

## ***Overview and Scrutiny Committee Thursday, 10th November, 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 M Sartin, D Stallan 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. APOLOGIES FOR ABSENCE**
- 2. MINUTES (Pages 5 - 14)**

**Decisions required:**

To confirm the minutes of the meeting of the Committee held on 6 October 2005.

- 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. HIGHWAYS LOCAL SERVICE AGREEMENT

### Recommendation:

**To consider the current position on the establishment of the Highways Local Service Agreement.**

The Head of Environmental Services and Mr Paul Hardy, the Area Manager for the West Essex Highways office will be attending the meeting to report on the current position regarding the Highways Local Services Agreement and consider questions.

## 6. REVIEW OF WORK PROGRAMME AND REPORTS OF PANEL CHAIRMAN (Pages 15 - 22)

The Committee is asked to consider the attached updated Overview and Scrutiny work programme for May – Oct 2005. To advise on current developments, all Panel Chairman have been invited to attend this meeting to report on the current work of their panels.

As requested by the Chairman of this Committee at its last meeting on 6 October 2005, Panel Chairmen are requested to indicate when current reviews will be completed.

### 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 Mrs M Sartin  
Councillor P McMillan

**7. CABINET REVIEW****Recommendation:**

**To consider any items to be raised by the Chairman at the Cabinet meeting on 14 November 2005.**

(Head of Research and Democratic Services). Under the Overview and Scrutiny 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.

The Committee is asked to consider the Cabinet agenda for the meeting on 14 November 2005 (previously circulated) to see whether there are any items that they wished to be raised at that Cabinet meeting.

**8. REPORT OF TASK AND FINISH PANEL ON REGISTER OF DEVELOPMENT PROPOSALS (Pages 23 - 26)**

(Councillor Maclaine). To consider the attached report of the Task and Finish Panel.

**9. OVERVIEW AND SCRUTINY - STAFFING SUPPORT. (Pages 27 - 28)**

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

**10. 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:

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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:

<b>Agenda Item No</b>	<b>Subject</b>
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.