

## ***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.

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## Proposals for Overview and Scrutiny Work Programme 2005/06 May – October 2005

No.	Item Subject	Proposer	Pick Score	Priority	Allocated to	Comments
1.	Housing Allocations Scheme	Head of Housing Services			Standing Panel on Housing	form completed
2.	Annual Ethnic Monitoring Review of Housing Applicants and Housing Applications	Head of Housing Services			Standing Panel on Housing	form completed
3.	Housing Services Development Plan – Progress Report	Head of Housing Services			Standing Panel on Housing	form completed
4.	Leisure Services – Review of Externally funded Services	Cllr K Wright Head of Leisure Services			Task and Finish Panel on externally funded Leisure Services and youth provisions	form completed
5.	Parking Policy in residential areas	Cllrs Angold – Stephen and Bateman			Task and Finish Panel on register of local concerns	form completed
6.	Traveller Incursions	Cllr Glozier Head of Planning and Economic Development			Task and Finish Panel on Traveller incursions	form completed
7.	London Underground Liaison	Head of Environmental Services			OSC Co-ordinating Committee	form completed
8.	Council Meetings – Review of Questions and Motions	Head of Research and Democratic Services			Standing Panel on Constitutional Affairs	form completed
9.	Future Role of the Council	Head of Research and Democratic Services			Standing Panel on Constitutional Affairs	form completed

No.	Item Subject	Proposer	Pick Score	Priority	Allocated to	Comments
10.	Current investment in Information Communications Technology	Head of ICT Cllr Mrs D Collins			Standing Panel on ICT and e-government	form completed
11.	Appointment of Representatives on Outside Bodies	Head of Research and Democratic Services			Deleted	The Review has been completed and will be reported to the Council.
12.	Contact Standing Orders Review	Head of Research and Democratic Services/ Head of Finance/ Chief Internal Auditor			Standing Panel on Constitutional Affairs	form completed
13.	Financial Regulations Review	Head of Finance/ Chief Internal Auditor			Deleted	The Head of Finance has advised that the regulations do not need to be completed reviewed. The OSCC Group has subsequently agreed that the review should be undertaken by the Cabinet.
14.	Review of Policy and Procedures on External Links	Head of Research and Democratic Services			Standing Panel on Constitutional Affairs	form completed
15.	Essex County Joint Waste Procurement Process	Head of Environmental Services			Standing Panel on Environmental and Planning Services	form completed
16.	Policy on private sector housing	Head of Environmental Services			Standing Panel on Housing	form completed

No.	Item Subject	Proposer	Pick Score	Priority	Allocated to	Comments
17.	Liaison on Highways Local Service Agreement	Head of Environmental Services			Overview and Scrutiny Co-ordinating Committee	Form completed. The OSCC Group has agreed that this liaison should be held by the OSCC committee for the time being. It has also suggested that once the workload of the liaison has been identified over the forthcoming months arrangements could be reviewed.
18.	Top Management Structure	Joint Chief Executives Members Review Panel			*DELETED*	Group Leaders have suggested that the review should not be undertaken by Overview and Scrutiny. The OSCC Group has supported their decision. .
19.	Former Traveller Site at Paynes Lane	Head of Planning and Economic Development Cllr R Glozier			Task and Finish Panel on Traveller Incursions	form completed
20.	Constitutional Issues/Corporate Governance	Head of Research and Democratic Services/Policy Officer			Standing Panel on Constitutional Affairs	form completed

<b>No.</b>	<b>Item Subject</b>	<b>Proposer</b>	<b>Pick Score</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Comments</b>
21.	Maintenance of Roads and Pavements in District	Cllr Mrs J Whitehouse Head of Environmental Services			Task and Finish Panel on Register of local interests.	form completed
22.	Youth Provision in the District	Cllr Lee Head of Leisure Services			Task and Finish Panel on	form completed
23.	Community Involvement in new scrutiny arrangements	Cllr Lee Deputy Chief Executive (Community).			Standing Panel on Constitutional Affairs	form completed
24.	Development of New Council Plan	Senior BVPP Officer Management Board Leader of Council			Standing Panel on Finance and Performance Management	form completed
25.	Community Conference 2005/06	Senior BVPP Officer Head of Human Resources and Performance Management			Standing Panel on Finance and Performance Management	form completed
26.	Finance - Budget Consultation	Head of Finance			Standing Panel on Finance and Performance Management	form completed
27.	Best Value Performance Data	Senior BVPP Officer Head of Human Resources and Performance Management			Standing Panel on Finance and Performance Management	form completed
28.	Services for Members	Cllr Mrs J Whitehouse Head of Research and Democratic Services			Standing Panel on Constitutional Affairs	form completed



<b>No.</b>	<b>Item Subject</b>	<b>Proposer</b>	<b>Pick Score</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Comments</b>
29.	Establishment of Register of significant concerns for Development Proposals -	Cllr F Maclaine			Task and Finish Panel on register of local interests	form completed
30.	Review of policies for empty homes in District	Cllr F Maclaine			Standing Panel on Housing	form completed
31.	Member Training on scrutiny skills and new structure	Head of Research and Democratic Services			Task and Finish on Member Training	form completed
32.	Planning policy for redundant buildings in green belt	Cllr Mrs D Borton Head of Planning and Economic Development			Environmental and Planning Services Standing Panel	form completed
33.	Scrutiny of outside bodies (Primary Care Trust/ Local Strategic Partnership)	Cllr Mrs D Collins Deputy Chief Executive (Community)			Overview and Scrutiny Co-ordinating Committee	form completed
34.	Local Plan	Cllr Glozier Head of Planning and Economic Development/			Standing Panel on Environmental and Planning Services	form completed
35.	RSS14	Cllr Glozier Head of Planning and Economic Development/			Standing Panel on Environmental and Planning Services	form completed
36.	Administration of PICK system	Cllr F Maclaine			Overview and Scrutiny Co-ordinating Committee	form completed
37.	Electoral Review	Head of Research and Democratic Services			Standing Panel on Constitutional Affairs	form completed
38.	Members Training - General	Head of Research and Democratic Services			Task and Finish Panel	form completed

<b>No.</b>	<b>Item Subject</b>	<b>Proposer</b>	<b>Pick Score</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Comments</b>
39.	Consultancy work - review	Cllr McMillan			*DELETED*	Cllr McMillan has decided not to pursue his proposal during this period.
40.	Implementation of Choice Based Lettings Scheme	Head of Housing Services			Housing Standing Panel	Form completed *New Proposal*
41.	Review of Housing – Related Fees and Charges	Head of Housing Services			Housing Standing Panel	Form completed *New Proposal*
42.	Housing Strategy Action Plan (6 Monthly Progress Report)	Head of Housing Services			Housing Standing Panel	Form completed *New Proposal*
43.	Local Supporting People Strategy – Adoption	Head of Housing Services			Housing Standing Panel	Form completed *New Proposal*
44.	Local Supporting People Strategy – (6 Monthly Progress Report)	Head of Housing Services			Housing Standing Panel	Form completed *New Proposal*

# Agenda Item 7

## TERMS OF REFERENCE - TASK AND FINISH PANEL

<b>Title:</b> Member Training	
<b>Status:</b> Task and Finish	
<b>Terms of Reference:</b>  (1) To recommend a programme of skills training for Overview and Scrutiny members.  (2) To recommend a member training programme template for future years, commencing 2006/7 and an annual review process.	
<b>Source:</b>	
<b>Reporting Deadlines:</b>	
<b>Item No:</b>  (1) OSC Skills  (2) Member Training Programme.	<b>Report by:</b>  31 October 2005  30 April 2006
<b>Chairman:</b>	

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## TERMS OF REFERENCE - STANDING PANEL

<b>Title:</b> Constitutional Affairs		
<b>Status:</b> Standing Panel		
<b>Terms of Reference:</b>		
<p>To undertake reviews of constitutional, civic and governance matters and services for members on behalf of the Overview and Scrutiny Committee.</p> <p>To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel.</p>		
<b>Work Programme 2005/6</b>		
<b>Item</b>	<b>Priority</b>	<b>Report Deadline</b>
<ol style="list-style-type: none"> <li>1. Council Meetings - Review of Questions and Motions.</li> <li>2. Council Meetings - Future Role.</li> <li>3. Contract Standing Orders - Review.</li> </ol>		
<b>Chairman:</b>		

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