

## **Scrutiny Task and Finish Panel Agenda**



### **Customer Transformation Task and Finish Panel Tuesday, 25th November, 2008**

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

**Time:** 7.30 pm

**Democratic Services Officer:** Adrian Hendry, Office of the Chief Executive  
email: ahendry@eppingforestdc.gov.uk Tel. 01992 564246

**Members:**

Councillors B Rolfe (Chairman), J M Whitehouse (Vice-Chairman), D Bateman, A Boyce, Mrs 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**

(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 - 4)**

(Chairman/Lead Officer) To note the attached updated Terms of Reference. The Panel are asked at each meeting to review this documents.

**5. MINUTES OF THE MEETING (Pages 5 - 12)**

To consider and agree the notes of the meeting of the Panel held on 14 October 2008.

**6. DRAFT PANEL REPORT (Pages 13 - 28)**

For the Panel to consider the draft annual report for this panel.

**7. ANY OTHER BUSINESS**