

Overview and Scrutiny Work Programme – January 2011

| Overview and Scrutiny Committee | | | |
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| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
| (1) Scrutiny of London Underground Ltd | June 2010 | Completed - Came in June 2010. | 01 June 2010 12 July 06 September 18 October 29 November 24 January 2011 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 | Completed - Last came in July 2010 - Representatives of the partnership to report on an annual basis. | |
| (4) Scrutiny of Cabinet Forward Plan | Reviewed in 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 | Reviewed in November 2010 | Completed in November 10 | |

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| (6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community | Item postponed – to rearrange | 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. | Completed – 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 2011 | 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 10 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. | |

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| (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. | |
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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 | Completed at July 2010 Meeting | 29 July 2010 8 September 2010 – Special Meeting 12 October – Joint Meeting with Finance & Performance Scrutiny Panel 28 October 11 January 2011 – Extra-Ordinary Meeting 27 January 2011; and 24 March 2011 |
| (2) Presentation on Homelessness Prevention | Low | Completed at July 2010 Meeting | |
| (3) Annual Ethnic Monitoring Review of Housing Applicants | High | Completed at July 2010 Meeting | |
| (4) Review of Housing Performance Indicators | Low | Completed at July 2010 Meeting | |
| (5) Continuous Housing Improvement Strategy | High | No longer required – due to the Government’s changes to its approach to housing regulation – Delete from Work Programme | |
| (6) Value for Money Strategy in the Provision of Housing Services | High | No longer required – due to the Government’s changes to its approach to housing regulation – Delete from Work Programme | |
| (7) Annual Review of Housing Allocations Scheme | High | Completed at July 2010 Meeting | |
| (8) Housing Service Strategy on Information (Review and Update) | Medium | Completed at the October 2010 meeting | |
| (9) Housing Service Strategy on Private Rented Sector (Review and Update) | Medium | Completed at July 2010 Meeting | |

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| (10) Housing Service Strategy on Empty Properties (Review and Update) | Medium | Scheduled for this meeting (January 2011) – but may have to be deferred to 24 March 2011 meeting due to other commitments | |
| (11) Housing Service Strategy on Tenant Participation (Review and Update) | Medium | To be on agenda for 27 January 2011 | |
| (12) Tenant Participation Impact Assessment | High | Completed at July 2010 Meeting | |
| (13) 12 Month Progress Report on Housing Strategy Action Plan 2009/10 | Low | Completed at July 2010 Meeting | |
| (14) Housing Strategy Action Plan 2010/11 | High | Completed at July 2010 Meeting | |
| (15) Review of Housing Service Standards | High | Completed at July 2010 Meeting | |
| (16) Six Monthly Progress Report on the Housing Regulatory Framework Action Plan | Low | Completed at October 2010 meeting | |
| (17) Six Monthly Progress Report on Housing Business Plan Action Plan | Low | Completed at October 2010 Meeting | |
| (18) Homelessness Strategy – Action Plan Progress Report | Low | Completed at the October 2010 meeting | |

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

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| (28) HouseMark Benchmarking Report on Value for Money for Housing Services | Low | Not yet required | |
| (29) Housing Customer Perspective Programme – Action Plan and progress Report | Low | Completed – July 2010 | |
| (30) Tenant Satisfaction Surveys 2009/10 – Comparisons with other stock-retained councils | High | Completed – July 2010 | |
| (31) 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 | Completed - September 2010 | |
| (32) 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 | Completed – October 2010 | |
| (33) Presentation on proposed new national Housing Policies and Legislation | Medium | Completed – 11 January 2011 (Extra-Ordinary Meeting) | |
| (34) Council's response to CLG Consultation Paper on "Local decisions: a fairer future for social housing" | Medium | Completed – 11 January 2011 (Extra-Ordinary Meeting) | |

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| (35) Presentation on the key terms of appointment for the Private repairs Management Contractor | High | Scheduled for 24 March 2011 meeting – as agreed at 11 January 2011 meeting | |
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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 | COMPLETED at OSC Meeting on 12 July 2010 | 24 June 2010 23 September 9 November (Extra Meeting) 16 December; Extra-Ordinary Meeting in February 2011, date to be determined; and 17 March 2011 |
| (2) Cancellation of meetings because of inclement weather | 23 September 2010 | COMPLETED | |
| (3) Executive Procedure Rules – Speakers at Cabinet | 23 September 2010 | COMPLETED – To be reviewed in 12 Months Time | |
| (4) Assistant to Portfolio Holders | 23 September 2010 | COMPLETED | |
| (5) E-Petitions | 9 November 2010 | COMPLETED – Discussed at the Overview and Scrutiny Committee on 29 November 2010 and to be considered at the Council meeting on 14 December 2010. To be revisited in the summer of 2011. | |
| (6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol) | February 2011 – Extra-Ordinary Meeting | A further draft was requested by the Panel for further consideration. This will be submitted to a special meeting in February 2011. | |

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| (7) Member Role Accountability Statements | 9 November 2010 | A further draft was requested by the Panel for further consideration. This will be submitted to the February 2011 meeting. | |
| (8) Appointments at Annual Council | 16 December 2010 | Initial report submitted to the Panel. Further report to be submitted to the February or March meetings. | |
| (9) Cabinet Meetings – “Guillotine” | 16 December 2010 | COMPLETED | |
| (10) Member Training Review | 16 December 2010 | Deferred to March 2011 meeting | |
| (11) Annual Review of Financial Regulations including E Invoices | 16 December 2010 | COMPLETED – report to OSC in January 2011 and Council in February 2011 | |
| (12) Annual Review of Contract Standing Orders | 17 March 2011 | Report on target for March 2011 meeting | |
| (13) Annual Review of Officer Delegation | 17 March 2011 | Report on target for march 2011 meeting | |
| (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 | | |

Safer, Cleaner, Greener Standing Panel (Chairman Mrs C Edwards)

Work Programme 2010-11

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
|--|------------------------------------|--|---|
| (1) Safer, cleaner, greener strategy | | | 1 July 2010 |
| (a) Enforcement activity – half yearly report | (a) Data to January 2011 meeting | Update report went to January 11 meeting | 26 August 2010 (extra meeting) |
| (b) Consideration of splitting strategy document and action plan | (b) To January 2011 | Splitting the documents will enable core strategy to be issued without need to reprint every time the action plan changes – went to Jan 11 meeting | 7 October 2010 6 January 2011 |
| (c) Agree action plan for 2011/12 | (c) Agreed at January 2011 meeting | Went to January 2011 meeting | 24 February 2011- cancelled now rearranged to: |
| (d) Food Standards Agency Audit | (d) Went to January 2011 meeting | Action plan, attached to agenda, referred to the Panel by the Audit & Governance Committee | 8 March 2011 |
| (2) Community Safety | | | 7 April 2011 |
| (a) CCTV action plan – half yearly report | Went to January 2011 meeting | Update report considered | Crime & Disorder Scrutiny meetings – The 2 meeting dates are October 2010 and February 2011 |
| (b) Receive reports from Community Safety Scrutiny meetings | Went to January 2011 meeting | Report considered at January 11 meeting | |
| (c) Mediation arrangements | Went to January 2011 meeting | Report considered by January 11 meeting | |

Safer, Cleaner, Greener Standing Panel (Chairman Mrs C Edwards)

Work Programme 2010-11

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
|---|----------------------------|--|------------------------------|
| (3) Essex Waste procurement process and Joint Committee | | | |
| (a) Receive notes/minutes of Member Partnership Board | To be determined | First meeting scheduled for January 2011 | |
| (b) Receive notes/minutes of Inter Authority Member Group | To be determined | Report once initial meetings have taken place | |
| (4) Waste Management Partnership Board | | | |
| (a) Receive minutes of Partnership Board | Received Jan 2011 | (a) Minutes of Board meetings held on 4 th August and 20 October 2010 to January 11 meeting | |
| (b) Progress of recycling in flats and similar buildings | To be determined | (b) Report to a future meeting | |
| (c) Review of weather disruptions to services | January 2011 | (c) Report following meeting of Officer Working Group established by Management Board. Report to, and minutes of, the Board meeting, to January meeting. | |

Safer, Cleaner, Greener Standing Panel (Chairman Mrs C Edwards)

Work Programme 2010-11

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
|--|---|---|------------------------------|
| <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>Went to January 2011 meeting</p> <p>Went to January 2011 meeting</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>For future meeting</p> <p>To be determined</p> | <p>(a)(b) Due to delays in overall completion and the state of the ground, pocket park not yet available for public access. Therefore, no progress as yet on establishment of local liaison group to oversee issues at the location</p> | |
| <p>(7) Leisure issues</p> <p>(a) Receive progress reports on new sports hall at WASP</p> | <p>Verbal progress report made to January 2011 meeting</p> | <p>Work still underway to take the project to the pre-planning application stage, at which point it will be shelved until such time as the revenue consequences of the operation can be nullified</p> | |

Safer, Cleaner, Greener Standing Panel (Chairman Mrs C Edwards)
Work Programme 2010-11

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
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| (b) Receive progress reports on youth initiatives & play strategy | January 2011 | <p>Confirmation has now been received in respect of £48,000 Play Builder funding for the District, which will be put towards the provision of a skate park in Town Mead, Waltham Abbey.</p> <p>In addition, £45,000 Big Lottery Fund "Aiming High for Disabled Children" funding has been secured by the Council that will see the installation of a hard path to improve access to play equipment at Larsen's Recreational Field Waltham Abbey and the installation of accessible play equipment at an existing playground in Loughton.</p> | All other projects now completed |

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 | 3 June 2010 2 September 11 October—Extra Ordinary Meeting 2 December; 10 January 2011 Extra-Ordinary Meeting and 3 March 2011 |

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| <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>VFM Task and Finish report went to September 08 meeting and the November 08 O&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. 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 & 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>COMPLETED</p> | |

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| (5) Comments from the planning agents and amenity groups required matching | | COMPLETED - Meeting has taken place, minutes will be circulated at the Panel meeting in January 2011. | |
| (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 | | |

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| (11) Planning conditions controlling damage to highways infrastructure | December 2010 | COMPLETED | |
| (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 | COMPLETED – (Future structure of Countrycare following departure of Paul Hewitt) | |
| (15) Consultations from Hertfordshire Councils regarding Core Strategies. | New Item – October 2010 Meeting | COMPLETED - Consultations considered at extra-ordinary Panel meeting on October 11 2010. | |
| (16) Consultation regarding Tree Preservation Orders | New Item – December 2010 | COMPLETED | |
| (17) New Homes Bonus Consultation | New Item – December 2010 | COMPLETED | |
| (18) Essex County Council Minerals Development Document: Preferred Approach Paper | January 2011 | COMPLETED | |
| (19) Planning Fees – Consultation | January 2011 | COMPLETED | |

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| (20) Harlow Council – Core Strategy Issues and Options Consultation Document | January 2011 | COMPLETED | |
| (21) Request for District Development Fund | January 2011 | COMPLETED | |
| (22) Town Centre Officer Post/Future Management of Town Centre | January 2011 | COMPLETED | |

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

| Item | Report Deadline / Priority | Progress / Comments | Programme of Future Meetings |
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| (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. | 10 June 2010 9 September 9 December 17 January 2011 meeting cancelled; 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. 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. | |

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| (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 | Went to December 2010 meeting. | |

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| <p>(13) Customer transformation T&F Panel work</p> | <p>Report went to 17 November 2009 meeting. A follow up report went to the December 2010 meeting where they considered options for the refurbishment of the Finance Reception area. A Report will be going to the January O&S Cttee. meeting and then on to Cabinet.</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 – Cllr Mrs L Wagland)

| Item | Report Deadline / Priority | Programme of Future Meetings |
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| First meeting to define Terms of Reference. | | 21-September 2010 5-November 25 January 2011 |