

## Scrutiny Task and Finish Panel Agenda



### **Customer Transformation Task and Finish Panel Tuesday, 1st July, 2008**

**Place:** Committee Room 2, Civic Offices, High Street, Epping

**Time:** 7.00 pm

**Democratic Services Officer:** Adrian Hendry, Office of the Chief Executive  
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**Members:**

Councillors B Rolfe (Chairman), J M Whitehouse (Vice-Chairman), D Bateman, A Boyce, R Brookes, J Demetriou, Ms J Hedges, Mrs J Lea, R Morgan and J Philip

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**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**

(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. TERMS OF REFERENCE (Pages 3 - 12)**

**Recommendation:**

1. **That the Terms of Reference for this Task and Finish Panel be agreed and submitted to the 10<sup>th</sup> July 2008 meeting of the Overview and Scrutiny Committee; and**
2. **That the Panel agrees a preferred starting time for the Panel meetings.**

(Chairman/Lead Officer) The Overview and Scrutiny Committee at its meeting of 10 April has agreed to the establishment up of this Panel. The Panel is now requested to review its draft terms of reference and to submit it to the Overview and Scrutiny Committee on 10th July 2008.

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 as 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. SCOPING REPORT (Pages 13 - 16)**

An initial scoping report for this Panel to consider is to follow. The key issues within the report will be presented to Members at the meeting.

**6. ANY OTHER BUSINESS**

**7. DATE OF NEXT MEETING**

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