

Scrutiny Standing Panel Agenda



Constitution and Members Services Scrutiny Standing Panel Monday, 29th March, 2010

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

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, Mrs M Sartin, D Stallan and Mrs J H Whitehouse

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

- 1. APOLOGIES FOR ABSENCE**
- 2. NOTES OF THE LAST MEETING**

The last meeting of the Panel took place on 22 March 2010, the notes of the meeting are not yet ready for circulation. They will be circulated for approval at the 24 June 2010 meeting of the Panel.

- 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 5 - 8)

(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.

PLEASE NOTE – The Work Programme has not been updated since the last meeting of the Panel on 22 March 2010. An updated version of the programme will be submitted to the next meeting of the Panel on Thursday 24 June 2010.

6. REVIEW OF THE SCOPE OF THE HOUSING APPEALS AND REVIEW PANEL (Pages 9 - 22)

(Director of Housing) To consider the attached report.

7. TREASURY MANAGEMENT (Pages 23 - 24)

(Principal Accountant) To consider the attached report.

8. FINANCIAL REGULATIONS - ACCEPTANCE OF E-INVOICES (Pages 25 - 26)

(Chief Internal Auditor) 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 Thursday 24 June 2010 at 7.30p.m. in Committee Room 1 and then on:

Thursday 23 September 2010 at 7.30p.m. in Committee Room 1;

Thursday 16 December 2010 at 7.30p.m. in Committee Room 1; and

Thursday 17 March 2011 at 7.30p.m. in Committee Room 1