



# Epping Forest District Council

## **ELECTORAL AND COMMUNITY GOVERNANCE REVIEW COMMITTEE**

**Thursday, 29th September, 2011**

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

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services  
Officer** democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Chairman), D Stallan (Vice-Chairman), C Finn, D Jacobs and J Philip

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**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Head of Research and Democratic Services) To report the appointment of any substitute members for the meeting.

**3. DECLARATIONS OF INTEREST**

(Chief Executive) To declare interests in any item on the agenda.

**4. TERMS OF REFERENCE**

Purpose of Committee:

(a) To consider and make recommendations to the Council on:

(i) requests for community governance reviews and how and when they should be carried out;

(ii) any future Parliamentary and District reviews;

(iii) the outcome of such reviews;

(b) To be responsible for progressing such reviews, including conducting public consultation in accordance with the Local Government and Public Involvement in Health Act 2007;

(c) To keep under review the need for a larger membership of the Committee bearing in mind its future workload;

Conduct of Reviews

The Committee shall be authorised to agree the detailed arrangements for consulting local communities on such reviews subject to the policy and budget approved by the Council.

Policy Issues

The Committee shall if necessary consider and make recommendations to the Council on future policy to be adopted in regard to such reviews;

**5. MINUTES (Pages 5 - 10)**

To confirm the minutes of the last meeting of the Electoral & Community Governance Review Committee held on 19 May 2011.

**6. PARLIAMENTARY CONSTITUENCY REVIEW - BRIEFING**

To receive a briefing from the Assistant to the Chief Executive on the consultation proposals recently published by the Boundary Commission.

**7. PARLIAMENTARY CONSTITUENCY REVIEW -NEXT STEPS (Pages 11 - 38)**

To consider the attached report on the next steps for responding to the Boundary Commission's proposals.

**8. 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):

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

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.