

## Overview and Scrutiny Work Programme – March 2012

<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	Completed July 2011	<b>Completed</b> - Came in July 2011. To invite back sometime in 2012/13	<del>31 May 2011;</del> <del>12 July;</del> <del>6 September;</del> <del>18 October;</del> <del>29 November;</del> <del>24 January 2012;</del> 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	<b>Completed</b> - January 2012 - 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	<b>Completed</b> - Last completed in November 11	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	For the new municipal year - 2012	<b>Last Completed in April 11.</b> Principal of Epping Forest College addressed the April 2011 meeting.	
(7) Budget Report	January 2012	<b>Completed</b> - 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	<b>Completed</b> – 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	<b>Completed</b> - As last year, members of the Youth Council attended with proposals for their funding bid for 2012/13 and gave an update on their programme of work.	
(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	For the new municipal year - 2012	To receive a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest ' to be invited as well.	

(12) Police and Fire Rescue Services .	For the municipal year (2012) meeting.	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 2012 to give them time to assess the effects.	
(13) Key Objectives 2010/11	Outturn report went to the 31 May 2011 meeting.	<b>Completed.</b> 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	<b>Completed</b> - Six monthly progress reports in respect of the annual Key Objectives made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2011/12.	
(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 March 2012	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	<b>Completed</b> - Report to go to the July 2011 meeting.	

(17) Police Reform Proposals for Essex	September 2011	<b>Completed</b>	
(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.	April 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	<b>Completed</b> - 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	<b>COMPLETED</b>	19 July 2011; 25 October; 28 November 2011 Extra-Ordinary Joint Meeting with Finance & Performance Management Scrutiny Standing Panel; 31 January 2012; Extra-Ordinary meeting on 5 March 2012; and 13 March
(2) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2011	<b>COMPLETED</b>	
(3) HouseMark Benchmarking Report of Housing Services	July 2011	<b>COMPLETED</b>	
(4) Annual Ethnic Monitoring Review of Housing Applicants	July 2011	<b>COMPLETED</b>	
(5) Housing Performance Indicators – 2010/11 Out-turn (Tenant-Selected & KPIs)	July 2011	<b>COMPLETED</b>	
(6) 12-Month Progress Report on Housing Strategy Action Plan 2010/11	July 2011	<b>COMPLETED</b>	
(7) Housing Strategy Action Plan 2011/12	July 2011	<b>COMPLETED</b>	
(8) Performance against Housing Service Standards and Review	July 2011	<b>COMPLETED</b>	
(9) Six-monthly Progress report on Housing Business Plan Action Plan	October 2011	<b>COMPLETED</b>	

(10) Approach to future Council house-building Programme	October 2011	<b>COMPLETED</b>	
(11) HRA 30-Year Financial Plan in Preparation for HRA Self-Financing	October 2011	<b>COMPLETED</b>	
(12) Briefing on the proposed Council rent increase for 2010/11	January 2012	<b>Not Required – Following detailed consideration of the HRA Financial Plan and associated rent increases, this is not required this year.</b>	
(13) Housing Service Strategy on Empty Properties (Review and update)	October 2011	<b>On agenda for 5 March 2012 (deferred from earlier meeting due to officer workload and to spread the workload of the Scrutiny Panel)</b>	
(14) Review of Private Sector Housing Strategy	January 2012	<b>On agenda for 5 March 2012 meeting (deferred from earlier meeting due to officer workload and to spread the workload of the Scrutiny Panel)</b>	
(15) Six monthly Progress report on Housing Strategy Action Plan 2011/12	January 2012	<b>On agenda for 5 March 2012 meeting (deferred from earlier meeting due to officer workload and to spread the workload of the Scrutiny Panel)</b>	
(16) Feed-in Tariff Scheme for Council Housing Stock	March 2012	<b>Considered on 25 October 2011 – but requires further consideration at 13 March 2012 meeting</b>	
(17) Housing Service Strategy on Repairs and Maintenance (New)	October 2011	<b>Deferred to 13 March 2012 meeting – Due to officer workload and to spread the workload of the Scrutiny Panel</b>	
(18) Housing Service Strategy on Energy Efficiency (Review and update)	October 2011	<b>Deferred to 13 March 2012 meeting – Due to officer workload and to spread the workload of the Scrutiny Panel</b>	
(19) Housing Service Strategy on Home Ownership (Review and update)	January 2012	<b>Deferred to 13 March 2012 meeting – Due to officer workload and to spread the workload of the Scrutiny Panel</b>	

(20) Housing Service Strategy on Housing and Estate Management (Review and update)	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	
(21) Housing Service Strategy on Rent Administration (Review and update)	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	
(22) 12 Monthly Progress report on Housing Business Plan Action Plan	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	
(23) Housing Service Strategy on Older Peoples Housing (Review and Update)	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	
(24) HRA Business Plan 2012/13	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012	
(25) Annual Review of the Housing Allocations Scheme	October 2011	<b>Deferred to October 2012</b> – To await the Commencement Order for this part of the Localism Act and publication (and consideration by officers) of the final version of the new Code of Guidance on Allocations.	
<b>Items added after the original Work Programme was agreed</b>			
(26) Provision of smoke detectors in Communal blocks or Council properties	October 2011	<b>Completed</b> – 31 January 2012	
(27) Consideration of Council response to CLG Consultation paper <i>“Reinvigorating the Right to Buy and one for one replacement.”</i>	January 2012	<b>COMPLETED</b> – 31 January 2012	

(28) Presentation and review of the success of the Council's Social Housing Fraud Pilot Scheme and consideration of recommendations to the Cabinet	January 2012	<b>COMPLETED</b> – 31 January 2012	
(29) Outcome report on the implementation of new licences for park home sites	October 2011	<b>Deferred for a special meeting at a later date</b> – This had been delayed from the originally scheduled date, 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 meeting with site owners and representatives of residents associations, held before Christmas. A report was included on the Scrutiny Panel's Agenda for its meeting on 31 January 2012, but was deferred to a special meeting of the Scrutiny Panel to allow the Essex Fire Authority to provide detailed written advice on the fire safety aspects of the issue.	
(30) Consideration and recommendations to Cabinet of proposed housing service improvements and service enhancements, as a result of the additional resources available from HRA self financing	March 2012	On agenda for 5 March 2012 meeting	
(31) Consideration of Council response to CLG Consultation paper " <i>Allocation of accommodation: guidance for local housing authorities in England.</i> "	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	



(32) Homelessness Strategy – revision and update	March 2012	<b>Not yet due</b> – Scheduled for 13 March 2012 meeting	
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## 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	<b>COMPLETED</b>	<del>30 June 2011;</del> <del>27 July;</del> <del>4 October;</del> <del>8 November;</del> <del>23 January 2012</del> Cancelled; and <del>20 February 2012</del>
(2) Review of Referendum/Elections – May 2011	June 2011	<b>COMPLETED</b>	
(3) Complaints Panel – Terms of Reference	June 2011	<b>COMPLETED</b>	
(4) Substitutions at Meetings	June 2011	<b>COMPLETED</b>	
(5) Council Meetings – Member reports on outside bodies	July 2011	<b>COMPLETED</b>	
(6) Report of District Remuneration Panel	4 October 2011	<b>COMPLETED</b>	

(7) Statutory Review of Polling Stations	4 October 2011	<b>COMPLETED</b>	
(8) Review of Membership of Audit and Governance Committee – Deputy Portfolio Holders	8 November 2011	<b>COMPLETED</b>	
(9) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011	<b>COMPLETED</b>	
(10) Member's Despatch - Review	8 November 2011	<b>COMPLETED (Follow up report regarding circulation of agenda – 23 January 2012)</b>	
(11) Report on Webcasting	20 February 2012	<b>COMPLETED</b>	
(12) Planning/Covenants – Council Responsibilities	20 February 2012	<b>COMPLETED</b>	
(13) Circulation of Agenda – Follow Up	20 February 2012	<b>COMPLETED</b> Follow up consultation	
(14) Housing Appeals and Review Panel – Terms of Reference	20 February 2012	<b>COMPLETED</b> To be reviewed in 6 months	
(15) Housing Appeals and Review Panel Order of Business	20 February 2012	<b>COMPLETED</b> To be reviewed in 6 months	
(16) Review of Petitions – Change in Legal Requirements	TBA	Localism Bill now law.	
(17) Review of Officer Delegation	20 February 2012	<b>COMPLETED</b>	
(18) Review of Financial Regulations	20 February 2012	<b>COMPLETED</b>	
(19) Review of Annual Council arrangements	20 February 2012	Following discussion this item will be discussed in 2012/13.	
(20) Review of Member Representation on Outside Bodies	20 February 2012	<b>COMPLETED</b> To be referred to consultation to 2012/13.	

As at: March 2012

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12/13**

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) Report went to January '12 meeting.</p> <p>(b) Report went to the January '12 meeting.</p> <p>(c) Deferred to 10 April 2012 meeting.</p>	<p>7 July 2011;  <del>11 October – cancelled;</del>  <del>17 October – Extra-Ordinary Meeting</del>            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 2011-12/13**

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 &amp; 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) Update went to the January '12 meeting. Half yearly review to 30 October 2012 meeting.</p> <p>(b) Verbal update to 21 February 2012 meeting.</p> <p>(c) Verbal update to 21 Feb 2012 meeting.</p> <p>(d) Presentation to 21 February 2012 meeting.</p> <p>(e) Data not yet available and may not be made available because of security considerations.</p>	<p>Scrutiny meetings – the 2 meeting dates are <del>October 2011</del> 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) Notes of a meeting be held in August 2011. went to January 2012 meeting.</p>	

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12/13**

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) January 2012 meeting cancelled due to unforeseen circumstances. Meetings for 2012 have been scheduled for 1 March, 30 April, 2 July, 3 September and 5 November.	
(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) Report went to January 2012 meeting.  (b) Report went to 2012 meeting.	

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12/13**

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 2 Nov. 2011 to January 2011 meeting.</p>	
<p>(7) Ad hoc report asked for on improving recycling in flats and houses of multiple occupation</p>	<p>April 2012</p>	<p>Report proposed for 10 April meeting</p>	
<p>(8) Ad hoc report asked for on the use of Solar Panels on Council owned properties.</p>	<p>TBA</p>	<p>Under further consideration pending changes by government to feed-in tariffs.</p>	
<p>(9) Roding River Catchment Environment Agency Consultation</p>	<p>17 October 2011</p>	<p><b>Completed</b> - Extra ordinary Panel meeting to discuss the EA consultation on the Roding River. Previously discussed by the Planning Services Standing Panel in September.</p>	

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12/13**

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) Revised SITA Contract	April 2013	To scrutinise how the new SITA contract would be framed for 2014. Contract extension with Sita now completed and sealed. Contract now in place until 4 November 2014. A procurement exercise for a new contract will need to commence around 18 months in advance of the end date (i.e. May 2013). Review programme dates towards the end of the current year.	NEW



## Planning Services Standing Panel (Chairman – Cllr H Ulkun)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<b>1. To consider and Review Measures taken to Improve Performance within the Directorate</b> (BP Section 3 (a))	a) Summary review presented	7 <sup>th</sup> Feb 2012 - <b>COMPLETED</b>	<del>14 June 2011;</del> <del>13 September;</del> <del>3 October</del> <del>20 December;</del> <del>7 February 2012;</del> and 24 April
	b) CIPFA Benchmarking report	24 <sup>th</sup> April 2012	
	c) Other updates	TBA	
<b>2. To consider and Review Business Processes, Value for Money and Staffing arrangements for the Directorate</b> (BP Section 3 (b))	a) To consider the Financial Review (Bus Plan Section 3 (b) ).	7 <sup>th</sup> February 2012	
	b) To consider the Business and Environmental Review (Appendix Business Plan)	7 <sup>th</sup> February 2012	
	c) To consider the Directorate Value for Money statement (Business Plan Section 4 (f) ).	7 <sup>th</sup> February 2012	
	d) To consider the Business Plan	24 <sup>th</sup> April 2012	
<b>3. To monitor and receive reports/updates on the delivery of the Local Plan</b> (BP Section 3 (c))	a) To report on the progress of the Local Plan	TBA TBA	
	b) To provide further updates on the Local Plan		

<p><b>4. To monitor and receive reports/updates on the Planning Electronic Document Management System</b> (BP Section 3 (d))</p>	<p>a) To submit Electronic Records Management Progress Plan (Appendix Business Plan)</p> <p>b) To receive further updates</p>	<p>7<sup>th</sup> February 2012</p> <p>TBA</p>	
<p><b>5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year;</b></p>	<p>a) To provide reports/updates as and when required</p>	<p>TBA</p>	
<p><b>6. To report to the Overview and Scrutiny Committee at appropriate intervals on the above.</b></p>	<p>a) Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.</p>	<p>TBA</p>	

## 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.	<b>Completed</b> - KPI outturn report for 2010/11 to be considered at the meeting held on 21 June 2011.	<del>21 June 2011;</del> <del>20 September;</del> <del>15 November;</del> <b>16 January 2012</b> – jointly with Cabinet Cttee; 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 <sup>nd</sup> quarter in November '11 and 3 <sup>rd</sup> quarter figures at the March '12 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '11 meeting.	<b>Completed</b> - 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 '12 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.	<b>Completed</b> - 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	<b>Completed</b> - Last considered at the June 2011 meeting	
(10) Provisional revenue Outturn 2010/11	Went to the June '11 meeting	<b>Completed</b> - Last considered at the June 2011 meeting	
(11) Fees and Charges	To consider at the November 11 meeting	<b>Completed</b> - 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	<b>Completed</b> – 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.	March 2012	First meeting held on 10 November 2011  Second meeting held on 15 December 2011.  <b>Final Report went to January 2012 O&amp;S Meeting and then on to February 2012 Council Meeting.</b>	40 November 2011; 15 December 2011; 12 January 2012