

## **Task & Finish Panel Agenda**



### **Overview & Scrutiny Select Committee Framework Task & Finish Panel Thursday, 31st January, 2019**

You are invited to attend the next meeting of **Overview & Scrutiny Select Committee Framework Task & Finish Panel**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping  
on Thursday, 31st January, 2019  
at 7.00 pm .**

**Derek Macnab  
Acting Chief Executive**

**Democratic Services  
Officer**

S. Tautz Tel: (01992) 564180  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors P Bolton (Chairman), R Jennings (Vice-Chairman), G Chambers, D Dorrell, A Patel, M Sartin, H Whitbread, J H Whitehouse

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

#### **2. TERMS OF REFERENCE**

To note the following terms of reference for the Panel which were agreed by the Overview and Scrutiny Committee at its meeting on 18 December 2018:

- (a) That the Panel consider the future structure of the select committee framework to ensure that it complements the new executive portfolio and management structure of the Council, taking into consideration the options presented to the Committee at its meeting held on 29 October 2018;
- (b) That the Panel consider:
  - (i) the retention of the existing framework of four select committees;
  - (ii) the introduction of an alternative framework of four select committees aligned with the new portfolio and service structure and the responsibilities of each select committee, to present opportunities for increased efficiency and effectiveness in scrutiny activity;

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- (iii) the introduction of an alternative framework of two or three select committees aligned with the new portfolio and service structure. and the responsibilities of each select committee, to present opportunities for increased efficiency and effectiveness in scrutiny activity; and
  - (iv) any other structure arrangement considered appropriate; and
- (c) That the Panel consider arrangements to ensure that reports in respect of the Council's adopted key performance indicators are made to the select committees as soon after the end of the relevant quarter as possible, and how best such reports can be presented to assist members in scrutinising performance against appropriate targets and the financial and resource implications for the authority; and
- (d) That the Panel review the terms of reference of the existing select committees in terms of relevance and consider whether these could be improved.

### **3. MINUTES**

To confirm the minutes of the meeting of the Panel held on 21 January 2019 (to be circulated).

### **4. OVERVIEW & SCRUTINY SELECT COMMITTEE FRAMEWORK - REVIEW**

That the Panel continue its review of the current overview and scrutiny select committee framework, having regard to the scope and timescale for the review agreed at the previous meeting.

### **5. WORK PROGRAMME 2018/19**

To review the work programme for the Panel (to be circulated).

### **6. ANY OTHER BUSINESS**

### **7. DATE OF NEXT MEETING**

To consider arrangements for a further meeting of the Panel, if required.