

## Scrutiny Panel Agenda



### **Constitution and Members Services Scrutiny Panel Monday, 28th July, 2014**

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

**Committee Room 1**  
on **Monday, 28th July, 2014**  
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](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors Mrs M Sartin (Chairman), A Watts (Vice-Chairman), Mrs J Lea, Mrs M McEwen, J Philip, Mrs C P Pond, D Stallan, Mrs J H Whitehouse, G Waller and S Weston

**SUBSTITUTE NOMINATION DEADLINE:**

**18:00**

**1. APOLOGIES FOR ABSENCE**

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

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

**3. NOTES OF THE LAST MEETING (Pages 3 - 8)**

To agree the notes of the last Panel meeting held on 18 March 2014 (attached).

**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 9 - 12)**

(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. LOCAL ELECTIONS 22 MAY 2014 (Pages 13 - 18)**

(Returning Officer) To consider the attached report.

**7. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS (Pages 19 - 50)**

(Returning Officer) To consider the attached report and appendices.

**8. 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.

**9. FUTURE MEETINGS**

The programmed meeting of the Panel will be held at 7.00p.m. in Committee Room 1 on Tuesday 23 September 2014 and then on:

- (a) Tuesday 18 November;
- (b) Tuesday 13 January 2015; and
- (c) Tuesday 17 March, 7.00p.m.