – Cllr Mrs L Wagland)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) (a) Regional Plan (b) Local Development Framework (c) Gypsy & Traveller Development Plan Document (d) Current Staffing (e) Improvement Plan	Regular updating reports	Final version of the East of England Plan to 2021 complete. Report on new LDF Scheme & implications for S106 agreements, new draft policy required. LDF timeline to be presented. Essex County Council Consultation – Minerals Development Document Site Allocations Issues and Options Paper. EERA Consultation – 2031 Scenarios for Housing & Economic Growth.	18th June 2009 8th September 10th November 5th January 2010 14th February 27 th April

(5) Comments from the planning agents and amenity groups required matching		New meetings with planning agents and amenity groups can be organised separately or together.	
(6) 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 and November 2009 meetings	COMPLETED	
(7) That a report be produced for the Panel setting out the possible route any planning enforcement investigation could take.		Deferred to March 2010 Panel meeting, report to include financial implications.	
(8) Comments from local councils	COMPLETED January 2010	Referred from Constitution & Member Services Panel at request of Chairman of Planning Scrutiny Panel.	
(9) (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.	Transferred to Local Highways Panel	On going – VOSA attended meeting of the old Environment and Planning Standing Panel on 28 Feb 2009. Awaiting Essex C.C. transport freight strategy for the Nazeing area.	
(10) Review the Corporate Planning protocol with respect to dealing with applicants, agents, developers and the local business community to ensure that the highest standards of probity and governance are achieved.	February 2010 meeting		

(11) To review a selection of controversial planning decisions to see if lessons can be learnt from their consideration.		This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	
(12) To consider whether the reporting arrangements for Terms of Reference sections and those from the Section 106s (including how they are negotiated agreed and implemented strategically to secure community benefit), and appeals are sufficient (including how new legislation impacts on these) and recommend accordingly		This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	
(13) Lee Valley Park Draft Development Document	COMPLETED - January 2010	Consultation Document	
(14) Best Value Review	Received update in February 2010		
(15) Officer Delegation	COMPLETED - February 2010	Made recommendations to the Constitution & Member Services Panel	

Finance and Performance Management Standing Panel (Chairman – Cllr D Jacobs)

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	Went to the January 2010 meeting.	Considered at the 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	Went to the June 2009 meeting	Considered at the June 2009 meeting.	
(11) Provisional revenue Outturn 2008/09	Went to the June 2009 meeting	Considered at the June 2009 meeting	
(12) Fee and Charges	Report considered at the November 2008 meeting	Last considered at the November 2008 meeting	

<p>(13) Customer transformation T&F Panel work</p>	<p>Report went to 17 November 2009 meeting. A follow up report to be considered at a subsequent 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>	
--	---	---	--

Task and Finish Panels

Pitt Review - on Flooding (Chairman – Mrs A Grigg)			
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>Final report to O&S Cttee. on 28 January. Panel now wound up.</p>	<p>20th July 2009</p> <p>22 September</p>

Sustainable Communities Act 2007 – (Chairman – J Philip)

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>Final report to April O&S Cttee.</p> <p>Panel has now finished.</p>	<p>3 December 2009.</p> <p>4 February 2010.</p> <p>9 March 2010</p>