

**Scrutiny Standing  
Panel Agenda**



**Constitution and Members Services Scrutiny Standing  
Panel  
Tuesday, 25th June, 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, 25th June, 2013  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

M Jenkins - The Office of the Chief Executive  
Tel: 01992 564607  
Email:democraticservices@eppingforestdc.gov.uk

**Members:**

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

\_\_\_\_\_

**SUBSTITUTE NOMINATION DEADLINE:**

**18:00**

\_\_\_\_\_

**1. APOLOGIES FOR ABSENCE**

**2. NOTES OF THE LAST MEETING (Pages 5 - 14)**

To agree the notes of the last meeting of the Panel held on 26 March 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 15 - 20)**

(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. ELECTIONS - 2 MAY 2013 (Pages 21 - 28)**

(Returning Officer) To consider the attached report.

**7. EMPLOYMENT PROCEDURE RULES (Pages 29 - 50)**

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

**8. PROCESS REVIEW ON APPOINTMENT OF VICE CHAIRMAN OF COUNCIL (Pages 51 - 52)**

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

**9. CONVENTION ON THE RELATIONSHIP BETWEEN POLITICAL GROUPS AND COUNCILLORS WITH OFFICERS (Pages 53 - 66)**

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

**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 of the Panel will be held on Tuesday 24 September 2013 at 7.00p.m. in Committee Room 1 and then on:

- Tuesday 19 November at 7.00p.m. in Committee Room 1

- Tuesday 14 January 2014 at 7.00p.m. in Committee Room1
- Tuesday 18 March at 7.00p.m. in Committee Room 1