



**Webcast  
Meeting**



**SCRUTINY**

 Epping Forest District Council

## **Overview and Scrutiny Committee Thursday, 10th July, 2008**

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive  
email: [shill@eppingforestdc.gov.uk](mailto:shill@eppingforestdc.gov.uk) Tel: 01992 564249

### **Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), M Colling, A Green, Mrs A Haigh, J Hart, D Jacobs, G Mohindra, Mrs P Richardson, B Rolfe and Mrs L Wagland

---

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

### **WEBCASTING NOTICE**

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

- 1. APOLOGIES FOR ABSENCE**
- 2. SUBSTITUTE MEMBERS**

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

**3. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive). 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. MINUTES (Pages 7 - 18)**

**Decisions required:**

To confirm the minutes of the meeting of the Committee held on 5 June 2008.

**5. PROVISION OF YOUTH SERVICES WITHIN THE DISTRICT (Pages 19 - 20)**

(Deputy Chief Executive) To receive a presentation from Lonica Vanclay, officer responsible for youth provision in the District.

This item came about from a request by Councillor Angold-Stephens who wished to look at the provision of youth services in the district. His request to scrutiny is attached and is provided for background information.

**6. 2008/09 CABINET FORWARD PLAN (Pages 21 - 36)**

Recommendation:

To discuss the Cabinet priorities for the year ahead and the forward work programme for 2008/09

The Overview and Scrutiny rules state that this Committee should ..'arrange meetings with the Leader and other Portfolio Holders to discuss their plans for the year ahead and... agree with them on any items for inclusion in the work programme which may be undertaken by the Committee on the Cabinets behalf'.

Accordingly attached is the Executive Work Programme incorporating the Forward Plan for the period 1 July 2008 – 31 October 2008.

The Leader of the Council, Councillor Mrs D Collins has indicated that they have the following priorities for this year:

- (i) To ensure that the Council fully contributes to the delivery of the priorities and

objectives of the second Essex Local Area Agreement, not only through active participation in the Local Strategic Partnership, but also by robustly monitoring performance against the priority areas that the authority has 'had regard to';

(ii) To explore options to improve the accessibility of the Council's services through customer focused initiatives, including neighborhood services and one-stop-shops;

(iii) To produce a Sustainability Strategy for the Council, to ensure that the authority minimises the environmental impact of its actions and operations; and

(iv) To review options for the future of North Weald Airfield, through the continuing work of the North Weald Airfield Strategy Cabinet Committee.

In addition, there are a further 18 objectives split between the nine Portfolios detailed in the Best Value Performance Plan for 2008/09.

The Leader and Portfolio Holders will be attending this meeting to present their plans and answer questions on their work.

## **7. TERMS OF REFERENCE - TASK AND FINISH PANELS**

### **Recommendation:**

To endorse the terms of reference for the Leisure and the Customer Transformation Task and Finish Panels. (To Follow).

The Committee is asked to endorse the terms of references for the reconstituted Leisure Task and Finish Panel (to follow) and for the new Customer Transformation Task and Finish Panel (to follow) considered at recent meetings. The Chairmen of these respective Panels have been invited to present their proposals to the meeting.

## **8. TERMS OF REFERENCE - STANDING PANELS (Pages 37 - 40)**

### **Recommendation:**

**To endorse the terms of references for the two new Panels: the Planning Services and the Safer Cleaner Greener Standing Panels.**

The Committee is asked to endorse the terms of references for the two new Standing Panels, the Planning Services Standing Panel and the Safer Cleaner Greener Standing Panel (attached). The Chairmen of these respective Panels have been invited to present their proposals to the meeting.

## **9. WORK PROGRAMME MONITORING (Pages 41 - 46)**

### **(a) Updated Schedule**

The Committee are asked to note the updated schedule. This reflects the proposed Terms of Reference and work programme proposed by each Panel. Any changes made under preceding items will be amended in the programme accordingly

**(b) Reserve Programme**

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous. Members can suggest items for the work programme at any time.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews. Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

Once existing work plan items have been dealt with, scrutiny time will be focused on the items contained in the reserve programme.

**10. CABINET REVIEW****RECOMMENDATION:**

**To consider any items to be raised by the Chairman at the Cabinet meeting on 14 July 2008.**

(Assistant to the Chief Executive). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

The Committee is asked to consider the 14 July 2008 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

**11. 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.