

Communities Select Committee (Chairman – Cllr Y. Knight)

Work Programme 2017/18

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
Standard (Periodic) Items			
(1) Performance against Housing Service Standards and Review <i>(Recommendations to Housing Portfolio Holder)</i>	June 2017 (Medium)	<i>(Housing Portfolio)</i> Completed – June 2017	20th June 2017 5th September 2017 9th October 2017 7th November 2017 11th December 2017 16th January 2018 13th March 2018
(2) Communities Key Performance Indicators (KPIs) – 2016/17 Out-Turn	June 2017 (Low)	<i>(Housing Portfolio)</i> Completed – June 2017	
(3) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2016/17 Out-Turn	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017	
(4) Presentation of Communities Business Plan – 2017/18	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017	
(5) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2017 (Low)	<i>(Housing Portfolio)</i> Completed - September 2017	
(6) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2017 (Low)	<i>(All Portfolios)</i> Completed - September 2017	

(7) Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise	September 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed – September 2017
(8) 6-month Progress Report on implementation of the Ageing Population Study Action Plan	November 2017 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i> Completed - November 2017
(9) Presentation from Essex Police's District Commander on current policing and crime issues in the District	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017
(10) Annual Report of the Community Safety Partnership	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017
(11) Briefing on the proposed Council rent increase for 2018/19	January 2018 (Low)	<i>(Housing Portfolio)</i> Not Required – The Council has no discretion over the rent increase, since the Government has required all councils and housing associations to reduce their rents by 1% per annum until 2020.
(12) Annual Report on the HomeOptions Choice Based Lettings Scheme	January 2018 (Low)	<i>(Housing Portfolio)</i> Completed - January 2018
(13) Annual Diversity Report of Housing Applicants and Lettings	January 2018 (Low)	<i>(Housing Portfolio)</i> Completed - January 2018
(14) Six-Month Review of the HRA Financial Plan 2017/18	January 2018 (High)	<i>(Housing Portfolio)</i> Completed - January 2018

(15) Communities Key Performance Indicators (KPIs) – Quarter 2	January 2018 (Low)	<i>(Housing Portfolio)</i> Completed - January 2018
(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	November 2017 January 2018 (Low)	<i>(All Portfolios)</i> Completed - January 2018
(17) HRA Financial Plan 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i> Completed – for March 2018 meeting
(18) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2018 (Low)	<i>(Housing Portfolio)</i> Completed – for March 2018 meeting
(19) Communities Performance Indicator Set for 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i> Scheduled – for March 2018 meeting
(20) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2018 (Low)	<i>(All Portfolios)</i> Completed – for March 2018 meeting
(21) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2018 (High)	<i>(Leisure and Community Service Portfolio)</i> Completed – for March 2018 meeting
(22) 6-month Progress Report on implementation of the Ageing Population Study Action Plan	March 2018 June 2018 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i> Deferred – to June 2018 meeting, due to workload issues and the amount of business on the March agenda

(23) 6-Month Progress Report on Annual Housing Strategy Action Plan	January 2018 June 2018 (Medium)	<i>(Housing Portfolio)</i> Deferred – to June 2018, due to the Housing Strategy not being approved by the Cabinet until September 2017	
Special (Planned) Items			
(24) HRA Financial Plan 2017/18	June 2017 (High)	<i>(Housing Portfolio)</i> Completed – June 2017	
(25) Draft Housing Strategy 2017 – 2022 <i>(Comments to the Cabinet)</i>	June 2017 (High)	<i>(Housing Portfolio)</i> Completed – June 2017	
(26) Safeguarding at EFDC – current position	June 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed – June 2017	
(27) Review of Housing Allocations Scheme after 2 years operation (with any changes effective from July 2018) <i>(Recommendations to the Cabinet)</i>	September 2017 (High)	<i>(Housing Portfolio)</i> Completed - September 2017	
(28) Review and funding of Garden Maintenance Scheme for Older and Disabled Council Tenants <i>(Recommendations to Housing Portfolio Holder)</i>	November 2017 (High)	<i>(Housing Portfolio)</i> Not required – Agreed that a report be submitted direct to the Housing Portfolio Holder due to the Committee's busy Work Programme and the need for budget provision to be made.	

(29) Review of annual funding to the CAB for two Debt Advisors <i>(Recommendations to Cabinet)</i>	November 2017 (High)	<i>(Housing Portfolio)</i> Not required - Agreed that a report be submitted direct to Cabinet due to the Committee's busy Work Programme and the need for budget provision to be made.
(30) Review of the future use of sheltered/grouped housing scheme sites <i>(Recommendations to Cabinet / Housing Portfolio Holder)</i>	January 2018 (High)	<i>(Housing Portfolio)</i> Completed - January 2018 meeting
(31) Review of Housing Service Strategy on Anti-Social Behaviour	March 2018 (High)	<i>(Housing Portfolio)</i> Completed – for March 2018 meeting
(32) Review of Housing Service Strategy on Home Ownership and Leaseholder Services	January 2018 June 2018 (Low)	<i>(Housing Portfolio)</i> Deferred – until June 2018, due to workload pressures
(33) Review of Housing Assistance Policy <i>(Recommendations to Cabinet)</i>	January 2018 June 2018 (Medium)	<i>(Housing Portfolio)</i> Deferred – until June 2018, due to the new Assistant Director needing more time to review the approach
(34) Restructure of Older People's Housing Team <i>(Recommendations to Cabinet / Housing Portfolio Holder)</i>	January 2018 June 2018 (High)	<i>(Housing Portfolio)</i> Deferred – until June 2018, to enable the recent outsourcing of the Careline Service to bed down.
(35) Review of Homelessness Strategy <i>(Recommendations to Housing Portfolio Holder)</i>	March 2018 June 2018 (High)	<i>(Housing Portfolio)</i> Deferred – to June 2018 meeting

Items added to Work Programme during the year

(36) The Council's PREVENT Strategy.	November 2017 (Low)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017 meeting
(37) Fire Safety in Council - Owned Accommodation and Park Homes	October 2017 January 2018	<i>(Housing Portfolio)</i> Completed - for this January 2018 meeting
(38) MiLife (adolescent mental health & wellbeing project)	January 2018 March 2018	<i>(Leisure and Community Service Portfolio)</i> Completed – for March 2018 meeting

Planned Items for Future Years

Housing Strategy Key Action Plan 2018/19 <i>(Recommendations to Housing Portfolio Holder)</i>	July 2018 (Medium)	<i>(Housing Portfolio)</i>
12-Month Progress Report on Annual Housing Strategy Action Plan	Sept 2018 (Medium)	<i>(Housing Portfolio)</i>
Review and funding of Garden Maintenance Scheme for Older and Disabled Council Tenants <i>(Recommendations to Housing Portfolio Holder)</i>	November 2018 (High)	<i>(Housing Portfolio)</i>