



# Epping Forest District Council

## **CONSTITUTION AND MEMBERS SERVICES SCRUTINY STANDING PANEL**

***Monday, 8th September, 2008***

**Place:** Committee Room 1

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services Officer** I Willett - The Office of the Chief Executive  
Tel: 01992 564243 Email: [iwillett@eppingforestdc.gov.uk](mailto:iwillett@eppingforestdc.gov.uk)

Members:

Councillors Mrs M McEwen (Chairman), R Morgan (Vice-Chairman), Mrs P Brooks, J Demetriou, Ms J Hedges, J Markham, J Philip, B Rolfe, Mrs M Sartin, D Stallan and Mrs J H Whitehouse

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**1. APOLOGIES FOR ABSENCE**

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

To agree the notes of the last meeting of the Panel held on 30 June 2008.

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

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

**4. DECLARATION OF INTERESTS**

(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.

**5. TERMS OF REFERENCE / WORK PROGRAMME**

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

The OSC is about to formulate next years OS work plan incorporating a programme for this Panel. In view of this, the Panel may wish to bring forward suggestions/ideas on topics for inclusion in its work programme for next year.

**6. REVIEW OF CONTRACT STANDING ORDERS - USE OF CONSULTANTS**

(Assistant to the Chief Executive) To consider a report (to follow) following a review of contract standing orders in respect of consultants. This matter is being brought forward in advance of the annual review.

**7. WEEKEND VOTING - MINISTRY OF JUSTICE CONSULTATION PAPER (Pages 9 - 76)**

(Assistant to the Chief Executive) To consider the attached consultation document.

Attached are responses through the Council's website and the Council Bulletin.

**8. SCOPING REPORT - CIVIC CEREMONIAL REVIEW (Pages 77 - 78)**

(Assistant to the Chief Executive) To consider the attached scoping report

**9. 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.

**10. FUTURE MEETINGS**

To note the dates of future meetings of the Panel:

3 November 2008

12 January 2009

6 April 2009