



Overview and Scrutiny Committee Tuesday, 4th June, 2013

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 4th June, 2013
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**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 Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers,
K Chana, T Church, L Girling, D Jacobs, Ms H Kane, P Keska, A Lion, A Mitchell MBE,
S Murray, J Philip, B Rolfe and D Wixley

**PLEASE NOTE THAT THERE WILL BE A SHORT PRE-MEETING FOR ALL MEMBERS
OF THE COMMITTEE STARTING AT 7PM IN COMMITTEE ROOM 1 SO THAT THEY
CAN DISCUSS THEIR LINE OF QUESTIONING FOR THE PRESENTATION.**

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 9 - 22)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 09 April 2013.

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 ON CHILDREN SERVICES AND CORPORATE PARENTING

To receive a presentation from Jenny Boyd, Director of Local Delivery West, Children's Social Care at Essex County Council.

Background: In October 2010, a Children Services Task and Finish Panel was established to review Children Services in our district. They reported back in May 2011. One of their recommendations was that appropriate Essex County Council (ECC) officers should come to this Committee on an annual basis to update us on Children Services in our area.

Jenny Boyd came in March 2012 along with the deputy Portfolio Holder for Children Services, Ray Gooding.

7. CABINET REVIEW

RECOMMENDATION:

To consider any items to be raised by the Chairman at the Cabinet meeting on 10 June 2013.

(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 10 June 2013 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

8. FINAL REPORT OF THE SENIOR RECRUITMENT REVIEW TASK AND FINISH PANEL (Pages 23 - 28)

To consider the attached final report of the Senior Recruitment Review Task and Finish Panel.

9. OVERVIEW AND SCRUTINY ANNUAL REPORT 2012/13 (Pages 29 - 96)

(Office of the Chief Executive) to consider the attached report.

10. APPOINTMENT OF MEMBERSHIP TO THE OVERVIEW AND SCRUTINY REVIEW TASK AND FINISH PANEL

Decision Required:

To re-appoint the existing membership of the Overview and Scrutiny Review Task and Finish Panel.

(Assistant to the Chief Executive) The Committee are asked to consider the membership of the Overview and Scrutiny Review Task and Finish Panel. This Panel was constituted last year but still has some more work to undertake. In order to enable them to finish their work, the Committee is asked to re-appoint the existing Panel

members.

The membership as constituted last year are Councillors K Angold-Stephens (Chairman), Mrs R Gadsby (Vice-Chairman), Mrs A Grigg, Mrs M Sartin, D Stallan and Mrs J Whitehouse.

11. OVERVIEW AND SCRUTINY REVIEW TASK AND FINISH PANEL (Pages 97 - 102)

(Chairman of the Overview and Scrutiny Review Task and Finish Panel) The Committee is asked to consider and comment on the attached draft recommendations made so far by the O&S Review Task and Finish Panel.

The Panel has still to conclude its work and will be going out to wider consultation once it has compiled all its recommendations.

12. APPOINTMENT OF MEMBERSHIP TO STANDING PANELS

Decision Required:

(1) To appoint members to the following Standing Panels in accordance with pro-rata in the proportions shown below (full name list to follow):

Standing Panels	Appointment to places required:
Housing	Cons (7): Lib Dem (1): LRA (2): Other (1):
Constitutional and Member Services	Cons (7): Lib Dem (1): LRA (2): Other (1):
Finance and Performance Management	Cons (7): Lib Dem (1): LRA (2): Other (1):
Safer Cleaner Greener	Cons (7): Lib Dem (1): LRA (2): Other (1):
Planning Services	Cons (7): Lib Dem (1): LRA (2): Other (1):

(2) To consider requests for appointments to Standing Panels by non affiliated members; and

- (3) To appoint a Chairman and a Vice Chairman to the following Standing Panels:

Standing Panels	Appointments Required:
Housing	Chairman: Vice Chairman:
Constitutional and Member Services	Chairman: Vive Chairman:
Finance and Performance Management	Chairman: Vice Chairman:
Safer, Cleaner, Greener	Chairman: Vice Chairman:
Planning Services	Chairman: Vice Chairman:

1. (Assistant to the Chief Executive). The Council has agreed that pro rata apply to Overview and Scrutiny Standing Panels only. The Overview and Scrutiny rules provide that the memberships must reflect pro rata requirements and the lowest number of members required to achieve cross-party representation whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee. This year it has been agreed by Group Leaders that the Standing Panels should have 11 members.

2. The Committee are asked to make appointments to Standing Panels in accordance with the Overview and Scrutiny Procedure rules.

3. Nominations to Chairman and Vice Chairman of these Panels are excluded from the calculation required under the Council's protocol regarding allocation of Chairman and Vice-Chairman positions between the political groups.

4. Nominations to the Panels, which may be submitted up until the day of the meeting, were sought through officer liaison with the Group Leaders and via the Appointments Panel. A list of any nominations will be tabled at the meeting.

13. WORK PROGRAMME MONITORING (Pages 103 - 114)

(a) To consider the attached Work Programme

The current Overview and Scrutiny Work Programme is attached for information.

(b) New Year's Work Programme

To consider any late requests to go into the new year's Work Programme. The Committee is asked to consider and agree, or otherwise, the following items:

1. Possible CAB Presentation

At their meeting on 23 April, full Council asked that the Overview and Scrutiny Committee receive a presentation from the local Citizen Advice Bureau. The O&S Committee is asked if they would consider adding the CAB to their list of presentations for the coming year.

2. Member Request for Scrutiny Review

Councillor H Kane has asked that Scrutiny consider her request (attached) to look at unauthorised parking on Housing owned grassed verges. The Housing Scrutiny Panel has considered this in the past and a short digest of their finding is also attached to give a complete picture.

The Committee is asked if they wish to refer it back to its originator for further clarification, or establish a Task and Finish Panel, or refer this to an existing Standing Panel, or to consider this request at the main O&S Committee.

3. Member Request for Scrutiny Review

Councillor Jennie Hart has asked that Scrutiny consider her request (attached) to look at difficulties this council encounters when improvements to communal areas of flat blocks are required.

The Committee is asked if they wish to establish a Task and Finish Panel or refer this to an existing Standing Panel or to consider this at the main O&S Committee.

4. Request from Full Council

At their meeting on 21 May 2013 the Council asked that the Overview and Scrutiny Committee be asked to undertake a review of the process for the nomination to, and appointment of, the Vice Chairman of Council.

The Committee is asked if they wish to refer it back to its originator for further clarification, or to establish a Task and Finish Panel, or refer this to an existing Standing Panel, or to consider this request at the main O&S Committee.

(c) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date. A request form is attached for use.

Existing review items will be dealt with first, and then time will be allocated to the items contained in the reserve work plan.

Any space within the work plan is filled on an ongoing basis.

14. 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.

