

# Supplementary Committee Agenda



## **Overview and Scrutiny Committee Tuesday, 1st June, 2010**

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Committee Secretary:** Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive  
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### **10. WORK PROGRAMME MONITORING (Pages 3 - 6)**

#### **(b) New Year's Work Programme**

To consider two late requests to go into the new year's Work Programme.

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## Request by Member for Scrutiny Review 2010/11 Work Programme



Please complete the form below to request consideration of your issue by the  
Overview and Scrutiny Committee

<b>Proposers Name:</b>  Councillor Mrs D. Collins Leader of the Council	<b>Date of Request</b>  26.5.10
<b>Supporting Councillors (if any):</b>  	
<b>Summary of Issue you wish to be scrutinised:</b>  <b>(a) Appointments</b>  My request relates to the Annual Council meeting. I wish to see a review by Overview & Scrutiny of the process for agreeing the various appointments which the Council must be made at each Annual meeting.  This review should cover:  . (i) briefing of group leaders and independent members regarding pro rata requirements before the elections;  . (ii) how consultation between political groups might be improved;  . (iii) whether the principle of pro rata allocations on outside organisations is still fit for purpose; and  . (iv) how voting on appointments to outside organisations can be made easier, including ways of monitoring appointments made easier to avoid mistakes if pro rata is to be retained;  . (v) how the paperwork can be made simpler;  . (vi) whether there are other options for making these decisions which do not require full Council decision making; and  . (vii) how can the ceremonial aspects of the Annual Council meeting be improved.  <b>(b) Appointment of Vice Chairman of the Council</b>  . a review of the current protocol for the appointment of a new Vice Chairman of the Council each year, examining whether the current system of appointing on merit with candidates being nominated by members of more than one group is appropriate.	

**NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION**

**Public Interest Justification:**

**The Annual Council should be a flagship event for the Council and should present to the public an impression of an orderly transfer of authority at the start of the new Council year.**

**This is not always achieved.**

**Impact on the social, economic and environmental well-being of the area:**

**Nothing direct.**

**Council Performance in this area (if known: Red, Amber, Green):**

**A previous review of these matters (raised in the context of Council meetings generally) produced some proposals for improvement and a follow up on that work would be useful.**

**Keep in Context (are other reviews taking place in this area?)**

**No. The previous review of Council meetings is however relevant.**

**Office Use:**

**Pick score:**

**Considered By OSCC:**

**Request by Member for Scrutiny Review  
2010/11 Work Programme**



Please complete the form below to request consideration of your issue by the  
Overview and Scrutiny Committee

<b>Proposers Name:</b> Councillor C. Whitbread	<b>Date of Request</b> 24.5.10
<b>Supporting Councillors (if any):</b>	
<b>Summary of Issue you wish to be scrutinised:</b>	
<p>I wish to propose that the Overview &amp; Scrutiny Committee commission a study of the opportunities for setting up assistants to portfolio holders so as to assist with portfolio holder duties and aid succession planning.</p> <p>I would like the review to cover the following matters:</p> <ul style="list-style-type: none"> <li>(a) any statutory restrictions on what an assistant can undertake on behalf of a Cabinet member or the Cabinet itself;</li> <li>(b) a list of duties and responsibilities which could given to assistants;</li> <li>(c) amendments to the constitution including terms of office, appointment etc;</li> <li>(d) whether assistants should be “paired with specific portfolio holders;</li> <li>(e) Whether a special responsibility allowance could be applicable to such appointments and could be reviewed by the Remuneration Panel on the basis of a designed job description.</li> </ul> <p>The Leader of the Council previously experimented with a similar system which was operated informally but I feel that this would benefit from being in the constitution, as is the case with several other councils of which I am aware.</p>	
<b>NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION</b>	
<b>Public Interest Justification:</b>	
<p>The main public interest justification is, in my view that Cabinet operations will benefit from wider knowledge of its procedures and responsibilities. In turn this will assist in succession planning as members of the council retire. Although this is essentially an internal procedure, the district will, it is hoped, see the benefits of an orderly Cabinet handover when membership changes.</p>	

**Impact on the social, economic and environmental well-being of the area:**

**There is no direct impact on the well being of the District at present. However there is no procedure of identifying future talent within the elected membership.**

**An effective way of securing a pool of councillors who can step up to being Cabinet members should assist the overall governance of the Council to the benefit of decision making generally.**

**Another benefit will be to allow delegation of portfolio holder workload to ensure that Cabinet work is progressed more effectively.**

**Council Performance in this area (if known: Red, Amber, Green):**

**This has been tried by the Leader of the Council previously on an informal basis.**

**Keep in Context (are other reviews taking place in this area?)**

**Not at present**

**Office Use:**

**Pick score:**

**Considered By OSCC:**