

**Scrutiny Standing
Panel Agenda**



**Constitution and Members Services Scrutiny Standing
Panel
Tuesday, 25th September, 2012**

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

**Committee Room 1
on Tuesday, 25th September, 2012
at 7.00 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

M Jenkins - The Office of the Chief Executive
Tel: 01992 564607
Email:democraticservices@eppingforestdc.gov.uk

Members:

Councillors Mrs M Sartin (Chairman), A Watts (Vice-Chairman), R Cohen, J Markham, Mrs M McEwen, R Morgan, J Philip, B Rolfe, D Stallan, Mrs J H Whitehouse and G Waller

SUBSTITUTE NOMINATION DEADLINE:

18:00

- 1. APOLOGIES FOR ABSENCE**
- 2. NOTES OF THE LAST MEETING (Pages 3 - 12)**

Attached.
- 3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.
- 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 13 - 18)

(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. STAFF APPEALS PANEL

To consider a report arising from the Cabinet meeting on 10 September 2012 (To follow).

7. REVIEW OF PETITIONS SCHEME (Pages 19 - 28)

(Assistant to the Chief Executive) To consider the attached report.

8. ELECTRONIC DELIVERY OF AGENDA AND OTHER INFORMATION (Pages 29 - 62)

(Assistant to the Chief Executive) To consider the attached report.

9. FUTURE MEETINGS

The next meeting of the Panel was scheduled for Tuesday 4 December at 7.00p.m. in Committee Room 1, and thereafter on:

(a) Monday 7 January 2013 at 7.00p.m.; and

(b) Tuesday 26 March at 7.00p.m.

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.