

Overview and Scrutiny Work Programme – March 2013

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	To invite back September or October 2012	Completed in October 2012. To review the Olympic Travel plans and problems arising.	07 June 2012; 17 July; 04 September; 16 October; 27 November; 29 January 2013; 5 March; and 09 April
(2) OS Annual Review/ Annual Report	June 2013	Final report to go to the June 2013 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	April 2013 Postponed	Last completed in January 2012 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	To review again in the new municipal year.	Last looked at in October 2011. Currently the Overview and Scrutiny Review Task and Finish Panel is considering O&S/Cabinet Liaison.	
(5) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	For November 2012	Last completed in November 2012	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	For the 2013/14 municipal year	Last Completed in April 11 when the Principal of Epping Forest College addressed the April 2011 meeting.	
(7) To receive a presentation from Youth Council members	Completed November 2012	Completed in Nov 12 - As last year, members of the Youth Council attended with proposals for their funding bid for 2013/14 and gave an update on their programme of work.	
(8) Broadband access in the District	BT to attend the January 2013 meeting.	Report went to Oct 12 Meeting. BT addressed the O&S Committee on access to broadband and speeds for the Epping Forest District Area in January 2013.	
(9) Corporation of London	For September 2012	Came in September - received a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest' was also present.	
(10) Essex Police Service	PCC went to SCG SP meeting on 12 February 2013.	Completed: The Safer Cleaner Greener had arranged for the PCC to go to their February meeting. This was opened up all Councillors and Town and Parish Councils and members of the public.	

(11) Key Objectives 2011/12	Outturn report went to the June 2012 meeting.	Completed: Outturn report for 2011/12 submitted to the June 2012 meeting. Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(12) Key Objectives 2012/13	Progress report went to go to the November 2012 meeting	Completed: Six monthly progress reports in respect of the annual Key Objectives made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2012/13.	
(13) 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 2013 Connected to item 15	Last looked at in March 2012– It would be useful to look at this next year, after the Bill had gone through Parliament. Noted that County were also looking at this topic.	
(14) 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.	For April 2013	Last came in March 2012 - Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder. Noted that the lead county officer had moved on and the service was currently in a state of flux. To review again in the new year.	
(15) Mental Health Services in the District.	Sometime in 2013 Connected to item 13	To consider the state of the Mental Health Services in the District	NEW

(16) Review of Highways	March '13.	Completed – Peter Massie, ECC highways officer spoke on the changes that has been made in the past year. Particularly the relationship between Highways, the District and the Public and how the Council could contact the Highways officers.	
(17) Corporate Parenting	To schedule for 2013	Essex CC has asked if they Could give a presentation on Corporate Parenting.	NEW

Standing Panels

Housing Standing Panel (Chairman – Cllr S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Annual Ethnic Monitoring Review of Housing Applicants (Recommendations to Housing Portfolio Holder)	July 2012	COMPLETED	
(2) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2012	COMPLETED	Extra-Ordinary Meeting 28 June 2012
(3) Housing Performance Indicators – 2011/12 Out-turn (Tenant-Selected & KPIs)	July 2012	COMPLETED	24 July 2012; 7 August 23 October;
(4) Housing Strategy Action Plan 2012/13 (Recommendations to Cabinet)	August 2012	COMPLETED	28 January 2013 and 19 March
(5) Performance against Housing Service Standards and Review (Recommendations to Housing Portfolio Holder)	August 2012	COMPLETED	
(6) 12-Month Progress Report on Housing Strategy Action Plan 2011/12	August 2012	COMPLETED	
(7) Six-Month Review of the HRA Financial Plan	October 2012	COMPLETED	

(8) Six-Monthly Progress Report on Housing Business Plan Action Plan	October 2012	COMPLETED	
(9) Annual Review of the Housing Allocations Scheme (Recommendations to Cabinet)	December 2012	COMPLETED	
(10) Briefing on the proposed Council rent increase for 2013/14	January 2013	COMPLETED	
(11) Six-Monthly Progress Report on Housing Strategy Action Plan 2012/13	January 2013	COMPLETED	
(12) HRA Business Plan 2013/14 (Recommendations to Housing Portfolio Holder)	March 2013	COMPLETED	
(13) Six Month Review of the HRA Financial Plan	March 2013	COMPLETED	
(14) 12-Monthly Progress Report on Housing Business Plan Action Plan	March 2013	COMPLETED	
(15) Issues relating to the implementation of new licences for park home sites (Recommendations to Cabinet)	June 2012	COMPLETED	
(16) Homelessness Strategy – Revision and Update (Recommendations to Housing Portfolio Holder)	July 2012	COMPLETED	
(17) West Essex Tenancy Strategy – Consultation Draft	July 2012	COMPLETED	

(18) Response to CLG "Pay to Stay Consultation Paper"	July 2012	COMPLETED	
(19) Presentation by Mears – Repairs Management Contract – One Year On	August 2012	COMPLETED	
(20) Results of the Tenant Satisfaction Survey 2012	August 2012	COMPLETED	
(21) Housing Service Strategy on Home Ownership (Review and update) (Recommendations to Housing Portfolio Holder)	October 2012	COMPLETED	
(22) Housing Service Strategy on Rent Administration (Review and Update) (Recommendations to Housing Portfolio Holder)	October 2012	COMPLETED	
(23) Adoption of EFDC's Tenancy Policy (Recommendations to Cabinet)	December 2012	COMPLETED	
(24) Proposed housing service improvements and service enhancements, as a result of the additional resources available from HRA self financing (Recommendations to Cabinet)	January 2013	COMPLETED	
(25) Housing Service Strategy on Under-Occupation (Review and Update) (Recommendations to Housing Portfolio Holder)	January 2013	COMPLETED	

(26) Housing Service Strategy on Housing Advice (Review and Update) (Recommendations to Housing Portfolio Holder)	January 2013	COMPLETED	
(27) Housing Service Strategy on Repairs and Maintenance (Recommendations to Housing Portfolio Holder)	March 2013	No longer required – All the required information has been included within the updated Repairs and maintenance Business Plan (March 2013)	
(28) Housing Service Strategy on Equality and Diversity (Review and Update) (Recommendations to Housing Portfolio Holder)	March 2013	COMPLETED	
(29) Housing Service Strategy on Energy Efficiency (Review and Update) (Recommendations to Portfolio Holder)	March 2013	Not completed due to workload and other commitments. To be carried forward to Work Programme 2013/14	
(30) Housing Service Strategy on Allocations (Review and Update) (Recommendations to Housing Portfolio Holder)	July 2013	Not completed due to workload and other commitments. To be carried forward to Work Programme 2013/14	
(31) Housing Service Strategy on Tenant Participation (Review and Update) (Recommendations to Housing Portfolio Holder)	March 2013	Not completed due to workload and other commitments. To be carried forward to Work Programme 2013/14	
(32) Housing Service Strategy on Harassment (Review and Update) (Recommendations to Housing Portfolio Holder)	March 2013	Not completed due to workload and other commitments. To be carried forward to Work Programme 2013/14	
(33) Establishment and Operation of Tenant Scrutiny Panel	March 2013	COMPLETED	

(34) Bi-annual Tenant satisfaction Survey – Benchmarking with other Landlords	March 2013	COMPLETED	
(35) Progress Report on the Welfare Reform Mitigation Action Plan	Jan 2013 & March 2013	COMPLETED	

Constitution and Member Services Standing Panel (Chairman – Cllr Mrs M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May Elections	16 July 2012	COMPLETED	16 July 2012; 25 September; 4 December; 7 January 2013 27 February; and 26 March
(2) Complaints Panel - Jurisdiction	16 July 2012	COMPLETED	
(3) Review of Substitution at Meetings	16 July 2012	COMPLETED	
(4) Audit and Governance Committee – review of Constitution	16 July 2012	COMPLETED	
(5) Staff Appeals Panel Terms of Reference	25 September 2012	COMPLETED	
(6) Electronic Delivery of Agenda	25 September 2012	COMPLETED	

(7) Review of Petitions	25 September 2012	COMPLETED	
(8) Access to Information Rules revised Procedures	4 December 2012	COMPLETED	
(9) Questions – Review of Notice Periods	4 December 2012	COMPLETED	
(10) Review of Portfolio Holder Assistants as Members of Audit and Governance Committee	4 December 2012	COMPLETED	
(11) Review of November 2012 Elections	7 January 2013	COMPLETED	
(12) Review of Annual Council	7 January 2013	COMPLETED	
(13) Contract Standing Orders – Two Review Items	27 February 2013	COMPLETED	
(14) Review of Financial Regulations	27 February 2013	COMPLETED	
(15) Review of Officer Delegation (Including delegation of direct action under Section 178 of the Town and Country Planning Act 1990)	27 February 2013	COMPLETED	
(16) Review on the Protocol on Officer/Member relations	26 March 2013		
(17) Review of Outside Bodies	26 March 2013		
(18) Review of Protocol on Outside Organisations	26 March 2013	Report submitted to the Panel on 7 January 13, further report to be submitted in March 13	
(19) (a) Housing Appeals and Review Board (b) Review of Order of Presentations & Appeal Procedures	26 March 2013		
(20) Review of Executive Constitution	26 March 2013	To review the rules in the light of changes made by the Localism Act 2011	
(21) Employment Procedure Rules - Revision	26 March 2013		11

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)
Work Programme 2012/13

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2012	Six monthly report to Panel	10 July 2012;
(2) Enforcement activity	July 2013	Six monthly report to Panel	30 October 2012;
(3) SCG Strategy Action Plan approval	July 2013	Annual review of Action Plan	08 January 2013;
(4) SCG Strategy Action Plan review	July 2012	Six monthly report to Panel	12 February 2013;
(5) CCTV action plan review	July 2012	Six monthly report to Panel	02 April 2013
(6) CCTV action plan review	8 January 2013	Six monthly report to Panel	Crime & Disorder Scrutiny meetings –
(7) CSP scrutiny review meetings	2 April 2013	Report attached to this agenda	The 2 meeting dates are October
(8) West Essex Local Policing Area Strategic Assessment	2 April 2013	Prior to adoption by CSP of 2013/14 strategic assessment – attached to this agenda	2012 and February 2013
(9) Appointment of PCC	12 February 2013	Report following election of PCC in November 2012 as part of CSP Scrutiny. Invitation extended to newly elected PCC, Mr Nick Alston	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)
Work Programme 2012/13

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(10) Police resources and the Olympic Games	October 2012	Report following completion of Olympic Games is attached to this agenda	
(11) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt	
(12) Receive notes of Waste Management Partnership Board	As appropriate	Notes of meetings in November 2012, and January and March 2013 attached to agenda	
(13) Progress against Climate Local Agreement	July 2012	Six monthly report to Panel	
(14) Progress against carbon reduction strategy	July 2012	Six monthly report to Panel	
(15) Progress against Climate Local Agreement	April 2013	Six monthly report to Panel	
(16) Progress against carbon reduction strategy	April 2013	Six monthly report to Panel	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)
Work Programme 2012/13

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(17) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt	
(18) Recycling in flats and multi-occ dwellings	July 2012	Report considered by July meeting	
(19) Solar panels in Council owned dwellings		Under further consideration pending changes by government to feed-in tariffs	
(20) Review of EA flood management of River Roding	2 April 2013	Report on this agenda.	
(21) Review of waste contract ahead of next procurement	To be decided	. Cabinet has approved the creation of a Portfolio Holder Advisory Group. Panel need to consider how best they engage in this contract procurement process	
(22) Fire & Rescue services	To be decided	Deferred to a future meeting.	
(23) Monitor Local Highways Panel	October 2012	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)
Work Programme 2012/13

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(24) Review notes of SLM contract monitoring board	October 2012	Notes reported to Panel at first available meeting following receipt	
(25) Receive notes of North Essex Parking Partnership (NEPP) minutes	As appropriate	Notes reported to Panel at first available meeting following receipt	
(26) Highway accident statistics	April 2013	Report attached to agenda	
(27) Home Office consultation on steps to cut alcohol fuelled crime and anti-social behaviour	8 January 2013	The HO consultation runs until 6 February 2013.	
(28) Thames Water – issues post transfer of sewerage functions etc	8 January 2013		
(29) The Essex Probation Service	For 2013	The Essex Probation Service has asked if they could give a presentation to our members. The O&S Committee determined that this Panel would be the best venue for this item.	NEW

Planning Services Standing Panel (Chairman – Cllr J Wyatt)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
1. To consider and Review Measures taken to Improve Performance within the Directorate	16 April 2013		12 June 2012; 11 September Cancelled
2. To consider and Review Business Processes, Value for Money and Staffing arrangements for the Directorate: a. To consider the Financial Review (Bus Plan Section 3b) b. To consider the Business and Environmental Review (Appendix Business Plan) c. To consider the Directorate Value for Money Statement (Business Plan Section 4 (f))	To consider at each meeting		Extra Ordinary Meeting 7 November; 11 December; and 16 April 2013 Extra meeting to be arranged.
3. To monitor and receive reports/updates on the delivery of the Local Plan: a. To report on the progress of the Local Plan b. To provide further updates on the Local Plan	Minimum verbal report at each meeting		

4. To monitor and receive reports/updates on the Planning Electronic Document Management System	To consider at each meeting		
5. To consider the Business Plan	16 April 2013		
6. 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. To provide reports/updates as and when required.	To consider at each meeting		
7. To report to the Overview and Scrutiny Committee at appropriate intervals on the above.	To consider at each meeting.		
8. Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	11 December 2012	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel - COMPLETED	
9. To receive a demonstration on the webcasting of Area Plans Sub-Committees	11 December 2012	COMPLETED	
10. Section 106 Agreements	June 2012	COMPLETED	
11. Probity in Planning	June 2012	COMPLETED	

12. Northern Gateway Access Package (NGAP) Proposed by London Borough of Enfield	November 2012	Consultation at extra-ordinary Panel meeting on 7 November 2012 - COMPLETED	
13. CLG Consultation – Extending Permitted Development Rights for Homeowners and Businesses	December 2012	COMPLETED	
14. Extending the Range of Pre-Planning Application Charging	December 2012	COMPLETED	
15. Crossrail Consultation	April 2013		

Finance and Performance Management Standing Panel (Chairman – Cllr A Lion)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2011/12	Outturn KPI performance report to be considered at the first meeting of the Scrutiny Panel in each municipal year.	Completed - KPI outturn report for 2011/12 to be considered at the meeting in June 2012.	19 June 2012; 18 September; 20 November; 21 January 2013 – jointly with Fin. Cabinet Cttee; and 12 March
(2) Key Performance Indicators – Performance Monitoring 2012/13	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2012/13 to be considered at the meetings to be held in September 2012(qtr 1), November 2012 (qtr 2) and March 2013 (qtr 3).	
(3) Key Performance Indicators – Development of indicators set for 2013/14	Draft indicator set to be considered on the basis of third quarter KPI performance for 2012/13.	KPI proposals to be considered at the meeting to be held at March 2013 meeting.	
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '12, 2 nd quarter in November '12 and 3 rd quarter figures at the March '13 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '12 meeting.	Completed - Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2012 meeting,	

(6) Detailed Portfolio Budgets	Last been considered at the January 2013 meeting of the Cabinet Finance Committee.	Completed: Jointly considered at the January '13 meeting of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets.	
(7) 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 2011/12 to be considered at the meeting to be held on 19 June 2012	
(8) Capital Outturn 2011/12 and use of transitional relief in 2011/12	Went to the June '12 meeting	Completed - Last considered at the June 2012 meeting	
(9) Provisional revenue Outturn 2011/12	Went to the June '12 meeting	Completed - Last considered at the June 2012 meeting	
(10) Fees and Charges	For the November 12 meeting	Completed: Last went to November 2012 meeting.	
(11) Sickness Absence	Quarterly Reports	Quarterly Figures of the Council's Sickness Absence figures. 4 th quarter figs. last considered at June 2012 meetings.	
(12) Value for Money & Data Quality Strategies.	November 2012	Completed: Last went to November 2012 meeting. Progress made against the Council's VFM and Data Quality Strategy.	

Task and Finish Panels

Overview and Scrutiny Review Task and Finish Panel (Chairman – Cllr Angold-Stephens)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.		December meeting was for consideration of their Terms of Reference.	6 December '12; 17 January '13; 14 February '13; 25 March.

Review of Chief Executive Appointment Panel Task and Finish Panel (Chairman – Cllr K Angold-Stephens)			
Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.		Panel to report by Mid October 2012.	To report to April O&S meeting

Review of Licensing Services Task and Finish Panel (Chairman – Cllr P Smith)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.	Scoping and ToR meeting	1st meeting held on 23 October to consider their Terms of Reference. Final report to O&S in April 2013.	17 December 2012 24 January 2013; and 4 March 2013.