

Scrutiny Task and Finish Panel Agenda



Town Centre and Car Parks Task and Finish Scrutiny Panel Monday, 2nd October, 2006

Place: Committee Room 1, Civic Offices, Epping

Time: 7.00 pm

Democratic Services Officer: Z Folley - Resaerch and Democratic Services
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Members:

Councillors M Colling (Chairman), Mrs R Gadsby (Vice-Chairman), K Angold-Stephens, Mrs P Brooks, J Demetriou, P Gode, P McMillan, Mrs P Richardson, D Stallan, M Woollard and K Wright

1. APOLOGIES FOR ABSENCE

2. 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.

3. SCOPE OF THE REVIEW (Pages 3 - 20)

Attached to this agenda is a report highlighting issues for consideration and a copy of the proposals presented to the Overview and Scrutiny Committee, which led to the setting up of this Town Centre and Car Parks Panel. Members are requested to

consider this information to determine the final scope of the study and a set of Terms of Reference, which reflect those objectives.

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. The note also suggests how final reporting back to the main Overview and Scrutiny Committee and the larger Council is undertaken. A draft layout for a Final Report is also attached.

4. WORK PROGRAMME (Pages 21 - 22)

Recommendation:

To determine a Work Programme with reporting deadlines.

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

A draft timetable is attached. The Panel is requested to allocated a deadline to each item.

5. FREE STATURDAY PARKING (Pages 23 - 26)

Attached to the agenda is the item intended to be presented to Cabinet at its next meeting on the 9 October 2006.

The Portfolio Holder for Civil Engineering & Maintenance wishes to hear the views of scrutiny before its consideration by Cabinet.

6. DATE OF FUTURE MEETINGS

17 October 2006, 7.00 pm, Council Chamber.

7 November 2006,7.00 pm, CR 1.