



Overview and Scrutiny Committee Tuesday, 1st July, 2014

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 1st July, 2014
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

Simon Hill, Assistant Director, Directorate of Governance
email:democraticservices@eppingforestdc.gov.uk Tel: 01992
564249

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers, K Chana, T Church, D Dorrell, L Girling, P Keska, Mrs J Lea, A Mitchell MBE, S Murray, B Rolfe, Mrs M Sartin, Ms G Shiell, Councillor B Surtees, A Watts and D Wixley

PLEASE NOTE THAT THERE WILL BE A SHORT PRE-MEETING FOR ALL MEMBERS OF THE COMMITTEE STARTING AT 7PM IN COMMITTEE ROOM 1 SO THAT THEY CAN DISCUSS THEIR LINE OF QUESTIONING FOR THE PRESENTATION.

AS ALWAYS THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 9 - 20)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 1 April 2014.

5. DECLARATIONS OF INTEREST

(Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

6. PRESENTATION ON THE STRATEGIC DIRECTION OF EPPING FOREST COLLEGE

To receive a presentation from Penny Morgan, the recently appointed Principal of Epping Forest College to speak on the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community.

7. REVIEW OF CABINET FORWARD PLAN (Pages 21 - 44)

(Leader) To review the Cabinet’s Key Objectives and Forward Plan (Key Decision List) for the year.

8. CORPORATE PLAN KEY OBJECTIVES 2013/14 - OUTTURN (Pages 45 - 74)

(Director of Governance) To consider the attached report.

9. APPOINTMENT OF MEMBERSHIP TO SCRUTINY PANELS

Decision Required:

(1) To appoint members to the following Scrutiny Panels in accordance with pro-rata in the proportions shown below (**full name list to follow**):

Scrutiny Panels	Appointment to places required:
Housing	Cons (7): Lib Dem (1): LRA (2): Other (1):
Constitutional and Member Services	Cons (7): Lib Dem (1): LRA (2): Other (1):
Finance and Performance Management	Cons (7): Lib Dem (1): LRA (2): Other (1):
Safer Cleaner Greener	Cons (7): Lib Dem (1): LRA (2): Other (1):
Planning Services	Cons (7): Lib Dem (1): LRA (2): Other (1):

(2) To consider requests for appointments to Scrutiny Panels by non affiliated

members; and

(3) To appoint a Chairman and a Vice Chairman to the following Scrutiny Panels:

Scrutiny Panels	Appointments Required:
Housing	Chairman: Vice Chairman:
Constitutional and Member Services	Chairman: Vive Chairman:
Finance and Performance Management	Chairman: Vice Chairman:
Safer, Cleaner, Greener	Chairman: Vice Chairman:
Planning Services	Chairman: Vice Chairman:

1. (Director of Governance). The Council has agreed that pro rata apply to Overview and Scrutiny Panels only. The Overview and Scrutiny rules provide that the memberships must reflect pro rata requirements and the lowest number of members required to achieve cross-party representation whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee. This year it has been agreed by Group Leaders that the Scrutiny Panels should have 11 members.

2. The Committee are asked to make appointments to Scrutiny Panels in accordance with the Overview and Scrutiny Procedure rules.

3. Nominations to Chairman and Vice Chairman of these Panels are excluded from the calculation required under the Council's protocol regarding allocation of Chairman and Vice-Chairman positions between the political groups.

4. Nominations to the Panels, which may be submitted up until the day of the meeting, were sought through officer liaison with the Group Leaders and via the Appointments Panel. A list of any further nominations will be tabled at the meeting.

10. APPOINTMENT OF OVERVIEW AND SCRUTINY TASK AND FINISH PANEL (Pages 75 - 78)

Recommendation:

- (1) To appoint members to the new Review of Scrutiny Panels Task and Finish Panel; and**
- (2) To agree the Terms of reference for this panel.**

1. (Director of Governance) At their last meeting held on 1 April 2014, this Committee resolved to set up a Task and Finish Panel to consider the future structure of the Scrutiny Panels and how they would fit into the new Directorate Structure of the Council. A draft Terms of Reference is attached for consideration by the Committee.

2. At the same meeting this Committee requested that the membership of this Panel be kept as closely as possible to the membership of the recent Overview and Scrutiny Review Task and Finish Panel.

Last Years Task and Finish Panel consisted of:

K Angold-Stephens (Chairman) (LRA);
R Gadsby (Vice Chairman) (Con);
A Grigg (Con);
M Sartin (Con);
D Stallan (Con); and
J H Whitehouse (LibDem)

3. The Overview and Scrutiny Rules state that 'Task and Finish' Scrutiny Panels shall be flexible as to the number of Councillors appointed to membership. There is no restriction on the numbers appointed.

4. Any Councillor may be a member of a 'Task and Finish' Scrutiny Panel, save that a member of the Cabinet may not be a member of any Panel which bears directly on his or her portfolio. Additionally no 'Task and Finish' Scrutiny Panel can be comprised of members of a single political group only. Nominations received so far are attached.

5. It is a requirement of the procedure rules that a Chairman and Vice - Chairman should be appointed to each Panel.

11. OVERVIEW AND SCRUTINY ANNUAL REPORT 2013/14 (Pages 79 - 136)

(Director of Governance) to consider the attached report.

12. WORK PROGRAMME MONITORING (Pages 137 - 154)

(a) To consider the updated work programme

The current Overview and Scrutiny work programme is attached for information.

(b) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space

becomes available in the work programme following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date. A 'PICK' form is attached for members to use if needed.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

13. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential

information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.