

Scrutiny Standing Panel Agenda



Constitution and Members Services Scrutiny Standing Panel Monday, 2nd November, 2009

Place: Committee Room 1

Time: 7.30 pm

Democratic Services Officer: I Willett - The Office of the Chief Executive
Tel: 01992 564243 Email: iwillett@eppingforestdc.gov.uk

Members:

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

**A BRIEFING FOR THE CHAIRMAN OF THE PANEL WILL BE HELD AT
7.00 PM PRIOR TO THE MEETING**

- 1. APOLOGIES FOR ABSENCE**
- 2. NOTES OF THE LAST MEETING (Pages 5 - 8)**
- 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 (Pages 9 - 12)

(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. OSC REVIEW (Pages 13 - 18)

Recommendation:

To consider research carried out by members of the Panel on websites of other local authorities.

At the last meeting of the Panel, members agreed to research and feedback on the scrutiny aspects of other councils via their websites. Officers had provided each panel member with a proforma to fill in and two local authority websites each. Below is the list of councils and the members allocated to them:

Councillor Mrs P Brooks	Maidstone Borough Council Essex County Council
Councillor Mrs J Hedges	Bedford Borough Council Thurrock Council
Councillor J Markham	Suffolk County Council Basildon District Council
Councillor J Markham	Cardiff City Council Thurrock Council
Councillor Mrs M McEwen	Birmingham City Council Braintree District Council
Councillor G Mohindra	Maidstone Borough Council Essex County Council
Councillor R Morgan	Essex County Council Redbridge Borough Council
Councillor J Phillip	Birmingham City Council Suffolk County Council
Councillor Mrs M Sartin	Cardiff City Council Thurrock Council

Councillor D Stallan

Redbridge Borough Council
Basildon District Council

Councillor Mrs J Whitehouse

Suffolk County
Braintree District Council

The returns received from members are attached.

7. CIVIC EVENTS - CHAIRMAN OF COUNCIL'S GUIDELINES (Pages 19 - 24)

(Senior Democratic Services Officer). To consider a report on guidelines for civic events.

8. FINANCIAL REGULATIONS - ANNUAL REVIEW 2009/10

(Assistant to the Chief Executive). Report to follow.

9. DEMONSTRATION OF E-CALL-IN SYSTEM

(Senior Democratic Services Officer). S Hill to give a demonstration of E-Call-In system.

10. FUTURE MEETINGS

The next programmed meeting of the Panel will be held on 11 January 2010 at 7.30 in Committee Room 1 and then on:

22 March 2010

11. 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.