

## Scrutiny Standing Panel Agenda



### **Constitution and Members Services Scrutiny Standing Panel Thursday, 16th December, 2010**

**Place:** Committee Room 1, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** I Willett - The Office of the Chief Executive  
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#### **Members:**

Councillors Mrs M McEwen (Chairman), K Chana (Vice-Chairman), R Cohen, Ms C Edwards, Ms J Hedges, J Markham, J Philip, Mrs M Sartin, D Stallan, Mrs J Sutcliffe and Mrs J H Whitehouse

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

#### **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. 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.

**4. NOTES OF THE LAST MEETING**

The notes of the last extraordinary meeting of the Panel are to follow.

**5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 3 - 6)**

(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. FINANCIAL REGULATIONS - INTRODUCTION OF E-INVOICES (Pages 7 - 10)**

(Chief Internal Auditor) To consider a report on the introduction of E-Invoicing procedures, following the pilot scheme requested by the Constitution and Member Services Scrutiny Standing Panel last year.

**7. APPOINTMENTS AT ANNUAL COUNCIL (Pages 11 - 36)**

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

**8. REVIEW OF EXECUTIVE PROCEDURE RULE 1.6 (Pages 37 - 40)**

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

**9. PROTOCOLS FOR STATUTORY OFFICERS**

The amendments to the Protocols requested by the Panel at the last meeting will be discussed at the Corporate Governance Group on 8 December 2010 with the officers concerned. If there is time to submit a revised report for this meeting, a report will follow.

**10. 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.

**11. FUTURE MEETINGS**

The next programmed meeting of the Panel will be held on 17 March 2011 at 7.30 in Committee Room 1.