

# Supplementary Committee Agenda



**Epping Forest  
District Council**

## ***Housing Appeals Panel Tuesday, 7th March, 2006***

**Place:** Civic Offices, High Street, Epping  
**Room:** Committee Room 1  
**Time:** 4.00 pm  
**Committee Secretary:** Graham Lunnun, Research and Democratic Services  
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### **3.a TERMS OF REFERENCE**

#### **Recommendation:**

**To review the terms of reference of the Panel in relation the attendance at meetings of the Panel of substitutes and the Chairman and Vice-Chairman.**

1. (Head of Research and Democratic Services) Members have requested that consideration be given to the following terms of reference of the Panel:

“(2)...Each political group represented on the Panel shall be required to nominate one substitute member to cover for any member of the Panel who is unavailable...”:

(4)...No meetings of the Panel shall be held in the absence of both the Chairman and Vice-Chairman.”

2. It has been suggested that any political group having more than one member on the Panel should be entitled to nominate the equivalent number of substitutes. This arrangement already applies to one of the other regulatory committees of the Council, namely the Staff Appeals Panel. Views of the Panel are sought.

3. There has been an occasion when it was necessary to defer consideration of a review because the Vice-Chairman was not present and the Chairman declared a prejudicial interest when she realised on seeing the applicant that she was acquainted to her. Members have questioned the need for either the Chairman or the Vice-Chairman to be present at a meeting. It has been suggested that a Chairman for the meeting could be appointed from the members present and that as all members and substitutes receive training in relation to the processes this should not cause any problems provided that a reasonably experienced member is appointed Chairman. Views of the Panel are sought.

4. The views of the Panel will be submitted to the Overview and Scrutiny Constitutional Affairs Panel with a view to any changes being implemented in time for the Annual Council meeting in May when the Panel for 2006/07 will be appointed.

5. In accordance with Section 100(A)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council's Procedure Rules, the Chairman for this meeting has permitted on grounds of urgency, consideration of this item in order to meet the timescale for implementing any changes at the Annual Council meeting.