

**Scrutiny Standing
Panel Agenda**



**Constitution and Members Services Scrutiny Standing
Panel
Thursday, 11th October, 2007**

Place: Committee Room 1, Civic Offices, High Street, Epping
Time: 7.30 pm
Democratic Services Officer: Zoe Folley, Research and Democratic Services
Tel: 01992 564532 Email: zfolley@eppingforestdc.gov.uk

Members:

Councillors R Church (Chairman), R Morgan (Vice-Chairman), Mrs P Brooks, J Demetriou, R D'Souza, J Markham, Mrs M McEwen, T Richardson, B Rolfe, D Stallan and Mrs J H Whitehouse

A BRIEFING WILL BE HELD FOR THE CHAIRMAN OF THE PANEL AT 6.45PM ON THE DAY OF THE MEETING

ANY ITEMS NOT COMPLETED AT THIS MEETING WILL BE HELD OVER FOR CONSIDERATION AT THE MEETING ON 15 OCTOBER 2007

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. DECLARATION OF INTERESTS

(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. NOTES OF THE LAST MEETING (Pages 5 - 8)

Attached.

5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 9 - 10)

To consider the updated work programme for the Panel.

6. PROTOCOL ON PARTNERSHIP AND OTHER EXTERNAL ORGANISATIONS (Pages 11 - 24)

(Head of Research and Democratic Services). The attached revised draft shows the amendments requested by the Panel at the last meeting.

The Panel is asked to note that, although they should agree the revisions and report these to the Overview & Scrutiny Committee and the Council for adoption as part of the Constitution, further work is being undertaken to put this protocol in the wider context of a Partnership Policy for all aspects of joint working by the Council. In due course, the current protocol may need to be revised again or possibly assimilated within that wider policy.

7. REVIEW OF POLLING STATIONS (Pages 25 - 60)

(Electoral Registration Officer) To consider the attached report.

8. CABINET OPERATIONS IN EMERGENCY SITUATIONS (Pages 61 - 64)

(Head of Research and Democratic Services) To consider a draft appendix to the Council's Executive Procedure Rules as to the procedure to be adopted in emergency situations. This follows the discussions at the last meeting, the draft attempting to reflect the issues raised by members.

It should be noted that this draft has yet to be submitted to wider consultation. This is recommended once the Panel is happy about the content.

9. CONSTITUTIONAL CHANGES - DETERMINATION OF MEMBERS' PLANNING APPLICATIONS/CABINET COMMITTEES (Pages 65 - 66)

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

10. OS REVIEW SEMINAR - 18 SEPTEMBER 2007 (Pages 67 - 70)

To consider and recommend to the OSC the attached notes/recommendations of the

OS Review Seminar held on 18 September 2007.

11. LOCAL GOVERNMENT WHITE PAPER - ELECTORAL CYCLES AND OVERVIEW AND SCRUTINY (Pages 71 - 80)

(Head of Research and Democratic Services). The attached summaries focus on the following two elements of the bill: (a) Electoral Schemes and (b) Overview and Scrutiny Committees.

The Panel is asked to consider these papers.

12. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

13. FUTURE MEETINGS

The next programmed meeting of the Panel will be held on 11 December 2007 at 7.30 in Committee Room 1 and then on:

12 February
28 April 2008