

**Scrutiny Standing  
Panel Agenda**



**Constitution and Members Services Scrutiny Standing  
Panel  
Wednesday, 27th February, 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 Wednesday, 27th February, 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 7 January 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. REVIEW OF FINANCIAL REGULATIONS (Pages 17 - 20)**

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

**7. ANNUAL REVIEW OF CONTRACT STANDING ORDERS (Pages 21 - 22)**

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

**8. REVIEW OF OFFICER DELEGATION 2012/13 (Pages 23 - 28)**

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

**9. OUTSIDE BODIES (Pages 29 - 38)**

(Assistant to the Chief Executive) Following the meeting of the Sub Group comprising Councillors Mrs M Sartin, R Cohen, J Philip and G Waller, a current schedule of outside bodies is attached. The Sub Group sought views from various members and officers about those organisations which were queried by the Sub Group and an oral report will be made by officers on responses. Where the Sub Group had a query about a particular body, this has been indicated in bold on the right of the schedule.

The Panel will also need to review which organisations are to be the subject of reports in the future.

**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 will be on Tuesday 26 March 2013 at 7.00p.m. in Committee Room 1.