



**Webcast  
Meeting**



**SCRUTINY**

 Epping Forest District Council

## ***Overview and Scrutiny Committee Monday, 24th January, 2011***

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

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive  
email: [shill@eppingforestdc.gov.uk](mailto:shill@eppingforestdc.gov.uk) Tel: 01992 564249

### **Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), R Barrett, W Breare-Hall, Ms R Brookes, Mrs R Gadsby, Mrs A Grigg, D Jacobs, D C Johnson, G Mohindra, J Philip and J M Whitehouse

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **WEBCASTING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..**

**Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area**

**If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.**

## **1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

**4. MINUTES (Pages 7 - 14)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 29 November 2010.

**5. 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.

**6. CALL-IN - CABINET DECISION ON POTENTIAL REVENUE SAVINGS - COMMUNITY ARTS AND PUBLIC RELATIONS (Pages 15 - 34)**

To consider a call-in of the Cabinet’s Decision on ‘Potential Revenue Savings – Community Arts and Public Relations’ (C-044-2010/11). Call-in papers and report are attached.

**7. REPORT OF FINANCE AND PERFORMANCE MANAGEMENT STANDING PANEL - FINANCE RECEPTION REFURBISHMENT OPTIONS**

To consider the attached a report from the Finance and Performance Management Standing Scrutiny Panel.

Report to follow.

**8. BUDGET REPORT (Pages 35 - 60)**

(Director of Finance and ICT) to consider the Portfolio Holder Budgets report. The full draft budgets were considered in detail at the Finance and Performance Management Cabinet Committee on 17 January 2011 and the reports that went there are attached to this agenda.

The results of this meeting will be reported to the Committee.

Committee members are recommended to add their own comments to the Council's Budget report before it goes on to Cabinet and Full Council.

**9. HARLOW COUNCIL - CORE STRATEGY ISSUES AND OPTIONS CONSULTATION DOCUMENT (Pages 61 - 76)**

(Councillor J. Philip) Attached to the agenda is the response to a consultation document on Core Strategies and Options for the Harlow area. The report to the Planning Services Standing Scrutiny Panel (SSP) is also attached as background. The comments recorded in the draft response reflect the views of the SSP.

The submission of the response is required by 28 January 2011 and the views expressed by the SSP are submitted to this Committee for ratification as Scrutiny Panels do not have delegated authority to comment direct.

There are likely to be other consultation documents like this one in the future and these may very well involve very short response deadlines. To avoid the danger that a deadline may be missed as result of needing to seek confirmation of the Panel's views, it is **RECOMMENDED that the Panel should be able to comment on future consultations of this kind direct, with the Committee being advised of the response at its next available meeting.**

**10. REPORT OF CONSTITUTION & MEMBER SERVICES SSP - E-INVOICES (Pages 77 - 80)**

To consider a report on the introduction of e-invoicing arrangements.

**11. REPORT OF CONSTITUTION & MEMBER SERVICES SSP - GUILLOTINE (Pages 81 - 82)**

To consider a report on amendments to the Constitution relating to the guillotine on debates at Cabinet meetings.

**12. WORK PROGRAMME MONITORING (Pages 83 - 106)**

**(a) To consider the updated work programme**

The current Overview and Scrutiny work programme is attached for information.

**(b) Reserve Programme**

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

**13. CABINET REVIEW****RECOMMENDATION:**

**To consider any items to be raised by the Chairman at the Cabinet meeting on 31 January 2011.**

(Assistant to the Chief Executive). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

The Committee is asked to consider the 31 January 2011 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

**14. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

(1) All business of the Council requiring to be transacted in the presence of the

press and public to be completed by 10.00 p.m. at the latest.

- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.