

## Governance Select Committee (Chairman – Councillor N Avey)

### Work Programme 2016/17

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
(1) Review of the Elections May and June 2016	29 September 2016	Review of the processes for the EU Referendum, District Council and Parish Council Elections <b>COMPLETED</b>	5 July 2016; 29 September; 29 November; 31 January 2017; and 4 April 2017
(2) Review of Public Consultations	5 July 2016	Annual Review - <b>COMPLETED</b>	
(3) Key Performance Indicators (KPIs) 2015/16 - Outturn	5 July 2016	Outturn KPI performance report for 2016/17 to be considered at meeting on 4 July 2015. <b>COMPLETED</b>	
(4) Key Performance Indicators (KPIs) 2016/17 - Quarterly Performance Monitoring	Q1 – 29 September 2016 Q2 – 29 November 2016 Q3 – 31 January 2017	Governance indicators only – <b>COMPLETED</b>	
(5) Development Management Chairmen and Vice-Chairmen's Meeting	Ongoing	To receive feedback from meetings of the chairmen and vice-chairmen of the Area Plans Sub-Committees and the District Development Management Committees. Meeting scheduled for 20 March 2017 postponed and to be rearranged.	
(6) Equality Objectives 2012-2016 - Outturn	5 July 2016	<b>COMPLETED</b>	
(7) Equality Objectives 2016-2020 - 6 monthly reporting	29 November 2016	Next report due 4 July 2017 meeting.	

(8) Annual Equality Information Report 2016	29 September 2016	<b>COMPLETED</b>	
(9) Corporate Plan Key Action Plan 2015/16 - Outturn	5 July 2016	Governance actions only - <b>COMPLETED</b>	
(10) Corporate Plan Key Action Plan 2016/17- Quarterly reporting	Q1 – 29 September 2016 Q2 – 29 November 2016 Q3 – 31 January 2017	Governance actions only - <b>COMPLETED</b>	
(11) Review of the operation of the Council's Petitions Scheme	To be carried forward into work programme for 2017/18. Report timescale to be confirmed	To be completed during the 2017/18 municipal year.	
(12) Analysis of Compliments and Complaints information in identifying trends	6 February 2018	The Head of Customer Services has been invited to attend a future meeting. To identify trends, a period of time will need to elapse.	
(13) Review of enforcement activity across the services of the Governance Directorate	Included in agenda for the meeting of 4 April 2017	<b>COMPLETED</b>	
(14) Invitation to Essex County Council Highways for a single item meeting to discuss their consultation work on District planning applications	31 January 2017	<b>COMPLETED</b>	

(15) Building Control	4 July 2017	Carried forward into work programme for 2017/18.
(16) Review of Planning Application Validation Checklist	Included in agenda for the meeting of 4 April 2017	<b>COMPLETED</b>