

Scrutiny Task and Finish Panel Agenda



Pitt Review on Flooding Task and Finish Panel Tuesday, 22nd September, 2009

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

Time: 7.30 pm

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

Councillors Mrs A Grigg (Chairman), K Angold-Stephens (Vice-Chairman), G Pritchard, B Rolfe and Mrs E Webster

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. MINUTES OF PREVIOUS MEETING (Pages 3 - 14)

To note the minutes of the meeting held on 20 July 2009.

5. TERMS OF REFERENCE (Pages 15 - 24)

Recommendation:

1. That the Terms of Reference for this Task and Finish Panel be reviewed; and

2. That the Panel agrees a preferred starting time for the Panel meetings.

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.

6. PRESENTATION ON THE PITT REVIEW

To receive a presentation on the background and future work needed for the Pitt Review.

7. ANY OTHER BUSINESS

8. FUTURE MEETING

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