



OVERVIEW & SCRUTINY COMMITTEE

Tuesday 18th July 2023

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

Council Chamber - Civic Offices
on **Tuesday 18th July 2023 at 7.00 pm**

Georgina Blakemore
Chief Executive

Democratic Services Officer: Laura Kirman Tel: (01992) 564243
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Members: Councillors D Wixley (Chairman), J McIvor (Vice-Chairman), R Baldwin, R Bassett, S Heap, S Heather, H Kane, J Lucas, M Markham, C McCann, C McCredie, S Murray, C Nweke, J Parsons, A Patel, R Pugsley and J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE: 6.00PM

This meeting will be broadcast live and recorded for repeated viewing.

1. WEBCASTING INTRODUCTION

This meeting is to be webcast and the Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights, and if you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members and Officers to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us'
<https://www.eppingforestdc.gov.uk/your-council/members-portal/>

3. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council's Code of Conduct, Members are requested to pay particular attention to paragraph (11) of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before Overview & Scrutiny 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) of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

5. MINUTES (Pages 7 - 10)

To confirm the minutes of the meeting of the Committee held on 20 April 2023.

6. MATTERS ARISING AND OUTSTANDING ACTIONS

To consider any matters arising and outstanding actions from the minutes of the previous meeting(s) that are not covered elsewhere in this agenda.

7. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

(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 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.

8. EXECUTIVE DECISIONS - CALL-IN

To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

9. COUNCIL'S CORPORATE PRIORITIES

(The Leader of Council) To verbally present the Council's corporate priorities for 2023 – 24.

10. CORPORATE PLAN 2023/27 YEAR 1 - QUARTER 1 CORPORATE PERFORMANCE REPORT

To consider the FY 2023/24 Quarter 1 Corporate Performance Report – report to follow.

11. QUARTER 4 BUDGET MONITORING REPORT 2022/23 (PROVISIONAL OUTTURN) (Pages 11 - 30)

To consider the Quarter 4 BMR 2022/23 (Provisional Outturn) attached.

12. QUARTER 1 BUDGET MONITORING REPORT 2023/24

To consider the Quarter 1 BMR 2023/24 – report to follow.

13. QUALIS MONITORING REPORT QUARTER 2 (YEAR 4) (Pages 31 - 40)

To discuss the Quarter 2 report and agree any actions required.

14. OVERVIEW AND SCRUTINY 2022-23 ANNUAL REPORT (Pages 41 - 62)

To agree the final draft of the Overview and Scrutiny 2022-23 Annual Report and recommend to Council for approval on 25 July 2023.

15. CHAIRMEN TO REPORT ON THEIR SCRUTINY COMMITTEE BUSINESS, TERMS OF REFERENCE AND WORK PROGRAMMES (Pages 63 - 70)

(1) (Chairmen of the Scrutiny Committees) To report to the meeting on progress against achievement of the current work programme, as required under Article 6 (Overview and Scrutiny) of the Constitution, and for any recommendations for consideration by the Overview and Scrutiny Committee.

(2) (Chairman of Overview and Scrutiny Committee) Following the restructure of the scrutiny committees by Council on 4 April 2023, the Committee is asked to consider and agree the draft Terms of Reference and draft work programmes below for:

(a) Communities Scrutiny Committee

- (b) Place Scrutiny Committee

16. OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 71 - 72)

Progress towards the achievement of the work programme for the Overview and Scrutiny Committee is reviewed at each meeting.

(a) Current Work Programme

The current draft work programme for the Committee is attached as an appendix to this agenda, to agree.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the workflow 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.

17. CABINET BUSINESS (Pages 73 - 88)

Recommendation:

That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the overview and scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.

Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the overview and scrutiny work programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;
- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;

- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

The Executive's current programme of Key Decisions is attached as an Appendix to this report.

18. EXCLUSION OF PUBLIC AND PRESS

Exclusion

(Democratic & Electoral Services Team Manager) 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
19	Epping Forest District Museum	3

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

(Democratic & Electoral Services Team Manager) 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.

19. EPPING FOREST DISTRICT MUSEUM (Pages 89 - 96)

To consider and make recommendations on the Epping Forest District Museum report attached.