

		AGENDA ITEM 5
		PSEG/11/15
Committee:	Place Services and Economic Growth Scrutiny Committee	
Date:	23 July 2015	
PLACE SERVICES AND ECONOMIC GROWTH SCRUTINY COMMITTEE WORK PROGRAMME 2015/2017 (Minute 8/March 2015)		
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Purpose of report

As reported to Committee in March 2015 (Minute 8) work has been ongoing to develop a manageable work programme leading up to the next County Council elections in 2017, as well as address existing planned committee activity.

In Essex Scrutiny Committees are being encouraged to plan and manage their activities in a way that contributes to the ongoing development of the Council's overview and scrutiny function. A key tenet of making improvements to the way committees conduct their work is to take a more considered approach to topic selection in order to produce work programmes capable of delivering tangible outcomes and adding value to the Council's activities, at the same time as managing the resources available. Ultimately Scrutiny Members want to be in the position of exerting both a proactive and a positive influence upon what the Council does in practice.

This report has been written in two parts: Part 1 - An overview of the work programme and the Committee's experience over the past year; and Part 2 – An analysis of the Work Programme for 2015/ 2017.

Part 1 – Overview on the Work Programme

General Background

There is general consensus among scrutiny practitioners that topics that make up a work programme should be carefully selected and take into account a committee's capacity to deliver that programme by managing the resources available. The role of topic selection and work programming has featured in Members' Scrutiny training,

and good practice is reflected in the Council's own Overview and Scrutiny Handbook that is published on its website. The link is:

<http://cmis.essexcc.gov.uk/essexcmis5/PublicDocuments.aspx>

It is necessary to reiterate that scrutiny activity may take various forms. Not every topic needs to be considered in depth or be submitted to a formal meeting. An important part of gathering information to assist in prioritising topic to be included in a programme selection is to identify:

- How the committee might influence positively and add value to the way things happen in Essex,
- to identify related work as well as the timescales for any known activity and decision making, and
- to ensure that any scrutiny work may occur at the most appropriate point.

Given the resources available experience does suggest the need to restrict the number of in depth reviews being undertaken at any one time i.e. no more than two. This is to ensure there is capacity for wider committee engagement in a broader range of topics from across the Committee's remit, and to tailor how topics are considered by using different formats eg formal meetings, seminars, fact finding visits, and limited round table discussions. Some activities will be planned to inform councillors on subjects that will become the focus of more in depth investigation in the future, or are of significant strategic interest.

While Councillors are keen to be kept informed about what is happening across the services covered by the Committee's remit, the Committee itself does not have the capacity to be the primary source of communication on issues within its remit or to duplicate information provided via other channels.

Overview of the Topic Selection Process for the Committee's Work Programme 2015/ 2017

On behalf of the Committee the Chairman and Scrutiny Officer have been collating information from relevant officers about those issues that are anticipated over the next two years where scrutiny might have a useful role to perform. The time period is critical not least because of the need to complete reviews before the County Council elections in May 2017. It has been emphasised that where consultation and decisions may be projected to take place in 2016/17, then earlier scrutiny engagement is preferred in order to contribute to the shape of the Cabinet's final decisions rather than become involved when it may only comment on action already taken.

The Chairman has also consulted those Cabinet Members whose portfolios have matters that co-incide with the Committee's own remit to identify potential issues for consideration. During the discussions the Chairman has confirmed that Cabinet Members will be invited to attend meetings with the Committee to provide updates on their portfolios, and provide a means for an exchange of questions and answers.

In June the Chairman and Political Groups' representatives on the Committee met to consider a draft report on the topics now under consideration.

As part of the selection process care has been taken to identify more strategic topics across the whole remit rather than necessarily dwelling on popular local topics where there may be alternative channels available to Members to input their views etc. In many cases councillors have a wider range of formal and informal opportunities to input their views for instance via the Member Development programme, briefings organised by the Cabinet, various consultation processes, and Cabinet Member surgeries. It is important that scrutiny resources are not directed to duplicating opportunities that already exist, and care is taken to ensure that there are clear objectives for a scrutiny committee's consideration of any topic.

New lessons learned over the past year 2014/2015

Each year it has proven useful for councillors to reflect on the lessons learned from scrutiny work undertaken during the previous year, and to build upon successes and address problems.

Over the past year the work programme approved last June by the Committee has proven a useful framework for prioritising its activities and managing resources. Although it has been relatively successful overall, there are some aspects of its make up where progress has been slower than may have been anticipated and improvements could be made:

- Task and Finish Groups

While four task and finish groups were envisaged for the period July 2014 until February 2015, in practice there have been two undertaking in depth investigations since September/ October 2014 that are not yet complete. In both cases those councillors involved have confirmed that they have found it to be a worthwhile experience.

Aside from the availability of officer resource, in practice both groups have benefited from the willingness of individual members to participate in all aspects of an investigation and allocate time for the review in addition to scheduled full committee activity. Groups do appear to promote a greater sense of team responsibility than may exist across the larger committee, and provide a forum for a more joined up examination of a topic. Individual scrutineers have developed a much better understanding of the issues under scrutiny, and had direct contact with interested parties rather than learning about a topic third hand.

As witnessed with successful groups in the past the smaller size of the existing groups namely a membership of three in both instances, has been working well. There may be drawbacks associated with the Committee's wider membership in terms of generating individual interest and understanding of the topic under scrutiny. As part of planning a review Groups do have to consider how to ensure that when a scrutiny report is submitted to the Committee for its endorsement that colleagues appreciate why conclusions and recommendations have been reached, which may require the broader membership to set aside time to understand those issues before

a scrutiny report is submitted to a formal meeting for endorsement. While Group members themselves have shown a willingness to engage in additional activity generated by a review, it has proven difficult to establish the overall appetite of the Committee for engaging in work outside of scheduled activity days and formal meetings.

This year there have been delays in the progress of the Groups' investigations and hence their completion. Progress has been hampered to some extent due to such factors as:

- Delays caused by difficulties encountered in arranging meetings where both the Group and contributors are available, and on occasion meetings have had to be cancelled at short notice and then re-arranged at a later date.
 - While the reviews have been planned carefully at the outset, their progress is shaped by the evidence obtained and the need to follow pertinent lines of enquiry that may not have been realised at the outset.
 - Despite careful management the availability of resources does vary as other priorities emerge over the course of a review for both for officers and members. For instance the handling of call ins, and unplanned matters have been referred for the full Committee's attention that drew resources away from ongoing projects, and this year's elections affected work in the spring.
 - External factors influencing the timing of evidence gathering or the start of a review itself.
- General

At the outset the timetable for work planned for 2014/2015 was affected by delays in confirming the memberships of task and finish groups, and the knock on consequences for identifying mutually agreeable dates for meetings to plan reviews. The original intention for Groups to start the planning of reviews in July/ August did not in fact occur until the autumn.

Timing of planned work has also been affected by matters beyond the Committee's control for instance a visit to Courtauld Road in September 2014 had to be cancelled due to the facility becoming unavailable. Fortunately the Highways Service was able to assist at short notice by providing the means for the Committee to consider pothole repairs and highways maintenance on site, which was a topic planned later in the work programme.

In some cases councillors themselves have not taken the opportunities extended to them to input into planning the scrutiny of a topic, for instance by suggesting questions that early on in the process that could inform the key lines of enquiry, general format and arrangements. This does make it more difficult for the Chairman and Scrutiny Officer to tailor arrangements to address perceived issues, and will affect what may or may not be achieved by the Committee in the final analysis.

Potential Solutions

While it may be possible to allocate timescales for the consideration of certain topics, in other cases it may be more realistic to highlight them for priority purposes but leave the final timing of their consideration more flexible. This is pertinent given the intention of projecting the programme over a longer time period.

Nevertheless it is proposed that the preliminary planning of each review or project should be tackled by the Committee as soon as possible so that projects can be prioritised and brought forward if appropriate where resources allow. It would also be beneficial if there is greater clarity about the intended purpose of a review so that it can be shared with interested parties, and used to inform key lines of enquiry etc. It is also an opportunity for individual members to influence what happens by identifying in advance those questions that they would like to inform the planning of reviews within the framework of any agreed terms of reference and key lines of enquiry. Planning meetings will be organised for this purpose as appropriate. Where a pragmatic decision has had to be made to defer a topic in the light of the latest available information, there are repercussions for the programme as a whole and so a pool of topics ready for consideration may make it easier to redeploy resources more efficiently.

By developing a programme based on a broader mixture of formats and forums, it has provided more opportunity to manage the limited resources available and adapt ways of working to enhance Members' consideration of topics and outcomes achieved. Although there has been greater flexibility in approach, the Committee's activities are reported and recorded through its formal agenda and minutes.

As suggested above in the case of those reviews to be conducted by task and finish groups it would be helpful to manage them in a way that the number of groups operating at any given time is limited to no more than two depending upon the resources available. The start of a new project could be triggered by the conclusion of an existing project.

There are a number of topics that have been identified where the Committee might be able to perform a useful scrutiny role, but at this stage it is difficult to identify the most effective format and timing of that input for instance where the Council is awaiting clarification on the Government's intentions. During discussion with officers it is clear that Members' feedback would be welcomed as ideas are being formulated as part of the policy development processes, and this could be achieved through one off workshops. While it is proposed that some preliminary planning of these topics will be conducted, they have been treated as emerging topics to be kept under regular review so that the timing of their inclusion in the programme can be managed taking into account what resources are available and existing priorities.

Given the number and range of topics that have already been identified for possible inclusion in the work programme it is proposed that on those scheduled committee activity days where formal meetings are arranged, then briefings and workshops will be planned as appropriate on the same afternoons to manage the heavy workload and expectations. As in the past all Committee Members are encouraged to plan

ahead and block out the scheduled dates as full days rather than half days in their diaries in order to participate fully in scrutiny activity. A number of topics are already being proposed as a combination of a full day visit and seminar, which has been a feature of the work programme over the past year.

In practice there will not be a formal meeting every month as it would not be possible to resource that level of activity from both a councillor and officer perspective, and at the same time to support more in depth investigations where different formats may give rise to more flexible and efficient means to collate and examine evidence, and in turn better opportunities to shape outcomes. With experience it has become apparent that formal meetings are not always the most effective forum for considering individual topics in any depth. However, it is confirmed that the outcomes of work undertaken using other methods will be reported formally through those meetings and any scrutiny reports will require the endorsement of the full Committee. In the first instance formal meetings have been scheduled on a quarterly basis, with visits, seminars, in depth task and finish group work, etc. being proposed on other scheduled activity days.

Part 2

Analysis of the Work Programme for 2015/2017

Aside from considering ways of enhancing management of the work programme, the Committee is being asked at this meeting to endorse an outline work programme for 2015/2017 i.e. committee activity over the next 18 months or so. It is recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals being promoted as part of the programme, but the overall framework will provide a means for prioritising topics and managing resources. A number of topics have now been identified for inclusion in the work programme and are summarised below but are not indicative of any particular order of preference.

- **Existing Work Programme Commitments**

There are a number of ongoing projects to be included in the Committee's 'new' programme as work is underway or was scheduled to begin this year, albeit the priority of projects not yet started should be reviewed as part of this year's overall selection process. The list set out below is a mixture of existing proposals, issues that have been identified over the past year, and emerging priorities based on local and national considerations.

In summary the reviews are:

1. Third Party Responsibilities and Flood Management Task and Finish Group:
While this investigation is ongoing, it is planned that a scrutiny report will be submitted to the Committee in the autumn. An update on its progress is set out elsewhere in this agenda.
2. Jobs, Welfare and Skills Task and Finish Group:
Much of the investigation on this topic has taken place and the drafting of a

scrutiny report is in progress. The final report will be submitted to the Committee in the autumn. An update on its progress is set out elsewhere in this agenda.

3. Local Highways Panels:

It was agreed last year that a review be scheduled to begin this spring, and at the last meeting the Committee received a briefing that provided an up to date strategic overview of the LHPs and their operation. Originally it was proposed a task and finish group should undertake any further detailed investigation into the consideration of how the LHPs may have achieved their original objectives and what lessons have been learned by individual panels so that good practice may be shared across Essex. It is necessary for the Committee to confirm if it wishes to proceed with this review in the light of other topics identified for potential inclusion in the programme for 2015/2017. Subject to the Committee's decision a task and finish group could be convened in the autumn following more detailed planning over the summer. *A summary extracted from a draft scoping document is attached at Appendix A.*

4. Recycling Centres for Household Waste (RCHW) Service:

It was agreed last year that a task and finish group be set up with the aim of contributing to the development of a longer term vision for the operation of the RCHW Service in Essex. It had been intended that that review should begin towards the end of last year. However, following the cancellation of the Committee's visit to the Courtauld Road Waste facility in September 2014, and then attention being diverted by other matters including two consultations that had not been planned in the Committee's work programme, a delay in this particular review became inevitable. Furthermore there have been several matters relating to the RCHW Service itself where the delay in the start of the scrutiny may have been beneficial.

It is necessary for the Committee to confirm if it wishes to proceed with this review in the light of other topics identified for potential inclusion in the WP for 2015/2017. Subject to the Committee's decision a task and finish group could be convened in the autumn following more detailed planning by a task and finish group. *A summary extracted from a draft scoping document is attached at Appendix A.*

5. Ringway Jacobs Contract:

A seminar on the theme of the Ringway Jacobs Contract was proposed for inclusion in the work programme last year, but due to other Committee commitments has been delayed. Arrangements are now in the process of being made for the committee activity day on 24 September, and Members input into the planning of that seminar is being sought. As part of organising the seminar a planning meeting has been arranged for the Committee to feed in directly into the making of arrangements.

6. Parking Partnerships:

The Committee received an update on the Parking Partnerships at its meeting in March 2015 (Minute 8). The Cabinet Member for Highways Maintenance and Small Schemes has commissioned a full review of the Partnerships as

required under the formal Joint Committee Agreements, and has indicated that he will be inviting this Committee to comment upon his findings and recommendations before they are published next year. A briefing will be included in the work programme before that consideration takes place.

7. Passenger Transport Strategy:

This topic has been identified in the existing work programme. However, further detailed information is awaited from the Executive on how the Strategy will be taken forward with critical milestones, so that the Committee's input can be planned in more detail.

8. Pavement Parking:

A briefing paper will be commissioned in due course to provide the Committee with up to date information on the topic. Following on from that paper and any information that may arise as part of the consideration of highways issues associated with flooding and enforcement, consideration will be given to a broader review of obstructions on the highway for inclusion in the work programme in the longer term.

9. Communications Protocol:

A proposed review around a Communications Protocol arising from a recommendation from a scrutiny review on Off Site Emergency Planning Requirements around COMAH (Control of Major Accident Hazards) Sites in Essex is outstanding from the existing work programme. The recommendation reads that: 'That, in view of the importance of community resilience and the County Council's statutory duties, it be recommended to the Cabinet Members for Communities and Planning, the Leader, and Finance and Transformation Programme, that a protocol be developed to ensure that the services provided by the corporate Communications and IS Teams to the ECPEM Team are modern up to date, effective, and user friendly in the support and delivery of public information on emergency planning in Essex taking into account the needs of individual residents.'

Given the significant topics being considered as a part of the current selection process, it is proposed that no further action be taken on this particular review. However, it is likely the issue of corporate communications support for the Council's services in raising public awareness will be picked up through other reviews eg the scrutiny report on Third Party Responsibilities and Flood Management.

10. School Crossing Patrols:

While no further scrutiny action is proposed on this topic, a briefing paper will be commissioned in due course to provide the Committee with up to date information on school crossing patrols.

11. Utility Companies and Highways Schemes:

Originally concerns around the impact of delays in utility works upon highway schemes were raised by Councillor Bass, Cabinet Member for Highways and Transportation, when he contacted the Chairman about problems encountered with utility works being provided as a part of a major road

scheme in Colchester that caused delays in the opening of a new road. During a recent briefing on the Local Highways Panels, the Committee's attention was drawn to similar problems arising with delays on small schemes caused by utility works. It is proposed to incorporate the topic in the Committee's work programme in the longer term, albeit at this stage the timing will remain flexible given proposed investigations into other topics. However, it has been suggested that a visit being planned for the Committee to learn more about highways surface dressing could be combined with a seminar on utility works as Councillors have raised the problems they perceive where highways maintenance repairs have been spoilt by subsequent utility works.

12. Local Enterprise Partnerships (LEP): There are separate arrangements being planned for a briefing on the Local Enterprise Partnerships, and it is likely that over the course of the work programme the Committee will consider matters relating to Partnership activity.

- **Emerging Issues**

13. Commissioning Strategies: Environmental Aspirations:

Being mindful that the Committee has not investigated environmental issues in any depth over the past couple of years, it is proposed that its scrutineers could perform an important role by challenging proposals being developed by those officers who are shaping various outcome indicators to take forward the Council's approved Commissioning Strategies on:

- Cost of energy to households
- Access to valuable open spaces
- Level of Pollution
- Perception indicators

As a part of its role the Committee may consider the evidence bases being used and be involved in shaping implementation of a number of the Council's outcome indicators, which will lead to the prioritisation and targeting of resources in this commissioning area. It will be essential to design any scrutiny involvement in a way that can be accommodated within the Committee's overall resources and work programme. It is proposed that as first step a briefing be arranged for the Committee to learn more about the project.

14. Bradwell Nuclear Facility: It is possible that during the period covered by the roll forward of the work programme proposals may emerge around the future of the facility. Therefore it will be highlighted as a potential issue for the Committee's consideration.
15. Strategic Planning: This is a significant topic within the Committee's remit. As a first step it is suggested that a seminar be held to refresh understanding about the current planning framework and thinking in order to assist the Scrutiny Committee in shaping an investigation. However, one particular aspect that the Committee might wish to focus upon could be on the lack of

countywide development framework since the introduction of the latest National Planning Policy Framework, and how the County Council could facilitate the Districts to complete their local plans.

16. Essex Replacement Waste Local Plan: The Cabinet Member has already advised all County Councillors of work that is now underway on the Replacement Plan, and it is proposed that on the committee activity day scheduled in September he will provide a briefing for the Scrutiny Committee.
17. Aviation Policy and Airports Surface Access Study: This year the Committee has visited Stansted Airport and received a briefing on aviation matters affecting Essex. It is proposed that as and when information is published, then consideration will be given as to whether or not there is a scrutiny role for the Committee to perform.
18. Solid Recovered Fuel (SRF): In June the Committee visited the MBT facility at Tovi Eco Park (formerly known as Courtauld Road) at Basildon, and as a part of the briefing councillors were advised about current options for the disposal of the SRF that will be produced from waste disposed of at that facility. As it is likely that in the future the Committee will be invited to comment upon options for the longer term, the SRF topic will be kept under review for inclusion in the work programme at the appropriate time.

While an agreed work programme will assist in managing committee activity, it is recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals published in the programme. Some likely topics have been identified in the list above under 'Emerging Issues', and will be kept under review for inclusion in the programme. However, other topics are less predictable. Their inclusion or otherwise will need to be judged carefully in terms of the priorities already identified within the work programme, their impact upon finite resources, and the knock impact upon other reviews. This has been a feature of the Committee's own experience this past year, and has influenced the design of the new programme which, although more flexible, will nonetheless require careful management.

It has proven more difficult this year to timetable the Committee's consideration of topics identified for inclusion in its work programme for 2015/2017 due to various uncertainties around the timing of other matters that could affect the value of any scrutiny investigation that takes place. Nevertheless the topics now identified are prioritised for the purpose of allocating the Committee's resources, with two new task and finish groups proposed to begin when existing groups have completed their investigations.

Summary

While many of the issues raised in the first part of this report have been highlighted in the past as good practice, the scrutiny function is still evolving and the Committee's work programme moving forward has been adapted to take account of

further lessons learned this past year. However, it will be important to reflect regularly upon what progress or otherwise the Committee is making and the quality of the outcomes being achieved in order to improve ways of working overall.

The work programme as now proposed provides a framework for 2015/ 2017, but will remain a work in progress. A timetable for the period up to July 2016 is attached at Appendix B to this report. Although there are some topics where there is a clear focus and timeline for the Committee's attention, in other cases there is insufficient information currently available to determine the timing and key lines of enquiry for scrutiny engagement eg await the publication of Government advice, clarity on the format and timing of the Council's own projects.

Ultimately a key measure of the Committee's success or otherwise will depend upon the contribution made by its membership in the review of individual topics from the planning of scrutiny engagement through to the cross examination of contributors and evidence, which will determine what outcomes are achieved in the final account.

Action required by the Committee at this meeting:

Members' agreement is sought to the inclusion of the topics as set out in this report on the Committee's work programme for 2015/17.

Appendix A

<p style="text-align: center;">Essex County Council Overview and Scrutiny Committee Review Scoping Document - Summary Extract</p>

Review Topic (Name of review)	Local Highways Panels
Committee	Place Services and Economic Growth Scrutiny Committee
Terms of Reference	The overall objective of the review is to consider if the Local Highways Panels (LHPs) have achieved their original objectives, and what lessons have been learned by individual Panels so that good practice may be shared across the Panels.
Type of Review	Part A: Briefing – full Committee Part B: Investigate local practice among LHPs – Task and Finish Group
Timescales	<p>Originally when this topic was identified for inclusion in the Committee's work programme it was agreed that it should be programmed for Spring 2015 so that any review could draw upon three years of experience since the LHPs were first established.</p> <p>A briefing was arranged for 28 May, and the setting up of a Task and Finish Group will be considered as part of the topic selection process for the work programme moving forward.</p>

<p>Rationale for the Review</p>	<p>The LHP framework was introduced in 2012 and has evolved with experience. Each district has its own individual LHP, which has resulted in a variety of practice. The Committee will provide a means to review what may or may not have worked well and what changes have been made to address problems, compare their operation, as well as address any criticisms in order to identify good practice.</p> <p>As part of a review the Committee will learn about the management and operational structure behind the LHPs and, in turn, consider the outcomes achieved by the individual panels. It is essential that the planning of any review should be based upon a clear strategic understanding of the work area so that a more holistic approach may be taken in the investigation of the twelve local panels. Consequently the review is proposed to be in two parts as set out in this document.</p>
<p>Key Lines of Enquiry</p>	<p>Strategic Overview <i>(Covered initially as part of briefing to full Committee on 28 May) :</i></p> <p>What were the original objectives behind the LHPs?</p> <p>What are the current role and responsibilities of the LHPs? How have they been set up including their governance arrangements?</p> <p>How is the work of the LHPs managed by the Highways Authority?</p> <p>What lessons have been learned from operational experience and what changes have been made since the LHPs were set up?</p> <p>How has funding been allocated to the LHPs?</p> <p>What is the range of approaches taken by individual districts and lessons have been learned from across the LHPs?</p> <p><i>As part of the second stage of the review it will be necessary for a review to develop a framework of common questions to be addressed to every LHP.</i></p>

<p style="text-align: center;">Essex County Council Overview and Scrutiny Committee Review Scoping Document - Summary Extract</p>

Review Topic (Name of review)	Future of the Recycling Centres for Household Waste (RCHW) Service
Terms of Reference	To contribute to the development of a longer term vision for the operation of the Recycling Centres for Household Waste (RCHW) Service in Essex.
Timescales	The timing of the review is proposed so that it may inform the way that a modern service could be developed in the future, and its role in terms of the provision of broader recycling facilities.
Rationale for the Review	<p>The former Economic Development, Environment and Highways Policy and Scrutiny Committee (EDEHPSC) approved an interim scrutiny report on the RCHW Service in January 2013 (Minute 5), and recommended that an in depth review be conducted on the future of the Service.</p> <p>The evidence collated as part of this review and conclusions reached will be forwarded to the Cabinet Member to contribute to the way that options and proposals are developed and, inter alia, the formulation of future decisions in relation to the Council's future recycling facilities.</p>
Key Lines of Enquiry	<p>The EDEHPSC proposal for this review proposed that account be taken of the following issues:</p> <ul style="list-style-type: none"> • How does the implementation of the Joint Municipal Waste Management Strategy affect the role of the RCHW Service in practice? For example: <ul style="list-style-type: none"> ○ How has the development of kerbside collections affected the volume and type of material deposited at recycling centres, and what changes are envisaged in the future? ○ How will the operation of the Courtauld Road facility impact upon the RCHW Service? • Given the changing role of recycling centres: <ul style="list-style-type: none"> ○ What type of modern facilities will be required in the future? ○ How many centres in total may be necessary and where should they be located? ○ What are the key factors that should be considered in

	<p>developing the future design of the service</p> <ul style="list-style-type: none">• What is the impact upon the type and frequency of visits to recycling centres given the variation in kerbside collections operated by WCAs, which may be impacting the ability of ECC to deliver an effective RCHW service, and how can those variations be addressed effectively?• What other recycling collection models exist across the country and what has been their impact upon the associated RCHW Services?• Across Essex how can the recycling of commercial waste be improved, whilst ensuring the RCHW service does not become overburdened?
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Appendix B

PSEGSC Work Programme for 2015/ 2016 *(as at 14 July 2015)*

Committee Activity Dates	Committee Activity Day/ Focus of Meetings	Ongoing Activity
2015		
July 20	Flood Management &Third Party Responsibilities TFG	Visit and meeting
July 23	<p>Formal meeting: To catch up on any business that needs endorsement followed by other TFG activity</p> <ul style="list-style-type: none"> • Work Programme 2015/2017 • Financial Inclusion – update • Updates from various Task and Finish Groups • Tovi Eco Park Visit <p>Informal meeting for the Committee’s planning of items to be included in the work programme, in particular issues arising in September</p> <p>Informal briefing on Local Enterprise Partnerships</p>	<p>July</p> <p>Visit to Tovi Eco Park - Compile report on outcomes of visit</p> <p>Jobs, Welfare and Skills TFG</p> <p>Flood Management &Third Party Responsibilities TFG</p>
August	Combination of seminar/visits/ task and finish groups	August
TBC	Jobs, Welfare and Skills TFG	Work to conclude review
TBC	Flood Management &Third Party Responsibilities TFG	Work to conclude review
<i>TBC</i>	<i>Local Highways Panels Scrutiny Review</i>	<i>To conduct some preliminary planning of review only, start of review itself will be subject</i>

		<i>to resource availability</i>
<i>TBC</i>	<i>RCHW Service Scrutiny Review</i>	<i>To conduct some preliminary planning of review only, start of review itself will be subject to resource availability</i>
September 24	Informal Briefings across full day: <ul style="list-style-type: none"> • Ringway Jacobs Contract • Waste Local Plan • Commissioning Strategies: Environmental Aspirations 	September <i>Preliminary work to take forward investigations of Local Highways Panels TFG, and RCHW Service TFG - dependent on conclusion of work on established TFG activity</i>
TBC	Jobs, Welfare and Skills TFG	Finalise scrutiny report for forwarding to Committee
TBC	Flood Management & Third Party Responsibilities TFG	Finalise scrutiny report for forwarding to Committee
October 22	Formal Meeting: <ul style="list-style-type: none"> • TFG Scrutiny Reports – seek Committee endorsement • Work Programme Update • Parking Partnerships (and Pavement Parking) - Briefing • Cabinet Member Update - Question and Answer Session: <i>Cllrs Bass and Johnson to be invited</i> Afternoon: Informal meeting for the Committee's planning of items included in the work programme	October Ringway Jacobs Contract – Compile report on outcomes of seminar Waste Local Plan - Compile report on outcomes of seminar Environmental indicators (Commissioning Strategies) – Compile report on outcomes of seminar Publication of Scrutiny Reports: Jobs, Welfare and Skills; and Flood Management & Third Party Responsibilities Launch New TFG projects
November 26	TFG activity – Commence new projects subject to completion of older projects, and release of	November Local Highways Panels TFG

	resources	RCHW Service TFG
TBC	Local Highways Panels TFG	
TBC	RCHW Service TFG	
December 17	Committee Activity Day	December Local Highways Panels TFG RCHW Service TFG
2016		
January 21	<p>Formal Meeting:</p> <ul style="list-style-type: none"> • Work Programme Update • TFG Update • Parking Partnerships – Cabinet Member proposals (tbc) • Cabinet Member Update <p>Afternoon: Informal meeting for the Committee's planning of items included in the work programme</p>	January Local Highways Panels TFG RCHW Service TFG
February 25	Focus on TFG Activity	February Local Highways Panels TFG RCHW Service TFG
March 24	Committee Activity Day	March Local Highways Panels TFG RCHW Service TFG
April 21	<p>Formal Meeting:</p> <ul style="list-style-type: none"> • Work Programme Update • TFG Update • Briefing on Highways Maintenance and Utility Companies by way of preparation for visit and seminar in May 	April Local Highways Panels TFG RCHW Service TFG

	<ul style="list-style-type: none"> • Cabinet Member Update <p>Afternoon: Informal meeting for the Committee's planning of items included in the work programme</p>	
May 26	<p>Full Day:</p> <p>Site Visit to view Surface Dressing & Highways Maintenance, followed by seminar around the topic of the Utility Companies</p>	<p>May</p> <p>TFG activity</p>
June	<p>Focus on TFG Activity</p>	<p>June</p> <p>TFG Activity</p> <p>Surface Dressing & Highways Maintenance, and Utility Companies – compile report of visit and seminar</p>
July	<p>Formal Meeting</p> <ul style="list-style-type: none"> • Work Programme Update • TFG Update • Surface Dressing & Highways Maintenance, and Utility Companies – report • Cabinet Member Update <p>Afternoon: Informal meeting for the Committee's planning of items included in the work programme</p>	<p>July</p> <p>TFG activity</p>
<p>Topics to be incorporated into the Committee's work programme subject to the availability of relevant information and resources, and timing considerations:</p> <ul style="list-style-type: none"> ➤ <i>Strategic Planning</i> ➤ <i>Passenger Transport Strategy</i> ➤ <i>Aviation Policy</i> ➤ <i>Airports Surface Access Study</i> ➤ <i>Solid Recovered Fuel</i> ➤ <i>Bradwell Nuclear Facility</i> 		