

Supplementary Committee Agenda



Communities Select Committee Monday, 27th June, 2016

Place: Committee Room 1, Civic Offices, High Street, Epping

Time: 7.00 pm

Committee Secretary: M Jenkins (01992 56 4607) mjenkins@eppingforestdc.gov.uk

5. TERMS OF REFERENCE/WORK PROGRAMME (Pages 3 - 6)

(Chairman/Lead Officer) Attached is a report regarding the proposed Terms of Reference and Work Programme for the select committee. These drafts will be recommended to the Overview and Scrutiny Committee for approval.

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Report to Communities Select Committee

Date of meeting: 27 June 2016



Subject: Communities Select Committee - Terms of Reference & Work Programme 2016/17

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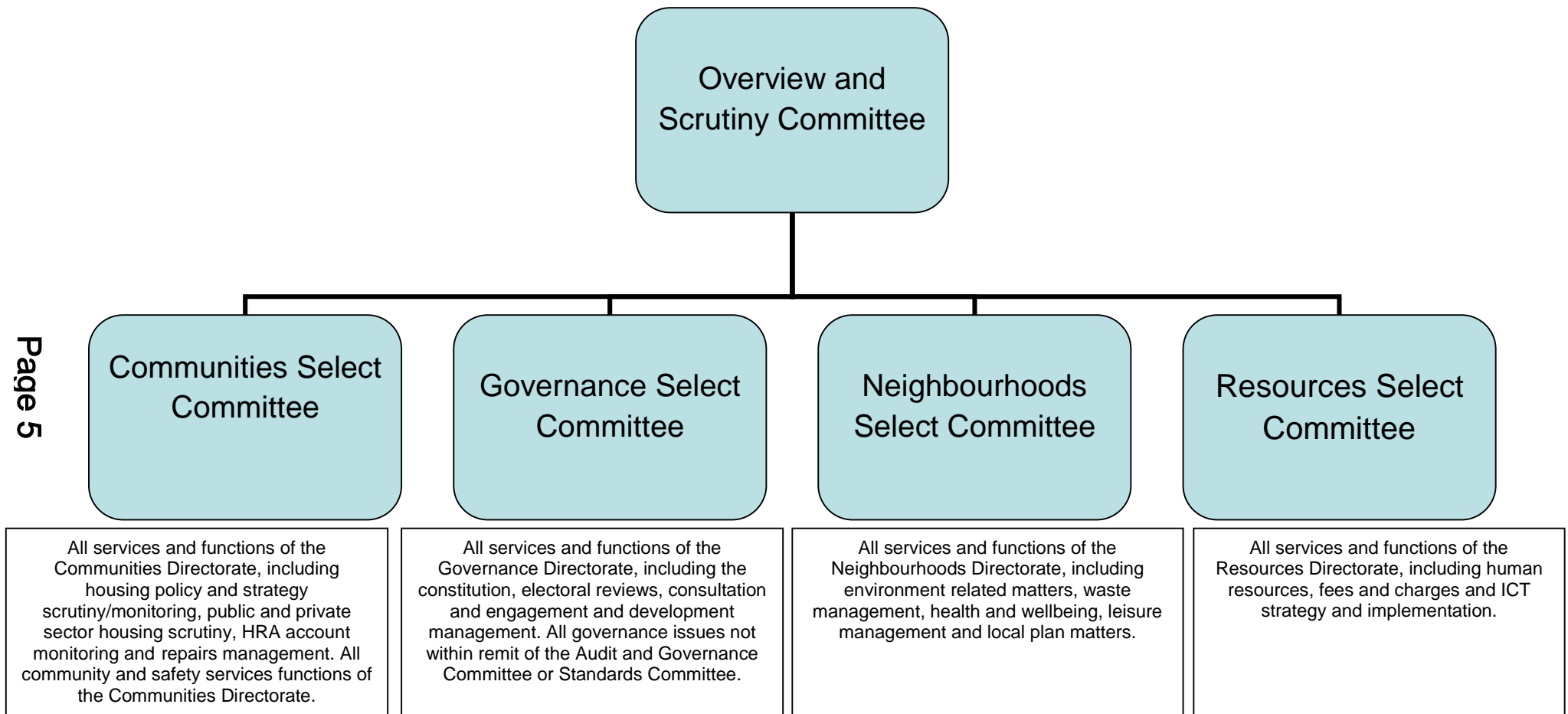
Recommendations/Decisions Required:

- (1) To consider the proposed terms of reference for the Select Committee for 2016/17 and to recommend the terms of reference to the Overview and Scrutiny Committee for adoption; and
 - (2) To receive a brief presentation from the lead officer for the Select Committee, on the identification of relevant priorities and work areas for the year ahead.
1. (Director of Governance) As the Committee are aware, an Overview and Scrutiny framework based on a structure of four 'select committees', was established from the commencement of the last municipal year. Details of the select committee framework and the responsibilities of each select committee, which now reflect the management structure of the Council, are attached as Appendix 1 to this report.
 2. The select committee framework ensures that all services have a 'reporting' route for overview and scrutiny and that there is clear scope to the scrutiny activities of each Committee. The framework continues to provide for relevant scrutiny activity to be undertaken by way of the establishment (by the Overview and Scrutiny Committee) of task and finish panels as necessary.
 3. The following 'Lead Officers' have been nominated for each select committee:

Governance Select Committee – N. Richardson (Assistant Director (Development Management))
Communities Select Committee – A. Hall (Director of Communities)
Neighbourhoods Select Committee – D. Macnab (Director of Neighbourhoods)
Resources Select Committee – P. Maddock (Assistant Director (Accountancy))
 4. The respective lead officer will make a brief presentation to members on priorities for the activities of the Select Committee during 2016/17. The initial responsibility of the lead officers is the review of the terms of reference for each select committee. These should reflect the scope of each select committee and provide for regular progress reporting on relevant matters to be made to the Overview and Scrutiny Committee, whilst ensuring consistency of operation across each of the select committees. The terms of reference are required to be considered by each select committee at the first meeting in the municipal year, and then be agreed by the Overview and Scrutiny Committee. The draft terms of reference for this select committee are attached as Appendix 2.

5. The work programme for each select committee should be relevant and achievable, and be informed by relevant service aims and member priorities. The Overview and Scrutiny Committee has indicated that it wishes to adopt a more robust approach to the development of its work programme and that of the four select committees for 2016/17. With this in mind, a 'coordinating group' consisting of the chairman and vice-chairman of the Committee and each of the select committees, the lead officer for each select committee and appropriate support officers, has been established to consider a way forward for the identification of appropriate scrutiny activity during the coming year. It is therefore inappropriate for the Select Committee to formally agree any work programme already in development, until this has been considered by the coordinating group.
6. The lead officer will report with regard to the progress of the work of the coordinating group. In the meantime, the draft work programme attached as Appendix 3 should only be considered on an indicative basis, as this may be subject to change. Once agreed, the work programme will be subject to ongoing review by the Overview and Scrutiny Committee.
7. The calendar of meetings for 2016/17 provides for meetings of each select committee to be held before the Overview and Scrutiny Committee in each cycle. This approach is intended to allow for meaningful reports of the activities of each select committee to be made to the Overview and Scrutiny Committee at each meeting.
8. The Select Committee is asked to consider its draft terms of reference for 2016/17 and to recommend these to the Overview and Scrutiny Committee for adoption.

Overview and Scrutiny Select Committee Framework 2016/17



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