

## Overview and Scrutiny Work Programme – November 2010

<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 London Underground Ltd	June 2010	Came in June 2010.	<b>01 June 2010</b> 12 July <del>06 September</del> <del>18 October</del> 29 November <b>24 January 2011</b> 28 February; and 11 April
(2) OS Annual Review/ Annual Report	April 2011	2010/11 Final Report to go to April 11 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	Went to July 2010 meeting	Last came in July 2010 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	November 2010	Last looked at in March 2010; to review again when Cabinet next consider their forward plan.	
(5) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	November 2010	Last completed in November 09	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	<b>Item postponed – to rearrange</b>	Principal of Epping Forest College addressed the December 2008 meeting. To be invited sometime in 2010.	
(7) Budget Report	January 2011	Last completed January 2010	
(8) Debt Management Review.	Considered in November 2009. A further review report was submitted in July 2010.	<b>Completed</b> – originally went to November 09 meeting. A sub-committee, consisting of four members had been constituted to look into this topic.	
(9) 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.	
(10) To receive a presentation from Youth Council members	November 2010	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.	
(11) To receive a presentation from 'Connectplus25'.	September 2010	Came in 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.	

(12) Broadband access in the District	Now likely early 2011	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 – Cllr S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Revised Date for meeting schedule 28 April 2011	Low	<b>Completed at July 2010 Meeting</b>	<b>29 July 2010</b> <b>8 September 2010</b> – <b>Special Meeting</b> 12 October – Joint Meeting with Finance & Performance Scrutiny Panel 28 October <b>27 January 2011;</b> and 24 March 2011
(2) Presentation on Homelessness Prevention	Low	<b>Completed at July 2010 Meeting</b>	
(3) Annual Ethnic Monitoring Review of Housing Applicants	High	<b>Completed at July 2010 Meeting</b>	
(4) Review of Housing Performance Indicators	Low	<b>Completed at July 2010 Meeting</b>	
(5) Continuous Housing Improvement Strategy	High	<b>Not yet produced (due to other commitments) – Deferred to January 2011 or March 2011 meeting</b>	
(6) Value for Money Strategy in the Provision of Housing Services	High	<b>Not yet produced (due to other commitments) – Deferred to January 2011 or March 2011 meeting</b>	
(7) Annual Review of Housing Allocations Scheme	High	<b>Completed at July 2010 Meeting</b>	
(8) Housing Service Strategy on Information (Review and Update)	Medium	<b>Completed at the October 2010 meeting</b>	
(9) Housing Service Strategy on Private Rented Sector (Review and Update)	Medium	<b>Completed at July 2010 Meeting</b>	

(10) Housing Service Strategy on Empty Properties (Review and Update)	Medium	<b>Not yet produced (due to other commitments) – Deferred to January 2011 meeting</b>	
(11) Housing Service Strategy on Tenant Participation (Review and Update)	Medium	<b>Drafted, but not finalised, or consulted upon with the Tenants and Leaseholders Federation (due to other commitments) – Deferred to January 2011 meeting</b>	
(12) Tenant Participation Impact Assessment	High	<b>Completed at July 2010 Meeting</b>	
(13) 12 Month Progress Report on Housing Strategy Action Plan 2009/10	Low	<b>Completed at July 2010 Meeting</b>	
(14) Housing Strategy Action Plan 2010/11	High	<b>Completed at July 2010 Meeting</b>	
(15) Review of Housing Service Standards	High	<b>Completed at July 2010 Meeting</b>	
(16) Six Monthly Progress Report on the Housing Regulatory Framework Action Plan	Low	<b>Completed at October 2010 meeting</b>	
(17) Six Monthly Progress Report on Housing Business Plan Action Plan	Low	<b>Completed at October 2010 Meeting</b>	
(18) Homelessness Strategy – Action Plan Progress Report	Low	<b>Completed at the October 2010 meeting</b>	

(19) Housing Service Strategy on Rent Arrears (Review and update)	Medium	<b>Not yet produced (due to other commitments) – Deferred to January 2011 Meeting</b>	
(20) Housing Service Strategy on Anti-Social Behaviour (Review and Update)	Medium	<b>Completed at the October 2010 meeting</b>	
(21) Housing Service Strategy on Energy Efficiency (Review and update)	Medium	<b>Not yet required (October 2010)</b>	
(22) Briefing on the proposed Council rent increase for 2010/11	Low	<b>Not yet required (March 2011)</b>	
(23) 12-monthly Progress Report on Housing Business Action Plan	Low	<b>Not yet required (March 2011)</b>	
(24) Six Monthly Progress Report on Housing Strategy Action Plan 2010/11	Low	<b>Not yet required (March 2011)</b>	
(25) HRA Business Plan 2011/12	High	<b>Not yet required (March 2011)</b>	
(26) Annual Report on the HomeOption Choice Based Lettings Scheme	Low	<b>Not yet required (March 2011)</b>	
(27) HouseMark Benchmarking Report on value for Money of Housing Services	Medium	<b>Not yet required (March 2011)</b>	

(28) Housing Customer Perspective Programme – Action Plan and Progress Report	Low	<b>Completed at July 2010 Meeting</b>	
(29) Tenant Satisfaction Surveys 2009/10 – Comparisons with other stock-retained councils	Low	<b>Completed at July 2010 Meeting</b>	
(30) Review of proposed Licence Conditions for Park Homes – Referred by the Overview and Scrutiny Committee to a Special Meeting of the Housing Scrutiny Panel	High	<b>Completed - Review undertaken at Special Meeting of Panel on 8 September 2010. Consultation will follow and referral to the Cabinet in October 2010.</b>	
(31) Pre-Scrutiny of report to Cabinet on the likely cessation of Government funding for the Homelessness Prevention Service, and the future of the Service.	High	<b>Completed at the 28th October 2010 meeting</b>	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2010 Elections	24 June 2010	<b>COMPLETED at OSC Meeting on 12 July 2010</b>	<b>24 June 2010</b> 23 September 9 November (Extra Meeting) 16 December; and <b>17 March 2011</b>
(2) Cancellation of meetings because of inclement weather	23 September 2010	<b>COMPLETED</b>	
(3) Executive Procedure Rules – Speakers at Cabinet	23 September 2010	<b>COMPLETED – To be reviewed in 12 Months Time</b>	
(4) Assistant to Portfolio Holders	23 September 2010	<b>COMPLETED</b>	
(5) E-Petitions	9 November 2010	<b>COMPLETED – considered at the OSC meeting on 29 November 2010</b>	
(6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol)	9 November 2010		



(7) Member Role Accountability Statements	9 November 2010		
(8) Appointments at Annual Council	16 December 2010	Delayed from November meeting as officer responsible on jury service	
(9) Cabinet Meetings – “Guillotine”	16 December 2010		
(10) Member Training Review	16 December 2010		
(11) Annual Review of Financial Regulations including E Invoices	16 December 2010		
(12) Annual Review of Contract Standing Orders	17 March 2011		
(13) Annual Review of Officer Delegation	17 March 2011		
(14) Planning/Landowner Roles – details to be confirmed	To be determined	Further discussion between Councillor L Wagland and Legal Staff on the scope of the report.	
(15) Referendum on an Elected Mayor	To be determined		
(16) Supply of water in place of coffee to meetings held in Committee Rooms As at: November 2010	Being dealt with at officer level	Minute Item 51 29 March 2010 Panel	

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

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Safer, cleaner, greener strategy			<b>1 July 2010</b>
(a) Enforcement activity – half yearly report.	July 2010 January 2011	(a) Received half Yearly report in July 2010. (b) Received Strategy Action plan in July 2010. (c)	26 August (extra meeting)
(b) SCG Strategy Action Plan – half yearly report.	July 2010 January 2011		<del>7 October</del> <b>6 January 2011</b> 24 February; and 7 April
(c) Review strategy.	July 2010 January 2011		
(2) Community Safety			Crime & Disorder Scrutiny meetings – The 2 meeting dates are October 2010 and February 2011
(a) CCTV action plan – half yearly report.	July 2010 January 2011	(a) Received CCTV half yearly report in July 2010.	
(b) Receive reports from Community Safety Scrutiny meetings.	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>As and when available.</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 2010</p>	<p>(a) Minutes received at the July 2010 meeting.</p> <p>(b)</p> <p>(c) Reviewed at July 2010 meeting.</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>(a) Updated given at July 2010 meeting.</p> <p>(b)</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>(a) Update given ay July 2010 meeting. (b)</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 &amp; play strategy.</p>	<p>July 2010</p> <p>October 2010</p>	<p>(a) Update given at July 2010 meeting. (b)</p>	

## Planning Services Standing Panel (Chairman – Cllr J Philip)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) (a) Regional Plan (b) Local Development Framework (c) Current Staffing (d) Improvement Plan	Regular updating reports	Report on new LDF Scheme & implications for S106 agreements, new draft policy required. LDF timeline to be presented. Development Document Site Allocations Issues and Options Paper. Updated Staffing Family Tree	<del>3 June 2010</del> <del>2 September</del> <del>11 October—Extra Ordinary Meeting</del> 2 December; and <b>3 March 2011</b>

<p>(2) Value for Money Provision:</p> <p>(a) Administration &amp; 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>VFM Task and Finish report went to September 08 meeting and the November 08 O&amp;S Cttee meeting where it was endorsed.</p> <p>Bring back report on District Council/Appeals annually on Value for Money work commenced in 2008.</p> <p>To include response to Economic Downturn. Revised report on enforcement process for January 2010 (See Item 7) Timescale on flowchart.</p> <p>Timescale on flowchart</p>	
<p>(3) Chairmen and Vice Chairmen of Area Planning Cttees to be invited to a meeting to provide feedback.</p>		<p>A meeting of the Chairmen &amp; Vice Chairmen of Planning Sub-Committees, District Development Control Committee and Planning Portfolio Holders took place on 2 August 2010. Results will be fed back to Panel regularly. Meetings will take place on a frequent basis.</p>	
<p>(4) Report from Legal on performance at Planning Appeals</p>	<p>June 2009</p>	<p><b>COMPLETED</b></p>	

(5) Comments from the planning agents and amenity groups required matching		Meeting has taken place, minutes will be circulated at the Panel meeting in December 2010.	
(6) That a report be produced for the Panel setting out the possible route any planning enforcement investigation could take.		A further report was required with 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.	On agenda for 2 September 2010 Panel meeting	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		
(14) Countrycare	Submitted to 2 September 2010 meeting	<b>COMPLETED – (Future structure of Countrycare following departure of Paul Hewitt)</b>	
(15) Consultations from Hertfordshire Councils regarding Core Strategies.	New Item – October 2010 Meeting	<b>COMPLETED - Consultations considered at extra-ordinary Panel meeting on October 11 2010.</b>	
(16) Consultation regarding Tree Preservation Orders	New Item – December 2010		



## Finance and Performance Management Standing Panel (Chairman – Cllr 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. Considered at the June '10 meeting.	Outturn KPI performance report for 2009/10. Considered at the meeting to be held on 10 June 2010. Performance report to be produced for inclusion in E-Annual Report in place of former Best Value Performance Plan.	<b>10 June 2010</b> <del>9 September</del> 9 December <b>17 January 2011;</b> 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 <sup>nd</sup> quarter in December 10 and 3 <sup>rd</sup> quarter figures at the March '11 meeting.	
(4) Council Plan 2006-2010 Performance Monitoring	Performance report considered on an annual basis. Report went to the June '10 meeting.	Performance report for the final year of the Council Plan (2009/10). Considered at the meeting 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 meeting in June '10 set up a sub-committee.	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. Report went to the June '10 meeting.	Consultation Plan considered at first meeting of each municipal year. Report went 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	January 2011	To review the Council's medium term financial strategy January 2011.	
(9) Equality and Diversity - Monitoring and Progress	Report considered on an annual basis. Report went to the June '10 meeting.	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) Capital Outturn 2009/10 and use of transitional relief in 2009/10	Considered at the June '10 meeting.	Last considered at the June 2010 meeting	
(11) Provisional revenue Outturn 2009/10	Considered at the June '10 meeting.	Last considered at the June 2010 meeting	
(12) Fee and Charges	December 2010	Last considered at the November 2009 meeting	

<p>(13) Customer transformation T&amp;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

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

Item	Report Deadline / Priority		Programme of Future Meetings
First meeting to define Terms of Reference.		Second meeting held 5 November 2010. Interim report made to this meeting. Further meeting to be arranged for January 2011	<del>21-September 2010</del> 5-November

