

**Overview and Scrutiny Committee**  
**Tuesday, 31st May, 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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**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**1. INTRODUCTION AND WELCOME**

To welcome Members to the first meeting of the new Committee.

**2. NEW OVERVIEW AND SCRUTINY PROCEDURE RULES (Pages 7 - 26)**

(Head of Research and Democratic Services). To note the new procedural rules for Overview and Scrutiny.

**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. MINUTES (Pages 27 - 50)**

- (1) To confirm the minutes of the Overview and Scrutiny Co-ordinating Group held on 11 May 2005;and
- (2) To confirm the minutes of the meetings of:
- (a) Overview and Scrutiny Committee 1 held on 29 March 2005;
  - (b) Overview and Scrutiny Committee 2 held on 5 April 2005; and
  - (c) Overview and Scrutiny Committee 3 held on 7 April 2005

as a correct record.

**6. DECLARATIONS OF INTEREST**

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

**7. APPOINTMENT OF STANDING PANELS - 2005/06**

**Decisions required:**

- (1) To appoint members to the following Standing Panels in accordance with pro rata in the proportions shown below:

<b>Standing Panels</b>	<b>Appointments to places required:</b>
<b>Housing</b>	Lab: 1 Cons: 4 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1
<b>Constitutional Affairs</b>	Lab: 1 Cons: 4 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1
<b>ICT and E-Government</b>	Lab: 1 Cons: 4 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1
<b>Finance and Performance Management</b>	Lab: 1 Cons: 4 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1
<b>Environment and Planning</b>	Lab: 1 Cons: 4

	<b>Lib Dem: 2</b> <b>LRA: 1</b> <b>Ind: 1</b> <b>BNP: 1</b>
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**(2) To consider requests for appointments to Standing Panels by non affiliated members; and**

**(3) To appoint a Chairman and Vice Chairman to the following Standing Panels:**

<b>Housing</b>	<b>Chairman:</b> <b>Vice Chairman:</b>
<b>Constitutional Affairs</b>	<b>Chairman:</b> <b>Vice Chairman:</b>
<b>ICT and E-Government</b>	<b>Chairman:</b> <b>Vic Chairman:</b>
<b>Finance and Performance Management</b>	<b>Chairman:</b> <b>Vic Chairman:</b>
<b>Environment and Planning</b>	<b>Chairman:</b> <b>Vic Chairman:</b>

The Council has agreed that pro rata apply to Standing Panels only. The Overview and Scrutiny rules provide that membership should be kept to the minimum required to allow each Group to have representation. Additionally individual members, not affiliated to a group, have the right to apply for membership.

The Committee are asked to make appointments to Standing Panels in accordance with the Overview and Scrutiny Procedure rules.

Nominations to Chairman and Vice Chairman of these Panels are excluded from the calculation required under the Council's protocol regarding allocation of Chairman and Vice-Chairman positions between the political groups.

**8. APPOINTMENT OF TASKS AND FINISH PANELS - 2005/06****Decisions Required:**

**(1) To appoint members to the following Task and Finish Panels in accordance with Overview and Scrutiny procedure rules:**

<b>Panel</b>	<b>Requests to be considered</b>
<b>Review of externally funded Leisure Services and Youth Provisions</b>	<b>Leisure Services – Review of Externally funded services, Youth Provision in the District</b>
<b>Traveller issues</b>	<b>Former Traveller Site at Paynes Lane, Traveller Incursions</b>
<b>Register of local interests</b>	<b>Establishments of Register of significant concerns for Development Proposals, Road and Pavements in District and Parking Policy in residential areas.</b>
<b>Members Training</b>	<b>Members Training - General and scrutiny skills</b>

**(2) To appoint a Chairman and Vice Chairman to the Task and Finish Panels**

The Committee is asked to consider appointments to Task and Finish Panels. The Overview and Scrutiny Co-ordinating Committee has reviewed the requests for reviews and has determined that four Task and Finish Panel Reviews should be undertaken. These are outlined above.

The Overview and Scrutiny Rules state that 'Task and Finish' Scrutiny Panels shall be flexible as to the number of Councillors appointed to membership. There is no restriction on the numbers appointed.

Any Councillor may be a member of a 'Task and Finish' Scrutiny Panel, save that a member of the Cabinet may not be a member of any Panel which bears directly on his or her portfolio. Additionally no 'Task and Finish' Scrutiny Panel can be comprised of members of a single political group only.

It is a requirement of the procedure rules that a Chairman and Vice Chairman should be appointed to each Panel.