

## **Scrutiny Task and Finish Panel Agenda**



### **Scrutiny Panels Review Task and Finish Panel Monday, 29th September, 2014**

You are invited to attend the next meeting of **Scrutiny Panels Review Task and Finish Panel**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping  
on Monday, 29th September, 2014  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Stephen Tautz, Directorate of Governance  
email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) Tel:  
01992 564180

#### **Members:**

Councillors K Angold-Stephens (Chairman), Mrs R Gadsby, Mrs A Grigg, Mrs M Sartin,  
D Stallan and Mrs J H Whitehouse

THE DEADLINE FOR THE SUBMISSION OF SUBSTITUTES TO THIS MEETING IS  
18:00 HOURS

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#### **1. APOLOGIES FOR ABSENCE**

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

(Director of Governance) To report the appointment of any substitute members for the meeting.

#### **3. DECLARATIONS OF INTEREST**

(Director of Governance). 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.

**4. APPOINTMENT OF A VICE CHAIRMAN**

At the meeting of the Overview and Scrutiny Committee on 1 July 2014 this Panel was established with Councillor Angold-Stephens being appointed as the Chairman. However, no Vice Chairman was appointed. Therefore, the Panel is asked to appoint one of their members to this post.

**Recommendation:**

To appoint a Vice Chairman for the Scrutiny Panels Review Task and Finish Panel.

**5. SCOPE OF THE REVIEW AND TERMS OF REFERENCE (Pages 3 - 6)**

Attached is a draft of set of Terms of Reference which the Panel is asked to review and modify as they see fit. This will then go to the next Overview and Scrutiny Committee meeting for their final approval.