

Overview and Scrutiny Committee Thursday, 1st September, 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 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 M Sartin, D Stallan and M Woollard

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

Decisions required:

To confirm the minutes of the meetings of the Committee held on 7 July 2005.

2. MINUTES , 07/07/2005 OVERVIEW AND SCRUTINY COMMITTEE (Pages 7 - 14)

3. APOLOGIES FOR ABSENCE

4. SUBSTITUTE MEMBERS

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

5. 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.

6. PURCHASE OF RECYCLING BOXES - CALL IN (Pages 15 - 26)

To consider the attached report.

7. WORK PROGRAMME MONITORING (Pages 27 - 34)

(a) Updated Schedule

The Committee are asked to note the updated schedule.

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

In accordance with the Overview and Scrutiny Procedural Rules, all Chairmen are asked to attend the meeting to report on progress with their work plan and on any recommendations for consideration.

Standing Panels

Finance and Performance Management
 Housing
 Planning and Environmental Services
 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 Panels

Externally Funded Leisure and Youth Provision
 Register of Development Proposals
 Member Training
 Traveller Issues

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

8. REVIEW OF ALLOCATION OF PANEL PLACES (COUNCIL MINUTE 33 - 28 JULY 2005) (Pages 35 - 36)

Recommendation:

That no alteration be made to the allocation of places on Standing and Task and Finish Panels.

(Head of Research and Democratic Services) The Council, at its meeting on 28 July 2005, undertook a review of the allocation of places to pro rata Committees and made amendments to the membership of this Committee.

The Council also requested that this committee undertake a review of the allocation of places on Panels reporting to the Overview and Scrutiny Committee. Officers have now reviewed the allocation and conclude that no further adjustments are required to Standing Panels, as the results of recent elections do not effect pro rata on a Panel of ten. This is illustrated in the attached appendix.

Allocation to the Task and Finish Panels are made on the basis of interest. Unless members specifically wish changes to be made, it is considered that no changes be made pending the six month review of the programme due shortly.

9. CABINET REVIEW

Recommendation:

To consider any items to be raised by the Chairman at the Cabinet meeting on 5 September 2005.

(Head of Research and Democratic Services). Under the Overview and Scrutiny procedural rules, the Committee is enabled 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 5 September 2005 Cabinet agenda (previously circulated) to see whether there are any items to be raised at that Cabinet meeting.

10. ELECTIONS 2005 (Pages 37 - 46)

(Head of Research and Democratic Services). To consider the attached report.

11. COUNCIL MEETINGS - QUESTIONS AND MOTIONS (Pages 47 - 50)

(Head of Research and Democratic Services). To consider the attached report.

12. PRESS AND PUBLIC - ATTENDANCE AT STANDING AND TASK AND FINISH PANELS (Pages 51 - 52)

(Head of Research and Democratic Services). To consider the attached report.

13. EXCLUSION OF PRESS AND PUBLIC

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 paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

| Agenda Item No | Subject | Exempt Information Paragraph Number |
|-----------------------|----------------|--|
| Nil | Nil | Nil |

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

| Agenda Item No | Subject |
|-----------------------|----------------|
| Nil | Nil |

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the 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 does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

