



Overview and Scrutiny Committee Tuesday, 19th July, 2016

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, 19th July, 2016
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

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Members:

Councillors Councillor M Sartin (Chairman), L Girling (Vice-Chairman), N Avey, N Bedford, R Brookes, D Dorrell, S Kane, Y Knight, A Mitchell, S Murray, S Neville, A Patel, B Rolfe, G Shiell, D Stallan, B Surtees and D Wixley

PLEASE NOTE THAT 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 Public Relations Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

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

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 consent 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

(Director of Governance) To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 18)

To confirm the minutes of the meeting of the Committee held on 7 June 2016.

5. DECLARATIONS OF INTEREST

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary 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 9 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. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

(Director of Governance) To receive questions submitted by members of the public and any requests to address the Committee.

(a) Public Questions

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Council's Constitution.

(b) Requests to address the Overview and Scrutiny Committee

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

7. EXECUTIVE DECISIONS - CALL-IN

(Director of Governance) To consider any matter referred to the Committee for decision in relation to a call-in.

8. FORWARD PLAN OF KEY DECISIONS - REVIEW (Pages 19 - 36)

(Director of Governance) The Cabinet's forward plan of key decisions is reviewed by the Committee at each meeting, to provide an opportunity for scrutiny of specific key decisions to be undertaken over the period of the plan.

Wherever possible, Portfolio Holders will be in attendance at meetings of the Committee to present their forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be undertaken by overview and scrutiny on behalf of the Cabinet.

9. CORPORATE PLAN 2016-2020 - KEY ACTION PLAN 2017/18 (Pages 37 - 46)

(Director of Governance) to consider the attached report.

10. OVERVIEW & SCRUTINY WORK PROGRAMMES 2017/18 & FUTURE YEARS (Pages 47 - 54)

(Director of Governance) To consider the attached report.

11. OVERVIEW & SCRUTINY WORK PROGRAMMES 2016/17 (Pages 55 - 68)

(Director of Governance) The overview and scrutiny provisions (Article 6) of the Council's Constitution require that the Committee approve an annual overview and scrutiny work programme each year. Progress towards the achievement of the work programmes for the Overview and Scrutiny Committee and each of the select committees, is reviewed by the Committee at each meeting.

(a) Current Work Programmes

The proposed overview and scrutiny work programmes for 2016/17 are attached as an appendix to this report. Subject to the preceding item on the agenda, members may wish to add further items to the work programme for the Overview and Scrutiny Committee and the Select Committees.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

12. RESOURCES SELECT COMMITTEE - MEMBERSHIP 2016/17

(Director of Governance) At its meeting on 7 June 2016, the Committee made appointments to each of the select committees for the 2016/17 municipal year. At that time, two nominations of the Conservative Group for membership of the Resources Select Committee remained outstanding. The Committee is now requested to note the nomination of Councillor R. Gadsby to one of the vacant positions of the Conservative Group on the Resources Select Committee.

13. SELECT COMMITTEES - REVISED TERMS OF REFERENCE (Pages 69 - 72)**Recommendation/Decision Required:**

That the proposed Terms of Reference of the Neighbourhoods Select Committee and the Communities Select Committee be agreed.

As the Committee will be aware, the work of two of the select committees has been rearranged to align with the Council's directorate structure. As a consequence, the Terms of Reference of the committees have been revised to reflect the service responsibilities of the relevant directorates.

Attached are the new Terms of Reference for the Neighbourhoods Select Committee and the Communities Select Committee. Members are asked to consider and agree these.

14. 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.

Background Papers: Article 17 - 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.