



## ***Overview and Scrutiny Committee Tuesday, 28th January, 2014***

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, 28th January, 2014  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer:**

Simon Hill, Senior Democratic Services Officer, The Office of  
the Chief Executive  
email:democraticservices@eppingforestdc.gov.uk Tel: 01992  
564249

**Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers,  
K Chana, T Church, L Girling, D Jacobs, Ms H Kane, P Keska, A Lion, A Mitchell MBE,  
S Murray, J Philip, B Rolfe and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **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 Senior Democratic Services Officer on 01992 564249.

**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 consent 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**

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

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

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 26 November 2013.

**5. DECLARATIONS OF INTEREST**

(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.

**6. PRESENTATION FROM THE PROBATION SERVICE**

To receive a presentation from officers of the Essex Probation Service based in Harlow. They will be talking about “the Probation Experience”, which covers the kind of work that the Probation Service does seen through the eyes of an offender.

**7. CABINET REVIEW**

**RECOMMENDATION:**

**To consider any items to be raised by the Chairman at the Cabinet meeting on 3 February 2014.**

(Assistant to the Chief Executive). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

The Committee is asked to consider the 3 February 2014 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

**8. REVIEW OF OFFICER DELEGATION (Pages 19 - 88)**

(Chairman of the Constitution and Member Services Scrutiny Panel – Councillor J Philip) To consider the attached report.

**9. ANNUAL REVIEW OF CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS (Pages 89 - 114)**

(Chairman of the Constitution and Member Services Scrutiny Panel – Councillor J Philip) To consider the attached report.

**10. VICE CHAIRMAN OF COUNCIL - APPOINTMENT REVIEW (Pages 115 - 124)**

(Chairman of the Constitution and Member Services Scrutiny Panel – Councillor J Philip) To consider the attached report.

**11. WORK PROGRAMME MONITORING (Pages 125 - 152)**

**(a) To consider the updated work programme**

The current Overview and Scrutiny work programme is attached for information.

**(b) Whipps Cross Hospital**

**Recommendations:**

(1) To consider if the Committee wish to receive this presentation at the February meeting; and

(2) To consider whether they wish officers to arrange to pair it with item 11 on the work programme relating to the state of the Mental Health Services in the District.

Following the recent Care Quality Commission (CQC) report into Whipps Cross Hospital the Head of Stakeholder Relations and Engagement at Barts. Hospital NHS Trust, Mark Graver has written to us asking if thought beneficial, they could send a

representative to one of our meetings. It was made clear that this would be a one off appearance necessitated by the CQC report (*background paper attached*).

It should be noted that the on-going scrutiny of the hospital on behalf of Epping Forest residents is the responsibility of County Councillor Chris Pond and to this end if we wish to invite a representative from the NHS Trust we should also invite Cllr Pond.

### **(c) Future Scrutiny Programme and Panels**

#### **Recommendations:**

That a report be made to the next meeting:

- (a) on proposals for panels for 2014/15; and
- (b) to discuss emerging scrutiny proposals for the 2014/15 work plan

1. (Lead Officer) At the last meeting the Committee agreed a report to Council on the future operation of Overview and Scrutiny. This was approved by the full Council in December 2013. At that meeting the Council also approved the restructuring proposals of the Head of Paid Service.

2. Officers have had preliminary discussions on the likely effects of both these items on the operation of Overview and Scrutiny. It is therefore intended that a report on the approach to members work programme and whether alterations to the terms of reference and responsibilities of Panels should occur to reflect changes to the Service Structure and other operational matters subject of the review. It is timely that these matters come before members before the end of the municipal year as changes are challenging to implement mid-year.

3. It is intended that the discussion at the next meeting should also give weight to the proposals in the review for work programme creation for 2014/15. Members have reiterated their wish for the use of the PICK process. Any received proposals will be brought to members at the next meeting.

## **12. 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):

<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.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.