

## ***Overview and Scrutiny Committee Tuesday, 6th June, 2017***

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services:** S. Tautz Tel: (01992) 564180  
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### **Members:**

As appointed at the Annual Council Meeting on 25 May 2017.

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

### **2. APOLOGIES FOR ABSENCE**

### **3. SUBSTITUTE MEMBERS**

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

### **4. MINUTES (Pages 9 - 16)**

To confirm the minutes of the meeting of the Committee held on 18 April 2017.

**5. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council's Code of Conduct, 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 non-pecuniary interest in any matter before overview and scrutiny which relates to a decision of or action by another committee, 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 of the Code of Conduct does not refer to Cabinet decisions or attendance at an overview and scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

**6. SCRUTINY OF EXTERNAL ORGANISATIONS - PRINCESS ALEXANDRA HOSPITAL NHS TRUST (Pages 17 - 46)**

(Director of Governance) To consider the attached report and undertake appropriate external scrutiny of Princess Alexandra Hospital NHS Trust.

**7. FORWARD PLAN OF KEY DECISIONS - REVIEW (Pages 47 - 64)**

(Director of Governance) The Cabinet's forward plan of key decisions is reviewed by the Committee at each meeting, to provide an opportunity for the scrutiny of specific decisions to be taken over the period of the plan. Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

**8. CORPORATE PLAN 2015-2020 - KEY ACTION PLAN 2017/18 (Pages 65 - 72)**

The Leader of the Council will present the key actions for 2017/18 arising from the Council's current Corporate Plan.

**9. CORPORATE PLAN 2015-2020 - KEY ACTION PLAN 2016/17 (OUTTURN) (Pages 73 - 100)**

(Head of Transformation) To consider the attached report.

**10. SELECT COMMITTEES - TERMS OF REFERENCE & WORK PROGRAMMES 2017-18 (Pages 101 - 124)**

(Director of Governance) to consider the attached report.

**11. OVERVIEW & SCRUTINY SELECT COMMITTEES - MEMBERSHIP 2017/18**

**Decision Required:**

(1) To appoint members to the following Select Committees in accordance with pro-rata in the proportions (**Report and full name list to follow**):

Select Committee:
Governance Select Committee
Communities Select Committee
Neighbourhoods Select Committee
Resources Select Committee

(2) To consider requests for appointments to Select Committees by non affiliated members; and

(3) To appoint a Chairman and a Vice Chairman to the following Select Committees:

Select Committee	Appointments Required:
Governance	Chairman: Vice Chairman:
Communities	Chairman: Vive Chairman:
Neighbourhoods	Chairman: Vice Chairman:
Resources	Chairman: Vice Chairman:

(4) To appoint Members, Chairman and Vice-chairman to the Transformation Task and Finish Panel.

Task and Finish Panel	Self Nominated members:
Transformation T&F Panel	<p><b>Cons:</b> A Patel; S Kane; N Bedford; K Chana; N Avey; M Sartin; R Bassett</p> <p><b>Green Party:</b> S Heap</p> <p><b>Lib Dem:</b> B Surtees</p> <p><b>LRA:</b> R Baldwin; R Brookes</p> <p><b>UKIP:</b></p> <p><b>Independent:</b> D Dorrell</p>

### **Select Committees**

1. (Director of Governance) The Council has agreed that pro rata apply to Overview and Scrutiny Select Committees only. The Overview and Scrutiny rules provide that the memberships must reflect pro rata requirements and the lowest number of members required to achieve cross-party representation whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee.
2. The Committee are asked to make appointments to Select Committees in accordance with the Overview and Scrutiny Procedure rules.
3. Nominations to Chairman and Vice Chairman of these Select Committees are excluded from the calculation required under the Council's protocol regarding allocation of Chairman and Vice-Chairman positions between the political groups.
4. Nominations to the Select Committees, which may be submitted up until the day of the meeting, were sought through officer liaison with the Group Leaders and via the Appointments Panel. A list of nominations will be tabled at the meeting.

### **Task and Finish Panels**

5. Task and Finish Panels will:
  - have Members, Chairman and Vice Chairman appointed by the Overview and Scrutiny Committee;
  - have memberships which need not be based on pro-rata rules and be flexible as to the number of Councillors appointed to the membership. There will be no restriction on the numbers appointed;
  - have memberships which represent the minimum number necessary to adhere to their work programme.
6. Any member of the Council may be a member of a Task and Finish Panel, save that a member of the Cabinet may not be a member of any Panel which deals directly with matters within the responsibility of their Portfolio.

## **12. TRANSFORMATION TASK AND FINISH PANEL - TERMS OF REFERENCE (Pages 125 - 130)**

### **Recommendation:**

**To consider and agree the draft Terms of Reference for the Transformation Task and Finish Panel.**

At its April 2017 meeting, the Overview and Scrutiny Committee agreed to the establishment of a Task and Finish Panel, on the recommendation of the Resources Select Committee. The Task and Finish Panel was to consider what the Resources Select Committee needed to scrutinise over the next few years on the Transformation Programme. The wording came out of a special meeting of the Resources Select Committee, on 10 April 2017, convened to look at how to handle this major piece of work.

A draft Terms of Reference arising from this meeting is attached for consideration along with the original PICK form. Members are asked to consider and comment on the draft terms attached.

**13. OVERVIEW AND SCRUTINY ANNUAL REPORT 2016/17 (Pages 131 - 182)**

(Director of Governance) to consider the attached report.

**14. OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMMES 2016/17 - REVIEW (Pages 183 - 188)**

(Director of Governance) Progress towards the achievement of the work programmes for the Overview and Scrutiny Committee and each of the select committees, is reviewed by the Committee at each meeting.

**(a) Current Work Programmes**

The current overview and scrutiny work programmes are attached.

**(b) Reserve Programme**

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan. A PICK form is attached.

**15. SCRUTINY OF EXTERNAL ORGANISATIONS**

(Director of Governance) To consider and agree appropriate lines of questioning for external organisations due to attend future meetings of the Overview and Scrutiny Committee for the purposes of external scrutiny of local services. Such external scrutiny arrangements are detailed in the work programme for the Committee, which is set out elsewhere in this agenda.

**16. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE**

(Director of Governance) To receive questions submitted by members of the public and any requests to address the Committee.

**(a) Public Questions**

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Council's Constitution.

**(b) Requests to address the Overview and Scrutiny Committee**

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

#### 17. EXECUTIVE DECISIONS - CALL-IN

(Director of Governance) To consider any matter referred to the Committee for decision in relation to a call-in.

#### 18. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	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.

**Background Papers:** Article 17 - 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.