

Scrutiny Panel Agenda



Constitution and Members Services Scrutiny Panel Monday, 16th February, 2015

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

**Committee Room 1, Civic Offices, High Street, Epping
on Monday, 16th February, 2015
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), D Dorrell, 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 5 - 8)

To agree the notes of the last meeting of the Panel held on 27 November 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. REVIEW OF OPERATION OF PLANNING COMMITTEES AND TERMS OF REFERENCE (Pages 13 - 22)

(Director of Governance) To consider the attached report.

7. CONSTITUTION REVIEW - COUNCIL PROCEDURAL RULES (Pages 23 - 110)

(Assistant Director – Governance and Performance Management) To consider the attached report and appendix referred from the last meeting. Please bring your papers from the last agenda if possible. There will be spare copies available.

8. CHAIRMAN'S CASTING VOTE (Pages 111 - 114)

(Director of Governance) To consider the attached report.

9. MINORITY REFERENCES (Pages 115 - 118)

(Director of Governance) 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 3 March 2015 at 7.00p.m. in Committee Room 1 and then on Tuesday 17 March at the same time and venue.