



# Epping Forest District Council

## **OVERVIEW AND SCRUTINY COMMITTEE**

**Tuesday, 4th June, 2019**

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping**  
**on Tuesday, 4th June, 2019**  
**at 7.30 pm .**

**Georgina Blakemore**  
**Chief Executive**

**Democratic Services**  
**Officer**

R Perrin Tel: (01992) 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors M Sartin (Chairman), R Jennings (Vice-Chairman), R Baldwin, P Bolton, L Burrows, D Dorrell, S Heather, Y Knight, G Mohindra, S Murray, S Neville, S Rackham, P Stalker, D Sunger, J H Whitehouse and D Wixley

### **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**

To report the appointment of any substitute members for the meeting.

### **4. MINUTES (Pages 5 - 28)**

To confirm the minutes of the meeting of the Committee held on 16 April 2019.

**5. DECLARATIONS OF INTEREST**

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

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.

**7. EXECUTIVE DECISIONS - CALL-IN**

To consider any matter referred to the Committee for decision in relation to a call-in.

**8. CORPORATE PRIORITIES 2019/20**

To receive an overview of the Council's Corporate Priorities for 2019/20, from the Leader of the Council.

**9. OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2019/20 (Pages 29 - 32)**

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 draft work programme for the Committee for 2018/19 is attached as an appendix to this report.

**(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.

**10. OVERVIEW & SCRUTINY SELECT COMMITTEES - MEMBERSHIP 2019/20**

To consider nominations (to be circulated) for appointment to membership of the select committees for the current municipal year and to make appointment to the position of chairman and vice-chairman of each of the select committees.

**11. OVERVIEW & SCRUTINY SELECT COMMITTEES - TERMS OF REFERENCE & WORK PROGRAMMES 2019/20 (Pages 33 - 44)**

To note the terms of reference and work programmes for each of the new select committees, as agreed by the Committee at its meeting on 16 April 2019.

**12. FORWARD PLAN OF KEY DECISIONS - REVIEW (Pages 45 - 60)**

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.

**13. FORMER OVERVIEW & SCRUTINY SELECT COMMITTEES - MINUTES OF MEETINGS (Pages 61 - 86)**

To agree the minutes of the last meeting of each of the former select committees.

**14. 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):

<u>Agenda Item No</u>	<u>Subject</u>	<u>Exempt Information</u>
-----------------------	----------------	---------------------------

		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.