



## ***Overview & Scrutiny Committee Monday, 22nd June, 2020***

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

**Council Chamber, Civic Offices, High Street, Epping  
on Monday, 22nd June, 2020  
at 7.00 pm .**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer:**

G. Woodhall 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, I Hadley, S Heather, J Lea, S Murray, D Plummer, S Rackham, P Stalker, D Stocker, D Sunger, J H Whitehouse and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND  
SUBSTITUTE NOMINATION DEADLINE 18:00**

### **WEBCASTING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..**

**Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area**

**If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.**

**1. WEBCASTING INTRODUCTION**

(Corporate Communications Manager) This virtual meeting is to be webcast, and Members are reminded of the need to unmute before speaking. The Chairman will read the following announcement:

*“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).*

*Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”*

**2. APOLOGIES FOR ABSENCE**

(Democratic & Electoral Services Manager) To be announced at the meeting.

**3. SUBSTITUTE MEMBERS**

(Democratic & Electoral Services Manager) To report the appointment of any substitute members for the meeting.

**4. MINUTES (Pages 7 - 18)**

(Democratic & Electoral Services Manager) To confirm the minutes of the meeting of the Committee held on 28 January 2020 (as attached).

**5. DECLARATIONS OF INTEREST**

(Monitoring Officer) To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, Members are requested to 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 & Scrutiny 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) of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & 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**

(Democratic & Electoral Services Manager) To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council’s Constitution.

**(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 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**

(Democratic & Electoral Services Manager) To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

**8. CORPORATE PRIORITIES 2020/21**

(Leader of Council) To receive an overview of the Council's Corporate Priorities for 2020/21.

**9. REVIEW OF CABINET BUSINESS (Pages 19 - 32)**

**Recommendation:**

**That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the Overview and Scrutiny Work Programme and the overview of specific decisions proposed to be taken over the period of the plan.**

(Democratic & Electoral Services Manager) Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan as was) at each meeting, to enable the identification of appropriate matters for the Overview and Scrutiny Work Programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;

- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;
- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

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 the Council's Overview and Scrutiny function on behalf of the Cabinet.

The Executive's current programme of Key Decisions is attached as an Appendix to this report.

**10. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 33 - 38)**

(Democratic & Electoral Services Manager) Progress towards the achievement of the Work Programme for the Overview and Scrutiny Committee is reviewed at each meeting.

**(a) Current Work Programme**

The current Work Programme for the Committee is attached as an Appendix to this agenda.

**(b) Reserve Programme**

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of the Overview and Scrutiny Committee 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.

**11. OVERVIEW & SCRUTINY SELECT COMMITTEES - MEMBERSHIP 2020/21 (Pages 39 - 42)**

To consider the attached report and schedule of nominations (to be circulated) for appointment to membership of the Select Committees for the current municipal year and to make appointments to the position of Chairman and Vice-Chairman for each of the Select Committees.

**12. OVERVIEW & SCRUTINY SELECT COMMITTEES - WORK PROGRAMMES (Pages 43 - 50)**

To consider the current Work Programmes for each of the Select Committees (as attached).

**13. EXCLUSION OF PUBLIC AND PRESS**

Exclusion

(Democratic Services Manager) 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):

| <b>Agenda Item No</b> | <b>Subject</b> | <b>Exempt Information Paragraph Number</b> |
|-----------------------|----------------|--|
| 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

(Democratic Services Manager) 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.