

## ***Overview and Scrutiny Committee Thursday, 25th May, 2006***

**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:**

As appointed at the Annual Council Meeting on 18 May 2006.

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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. INTRODUCTION AND WELCOME**

To welcome Members to the first meeting of this Committee for 2006-07. The Council, at its Annual Meeting will appoint the Chairman, Vice Chairman and members of the Committee.

**2. MINUTES (Pages 9 - 18)**

**Decisions required:**

To confirm as a correct record the minutes of the meetings of the Committee held on 16 March and 6 April 2006 (attached).

**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. 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.

## 7. EPPING FOREST COLLEGE - PRESENTATION BY MR DAVID BUTLER, PRINCIPAL OF COLLEGE.

### Recommendation:

**To receive a presentation from Mr David Butler, Principal of Epping Forest College.**

(Joint Chief Executive (Community Services). Mr David Butler, the Principal of Epping Forest College will be in attendance to give a short presentation to Members and engage in a question and answer session. This invitation arises as a result of the request made by the college seeking to development part of its site to facilitate redevelopment of the College Campus.

All Members are welcomed to attend this session to put questions directly to Mr Butler or any written questions they may have submitted prior to the meeting.

## 8. APPOINTMENT OF STANDING PANELS - 2006/07

### Decisions required:

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

Standing Panels	Appointments to places required:
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<b>Housing</b>	<b>Cons: 6 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1</b>
<b>Constitutional and Member Services</b>	<b>Cons: 6 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1</b>
<b>Customer Services and ICT</b>	<b>Cons: 6 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1</b>
<b>Finance and Performance Management</b>	<b>Cons: 6 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1</b>
<b>Environment and Planning</b>	<b>Cons: 6 Lib Dem: 2 LRA: 1 Ind: 1 BNP: 1</b>

(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>Standing Panels</b>	<b>Appointments required:</b>
<b>Housing</b>	<b>Chairman: Vice Chairman:</b>
<b>Constitutional and Member Services</b>	<b>Chairman: Vice Chairman:</b>
<b>Customer Services and ICT</b>	<b>Chairman: Vice Chairman:</b>
<b>Finance and Performance Management</b>	<b>Chairman: Vice Chairman:</b>
<b>Environment and Planning</b>	<b>Chairman: Vice Chairman:</b>

1. (Head of Research and Democratic Services). The Council has agreed that pro rata apply to Overview and Scrutiny Standing Panels only. The Overview and Scrutiny rules provide that the memberships must reflect pro rata requirements and the lowest number of members required to achieve cross-party representation whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee. This year the Standing Panels should have 11 members.

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

3. 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.

4. Nominations to the Panels which may be submitted up until the day of the meeting were sought through the Members Bulletin and officer liaison with the Group Leaders. A list of the proposals submitted will be circulated for consideration at the meeting.

## 9. APPOINTMENT OF TASKS AND FINISH PANELS - 2006/07

### Decisions Required:

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

Panel	Requests to be considered
Crime and Disorder	Crime and Disorder Act 1998 Government Review and Recommendations
Leisure Services	(1) Future Management of Waltham Abbey Sports Centre;  (2) Review of Future Management of the Roding Valley Meadows Local Nature Reserve;  (3) Review of Arts Development in the District;  (4) District Council's Role and involvement in Outdoor and Community Events.
Town Centre and Car Parks	(1) Future Development of Town Centres in the District; and  (2) Role of Car Parks and Parking in general in relation to Town Centres.
Local Strategic Partnership	Review of Government Consultation paper 'Local Strategic Partnerships - shaping their future'
Older and Disabled Persons	Review of Services provided by this Council and associated voluntary agencies to older persons and the disabled.
Travellers	Complete Tasks from 2005/06

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

1. (Head of Research and Democratic Services). The Committee are 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 six Task and Finish Panel Reviews should be undertaken. These are outlined above.
2. 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.
3. 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.
4. It is a requirement of the procedure rules that a Chairman and Vice - Chairman should be appointed to each Panel.
5. Nomination to the Panels which may be submitted up until the day of the meeting were sought through the Members Bulletin and officer liaison with the Group Leaders. A list of the proposals submitted will be circulated for consideration at the meeting.

**10. OVERVIEW AND SCRUTINY PROCEDURE REVIEW PANEL (Pages 19 - 44)**

**(a) Notes of a meeting of the Overview and Scrutiny Review Panel held on 19 April 2006.**

(Chairman of the Review Panel). To consider the attached notes of the Panel meeting. The procedural rules for Overview and Scrutiny are also attached for information.

**(b) Rolling Record of Outcomes**

As recommended in the notes above, included is a form designed to record recommendations made by scrutiny and their outcomes. It is envisaged that this will be used to monitor actions taken and highlight areas where actions are required. The form will be sent to the Heads of Service and other officers involved in the process and issued in the section to be set up in the Members Bulletin for scrutiny news. The Committee is invited to consider the draft form and endorse it for implementation.

**11. WORK PROGRAMME MONITORING (Pages 45 - 56)**

**(a) Progress reports**

The Chairmen of those Panels that have met since the last meeting of this Committee are requested to attend this meeting to brief Members on current work. The Chairmen to report and date of their Panel's most recent meeting is below:

Environmental and Planning  
Services Standing Panel (13 April 2006)

Councillor D Stallan

Finance and Performance Management  
Standing Panel (25 April 2006)

Councillor A Green (in Chair)

Housing Standing Panel (27 April 2006)

Councillor S Murray

**(b) Updated schedule**

Attached.

**(c) New requests for consideration**

(i) Review of Civic Ceremonial (attached)

(ii) Size of Wheeled Bins (attached)

(iii) Cabinet Arrangements (attached)

Members are asked to consider these requests to determine whether they should be subject to scrutiny review and if agreed how to take them forward. This may include referral to one of the Panels or the reserve list.

The request on the Civic Ceremonial was raised by the former Chairman of the Council, Councillor B Sandler and is supported by the current Chairman Mrs A Haigh following discussions with officers. The second was agreed through a motion at the April 2006 Council meeting. The third was also raised at that same meeting.

**12. CABINET AGENDA - 5 JUNE 2006**

(Head of Research and Democratic Services). To consider the Cabinet agenda for the next meeting on 5 June 2005 separately circulated.

The Chairman of this Committee will report any issues raised verbally at the Cabinet meeting.

**13. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** 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 following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

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

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any

currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** 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 and 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.