

## Scrutiny Task and Finish Panel Agenda



### **Local Strategic Partnership Task and Finish Panel Monday, 24th July, 2006**

**Place:** Committee Room 1, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill - Research and Democratic Services  
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**Members:**

Councillors Mrs M Sartin (Chairman), Mrs P Smith (Vice-Chairman), Mrs S Clapp, Mrs A Cooper, J Demetriou, Mrs J Lea, A Lee, Mrs J H Whitehouse and J M Whitehouse

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

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

**3. 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.

**4. SCOPE OF THE REVIEW (Pages 3 - 14)**

Attached to this agenda is a copy of the proposal presented to the Overview and Scrutiny Committee, which led to the setting up of this Panel. However, Members now need to determine the scope of the study and produce a set of Terms of Reference, which reflect those objectives for approval by the Overview and Scrutiny Committee. To this end a Task and Finish Planning Form is attached.

Members will have also received a copy of the Government Consultation issued in December 2005 separately. This document has also been published separately on the website for members information.

In order to help the Panel, a set of 'Notes for Guidance' for the operating of a Task and Finish Panel is also attached. This sets out how a Task and Finish Panel should ideally go about scoping its programme of work, gathering information and evidence and finally reporting back to the main Overview and Scrutiny Committee and the larger Council. A draft layout for a final report is also attached.

**5. WORK PROGRAMME**

Having agreed the Scope of the Reviews and the Terms of Reference, it is necessary to agree a Work Programme to achieve the outcomes.

**6. ANY OTHER BUSINESS**

**7. DATES OF FUTURE MEETINGS**

To be agreed.