



Epping Forest District Council

CONSTITUTION AND MEMBERS SERVICES SCRUTINY STANDING PANEL

Monday, 11th January, 2010

Place:	Civic Offices, High Street, Epping
Room:	Committee Room 1
Time:	7.30 pm
Democratic Services Officer	M Jenkins - The Office of the Chief Executive Tel: 01992 564607 Email: mjenkins@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

- 1. APOLOGIES FOR ABSENCE**
- 2. NOTES OF THE LAST MEETING (Pages 3 - 6)**

Attached.
- 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 7 - 10)

(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. MEMBER TRAINING REVIEW - INTERIM REPORT (Pages 11 - 16)

(Assistant to the Chief Executive). To consider the attached interim report.

7. ANNUAL REVIEW OF CONTRACT STANDING ORDERS (Pages 17 - 40)

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

8. ROLE OF MONITORING OFFICER - DRAFT PROTOCOL (Pages 41 - 50)

(Monitoring Officer). To consider the attached 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

The next programmed meeting of the Panel will be held on 22 March 2010 at 7.30 in Committee Room 1 and then on: