

## Overview and Scrutiny Work Programme – March 2014

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Review/ Annual Report	June 2013	Final report went to the June 2013 meeting.	<del>04 June 2013;</del> <del>16 July;</del> <del>27 August (Extra Meeting);</del> <del>03 September;</del> <del>15 October;</del> <del>26 November;</del> <del>28 January 2014;</del> <del>25 February;</del> and 1 April.
(2) 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.	June 2013	<b>Completed</b> - 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.	
(3) Corporate Parenting	June 2013	<b>Completed</b> - Essex CC has asked if they could give a presentation on Corporate Parenting.	
(4) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	July 2013	<b>Completed</b> in July 2013 - Representatives of the partnership to report on an annual basis.	
(5) Six monthly review -	For November 2013	<b>Completed</b> - Last completed in November 2012	
(a) Monitoring of OS recommendations			
(b) OS work programme			

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	To arrange for the new municipal year	Last Completed in April 11 when the Principal of Epping Forest College addressed the April 2011 meeting. A new Principal will be appointed in the autumn and they would need a little time to settle into the job.	
(7) To receive a presentation from Youth Council members	November 2013	<b>Completed</b> in Nov 13 - members of the Youth Council attended with an update on their programme of work.	
(8) Key Objectives 2012/13	Outturn report to July 2013 meeting	<b>Completed:</b> Outturn report for 2012/13 submitted to the July 2013 meeting. Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(9) Key Objectives 2013/14	Progress reports to be considered on a quarterly basis.	<b>Completed</b> - Quarterly progress to be considered at meetings to be held in Sept. 2013 (Qtr 1), Nov 2013 (Qtr 2) and March 2014 (Qtr 3).	
(10) 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.	September 2013	<b>Completed</b> - Last looked at in Sept. 2013.  Noted that County were also looking at this topic.	

(11) Mental Health Services in the District.	Came to February 2014 meeting	<b>Completed</b> - consider the state of the Mental Health Services in the District – to return in 2014/15 and update the committee on progress made.	
(12) The Essex Probation Service	January 2014 meeting	<b>Completed</b> - The Essex Probation Service has asked if they could give a presentation to our members.	
(13) To receive a presentation from the local CAB on their general services, funding from the Council, the impact of recent Welfare and Budget changes and accommodation issues here in Epping and how we can help them.	October 2013 meeting	<b>Completed</b> - Full Council asked that the O&S Committee receive a presentation from the local Citizen Advice Bureau.	
(14) Whipps Cross Hospital	For the April meeting	Following the recent Care Quality Commission (CQC) report into Whipps Cross Hospital the Head of Stakeholder Relations and Engagement at Barts. Hospital NHS Trust, Mark Graver has written to us asking if thought beneficial, they could send a representative to one of our meetings. It was made clear that this would be a one off appearance necessitated by the CQC report	
(15) To establish a Task and Finish Panel on Scrutiny Panels	July 2014	To establish a Task and Finish Panel to look at the future of Scrutiny Panel.	

## Standing Panels

### Housing Standing Panel (Chairman – Cllr S Murray)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Housing Performance Indicators - 2012/13 Out-turn (Tenant-Selected & KPIs)	June 2013	<b>COMPLETED</b>	17 June 2013; 23 July Cancelled; 22 October; 22 January 2014; and 23 April
(2) Performance against Housing Service Standards and Review ( <i>Recommendations to Housing Portfolio Holder</i> )	June 2013	<b>COMPLETED</b>	
(3) Progress Report on the Welfare Reform Mitigation Action Plan	June 2013	<b>COMPLETED</b>	
(4) Annual Ethnic Monitoring Review of Housing Applicants ( <i>Recommendations to Housing Portfolio Holder</i> )	June 2013	<b>COMPLETED</b>	
(5) Housing Strategy Action Plan 2013/14	July 2013	<b>No longer required – Interim Housing Strategy Action Plan agreed by Housing Portfolio Holder</b>	
(6) Annual Review of the Housing Allocations Scheme	N/A	<b>No review this year – Due to the introduction of the new Housing Allocations Scheme</b>	
(7) 12-Month Progress Report on Housing Strategy Action Plan 2012/13	October 2013	<b>COMPLETED</b>	

(8) Six Monthly Review of the HRA Financial Plan	October 2013	<b>COMPLETED</b>	
(9) Six monthly Progress Report on Housing Business Plan Action Plan	October 2013	<b>COMPLETED</b>	
(10) Progress Report on the Welfare Reform Mitigation Action Plan	October 2013	<b>COMPLETED</b>	
(11) Briefing on the proposed Council rent increase for 2014/15	January 2014	<b>COMPLETED</b>	
(12) Six Monthly Progress Report on Housing Strategy Action Plan 2013/14	January 2014	<b>COMPLETED</b>	
(13) Proposed housing service improvements and service enhancements – 2014/15 (Recommendations to Cabinet)	January 2014	<b>COMPLETED</b>	
(14) Progress Report on the Welfare Reform Mitigation Action Plan	January 2014	<b>COMPLETED</b>	
(15) HRA Business Plan 2014/15 (Recommendations to Housing Portfolio Holder)	April 2014		
(16) Six Month Review of the HRA Financial Plan	April 2014		
(17) 12 Monthly Progress Report on Housing Business Plan Action Plan	April 2014		

(18) Progress Report on the Welfare Reform Mitigation Action Plan	March 2014		
(19) New Flexible Tenancy Agreement and revised Standard Secure Tenancy Agreement (Recommendations to Cabinet)	June 2013	<b>COMPLETED</b>	
(20) Housing Service Strategy on Allocations (Review and Update) (Recommendations to Housing Portfolio Holder)	July 2013	<b>COMPLETED</b>	
(21) Progress Report on Private Sector Housing Strategy	October 2013	<b>COMPLETED</b>	
(22) Review of the difficulties with improving communal areas of flat blocks with leaseholders	October 2013	<b>COMPLETED</b>	
(23) Housing Service Strategy on Anti-Social Behaviour (Review and Update)	October 2013	<b>COMPLETED</b>	
(24) Social Housing Fraud Scheme – Progress Report	January 2014	<b>No longer required – To be substituted for a full Housing Service Strategy on Social Housing Fraud</b>	
(25) Sheltered Housing and Older People’s Handyperson Schemes – 1 Year Review	January 2014	<b>COMPLETED</b>	
(26) Review of parking enforcement on Housing-managed grassed areas	January 2014	<b>COMPLETED</b>	
(27) Review of Mow and Grow Scheme for Council tenants	January 2014	<b>COMPLETED</b>	

(28) Housing Service Strategy on Tenant Participation (Review and Update)	January 2014	<b>COMPLETED</b>	
(29) Housing Service Strategy on Information (Review and Update)	January 2014	<b>COMPLETED</b>	
(30) Housing Service Strategy on Harassment (Review and Update)	April 2014		
(31) Housing Service Strategy on the Private rented Sector (Review and Update)	April 2014		
(32) Response to Essex County Council's consultation on the Essex Housing Related Support (HRS) Strategy	April 2014		
(33) Review of Housing Management Staffing Levels – Welfare Reforms	April 2014		
(34) Housing Strategy 2014-2017	July 2014		
(35) Housing Service Strategy on Energy Efficiency (Review and Update)	July 2014		
(36) Possible operation of operating a “Sinking Fund” for new leaseholders in new or existing flat blocks where there are no existing leaseholders	April 2014	Requested at the October 2013 meeting of the Scrutiny Panel	
(37) Housing Service Strategy on Social Housing Fraud	April 2014		

## Constitution and Member Services Standing Panel (Chairman – Cllr J Philip)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of Essex County Council Elections 2 May 2013	25 June 2013	<b>COMPLETED</b>	25 June 2013; 24 September; 19 November; 14 January 2014; and 18 March
(2) Officer Employment Procedure Rules	25 June 2013	<b>COMPLETED</b>	
(3) Conventions regarding Relationships between Officers and Councillors	25 June 2013	<b>COMPLETED</b>	
(4) Process Review on Appointment of Vice Chairman of the Council	19 November 2013	<b>COMPLETED</b>	
(5) Review of Licensing	19 November 2013	<b>COMPLETED</b>	
(6) Petitions Scheme	18 March 2014	<b>COMPLETED</b>	
(7) Review of Officer Delegation to reflect new Directorate Structure	14 January 2014	<b>COMPLETED</b>	
(8) Review of Financial Regulations	14 January 2014	<b>No items for review</b>	
(9) Review of Contract Standing Orders	14 January 2014	<b>COMPLETED</b>	
(10) Review of Polling Stations	June/July 2014		
(11) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff.	TBA		
(12) Questions at Council - Review	18 March 2014	<b>COMPLETED</b> - PICK form submitted	



**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea)**  
**Work Programme 2013/14**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2013	Six monthly report to Panel	<del>09 July 2013 - cancelled</del>
(2) Enforcement activity	April 2014	Six monthly report to Panel	<del>28 October 2013;</del>
(3) CCTV action plan review	July 2013	Six monthly report to Panel – last went to January 2013 meeting – <b>went to October meeting</b>	<del>07 January 2014;</del>
(4) CCTV action plan review	January 2014	Same as plan that went to the October meeting	<del>11 February 2014;</del>
(5) CSP scrutiny review meetings	April 2014	Report last went to April 2013 meeting.	15 April 2014
(6) West Essex Local Policing Area Strategic Assessment	April 2014	Report last went to April 2013 meeting.	Crime & Disorder Scrutiny meeting – 09 July 2013
(7) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt – <b>January '14 meeting received notes of 24 October 2013 meeting</b>	
(8) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt – <b>October meeting received notes of 15 July 2013 meeting</b>	

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea)**  
**Work Programme 2013/14**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(9) Progress against Climate Local Agreement	October 2013	Six monthly report to Panel – the Council has not yet signed up to the Climate Local Agreement and this still remains to be decided. Instead, Sarah Creitzman and Kassandra Polyzoides have worked on a charter of commitments that were more specific to EFDC. Sarah to carry this forward to Portfolio Holder and Circulate amongst GCWP members for comment.	
(10) Progress against carbon reduction strategy	October 2013	Six monthly report to Panel – Once a charter of EFDC environmental commitments has been established and agreed, a strategy will need to be written based around achieving the aims that are signed up to.	
(11) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt – <b>October meeting received notes of the 27 March 2013 meeting.</b>	
(12) Recycling in flats and multi-occ dwellings	October 2013	<b>A verbal report was given to the October 13 meeting</b>	
(13) Monitor Local Highways Panel	As Appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel – <b>January '14 meeting received minutes from the November 2013 meeting.</b>	

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea)**  
**Work Programme 2013/14**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(14) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt – <b>January '14 meeting received minutes of the November 2013 meeting</b>	
(15) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt – <b>January '14 meeting received notes from the August '13 meetings.</b>	
(16) Highway accident statistics	Info will be given to the Panel when available. Looking to July 2014 meeting.	Report went to April 2013. A further detailed report and presentation from county officers was called for.	
(17) To monitor the minutes of the Police and Crime Panel	As Appropriate		

## 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	10 September 2013	Revised Planning Application Validation Checklist	18 June 2013; <del>10 September;</del> <del>10 December</del> Cancelled; and 8 April 2014
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 be confirmed		
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	10 September 2013	Received update on Electronic Records Document Management Systems at the September 2013 meeting	
5. To consider the Business Plan	8 April 2014		
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 be confirmed		
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	To be confirmed	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
9. To receive urgent or other consultations and consider what response to give on behalf of the Council.		a. <b>Completed</b> consultation in respect of Crossrail 2 – 18 June 2013 b. <b>Completed</b> - Brentwood Borough Local Plan Preferred Options – 10 September 2013	
10. S106 Agreements Monitoring Reports (Annually)	18 June 2013	<b>COMPLETED</b>	
11. Enforcement Plan	10 September 2013	<b>Endorsed the draft Local Enforcement Plan</b>	

## 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 2012/13	Outturn KPI performance report to be considered at the first meeting of the Scrutiny Panel in each municipal year.	<b>Completed</b> - KPI outturn report for 2012/13 considered at the June 2013 meeting.	<del>11 June 2013;</del> Rearranged for 17 June '13  17 September;
(2) Key Performance Indicators – Performance Monitoring 2013/14	KPI performance report to be considered on a quarterly basis.	<b>Completed</b> - Quarterly KPI performance report for 2013/14 to be considered at the meetings to be held in September 2013 (qtr 1), November 2013 (qtr 2) and March 2014 (qtr 3).	<del>12 November;</del>  <b>20 January 2014 – jointly with Fin. Cabinet Cttee;</b> and
(3) Key Performance Indicators – Development of indicator set for 2014/15	Draft indicator set to be considered on the basis of third quarter KPI performance for 2013/14.	<b>Completed</b> - KPI proposals to be considered at March 2014 meeting.	<del>11 March.</del>
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	<b>Completed</b> - First quarter information to be considered September '13, 2 <sup>nd</sup> quarter in November '13 and 3 <sup>rd</sup> quarter figures at the March '14 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '13 meeting.	<b>Completed</b> - Consultation Plan considered at first meeting of each municipal year.	

(6) Detailed Portfolio Budgets	To the January 2014 meeting of the Cabinet Finance Committee.	<b>Completed</b> - Jointly considered at the January '13 meeting of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets.	
(7) Equality Objectives 2012-2016 - Monitoring and Progress	Progress to be considered on a quarterly basis.	<b>Completed</b> - Quarterly progress to be considered at the meeting to be held in Sept. 2013 (Qtr 1), Nov. 2013 (Qtr 2) and March 2014 (Qtr 4)	
(8) Capital Outturn 2012/13 and use of transitional relief in 2012/13	June '13 meeting	<b>Completed</b> - Last considered at the June 2013 meeting	
(9) Provisional revenue Outturn 2012/13	June '13 meeting	<b>Completed</b> - Last considered at the June 2013 meeting	
(10) Fees and Charges	To the November '13 meeting	<b>Completed</b> - Last went to November 2013 meeting.	
(11) Sickness Absence	Six monthly Reports: Went to November '13 meeting	Half yearly figures of the Council's Sickness Absence figures - Last considered at November 2013 meeting.	
(12) ICT Strategy and Website Feedback	Sept.2013	Updating report went to the September 2013 meeting	

## Task and Finish Panels

### Overview and Scrutiny Review 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.	<b>NOW COMPLETED</b> – Final Report went to O&S Cttee. on 26 Nov 2013	Final Report to November 2013 O&S Committee.	<del>6 December '12;</del> <del>17 January '13;</del> <del>14 February '13;</del> <del>25 March '13;</del> <del>20 May '13</del> <del>8 July '13</del> <del>31 October '13</del>