

## ***Overview and Scrutiny Committee Thursday, 7th July, 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 (Pages 7 - 22)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 31 May 2005 and 9 June 2005.

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

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

**4. DECLARATIONS OF INTEREST**

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

In considering whether to declare a personal or a prejudicial interest under the Code

of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee 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 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

## **5. LOCAL STRATEGIC PARTNERSHIP - PRESENTATION**

### **Recommendation:**

To receive a presentation from Marina Sherriff, the Community Strategy and Partnership Manager of the Epping Forest Local Strategic Partnership.

The Local Government Act 2000 places a statutory duty on the Council to ensure the production of a Community Strategy. Guidance issued by the Government makes it clear that such a strategy should be produced in consultation with the resident population and the public, private, voluntary and community agencies that provide services within the district. The Guidance makes clear that the preferred way to do this is via a partnership to be known as the Local Strategic Partnership. It is also clear however, that if such a partnership cannot be brought into being, then responsibility for the production of the community strategy falls upon the District Council.

Epping Forest District has a long and successful history of effective partnership working. There was already a Group in being known as the Epping Forest Communities Agency Group which agreed to become the Epping Forest Local Strategic Partnership.

Aiden Thomas the Chief Executive of Epping Forest Primary Care Trust is the Chairman of the Partnership and Councillor Dr Michael Heavens is the Vice-Chairman. Marina Sherriff is the only paid employee of the Local Strategic Partnership. She is employed via an agency agreement with Voluntary Action Epping Forest and her salary, etc. is paid by contributions from Partnership members as is the general running expenses. The majority of the work carried out by the Partnership is achieved by the input of staff time and resources from the various partnership members.

Marina's presentation will give a general review of the Partnership, the production of the Community Strategy, subsequent Action Plans and monitoring arrangements. She will explain the structure of the Partnership and answer members' questions is via a partnership with to be known as the Local Strategic Partnership.

**6. TERMS OF REFERENCE (Pages 23 - 32)**

**Recommendation:**

To consider the terms of reference for :

- (a) The Finance and Performance Management and Planning and Environment Standing Panels
- (b) Task Finish Panel on Register of Local Development Proposals

(Head of Research and Democratic Services). The Committee is asked to consider the attached terms of reference.

**7. WORK PROGRAMME MONITORING (Pages 33 - 38)**

- (a) Updated Schedule

The Committee are asked to note the attached updated schedule.

- (b) Progress reports – Standing and Task and Finish Panels

At it last two meetings, the Committee approved the membership, terms of reference and work plans of panels. All Chairman are asked to attend this meeting to give a progress report on these issues. A list of panels and the Chairman to report is set out below.

**Standing Panel**

Finance and Performance Management  
Housing  
Planning and Environment  
E-Government and Information and  
Communication Technology.  
Constitutional Affairs

**Chairman**

Councillor J M Whitehouse  
Councillor S Murray  
Councillor D Stallan  
  
Councillor F Maclaine  
Councillor R Morgan

**Task and Finish Panel**

Leisure Services  
Register of Local Development Interests  
Traveller Issues  
Member Services

**Chairman**

Councillor Mrs Grigg  
Councillor F Maclaine  
Councillor P McMillan  
Councillor M Sartin

- (c) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will consider items from the reserve list and allocate them accordingly once work plan time becomes available following existing review completion. To date one item for the reserve list has been submitted. This requests a review of the Council's consultancy work. Members are asked to submit further suggestions for the list.

**8. CABINET REVIEW**

**Recommendation:**

To consider any items to be raised by the Chairman at the Cabinet meeting on 11 July 2005.

(Head of Research and Democratic Services). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

In view of this role, the Committee is asked to consider the 7 July 2005 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

**9. REVIEW ITEMS TO BE UNDERTAKEN BY THIS COMMITTEE (Pages 39 - 40)**

**Recommendation:**

**To consider work programme items allocated to this Committee.**

The Committee are asked to consider the following items:

- (a) Highways Local Service Agreement

Proposals regarding the agreement are awaited from Essex County Council. They are due to be reported in September 2005.

- (b) 'PICK' System – Review of operation.

The initial proposal form for this review is attached. The timescale for this item is to be allocated.

- (c) London Underground Liaison

To be referred to September 2005 meeting of the Committee.

- (d) Primary Care Trust.

The time scale for this review is to be allocated.

**10. STANDING AND TASK AND FINISH PANELS - TIMETABLE FOR MEETINGS**

Proposed dates for meetings of panels are set out below. The Committee are asked to consider the initial arrangements and comment accordingly.

| Panel                              | Proposed dates  | Comments  |
|------------------------------------|---|---|
| Housing                            | First meeting - July 21 at 5.00pm in CR 2. Future dates to be agreed at meeting.                                | To confirm date with R Wilson and Portfolio Holder. |
| Finance and Performance Management | First meeting - July 25 or 26. Future dates to be approved at meeting   | Date to be confirmed by S Tautz.                    |
| Constitutionals Affairs.           | First meeting - 18 July 2005  |   |
| ICT                                | First meeting _18 July 2005<br>Second Mtg – 8 August 2005   |   |
| Planning and Environment           |   |   |
| Travellers                         | First meeting on either July 11, 12, 14,19, 21 at 11.00am to 12.30pm  |   |
| Externally funded Leisure Services |   |   |
| Member Training                    | First meeting - 12 July   |   |
| Register of Local Interests.       | First meeting - 26 July 7.30pm<br><br>Future meetings:<br>22/23 August – all day site visit<br>30 August 7.30pm |   |

**11. OVERVIEW AND SCRUTINY AWARENESS SESSION**

(Head of Research and Democratic Services). The Committee is asked to note that an awareness session on the new arrangements will be held on 19 July at 7.30 pm in the Council Chamber, Epping.