

***Transformation Task and Finish Panel
Monday, 11th September, 2017***

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

Committee Room 1, Civic Offices, High Street, Epping
on **Monday, 11th September, 2017**
at **7.30 pm** .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Adrian Hendry, Governance Directorate
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Members:

Councillors A Patel (Chairman), N Avey, R Baldwin, R Bassett, N Bedford, R Brookes, K Chana, D Dorrell, S Heap, L Hughes, M Sartin, B Surtees and H Whitbread

SUBSTITUTE NOMINATION DEADLINE:

6:30pm

- 1. APOLOGIES FOR ABSENCE**
- 2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**
- 3. DECLARATIONS OF INTEREST**

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

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview and 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 overview and scrutiny 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 overview and

scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

4. NOTES OF PREVIOUS MEETING (Pages 3 - 8)

To agree the notes of the meeting of the Task and Finish Panel held on 1st August 2017.

5. PROGRESS OF PROJECTS BY SELECT COMMITTEES

Report to Follow.

6. RECOVERY AND RISKS FOR THE COVALENT SYSTEM

Report to Follow.

7. TRANSFORMATION PROGRAMME COSTS AND BENEFITS

Report to Follow.

8. IDENTIFICATION OF RECOMMENDATIONS TO BE MADE TO THE OVERVIEW AND SCRUTINY COMMITTEE

At their last meeting this Panel identified the following possible recommendations to be made to the Overview and Scrutiny Committee:

- (i) arrangements for the Select Committees to review appropriate project closure reports;
- (ii) arrangements for all members of the Select Committees to receive training on the various elements of the project lifecycle;
- (iii) the rollout of member access to the Covalent system; and
- (iv) arrangements for the Overview and Scrutiny Committee to undertake appropriate scrutiny of projects and initiatives that concern matters within the service responsibility of the Office of the Chief Executive.

The Panel is asked to review these recommendations and to add any further items they think appropriate.

9. DATE OF NEXT MEETING

To consider arrangements for the next meeting of the Task and Finish Panel.