

Overview and Scrutiny Committee Tuesday, 29th November, 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:democraticservices@eppingforestdc.gov.uk Tel: 01992 564249

Members:

Councillors R Bassett (Chairman), D Wixley (Vice-Chairman), Ms R Brookes, K Chana, D Jacobs, D C Johnson, Mrs S Jones, S Murray, Mrs M Sartin, D Stallan and G Waller

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 - 16)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 18 October 2011.

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. PRESENTATION FROM THE YOUTH COUNCIL (Pages 17 - 18)

Recommendation:

That the Committee consider whether to recommend the inclusion of a bid for £12,000 DDF funding in the Council’s draft budget for 2012-13 to the Cabinet and Council.

1. (Youth Councillors) In 2008/09 the Cabinet had requested the Overview and Scrutiny Committee receive an annual presentation from the Youth Council giving an update on the developing Youth Council programme and to present their request for

funding for the year ahead.

2. Members of the Youth Council will attend the meeting to outline:

- (i) achievements from the last year;
- (ii) the plans for the Youth Council for the coming year; and
- (iii) new youth engagement and volunteer initiatives for 2012-13.

3. Attached is a summary budget breakdown for the Youth Councillors which will be referred to in the presentation.

7. CALL-IN OF CABINET REPORT ON OLYMPIC GAMES "LOOK AND FEEL" AND TICKET ALLOCATION (Pages 19 - 38)

To consider a call-in of the Cabinet's Decision on 'Olympic Games "Look and Feel" and Ticket Allocation' (C-032-2011/12). Call-in papers and report are attached.

8. GOVERNMENT CONSULTATION ON TECHNICAL REFORMS OF COUNCIL TAX (Pages 39 - 50)

(Director of Finance and ICT) To consider the attached report.

9. KEY OBJECTIVES 2011/12 - PROGRESS REPORT (Pages 51 - 114)

(Acting Chief Executive) To consider the attached report.

10. OVERVIEW AND SCRUTINY - SIX MONTHLY REVIEW (Pages 115 - 138)

To consider the attached report.

11. AUDIT AND GOVERNANCE COMMITTEE - APPOINTMENT OF PORTFOLIO HOLDER ASSISTANT (Pages 139 - 142)

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

12. REPORTING BY SCRUTINY PANEL CHAIRMEN AT COUNCIL MEETINGS (Pages 143 - 146)

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

13. REVIEW OF MEMBERS DISPATCH ARRANGEMENTS (Pages 147 - 150)

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

14. SENIOR RECRUITMENT TASK AND FINISH PANEL - TERMS OF REFERENCE (Pages 151 - 152)

Recommendation:

To endorse the terms of reference for the Senior Recruitment Task and Finish Panel.

The Committee is asked to consider and endorse the terms of references for the new Senior Recruitment Task and Finish Panel, considered at their first meeting.

15. UPCOMING PRESENTATION FROM THE LOCAL STRATEGIC PARTNERSHIP

For the Committee to discuss the form of presentation wanted and the type of questions to be asked of the manager of the Local Strategic Partnership. Officers are hoping to get him to attend the January 2012 meeting of this Committee.

Members are asked to identify any specific topics they may wish to discuss with the representative from the LSP.

16. OVERVIEW AND SCRUTINY - JOINT TRAINING INITIATIVE WITH HARLOW DISTRICT COUNCIL (Pages 153 - 154)

Recommendation:

That proposals for joint scrutiny training sessions with Harlow District Council be noted.

1. (Assistant to the Chief Executive) At a meeting of Scrutiny Chairmen from across Essex, convened as part of the Essex Scrutiny Officers Group, the Chairman of the Overview and Scrutiny Committee discussed the potential for joint initiatives with his counterpart in Harlow. One item that was flagged for further discussion was training.

2. Subsequent to the meeting officers have sourced a CfPS (Centre for Public Scrutiny) Associated Trainer, Tim Young, agreed the content of sessions with the trainer and HDC. Following a meeting with HDC officers it was considered that, at least this year, the proposed training should be delivered after the budget considerations have been completed by both authorities.

3. Two dates have been identified for the sessions, **15 and 29 March 2012 both starting at 6.30 p.m.** The first session will be held at Epping, the second at Harlow's Civic Centre. Details of the sessions are attached and has taken its themes from issues raised by members, namely the role of O & S and current issues, evidence gathering and questioning skills. Costs have been jointly met.

4. It is hoped that as many members can attend as possible. The event will also give the opportunity of networking with members from our immediate neighbour. The training events will be supported by Democratic Services staff.

5. If you would like to attend please contact Kim Partridge on ext 4443 or by email kpartridge@eppingforestdc.gov.uk .

17. CABINET REVIEW

RECOMMENDATION:

To consider any items to be raised by the Chairman at the Cabinet meeting on 05 December 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 5 December 2011 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

18. 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):

| Agenda Item No | Subject | Exempt Information Paragraph Number |
|----------------|---------|-------------------------------------|
| 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.