

Scrutiny Task and Finish Panel Agenda



Leisure Task and Finish Scrutiny Panel Tuesday, 8th July, 2008

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

Time: 7.00 pm

Democratic Services Officer: A Hendry - The Office of the Chief Executive
ahendry@eppingforestdc.gov.uk Tel. 01992 564246

Members:

Councillors Mrs R Gadsby (Chairman), D Wixley (Vice-Chairman), A Boyce, Miss R Cohen, D Dodeja, Ms J Hedges, S Murray, G Pritchard, B Rolfe, H Ulkun and J M Whitehouse

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(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. TERMS OF REFERENCE (Pages 3 - 32)

RECOMMENDATIONS:

- 1. That the terms of reference for this Task and Finish Panel be agreed and Submitted to the 10th July 2008 meeting of the Overview and Scrutiny Committee; and**
- 2. That the Panel agree a preferred starting time for the Panel.**

Attached to this Agenda, is the Final Report of the Leisure Task and Finish Panel 2007/08. The Chairman of the Task and Finish Panel presented this report to the Overview and Scrutiny Committee on the 10th April 2008.

The Report was well received and the recommendations received unanimous approval. However, two of the issues examined by the Task and Finish Panel, specifically Future Management Options for Waltham Abbey Sports Centre and the Monitoring of the Youth Initiatives Scheme would not conclude until 2008/09. As such, the new Leisure Task and Finish Panel have been mandated to complete these two topics this municipal year.

In addition to the part-complete review items, the Panel has been asked to evaluate with the Epping Forest College, options for the provision of sports facilities as part of the development proposals for the College.

Whilst the 3 topic areas have been identified in general terms, Members of the Panel will need to determine the final scope of the work and a set of Terms of Reference, which reflect these 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, although last year's final report is a useful practical example of what the Panel are required to produce.

In order to assist Members, a Draft set of Terms of Reference has been prepared for the Panel's consideration and agreement.

5. ANY OTHER BUSINESS

6. DATE OF NEXT MEETING

To agree a date and start time for the next meeting of this Panel.