

**Scrutiny Standing
Panel Agenda**



**Constitution and Members Services Scrutiny Standing
Panel
Tuesday, 26th March, 2013**

You are invited to attend the next meeting of **Constitution and Members Services Scrutiny Standing Panel**, which will be held at:

**Committee Room 1
on Tuesday, 26th March, 2013
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

M Jenkins - The Office of the Chief Executive
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Members:

Councillors Mrs M Sartin (Chairman), A Watts (Vice-Chairman), R Cohen, J Markham, Mrs M McEwen, R Morgan, J Philip, B Rolfe, D Stallan, Mrs J H Whitehouse and G Waller

SUBSTITUTE NOMINATION DEADLINE:

18:00

1. APOLOGIES FOR ABSENCE

2. NOTES OF THE LAST MEETING (Pages 5 - 10)

To agree the notes of the last meeting of the Panel, held on 27 February 2013 (attached).

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 11 - 16)

(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. HOUSING APPEALS AND REVIEW PANEL - TERMS OF REFERENCE - ORDER OF PRESENTATION OF CASES (Pages 17 - 22)

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

7. HOUSING APPEALS AND REVIEW PANEL - TERMS OF REFERENCE EXCLUSION OF HOUSING APPLICANTS FROM THE HOUSING REGISTER (Pages 23 - 26)

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

8. REVIEW OF OUTSIDE ORGANISATIONS (Pages 27 - 46)

(Assistant to the Chief Executive) Report to follow.

At the last Panel meeting, members requested further information on the views of representatives on the leisure centres, town centre partnerships and also the museums committee.

(a) Attached is the entire list of Council Appointments with current status indicated as Appendix 1.

(b) Attached is the feedback from representatives regarding Council Appointments. These cover the leisure centres, town centre partnership and Museums in Essex Committee. This had been requested by the Panel on 27 February as Appendix 2.

(c) Attached is the list of Council Appointments submitted to the Panel on 27 February, alongside members' and officers' feedback as Appendix 3

(d) Attached is the current Leader Appointment Schedule with comments submitted by Councillor W Breare-Hall regarding the Waste Partnership Inter Authority Member Working Group as Appendix 4

9. LOCALISM ACT 2011 - EXECUTIVE CONSTITUTION (Pages 47 - 54)

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

10. CONVENTION ON THE RELATIONSHIPS BETWEEN POLITICAL GROUPS AND COUNCILLORS WITH OFFICERS (Pages 55 - 68)

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

11. OFFICER EMPLOYMENT RULES

(Assistant to the Chief Executive) Report to follow.

12. 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.

13. FUTURE MEETINGS

The next scheduled meeting of the Panel will be on Tuesday 25 June 2013 at 7.00p.m. in Committee Room 1, and thereafter they are programmed as follows:

- (a) Tuesday 24 September at 7.00p.m. in Committee Room 1;
- (b) Tuesday 19 November at 7.00p.m. in Committee Room 1;
- (c) Tuesday 14 January 2014 at 7.00p.m. in Committee Room 1; and
- (d) Tuesday 18 March at 7.00p.m. in Committee Room 1