

**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF CONSTITUTION AND MEMBERS SERVICES SCRUTINY
STANDING PANEL
HELD ON TUESDAY, 14 JANUARY 2014
IN COMMITTEE ROOM 1
AT 7.00 - 7.58 PM**

Members Present: J Philip (Chairman), A Watts (Vice-Chairman), R Cohen, Mrs M McEwen, R Morgan, Mrs C Pond, Mrs M Sartin, D Stallan and Mrs J H Whitehouse

Other members present:

Apologies for Absence: Mrs R Gadsby and G Waller

Officers Present I Willett (Assistant to the Chief Executive), B Bassington (Chief Internal Auditor), S G Hill (Senior Democratic Services Officer) and M Jenkins (Democratic Services Assistant)

26. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

There were no substitutions made at the meeting.

27. DECLARATION OF INTERESTS

There were no declarations of interest made pursuant to the Council's Code of Member Conduct.

28. NOTES OF THE LAST MEETING

RESOLVED:

That the notes of the last meeting held on 19 November 2013 be agreed.

29. TERMS OF REFERENCE / WORK PROGRAMME

(a) Terms of Reference

The Terms of Reference were noted.

(b) Work Programme

(i) Item 6 Petitions Scheme

It was advised that the Petitions Scheme required further review. The scheme would be submitted to the next Panel meeting.

(ii) Joint Consultative Committee – Terms of Reference and Consultation of Staff

It was advised that discussions with the staff side regarding a review of the Terms of Reference and membership of the Joint Consultative Committee were continuing, there would be a report to a later meeting.

(iii) PICK Form – Questions to the Cabinet at Full Council

A PICK Form had been submitted by the Panel Chairman and the Overview and Scrutiny Committee had delegated it to this Panel. This would be added to the Work Programme for the current year and a report would be submitted to the Panel meeting on 18 March 2014.

30. REVIEW OF CONTRACT STANDING ORDERS, FINANCIAL REGULATIONS AND OFFICER DELEGATION

The Panel received a report from the Assistant to the Chief Executive regarding Contract Standing Orders, Financial Regulations and Officer Delegation.

(a) Annual Review of Contract Standing Orders (CSOs) and Financial Regulations

The Review of CSOs and Financial Regulations controlled tendering, contract procedures and financial governance.

The Panel reviewed CSOs on a number of suggested changes which had been put forward by the Officer Working Party following an Internal Audit review.

Proposals regarding CSO1 (Pre Tender Arrangements) would be re-submitted to the Panel at a later date at Member's request. The Panel noted that no proposals had come forward in respect of Financial Regulations.

(b) Officer Delegation

The Panel also considered schedules of Officer Delegation reflecting changes required to reflect the new Directorate structure approved by the Council on 17 December 2013. Additional changes were reported at the meeting following a review of the draft schedule by Management Board.

RECOMMENDED:

- (1) That subject to the proposals regarding CSO1 (Pre Tender Arrangements) being re-submitted to this Panel at a later date the schedule of proposed changes to Contract Standing Orders be approved and recommended to the Leader of the Council (Executive Functions) and the Council (Council Functions) for adoption;
- (2) That alterations to CSOs and Financial Regulations to reflect any changes under the recent Directorate restructuring be delegated to the Assistant to the Chief Executive;
- (3) That alterations to the schedules of Officer Delegation be agreed and recommended to the Overview and Scrutiny Committee and Council prior to publication in the Council's Constitution; and
- (4) That the delegated authorities in respect of the Deputy Monitoring Officer, Deputy Electoral Registration Officer and Deputy RIPA Officer which could not be finalized at present due to pending appointments required under the implementation of the new directorate structure but that once appointments

have been made, the decisions of the Director of Governance and the Chief Executive be added to the schedule.

31. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

There was one report due for submission to the next Overview and Scrutiny Committee namely the review of CSOs, Financial Regulations and Officer Delegation.

32. FUTURE MEETINGS

The next meeting of the Panel was scheduled for 18 March 2014.

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