

## **Overview and Scrutiny Committee** **Thursday, 9th June, 2005**

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

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill, Senior Democratic Services Officer  
email: [shill@eppingforestdc.gov.uk](mailto:shill@eppingforestdc.gov.uk) Tel: 01992 564249

**Members:**

Councillors Mrs D Collins (Chairman), Mrs J H Whitehouse (Vice-Chairman), Mrs D Borton, M Colling, K Faulkner, P Gode, Mrs A Grigg, F Maclaine, Mrs P Richardson, Mrs M Sartin and M Woollard

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<p><b>PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND</b></p>
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**1. MINUTES**

**Decision required:**

To confirm the minutes of the meeting of the Committee held on 31 May 2005. (circulated separately).

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

(Head of Research and Democratic Services). To declare interests in any items on the agenda.

**4. SUBSTITUTE MEMBERS**

(Head of Research and Democratic Services). To report the appointment of any substitute members for the meeting.

**5. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

**6. LIAISON WITH CABINET (Pages 5 - 10)**

**Recommendation:**

To consider the draft Cabinet and OSC work plans.

(Head of Research and Democratic Services). Under the new Overview and Scrutiny procedural rules there must be a discussion with the Cabinet regarding its plan for each Council year. This is to ensure that there is no duplication of effort between the Cabinet and Overview and Scrutiny. It is also to make the Cabinet aware of work being undertaken by OSC to ensure that there is an agreement on the proper use of Member/Officer time. With this in mind a copy of the draft OS work programme is attached. The Cabinet work plan which is due to be considered at the Cabinet meeting on 6 June 2005 will be circulated separately.

Arrangements have been made for the Leader of the Council to attend this meeting for the purpose of discussion of the two work plans. Other Portfolio Holders may attend.

**7. TERMS OF REFERENCE - STANDARD FORMAT (Pages 11 - 14)**

**Recommendation:**

To consider the draft terms of reference of panels

(Head of Research and Democratic Services). Each Panel requires a terms of reference to determine the scope or investigations, their priority and reporting deadlines. Proposals for the Task and Finish Review on Members Training and Standing Panel on Constitutional Affairs is attached. Descriptions for other panels will be circulated separately

Members are asked to give consideration to the proposed descriptions before they are considered by relevant Heads of Service and Panel Chairman/Vice Chairman.

**8. OVERVIEW AND SCRUTINY WORK PROGRAMME 2005/6**

**Recommendations:**

(1) To note the issues in the work plan to be dealt with by the Overview and Scrutiny Committee.

- (2) To determine the priority order of issues and reporting deadlines

(Head of Research and Democratic Services). The Committee will note from the OSC work programme that certain review items will be dealt with by the Committee itself. These are set out in the table below.

Panel	Requests to be considered
Overview and Scrutiny Co-ordinating Group	London Underground Liaison, Scrutiny of outside bodies (Primary Care Trust/Local Strategic Partnership), Liaison on Highways Local Services Agreement, Administration of PICK system.

The Committee will need to determine the priority order in which they will be dealt with and reporting deadlines.

#### 9. MATTERS REFERRED TO STANDING PANELS

(Head of Research and Democratic Services). Two reports were submitted by Officers to the OSAPG These were the Best Value Performance Indicators for 2004/05 and 2005/06 and Ethnic Monitoring – Housing Register and Allocations. These have been referred to the Finance and Performance Management and Housing Standing Panels.

#### 10. DATE OF NEXT MEETING

The next meeting of the Committee will be held on 7 July 2005. Following this meetings will take place on:

1 September 2005  
 6 October 2005  
 10 November 2005  
 8 December 2005  
 2 February 2006  
 2/16 March 2006  
 6 April 2006.