

Overview and Scrutiny Work Programme – July 2010

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	June 2010	Came in June 2010.	<p>01 June 2010 12 July 06 September 18 October 29 November 24 January 2011 28 February; and 11 April</p>
(2) OS Annual Review/ Annual Report	April 2011	2010/11 Final Report to go to April 11 meeting.	
(3) Provision of Youth Services within the District	To go to the New Children Services Task and Finish Panel.	Lonica Vanclay (who is the local officer responsible for youth provision in the District) attended July '09 meeting. This item now to go to the new Task and Finish Panel on Children Services and its provision.	
(4) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	July 2010	Last came in March 2009 - Representatives of the partnership to report on an annual basis. LSP manager to go to July 10 meeting.	
(5) Scrutiny of Cabinet Forward Plan		Last looked at in March 2010; to review again when Cabinet next consider their forward plan.	

<p>(6) Six monthly review -</p> <p>(a) Monitoring of OS recommendations</p> <p>(b) OS work programme</p>	<p>November 2010</p>	<p>Last completed in November 09</p>	
<p>(7) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community</p>	<p>To October 2010 meeting.</p>	<p>Principal of Epping Forest College addressed the December 2008 meeting. To be invited sometime in 2010.</p>	
<p>(8) Budget Report</p>	<p>January 2011</p>	<p>Last completed January 2010</p>	
<p>(9) Debt Management Review.</p>	<p>Considered in November 2009. A further review to be submitted in July 2010.</p>	<p>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.</p>	
<p>(10) Review of Secondary and Primary education in the District and to focus on the link between Education and deprivation in the District.</p>	<p>In October 2010</p>	<p>To ask the appropriate County Officer or Portfolio Holder to attend a future meeting.</p>	

(11) To receive a presentation from Youth Council members	November 2010	Completed – went to November 09 meeting. As last year, members of the Youth Council will attend with proposals for their funding bid for 2011/12 and give an update on their developing programme.	
(12) To receive a presentation from 'Connectplus25'.	September 2010	'Connectplus25' are responsible for the M25 works for the next thirty years. They wish to engage the community and set up a dialogue with the District.	
(13) Broadband access in the District	Looking to November 2010	BT and one other service provider to be asked to address the O&S Committee on access to broadband and speeds for the Epping Forest District Area.	

Standing Panels

Housing Standing Panel (Chairman – S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Revised Date for meeting schedule 28 April 2011	Low	Scheduled for July 2010	29 July 2010 28 October 27 January 2011; and 28 April
(2) Presentation on Homelessness Prevention	Low	Scheduled for July 2010	
(3) Annual Ethnic Monitoring Review of Housing Applicants	High	Scheduled for July 2010	
(4) Review of Housing Performance Indicators	Low	Scheduled for July 2010	
(5) Continuous Housing Improvement Strategy	High	Scheduled for July 2010	
(6) Value for Money Strategy in the Provision of Housing Services	High	Scheduled for July 2010	
(7) Annual Review of Housing Allocations Scheme	High	Scheduled for July 2010	
(8) Housing Service Strategy on Information (Review and Update)	Medium	Scheduled for July 2010	
(9) Housing Service Strategy on Private Rented Sector (Review and Update)	Medium	Scheduled for July 2010	

(10) Housing Service Strategy on Empty Properties (Review and Update)	Medium	Scheduled for July 2010	
(11) Housing Service Strategy on Tenant Participation (Review and Update)	Medium	Scheduled for July 2010	
(12) Tenant Participation Impact Assessment	High	Scheduled for July 2010	
(13) Review of Housing Standards	High	Scheduled for July 2010 or October 2010 meeting dependent on progress with response to the Housing Regulatory Framework	
(14) Six monthly progress report on the Housing Regulatory Framework Action Plan	Low	Scheduled for October 2010	
(15) Six monthly progress report on Housing Business Plan Action Plan	Low	Scheduled for October 2010	
(16) Six monthly progress report on housing strategy action plan	Low	Scheduled for October 2010	
(17) Homelessness Strategy – Action Plan Progress Report	Low	Scheduled for October 2010	
(18) Housing Service Strategy on Rent Arrears (Review and Update)	Medium	Scheduled for October 2010	

(19) Housing Service Strategy on anti-social behaviour (Review and Update)	Medium	Scheduled for October 2010	
(20) Housing Service Strategy on Energy Efficiency (Review and Update)	Medium	Scheduled for October 2010	
(21) Briefing on the proposed Council rent increase for 2010/11	Low	Scheduled for January 2011	
(22) Six-monthly Progress report on Housing Business Plan Action Plan	Low	Scheduled for April (March) 2011	
(23) Six-Monthly Progress Report on Housing Strategy Action Plan	Low	Scheduled for April (March) 2011	
(24) HRA Business Plan 2010/11	High	Scheduled for April (March) 2011	
(25) Tenant Participation Impact Assessment	High	Scheduled for April (March) 2011	
(26) Annual report on the HomeOption Choice Based Lettings Scheme	Low	Scheduled for April (March) 2011	
(27) Housemark Benchmarking Report on Value for Money of Housing Services	Medium	Scheduled for April (March) 2011	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2010 Elections	24 June 2010		24 June 2010 23 September 16 December; and 17 March 2011
(2) Planning/Landowner Roles – Details to be confirmed	24 June 2010		
(3) E Petitions	24 June 2010		
(4) Monitoring Officer (Draft Protocol)	23 September 2010		
(5) Cancellation of meetings because of inclement weather	23 September 2010		
(6) Annual Review of Financial Regulations including E Invoices	16 December 2010		

(7) Annual Review of Contract Standing Orders	16 December 2010		
(8) Member Training Review	17 March 2011		
(9) Annual Review of Officer Delegation	17 March 2011		
(10) Appointments at Annual Council	To be scheduled into Panel Work Programme		
(11) Setting up Assistants to Portfolio Holders	To be scheduled into Panel Work Programme		

Safer, Cleaner, Greener Standing Panel (Chairman – Ms C Edwards)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Safer, cleaner, greener strategy (a) Enforcement activity – half yearly report. (b) SCG Strategy Action Plan – half yearly report. (c) Review strategy.	July 2010 January 2011 July 2010 January 2011 July 2010 January 2011		1 July 2010 7 October 6 January 2011 24 February; and 7 April
(2) Community Safety (a) CCTV action plan – half yearly report. (b) Receive reports from Community Safety Scrutiny meetings.	July 2010 January 2011 To be determined		

<p>(3) Essex waste procurement process and Joint Committee</p> <p>(a) Receive notes/minutes of Member Partnership Board.</p> <p>(b) Receive notes/minutes of Inter Authority Member Group.</p>	<p>To be determined.</p> <p>To be determined</p>		
<p>(4) Waste Management Partnership Board</p> <p>(a) Receive minutes of Partnership Board.</p> <p>(b) Progress of recycling in flats and similar buildings.</p> <p>(c) Review of weather disruptions to services</p>	<p>To be determined.</p> <p>July 2010 January 2011</p> <p>July 2011</p>		
<p>(5) Nottingham Declaration</p> <p>(a) Progress against Declaration pledges – half yearly reports.</p> <p>(b) Climate change strategy action plan – half yearly reports.</p>	<p>July 2010 January 2011</p> <p>July 2010 January 2011</p>		

<p>(6) Bobbingworth Tip</p> <p>(a) Receive reports on availability for public access.</p> <p>(b) Receive notes/minutes of management/liaison group.</p>	<p>July 2010 To be determined</p> <p>To be determined</p>		
<p>(7) Leisure Issues.</p> <p>(a) Receive progress reports on new sports hall at WASP</p> <p>(c) Receive progress reports on youth initiatives & play strategy.</p>	<p>July 2010</p> <p>October 2010</p>		

Planning Services Standing Panel (Chairman – J Philip)

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.	3 June 2010 2 September 2 December; and 3 March 2011

<p>(2) Value for Money Provision:</p> <p>(a) Administration & Customer Support</p> <p>(b) Building Control</p> <p>(c) Development Control (including Appeals)</p> <p>(d) Economic Development</p> <p>(e) Enforcement</p> <p>(f) Environment Team</p> <p>(g) Forward Planning</p> <p>(h) Performance</p>	<p>Report at Panel – Sept 09</p> <p>Report at Panel – June 2009 Report considered in June 2009 now revised version for January 2010</p> <p>Report at Panel – June 2009 with revised reports later</p>	<p>VFM Task and Finish report went to September 08 meeting and the November 08 O&S Cttee meeting where it was endorsed.</p> <p>To include response to Economic Downturn. Revised report on enforcement process for January 2010 (See Item 7)</p>	
<p>(3) 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. The next meeting took place on October 15 2009. Panel updated in February 2010. Results will be fed back to Panel on 6 monthly cycle.</p>	
<p>(4) Report from Legal on performance at Planning Appeals</p>	<p>June 2009</p>	<p>Separate meeting to be arranged involving Chairman of Panel, Director of Planning & Legal officers on yearly cycle.</p>	

(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 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.	
(7) 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		
(8) 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.	
(9) 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.	
(10) Best Value Review	Received update in February 2010		

(11) Planning conditions controlling damage to highways infrastructure	December 2010	Referred from the Overview and Scrutiny Committee – March 2010.	
(12) Contributions to affordable housing	New Item		
(13) Arrange visit to other planning authorities to learn from their work.	New Item		

Finance and Performance Management Standing Panel (Chairman – G Mohindra)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2009/10	Performance report to be considered at year end.	Outturn KPI performance report for 2009/10. Considered at the meeting to be held on 10 June 2010.	10 June 2010 9 September 9 December 17 January 2011; and 10 March
(2) Key Performance Indicators – Performance Monitoring 2010/11	Performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2010/11 to be considered at the meetings to be held on 09 September 2010, 09 December 2010 and 10 March 2011.	
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter Information to be considered September 10, 2 nd quarter in December 10 and 3 rd quarter figures at the March '11 meeting.	
(4) Council Plan 2006-2010 Performance Monitoring	Performance report considered on an annual basis.	Performance report for the final year of the Council Plan (2009/10) to be considered at the meeting to be held on 10 June 2010.	
(5) Cost and Performance Benchmarking Analysis	Analysis updated on an annual basis to reflect the latest available cost and performance information published by the Audit Commission.	The Audit Commission's annual 'Value for Money Profiles' are published during March each year. The Cost and Performance Benchmarking Analysis is developed from this tool and will be considered by a sub-group of the Scrutiny Panel as early as possible in the municipal year.	
(6) Annual Consultation Plan	Report considered on an annual basis.	Consultation Plan considered at first meeting of each municipal year. Report to go to the June 2010 meeting,	

(7) Detailed Portfolio Budgets	Went to the January 2010 meeting.	Considered at the January '10 - Annual review of the Portfolio Holders Budgets. To go again to the January 2011 meeting.	
(8) Medium Term Financial Strategy		To review the Council's medium term financial strategy January 2011.	
(9) Equality and Diversity - Monitoring and Progress	Report considered on an annual basis.	An annual report in respect of progress against the Council's equality schemes and other initiatives will be made to the first meeting in each municipal year (10 June 2010).	
(10) Capital Outturn 2009/10 and use of transitional relief in 2009/10		Considered at the June 2010 meeting	
(11) Provisional revenue Outturn 2009/10		Considered at the June 2010 meeting	
(12) Fee and Charges	November 2010	Last considered at the November 2009 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>	
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Task and Finish Panels

Provision of Children Services in the District (Chairman – Mrs L Wagland)

Item	Report Deadline / Priority		Programme of Future Meetings