

Overview and Scrutiny Work Programme – February 2011

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	June 2010	Completed - Came in June 2010. To invite back sometime in 2011/12	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	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	Item rearranged to 11 April meeting.	Principal of Epping Forest College addressed the December 2008 meeting. To be invited sometime in 2010.	
(7) Budget Report	January 2011	Last completed January 2011	
(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.	

(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.	
(13) Census Presentation	February 2011	To receive a presentation on the upcoming National Census.	NEW
(14) Community Magistrates	April 2011	To receive a presentation on Community Magistrates	NEW
(15) Corporation of London	Sometime in 2011/12	To receive a presentation on the management of the Epping Forest.	NEW
(16) Police and Fire Rescue Services	Towards end of 2011	With the current financial difficulty for statutory services, the Committee would like to see representatives of the Police and the Fire and Rescue Services address the meeting regarding the implications of their budget reductions – this to be arranged for the end of 2011 to give them time to assess the effects.	NEW

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	

(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	Completed at January 2011 Meeting	
(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	

(19) Housing Service Strategy on Rent Arrears (Review and update)	Medium	Completed at 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	Completed at January 2011 Meeting	
(23) Briefing on the proposed Council rent increase for 2010/11	Low	Completed at January 2011 Meeting	
(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	

(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)	

(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	<p>24 June 2010 23 September 9 November (Extra Meeting) 16 December; Extra Ordinary Meeting on 15 February 2011; and 17 March 2011</p>
(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)	15 February 2011	A further draft will be considered at this meeting.	

(7) Member Role Accountability Statements	15 February 2011	A further draft will be considered at this meeting.	
(8) Appointments at Annual Council	15 February 2011	Further report submitted to this meeting.	
(9) Cabinet Meetings – “Guillotine”	16 December 2010	COMPLETED – To be considered at the Council meeting in February 2011.	
(10) Member Training Review	March 2011	Deferred to March 2011 meeting	
(11) Annual Review of Financial Regulations including E Invoices	16 December 2010	COMPLETED – To be submitted to the Council meeting on 22 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	17 March 2011		
(16) Supply of water in place of coffee to meetings held in Committee Rooms A&C : February 2011	To be dealt with at officer level.	Minute Item 51 29 March 2010 Panel	

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			4 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
(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

<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. Related issues referred from the Overview & Scrutiny Committee in January 2011.</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>	

(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		

(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	

(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
(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.	

(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 '11 FPM CC meeting.	Considered at the F&PM CC January '11 - Annual review of the Portfolio Holders Budgets.	
(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.	

<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 the went 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
To review the purpose, operation and provision of Children services in Essex.	Final Report - April 2011	Final report to go to the April O&S Committee meeting.	21-September 2010 5-November 25-January 2011