

Overview and Scrutiny Work Programme – November 2011

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	Completed July 2011	Completed - Came in July 2011. To invite back sometime in 2012/13	31 May 2011; 12 July; 6 September; 18 October; 29 November; 24 January 2012; 6 March; and 17 April
(2) OS Annual Review/ Annual Report	April 2012	2011/12 Final Report to go to April 2012 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	January 2012	Last completed - came in July 2010 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	Progress report to October 2011	Completed - Last looked at in October 2011; to review again when Cabinet next year.	
(5) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	November 2011	Last 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	April 2012	Completed in April 11. Principal of Epping Forest College addressed the April 2011 meeting.	
(7) Budget Report	January 2012	Last completed January 2011	
(8) Review of Secondary and Primary education in the District and to focus on the link between Education and deprivation in the District.	In October 2011	Completed – Had Geoff Mangan, the Epping Forest 14-19 Co-ordinator for Epping Forest Secondary Schools attend the Oct. 11 meeting.	
(9) To receive a presentation from Youth Council members	November 2011	As last year, members of the Youth Council will attend with proposals for their funding bid for 2012/13 and give an update on their developing programme.	
(10) Broadband access in the District	TBA – An Interim report went to the February '11 meeting. Now waiting to get Service providers to a 2011/12 meeting.	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.	
(11) Corporation of London	Looking to January 2012 meeting.	To receive a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest ' to be invited as well.	NEW

(12) Police and Fire Rescue Services – To also ask British Transport Police to attend.	Looking to March or April 2012 meeting. BTP to April meeting to update us on their plans for the Olympics.	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
(13) Key Objectives 2010/11	Outturn report went to the 31 May 2011 meeting.	Completed. Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee. Outturn report for 2010/11 submitted to the May 2011 Meeting.	
(14) Key Objectives 2011/12	Progress report to go to the November 2011 meeting	Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2011/12 to be submitted to the 29 November 2011 meeting.	
(15) To review the new organisational make up of the PCT/ West Essex Health Service and the progress made on the commissioning of local health services.	For end of 2012 municipal year	Useful to look at this next year, after the Bill had gone through Parliament. Noted that County were also looking at this topic.	
(16) To review the Lea Valley Regional Park Authority and the Olympics.	Completed - went to July 2011 meeting	Completed - Report to go to the July 2011 meeting.	

(17) Police Reform Proposals for Essex	September 2011	Completed	
(18) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	Early 2012	Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder.	
(19) Council Procedure Rules – reports on Outside Organisations	September 2011	Completed - Recommendation from the Constitution and Member Services Scrutiny Standing Panel – July 2011	
(20) Mental Health Services in the District.	Sometime in 2012	To consider the state of the Mental Health Services in the District	NEW

Standing Panels

Housing Standing Panel (Chairman – Cllr S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Presentation by Mears on proposed approach to Repairs Management Contract	July 2011	COMPLETED	19 July 2011; 25 October; 28 November 2011 Extra-Ordinary Joint Meeting with Finance & Performance Management Scrutiny Standing Panel; 31 January 2012; and 13 March
(2) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2011	COMPLETED	
(3) HouseMark Benchmarking Report of Housing Services	July 2011	COMPLETED	
(4) Annual Ethnic Monitoring Review of Housing Applicants	July 2011	COMPLETED	
(5) Housing Performance Indicators – 2010/11 Out-turn (Tenant-Selected & KPIs)	July 2011	COMPLETED	
(6) 12-Month Progress Report on Housing Strategy Action Plan 2010/11	July 2011	COMPLETED	
(7) Housing Strategy Action Plan 2011/12	July 2011	COMPLETED	
(8) Performance against Housing Service Standards and Review	July 2011	COMPLETED	
(9) Feed-In Tariff Scheme for Council Housing Stock	October 2011	COMPLETED	

(10) Six-monthly Progress Report on Housing Business Plan Action Plan	October 2011	COMPLETED	
(11) Approach to future Council House-Building Programme	October 2011	COMPLETED	
(12) HRA 30-Year Financial Plan in Preparation for HRA Self-financing	October 2011	Scheduled for joint meeting with Finance and Performance Management Scrutiny Panel on the 28 November 2011	
(13) Housing Service Strategy on Empty Properties (Review and update)	October 2011	Deferred to the meeting on the 31 January 2012 – Due to workload and other commitments	
(14) Housing Service Strategy on Repairs and Maintenance (New)	October 2011	Deferred to the meeting on the 31 January 0212 – Due to workload and other commitments	
(15) Housing Service Strategy on Energy Efficiency (Review and Update)	October 2011	Deferred to the meeting on the 13 March 2012 – Due to workload and other commitments	
(16) Annual review of the Housing Allocations Scheme	October 2011	Deferred to October 2012 – To await the outcome of the major changes to legislation relating to allocations proposed within the Localism Bill	
(17) Review of Private Sector Housing Strategy	January 2012	Not yet due	
(18) Briefing on the proposed Council rent increase for 2010/11	January 2012	Not yet due	

(19) Six-monthly Progress report on Housing Strategy Action Plan 2011/12	January 2012	Not yet due	
(20) Housing Service Strategy on Home Ownership (Review and update)	January 2012	Not yet due	
(21) Housing Service Strategy on Housing and Estate Management (Review and update)	March 2012	Not yet due	
(22) Housing Service Strategy on Rent Administration (Review and update)	March 2012	Not yet due	
(23) 12-monthly Progress report on Housing Business Plan Action Plan	March 2012	Not yet due	
(24) Housing Service Strategy on Older People's Housing (Review and Update)	March 2012	Not yet due	
(25) HRA Business Plan 2012/13	March 2012	Not yet due	
Items added after the original Work Programme was agreed			
(26) Provision of smoke detectors in Communal blocks or Council properties	October 2011	COMPLETED	

(27) Outcome report on the implementation of new licences for park home sites	October 2011	Deferred to the meeting on the 31 January 2012 – Due to the resignation of both the Technical Officer (Private Sector) and the Environmental Health Officer undertaking the site inspections, which has delayed the programme, and to await the outcome of liaison meetings with site owners and representatives of resident’s associations, scheduled to be held before Christmas.	
(28) Solar PV to Council Housing	October 2011		

Constitution and Member Services Standing Panel (Chairman – Cllr D Stallan)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) New panel meeting dates for 2011/12	June 2011	COMPLETED	30 June 2011; 27 July; 4 October; 8 November; and 20 February 2012 One extra meeting on 23 January 2012
(2) Review of Referendum/Elections – May 2011	June 2011	COMPLETED	
(3) Complaints Panel – Terms of Reference	June 2011	COMPLETED	
(4) Substitutions at Meetings	June 2011	COMPLETED	
(5) Council Meetings – Member reports on outside bodies	June 2011	COMPLETED	
(6) Review of Membership of Audit and Governance Committee Deputy Portfolio Holder	8 November 2011	COMPLETED	

(7) Report of District Remuneration Panel	4 October 2011	COMPLETED	
(8) Report on Webcasting	23 January 2012	Revised report for January 2012 meeting.	
(9) Planning/Covenants – Council Responsibilities	23 January 2012	Discussed at the October Panel. Revised report will be submitted in due course.	
(10) Statutory Review of Polling Stations	4 October 2011	COMPLETED	
(11) Review of Petitions – Change in Legal Requirements	TBA	Currently awaiting passage of Localism Bill. Officers will report at appropriate time.	
(12) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011	COMPLETED - Preliminary scoping at the meeting in July 2011. Further report to November meeting recommendations due for submission to OSC (30.11.11) and Council meeting (13.12.11).	
(13) Member's Dispatch - Review	8 November 2011	COMPLETED - Recommendations to OSC (30.11.11)	
(14) Review of Officer Delegation	20 February 2012		
(15) Review of Contract Standing Orders and Financial Regulations	20 February 2012		
(16) Review of Annual Council arrangements	20 February 2012		
(17) Review of Member's representation on Outside Bodies	20 February 2012		
(18) Housing Appeals and Review Panel – Terms of Reference	23 January 2012		
As at November 2011 (19) Housing Appeals and Review Panel Order of Business	23 January 2012		10

Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)
Work Programme 2011-12

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(1) Safer, Cleaner, Greener strategy</p> <p>(a) Enforcement activity – half yearly report</p> <p>(b) Half yearly report on Strategy Action Plan</p> <p>(c) Agree action plan for 2012/13</p>	<p>(a) To January 2012 meeting</p> <p>(b) To January 2012 meeting</p> <p>(c) To January 2012 meeting</p>	<p>(a) To put data to January '12 meeting.</p> <p>(b) To put data to the January '12 meeting.</p> <p>(c) Not required until January 2012 meeting</p>	<p>7 July 2011; 11 October – cancelled; 17 October – Extra-Ordinary Meeting 10 January 2012; 21 February; and 10 April 2012</p> <p>Crime and Disorder</p>

Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)
Work Programme 2011-12

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(2) Community Safety</p> <p>(a) CCTV action plan – half yearly report</p> <p>(b) Receive reports from Community Safety Scrutiny meetings</p> <p>(c) Progress against strategic assessment</p> <p>(d) Progress towards appointment of Police & Crime Commissioner.</p> <p>(e) Monitoring of Police resources relative to the Olympic Games</p>	<p>(a) To January 2012 meeting</p> <p>(b) To January 2012 and April 2012 meetings</p> <p>(c) To January 2012 meeting</p> <p>(d) To report when information available</p> <p>(e) To report when information available</p>	<p>(a) Data to the January '12 meeting</p> <p>(b) Report to be considered at January 2012 meeting</p> <p>(c) Data to January '12 meeting</p> <p>(d) Awaiting outcome of House of Lords amendments and referral back to the Commons.</p> <p>(e) Data not yet available</p>	<p>Scrutiny meetings – the 2 meeting dates are October 2011 and February 2012</p>
<p>(3) Essex Waste Partnership Inter Authority Agreement</p> <p>(a) Receive notes/minutes of Member Partnership Board</p>	<p>(a) To receive notes/minutes when available</p>	<p>(a) A meeting was likely to be held in November 2011.</p>	

Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)
Work Programme 2011-12

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(b) Receive notes/minutes of Inter Authority Member Group	(b) To receive notes/ minutes when available	(b) Draft Notes (unapproved) of meetings held on 7 June '11 submitted to 17 October meeting.	
(4) Waste Management Partnership Board (a) Receive minutes of Partnership Board	(a) To receive notes / minutes when available	(a) Draft notes of meeting held on 16 June 2011 went to 17 Oct. meeting.	
(5) Green and Carbon Reduction Measures (a) Nottingham declaration Progress against pledges – half yearly reports (b) Carbon Reduction Strategy update	(a) January 2012. (b) January 2012.	(a) last went to the July 2011 meeting (b) Last went to the July 2011 meeting.	

Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)
Work Programme 2011-12

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<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>(a)</p> <p>(b) To January 2012 meeting</p>	<p>(a) Nature Reserve formally opened on 15 July 2011.</p> <p>(b) Notes of meeting held on 25 May 2011</p>	
<p>(7) Ad hoc report asked for on improving recycling in flats and houses of multiple occupation</p>	TBA		
<p>(8) Ad hoc report asked for on the use of Solar Panels on Council owned properties.</p>	TBA	Currently subject to a review by price Waterhouse Coopers as part of income generation assessment.	
<p>(9) Roding River Catchment Environment Agency Consultation</p>	17 October 2011	Completed - Extra ordinary Panel meeting to discuss the EA consultation on the Roding River. Previously discussed by the Planning Services Standing Panel in September.	

Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)
Work Programme 2011-12

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(10) Roding River Catchment Environment Agency Consultation	TBA	To receive an updating report on the wider implications, once known, of the EA strategy on flood management in the Roding catchment area.	NEW
(11) New SITA Contract	TBA	To scrutinise the new SITA contract once details were known.	NEW

Planning Services Standing Panel (Chairman – Cllr H Ulkan)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Reports to each meeting on: (a) Regional Plan (b) Local Development Framework (c) Current Staffing (d) Improvement Plan (e) Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	Regular updating reports		14 June 2011; 13 September; 3 October 20 December; 7 February 2012; and 24 April
(2) Value for Money Provision: (a) Administration & Customer Support (b) Building Control (c) Development Control (including Appeals) (d) Economic Development (e) Enforcement (f) Environment Team (g) Forward Planning (h) Performance	Provide a report after the end of Quarter 4 on 2(c) + 2(e) and periodically on the other areas		
(3) 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.	

(4) 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.	
(5) Contributions to affordable housing (S106 Agreements)	Item carried forward from 2010/11 Work Programme	COMPLETED	
(6) Liaise with other planning authorities to learn from their work.	New Item	Quarterly meeting with other Essex Authorities discuss and share working practices. Benchmarking underway as part of local fee setting and charging of planning application fees.	
(7) CLG Consultation – Planning for Traveller Sites	New Item – June 2011	COMPLETED	
(8) Community Infrastructure Levy	New Item - June 2011 Panel meeting	A new draft CIL Strategy will be submitted in February 2012	
(9) Draft New Terms of Reference	To be announced	Requested by Councillor A Lion	
(10) Environment Agency Consultation – Roding River Area	September 2011	COMPLETED	

(11) Sustainable Framework for UK Aviation: Scoping Document	September 2011	COMPLETED	
(12) Essex County Council Minerals Development Document – Further Site Allocations Issues and Options Paper	September 2011	COMPLETED	
(13) Fee Setting – Development Control	September 2011	COMPLETED	
(14) New Draft National Policy Framework	October 2011	COMPLETED	
(15) Local Planning Regulations (CLG)	October 2011	COMPLETED	

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 2010/11	Outturn KPI performance report considered at the first meeting of the Scrutiny Panel in each municipal year.	Completed - KPI outturn report for 2010/11 to be considered at the meeting held on 21 June 2011.	21 June 2011; 20 September; 15 November; 16 January 2012; and 20 March
(2) Key Performance Indicators – Performance Monitoring 2011/12	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2011/12 to be considered at the meetings to be held in September 2011(qtr 1), November 2011 (qtr 2) and March 2012 (qtr 3).	
(3) Key Performance Indicators – Development of indicators set for 2012/13	Draft indicator set to be considered on the basis of third quarter KPI performance for 2011/12.	KPI proposals to be considered at the meeting to be held on 20 March 2012.	
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '11, 2 nd quarter in November '11 and 3 rd quarter figures at the March '12 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '11 meeting.	Completed - Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2011 meeting,	

(6) Detailed Portfolio Budgets	Had last been considered at the January 2011 meeting of the Cabinet Finance Committee.	Considered at the January '11 of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets. To go again to the January 2012 meeting.	
(7) Medium Term Financial Strategy	To go to the January 2012 meeting	To review the Council's medium term financial strategy - January 2012.	
(8) Equality and Diversity - Monitoring and Progress	Progress report considered at the first meeting of the Scrutiny Panel in each municipal year.	Completed - Progress report for the 2010/11 to be considered at the meeting to be held on 21 June 2011.	
(9) Capital Outturn 2010/11 and use of transitional relief in 2010/11	Went to the June '11 meeting	Completed - Last considered at the June 2011 meeting	
(10) Provisional revenue Outturn 2010/11	Went to the June '11 meeting	Completed - Last considered at the June 2011 meeting	
(11) Fees and Charges	To consider at the November 11 meeting	Completed - Last went to November 2011 meeting.	
(12) Sickness Absence	Quarterly Reports	Quarterly Figures of the Council's Sickness Absence figures. Last Considered at the June, September and November 2011 meetings.	
(13) Value for Money & Data Quality Strategies.	September 2011	Completed – September 2011. Progress made against the Council's VFM and Data Quality Strategy.	

Task and Finish Panels

Senior Recruitment Task and Finish Panel (Chairman – Cllr K Angold-Stephens)

Item	Report Deadline / Priority		Programme of Future Meetings
First meeting to define Terms of Reference.	November 2011	First meeting held on 10 November 2011	10 November 2011