

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



### **Grant Aid Review Task and Finish Scrutiny Panel Thursday, 29th October, 2015**

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Thursday, 29th October, 2015  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
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#### **Members:**

Councillors C P Pond (Chairman), J Knapman (Vice-Chairman), A Boyce, A Mitchell MBE, S Murray, G Shiell and B Surtees

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

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

(Director of Governance) To be announced at the meeting.

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

(Directorate 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 pecuniary 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 pecuniary 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. MINUTES (Pages 5 - 8)**

To confirm the minutes of the last meeting of the Panel, held on 28 September 2015.

**5. PRESENTATION BY EPPING FOREST CITIZENS ADVICE BUREAU (Pages 9 - 10)**

(Director of Communities) To consider the attached report (GAR-004-2015/16).

**6. REVIEW OF GRANT AID SCHEME - SERVICE LEVEL AGREEMENT WITH VOLUNTARY ACTION EPPING FOREST (Pages 11 - 78)**

(Director of Communities) To consider the attached report (GAR-005-2015/16).

**7. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (Non-Executive Bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

**8. 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):

<u>Agenda Item</u>	<u>Subject</u>	<u>Exempt Paragraph</u>
Nil	None	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.

**9. DATE OF NEXT MEETING**

(Director of Governance) To note that the next meeting of the Panel will be held on 23 November 2015.