



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 22 April 2014 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

Glen Chipp
Chief Executive

**Democratic Services
Officer:**

Council Secretary: Simon Hill
Tel: 01992 564249 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING 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. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

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.

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 or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact Democratic Services on 01992 564249.

BUSINESS

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chief Executive 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).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. MINUTES (Pages 7 - 152)

To approve as a correct record and sign the minutes of the meeting held on 20 February 2014 (attached).

3. DECLARATIONS OF INTEREST

(Chief Executive) To declare interests in any item on the agenda.

4. ANNOUNCEMENTS

(a) Apologies for Absence

(b) Announcements

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

(c) John Markham

To note that John Markham submitted a letter of resignation as a District Councillor dated 17 March 2014 and received by the Proper Officer on 18 March 2014. As the vacancy arises within six months of the date that John Markham's term of office would have expired, the election to fill the vacancy will take place at the next ordinary District Council elections (22 May 2014).

John Markham has moved to Somerset. In recognition of his 12 years service representing the Loughton St John's ward an award will be sent to him.

Background Paper: Letter of resignation dated 17 March 2014.

5. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained in paragraph 11.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Leader of the Council;
- (b) to the Chairman of the Overview and Scrutiny Committee; or
- (c) to any Portfolio Holder.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

6. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained in paragraph 12.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;
- (b) to the Leader of the Council;
- (c) to the Chairman of the Overview and Scrutiny Committee or
- (d) to any Member of the Cabinet;.

Council Procedure rule 12.4 provides that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 153 - 174)

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Asset Management and Economic Development Portfolio Holder;
- (c) Report of the Environment Portfolio Holder;
- (d) Report of the Finance and Technology Portfolio Holder;
- (e) Report of the Housing Portfolio Holder;

- (f) Report of the Leisure and Wellbeing Portfolio Holder;
- (g) Report of the Planning Portfolio Holder;
- (h) Report of the Safer, Greener and Transport Portfolio Holder;
- (i) Report of the Support Services Portfolio Holder.

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

Council Procedure Rule 12.6 provides for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under item 7 above; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

Council Procedure Rule 12.7 provides that answers to questions without notice may take the form of:

- (a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council Procedure Rule 12.8, a time limit of twenty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes to ensure that all political groups and independent members may have their questions answered.

9. MOTIONS

To consider any motions, notice of which has been given under Council Procedure Rule 13.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

10. REPORT OF THE CABINET - PAY POLICY STATEMENT FOR 2014/15 (Pages 175 - 186)

To consider the attached report.

11. REPORT OF THE CABINET - CORPORATE PLAN 2011 -2015 - KEY OBJECTIVES 2014/15

Report to follow.

12. OVERVIEW AND SCRUTINY (Pages 187 - 214)

- (a) Report of the Chairman of the Overview and Scrutiny Committee;
- (b) Reports of the Overview and Scrutiny Committee (if any); and
- (c) Reports of Overview and Scrutiny Panels -

- (i) Constitution and Member Services Standing Panel – Council Meetings: Questions Without Notice from Members – to consider the attached report.

13. COUNCIL HOUSEBUILDING CABINET COMMITTEE (Pages 215 - 218)

To note the attached decision taken by the Leader of the Council to approve an additional term of reference for the Cabinet Committee.

14. CALL-IN AND URGENCY - BID FOR HCA GRANT TO SUBSIDISE COUNCIL HOUSEBUILDING PROGRAMME (Pages 219 - 220)

To note the attached decision taken by the Chairman of the Council to waive the call-in provisions of the Overview and Scrutiny Rules.

15. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

- (a) To receive from Council representatives the reports (attached - if any) on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and
- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

16. 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):

Agenda Item No	Subject	Exempt Information 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.

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.

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

- Committee:** Council **Date:** 20 February 2014
- Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 10.08 pm
- Members Present:** Councillors Mrs M Sartin (Chairman), A Boyce (Vice-Chairman), K Angold-Stephens, K Avey, R Bassett, W Breare-Hall, K Chana, T Church, Mrs R Gadsby, P Gode, Mrs A Grigg, D Jacobs, Mrs S Jones, Ms H Kane, P Keska, J Knapman, Ms Y Knight, Mrs J Lea, L Leonard, A Lion, Mrs M McEwen, H Mann, J Markham, S Murray, Mrs C Pond, B Rolfe, B Sandler, Ms G Shiell, Mrs P Smith, P Spencer, D Stallan, Ms S Stavrou, Mrs T Thomas, H Ulkun, Mrs L Wagland, G Waller, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley, N Wright and J Wyatt
- Apologies:** Councillors Mrs H Brady, R Butler, G Chambers, Mrs T Cochrane, R Cohen, L Girling, J Hart, Ms J Hart, A Mitchell MBE, G Mohindra, R Morgan, J Philip and Ms S Watson
- Officers Present:** G Chipp (Chief Executive), D Macnab (Deputy Chief Executive), R Palmer (Director of Finance and ICT), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director (Democratic Services)), S G Hill (Senior Democratic Services Officer), J Leither (Democratic Services Assistant) and S Mitchell (PR Website Editor)
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90. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

91. MINUTES

RESOLVED:

That the minutes of the meeting held on 17 December 2013 be taken as read and signed by the Chairman as a correct record.

92. DECLARATIONS OF INTEREST

(a) Declarations

- (i) Pursuant to the Council's Code of Member Conduct, Councillors Shiell and J H Whitehouse declared an interest in agenda item 12 (Report of the Cabinet – Budgets and Council Tax Declaration 2014/15) by virtue of being Trustees of Epping Forest Re-use which was proposed to receive a grant from the District Development Fund. The Councillors had determined that their interest was pecuniary and that they

would leave the meeting for this item if there was specific discussion about this aspect of the proposed budget.

(ii) Pursuant to the Council's Code of Member Conduct, Councillor Stavrou declared an interest in agenda item 12 (Report of the Cabinet – Budgets and Council Tax Declaration 2014/15) by virtue of having been a Trustee of Epping Forest Re-Use in the past. The Councillor had determined that her interest was not pecuniary and that she would remain in the meeting for the consideration of that aspect of the budget.

(b) Dispensations

The Council noted that the Monitoring Officer had granted dispensations to the following "dual hatted" District Councillors (who were also Parish or Town Councillors) to enable them to take part and vote on agenda item 12 (Report of the Cabinet – Budgets and Council Tax Declaration 2014/15) and in particular the Local Support Grant to Parish and Town Councils: K Angold-Stephens, K Avey, H Brady, W Breare-Hall, G Chambers, K Chana, A Church, R Gadsby, L Girling, P Gode, A Grigg, S Jones, H Kane, J Knapman, J Lea, A Lion, A Mitchell, G Mohindra, R Morgan, S Murray, J Phillip, C Pond, B Sandler, P Smith, D Stallan, S-A Stavrou, T Thomas, H Ulkun, L Wagland, S Watson, A Watts, E Webster, J M Whitehouse, D Wixley, N Wright, J Wyatt.

93. ANNOUNCEMENTS

(a) Announcements by the Chairman of the Council

(i) "Youth Makes Music" Concert

The Chairman reported that she had attended the Rotary Club of Epping "Youth Makes Music" concert held at St John's Church, Epping. She advised that the concert had showcased the exceptional talent of young musicians from local schools in the District and the standard had been very high.

(ii) Commonwealth Day Flag

Commonwealth Day Flag – the Chairman advised that she had attended Ingatestone Hall together with representatives of other Essex councils to receive a Commonwealth Flag which was to be flown at the Civic Offices on 10 March 2014 (Commonwealth Day). Members noted that this would be the first occasion on which the flag had been flown throughout the UK and that the intention was to extend the flying of this flag to all countries forming the Commonwealth in 2015.

(iii) Councillor S Murray

The Chairman congratulated Councillor Murray who had received a lifetime achievement award in the Essex Teaching Awards 2014. The Chairman's congratulations were echoed by all members of the Council.

(iv) Epping Forest District Council Anniversary

The Chairman reported that 1 April 2014 would be the 40th anniversary of the Council.

The Chairman announced that she intended sending the flowers from tonight's meeting to Beechlands Care Home, Alderton Hill, Loughton.

(b) Announcements by the Leader of the Council

The Leader advised that he had no announcements to make under this heading.

(c) Announcements by Portfolio Holders

(i) Housing Portfolio Holder

Councillor Stallan reported that a meeting had been arranged for 10 March 2014 to progress the Oakwood Hill Environmental Improvement Scheme. He agreed to keep members informed of further progress at future meetings.

(ii) Safer, Greener and Transport Portfolio Holder

Councillor Waller referred to an article in the local Guardian newspaper which had suggested that burglary was a particular problem in the Epping Forest District. He said that he was glad to have this opportunity to reassure residents that homes in the Epping Forest District were not the most likely to be burgled in Essex. He stated that the Analyst in the Council's Community Safety Team had provided him with Home Office figures and that of all the districts and boroughs in Essex, Epping Forest District ranked eighth out of fourteen in terms of all burglary. Although this was not as good as one would wish it was nothing like as bad as reported in the newspaper.

Councillor Waller continued that the true figure reflected the fact that the District abutted Greater London, with excellent transport links which unfortunately enabled many burglars to enter and leave the District quickly making the task of detection especially difficult.

The Portfolio Holder pointed out that in the District there had been a 15% reduction in all burglary in 2013 and an 18% reduction in domestic burglaries in that year. He referred to a meeting he had attended earlier in the day at which the Chief Constable had stated that he regarded domestic burglary as one of his top priorities.

Councillor Waller expressed disappointment that the true situation had been misrepresented because undue fear of crime could act as a severe limitation on people's lives. In conclusion he stated that whilst there was absolutely no cause for complacency, people should know that the Epping Forest District was a safe place in which to live and work.

(iii) Planning Portfolio Holder

Councillor Bassett advised that an appeal had been lodged against the decision of the Secretary of State to refuse planning permission and uphold an Enforcement Notice concerning a Gypsy, Roma and Traveller site at Sunnyside, Carthegena Estate. The Portfolio Holder advised that normally such appeals were defended by the Secretary of State without the need for any input from the local planning authority but that Council Officers were liaising with Counsel in order to determine whether the Council should have an input into this appeal.

(iv) Leisure and Wellbeing Portfolio Holder

Councillor Webster reported that the Epping Forest Sports and Health Inclusion Project had been recognised as best practice and had received funding from Essex County Council of £38,500 for the delivery of the programme for a further year.

The Portfolio Holder advised that the Epping Forest Youth Council had been nominated for a High Sheriff's award for their work concerning safety around young people. The Chairman asked the Portfolio Holder to pass on the District Council's congratulations to the Youth Council.

94. PUBLIC QUESTIONS (IF ANY)

The Council noted that there were no public questions to be considered at this meeting.

95. QUESTIONS BY MEMBERS UNDER NOTICE**(a) Dog Fouling****(i) By Councillor Leonard to Councillor Breare-Hall, Environment Portfolio Holder**

"I would like to ask the Portfolio Holder for Environment:

(a) whether he is aware of the on-going concern of Loughton residents (including those in my own ward) about the irresponsible activities of dog owners and walkers and the potential health hazards from dog fouling that this nuisance poses;

(b) if he has any plans to educate local residents and enforce bye laws to improve the situation;

(c) whether he can offer support to Loughton Town Council in dealing with dog fouling on the football pitches in the Roding Valley and take specific action on footways around the Council flats in Oakwood Hill; and

(d) if he is prepared to meet me to discuss some innovative actions being taken by other councils in addressing this widespread problem?"

Response by Councillor Breare-Hall, Environment Portfolio Holder

"I am indeed aware of the concern that is caused to residents through dog fouling and the irresponsible behaviour of some dog owners and walkers. I'm sure Councillor Leonard will recall that, for this very reason, in December 2012 I asked the Cabinet to agree three new Dog Control Orders. These included placing a requirement upon dog owners to remove dog faeces deposited on any public land, and dog waste bins exist throughout the District to assist owners in this requirement.

Officers have checked their records for the last 12 months and, of 160 complaints received, 59 related to Loughton generally, 2 to the Roding Valley Park and Recreation Ground and none to the Oakwood Hill area. However, I fully appreciate that these statistics do not mean that dog fouling is not occurring in these areas, and I have therefore asked officers to visit the locations mentioned.

Officers are always willing to engage with Town and Parish Councils to see what assistance can be provided, including targeted enforcement activity. I have therefore also asked that contact be made with the Clerk to Loughton Town Council.

With regard to meeting to discuss this matter further, I'm pleased that Councillor Leonard and I have already had an opportunity to do this, and I am grateful to Councillor Leonard for bringing to my attention the unusual approach adopted by another local authority. I am always happy to consider innovative ideas that may be applied here in Epping Forest, and will be asking officers to look further at these, mindful of course, on this budget night, of the financial practicalities".

Supplementary Question from Councillor Leonard arising directly out of the original Question or the Reply

"Do you agree that the Dog Control Orders should be enforced more strictly?"

Response by Councillor Breare-Hall

"Dog fouling is a difficult issue especially with limited resources but if there is a particularly bad problem in an area more resources can be devoted to it".

96. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

The Council received written reports from the Asset Management and Economic Development Portfolio Holder, the Environment Portfolio Holder, the Finance and Technology Portfolio Holder, the Housing Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Planning Portfolio Holder, the Safer, Greener and Transport Portfolio Holder and the Support Services Portfolio Holder.

The Chairman invited the Leader to provide an oral report and other members of the Cabinet to give an oral update of their written reports.

(a) The Leader of the Council

Councillor Whitbread referred to the recent inclement weather and, whilst expressing greatest sympathy with the people who lived in the worst affected areas in Somerset and the Thames Valley, drew attention to a number of flooding incidents which had occurred in this District. He advised that as usual when faced with an emergency, the community had pulled together to support and help each other. He referred to the assistance given by Town and Parish Councils and expressed thanks to the District Council's own Land Drainage Team who had worked extremely hard monitoring and reacting to rising water levels, ensuring that storm grills and culverts were kept clear and that sandbags were available to those householders at immediate risk.

The Leader stated that several years ago, when a number of responsibilities had been taken back by the Environment Agency, this Council had taken the decision to retain and resource its own Land Drainage Team. This had been in recognition that flooding was the highest risk on the Council's Emergency Planning Risk Register, and a topic of serious concern to many local people. He expressed the view that in the light of the recent bad weather this had proved to be the correct decision.

Councillor Whitbread reported that he had met with the Leader and Planning Portfolio Holder of Harlow Council to consider Local Plans. He reminded members that under the "Duty to Co-operate" the Council was required to consult with neighbouring

authorities and said he was pleased that the dialogue with Harlow was leading to a clearer understanding of the major issues facing both councils.

The Leader stated that he had attended the Master Planning Workshop at North Weald Village Hall on 25 January 2014. He stated that the workshop had been well attended by local residents who should be congratulated for their positive approach to the exercise.

Councillor Whitbread reported that he had attended the launch of the Investors in Youth Awards at the Marriott Hotel, hosted by Eleanor Laing, MP. He advised that this had been another very positive event aimed at encouraging businesses to provide employment opportunities to local young people. He pointed out that the Council's own Apprentice Scheme was proving very successful and he expressed the hope that as many local businesses as possible would give local young people a chance to gain employment and develop new skills.

The Council noted that on 6 February 2014, the Leader had attended the Essex Leaders' and Chief Executives' Forum in Chelmsford. The topics considered had included a draft Economic Development Strategy for the County in respect of which he had sought to ensure that Epping Forest District received a fair share of any external funding. He continued that the meeting had also received presentations on the progress being made on Health and Social Care Integration and the implications of the new Care Bill, which would lift the cap on care costs, and place considerable financial strain on the County Council. He reported that the meeting had also been advised of some review work that was due to start shortly on the Inter-Authority Waste Agreement.

(b) Other Portfolio Holders

There were no updates from other Portfolio Holders on their written reports.

97. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Housing Portfolio

Councillor Murray asked the Housing Portfolio Holder which of the five achievements summarised in his written report was he most proud.

Councillor Stallan, Housing Portfolio Holder, said he was very proud of the Council House Building Programme which, if the estimated timescale and budget were met, would result in completion in 2015 of the first Council-built residential units for 30 years in Harveyfields, Waltham Abbey. He continued that the increase in the provision of off-street parking throughout the District was important and was being well received by residents in the areas where schemes had already been provided. The Portfolio Holder said that due to careful financial management a sum of £200,000 was being provided for the Oakwood Hill Environmental Improvement Scheme in Loughton. He said that little work had been undertaken on the Estate since he had first visited it in the 1980s and that there had been a marked deterioration of the environment. He was pleased therefore that match funding was being provided by Essex County Council and he said he hoped that Loughton Town Council would also contribute towards the proposed improvements. Councillor Stallan said that the Welfare Reform Mitigation Plan was very important because it was helping to minimise the effects of the Government's Welfare Reforms. In summary, Councillor Stallan said that he was proud of all of the five achievements mentioned in his written report.

(b) Bridge between Buckhurst Hill and Chigwell

Councillor Spencer asked the Safer, Greener and Transport Portfolio Holder if he would ask the Essex County Council Highways Portfolio Holder why the contractors working on the bridge had not built their site office on stilts as the area was known to flood and now that the site office had flooded there would presumably be an even longer delay in completing the works.

Councillor Waller, Safer, Greener and Transport Portfolio Holder said that he had little influence over the County Council Highways Portfolio Holder on this matter or any other County Council highways and transportation issues. He agreed, however, to pass on Councillor Spencer's comments to the County Council Portfolio Holder.

(c) Food Banks

Councillor Murray asked the Leader of Council for a comment about the continued use of a food bank in Loughton. He pointed out that the results of national research published during the day had stated that rising food prices, low pay and reducing income had led to an increased demand for food banks.

Councillor Whitbread, Leader of the Council, stated that food banks provided a much needed resource at a time when the country had suffered one of its hardest recessions. He said he would be happy to visit the food bank in Loughton. He agreed that the need for food banks had been due to rising food prices and in particular the rise in prices in relation to basic foods.

(d) St John's Road Area, Epping

Councillor J H Whitehouse referred to the statement made at the last Council meeting by the Asset Management and Economic Development Portfolio Holder about a report being submitted shortly regarding the future of the St John's Road area of Epping and asked if a progress report could now be made as it had been two months since the last Council meeting.

Councillor Grigg, Asset Management and Economic Development Portfolio Holder, said that a report would be submitted to the next Cabinet meeting regarding the District Council, Essex County Council and Epping Town Council entering into negotiations with a mixed development preferred bidder for a fixed period.

(e) Street Lighting

Councillor Knapman referred to the majority of street lights in the District being switched off at midnight with only a few in the vicinity of bus stops being left on. He said that he thought agreement had been reached with Essex County Council for street lights in the vicinity of London Underground stations to be kept on later. He asked the Safer, Greener and Transport Portfolio Holder if he agreed and if he would make further representations to the County Council on this matter. He also pointed out that Parish or Town Councils could take on responsibility for street lights.

Councillor Waller, Safer, Greener and Transport Portfolio Holder, said it was also his understanding that street lights in the vicinity of London Underground stations in the District would be kept on until the trains stopped running in the early hours. He said he would make further representations to the County Council. On the wider issue he advised that there had been no noticeable increase in road traffic accidents or crime as a result of street lights being switched off. The Portfolio Holder continued that the

matter had been discussed earlier in the day at a meeting of the Police and Crime Panel and discussions would continue. In relation to Parish and Town Councils taking over responsibility for street lighting, he said that this should be encouraged if they were prepared to accept the costs and responsibilities.

(f) Council House Building

Councillor Markham referred to a statement made by the Prime Minister about the delivery of affordable homes during the term of the current Government and asked the Housing Portfolio Holder how many affordable homes had been built since 2010.

Councillor Stallan, Housing Portfolio Holder, said he did not have a figure for the country but would ask officers to provide members with details. He stated that in relation to the Epping Forest District there had been no affordable properties built by the Council for 30 years which was the reason for introducing the Council House Building Programme.

(g) Parking Enforcement

Councillor Pond asked the Safer, Greener and Transport Portfolio Holder why parking restrictions were not enforced in the evenings or on Sundays.

Councillor Waller, Safer, Greener and Transport Portfolio Holder, stated that parking enforcement should not be restricted to 9 until 5 although it should be accepted that the majority of enforcement would be undertaken during the working day. He said that the North Essex Parking Partnership needed to be reminded of the need to enforce restrictions which applied outside of the normal working day and he agreed to raise this matter with the senior officer for the western area of the North Essex Parking Partnership at a meeting due to be held shortly.

(h) Parking Bays in Loughton High Road

Councillor Mann advised that the white lines denoting some 20/30 parking bays in Loughton High Road had been worn away and this resulted in drivers parking in such a way that they used an area larger than a parking bay and thereby exacerbated the lack of parking. He pointed out that this practice also led to confrontations between drivers. He asked the Portfolio Holder if the lines could be repainted.

Councillor Waller, Safer, Greener and Transport Portfolio Holder, said that this was another matter to be discussed with the senior officer for the western area of the North Essex Parking Partnership. He said it was not just a matter of repainting the lines but also of maintaining them. He pointed out, however, that there would be a need to await better weather before repainting the lines.

(i) Planning Application Forms

Councillor Wagland said that approximately one year ago she had made representations to the Government about the need to include a "statement of truth" at the end of planning application forms as this was common practice on many other documents. She said that the Government had agreed to do so and having recently seen an application form from another authority it had included such a statement. Councillor Wagland said she assumed, therefore, that the necessary regulations had been made to include the statement and she asked the Planning Portfolio Holder if he supported this approach and if this Council had amended its forms to include such a statement. She suggested that the requirement should be published locally.

Councillor Bassett, Planning Portfolio Holder, said that he totally agreed with the inclusion of a "statement of truth" on planning applications forms and that he had a meeting arranged with Planning Officers on the following day at which he would raise the issue in order to establish the current situation.

(j) Discretionary Housing Payments

Councillor J M Whitehouse said that this Council had been included on a list of authorities which had allocated a low level of Discretionary Housing Payments to those in need. He sought views on why this had been the case and on details of the amount spent to date.

Councillor Stavrou, Finance and Technology Portfolio Holder, advised that £54,232 had been spent out of a total Discretionary Housing Payments budget of £206,998, consisting of 51 awards to Council tenants, 28 awards to RSL tenants and 23 awards to private tenants. She continued that exceptional hardship payments expenditure amounted to £1,844 from the total budget of £20,670 for 12 claimants. Councillor Stavrou stated that she was working with officers to identify those who were really struggling with a view to spending the total budget.

98. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

99. REPORT OF THE CABINET - TRANSFER OF HOUSING REVENUE CAR PARKS TO THE GENERAL FUND

Mover: Councillor Stavrou, Finance and Technology Portfolio Holder

Councillor Stavrou presented a report stating that there were two car parks which were still accounted for within the Housing Revenue Account (HRA). She reminded members that on the introduction of HRA self financing, the Council had resolved that the HRA should be maintained predominantly as a landlord account and HRA assets that were not held for social housing purposes should be accounted for within the General Fund. Members noted that the two car parks in question were provided for any resident of the District wishing to shop at The Broadway, Loughton and were therefore unrelated to the social housing activity of the HRA.

Report as first moved **ADOPTED**

RESOLVED:

That, with effect from 1 April 2014, the car parks at Burton Road and Vere Road, Loughton currently accounted for within the Housing Revenue Account be transferred to the General Fund.

100. REPORT OF THE CABINET - TREASURY MANAGEMENT STRATEGY AND INVESTMENT STRATEGY 2014/15 AND 2016/17

Mover: Councillor Stavrou, Finance and Technology Portfolio Holder

Councillor Stavrou presented a report on the Council's Treasury Management Strategy and Investment Strategy.

The Portfolio Holder advised that the Council had £61 million of investments and £185 million of borrowing so it was important to have strategies in place setting out how those balances were managed. She stated that the strategies were updated annually and came before the Council as part of the budget process. She advised that the strategies were based on advice from the Council's Treasury Management Advisers to ensure that all the necessary requirements were met.

Councillor Stavrou stated that the Finance and Performance Management Cabinet Committee and the Audit and Governance Committee received mid year and end of year reports on Treasury Management and the most recent report received in the November 2013 cycle of meetings had shown that there had been no breach of Prudential Indicators for the first half of the financial year 2013/14.

The Council noted that the current capital programme could be financed without any additional borrowing.

Councillor Stavrou stated that the strategies also set out who the Council invested with, how much was invested and for how long. She assured the Council that the lists were updated regularly to take account of changes in credit ratings and other relevant information.

Councillor Stavrou invited Councillor Watts, Chairman of the Audit and Governance Committee to present the views of that Committee.

Councillor Watts advised that the Audit and Governance Committee had considered the strategies to be comprehensive and sound. He expressed support of the increased use of building societies on the counter party list and drew attention to the possibility of investing in housing association schemes. He advised that the Audit and Governance Committee had requested reports on the authorised limit and operational boundary for external debt.

Report as first moved **ADOPTED**

RESOLVED:

That the following documents attached to these minutes as Appendix 1 be adopted:

- (a) Treasury Management Strategy Statement and Annual Investment Strategy 2014/15 to 2016/17;
- (b) Minimum Revenue Provision Statement;
- (c) Treasury Management Prudential Indicators for 2014/15 to 2016/17;
- (d) the rate of interest to be applied to any Inter-Fund Balances; and
- (e) Treasury Management Policy Statement.

101. REPORT OF THE CABINET - BUDGETS AND COUNCIL TAX DECLARATION 2014/15

The Chairman announced that she proposed to take the items on holding a recorded vote before the report of the Cabinet.

(a) Recorded Votes at Budget Meetings

The Council received a letter dated 4 February 2014 from Brandon Lewis MP, Parliamentary Under Secretary of State, Department for Communities and Local Government stating that the Government's expectation was that at this year's budget meetings, all principal councils would adopt the practice of recorded votes on any decision relating to the budget or council tax, not only on the substantive budget motions agreeing the budget, setting council taxes or issuing precepts, but also on any amendments proposed at the meeting.

Members noted that to facilitate the Government's wishes, the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which would come into force on 25 February 2014 would make it mandatory for councils as soon as it was practicable to amend their Standing Orders so as to include provisions requiring recorded votes at budget meetings. Recognition that it might not be possible to amend Standing Orders before budget meetings this year, Brandon Lewis had stated that he expected councils to adopt the practice of recorded votes by resolving to do so in line with the regulations.

RESOLVED:

That recorded votes be taken on any decision relating to the budget or council tax for 2014/15.

(b) The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014**Motion moved by Councillor Watts and seconded by Councillor Whitbread:**

"That the Council's Constitution be amended to include provisions requiring recorded votes at budget meetings".

Carried

RESOLVED:

That Council Procedure Rule 17 (Voting) be amended by the addition of the following new sub-paragraph:

"17.6 Voting at Budget Decision Meetings

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, immediately after any vote is taken at a budget decision meeting there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

"Budget decision" means a meeting at which:

(a) a calculation is made (whether originally or by way of substitute) in accordance with any of the Sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992, as amended; or

(b) a precept is issued under Chapter 4 of Part 1 of that Act,

and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting.

References to a vote are references to a vote not only on the substantive budget motions agreeing the budget, setting council taxes or issuing precepts, but also on any amendments proposed at the meeting”.

(c) Report of the Cabinet

Mover Councillor Stavrou, Finance and Technology Portfolio Holder

Councillor Stavrou presented a report on the Council's Budgets and the Council Tax Declaration 2014/15.

The Portfolio Holder apologised to members for the postponement of this Council meeting for two days which had arisen because when the referendum limit for a council tax increase for 2014/15 had been announced on 5 February 2014, the Police and Crime Commissioner's budget had exceeded the limit and had to be reconsidered. She advised that it had only been this afternoon when the revised precept figure had been received which together with precepts from other authorities enabled the setting of the overall council tax.

Councillor Stavrou referred to the Council's lengthy and robust process for setting its own budget. Detailed growth lists had been considered by the Finance and Performance Management Cabinet Committee and the Cabinet itself whilst the Joint Finance and Performance Management Cabinet Committee and Finance and Performance Management Scrutiny Panel meeting had received detailed Directorate budgets and had been given the opportunity to question all the Directors and Portfolio Holders.

The Portfolio Holder stated that 2013/14 had been a difficult year in terms of the budget. Draft grant figures from central Government issued in late summer had been worse than previously indicated and had necessitated substantially increasing the need for net savings in the Council's Medium Term Financial Strategy. Councillor Stavrou stated that fortunately the Government's proposal to top slice the New Homes Bonus by diverting funds to Economic Partnerships had resulted in a national outcry and had led to this idea not being pursued.

The Council noted that although Council Tax collection rates had reduced it had not been to the extent anticipated and the provision of hardship funds for supporting local Council Tax and Discretionary Housing Payments were likely to be adequate this year.

Councillor Stavrou stated that the final report on the restructuring of the Council's top management had not been submitted to the Council until late December 2013 leaving the accountants a lot of work to do in a short space of time to align budgets with the new four Directorate structure from April 2014. The Portfolio Holder stated that business rates retention was an ongoing problem with the Department for Communities and Local Government (DCLG) making up the rules as matters progressed. She said it had been known that additional grant would be payable to councils where DCLG had changed the system and in doing so had caused a reduction in a council's income. It had been known that this Council would receive a grant but the amount of £400,000 had only been confirmed at the beginning of February 2014 and as a result that sum had been added to the District Development

Fund. Members noted that a sum of £250,000 had been provided in 2014/15 to meet the cost of potential business rate appeals.

Councillor Stavrou reminded members that the financial issues paper considered in September 2013 had set a target of achieving £700,000 net savings. She reported that the target had been achieved mainly due to the Top Management Restructure which in a full year would achieve savings of £350,000, the investment of capital in acquiring a long lease at Torrington Drive, Loughton which would boost revenue by approximately £200,000 per annum, and changes to fees and charges which were estimated to achieve approximately £150,000. The Portfolio Holder explained that the proposed changes in parking tariffs would be the first for five years and were being introduced not only to increase income but also to address the representations from local traders about town centre parking spaces being taken by commuters. Councillor Stavrou advised that the revised proposals would provide an opportunity to better manage parking spaces and make them available to shoppers.

The Council noted that a key theme in the budget was Economic Development and provision had been made for an Assistant Director post to have specific responsibility as well as additional funding being provided.

Councillor Stavrou reported that it had been possible to achieve a balanced budget and investment in priority areas without increasing the District Council Tax. She continued that Epping Forest District Council had been a low Council Tax Council for many years and the Cabinet intended it to remain so. She cautioned that whilst the recession might be over, austerity for the public sector was likely to continue for some time.

Councillor Stavrou expressed her thanks to Bob Palmer, Peter Maddock and their staff for the work in preparing the budget under more difficult circumstances than normal.

Councillor Murray expressed support for the District Council budget but not those of the County Council and the Police and Crime Commissioner having regard to the services they provided. Councillor Angold-Stephens supported Councillor Murray's views.

Councillor J M Whitehouse expressed support for the District Council budget but expressed concern that the Council was being asked to include additional income of £150,000 from fees and charges before knowing what changes would be made to car parking tariffs. He also urged caution about some District Council services which whilst continuing were showing signs of strain. He also referred to the current spend on consultants and asked that careful consideration be given to this in future.

Councillor Knapman drew attention to the savings forced upon the County Council, the level of which would not have been achieved without cutting services. He also expressed concern about the budget of the Police and Crime Commissioner.

Councillor McEwen echoed Councillor Knapman's comments about the County Council's budget.

Councillor Stavrou thanked members for their comments. She re-emphasised the reasons for revising car parking tariffs and said that consultants were only engaged when the Council officers did not have the necessary expertise.

Councillor Waller advised that a report on the details of the proposed car parking tariffs would be submitted to the Cabinet at which time other members would be able

to contribute to the debate and, if necessary, call in the decision for further consideration.

Councillor Whitbread thanked Councillor Stavrou for her work in progressing the budget.

Councillor Sartin reminded members that at the Annual Council meeting in May 2013 she had advised that it was not her intention during her year of office as Chairman of Council to vote at Council meetings and she would therefore be abstaining from voting on this matter.

Report as first moved **ADOPTED**

RESOLVED:

Budget

- (1) That the list of CSB growth and savings for the 2014/15 budget (set out in Annex 1 to these minutes) be approved;
- (2) That the list of District Development Fund items for the 2014/15 budget (set out in Annex 2 to these minutes) be approved;
- (3) That the revenue estimates for 2014/15 and the draft Capital Programme for 2014/15 be approved as set out in Annexes 3, 4 (a-g) and 5 to these minutes including all contributions to and from reserves as set out in the attached Annexes;
- (4) That the Medium Term Financial Forecast be approved as set out in Annexes 8 a and 8 b to these minutes;
- (5) That the 2014/15 HRA budget be approved and that the application of rent increases and decreases resulting in an average increase of 4.91% from £91.10 to £95.59, be approved;
- (6) That the Council's policy of retaining revenue balances at no lower than £4.0M or 25% of the net budget requirement whichever is the higher for the four year period to 2016/17 be amended to no lower than £4.0M or 25% of the net budget requirement whichever is the higher during the four year period up to and including 2017/18;
- (7) That the report of the Chief Financial Officer on the robustness of the estimates for the purposes of the Council's 2014/15 budgets and the adequacy of the reserves (Annex 9 attached to these minutes) be noted.

Declaration of Council Tax

- (8) That it be noted that under delegated authority the Director of Finance & ICT, in consultation with the Finance and Technology Portfolio Holder, calculated the Council Tax Base 2014/15:
 - (a) for the whole Council area as 50,679.4 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended); and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as set out below and in Annex 6 attached to these minutes:

	Tax Base
Abbess, Beauchamp & Berners Roding	202.4
BuckhurstHill	5,016.0
Chigwell	5,737.7
Epping Town	4,828.3
Epping Upland	403.0
Fyfield	404.4
High Ongar	527.5
Lambourne	825.0
Loughton Town	11,828.2
Matching	415.5
Moreton, Bobbingworth and The Lavers	541.2
Nazeing	1,975.9
North Weald Bassett	2,422.4
Ongar	2,609.1
Roydon	1,264.7
Sheering	1,274.0
Stanford Rivers	343.6
Stapleford Abbots	493.8
Stapleford Tawney	77.4
Theydon Bois	1,938.3
Theydon Garnon	81.3
Theydon Mount	108.7
Waltham Abbey Town	7,131.1
Willingale	229.9

(9) That the following amounts be calculated for the year 2014/15 in accordance with sections 31 to 36 of the Local Government Finance Act 1992:

- (a) £123,761,841 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils;
- (b) £113,144,884 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
- (c) £10,616,957 being the amount by which the aggregate at 9 (a) above exceeds the aggregate at 9 (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);
- (d) £209.49 being the amount at 9 (c) above (Item R), all divided by Item T (the amount at 8 (a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
- (e) £3,077,383 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Annex 6 attached to these minutes);

- (f) £148.77 being the amount at 9 (d) above less the result given by dividing the amount at 9 (e) above by Item T (8 (a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates;

(10) That it be noted that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the category of dwellings in the Council's area as shown in Annex 7 attached to these minutes;

(11) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in Annex 7 Part B (attached to these minutes) as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings; and

(12) That in accordance with section 52ZB of the Local Government Finance Act 1992, Council determines that the amount of Council Tax shown at (9) (f) of £148.77 for 2014/15, being unchanged from 2013/14 is not excessive and therefore there is no need to hold a local referendum.

There voted for the recommendation: (43) namely: Councillors Angold-Stephens, Avey, Bassett, Boyce, Breare-Hall, Chana, Church, Gadsby, Gode, Grigg, Jacobs, Jones, Kane, Keska, Knapman, Knight, Lea, Leonard, Lyon, McEwen, Mann, Markham, Murray, Pond, Rolfe, Sandler, Shiell, Smith, Spencer, Stallan, Stavrou, Thomas, Ulkun, Wagland, Waller, Watts, Webster, Whitbread, J H Whitehouse, J M Whitehouse, Wixley, Wright, Wyatt.

Abstentions (1) namely: Councillor Sartin (non voting Chairman)).

102. OVERVIEW AND SCRUTINY

(a) Report of the Chairman of the Overview and Scrutiny Committee

The Council received a written report from Councillor Morgan, the Chairman of the Overview and Scrutiny Committee.

Members were encouraged to attend the next meeting of the Committee to be held on 25 February 2014 at which a presentation would be made from officers from the Mental Health Services of the West Essex Clinical Commissioning Group.

(b) Reports of the Overview and Scrutiny Committee

The Chairman announced that there were no reports to be considered under this item.

(c) Reports of Overview and Scrutiny Panels:

(i) Report of the Constitution and Member Services Scrutiny Panel – Annual Review of Contract Standing Orders and Financial Regulations.

Mover: Councillor Watts, Vice-Chairman of the Panel, in the absence of the Chairman

Councillor Watts presented a report of the Panel following the annual review of Contract Standing Orders and Financial Regulations which provided controls on contract procedures and financial governance.

Report as first moved **ADOPTED**

RESOLVED:

That the proposed changes to CSOs listed below be adopted and published in the Council's Constitution:

(a) CSO 35 (Local Businesses)

That CSO 35 (Local Businesses) be re-positioned within CSOs to give it greater prominence and an index at the beginning of CSOs to aid navigation by officers be added to the published version;

(b) CSO 16 (Receipt, Custody and Opening of Quotations)

That CSO 16 (Opening of Tenders and Quotations – Contracts in Excess of £25,000) be amended as follows:

“Quotations and tenders received in accordance with these Standing Orders shall be opened at one time, as follows:

(i) in respect of contracts with an estimated value exceeding £25,000 but not exceeding £50,000, the relevant Chief Officer in the presence of or at least one of his principal or senior officers and a representative of the Director of Governance, shall open the quotations received; and shall maintain a record of all such quotations;

(ii) in respect of contracts with an estimated value in excess of £50,000 the Portfolio Holder concerned, in the presence of authorised representatives of the Director of Governance and the relevant Chief Officer, shall open the tenders which, in the normal course of events, will not be less than three working days after the closing date for receipt of those tenders; and

(iii) the Director of Governance or his/her authorised representative shall maintain and sign a record of all tenders opened, which record shall also be signed by the member of the Cabinet in attendance (in respect of contracts valued in excess of £50,000 only) and the representative of the Chief Officer concerned.”

(c) CSO 19 (Acceptance of Quotations/Evaluation of Tenders)

That CSO 19 (Acceptance of Quotations – Contracts Exceeding £25,000 but Not Exceeding £50,000) be amended as shown below:

“(1) a Chief Officer may, subject to the provisions of Standing Order C4 (Contracts exceeding £25,000 but not exceeding £50,000) accept the lowest quotation received in respect of a contract not exceeding £50,000 in value or amount; a quotation other than the lowest received shall not be accepted until the relevant Portfolio Holder has considered a report from the appropriate Chief Officer or other person.

- (3) Paragraph (1) above shall not apply where:
- (i) the tender documentation prepared by the Chief Officer and submitted to prospective tenderers specifies that the acceptance of any tender will be not only based on consideration of price but also on an assessment of quality; and
 - (ii) where sub-paragraph (i) above applies, the methodology for assessing tenders on the basis of price and quality shall be documented and signed by the Chief Officer prior to the opening of tenders and retained as part of the contract documentation.
 - (iii) the relevant Chief Officer has obtained approval in advance of the terms under which quotations will be accepted from the Cabinet or the relevant Portfolio Holder and acceptance of a quotation is fully in compliance with that decision in which case the results of the evaluation process shall be reported back to the Cabinet or the Portfolio Holder as appropriate.
 - (iv) in cases where quotations received exceed the limit of £50,000, provided that the lowest quotation exceeds the pre-contract estimate by no more than 10%.”
- (d) CSO 12 (Contract Extensions)

That a new CSO (to be numbered C12) be approved as follows:

“C12 Contract Extensions

- (a) No contract in excess of £25,000 shall be extended (other than extensions provided for under CSO 11 (serial contracts) without prior approval by a Portfolio Holder or the Cabinet. Any such proposal shall explain the circumstances which leads the relevant Chief Officer to recommend that course of action and indicate the terms on which the contract is to be extended and a date on which the proposed extension will terminate.
 - (b) No more than two contract extensions shall be approved in respect of any one contract.”
- (2) That any further alterations to CSOs and Financial Regulations to reflect any other changes arising from the recent Directorate restructuring be delegated to the Assistant to the Chief Executive for incorporation in final version before publication.

(ii) Report of the Constitution and Member Services Scrutiny Panel – Review of Officer Delegation

Mover: Councillor Watts, Vice-Chairman of the Panel, in the absence of the Chairman

Councillor Watts presented a report of the Panel following the annual review of Officer Delegation.

Members noted that the report dealt with those delegated authorities which needed to be approved by the Council (ie. non-Cabinet functions). Councillor Watts advised that the review had taken account of the new Directorate structure to come into effect on 1 April 2014.

By leave of the Council, Councillor Watts replaced the schedule of Planning Services delegations circulated with the agenda with a tabled schedule as the former had not account of changes approved by the Council on 5 November 2013.

Report as amended **ADOPTED**

RESOLVED:

(1) That the alterations (shown in black highlighting) to the attached schedules of officer delegation (Appendix 2 to these minutes) reflecting the new Directorate structure be approved with effect from 1 April 2014;

(2) That the revised schedule of Council functions be published in the Council's Constitution; and

(3) That as the delegated authorities in respect of Deputy Monitoring Officer, Deputy Electoral Registration Officer and Deputy RIPA Officer cannot be finalised at present due to pending appointments required under the implementation of the new Directorate structure, once an appointment has been made, the decisions of the Director of Governance and the Chief Executive be added to the Schedule.

(iii) Report of the Constitution and Member Services Scrutiny Panel – Vice Chairman of Council – Review of Appointment Procedure

Mover: Councillor Watts, Vice Chairman of the Panel, in the absence of the Chairman

Councillor Watts presented a report of the Panel following a review of the process for the nomination to and appointment of the Vice-Chairman of Council.

By leave of the Council, Councillor Watts amended the recommendations of the Panel in order to resolve a duplication, by deleting the proposed paragraph (c) of Article 5.03 and replacing it with the proposed paragraph (h).

Amendment moved by Councillor Angold-Stephens and seconded by Councillor Mann

That the proposed paragraph (a) of Article 5.03 be amended by the addition of the words "from two or more groups or an independent member" after the words "District Councillors".

Lost

Report as amended **ADOPTED**

RESOLVED:

That Paragraphs 5.02 and 5.03 of Article 5 in the Constitution (Chairman of Council) be amended as set out in Appendix 3 to these minutes so as to provide a new process for appointing a Vice-Chairman of Council.

(Recorded in accordance with paragraph 17.5 of the Council Procedure Rules, that Councillor Murray voted against the motion).

103. EPPING FOREST DISTRICT REMUNERATION PANEL ANNUAL REPORT 2013/14

The Chairman welcomed Mr S Lye, Member of the Independent Remuneration Panel to the meeting.

Mr Lye presented the Panel's Annual Report for 2013/14.

Councillor Waller, on behalf of all councillors, thanked S Lye, Ms R Kelly and D Jackman, the three independent members of the Panel for their work during the year and for compiling the Annual Report and the Review Report which was the next item on the agenda. Councillor Waller drew attention to the Panel's comments about the amount of the Council's Basic Allowance.

RESOLVED:

That the Epping Forest District Remuneration Panel Annual Report 2013/14 be noted.

104. MEMBERS' ALLOWANCES SCHEME REVIEW

S Lye, Independent Member of the Remuneration Panel presented a report following the Panel's annual review of the Members' Allowances Scheme.

Amendment moved by Councillor J H Whitehouse and seconded by Councillor J M Whitehouse

That the recommendations of the Remuneration Panel be amended by the addition of the recommendation set out below to be numbered (4) and the renumbering of the remaining recommendations:

(4) That a sum equivalent to £35 per councillor be retained each year by the Council from the total Basic Allowance budget so that the registration of all councillors as data controllers can be achieved without the need for individual applications.

Carried

Report as amended **ADOPTED**

RESOLVED:**Basic Allowance**

(1) That no change be made to the amount of Basic Allowance of £4300 per member per annum currently included in the adopted Members' Allowances Scheme;

Implementation

(2) That the level of implementation of the Basic Allowance for 2014/15 be increased from £3,150 per member per annum to £3,400 by

discontinuing the IT Connectivity Allowance of £250 per member per annum and incorporating that amount in the Basic Allowance;

(3) That the level of implementation of the Basic Allowance be further increased from £3,400 to £3,435 to meet the cost of a member registering as a Data Controller with the Information Commissioner and members be reminded of the requirements for registration and the risks of not registering (thereby increasing the level of implementation from 73% to 80% of the full amount at “zero” cost ;

(4) That a sum equivalent to £35 per councillor be retained each year by the Council from the total Basic Allowance budget so that the registration of all councillors as data controllers can be achieved without the need for individual applications;

(5) That in formulating future budgets the Council considers increasing further the level of implementation of the Basic Allowance to achieve payment of the full amount of £4,300 in the adopted Members’ Allowances Scheme by either:

- (a) increasing the level of implementation to the full amount in 2015/16; or
- (b) phasing an increase in the level of implementation to approximately 90% (£3,870 per member) in 2015/16 and 100% (£4,300 per member) in 2016/17;

Special Responsibility Allowances

(6) That no change be made to the current amounts of Special Responsibility Allowances;

(7) That the Panel give further consideration to the amount of the Special Responsibility Allowance for the Chairman of the Standards Committee if the workload for that position increases from the current level;

Independent Persons – Standards Regime

(8) That, although not part of the Members’ Allowances Scheme, the Independent Persons appointed by the Council as part of its standards arrangements continue to be paid an allowance of £250 per member per annum in 2014/15;

(9) That the Panel give further consideration to this allowance if the workload for the position increases from the current level or, if and when, the Council changes the number of Independent Persons;

Connectivity Allowance

(10) That the IT Connectivity Allowance be discontinued with effect from 1 April 2014;

Travel Outside of the District

(11) That no change be made to the Members’ Allowances Scheme regarding the restrictions placed on the amount that can be claimed for travel outside of the District;

HMRC Requirements

(12) That the Members' Allowances Scheme and Guidance Note be amended to reflect the requirements of HMRC in relation to the treatment of mileage and subsistence for taxation and National Insurance purposes;

(13) That the attention of members be drawn to their ability to challenge the HMRC requirements;

Pensions

(14) That the Members' Allowances Scheme be amended to reflect the current entitlement of councillors to join the Local Government Pension Scheme and the Government's intention to discontinue the entitlement of councillors to join the Scheme after 1 April 2014 with existing subscribers' accrued rights protected;

Revised Scheme and Guidance Note

(15) That, subject to the adoption of the above recommendations, the amended Members' Allowances Scheme and Guidance Note attached as Appendix 4 to these minutes incorporating changes indicated in bold type and underlined be adopted.

105. DIRECTORATE RESTRUCTURING

The Head of Paid Service reported on progress being made with the Directorate Restructuring.

Members noted that the four Directors had been appointed and were familiarising themselves with their new responsibilities. All but two of the Assistant Directors had been appointed and job descriptions reviewed by Job Evaluation Panels. Appointments for the outstanding posts were due to be made by mid-March 2014.

The Chief Executive referred to the budget which had been produced in the new Directorate format and to the schedule of delegations approved by the Council which reflected the new posts. He advised that detailed transition plans were being developed by the Directors.

RESOLVED:

That the report of the Head of Paid Service be noted.

106. OFFICER DELEGATION IN RESPECT OF EXECUTIVE FUNCTIONS

The Council noted a decision taken by the Leader of Council to approve the schedule of delegation of Executive functions for the year 2013/14 which would be published as part of the Constitution.

107. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

The Council received a report from Councillor Jennie Hart, one of the Council's representatives on the Loughton Broadway Town Centre Partnership.

CHAIRMAN

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Appendix 1

Treasury Management Strategy Statement and Investment Strategy 2014/15 to 2016/17

Introduction

In April 2002 the Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management Code (the "CIPFA TM Code") which requires the Authority to approve a Treasury Management Strategy Statement (TMSS) before the start of each financial year.

In addition, the Department for Communities and Local Government (CLG) issued revised Guidance on Local Authority Investments in March 2010 that requires the Authority to approve an Investment Strategy before the start of each financial year.

This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Guidance.

The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

External Context

Economic background: The Bank of England's Monetary Policy Committee (MPC) through its recent forward guidance is committed to keeping policy rates low for an extended period using the Labour Force Survey unemployment rate of 7% as a threshold for when it would consider whether or not to raise interest rates, subject to certain other conditions. Unemployment was 7.7% in August 2013, but is not forecast to fall below the threshold until 2016, due to the UK's flexible workforce.

The flow of credit to households and businesses is slowly improving but is still below pre-crisis levels. The fall in consumer price inflation from the high of 5.2% in September 2011 to 2.7% in September 2013 will allow real wage increases (i.e. after inflation) to slowly turn positive and aid consumer spending.

Stronger growth data in 2013 (0.4% in Q1, 0.7% in Q2 and 0.8% in Q3) alongside a pick-up in property prices mainly stoked by government initiatives to boost mortgage lending have led markets to price in an earlier rise in rates than warranted under Forward Guidance and the broader economic backdrop. However, with jobs growth picking up slowly, many employees working shorter hours than they would like and benefit cuts set to gather pace, growth is likely to only be gradual. Arlingclose forecasts the MPC will maintain its resolve to keep interest rates low until the recovery is convincing and sustainable.

In the US expectations for the slowing in the pace of asset purchases ('tapering') by the Federal Reserve and the end of further asset purchases will remain predominant drivers of the financial markets. The Fed did not taper in September and has talked down potential tapering in the near term. It now looks more likely to occur in early 2014 which will be supportive of bond and equity markets in the interim.

Credit outlook: The credit risk of banking failures has diminished, but not dissipated altogether. Regulatory changes are afoot in the UK, US and Europe to move away from the bank bail-outs of previous years to bank resolution regimes in which shareholders, bond holders and unsecured creditors are ‘bailed in’ to participate in any recovery process. This is already manifest in relation to holders of subordinated debt issued by the Co-op which will suffer a haircut on its conversion bail-in to alternative securities and/or equity. There are also proposals for EU regulatory reforms to Money Market Funds which will, in all probability, result in these funds moving to a VNAV (variable net asset value) basis and losing their ‘triple-A’ credit rating wrapper. Diversification of investments between creditworthy counterparties to mitigate bail-in risk will become even more important in the light of these developments.

Interest rate forecast: Arlingclose’s forecast is for the Bank Rate to remain flat until late 2016, the risk to the upside (i.e. rates being higher) are weighted more heavily towards the end of the forecast horizon, as the table below shows. Gilt yields are expected to rise over the forecast period with medium- and long-dated gilts expected to rise by between 0.7% and 1.1%.

A more detailed economic and interest rate forecast provided by the Authority’s treasury management advisor is attached at **Appendix A**.

For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 0.8%.

Local Context

The Authority currently has £185m of borrowing and £61m of investments. This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance Sheet Summary and Forecast

	31.3.13 Actual £m	31.3.14 Estimate £m	31.3.15 Estimate £m	31.3.16 Estimate £m	31.3.17 Estimate £m
General Fund CFR	33.6	38.6	48.6	63.6	63.6
HRA CFR	155.1	155.1	155.1	155.1	155.1
Total CFR	188.7	193.7	203.7	218.7	218.7
Less: Other long-term liabilities *	0	0	0	0	0
Borrowing CFR	188.7	193.7	203.7	218.7	218.7
Less: External borrowing **	185.5	185.5	200.5	215.5	215.5
Internal borrowing	3.2	8.2	3.2	3.2	3.2
Less: Usable reserves	49.1	45.4	44.6	45.8	45.0
Less: Working capital	14.8	15.0	15.0	15.0	15.0
Resources Available for Investment	60.7	52.2	56.4	57.6	56.8

* finance leases and PFI liabilities that form part of the Authority’s debt

** shows loans which the Authority may make and excludes optional refinancing

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Authority’s current strategy is to maintain borrowing and investments below their underlying levels,

sometimes known as internal borrowing, subject to holding a minimum investment balance of £50m. Borrowing is anticipated in future for Land Purchase or development and the Waste Management Contract, but these are not yet certain.

The Authority has an increasing CFR due to the capital expenditure described above, retaining considerable investments and may therefore be seeking to borrow up to £30m over the forecast period. £15m in each financial year 2014/15 and 2015/16 is possible depending on the many potential development opportunities.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2014/15.

Borrowing Strategy

The Authority currently holds £185 million of loans, the same as the previous year, as part of its strategy for funding Housing Self-Financing. The balance sheet forecast in table 1 shows that the Authority may increase borrowing up to £200.5m in 2014/15. The Authority may also borrow additional sums to pre or post-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £230 million.

The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Authority's long-term plans change is a secondary objective.

Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2014/15 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

In addition, the Authority may borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.

The approved sources of long-term and short-term borrowing are:

- Internal
- Public Works Loan Board (effectively part of HM Treasury)
- UK local authorities
- European Investment Bank
- Leasing
- any institution approved for investments (see below)
- any other bank or building society authorised by the Prudential Regulation Authority to operate in the UK
- UK public and private sector pension funds (except Essex Pension Fund)
- capital market bond investors
- special purpose companies created to enable joint local authority bond issues.

The Authority has previously raised all of its long-term borrowing from the Public Works Loan Board, but it continues to investigate other sources of finance, such as local authority loans and bank loans, that may be available at more favourable rates.

Short-term and variable rate loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

Debt Rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some bank lenders may also be prepared to negotiate premature redemption terms. The Authority may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall saving or reduction in risk.

Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's investment balance has ranged between £54.0 and £61.5 million, and similar levels are expected to be maintained or reduced in the forthcoming year dependent on capital spending and borrowing decisions.

Both the CIPFA Code and the CLG Guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

The Authority may invest its surplus funds with any of the counterparties in table 2 below, subject to the cash and time limits shown. The detailed list of counterparties is in Appendix C.

Table 2: Approved Investment Counterparties

Counterparty	Cash limit	Time limit †
Banks and other organisations and securities whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	AAA	10 years*
	AA+	5 years*
	AA	4 years*
	AA-	3 years*
	A+	2 years
	A	1 year
	A-	
The Authority's current account bank (National Westminster Bank plc) if it fails to meet the above criteria	£10m	next day
UK Central Government (irrespective of credit rating)	unlimited	50 years**
UK Local Authorities (irrespective of credit rating)	£10m each	50 years**
UK Registered Providers of Social Housing whose lowest published long-term credit rating is A- or higher, or who are recommended	£1m each	10 years**

by Treasury Advisor		
UK Registered Providers of Social Housing whose lowest published long-term credit rating is BBB- or higher and those without credit ratings or who are recommended by Treasury Advisor	£1m each	5 years
UK Building Societies with credit rating A- or above	£10m each	1 year
UK Building Societies without credit ratings - seeking to add at A- or above or equivalent as recommended by Treasury Advisor	£1m each	1 year
Money market funds and other pooled funds	£5m each	n/a

† the time limit is doubled for investments that are secured on the borrower's assets

* but no longer than 2 years in fixed-term deposits and other illiquid instruments

** but no longer than 5 years in fixed-term deposits and other illiquid instruments

Current Account Bank: Following a competitive tender exercise held in 2012, the Authority's current accounts are held with National Westminster Bank plc which is currently rated A-/A-2 the minimum being A- rating in table 2. The credit ratings fell below A- in November 2013. the Authority continues to deposit surplus cash with National Westminster Bank plc providing that the investments can be withdrawn on the next working day, and that the bank maintains a credit rating no lower than BBB- (the lowest investment grade rating). In line with Arlingclose's recommendations.

Registered Providers: Formerly known as Housing Associations, Registered Providers of Social Housing are tightly regulated by the Homes and Communities Agency and retain a high likelihood of receiving government support if needed. The Authority will consider investing with unrated Registered Providers with adequate credit safeguards, subject to receiving independent advice.

Building Societies: The Council takes additional comfort from the building societies' regulatory framework and insolvency regime where, in the unlikely event of a building society liquidation, the Authority's deposits would be paid out in preference to retail depositors. The Authority will therefore consider investing with un-rated building societies where independent credit analysis shows them to be suitably creditworthy. The Government has announced plans to amend the building society insolvency regime alongside its plans for wide ranging banking reform, and investments in lower rated and unrated building societies will therefore be kept under continuous review.

Money Market Funds: These funds are pooled investment vehicles consisting of money market deposits and similar instruments. They have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager. Fees of between 0.10% and 0.20% per annum are deducted from the interest paid to the Authority. Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts, while funds whose value changes with market prices and/or have a notice period will be used for longer investment periods. Arlingclose have removed the requirement for AAA ratings following EU proposals to stop money market funds from having credit ratings.

Other Pooled Funds (Collective Investment Schemes): Table 1 above indicates that the Authority will have substantial cash balances available for investment over the medium term. It will therefore consider using pooled bond, equity and property funds that offer enhanced returns over the longer term, but are potentially more volatile in the shorter term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly. Investments in Pooled Funds will be undertaken with advice from Arlingclose Ltd. The Council currently has none of these investments.

Risk Assessment and Credit Ratings: The Authority uses long-term credit ratings from the three main rating agencies Fitch Ratings, Moody's Investors Service and Standard & Poor's Financial Services to assess the risk of investment default. The lowest available counterparty credit rating will be used to determine credit quality, unless an investment-specific rating is available. Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a A- rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified Investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of "high credit quality".

The Authority defines "high credit quality" organisations as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of A- or higher.

Non-specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 3: Non-Specified Investment Limits

	Cash limit
Total long-term investments	£30m
Total investments without credit ratings or rated below A-	£5m
Total investments in foreign countries rated below AA+	£5m
Total maximum non-specified investments	£40m

Investment Limits: The Authority's total useable reserves theoretically available to cover investment losses are forecast to be £30 million on 31st March 2014. In order that no more than 25% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £10 million. A group of banks under the same ownership or a group of funds under the same management will be treated as a single organisation for limit purposes. Limits will also be placed on investments in brokers' nominee accounts, foreign countries and industry sectors. Arlingclose Ltd. Will also advise on individual investment links.

Table 4: Investment Limits

	Cash limit
Any single organisation, except the UK Central Government	£10m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£10m per group
Any group of pooled funds under the same management	£5m per manager
Foreign countries	£10m per group
Registered Providers	£5m in total

Approved Instruments: The Authority may lend or invest money using any of the following instruments:

- interest-bearing bank accounts,
- fixed term deposits and loans,
- callable deposits and loans where the Authority may demand repayment at any time (with or without notice),
- callable deposits and loans where the borrower may repay before maturity, but subject to a maximum of £10 million in total,
- certificates of deposit,
- bonds, notes, bills, commercial paper and other marketable instruments, and
- shares in money market funds and other pooled funds.

Investments may be made at either a fixed rate of interest, or at a variable rate linked to a market interest rate, such as LIBOR, subject to the limits on interest rate exposures below.

Liquidity management: The Authority uses cash flow forecasting calculations to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a pessimistic basis, with receipts under-estimated and payments over-estimated to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority’s medium term financial plan and cash flow forecast calculations.

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2,A-=7 etc.) and taking the arithmetic average, weighted by the size of each investment.

	Target
Portfolio average credit rating	A-

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

	Target
Total cash available within 3 months	£5m

Interest Rate Exposures: This indicator is set to control the Authority’s exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:-

	2014/15	2015/16	2016/17
Upper limit on fixed interest rate exposure	100%	100%	100%
Upper limit on variable interest rate exposure	25%	25%	25%

(Investments count as negative borrowing.)

Fixed rate investments and borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

Maturity Structure of Fixed Rate Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Lower	Upper
Under 12 months	0%	100%
12 months and within 24 months	0%	100%
24 months and within 5 years	0%	100%
5 years and within 10 years	0%	100%
10 years and within 20 years	0%	100%
20 years and within 30 years	0%	100%
30 years and within 40 years	0%	100%
40 years and within 50 years	0%	100%
50 years and above	0%	100%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2014/15	2015/16	2016/17
Upper Limit on principal invested beyond year end	£30m	£30m	£30m

Other Items

There are a number of additional items that the Authority is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

Policy on Use of Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

The Council will only use derivatives after seeking expertise, a legal opinion and ensuring officers have the appropriate training for their use.

Policy on Apportioning Interest to the HRA: From 1st April 2012, the Council can notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will probably be assignable in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) can be identified/ credited to the respective account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured and interest transferred between the General Fund and HRA at the Authority's average interest rate on investments, adjusted for credit risk.

Investment Training: The needs of the Authority's treasury management staff for training in investment management are assessed every month as part of the Treasury Management meetings, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

Investment Advisers: The Authority has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues. The quality of this service is controlled by Officers experienced in these matters.

Investment of Money Borrowed in Advance of Need: The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Authority's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £230 million. The maximum period between borrowing and expenditure is expected to be two years, although the Authority is not required to link particular loans with particular items of expenditure.

Financial Implications

The budget for investment income in 2014/15 is £399.0 thousand, based on an average investment portfolio of £57 million at an interest rate of 0.8%. The budget for debt interest paid in 2014/15 is £5.5 million, based on an average debt portfolio of £185 million at an average interest rate of 3%. If actual levels of investments and borrowing, and actual interest rates differ from those forecast, performance against budget will be correspondingly different.

Other Options Considered

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Director of Finance and ICT, having consulted the Portfolio Holder for Finance and Technology, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Reduced risk of losses from credit related defaults
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs will be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs will be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain

Appendix A - Arlingclose Economic & Interest Rate Forecast December 2013

Underlying assumptions:

- Growth continues to strengthen with the second estimate for Q3 growth coming in at an unrevised 0.8%. The service sector remains the main driver of growth, boosted by a contribution from construction.
- The unemployment rate has fallen to 7.6%. The pace of decline in this measure will be dependent on a slower expansion of the workforce than the acceleration in the economy, alongside the extent of productivity.
- The CPI for December has fallen to 2.0%, a much more comfortable position for the MPC. Utility price increases are expected to keep CPI above the 2% target in 2014, before falling back again.
- The principal measure in the MPC's Forward Guidance on interest rates is the Labour Force Survey (LFS) unemployment rate. The MPC intends not to raise the Bank Rate from its current level of 0.5% at least until this rate has fallen to a threshold of 7%.
- The reduction in uncertainty and easing of credit conditions have begun to unlock demand, much of which has fed through to the housing market. In response to concerns over a house price bubble, the Bank of England announced a curtailment of the Funding for Lending Scheme, which will henceforth concentrate on business lending only.
- The MPC will not hesitate to use macro prudential and regulatory tools to deal with emerging risks (such as curtailing the FLS). Absent risks to either price stability or financial stability, the MPC will only tighten policy when it is convinced about the sustained durability of economic growth.
- Federal Reserve monetary policy expectations - the slowing in the pace of asset purchases ('tapering') and the end of further asset purchases - will remain predominant drivers of the financial markets. Tapering of asset purchases will begin in Q1 2014. The US political deadlock over the debt ceiling will need resolving in Q1 2014.
- The European backstop mechanisms have lowered the risks of catastrophic meltdown. The slightly more stable economic environment at the aggregate Eurozone level could be undone by political risks and uncertainty in Italy, Spain and Portugal (doubts over longevity of their coalitions). The ECB has discussed a third LTRO, as credit conditions remain challenging for European banks.
- China data has seen an improvement, easing markets fears. Chinese leaders have signalled possible monetary policy tightening.
- On-going regulatory reform and a focus on bail-in debt restructuring is likely to prolong banking sector deleveraging and maintain the corporate credit bottleneck.

Forecast:

- Our projected path for short term interest rates remains flat. Markets are still pricing in an earlier rise in rates than warranted under Forward Guidance and the broader economic backdrop. The MPC will not raise rates until there is a sustained period of strong growth. However, upside risks weight more heavily at the end of our forecast horizon.
- We continue to project gilt yields on an upward path through the medium term. The recent climb in yields was overdone given the soft fundamental global outlook and risks surrounding the Eurozone, China and US.

	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	1.00
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk													
3-month LIBID rate													
Upside risk	0.20	0.25	0.30	0.35	0.40	0.50	0.55	0.60	0.65	0.70	0.75	0.90	0.95
Arlingclose Central Case	0.45	0.45	0.50	0.55	0.65	0.75	0.75	0.75	0.75	0.75	0.80	0.80	0.80
Downside risk			0.05	0.10	0.20	0.30	0.30	0.30	0.30	0.30	-0.35	-0.35	-0.35
1-yr LIBID rate													
Upside risk	0.35	0.30	0.35	0.40	0.45	0.50	0.60	0.70	0.75	0.75	0.75	0.80	0.80
Arlingclose Central Case	0.90	0.95	0.95	0.95	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.40	1.40
Downside risk	-0.25	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
5-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	1.45	1.50	1.55	1.60	1.65	1.70	1.75	1.85	1.95	2.10	2.30	2.50	2.50
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.75	-0.80	-0.80	-0.80
10-yr gilt yield													
Upside risk	0.50	0.50	0.50	0.65	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	3.00	3.10	3.30	3.50	3.50
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.75	-0.80	-0.80	-0.80
20-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.25	3.30	3.35	3.40	3.45	3.50	3.55	3.65	3.75	3.85	4.05	4.15	4.15
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.70	-0.75	-0.80	-0.80
50-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.45	3.50	3.55	3.60	3.65	3.70	3.75	3.80	3.85	3.95	4.05	4.15	4.15
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.70	-0.75	-0.80	-0.80

Appendix B - Existing Investment & Debt Portfolio Position

	31.12.13 Actual Portfolio £m	31.12.13 Average Rate %
External Borrowing:		
PWLB - Fixed Rate	153.656	3.000
PWLB - Variable Rate	31.800	0.620
Local Authorities	0	0
LOBO Loans	0	0
Total External Borrowing	185.456	
Other Long Term Liabilities:		
PFI	0	
Finance Leases	0	
Total Gross External Debt	185.456	
Investments:		
<i>Managed in-house</i>		
Short-term investments	43.06	0.632
Long-term investments	10.0	1.15
<i>Managed externally</i>		
Fund Managers	0	0
Pooled Funds (<i>please list</i>)	7.0	0.4
Total Investments	60.06	
Net Debt	125.396	

Appendix B
Prudential Indicators 2014/15 - 2016/17

1. Background:

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA’s Prudential Code for Capital Finance in Local Authorities (the “CIPFA Prudential Code”) when setting and reviewing their Prudential Indicators.

2. Gross Debt and the Capital Financing Requirement:

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

If in any of these years there is a reduction in the capital financing requirement, this reduction is ignored in estimating the cumulative increase in the capital financing requirement which is used for comparison with gross external debt.

The Director of Finance reports that the Authority had no difficulty meeting this requirement in 2013/14, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

3. Estimates of Capital Expenditure:

3.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, housing rent levels.

Capital Expenditure	2013/14 Approved	2013/14 Revised	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
	£m	£m	£m	£m	£m
Non-HRA	4.293	4.555	8.629	1.417	1.397
HRA*	13.918	11.130	17.823	15.490	15.187
Total	18.211	15.685	26.452	16.907	16.584

3.2 Capital expenditure will be financed or funded as follows:

Capital Financing	2013/14 Approved	2013/14 Revised	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
	£m	£m	£m	£m	£m
Capital receipts	4.315	3.402	7.895	2.040	1.938
Government Grants	0.987	1.254	2.346	0.549	0.495
Major Repairs Allowance	8.709	6.679	10.511	8.618	8.451
Revenue contributions	4.200	4.350	5.700	5.700	5.700
Total Financing	18.211	15.685	26.452	16.907	16.584

Table 1 shows that the capital expenditure plans of the Authority can be funded entirely from sources other than external borrowing.

4. Ratio of Financing Costs to Net Revenue Stream:

4.1 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The definition of financing costs is set out in the Prudential Code.

4.2 The ratio is based on costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2013/14 Approved	2013/14 Revised	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
	%	%	%	%	%
Non-HRA	-3.28	-0.25	-0.05	-0.06	-0.83
HRA	16.97	16.30	16.05	15.81	15.03

5. Capital Financing Requirement:

5.1 The Capital Financing Requirement (CFR) measures the Authority's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and financing.

Capital Financing Requirement	2012/13 Actual	2013/14 Revised	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
	£m	£m	£m	£m	£m
HRA	155.1	155.1	155.1	155.1	155.1
Non-HRA	33.6	38.6	48.6	63.6	63.6
Total CFR	188.7	193.7	203.7	218.7	218.7

5.2 The Council is to embark on a house building programme. The preliminary work started during 2012/13 with the works themselves having started in 2013/14. Whilst the business plan includes a very modest allocation for this, it is expected that the programme will be expanded in years beyond 2014/15 once the first schemes have been completed successfully and following the Government announcement with regards to "Reinvigorating Right to Buy and One for One Replacement" where the Government desire is at a national level every additional home sold under Right to Buy will be replaced by a new home for affordable rent. Given the need to borrow for any additional house building the Council took advantage of the competitive borrowing rates whilst it could, rather than borrowing in a few years time when those rates will be unavailable. In the meantime this will allow the General Fund to continue (as it has done for a number of years) to internally borrow from the Housing Revenue Account at an appropriate rate, resulting in no detrimental impact on the General Fund from self-financing and would be fair to the HRA as it will still broadly receive the same level of income that it would have had if it had invested the money, rather than loaned internally to the GF.

6. Incremental Impact of Capital Investment Decisions:

6.1 This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	2016/17 Estimate £
Increase in Band D Council Tax	2.69	-0.45	-0.28	0.15
Increase in Average Weekly Housing Rents	-2.84	-0.48	0.02	0.01

7. Authorised Limit and Operational Boundary for External Debt:

7.1 The Authority has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Authority and not just those arising from capital spending reflected in the CFR.

7.2 The **Authorised Limit** sets the maximum level of external debt on a gross basis (i.e. excluding investments) for the Authority. It is measured on a daily basis against all external debt items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Authority's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

7.3 The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

7.4 The Operational Boundary has been set on the estimate of the most likely, i.e. prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

7.5 The Operational Boundary links directly to the Authority's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

	2013/14 Approved £m	2013/14 Revised £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
Authorised Limit for Borrowing	200.00	200.00	230.00	230.00	230.00
Authorised Limit for External Debt	200.00	200.00	230.00	230.00	230.00
Operational Boundary for Borrowing	188.00	188.00	204.00	219.00	219.00
Operational Boundary for External Debt	188.00	188.00	204.00	219.00	219.00

8. Adoption of the CIPFA Treasury Management Code:

8.1 This indicator demonstrates that the Authority has adopted the principles of best practice.

Adoption of the CIPFA Code of Practice in Treasury Management
The Council approved the adoption of the CIPFA Treasury Management Code at its meeting on 22 April 2002.

The Authority has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices.

9. Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure:

9.1 These indicators allow the Authority to manage the extent to which it is exposed to changes in interest rates. This Authority calculates these limits on net interest paid (i.e. interest paid on fixed rate debt net of interest received on fixed rate investments)

9.2 The upper limit for variable rate exposure has been set to ensure that the Authority is not exposed to interest rate rises which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short-term rates on investments.

	Maximum during 2012/13 %	2013/14 Approved %	2013/14 Revised %	2014/15 Estimate %	2015/16 Estimate %	2016/17 Estimate %
<u>Fixed</u>						
Upper Limit for Fixed Interest Rate Exposure on Debt	96	100	100	100	100	100
Upper limit for Fixed Interest Rate Exposure on Investments	(76)	(100)	(100)	(100)	(100)	(100)
<u>Variable</u>						
Upper Limit for Variable Interest Rate Exposure on Debt	4	25	25	25	25	25
Upper Limit for Variable Interest Rate Exposure on Investments	(24)	(75)	(75)	(75)	(75)	(75)

9.3 The limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Authority's treasury management strategy.

10. Maturity Structure of Fixed Rate borrowing:

10.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

10.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

Maturity structure of fixed rate borrowing	Existing level (or Benchmark level) at 31/03/13 %	Lower Limit for 2014/15 %	Upper Limit for 2014/15 %
under 12 months	0	0	100
12 months and within 24 months	0	0	100
24 months and within 5 years	0	0	100
5 years and within 10 years	0	0	100
10 years and within 20 years	0	0	100
20 years and within 30 years	100	0	100
30 years and within 40 years	0	0	100
40 years and within 50 years	0	0	100
50 years and above	0	0	100

11. Credit Risk:

11.1 The Authority considers security, liquidity and yield, in that order, when making investment decisions.

11.2 Credit ratings remain an important element of assessing credit risk, but they are not a sole feature in the Authority's assessment of counterparty credit risk.

11.3 The Authority also considers alternative assessments of credit strength, and information on corporate developments of and market sentiment towards counterparties. The following key tools are used to assess credit risk:

- Published credit ratings of the financial institution (minimum A- or equivalent) and its sovereign (minimum AA+ or equivalent for non-UK sovereigns);
- Sovereign support mechanisms;
- Credit default swaps (where quoted);
- Share prices (where available);
- Economic fundamentals, such as a country's net debt as a percentage of its GDP);
- Corporate developments, news, articles, markets sentiment and momentum;
- Subjective overlay.

11.4 The only indicators with prescriptive values remain to be credit ratings. Other indicators of creditworthiness are considered in relative rather than absolute terms.

12. Upper Limit for total principal sums invested over 364 days:

12.1 The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Authority having to seek early repayment of the sums invested.

Upper Limit for total principal sums invested over 364 days	2013/14 Approved £m	2013/14 Revised £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
	30	30	30	30	30

Appendix C - Current Recommended Sovereign and Counterparty List as at 31/12/2013

Country/ Domicile	Counterparty	Maximum Counterparty Limit £m	Maximum Group Limit (if applicable) £m	Maximum Maturity Limit
UK	Santander UK Plc (Banco Santander Group)	10.0		6 months
UK	Bank of Scotland (Lloyds Banking Group)	10.0	10.0	6 months
UK	Lloyds TSB (Lloyds Banking Group)	10.0		6 months
UK	Barclays Bank Plc	10.0		1 year
UK	HSBC Bank Plc	10.0		1 year
UK	Nationwide Building Society	10.0		1 year
UK	NatWest (RBS Group)	10.0	10.0	Overnight
UK	Royal Bank of Scotland (RBS Group)	10.0		Overnight
UK	Standard Chartered Bank	10.0		1 year
Australia	Australia and NZ Banking Group	10.0		1 year
Australia	Commonwealth Bank of Australia	10.0		1 year
Australia	National Australia Bank Ltd (National Australia Bank Group)	10.0		1 year
Australia	Westpac Banking Corp	10.0		1 year
Canada	Bank of Montreal	10.0		1 year
Canada	Bank of Nova Scotia	10.0		1 year
Canada	Canadian Imperial Bank of Commerce	10.0		1 year
Canada	Royal Bank of Canada	10.0		1 year
Canada	Toronto-Dominion Bank	10.0		1 year
Finland	Nordea Bank Finland	8.0		12 months
Finland	Pohjola Bank	8.0		6 months
France	BNP Paribas	Suspended		Suspended
France	Credit Agricole CIB (Credit Agricole Group)	Suspended		Suspended

France	Credit Agricole SA (Credit Agricole Group)	Suspended		Suspended
France	Société Générale	Suspended		Suspended
Germany	Deutsche Bank AG	8.0		1 year
Germany	Landesbank Hessen-Thuringen	8.0		100 days
Netherlands	ING Bank NV	8.0		100 days
Netherlands	Rabobank	8.0		1 year
Netherlands	Bank Nederlandse Gemeenten	8.0		1 year
Sweden	Svenska Handelsbanken	8.0		1 year
Switzerland	Credit Suisse	8.0		100 days
US	JP Morgan	8.0		1 year

***Please note this list could change if, for example, a counterparty/country is upgraded, and meets our other creditworthiness tools or a new suitable counterparty comes into the market. Alternatively, if a counterparty is downgraded, this list may be shortened.*

Group Limits - For institutions within a banking group, the authority executes a limit of that of an individual limit of a single bank within that group.

The Council is not currently investing with the Euro Zone counterparties but the limits above are those recommended by Arlingclose.

Appendix D - Non-Specified Investments

Instrument	Maximum maturity	Maximum £M	Capital expenditure?	Example
Call accounts, term deposits & CDs with banks, building societies & local authorities which do not meet the specified investment criteria (on advice from TM Adviser)	5 years	20	No	
Deposits with registered providers	5 years	20	No	
Gilts	5 years	10	No	
Bonds issued by multilateral development banks	5 years	5	No	<i>EIB Bonds, Council of Europe Bonds etc.</i>
Sterling denominated bonds by non-UK sovereign governments	5 years	5	No	
Money Market Funds and Collective Investment Schemes	5 years	20	No	<i>Investec Target Return Fund; Elite Charteris Premium Income Fund; LAMIT; M&G Global Dividend Growth Fund</i>
Corporate and debt instruments issued by corporate bodies purchased from 01/04/12 onwards	5 years	5	No	
Collective Investment Schemes (pooled funds) which do not meet the definition of collective investment schemes in SI 2004 No 534 or SI 2007 No 573	These funds do not have a defined maturity date	10	Yes	<i>Way Charteris Gold Portfolio Fund; Lime Fund</i>

Appendix E - MRP Statement 2014/15

CLG's Guidance on Minimum Revenue Provision (issued in 2010) places a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision has been issued by the Secretary of State and local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.

The four MRP options available are:

- Option 1: Regulatory Method
- Option 2: CFR Method
- Option 3: Asset Life Method
- Option 4: Depreciation Method

NB This does not preclude other prudent methods.

MRP in 2013/14: Options 1 and 2 may be used only for supported (i.e. financing costs deemed to be supported through Revenue Support Grant from Central Government) Non-HRA capital expenditure funded from borrowing. Methods of making prudent provision for unsupported Non-HRA capital expenditure include Options 3 and 4 (which may also be used for supported Non-HRA capital expenditure if the Authority chooses). There is no requirement to charge MRP in respect of HRA capital expenditure funded from borrowing.

The MRP Statement will be submitted to Council before the start of the 2014/15 financial year. If it is ever proposed to vary the terms of the original MRP Statement during the year, a revised statement should be put to Authority at that time.

The Authority's CFR at 31st March 2012 became positive as a result of the Housing Subsidy reform settlement. This would normally require the Authority to charge MRP to the General Fund in respect of Non-HRA capital expenditure funded from borrowing. CLG has produced regulations intended to mitigate this impact, and as such under Option 2 (the CFR method) there is no requirement to charge MRP for Self-financing debt.

The Authority may in 2014/15 borrow additional funds to pre or post fund future capital requirements. If this happens the MRP will not be effective until 2015/16.

TREASURY MANAGEMENT POLICY STATEMENT

1. INTRODUCTION AND BACKGROUND

1.1 The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.

1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
- Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

1.3 The Council will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.

1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Finance & Performance Cabinet Committee and for the execution and administration of treasury management decisions to the Director of Finance & ICT who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

1.5 The Council nominates the Audit & Governance Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

2.1 The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the

principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.”

2.4 The Council’s borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.

2.5 The Council’s primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority’s investments followed by the yield earned on investments remain important but are secondary considerations.

**PART TWO – COUNCIL AND
REGULATORY FUNCTIONS**

**DELEGATION APPROVED BY
OR ON BEHALF OF THE COUNCIL**

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL1	Council - 29.10.85 (Minute 57(2))	DIRECTOR OF GOVERNANCE	ACCESS TO INFORMATION ACT 1985 – PROPER OFFICER To act as Proper Officer for the purposes of the Act generally and in particular for the purposes of – Section 100(B)(2) – circulation of reports and agenda Section 100(B)(7)(c) – supply of documents to the press Section 100(C)(2) – summaries of minutes Section 100(D)(1)(a) – compilation of lists of background papers Section 100(D)(5)(a) – identification of background papers Section 100(F)(2) – papers not open to members
CL2	Policy & Co-ordinating Committee (Minute 62(1) - 11.2.86)	CHIEF EXECUTIVE SERVICE DIRECTORS	ACCESS TO INFORMATION ACT 1985 – DEPOSIT OF BACKGROUND DOCUMENTS Proper Officers for the purpose of Section 100(D)(1)(b) – provision of one copy of relevant background papers to be open for inspection by the public at all reasonable times.
CL3	Policy & Co-ordinating Committee (Minute 56 – 30.9.97)	DIRECTOR OF GOVERNANCE	AFFIDAVITS – SWEARING OF To secure sworn affidavits from any member of Council staff where required by the Council.
CL4	Council (Minute 104(5) – 19.4.83)	CHIEF EXECUTIVE SERVICE DIRECTORS	APPRAISAL OF TOP MANAGEMENT* To implement the Council’s scheme for staff performance development reviews (*NB. ‘Top Management’ includes Service Directors) APPRAISAL OF STAFF To implement the Council’s scheme for staff performance development reviews (NB excluding Service Directors).

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	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	CL5 Personnel Sub-Committee (Minute 13 – 7.6.88)	CHIEF EXECUTIVE SERVICE DIRECTORS	ATTENDANCE ALLOWANCES FOR OFFICERS To authorise, in cases where the Service Directors determine that time off in lieu cannot be allocated due to workload, the attendance of such officers at any function or meeting and to grant payments on rates applicable for weekend working, in the same way as currently applies to Members' approved duties.
	CL6 Council (Minute 78(5) – 27.2.90)	DIRECTOR OF RESOURCES	BORROWING DETERMINATION (a) To discharge all powers regarding sources of borrowing available to the Council under Section 43(2) of the Local Government and Housing Act 1989 subject to regular monitoring reports to the Cabinet, and (b) To compile and maintain a register of loan instruments.
page 61	CL7 Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	BYELAWS – CERTIFICATION To act as Proper Officer for the purposes of Section 238 of the Local Government Act 1972.
	CL8 Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	BYELAWS – PARISH & COUNTY COUNCIL COPIES To act as Proper Officer for the purposes of Section 236(a) of the Local Government Act 1972.
	CL9 Policy & Co-ordinating Committee (Minute 48 – 3.12.85)	CHIEF EXECUTIVE SERVICE DIRECTORS	CAR LEASING SCHEME (a) To approve applications from eligible staff under the Scheme; (b) To check eligibility of applicants, approve ordering of vehicles, notify users of outcome of applications; and (c) To be responsible for the financial administration of the Scheme;

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	Cabinet (Minute 61 – 1.9.08) Personnel Sub-Committee (Minute 37 – 25.7.89)	MANAGEMENT BOARD CHIEF EXECUTIVE SERVICE DIRECTORS	(d) To determine essential car user status for relevant staff posts. (e) To authorise early termination charges to members of staff with leased cars who receive redundancy notices; (f) To determine the appropriate user business mileage contribution banding for each member of staff receiving authorisation for a leased car.
CL10	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	CHAIRMAN OF COUNCIL – CASUAL VACANCY To act as Proper Officer for the purposes of Section 88(2) of the Local Government Act 1972 (Convening of special Council meeting to fill casual vacancy in the office of Chairman of the Council).
CL11	Finance Sub-Committee (Minute 13 – 14.11.73)	DIRECTOR OF RESOURCES (or other duly authorised signatory)	CHEQUES – SIGNING To sign cheques on behalf of the Council.
CL12	Council (Minute 90(4) – 22.4.97) S.O. F1(3), F1(4)	MR R PALMER DIRECTOR OF RESOURCES (MR PETER MADDOCK, ASSISTANT DIRECTOR AS DEPUTY)	CHIEF FINANCIAL OFFICER Designated as Chief Finance Officer being the officer having responsibility under Section 151 of the Local Government Act 1972, Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988.
CL13	Policy & Co-ordinating Committee (Minute 51 – 4.1.94)	DIRECTOR OF RESOURCES	COLLECTION FUND To calculate the surplus or deficit on the Collection Fund in accordance with the Local Authorities (Funds) (England) Regulations 1992.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL14	Council (Minute 90(4) – 22.4.97)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE DIRECTOR OF GOVERNANCE ASSISTANT DIRECTOR (LEGAL SERVICES)	COMMON SEAL – ATTESTATION OF To attest the Common Seal of the Council.
CL15	Personnel Sub-Committee (Minute 13 – 15.11.73)	CHIEF EXECUTIVE SERVICE DIRECTORS	COMPASSIONATE LEAVE To grant to staff up to five days leave (with pay) per year for compassionate reasons. (Note: Leave in excess of five days to be granted at the discretion of the Management Board).
CL16	Council (Minute 18 - 18.6.12)	MONITORING OFFICER (or in the absence of, the DEPUTY MONITORING OFFICER)	CONDUCT OF COUNCILLORS In accordance with Sections 26-37 of the Localism Act 2011: (a) To determine whether a complaint merits formal investigation after consultation with the independent person; (b) To arrange any such investigation; (c) To seek resolution of complaints without formal investigations wherever practicable; (d) To submit regular reports to the Standards Committee on the exercise of this delegated authority under (a), (b) and (c) above; (e) To refer decisions on whether to investigate any complaint to the Standards Committee, if it is considered that this is appropriate; (f) To close any complaint where an investigation finds no breach of the Code of Conduct, subject to the report and the findings from the investigation being provided to the subject councillor, the independent person and to the Standards Committee;

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
Page 64	Standards Committee (Minute 21 – 13.12.12)	MONITORING OFFICER (or in the absence of, the DEPUTY MONITORING OFFICER)	<p>(g) To seek local resolution of any complaint where an investigation finds evidence of a failure to comply subject to the following:</p> <ul style="list-style-type: none"> (i) consultation with the independent person and the complainant; (ii) a summary report being made to the Standards Committee on the action taken; <p>(h) To refer any investigation report where local resolution is not possible to a hearing Sub-Committee of the Standards Committee for consideration;</p> <p>(i) To prepare, maintain and publish registers of members' interests in respect of this Council and all Parish and Town Councils in the District and to make these available for public inspection at the Civic Offices, Epping, on the District Council's website and (where appropriate) on the websites of parish and town councils; and</p> <p>(j) To determine applications for dispensations from the effect of Section 31(4) of the Localism Act 2011 in the following categories:</p> <ul style="list-style-type: none"> Section 33(2)(a) (Quorum) Section 33(2)(b) (Political Balance) Section 33(2)(d) (Executive Business)
CL17	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	<p>COUNCIL MEETINGS – NOTICES AS TO ADDRESSES FOR DELIVERY OF SUMMONS</p> <p>To act as Proper Officer in accordance with Schedule 12 (paragraph 4(3) of the Local Government Act 1972 as to the receipt of these notices.</p>
CL18	Council (Minute 127 – 23.4.13)	MONITORING OFFICER	<p>CONSTITUTION – MINOR AMENDMENTS</p> <p>To make amendments to the Constitution to reflect the following:</p> <ul style="list-style-type: none"> (a) statutory changes over which the Council has no control; and (b) minor drafting and clerical errors.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL19	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	COUNCIL MEETINGS – SIGNATURE OF SUMMONS TO ATTEND To act as Proper Officer in accordance with Schedule 12 (paragraph 4(2)(b) of the Local Government Act 1972 as to the signing of the summons.
CL20	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	COUNCILLORS – ACCEPTANCE OF OFFICE To act as Proper Officer under Section 83(1)-(4) of the Local Government Act 1972 in respect of the witness and receipt of declarations and acceptances of office by councillors.
CL21	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	COUNCILLORS – RESIGNATION FROM OFFICE To act as Proper Officer for the purposes of Section 84 of the Local Government Act 1972, in respect of the receipt of notices of resignation from office by councillors.
CL22	Council (Minute 49 – 18.12.01)	DIRECTOR OF GOVERNANCE	COUNCILLORS – SUBSTITUTES To receive notices from Group Leaders regarding the appointment of substitute members, subject to certain conditions.
CL23	Council (Minute 100(7) – 18.4.2000)	DIRECTOR OF GOVERNANCE	COURT, TRIBUNAL, INQUIRY PROCEEDINGS – ENGAGEMENT OF STAFF AND ADVICE To appoint appropriate staff and/or external Solicitors and/or Counsel to appear for, conduct and settle proceedings on behalf of the Council in Courts, tribunals, inquiries and other similar venues.
CL24	Council (Minute 78(4) – 17.2.85)	DIRECTOR OF GOVERNANCE	DATA PROTECTION ACT 1984 To act as Proper Officer for the purposes of the Data Protection Act 1984 for the receipt of notices.

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	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL25	Finance Sub-Committee (Minute 67(iii) – 6.3.74)	DIRECTOR OF RESOURCES	DIRECT DEBITING To execute a direct debiting indemnity on behalf of the Council.
CL26	Policy & Co-ordinating Committee (Minute 44 – 29.11.83)	SERVICE DIRECTORS/ DIRECTOR OF RESOURCES	DISTURBANCE COMPENSATION To grant disturbance allowances following home loss in appropriate cases and subject to the budgetary provision of the Council, in any one year, not being exceeded and in accordance with the Land Compensation Acts.
CL27	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – AUTHENTICATION To act as Proper Officer for the purposes of Section 234(1) – (2) of the Local Government Act 1972 for the purposes of authentication of documents.
CL28	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – CERTIFICATION OF PHOTOGRAPHIC COPIES To act as Proper Officer for the purposes of Section 229(5) of the Local Government Act 1972 for the purposes of certifying photographic copies of documents.
CL29	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – DEPOSIT To act as Proper Officer for the purposes of Section 225(1) of the Local Government Act 1972 in relation to the deposit of documents.
CL30	Standing Order A32 Council (Minute 24(1) – 9.7.91)	CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)	DOCUMENTS – INSPECTION AND SUPPLY FOR COUNCILLORS To determine requests by members of the Council to inspect or to be provided with copies of Council documents.
CL31	Council Minute – 19.4.05	G CHIPP CHIEF EXECUTIVE (Deputy registration officer : TBD	ELECTORAL MATTERS (a) Registration Officer under section 8(2)(a) of the Representation of the People Act (RPA) 1983 and

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			<p>(i) through Section 28 of the RPA, Acting Returning Officer for the purposes of UK Parliamentary elections; and</p> <p>(ii) through Section 6 of the European Elections Act 2002, Local Returning Officer for European Parliamentary elections.</p> <p>(Duties: responsibility for the electoral register, for EU parliamentary elections (under the direction of the Regional Returning Officer) and for UK Parliamentary elections.)</p> <p>(b) Counting Officer for the purposes of Section 61E of the Town & Country Planning Act 1990 and the Localism Act 2011 (Section 116)</p> <p>(Duties: responsibility for the local referendums on Neighbourhood Plans)</p> <p>(c) District Returning Officer for the Epping Forest District under Section 35(1) of the RPA 1983</p> <p>(Duties: responsibility for the conduct of District Council/Parish Council elections and, through Sections 52ZQ and 113 of Local Government Finance Act 1992, Proper Officer for local referendums in connection with Council Tax precepts.)</p> <p>(d) Proper Officer under Sections 34, 35 and 105(2) of the Local Government Act 2000</p> <p>(Duties: responsibility for petitions and referendums in connection with the Executive Constitution of the Council).</p> <p>(e) Nominated Deputy County Returning Officer under Section 35(1) of the RPA 1983</p> <p>(Duties: responsibility for County Council elections as appointed by and under the direction of the County Returning Officer.)</p> <p>continued</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			<p>(f) Nominated Local Returning Officer under Section 54 of the Police & Social Responsibility Act 2011</p> <p>(Duties: conduct of elections for Police & Crime Commissioners under the direction of County Returning Officer.)</p> <p>(g) Nominated Local Counting Officer for the purposes of Section 128 of the Political Parties, Elections and Referendums Act 2000.</p> <p>(Duties: conduct of national referendums under the direction of the Chief Counting Officer (i.e. the Chief Executive of the Electoral Commission).</p>
CL32	Council Minute 75(8) – 14.12.04	G CHIPP RETURNING OFFICER	<p>ELECTIONS – DISCRETIONARY FEES AND CHARGES</p> <p>To determine annually the scale of discretionary fees and charges, for which there is no statutory amount, by allowing for inflation and rounding up to the nearest whole number.</p>
CL33	Council Minute 115 – 19.4.05	G CHIPP RETURNING OFFICER	<p>ELECTIONS – FEES AND EXPENSES</p> <p>To determine the scale of fees and expenses payable by the Returning Officer at elections of District and Parish Councils, adjusting the schedule for inflation and rounding up to the nearest whole number.</p>
CL34	Policy & Co-ordinating Committee (Minute 101 – 1.12.98)	DIRECTOR OF GOVERNANCE	<p>ELECTORAL REGISTRATION – PROSECUTIONS</p> <p>To institute and pursue proceedings in relation to electoral registration offences.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL35	Council (Minute 71 – 17.12.02)	DIRECTOR OF GOVERNANCE (or, in the absence of the office holder, a nominated deputy)	ENFORCEMENT ACTION 1. Authority to prosecute the unauthorised display of advertisements, unauthorised works to a listed building or in a conservation area breach of Tree Preservation or Hedgerow Regulations, and non-compliance where enforcement action has previously been authorised. 2. Authority to take the appropriate enforcement action, including serving an injunction where the Director of Governance , or his nominee, considers the circumstances to be urgent.
CL36	Cabinet (Minute 138 – 25.11.02) Council (Minute 29 - 28.6.11)	DIRECTOR OF GOVERNANCE SERVICE DIRECTORS	FREEDOM OF INFORMATION ACT 2001/RE-USE OF PUBLIC SECTOR INFORMATION To be responsible for co-ordinating compliancy with the requirements of the Freedom of Information Act throughout the Council, including providing guidance and promoting compliance with the Act so as to assist with the easy, appropriate and timely retrieval of information. To be responsible for establishing and operating procedures for their service areas for managing requests for information under the Act and ensuring that requests are dealt with in accordance with statutory deadlines.
CL37	Council (Minute 19.12.06)	DIRECTOR OF NEIGHBOURHOODS	GAMBLING ACT 2005 – LICENSING FUNCTIONS See Appendix A.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL38	District Development Control Committee (Minute 49 (3) - 26.6.13)	DIRECTOR OF COMMUNITIES	<p>GROWTH AND INFRASTRUCTURE ACT 2013</p> <p>To determine applications received under Section 7 to modify, remove or discharge affordable housing obligations, subject to:</p> <p>(a) Prior consultation with the Director of Governance; the Chairman (or in his/her absence, the Vice-Chairman) of the relevant Area Plans Sub-Committee and local ward members; and</p> <p>(b) Details of the application and the resultant Determination being reported in the following issue of the Council Bulletin.</p>
CL39	Development Committee (Minute 31 – 25.8.92)	DIRECTOR OF GOVERNANCE	<p>HAZARDOUS SUBSTANCES</p> <p>To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Regulations 1992 except where there are objections from interested parties, which shall be determined by the Plans Sub-Committees.</p>
CL40	Council (Minute 12(11)(a) – 27.2.90)	CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)	<p>HEAD OF PAID SERVICE</p> <p>In accordance with Section 4 of the Local Government and Housing Act 1989 designated as Head of the Authority's Paid Service.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL41	<p>Council (Minute 54(4) – 20.12.77)</p> <p>Personnel Sub-Committee (Minute 49(6) – 4.10.88)</p>	<p>CHIEF EXECUTIVE</p> <p>SERVICE DIRECTORS ALL MANAGERS OR SUPERVISORS RESPONSIBLE FOR ONE OR MORE STAFF</p>	<p>HEALTH AND SAFETY AT WORK – IMPLEMENTATION</p> <p>(a) To be responsible on behalf of the Council for the general policy for the safety, health and welfare of employees as set out in the Council’s statement of policy;</p> <p>(b) To be directly responsible for the implementation in each Directorate of the Council’s general policy for safety, health and welfare;</p> <p>(c) To ensure that adequate budgetary provision is made to meet the cost of any safety programme; and</p> <p>(d) To be responsible in the work area under their control for:</p> <ul style="list-style-type: none"> (i) implementation of general policy of health, safety and welfare; (ii) annual review of work areas to assess training needs and priorities for improvements; (iii) identification of hazards for employees and the public; (iv) consultation with employee representatives on safety matters; and (v) setting an example in safe behaviour.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL42	Council (Minute 52(c) – 12.12.00)	DIRECTOR OF GOVERNANCE (or nominated Deputy)	HIGH COURT ACTION To instigate High Court action in the following circumstances: (a) appeals lodged in accordance with Sections 288 and 289 of the Town and Country Planning Act 1990 (as amended) which shall be authorised by the Director of Governance ; (b) applications for High Court injunctions to secure planning enforcement under the Town and Country Planning Act 1990 (as amended) which shall be authorised by the District Development Control Committee or an Area Plans Sub-Committee, or to deal with breaches of Abatement Notices under the Environment Act 1995 or Amendments thereof which shall be authorised by the Cabinet; (c) any applications for High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity which shall be authorised by the Director of Governance in consultation with the appropriate Portfolio Holder. (d) any other category of High Court action which shall not admit of delay resulting from reference to the full Council – which shall be authorised by the Cabinet or any appropriate committee or subcommittee; and (e) to make applications in consultation with the appropriate members under High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity.
	Council (Minute 100(5) – 18.4.00)	DIRECTOR OF GOVERNANCE (or nominated Deputy)	To defend High Court Proceedings instituted against the Council (subject to reporting on action taken to the next Cabinet meeting).
	Council (Minute 29(2) – 15.7.86)	DIRECTOR OF GOVERNANCE (or nominated Deputy)	To lodge, after prior consultation, appeals in the High Court in accordance with the provisions of Sections 288 and 289 of the Town and Country Planning Act 1990, as amended, subject to a report being made to the next appropriate meeting on the action taken.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL43	Council (Minute 34 – 22.7.97)	DIRECTOR OF GOVERNANCE	INSOLVENCY – ENFORCEMENT OF DEBTS To issue statutory demands pursuant to Section 268(1)(a) of the Insolvency Act 1986. To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action taken being reported to the next appropriate Cabinet meeting.
CL44	Council (Minute 100(6) – 18.4.2000)	DIRECTOR OF RESOURCES (or nominated Deputy)	INSURANCE – INSTITUTION OF LEGAL PROCEEDINGS To institute, defend, appeal, withdraw or agree a compromise in connection with any legal proceedings concerning the Council's insurance matters, subject to reporting on any significant issues to the next appropriate Cabinet meeting.
CL45	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	LAND CHARGES To act as proper officer to the Council for the purposes of Section 212(1) and (2) of the Local Government Act 1972 (local registrar of land charges)
CL46	Cabinet (Minute 184 – 10.4.06)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES) Appropriate Portfolio Holder	LICENSING To authorise suitably qualified officers to exercise those functions relating to licensing set out in the attached list of environmental health legislation as set out in Appendix B, subject to the policies from time to time agreed by the Licensing Committee. To delegate appropriate powers to the Director of Neighbourhoods relating to the management and provision of service set out in the attached list of environmental health legislation as set out in Appendix B.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL47	Licensing Committee (Minute 12 – 15.10.08)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES) SENIOR LICENSING OFFICER or suitably qualified officer authorised by them	LICENSING – HACKNEY CARRIAGE AND PRIVATE VEHICLE LICENCES To determine Licences in respect of hackney carriage and private hire licensing (as set out in Appendix C) except in those circumstances where under the Council’s policy they stand referred to the Licensing Sub Committee (see Minute 12 opposite).
CL48	Council (Minute 48 – 26.9.13)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES)	LICENSING – SCRAP METAL DEALERS ACT 2013 To implement Appendix D (Schedule of delegations under the Act) insofar as they relate to matters to be undertaken by officers. To authorise officers to carry out inspections of the sites and vehicles used and conduct investigations and to issue and undertake prosecutions that may arise under the Act.
CL49	Policy & Co-ordinating Committee (Minute 24(2) – 8.10.91)	DIRECTOR OF RESOURCES	LOCAL GOVERNMENT AND HOUSING ACT 1989 – DETERMINATIONS UNDER PART IV To make determinations under the following sections of the Local Government and Housing Act 1989: Section 42(2)(g) – Reimbursable expenditure Sections 50(3)(b) and 60(2) – Usable capital receipts

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL50	Council (Minute 24(1)(2) – 9.7.91)	DIRECTOR OF RESOURCES	<p>LOCAL GOVERNMENT AND HOUSING ACT 1989 – PROPER OFFICER DESIGNATIONS</p> <p>Proper Officer designations made for the purposes of the Sections of the Local Government and Housing Act 1989 indicated:</p> <p>Section and Purpose</p> <p>Section 2 (preparation and maintenance of lists of politically restricted posts).</p> <p>Section 37 (deposit and preparation of statements as to the provision of financial assistance).</p>
CL51	Council (Minute 34 – 22.7.97) (Minute 168 - 20.4.10)	DIRECTOR OF GOVERNANCE ASSISTANT DIRECTOR (LEGAL SERVICES)	<p>MAGISTRATES’ AND COUNTY COURTS – DEFENCE AND PURSUIT OF PROCEEDINGS</p> <p>To institute, defend, pursue and settle proceedings on behalf of the Council and to appear on the Council’s behalf, in any proceedings before the Magistrates’ and County Courts.</p>
	Personnel Sub-Committee (Minute 88 – 21.11.89 and 88(b) – 1.12.92)	MR G OAKLEY (MANAGING LEGAL EXECUTIVE)	To appear for the Council in legal proceedings pursuant to Section 223(1) of the Local Government Act 1972 and Section 60(2) of the County Courts Act 1982.
CL52	Council (Minute 10 – 15.5.2001)	C O’BOYLE DIRECTOR OF GOVERNANCE	MONITORING OFFICER AND DEPUTY To act as Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 and Sections 26-37 of the Localism Act 2011 for the purpose of performing the duties imposed by those sections.
	Council (Minute 70 – 6.11.12)	C O’BOYLE DIRECTOR OF GOVERNANCE	To be responsible for any Parish or Town Councils which are affiliated for the time being to the Epping Forest Standards Committee under Chapter 7 of the Localism Act.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	Council (Minute 10 – 15.5.01)	TBD	To act as Deputy Monitoring Officer with the power to act in the absence or during any illness of the Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989.
CL53	Policy and Resources Committee (Minute 3(3) – 11.10.73)	DIRECTOR OF RESOURCES	OFFICERS – RECEIPT OF MONEY DUE To act as Proper Officer for the purposes of Section 115 of the Local Government Act 1972).
CL54	Council (Minute 86 – 15.2.05)	DIRECTOR OF GOVERNANCE	OMBUDSMAN – NOTICES To act as proper officer for the purposes of Section 30(5) of the Local Government Act 1974 (publication of notice on receipt of a report from the Local Ombudsman).
CL55	Council (Minute 87 – 15.2.05)	G CHIPP RETURNING OFFICER	PARISH POLLS To act as Returning Officer for the purposes of a Parish Poll in the District in accordance with the Parish and Community Meetings (Polls) Rules 1987,
CL56	Personnel Sub-Committee (Minute 139 – 20.3.90)	DIRECTOR OF RESOURCES	POLITICALLY RESTRICTED POSTS (a) To notify all politically restricted postholders of their designations; (b) To incorporate the designation as to politically restricted status in contracts of employment; and (c) To maintain and issue revised lists when necessary and notify the independent Adjudicator.
CL57	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	PROTECTED BUILDINGS To act as Proper Officer for the purposes of paragraph 28 of Schedule 16 to the Local Government Act 1972 (receipt and deposit of lists of protected buildings).

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	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated						
CL58	Council (Minute 117 – 20.4.04)	MONITORING OFFICER	REGISTRATION OF INTERESTS – DISTRICT COUNCIL Receipt, custody and public deposit of registration of interests of District Councillors under the Local Government Acts 2000 and 2007 and regulations made thereunder.						
CL59	Council (Minute 117 - 20.4.04)	MONITORING OFFICER	REGISTRATION OF INTERESTS – TOWN AND PARISH COUNCILS Receipt, custody and public deposit of registration of interests of Parish and Town Councillors in accordance with the Local Government Acts 2000 and 2007 and regulations made thereunder.						
CL60	Council (Minute 23 – 15.5.08)	DIRECTOR OF GOVERNANCE (TBD AS DEPUTY)	REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 – DESIGNATION OF RIPA OFFICER AND DEPUTY For the purposes of the Regulation of Investigating Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2003, the following officers of the Council be appointed to exercise on behalf of the Council, the power to authorise the carrying out of directed surveillance under the following articles: <table border="1"> <thead> <tr> <th>Article</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Section 28(3)(b) of the Regulation of Investigatory Powers Act 2000 (Directed Surveillance) – for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).</td> </tr> <tr> <td>4</td> <td>Section 29(3)(b) of the Regulation of Investigatory Powers Act 2000 (Covert Human Intelligence Sources) – for the purpose of preventing or detecting crime or of preventing Disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).</td> </tr> </tbody> </table>	Article	Purpose	4	Section 28(3)(b) of the Regulation of Investigatory Powers Act 2000 (Directed Surveillance) – for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).	4	Section 29(3)(b) of the Regulation of Investigatory Powers Act 2000 (Covert Human Intelligence Sources) – for the purpose of preventing or detecting crime or of preventing Disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).
Article	Purpose								
4	Section 28(3)(b) of the Regulation of Investigatory Powers Act 2000 (Directed Surveillance) – for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).								
4	Section 29(3)(b) of the Regulation of Investigatory Powers Act 2000 (Covert Human Intelligence Sources) – for the purpose of preventing or detecting crime or of preventing Disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).								

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL61	Policy & Co-ordinating Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	RESOLUTIONS – CERTIFICATION To act as Proper Officer for purposes of paragraph 25 of Schedule 4 to the Local Government Act 1972 (certification of resolutions).
CL62	Council (Minute 29 – 28.6.11) Council (Minute 29 – 28.6.11)	DIRECTOR OF GOVERNANCE DIRECTOR OF NEIGHBOURHOODS	RE-USE OF PUBLIC SECTOR INFORMATION REGULATIONS 2005 To be responsible in accordance with the Council's policy for administering requests for information under the Re-use of Public Sector Information Regulations 2005, including the level of fees and charges to be made if information supplied is to be re-used. To be responsible for administering requests under the 2005 Regulations in respect of use of CCTV data, taking account of the Council's policy and charging arrangements.
CL63	Personnel Sub-Committee (Minute 2 – 4.10.73) (As amended by Personnel Sub-Committee Minute 169 – 26.9.78)	CHIEF EXECUTIVE SERVICE DIRECTORS	STAFF – APPOINTMENTS PROCEDURE To make all external appointments to each service in respect of posts graded below Assistant Director level except appointments where member involvement is considered desirable.
CL64	Policy & Co-ordinating Committee (Minute 59(b) – 8.2.94)	CHIEF EXECUTIVE SERVICE DIRECTORS	STAFF – MISCELLANEOUS DELEGATIONS To determine staff issues in terms of grading, structure and local conditions of service (including car leases, posts requiring an increase in hours of up to 1 or 2 per week, creation of junior posts in direct substitution of more senior ones, restructurings which reduce the number of posts and costs within a section, minor re-ranging subject to prior consultation with staff representatives, no increase in budget, maintenance of a register.

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	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL65	Council (Minute 90(5) – 23.2.82)	MANAGEMENT BOARD (in consultation with appropriate Service Director and the Portfolio Holder with responsibility for Finance)	STAFF – RETIREMENT To offer enhanced early retirement and redundancy under the terms of the superannuation scheme or gratuity scheme to appropriate staff where the resultant vacated posts can be made available for redeployment of otherwise redundant employees.
CL66	Development Committee (Minute 73 – 2.3.93) (Minute 108 – 6.3.01)	DIRECTOR OF GOVERNANCE	TELECOMMUNICATIONS EQUIPMENT To determine, after prior consultation with ward councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development under the Town and Country Planning (General Permitted Development) Order 1995. To exercise the above-mentioned authority in consultation with the Chairman of the appropriate Committee or Sub-Committee and all ward councillors in respect of those proposals submitted in accordance with the prior approvals procedure where the Director of Governance consider that an objection should not be raised to the development but where opposition has been received.
CL67	Resource Committee (Minute 40 – 28.9.93)	DIRECTOR OF RESOURCES DIRECTOR OF RESOURCES (or staff delegated to act)	TREASURY MANAGEMENT (a) To have control of the aggregated monies under Section 151 of the LGA 1972. (b) To be responsible for all executive decisions on borrowing, investment or financing under Section 151 subject to a requirement to act in accordance with the CIPFA Code for Local Authorities.
X	NIL		
Y	NIL		
Z	NIL		

GAMBLING ACT 2005 – TABLE OF DELEGATIONS OF LICENSING FUNCTIONS
DIRECTOR OF NEIGHBOURHOODS

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	ALL OFFICERS
Three-year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting – when appropriate			X (to be approved by Executive Councillor)
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

DIRECTOR OF NEIGHBOURHOODS

LICENSING

Charities Act 1992

Part III (Street Collections)

Local Government (Miscellaneous Provisions) Act 1976

S16 (Power to obtain particulars of Persons interested in Land)

Local Government (Miscellaneous Provisions) Act 1982

Sections 14, 15, 16 and 17 (Acupuncture, Tattooing, Ear Piercing and Electrolysis)

Section 37 (Temporary Markets)

Schedule 3 Paragraphs 7, 8, 9, 10, 13, 15 to 19 and 25 (Control of Sex Establishments)

Schedule 4 paragraphs 7, 9 and 10 (Street Trading)

Hackney Carriage and Private Hire Licences

Town and Police Clauses Act 1847 (Sections 37, 41, 42, 43, 45, 46, 47, 50, 68)
(except temporary road closures which are the subject of objections which shall be dealt with by the Licensing Sub-Committee)

Town and Police Clauses Act 1889 (Sections 4, 5 and 6)

Local Government (Miscellaneous Provisions) Act 1976 (Part II)

**APPENDIX C
(CL46)**

DIRECTOR OF NEIGHBOURHOODS

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Decision to object when local authority is acting as a Responsible Authority			All cases
Determination of an objection to a temporary event notice		All cases	
Determination of application to vary licence at community premises to include alternative licence conditions		If a police objection	All other cases

Matter to be dealt with	Full Committee	Sub Committee	Officers
Decision whether to consult other responsible authorities on minor variation			All cases
Determination of minor variation			All cases
All policy matters except the formulation of the statement of licensing policy	All cases		

**APPENDIX D
(CL48)**

DIRECTOR OF NEIGHBOURHOODS

SCRAP METAL DEALERS ACT 2013 - DELEGATION OF POWERS

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Licensing policy	All cases		
Fee Setting - when appropriate	All fees		
Application for or renewal of a Site or Collector's licences		Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
To issue a closure notice on non-residential premises being used as a scrap metal dealer's site		All cases	All cases
Application to the Magistrates Court for a closure order		All cases	All cases
Termination of a closure order		All cases	All cases
Application to the Magistrates Court to discharge a closure order.		All cases	All cases
Revocation of a licence		All cases	All cases
Consideration of and imposition of conditions		All cases	All cases

PLANNING **SERVICES** – DELEGATION OF
COUNCIL FUNCTIONS

Schedule 1 – **Development Management – Director of Governance**

Schedule 2 – **Trees, Conservation and Related Functions – Director of Governance**

DEVELOPMENT CONTROL FUNCTIONS

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
<p>Care of the Environment</p> <p>District Development Control Committee (Minute 30 – 7.12.10)</p>	<p>Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999</p> <p>Planning (Hazardous Substances) Act 1990, Section 36, 36A and 36B</p> <p>Planning (Hazardous Substances) Regulations 1992</p>	<p>To determine the need for and scope of environmental impact assessments required under the Town and Country Planning Acts.</p> <p>To determine applications for hazardous substances consent except those where there are objections from interested parties, which shall be determined by the relevant Area Planning Sub-Committee.</p> <p>To obtain and use necessary powers of entry to the land in relation to the above.</p>	No
<p>Development Control</p> <p>District Development Control Committee (Minute 30 – 7.2.10)</p> <p>Council Minute 29 – 28.6.11</p>	<p>Town and Country Planning Act 1990 Section 70, 70(A), 191-3 etc</p> <p>Planning and Compensation Act 1991, Section 10</p> <p>Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990, Part 1, Reg. 16-19</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2010, Part 6, Article 35</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 3, Reg. 14-15</p>	<p>1. Subject to Appendix A below, which are matters to be determined by Committee, to determine or decline to determine any:</p> <p>(a) planning applications;</p> <p>(b) applications for approval of reserved matters;</p> <p>(c) applications arising from any condition imposed on any consent, permission order or notice;</p> <p>(d) advertisement consents; and</p> <p><u>(e) listed buildings;</u></p> <p>2. To agree the precise wording of additional/revised conditions to be attached to planning permissions, at members' request, and discharge of conditions.</p>	Yes (See Appendix A to this Schedule)

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	<p>Town and Country Planning General Permitted Development Order 1995, Part 6 and Part 31 of Schedule 2 as amended by SI 2008 No. 2362 and <u>SI 2013 No. 1101</u></p> <p><u>Town and Country Planning (Development Management Procedure) (Amendment) (England) Order 2013</u></p>	<p>3. To determine whether prior approval of the method of any proposed demolition and any proposed site restoration is required and to give such approval where required except where objections from interested parties are received, which shall be determined by the Area Plans Sub-Committees.</p> <p>4. In relation to telecommunications equipment, to determine, after prior consultation with ward Councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development.</p> <p>5. In relation to agricultural development, to determine whether to require the formal submission of details.</p> <p>6. To determine applications in relation to certificates of lawful use and development.</p> <p>7. To obtain and use necessary powers of entry to the land in relation to the above.</p> <p>8. To determine or decline to determine any non-material amendments.</p> <p>9. <u>To determine applications for prior approval for:</u></p> <p><u>(a) Single storey rear extensions to dwellinghouses;</u></p> <p><u>(b) Class J applications for prior approval for change of use from Class B1a offices to Class C3 residential;</u></p> <p><u>(c) Class K applications for prior approval for change of use from Class B1, C1, C2, C2a and D2 to State funded school; and</u></p> <p><u>(d) Class M development - Change of use from agriculture building (between 150 – 500 square metres) to a flexible use falling either within Class A1(shops), A2 (financial and professional services), A3 (restaurants and cafes), B1 (business), B8 (storage and distribution), Class C1 (hotels) or D2 (assembly and leisure).</u></p>	

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
		Subject to consultation with ward members in the cases where a <u>valid objection has been made and officers are minded to grant the application.</u>	
Enforcement District Development Control Committee (Minute 30 – 7.12.10)	<p>Town and Country Planning Act 1990 (as amended), Part 7, section 171-190, 196 A, B, C, 198-200 214(A)-(D), 215-219, 220 or 221 and 224, 325, 330</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 5, sections 27 and 30</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990, Chapter 4, sections 38, 88, 88A and 88B</p> <p>Local Government (Miscellaneous Provisions) Act 1982 (Section 37)</p>	<p>Authority for Director of Governance to:</p> <ol style="list-style-type: none"> 1. Issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Section 215-219 Notices for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy. 2. Prosecute the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised. 3. Take appropriate enforcement action, including serving an injunction where the Director of Governance, or their nominee, having regard to the evidence considers the circumstances to require urgent action. 4. Investigate if a temporary market has been held in breach of Section 37 of the 1982 Act. 5. Vary the requirements for compliance with notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices. 6. Determine when action is not expedient in relation to breaches of control considered inconsequential or insignificant. 7. Obtain and use powers of entry necessary in relation to the above. 	

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	Town and Country Planning Act 1990 (Section 178) (Council Minute 126 – 23.4.13)	8. To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice under Section 178.	Subject to budget provision being available and to local District Councillors being notified

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APPENDIX A: MATTERS TO BE DETERMINED BY THE RELEVANT COMMITTEE

- (a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;
- (b) Applications contrary to other approved policies of the Council, and which are recommended for approval;
- (c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;
- (d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval);
- (e) The Council's own applications on its land or property which are for disposal;
- (f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and "other" category developments (changes of use, advertisements, listed building consents, conservation area consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;
- (g) Applications including certificates of lawfulness in respect of existing use and development, recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the Council Bulletin;
- (i) Applications where the recommendation conflicts with a previous resolution of a Committee;
- (j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of **Development Control Division of the Governance Directorate and the Forward Planning and Economic Development Division of the Neighbourhoods Directorate** (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;
- (k) Any other application which the Director of **Governance** considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);
- (l) An application which would otherwise be refused under delegated powers by the Director of **Governance** but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

TREES, CONSERVATION AND RELATED FUNCTIONS

Function	Relevant Legislation	Relevant Details	Exceptions
Buildings	Planning (Listed Buildings and Conservation Areas) Act 1990 Section: 3 (1-8)	To serve Building Preservation Notices in urgent cases, subject to report to and review by the next meeting of District Development Control Committee. To obtain and exercise powers of entry to undertake surveys in connection with: (1) Statutory Plans (2) Applications for Planning Permission	Yes
Dangerous trees on private land	Local Government (Miscellaneous Provisions) Act 1976 Sections: 23 and 24	Discretionary power to take action to make safe trees on private land, including to: (1) Obtain and use necessary Powers of Entry to the land; (2) Serve relevant notices; (3) Respond to appeals; (4) Undertake works directly where necessary; and (5) Recover expenses.	No
Countryside hedgerows	The Hedgerow Regulations 1997 Sections: 5 to 15 incl.	The responsibility to: (1) Regulate the removal of certain hedgerows; (2) Issue relevant notices, including to require hedgerow replacement; (3) Respond to appeals; (4) Take necessary enforcement or legal action;	No

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(5) Obtain and use necessary powers of entry to the land;</p> <p>(6) Surveying land in connection with any hedgerow removal notice;</p> <p>(7) Ascertaining whether any offences have been committed under Regulation 7; and</p> <p>(8) Determination of whether a notice should be served under Regulation 8.</p>	
High Hedges	Anti-social Behaviour Act 2003 (Part 8) Sections: 68, 69, 70, 74, 75, 77, 79 and 80.	<p>The responsibility to:</p> <p>(1) Deal with complaints in relation to the height of domestic hedgerows;</p> <p>(2) Issue, withdraw or relax the requirements or relevant notices;</p> <p>(3) Serve relevant documents regarding notifications;</p> <p>(4) Notify interested parties;</p> <p>(5) Respond to appeals;</p> <p>(6) Take relevant legal or enforcement action, including undertaking works directly and recovering expenses; and</p> <p>(7) Obtain and use powers of entry necessary in relation to (1), (2), (3) and (6).</p>	No
Protection of trees	Town and County Planning Act 1990 (as amended) Part VIII Sections: 197, 198, 199, 201, 203, 205, 206, 207, 208, 209, 210, 211, 214, 214A, B, C&D, 324	<p>The duty and responsibility to:</p> <p>(1) Take all necessary measures to make Tree Preservation Orders where trees are at risk, and are of significant existing or potential amenity value, or where they are of wider or strategic importance, subject to publication of the details in the Council Bulletin;</p>	No

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(2) Amend, confirm, decide not to confirm or revoke such orders (i.e. TPOs) subject to reporting any objections regarding the making of the order to the relevant Area Planning Sub-Committee for this decision;</p> <p>(3) Determine applications for works to preserved trees except as set out below:</p> <p>(i) applications recommended for approval where more than two expressions of objection material to the planning merits of the proposal have been received;</p> <p>(ii) applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal; and</p> <p>(iii) applications which a Councillor representing a ward within the relevant Area Plans Sub-Committee area requests in writing within four weeks of notification in the Council Bulletin should be referred to the appropriate Sub-Committee provided that the member has notified the Ward Councillor in advance;</p> <p>(4) Take any necessary action in respect of claims for compensation;</p> <p>(5) Take action to ensure replacement planting where appropriate, by serving relevant notices, or by undertaking such planting directly and reclaiming the costs, and to publish any decision not to require replacement planting in the Council Bulletin;</p> <p>(6) Respond to appeals;</p> <p>(7) Take legal action in aspect of breaches of Part VIII of the Act where expedient, in conjunction with the Director of Governance, including injunctive action and recovery of costs;</p> <p>(8) Take appropriate action in respect of notification of works to trees in Conservation Areas, including the issue of the Tree Preservation Orders as necessary; and</p>	

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(9) Authorise all expedient measures to gain entry to land in respect of the execution of any of the above, including to:</p> <p>(i) issue a warrant if admission has been refused or if a refusal is reasonably anticipated or if the case is urgent;</p> <p>(ii) to take samples of trees or soil; and</p> <p>(iii) for the authorised person(s) to take with them such other persons as may be necessary.</p>	

- Note: The authorities to undertake the stated functions, as set under the relevant sections shall be taken to be automatically updated to take into account changes, modifications and updating as they occur in the relevant legislation, subject to no new authorities being created. All references are to the legislation as currently amended.

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Section of Article 5 (5.02 and 5.03) of the Constitution (Chairing the Council)

“5.02 Election of Chairman of the Council

The individual elected to the office of Chairman of Epping Forest District Council shall be elected on merit by the Council at its Annual meeting.

5.03 Appointment of Vice Chairman of Council

The appointment of the Vice Chairman of the Council shall be undertaken by the Council on the basis of merit in accordance with the following provisions:

- (a) nominees for the office of Vice-Chairman of the Council are required to submit a nomination form supported and signed by no fewer than 15 serving District Councillors on the date when the Appointments Panel holds its first meeting in any municipal year;
- (b) nominees for Vice Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
- (c) the nomination of candidates for the position of Vice-Chairman and the expression of support for any nomination may be notified to the co-ordinating member by electronic mail;
- (d) all nominations shall be considered by the Appointments Panel for onward recommendation to the Annual Council meeting;
- (e) it is expected that the person appointed by the Council as Vice Chairman of the Council shall normally be elected as the Chairman of the Council for the following Council year;
- (f) If for any reason, a Vice Chairman is unable to be elected as Chairman of the Council following their year as Vice Chairman, the procedure outlined in (a) to (c) above shall also apply to the election of a new Chairman;
- (g) the Council may suspend the operation of the appointment process set out above at an Annual Council meeting. A motion to that effect and giving reasons as to why this would be in the best interests of the Council may only be adopted if the equivalent of 65% of Council members present at the meeting vote in favour”.

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PART 6

MEMBERS' ALLOWANCES SCHEME

**SCHEME OF MEMBERS' ALLOWANCES -
STATEMENT CONCERNING IMPLEMENTATION
2014/15**

**The following scheme has been agreed for the period
11 June 2014 to 26 May 2015**

The Council decided at its meeting on 20 February 2014 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

Basic Allowance: £3,435 per annum per Councillor

The amounts set out below show the amounts of Special Responsibility Allowance (SRA) payable during the year:

DUTY	ANNUAL AMOUNT OF SRA
Leader	£7,875
Cabinet members (9)	£6,300 each
Chairman of District Development Control Committee	£2,362
Chairmen of Area Plans Sub-Committees	£2,362 each
Chairman of Overview and Scrutiny Committee	£3,150
Chairmen of Complaints, Staff Appeals Panels and Housing Appeals and Review Panel	£ 110 each (per meeting held)
Chairmen of Licensing Sub Committee (6)	£2,362 divided between the 6 Chairmen
Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 each
Chairman of the Standards Committee	£ 500

The amounts payable during the year for independent members are:

Independent Persons affiliated to the Standards Committee	£ 250
Independent Members of the Remuneration and Parish Remuneration Panels	£ 250
Co-opted Members of the Audit & Governance Committee	£ 500

A copy of the full scheme is available on request from Democratic Services, Civic Offices, Epping.

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period **11 June 2014 to 26 May 2015**.

2. In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices, Epping;

"independent person" means (a) a member of the Standards Committee who is not an elected councillor or (b) a co-opted member of an Overview and Scrutiny Committee, or the Audit and Governance Committee who is not an elected councillor;

"year" means the ~~12 months~~ **the period** ending with **26 May 2015**.

3. **Basic Allowance**

Subject to paragraph 7, £4,300 shall be paid to each Councillor. ~~An annual supplementary basic allowance of £250 per Councillor (for each year of office) shall be payable in accordance with Appendix 1 to this scheme. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.~~

4. **Special Responsibility Allowances**

(1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.

(2) Subject to paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

5. **Travelling and Subsistence (including Cycle Allowance)**

(1) These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.

(2) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).

(3) Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.

6. Child Care and Dependant Carers' Allowances

(1) The maximum rate for this allowance shall be set at a rate equivalent to the Adult National Minimum Wage (currently £6.31 per hour).

(2) A member of the Council shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.

(3) The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the Adult National Minimum Wage.

(4) The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.

(5) All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

A councillor or independent member may by notice in writing given to the Assistant to the Chief Executive elect to forego any part of his entitlement to an allowance under this scheme.

8. Part-year Entitlements

(1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable:

(2) If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

(3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.

(5) Where a councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

(1) Payments shall be made in respect of basic and special responsibility allowances, subject to subparagraph (2), in instalments of one quarter of the amount specified in this scheme on the last Wednesday of each third month;

(2) Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

(3) Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependant carers.

11. Co-optees' Allowance

Co-optees' allowance will be payable to independent members as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

~~12.1 If any councillor or independent member is wholly suspended or partially suspended under Part III of the Local Government Act 2000, or regulations~~

~~made under that part, the Council shall be entitled to withhold any payments of Basic and Special Responsibility or Travelling and Subsistence Allowances in respect of that period of suspension or partial suspension.~~

12.1 Where any councillor or independent member has already received a payment in respect of any period during which they have been:

~~(a) — suspended or partially suspended from their responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part; or~~

(a) ceased to be a member of the Authority; or

(b) not entitled in any other way to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

13.1 Remuneration payable to councillors of the Epping Forest District Council under this scheme shall be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if they opt in to the Essex Superannuation Scheme.

13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

14. Further Guidance

Further guidance on this scheme can be found in Appendix 2.1.

SCHEDULE 1

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL AMOUNT OF SRA
Leader of Council	£10,750
Cabinet members	£6,450 (each)
Chairman, District Development Control Committee	£3,225
Chairmen of Area Plans Sub-Committees	£3,225 (each)
Chairman of Overview and Scrutiny Committee	£4,300
Chairmen of Licensing Sub Committee (6)	£3,225 (divided equally between the six Chairmen).
Chairmen of Complaints, Staff Appeals and Housing Appeals and Review Panels	£110 each (per meeting held)

Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 (each)

SCHEDULE 2 APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
- (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the Authority provided that:
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) duties relating to the supervision of tender opening as required by the Council's Standing Orders;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, Deputy Chief Executive or a Service Director including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a councillor at the invitation of the Local Government Commissioner for Administration for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;

- (m) site visits arranged by Area Plans Sub-Committees or the District Development Control Committee;
- (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
- (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests.

2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.

3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3 CONFERENCE AND MEETINGS

<p>Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.</p>	<p>Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travel outside the Epping Forest District is required).</p>
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<p>Conferences and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.</p>	<p>Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travelling outside the Epping Forest District is required).</p>
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SCHEDULE 4 OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

**SCHEDULE 5
CO-OPTEEES' ALLOWANCE**

Chairman of the EFD Standards Committee:	£500 per annum
Independent Persons affiliated to the EFD Standards Committee:	£250 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500 per annum
Co-opted members of the Audit and Governance Committee	£500 per annum

~~Member Remuneration Scheme~~

~~Members Connectivity Scheme – Agreement between Epping Forest District Council and Members of the Council~~

~~Basic Allowances paid to Councillor by Epping Forest District Council (“the Council”) are made in accordance with Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000.~~

~~Relevant regulations applied in formulating this agreement are The Local Authorities (Members Allowances)(England) Regulations 2003.~~

~~Grants in respect of the Member Connectivity Scheme have been considered and agreed by the Council’s Independent Remuneration Panel on 12 October 2005, as being a supplement to the Basic Allowance.~~

~~Terms and Conditions of Agreement~~

~~1. In signing this agreement the Councillor undertakes to:~~

~~(i) provide IT equipment to enable them to view agenda and minutes documents, forward plan and such other documents that may be put on the Council’s extranet or internet site;~~

~~(ii) abide by the Connectivity Scheme (Annex 1) and Standards Committee Guidance on the use of ICT (Annex 2); the Council’s other adopted ICT related policies including the security of any data and remote working policies; and the provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A (or other exemption categories that may be enacted) outside of the Council and any internal meeting, all of which should be considered confidential until published for public consumption;~~

~~(iii) treat any contact information relating to officers and members that does not appear on the Council’s public website as confidential;~~

~~(iv) cease to receive paper copies of minutes and agenda for those Committees, Sub-committees and Panels of which he/she is not a member.~~

~~2. The Council undertakes to provide:~~

~~(i) An ‘extranet’ (a private intranet) connection to the Council’s IT network using a ‘token’ scheme to control access and a user name and password for each member;~~

~~(ii) Training on the use of the system;~~

~~(iii) ICT support relating to 2(i) above and advice from Democratic Services (DS) on 2(ii) above;~~

~~(iv) A paper copy of the agenda to members of Council, each Committee, Sub-committee or Panel (unless the member indicates in writing otherwise);~~

~~(v) Email notification of publication of agenda and minutes to all members;~~

~~(vi) Headed paper and envelopes for use by members for Councillor correspondence.~~

Payment of Allowances

~~3. The addition to the Basic Allowance will be paid to each Councillor entering into this agreement quarterly in arrears (currently £250 per annum).~~

~~4. The Council may review the payment of such allowances from time to time as necessary and may change or cease payment upon resolution at Full Council.~~

Acceptance

~~I confirm that I have read and accepted the terms and conditions of this agreement.~~

Signed by Councillor:	Dated:
Name (Please print):	
Signed on behalf of the Council:	Dated:
Ian Willett Assistant to the Chief Executive	

~~Member Connectivity Scheme~~

~~This document provides information on the Member Connectivity Scheme.~~

~~Introduction~~

~~The Connectivity Scheme has been introduced to enable members to receive electronic notification of and Internet access to papers for Council meetings and associated information. The scheme has been made possible following the introduction of the Committee Management System (CoMS) which publishes our publicly available agenda to the Internet via the Council's website. The Connectivity Scheme will, however, provide members with access to a wider range of information including agenda planning, up to date notification of publication, call in and portfolio holder decision making.~~

~~The Agreed Scheme~~

~~The Connectivity Scheme provides members with an additional allowance (payable as part of the existing Scheme of Members Allowances) towards acquiring computer equipment and to use this equipment to access information on the Council's Agendas and Minutes via the Internet.~~

~~Members would be expected to use this system to access all agenda and minutes information and cease to receive hard copy agenda (except for those of which they are a member or required to attend by virtue of a position).~~

~~Under the scheme you will receive £250 per annum (payable normally quarterly in arrears) from which members will be expected to assist with the cost of a Personal Computer (PC) (if necessary); Internet connection and any consumables. This sum will be subject to tax and National Insurance.~~

~~Equipment Specification~~

~~The minimum specification required for PC equipment is:~~

- ~~(i) — A PC that can access the Internet;~~
- ~~(ii) — A broadband connection to your home;~~
- ~~(iii) — A valid email account;~~
- ~~(iv) — Internet Browser software; and~~
- ~~(v) — A printer capable of printing A4 pages.~~

Data and Equipment Security and Use Guidance

~~The equipment is the individual member's property and can be used for non-council activities. Members must adhere to:~~

- ~~(i) — The User Policy Statement for the CoMS system;~~
- ~~(ii) — Issued Standards Committee Guidance on the Use of IT by Members;~~
- ~~(iii) — The Council's other adopted ICT related policies including the security of any data and remote working policies;~~
- ~~(iv) — The provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A outside of the Council.~~

~~What the Council will provide:~~

~~The Council will:~~

- ~~(i) — Provide an 'extranet' (a private intranet) connection using a 'token' scheme to control access and a user name and password for each member;~~
- ~~(ii) — Training on the use of the system;~~
- ~~(iii) — ICT support relating to (i) above and advice from DS on (ii) above;~~
- ~~(iv) — A paper copy of the agenda to members of each Committee (unless the member indicates in writing otherwise);~~
- ~~(v) — Email notification of publication of agenda and minutes to all members;~~
- ~~(vi) — Headed paper and envelopes for use by members for Councillor correspondence.~~

~~What the Council will not provide:~~

~~The Council will not:~~

- ~~(i) — Provide ICT support for PC's or any peripherals purchased by members under the scheme;~~
- ~~(ii) — Advise on purchase of equipment or choice of ISP.~~
- ~~(iii) — Provide a paper copy of agenda for other Committees if you are not a member. Paper copies of Agenda will be available at the meeting in small quantities.~~
- ~~(iv) — Plain paper and print cartridge consumables.~~

~~Glossary of Terms used in this document~~

~~**Broadband**— a system of connecting to the Internet that allows voice, data, and video to be broadcast over the same medium at the same time. They may also allow multiple data channels to be broadcast simultaneously. It is much faster than traditional dial-up methods of connection.~~

~~**Browser**— Software that allows a computer user to find and view information on the Internet.~~

~~**Committee Management System**— A computer system used by EFDC to publish and archive all Agenda and Minutes of Council meetings and publish these to the Internet and Intranet.~~

~~**Email account**— An account provided by your ISP by which you can receive email. Your current or chosen ISP will be able to provide details of how you can set an account up.~~

~~**Extranet**— An extension of the Council's Intranet giving authorised people controlled access to the Intranet from outside of the Council's network.~~

~~**Exempt Business**— Items of business on an agenda that are confidential to the Council and should not be disclosed to third parties.~~

~~**Internet**— A network that links computer networks all over the world by satellite and telephone, connecting users with service networks such as e-mail and the World Wide Web.~~

~~**Internet Browser**— See Browser.~~

~~**ISP**— Internet service provider. A company that provides Internet connection services~~

~~**IT helpdesk**— The Council provides a helpdesk to support its applications. Its contact number is 01992 564321~~

~~**Password**— In this case means a word that when entered on the password screen allows access to the extranet~~

~~**Peripherals**— A piece of computer hardware such as a printer or a disk drive that is external to but controlled by a computer's central processing unit.~~

~~**Personal Computer (PC)**— A computer with its own operating system and a wide selection of software, intended to be used by one person.~~

~~**Portfolio holder decision-making**— Means an executive decision made by a member of the Cabinet~~

~~**DS**— Democratic Services at EFDC.~~

~~**Remote working**— Is another way of describing someone accessing the Council's network from outside of the building i.e. remotely.~~

~~**Token**— A piece of equipment that provides a secondary form of identification when accessing the Council's extranet.~~

~~**User name**— In this instance means your name on the system. Normally a combination of your initials and your surname.~~

~~Extract from the protocol on use of Council Facilities by members:~~

~~Guidance on the Use of IT by Councillors~~

~~1. Purpose of Guidance~~

~~1.1 The Council provides Councillors with an allowance towards the costs of providing and maintaining equipment, software or other consumables necessary to allow them to access the Committee Management System. This protocol gives advice on use of computer equipment in order to minimise risks to both the Council and to individual Councillors.~~

~~2. Security~~

~~2.1 Under the terms of the Connectivity Scheme, Councillors are responsible for:~~

~~(i) ensuring that their password and secondary authentication equipment remain accessible only by themselves;~~

~~(ii) abiding by the Council's published ICT policies and standards relating to security of systems and data and remote working;~~

~~(iii) meeting the requirements of the Local Government Act 1972 and any subsequent Act in relation to exempt and confidential information; and~~

~~(iv) adhering to specific user policies for systems they are given access to.~~

~~3. Use of Equipment~~

~~3.1 Councillors should be mindful of the onus placed upon them under 2 above. They should ensure that any material down-loaded via the Intranet is kept securely at any remote location. Councillors should ensure that if the computer is shared, proper arrangements are made to limit access to materials stored by the member, that fall into exempt and confidential categories. Such material will be routinely endorsed "Restricted".~~

~~3.2 Councillors should not store or download any material which:~~

~~(i) causes the Council to be brought in to disrepute;~~

~~(ii) contravenes the Access to Information or Data Protection Acts or similar legislation;~~

~~(iii) is illegal or inconsistent with the high standards expected of those in public office;~~

~~(iv) is defamatory; or~~

~~(v) breaches the Council's Code of Conduct (including confidentiality).~~

~~3.3 — If a Councillor uses their computer for the preparation of any material of a personal or political nature, he/she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication. Similarly, a Councillor should not express views on any matter relating to the Council without expressly indicating that the views are personal and not those of the Authority.~~

~~3.4 — Councillors should be aware that the internet is a completely unregulated medium and they are not protected in any way from viruses etc.~~

~~3.5 — The Council accepts no responsibility for Councillors' use of IT equipment.~~

~~For more information see the Member Connectivity Scheme and related ICT Policies.~~

MEMBER REMUNERATION SCHEME

EPPING FOREST DISTRICT COUNCIL GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out elsewhere in the Constitution binder. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE (INCLUDING SUPPLEMENTARY BASIC ALLOWANCE)

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.
- 2.2 A grant of £250 per annum as a supplement to the basic allowance will be payable to assist members in receiving electronic notification of and Internet access to papers for Council meetings and associated information subject to the member signing an agreement to undertake to meet the terms and conditions set out in the Members' Connectivity Scheme (set out in Appendix 1 attached).

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties as defined in the scheme (Schedule 2).

4.2 Car Travel

The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the reverse of the claim form and are reviewed annually.

4.3 Shortest Distance

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

- 4.4 Travel Direct from Place of Employment etc

For claims involving direct travel from a Councillor's place of **employment** (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

4.5 Travel Outside the District – Limit on Amount Claimable

For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:

- (a) second class return rail fare plus underground and other fares from station to destination at each end of the journey; or
- (b) the appropriate car mileage.

This is subject to consideration of any special circumstances as set out in 4.6 below.

4.6 Travel over Long Distances – Special Circumstances

If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Assistant to the Chief Executive in advance for advice on what would constitute a reasonable claim in the circumstances.

4.7 Use of Public Transport within Epping Forest District

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) **MUST** be provided. No claim will be allowed without such evidence.

4.8 Cycle Allowance

This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

4.9 Child and Dependant Carer's Allowance

This allowance may be claimed at a rate equivalent to the current rate for the Adult National Minimum Wage. Certain conditions are set out in the Scheme.

5. **SUBSISTENCE EXPENSES**

5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.

5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.

- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at Conferences and payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases.
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving an Absence from Home)

Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Assistant to the Chief Executive with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

- 7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available **through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns.**

7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes

(a) Travel by Car – Councillors' Homes to Civic Offices Expenses ("Home to Office Mileage")

Her Majesty's Revenue & Customs (HMRC) deems a councillor's workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping and therefore that such expenses are subject to tax and national insurance deductions.

(b) Travel by Car – Councillors' Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business ("Business Mileage")

HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) **Second Journeys**

Second journeys, , will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked by Democratic Services. The Assistant to the Chief Executive (or the Assistant Director - Democratic Services acting on his behalf) is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members' claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

CONTINUING SERVICES BUDGET - GROWTH / (SAVINGS) LIST

Directorate	Service		Original	Revised	Estimate	Estimate	Estimate	Estimate
			2013/14 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Chief Executive	Corporate Management	Chief Executive Post- Salary savings	(22)	(22)				
	Directorate Restucture	Savings			(70)	(20)		
	Total Chief Executive		(22)	(22)	(70)	(20)	0	0
Communitites	All Weather Pitch	Townmead Project	(32)	(9)	(23)			
	Youth Council	Youth Council	12	12				
	CCTV Cameras	Transfer replacement cameras to capital	(25)	(25)				
	Policy Unit Group	Grant Finder subscription discontinued	(4)	(4)				
	Directorate Restucture	Savings/Increase			5			
Total Communities			(49)	(26)	(18)	0	0	0
Governance	Local Land Charges	ECC Charge for highways LLC search	(9)	(9)				
	Democratic Services	Democratic Services Assistant (Premises Licences)			22			
	Development Control	Planning Fees increase	(50)	(24)				
	Development Control	Pre Application Fees Increase		(32)				
	Development Control	Publicity		(8)				
	Building Control Ring Fenced Acc	Savings from removal Vacant Posts	(29)	(29)				
	Building Control Ring Fenced Acc	Savings from removal Vacant Posts	19	19				
	Building Control Ring Fenced Acc	Reduction in Fee Income		73				
	Building Control Ring Fenced Acc	Reduction in Fee Income		(73)				
	Planning Policy & Conservation	Economic Development Assistant			21			
	Conservation Policy	Conservation Advice SLA			12	2		
	Performance Management	Staff Suggestion scheme		(2)				
	Governance Directorate	Savings from removal Vacant Posts	(8)	(8)				
	Directorate Restucture	Savings			(73)	(19)		
Directorate Savings	General	(5)	(5)					
Total Governance			(82)	(86)	(28)	(19)	0	0

CONTINUING SERVICES BUDGET - GROWTH / (SAVINGS) LIST

Directorate	Service	Original	Revised	Estimate	Estimate	Estimate	
		2013/14 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Neighbourhoods	Grounds Maintenance		Leasing costs Ransome Mowers	(10)	(10)		
	Leisure Facilities		Loughton Leisure management fee reduction	(66)	(66)		
	Land and Property		Increased Rental Income - Brooker Road	(70)	(136)		
	Land and Property		Increased Rental Income - David Lloyd Centre		(11)		
	Land and Property		Oakwood Hill Workhop Units Voids		25		
	Land Drainage & Flood Defence		Flood Defence Income from ECC		(6)		
	Licensing		Licencing Officer (Premises Licences)		26	5	
	Land and Property		Bridgeman House Income		(20)	(20)	
	Land and Property		2-18 Torrington Drive		(224)		
	North Weald Airfield		Loss of income Market Rents	174	348		
	Off Street Parking		Change of contractor	(23)	(23)		
	Off Street Parking		Loss of Penalty Notice income		52		
	Off Street Parking		NPASJ Levy		(6)		
	Off Street Parking		HRA car parks transferred to General Fund		(10)		
	Off Street Parking		Parking Fee Increases		(107)		
	Fleet Operations		Reduced Income		20		
	Estates		Senior Surveyor		11	33	
	Waste Management		Gate Fees saving		(42)		
	Waste Management		Contract savings		(31)		
	Waste Management		Recycling Credits Reduction		7		
	Waste Management		Avoided Disposal Payment	(176)	(179)		
	Environmental		Savings from removal Vacant Posts	(33)	(33)		
	Waste Management		Inter Authority Agreement, reduced ECC Income		40	8	
Directorate Restructure		Savings		(150)	(24)		
	Total Neighbourhoods			(204)	(74)	(418)	
					(31)	19	
						0	
Resources	Directorate Savings		General	(3)	(3)		
	External Audit		BDO fees	(30)	(30)		
	Civic Offices		Out of Hours Service		(13)	(5)	
	Civic Offices		NNDR Re-assessment	13	(87)		
	Offices Waltham Abbey		Area Office Rent	(12)	(12)		
	Offices Trapps Hill		Area Office Rent	(4)	(4)		
	Finance & ICT		Savings from removal Vacant Posts	(63)	(63)		
	Finance Miscellaneous		Stationery- procurement savings	(15)	(16)		
	Finance Miscellaneous		Car Leasing (excluding HRA)	(24)	(41)	(15)	
	Finance Miscellaneous		Employers Superannuation on Non-Contracted Overtime		38	(9)	
	Finance Miscellaneous		Additional Employers Pension re Auto Enrolement		40	(7)	
	Housing Benefits		Housing Benefit Admin Subsidy settlement reductions	104	104	26	
	Council Tax		Reduction in Court Cost Income		35	55	
	NNDR		Fees re Enforcement action on Bad Debts	25	31		
	Directorate Restructure		Savings		(3)		
		Total Resources			(9)	(46)	90
						41	(7)
						0	
Other Items	Investment Interest		Reduction due to shops transfer	60	60	109	
	New Homes Bonus			(550)	(566)	(535)	
	Pensions		Deficit Payments	53	53		
	Total CSB			(803)	(707)	(870)	
					33	55	
						0	

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate
		2013/14 £000's	2013/14 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Chief Executive	Corporate Policy Making			14	14			
	Corporate Policy Making							150
	Corporate Policy Making			100	78			22
	Corporate Policy Making			(22)	(17)			(5)
	Corporate Policy Making							48
Total Chief Executive		0	92	75	215	0	0	0
Communitites	Community & Culture			6	8			
	Grants to Voluntary Orgs							20
	Grants to Voluntary Orgs							(16)
	Grants to Voluntary Orgs	16						32
	Safer Communities	14						27
	Safer Communities							28
	Safer Communities							(28)
	Safeguarding							44
	Homelessness	52						52
	Homelessness	(52)						(52)
	Private Sector Housing	14						14
Communities	94						188	
Communities	(94)						(188)	
Total Communitites		44	21	20	110	0	0	0
Governance	Elections							(110)
	Elections							(100)
	Electoral Registration							(7)
	Electoral Registration							(53)
	Electoral Registration							7
	Democratic Services							17
	Democratic Services							7
	Members Allowances							5
	Civic & Member							5
	Public Relations & Information							11
	Public Relations & Information							11
	Public Relations & Information							(14)
	Local Land Charges							(20)
	Local Land Charges							(30)
	Local Land Charges							5
	Local Land Charges							93
	Planning Admin							(20)
	Planning Admin							55
	Planning Policy							24
Building Control Group							(36)	
Building Control Group							(79)	
Building Control Group							(89)	
Development Control							24	
Development Control							62	
Development Control							69	
Development Control							(2)	
Development Control							48	
Development Control							(55)	
Development Control							(10)	
Development Control							(10)	
Development Control							(4)	
Development Control							(5)	
Planning Services							17	
Governance							7	
Governance							104	
Performance Management							46	
Performance Management							(18)	
Total Governance		(104)	108	(72)	211	3	0	0

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate
		2013/14 £000's	2012/13 2013/14 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's
Neighbourhoods	Food Safety							
	Inspections	4	1	5	4			
	Inspection of Workplaces	10	6	16				
	Inspection of Workplaces			8				
	Inspection of Workplaces			(70)				
	Estates & Valuation	91	21	112	160			
	Estates & Valuation	(13)	(3)					
	Estates & Valuation			11	33			
	Land and Property			35				
	Land and Property	11		11				
	Public Conveniences	21		21				
	Licensing			19	4			
	Parks & Grounds	10						
	Parks & Grounds	(10)						
	Countrycare	5	1	4	4	0		
	Countrycare	9		9	9	8		
	Planning Policy				45			
	Economic Development	Business Promotion & Support		10		10		
	Economic Development	Town Centres Support/Portas Funding	35	10	41	39		
	Economic Development	Project Assistant			10			
	Economic Development	Food Task Force				30		
	Economic Development	Tourism Task Force				25		
	Forward Planning	Local Plan	282	292	400	321	30	
	Forward Planning	Maternity Cover			39	13		
	Town Centre Regeneration	Waltham Abbey Regeneration Projects	21	28	45			
	North Weald Airfield	Loss of Income - Hangar 5	14		14	4		
	North Weald Airfield	Loss of Income - Market Rents	125		11			
	North Weald Airfield	Safety of Bund	2	1	3	3	3	
	NWA Strategy Action Plan	Aviation Consultant		12				
	NWA Strategy Action Plan	NWA Consultancy exercise	76	64	152			
	Contaminated Land & Water Quality	Contaminated land investigations	14	22	40	25		
	Waste Management	Waste contract procurement consultants	100		60	40		
Waste Management	Wheeled bin replacements	9		9				
Waste Management	Publicity		10	10				
Waste Management	Advertising		1					
Off Street Parking	Loss of Pay & Display income			43				
Street Cleansing	Surplus on recycling of street cleansing arisings			(4)	(18)			
Abandoned Vehicles	Abandoned vehicles contract	4	4	4	4			
Neighbourhoods	Restructure - Severance Pay			107	66			
Total Neighbourhoods		820	480	1,165	821	5	0	0

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate
		2013/14	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
Resources	Insurance Services			(3)	(3)			
	NNDR			6	9			
	Council Tax Collection							
	Bailiffs in Liquidation Income net of costs		2	(35)				
	Temporary Additional Staffing	98		108	49			
	Council Tax Collection			(98)	(157)	(157)		
	Technical Agreement Contributions				(52)	(47)		
	Collection Investment				15	47		
	Local Council Tax Support Expenditure				(62)			
	Local Council Tax Support New Burdens Grant				3			
	Council Tax Collection							
	Single Person Discount Review net of costs				7	7		
	Housing Benefits							
	Atlas Project Expenditure							
	Housing Benefits	44			45			
	Housing Benefits	(30)			(30)			
	Housing Benefit Admin - Additional Admin Subsidy				(5)	(5)		
	Hardship Fund				17			
	Housing Benefits				(17)			
	Data Sharing Programme							
	Housing Benefits				18	1	31	
	Housing Benefits					(14)		
	Transitional Funding - Grant					16	37	
	Housing Benefits					19		
	Welfare Reform Expenditure							
	Housing Benefits					(34)		
	Welfare Reform Changes							
	Procurement							
	Essex Procurement Hub							
	Civic Offices							
	Out of Hours Service - Severance Payments				7	32		
	Civic Offices							
	Committee Room Tables							
	Civic Offices							
	NNDR Re-assessment Civic Offices				(209)			
	Non HRA Building Maintenance							
	Planned Building Maintenance Programme	154	76	171	199	42	30	66
	Total Resources	171	122	(219)	196	42	30	66
	Total Service Specific District Development Fund	931	823	969	1,553	19	(23)	66
	Lost Investment Interest	201		201	151	115	78	
	Council Tax Freeze	(80)		(80)	(80)	(80)		
	Right to Challenge Grants							
	Revenue Contributions to Capital							
	Langston Road Development							
	Non Domestic Rates							
	S31 Grant				(400)			
	NDR Income							
	Reduction due to appeals							
	Pensions							
	Deficit Payments							
	Reimbursement of Principal re Heritable	(68)		(169)	(24)			
	Total District Development Fund	984	836	671	1,863	54	55	66

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REVENUE EXPENDITURE, INCOME AND FINANCING

2013/14 ORIGINAL ALL REVENUE ITEMS £	2013/14 REVISED ALL REVENUE ITEMS £		GENERAL FUND ACCOUNT £	2014/15 ORIGINAL HOUSING REVENUE ACCOUNT £	ALL REVENUE ITEMS £
Gross Expenditure					
1,070,450	1,091,200	Office of the Chief Executive	4(a) 1,170,660	0	1,170,660
4,542,480	4,446,420	Governance	4(b) 4,638,750	0	4,638,750
17,774,074	18,006,270	Neighbourhoods	4(c) 18,120,390	0	18,120,390
40,974,980	41,193,770	Resources	4(d) 42,004,740	0	42,004,740
37,675,350	31,675,390	Communities	4(e) 4,705,740	27,712,950	32,418,690
246,490	261,330	Internal Trading Organisations	4(f) 258,990	0	258,990
102,283,824	96,674,380	Total Expenditure on Services	70,899,270	27,712,950	98,612,220
5,602,000	5,559,000	Interest Payable (Inc HRA)	451,000	5,130,000	5,581,000
(68,000)	(169,000)	Return of heritable funds	0	0	0
12,909,000	11,029,000	Revenue Contribution to Capital	0	16,211,000	16,211,000
320,270	320,270	Parish Support Grants	280,238	0	280,238
2,989,715	2,989,715	Precepts Paid to Parish Councils	3,077,383	0	3,077,383
124,036,809	116,403,365	Total Gross Expenditure	74,707,891	49,053,950	123,761,841
Gross Income					
38,819,690	38,712,290	Government Subsidies	39,366,390	0	39,366,390
31,080,440	30,966,280	Rents from Dwellings	0	31,814,570	31,814,570
5,183,290	5,026,900	Miscellaneous Rents, Trading Operations etc.	4,211,690	875,460	5,087,150
5,057,990	5,011,030	Fees and Charges	3,174,660	1,574,880	4,749,540
447,200	428,200	Interest on Mortgages and Investments	399,000	1,200	400,200
5,236,280	6,355,940	Grants and Reimbursements by other Bodies	5,990,260	0	5,990,260
85,824,890	86,500,640	Total Operational Income	53,142,000	34,266,110	87,408,110
(81,850)	54,956	Contribution from/(to) Revenue Reserves	242,993	799,840	1,042,833
(672,000)	(305,000)	FRS 17 Adjustment	(62,000)	0	(62,000)
984,000	671,000	Contribution from/(to) District Development Fund	1,863,000	0	1,863,000
(3,169,112)	(3,471,112)	Contribution from/(to) Other Reserves	(104,000)	(2,738,000)	(2,842,000)
23,528,000	15,330,000	Contribution from/(to) Capital Reserves	2,633,000	16,726,000	19,359,000
7,169,494	7,169,494	Exchequer Support	6,375,941	0	6,375,941
113,583,422	105,949,978	Total Gross Income	64,090,934	49,053,950	113,144,884
10,453,387	10,453,387	To be met from Local Taxation	10,616,957	0	10,616,957
Financed by:					
7,463,672	7,463,672	District Precept			7,539,574
2,989,715	2,989,715	Parish Council Precepts	9e		3,077,383
10,453,387	10,453,387	Total Financing			10,616,957

Office of the Chief Executive

Programme 2014/15

2013/14 Original		2013/14 Probable		Revenue Expenditure	2014/15 Original	
£	£	£	£		£	£
1,467,430		1,475,940		Corporate Activities	1,590,020	
	1,467,430		1,475,940	Total Expenditure		1,590,020
	396,980		384,740	Income from Internal Charges		419,360
	1,070,450		1,091,200	Net Expenditure (see Annex 3)		1,170,660
	1,070,450		1,091,200	To be met from Government Grant and Local Taxation		1,170,660
	-		-	Capital Expenditure (see Annex 5)		-

Governance

Programme 2014/15

2013/14 Original		2013/14 Probable			2014/15 Original	
£	£	£	£	Revenue Expenditure	£	£
449,360		324,330		Elections	543,430	
1,295,780		1,304,730		Member Activities	1,328,850	
2,584,300		2,505,620		Planning Services	2,521,020	
430,480		420,100		Other Activities	504,030	
3,417,118		3,496,720		Support Services	3,582,123	
	8,177,038		8,051,500	Total Expenditure		8,479,453
	3,634,558		3,605,080	Income from Internal Charges		3,840,703
	4,542,480		4,446,420	Net Expenditure (see Annex 3)		4,638,750
				Service Generated Income		
1,252,520		1,304,330		Fees and Charges	1,211,610	
199,100		76,870		Grants and Reimbursements by other Bodies	128,000	
	1,451,620		1,381,200	Total Income		1,339,610
	3,090,860		3,065,220	To be met from Government Grant and Local Taxation		3,299,140
	-		-	Capital Expenditure (see Annex 5)		-

Neighbourhoods

Programme 2014/15

2013/14 Original		2013/14 Probable		Revenue Expenditure	2014/15 Original	
£	£	£	£		£	£
1,417,340		1,452,890		Environmental Health	1,463,560	
277,350		364,460		Licensing	382,100	
2,016,830		1,961,340		Leisure Management	2,012,160	
1,020,300		1,111,670		North Weald	969,420	
189,780		197,410		Emergency Planning	205,310	
7,691,454		7,547,950		Waste Management	7,716,830	
758,910		753,940		Land Drainage & Sewerage	755,200	
978,430		1,035,020		Parks and Grounds	1,079,830	
1,312,200		1,222,410		Technical Services	1,313,780	
1,253,250		1,418,500		Forward Planning & Economic Development	1,443,230	
710,880		671,570		Land & Property	696,490	
4,544,210		4,390,700		Support Services	4,501,940	
	22,170,934		22,127,860	Total Expenditure		22,539,850
	4,396,860		4,121,590	Income from Internal Charges		4,419,460
	17,774,074		18,006,270	Net Expenditure (see Annex 3)		18,120,390
				Service Generated Income		
4,132,860		4,124,160		Miscellaneous Rents, Trading Operations etc	4,184,690	
1,398,800		1,352,900		Fees and Charges	1,559,290	
2,904,100		3,074,110		Grants and Reimbursements by other Bodies	3,039,950	
	8,435,760		8,551,170	Total Income		8,783,930
	9,338,314		9,455,100	To be met from Government Grant and Local Taxation		9,336,460
	1,414,000		1,703,000	Capital Expenditure (see Annex 5)		4,324,000

Resources

Programme 2014/15

2013/14 Original		2013/14 Probable			2014/15 Original	
£	£	£	£	Revenue Expenditure	£	£
39,278,870		38,873,600		Housing Benefits	39,707,570	
1,801,500		1,843,050		Local Taxation	1,828,540	
(98,010)		462,810		Other Activities	456,990	
2,681,770		2,627,370		Accommodation Services	2,940,550	
3,056,700		2,989,810		ICT Services	3,105,830	
2,482,000		2,369,390		Financial Services	2,513,980	
1,346,900		1,402,750		Other Support Services	1,393,620	
	50,549,730		50,568,780	Total Expenditure		51,947,080
	9,574,750		9,375,010	Income from Internal Charges		9,942,340
	40,974,980		41,193,770	Net Expenditure (see Annex 3)		42,004,740
				Service Generated Income		
38,406,860		38,382,290		Government Subsidies	39,000,390	
33,280		27,000		Miscellaneous Rents, Trading Operations etc	27,000	
48,050		39,200		Fees and Charges	29,200	
455,200		578,700		Grants and Reimbursements by other Bodies	534,080	
	38,943,390		39,027,190	Total Income		39,590,670
	2,031,590		2,166,580	To be met from Government Grant and Local Taxation		2,414,070
	1,048,000		955,000	Capital Expenditure (see Annex 5)		1,087,000

Communities

Programme 2014/15

General Fund £	2013/14 Original		General Fund £	2013/14 Probable		Revenue Expenditure	2014/15 Original		
	Housing Revenue £	Total £		Housing Revenue £	Total £		General Fund £	Housing Revenue £	Total £
		0			0				
	32,501,850	32,501,850		26,607,670	26,607,670	Council Housing		27,712,910	27,712,910
1,696,620		1,696,620	1,213,530		1,213,530	Private Sector Housing	1,196,150		1,196,150
489,880		489,880	492,420		492,420	Homelessness	444,350		444,350
447,010		447,010	420,660		420,660	Voluntary Sector Support	482,170		482,170
867,140		867,140	1,052,260		1,052,260	Community services	1,034,680		1,034,680
1,400,360		1,400,360	1,623,640		1,623,640	Sports Development	1,576,630		1,576,630
1,033,090	976,670	2,009,760	873,730	972,180	1,845,910	Support Services	609,770	1,034,340	1,644,110
5,934,100	33,478,520	39,412,620	5,676,240	27,579,850	33,256,090	Total Expenditure	5,343,750	28,747,250	34,091,000
760,640	976,630	1,737,270	608,560	972,140	1,580,700	Income from Internal Charges	638,010	1,034,300	1,672,310
5,173,460	32,501,890	37,675,350	5,067,680	26,607,710	31,675,390	Net Expenditure (see Annex 3)	4,705,740	27,712,950	32,418,690
						Service Generated Income			
412,830		412,830	330,000		330,000	Government Subsidies	366,000		366,000
	31,080,440	31,080,440		30,966,280	30,966,280	Rents from Dwellings		31,814,570	31,814,570
119,500	897,650	1,017,150		875,740	875,740	Miscellaneous Rents, Trading Operations etc		875,460	875,460
455,790	1,651,670	2,107,460	417,940	1,665,610	2,083,550	Fees and Charges	143,510	1,574,880	1,718,390
	1,200	1,200		1,200	1,200	Interest on Mortgages and Investments		1,200	1,200
328,880		328,880	861,260	0	861,260	Grants and Reimbursements by other Bodies	651,230		651,230
	(1,003,000)	(1,003,000)		(6,795,000)	(6,795,000)	HRA Interest & Reversal of Depn		(7,353,000)	(7,353,000)
	(126,070)	(126,070)		(106,120)	(106,120)	Use of Balances		799,840	799,840
1,317,000	32,501,890	33,818,890	1,609,200	26,607,710	28,216,910	Total Income	1,160,740	27,712,950	28,873,690
3,856,460	-	3,856,460	3,458,480	-	3,458,480	To be met from Government Grant and Local Taxation	3,545,000	-	3,545,000
1,831,000	13,868,000	15,699,000	1,897,000	11,048,000	12,945,000	Capital Expenditure (see Annex 5)	3,218,000	17,773,000	20,991,000

Internal Trading Organisations

Programme 2014/15

2013/14 Original		2013/14 Probable			2014/15 Original	
£	£	£	£	Revenue Expenditure	£	£
2,262,900		2,315,780		Housing Maintenance	2,414,070	
429,300		440,110		Fleet Operations	445,630	
	2,692,200		2,755,890	Total Expenditure		2,859,700
	2,445,710		2,494,560	Income from Internal Charges		2,600,710
	246,490		261,330	Net Expenditure (see Annex 3)		258,990
Service Generated Income						
251,160		231,050		Fees and Charges	231,050	
	251,160		231,050	Total Income		231,050
	(4,670)		30,280	To be met from Government Grant and Local Taxation		27,940
	50,000		82,000	Capital Expenditure (see Annex 5)		50,000

Non Service Budgets

Programme 2014/15

General Fund £	2013/14 Original Housing Revenue	Total £	General Fund £	2013/14 Probable Housing Revenue	Total £	Revenue Expenditure	General Fund £	2014/15 Original Housing Revenue	Total £
	£			£				£	
(446,000)		(446,000)	(427,000)		(427,000)	Interest & Investment Income	(399,000)		(399,000)
(68,000)		(68,000)	(169,000)		(169,000)	Return of heritable funds			-
	12,909,000	12,909,000	150,000	10,879,000	11,029,000	Revenue Contribution to Capital		16,211,000	16,211,000
(1,349,000)		(1,349,000)	(1,765,000)		(1,765,000)	Other Items	(1,637,000)		(1,637,000)
425,000	5,177,000	5,602,000	451,000	5,108,000	5,559,000	Interest Payable (Inc HRA)	451,000	5,130,000	5,581,000
(3,265,000)	(58,000)	(3,323,000)	(2,686,000)	(36,000)	(2,722,000)	Depreciation Reversals & Other Adjs.	(2,633,000)	(29,000)	(2,662,000)
(4,703,000)	18,028,000	13,325,000	(4,446,000)	15,951,000	11,505,000		(4,218,000)	21,312,000	17,094,000
-	20,263,000	20,263,000	-	12,644,000	12,644,000	Transferred to Housing Summary	-	16,726,000	16,726,000
(4,703,000)	38,291,000	33,588,000	(4,446,000)	28,595,000	24,149,000		(4,218,000)	38,038,000	33,820,000
		(44,220)			(160,000)	Contribution (from)/to Revenue Reserves			(243,000)
		672,000			305,000	FRS 17 Adjustment			62,000
		10,888			(19,112)	Contribution (from)/to Other Reserves			(104,000)
		(3,180,000)			(3,452,000)	Transfer (from)/to Housing Revenue Account			(2,738,000)
		(984,000)			(671,000)	Contribution from District Development Fund			(1,863,000)
		30,062,668			20,151,888	Reduction in Amount to be met from Government Grant and Local Taxation & other Housing Revenue Account items			28,934,000

Capital Programme

Programme 2014/15

General Fund £	Housing Revenue £	2013/14 Original	General Fund £	Housing Revenue £	2013/14 Probable	Gross Expenditure	General Fund £	2014/15 Original Housing Revenue	Total £
		Total £			Total £			£	
-		-	-		-	Governance	-		-
1,414,000		1,414,000	1,703,000		1,703,000	Neighbourhoods	4,324,000		4,324,000
1,048,000		1,048,000	955,000		955,000	Resources	1,087,000		1,087,000
1,831,000	13,868,000	15,699,000	1,897,000	11,048,000	12,945,000	Housing	3,218,000	17,773,000	20,991,000
	50,000	50,000	-	82,000	82,000	Internal Trading Organisations	-	50,000	50,000
4,293,000	13,918,000	18,211,000	4,555,000	11,130,000	15,685,000	Total Capital Expenditure	8,629,000	17,823,000	26,452,000
-	12,909,000	12,909,000	150,000	10,879,000	11,029,000	Less: Revenue Contributions to Capital	-	16,211,000	16,211,000
4,293,000	1,009,000	5,302,000	4,405,000	251,000	4,656,000	To be met from Capital Resources	8,629,000	1,612,000	10,241,000
Financed by:									
3,821,000	494,000	4,315,000	3,341,000	61,000	3,402,000	Capital Receipts	7,051,000	844,000	7,895,000
343,000		343,000	780,000		780,000	Government Grants	1,509,000		1,509,000
129,000	515,000	644,000	284,000	190,000	474,000	Other Grants	69,000	768,000	837,000
4,293,000	1,009,000	5,302,000	4,405,000	251,000	4,656,000	Total Financing	8,629,000	1,612,000	10,241,000

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COUNCIL TAX RATES FOR DISTRICT & PARISH/TOWN COUNCILS 2014/15

ANNEX 6

Authorities	Tax Base No.'s	Precept 2014/15	Council Tax Band D	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£	£	£
District Expenses	50,679.4	7,539,574	148.77	99.18	115.71	132.24	148.77	181.83	214.89	247.95	297.54
Abness, Berners and Beauchamp Roding	202.4	5,000	24.70	115.65	134.92	154.20	173.47	212.02	250.57	289.12	346.94
Buckhurst Hill	5,016.0	345,563	68.89	145.11	169.29	193.48	217.66	266.03	314.40	362.77	435.32
Chigwell	5,737.7	270,575	47.16	130.62	152.39	174.16	195.93	239.47	283.01	326.55	391.86
Epping Town	4,828.3	404,805	83.84	155.07	180.92	206.76	232.61	284.30	335.99	387.68	465.22
Epping Upland	403.0	14,846	36.84	123.74	144.36	164.99	185.61	226.86	268.10	309.35	371.22
Fyfield	404.4	10,780	26.66	116.95	136.45	155.94	175.43	214.41	253.40	292.38	350.86
High Ongar	527.5	12,437	23.58	114.90	134.05	153.20	172.35	210.65	248.95	287.25	344.70
Lambourne	825.0	29,267	35.48	122.83	143.31	163.78	184.25	225.19	266.14	307.08	368.50
Loughton Town	11,828.2	581,700	49.18	131.97	153.96	175.96	197.95	241.94	285.93	329.92	395.90
Matching	415.5	13,586	32.70	120.98	141.14	161.31	181.47	221.80	262.12	302.45	362.94
Moreton, Bobbingworth and the Lavers	541.2	13,647	25.22	115.99	135.33	154.66	173.99	212.65	251.32	289.98	347.98
Nazeing	1,975.9	68,164	34.50	122.18	142.54	162.91	183.27	224.00	264.72	305.45	366.54
North Weald Bassett	2,422.4	138,737	57.27	137.36	160.25	183.15	206.04	251.83	297.61	343.40	412.08
Ongar Town	2,609.1	267,578	102.56	167.55	195.48	223.40	251.33	307.18	363.03	418.88	502.66
Roydon	1,264.7	28,365	22.43	114.13	133.16	152.18	171.20	209.24	247.29	285.33	342.40
Sheering	1,274.0	31,066	24.38	115.43	134.67	153.91	173.15	211.63	250.11	288.58	346.30
Stanford Rivers	343.6	19,900	57.92	137.79	160.76	183.72	206.69	252.62	298.55	344.48	413.38
Stapleford Abbotts	493.8	5,709	11.56	106.89	124.70	142.52	160.33	195.96	231.59	267.22	320.66
Stapleford Tawney	77.4	1,507	19.47	112.16	130.85	149.55	168.24	205.63	243.01	280.40	336.48
Theydon Bois	1,938.3	99,133	51.14	133.27	155.49	177.70	199.91	244.33	288.76	333.18	399.82
Theydon Garnon	81.3	976	12.00	107.18	125.04	142.91	160.77	196.50	232.22	267.95	321.54
Theydon Mount	108.7	1,424	13.10	107.91	125.90	143.88	161.87	197.84	233.81	269.78	323.74
Waltham Abbey Town	7,131.1	708,425	99.34	165.41	192.97	220.54	248.11	303.25	358.38	413.52	496.22
Willingale	229.9	4,193	18.24	111.34	129.90	148.45	167.01	204.12	241.24	278.35	334.02
Town and Parish Total	50,679.4	3,077,383	60.72	40.48	47.23	53.97	60.72	74.21	87.71	101.20	121.44
District, Town and Parish Total	50,679.4	10,616,957	209.49	139.66	162.94	186.21	209.49	256.04	302.60	349.15	418.98

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PART A : ANALYSIS OF MAJOR PRECEPTING AUTHORITIES 2014/15

Authorities	Tax Base No.'s	Precept 2014/15	Council Tax Band D	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£	£	£
Essex County Council	50,679.4	55,075,838	1,086.75	724.50	845.25	966.00	1,086.75	1,328.25	1,569.75	1,811.25	2,173.50
Police and Crime Commissioner for Essex	50,679.4	7,311,517	144.27	96.18	112.21	128.24	144.27	176.33	208.39	240.45	288.54
Essex Fire Authority	50,679.4	3,366,126	66.42	44.28	51.66	59.04	66.42	81.18	95.94	110.70	132.84
District Expenses	50,679.4	7,539,574	148.77	99.18	115.71	132.24	148.77	181.83	214.89	247.95	297.54

PART B : SUMMARY - COUNCIL TAX RATES INCLUDING ALL PRECEPTS 2014/15

Abbess, Berners and Beauchamp Roding	202.4	5,000	24.70	980.61	1,144.04	1,307.48	1,470.91	1,797.78	2,124.65	2,451.52	2,941.82
Buckhurst Hill	5,016.0	345,563	68.89	1,010.07	1,178.41	1,346.76	1,515.10	1,851.79	2,188.48	2,525.17	3,030.20
Chigwell	5,737.7	270,575	47.16	995.58	1,161.51	1,327.44	1,493.37	1,825.23	2,157.09	2,488.95	2,986.74
Epping Town	4,828.3	404,805	83.84	1,020.03	1,190.04	1,360.04	1,530.05	1,870.06	2,210.07	2,550.08	3,060.10
Epping Upland	403.0	14,846	36.84	988.70	1,153.48	1,318.27	1,483.05	1,812.62	2,142.18	2,471.75	2,966.10
Fyfield	404.4	10,780	26.66	981.91	1,145.57	1,309.22	1,472.87	1,800.17	2,127.48	2,454.78	2,945.74
High Ongar	527.5	12,437	23.58	979.86	1,143.17	1,306.48	1,469.79	1,796.41	2,123.03	2,449.65	2,939.58
Lambourne	825.0	29,267	35.48	987.79	1,152.43	1,317.06	1,481.69	1,810.95	2,140.22	2,469.48	2,963.38
Loughton Town	11,828.2	581,700	49.18	996.93	1,163.08	1,329.24	1,495.39	1,827.70	2,160.01	2,492.32	2,990.78
Matching	415.5	13,586	32.70	985.94	1,150.26	1,314.59	1,478.91	1,807.56	2,136.20	2,464.85	2,957.82
Moreton, Bobbingworth and the Lavers	541.2	13,647	25.22	980.95	1,144.45	1,307.94	1,471.43	1,798.41	2,125.40	2,452.38	2,942.86
Nazeing	1,975.9	68,164	34.50	987.14	1,151.66	1,316.19	1,480.71	1,809.76	2,138.80	2,467.85	2,961.42
North Weald Bassett	2,422.4	138,737	57.27	1,002.32	1,169.37	1,336.43	1,503.48	1,837.59	2,171.69	2,505.80	3,006.96
Ongar Town	2,609.1	267,578	102.56	1,032.51	1,204.60	1,376.68	1,548.77	1,892.94	2,237.11	2,581.28	3,097.54
Roydon	1,264.7	28,365	22.43	979.09	1,142.28	1,305.46	1,468.64	1,795.00	2,121.37	2,447.73	2,937.28
Sheering	1,274.0	31,066	24.38	980.39	1,143.79	1,307.19	1,470.59	1,797.39	2,124.19	2,450.98	2,941.18
Stanford Rivers	343.6	19,900	57.92	1,002.75	1,169.88	1,337.00	1,504.13	1,838.38	2,172.63	2,506.88	3,008.26
Stapleford Abbots	493.8	5,709	11.56	971.85	1,133.82	1,295.80	1,457.77	1,781.72	2,105.67	2,429.62	2,915.54
Stapleford Tawney	77.4	1,507	19.47	977.12	1,139.97	1,302.83	1,465.68	1,791.39	2,117.09	2,442.80	2,931.36
Theydon Bois	1,938.3	99,133	51.14	998.23	1,164.61	1,330.98	1,497.35	1,830.09	2,162.84	2,495.58	2,994.70
Theydon Garnon	81.3	976	12.00	972.14	1,134.16	1,296.19	1,458.21	1,782.26	2,106.30	2,430.35	2,916.42
Theydon Mount	108.7	1,424	13.10	972.87	1,135.02	1,297.16	1,459.31	1,783.60	2,107.89	2,432.18	2,918.62
Waltham Abbey Town	7,131.1	708,425	99.34	1,030.37	1,202.09	1,373.82	1,545.55	1,889.01	2,232.46	2,575.92	3,091.10
Willingale	229.9	4,193	18.24	976.30	1,139.02	1,301.73	1,464.45	1,789.88	2,115.32	2,440.75	2,928.90

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PART C : CHANGES IN BAND D CHARGES

Authorities	Council Tax Requirement		Council Tax Band D		Increase
	2013/14 £	2014/15 £	2013/14 £	2014/15 £	%
Essex County Council	54,521,378	55,075,838	1,086.75	1,086.75	0.00
Police and Crime Commissioner for Essex	7,097,938	7,311,517	141.48	144.27	1.97
Essex Fire Authority	3,332,238	3,366,126	66.42	66.42	0.00
District Expenses	7,463,672	7,539,574	148.77	148.77	0.00
Abdess, Berners and Beauchamp Roding	4,700	5,000	23.26	24.70	6.19
Buckhurst Hill	343,089	345,563	68.90	68.89	-0.01
Chigwell	270,575	270,575	47.69	47.16	-1.11
Epping Town	402,406	404,805	83.84	83.84	0.00
Epping Upland	11,132	14,846	28.54	36.84	29.08
Fyfield	10,095	10,780	24.77	26.66	7.63
High Ongar	12,422	12,437	23.46	23.58	0.51
Lambourne	26,616	29,267	32.45	35.48	9.34
Loughton Town	574,600	581,700	49.18	49.18	0.00
Matching	13,320	13,586	32.50	32.70	0.62
Moreton, Bobbingworth and the Lavers	13,314	13,647	24.87	25.22	1.41
Nazeing	67,367	68,164	34.37	34.50	0.38
North Weald Bassett	138,737	138,737	57.61	57.27	-0.59
Ongar Town	229,782	267,578	90.80	102.56	12.95
Roydon	27,826	28,365	22.26	22.43	0.76
Sheering	28,947	31,066	22.73	24.38	7.26
Stanford Rivers	16,627	19,900	48.42	57.92	19.62
Stapleford Abbots	6,135	5,709	12.45	11.56	-7.15
Stapleford Tawney	1,463	1,507	19.66	19.47	-0.97
Theydon Bois	97,783	99,133	51.14	51.14	0.00
Theydon Garnon	970	976	12.29	12.00	-2.36
Theydon Mount	1,424	1,424	13.46	13.10	-2.67
Waltham Abbey Town	686,203	708,425	96.92	99.34	2.50
Willingale	4,182	4,193	18.24	18.24	0.00

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Medium Term Financial Strategy

Introduction

1. For a number of years as part of the Council's sound financial planning arrangements a four-year financial strategy has been prepared. This document allows a considered view to be taken of spending and resources. Without a medium term financial strategy finances would be managed on an annual basis leading to sudden expansions and contractions in services. Clearly such volatility would lead to waste and be confusing for stakeholders.
2. Managing this Council's finances has been made easier by isolating one off fluctuations (District Development Fund or DDF) from the ongoing core services (Continuing Service Budgets or CSB). This distinction highlights the differing effects in the medium term of approving different types of initiative.
3. A key part of the strategy is future rises in Council Tax and the Council has a stated ambition to remain a low tax authority in the long term. To achieve this over the long term it is important to avoid the gimmick of one-off reductions. For 2014/15 it appears there will be a mixed picture across Essex, with some authorities increasing charges to just below the referendum limit and some considering token reductions.
4. At its 19 September 2013 meeting the Finance and Performance Management Cabinet Committee decided to recommend a continued freeze in the Council Tax. Following questions raised by the Finance and Performance Management Scrutiny Panel a report was presented illustrating the financial effects of a continued freeze compared to modest increases in the charge. Following consideration of that report in November by that Committee, Cabinet decided that the policy of continuing the freeze was appropriate.

Previous Medium Term Financial Strategy

5. The September meeting of the Finance and Performance Management Cabinet Committee considered the annual Financial Issues Paper and an updated medium term financial strategy. At that time Members attention was drawn to a number of areas of significant uncertainty. Key amongst those were the structural reforms to the financing of local authorities through the local retention of NNDR and the Government's programme of welfare reform. The general state of domestic and world economies remained a concern and this was reflected in poorly performing income streams. There were also questions over the New Homes Bonus, Development Opportunities and the Organisational Review.
6. Against this background of risk and uncertainty a forecast was constructed that set a target of £14.07m for CSB expenditure for 2014/15 and maintained the requirement for annual CSB savings over the forecast period. At this time deficit budgets were anticipated for each year of the forecast, although these were reducing at the end of the forecast.
7. At that time the predicted General Fund balance at 1 April 2018 of £6.98m represented 53% of the anticipated Net Budget Requirement (NBR) for 2017/18 and was therefore somewhat higher than the guideline of 25%. It was also predicted at that time that there would be £1.4m left in the DDF at 1 April 2018.

Updated Medium Term Financial Strategy

8. In the period since the Financial Issues Paper the Government has provided the draft settlement figures for the next two years. The reductions in funding were somewhat larger than had been anticipated but this has been partially off set by savings to date exceeding their target. In constructing the forecast it has been necessary to make certain assumptions, these are set out below:
 - a) CSB Growth – the net savings required for 2014/15 have been found, but budgets will be re-visited during the course of 2014/15 to seek further reductions. In common with the earlier version of the strategy, target CSB savings are included for the period 2015/16 to 2017/18. The top management restructure, the removal of the threatened top slicing of new homes bonus, and additional income from the property portfolio and parking have helped achieve the savings required for 2014/15. However, annual net savings targets of £0.7m for 2015/16 and 2016/17 are likely to prove challenging.
 - b) DDF – all of the known items for the four-year period have been included and at the end of the period a balance of £0.872m is still available. This is a worsening on the position in the current year's budget, where the MTFS adopted in February 2013 showed a closing balance at the end of the period of £1.5m.
 - c) Grant Funding – beyond 2015/16 it has been assumed that there will be a 3% reduction in grant over the remaining two years of the MTFS. These figures will be subject to change following the General Election and the next Comprehensive Spending Review.
 - d) Other Funding – no amounts have been included for any additional New Homes Bonus that may arise for years after 2014/15. No growth, or reduction, in funding has been anticipated from changes in the non-domestic rating list. An additional allowance of £250,000 has been made in the DDF in 2014/15 to supplement the allowance for losses on appeals of £2.6m as there are approximately 500 appeals still outstanding.
 - e) Council Tax Increase – Members have confirmed they wish to freeze the charge for 2014/15 and 2015/16. Increases of 2.5% have been allowed for subsequent years. These assumptions have been built into the strategy.
9. This revised medium term financial strategy has deficits throughout the period, although these are reducing and the use of reserves in 2017/18 is £591,000 lower than in 2015/16. The predicted revenue balance at the end of the period is £7.53m, which represents 59% of the NBR for 2017/18 and thus comfortably exceeds the target of 25%.
10. It is worth repeating that savings of £0.7m are still necessary in the next two years of the strategy and in approving the medium term financial strategy Members are asked to note these targets. The strategy will be monitored during the year and updated for the September 2014 meeting of the Finance and Performance Management Cabinet Committee.

GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2013/14 - 2017/18

ORIGINAL 2013/14	REVISED FORECAST 2013/14	FORECAST 2014/15	FORECAST 2015/16	FORECAST 2016/17	FORECAST 2017/18
£'000 NET REVENUE EXPENDITURE	£'000	£'000	£'000	£'000	£'000
15,171 Continuing Services Budget	15,161	14,644	14,294	13,838	13,314
-803 CSB - Growth Items	-707	-870	33	55	0
0 Net saving	0	0	-700	-700	-200
14,368 Total C.S.B	14,454	13,774	13,627	13,193	13,114
984 One - off Expenditure	671	1,863	54	55	66
15,352 Total Net Operating Expenditure	15,125	15,637	13,681	13,248	13,180
0 Contribution to/from (-) Insurance Res	30	10	0	0	0
-984 Contribution to/from (-) DDF Balances	-671	-1,863	-54	-55	-66
-44 Contribution to/from (-) Balances	-160	-243	-931	-465	-340
14,324 Net Budget Requirement	14,324	13,541	12,696	12,728	12,774
FINANCING					
6,849 Government Support (NNDR+RSG)	6,849	6,095	5,156	5,001	4,851
6,849 Total External Funding	6,849	6,095	5,156	5,001	4,851
7,464 District Precept	7,464	7,540	7,540	7,727	7,923
11 Collection Fund Adjustment	11	-94	0	0	0
To be met from Government 14,324 Grants and Local Tax Payers	14,324	13,541	12,696	12,728	12,774
Band D Council Tax	148.77	148.77	148.77	152.46	156.33
Percentage Increase %		0.0	0.0	2.5	2.5

GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2013/14 - 2017/18

	REVISED FORECAST 2013/14	FORECAST 2014/15	FORECAST 2015/16	FORECAST 2016/17	FORECAST 2017/18
REVENUE BALANCES	£'000	£'000	£'000	£'000	£'000
Balance B/forward	9,670	9,510	9,267	8,336	7,871
Surplus/Deficit(-) for year	-160	-243	-931	-465	-340
Balance C/Forward	9,510	9,267	8,336	7,871	7,531
DISTRICT DEVELOPMENT FUND					
Balance B/forward	3,581	2,910	1,047	993	938
Transfer Out	-671	-1,863	-54	-55	-66
Balance C/Forward	2,910	1,047	993	938	872
CAPITAL FUND (inc Cap Receipts)					
Balance B/forward	13,900	12,630	5,613	4,662	3,733
New Usable Receipts	2,243	1,029	1,001	966	958
Use of Capital Receipts	-3,513	-8,046	-1,952	-1,895	-1,564
Balance C/Forward	12,630	5,613	4,662	3,733	3,127
TOTAL BALANCES	25,050	15,927	13,991	12,542	11,530

The Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2014/15 budgets and the adequacy of the reserves.

Introduction

1. The Local Government Act 2003 section 25 introduced a specific personal duty on the "Chief Financial Officer" (CFO) to report to the Authority on the robustness of the estimates for the purposes of the budget and the adequacy of reserves. The Act requires Members to have regard to the report when determining the Council's budget requirement for 2014/15. If this advice is not accepted, the reasons must be formally recorded within the minutes of the Council meeting. Council will consider the recommendations of Cabinet on the budget for 2014/15 and determine the planned level of the Council's balances.
2. Sections 32 and 43 of the Local Government Finance Act 1992 also require billing and precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the net budget requirement.
3. There are a range of safeguards, which exist to ensure local authorities do not over-commit themselves financially. These include:
 - The CFO's s.114 powers, which require a report to the Cabinet and to all members of the local authority if there is or is likely to be unlawful expenditure or an unbalanced budget
 - The Prudential Code, which applied to capital financing from 2004/05.

The Robustness of the Recommended Budget

4. A number of reports to the Cabinet in recent years have highlighted the difficulties inherent in setting budgets, not least because of significant changes in the level and complexity of Government funding and continuing pressure to protect and develop services. At the same time major changes have been introduced to the way the Council is structured and managed and the way services like waste and leisure are delivered. These changes and the extended period of low economic growth are still ongoing and represent significant risks to the Council's ability to evaluate all the financial pressures it faces.
5. However the Council's budget process, developed over a number of years, has many features that promote an assurance in its reliability:
 - The rolling four year forecast provides a yardstick against which annual budgets can be measured
 - The early commencement of the budget process and the clear annual timetable for both Members and officers including full integration with the business planning process promotes considered and reasoned decision making
 - The establishment of budget parameters in the summer is designed to create a clear focus before the budget process commences

- The analysis of the budget between the continuing services and one off District Development Fund items smoothes out peaks and troughs and enables CSB trends to be monitored
 - The adoption of a prudent view on the recognition of revenue income and capital receipts
 - The annual bid process whereby new or increased budgets should be reported to Cabinet before inclusion in the draft budget
 - Clear and reasoned assumptions made about unknowns, uncertainties or anticipated changes
6. With a Cabinet system the onus is on Portfolio Holders to work closely with Directors to deliver acceptable and accurate budgets. This role has been taken seriously and has helped enhance the detailed knowledge of the Cabinet. There is an established process that allows the Finance Scrutiny Panel to challenge and debate the detailed budgets with the Finance Cabinet Committee.
7. The budget is therefore based on strong and well-developed procedures and an integrated and systematic approach to the preparation of soundly based capital and revenue plans and accurate income and expenditure estimates. The risks or uncertainties inherent in the budget have been identified and managed, as far as is practicable, and assumptions about their impact have been made.
8. **The conclusion is that the estimates as presented to the Council are sufficiently robust for the purposes of the Council's overall budget for 2014/15.**

Factors to be taken into account when undertaking a Risk Assessment into the overall Level of Reserves and Balances

9. Guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) states that the following factors should be taken into account when the CFO considers the overall level of reserves and balances:
- Assumptions regarding inflation;
 - Estimates of the level and timing of capital receipts;
 - Treatment of demand led pressures;
 - Treatment of savings;
 - Risks inherent in any new partnerships etc;
 - Financial standing of the authority i.e. level of borrowing, debt outstanding etc;
 - The authority's track record in budget management;
 - The authority's capacity to manage in-year budget pressures;
 - The authority's virements and year-end procedures in relation to under and overspends;
 - The adequacy of insurance arrangements.
10. These issues have formed the basis for budget reports in the past and they remain relevant for the current budget.

Factor Assessment

a. Inflationary pressures

11. Every year base budget estimates are produced and then different inflation factors are applied to the resultant figures to take budgets to out-turn prices. It is inevitable that there will be either over or under provision for the full cost of inflation, as prices will vary against the estimates made. Efforts have been made to predict the level of inflation in the coming year, although the difficulty in making these predictions is highlighted by inflation remaining stubbornly high and above the target for, and predictions of, the Monetary Policy Committee. Only the most recent figures for the year to December 2013, released on 14 January, have shown inflation actually at the target level of 2%, reducing from 2.1% for November. However, whilst recovery in the overall economy remains weak the Monetary Policy Committee are likely to continue their cautious stance and not intervene with increases in interest rates to reduce inflation. This has been re-affirmed in the forward guidance provided by the Bank of England's new Governor.
12. Inflation, as measured by CPI, has come down from its peak close to 3% but had remained above 2% and contributed to pressure for a pay award. Pay rates had been frozen for several years prior to the 1% increase for 2013/14. The Medium Term Financial Strategy (MTFS) includes an allowance of 1% for pay awards for 2014/15 and 2015/16. In the budgets the centrally held vacancy allowance has been reduced from 2.5% to 1.5%. This reflects the deletion of many vacant posts in January 2013 and the consequent reduction in the levels of salary under spends.

b. Estimates on the level and timing of capital receipts

13. The Council has always adopted a prudent view on the level and timing of capital receipts. Capital receipts are not recognised for budgetary purposes unless they have been received or their receipt is contractually confirmed prior to the budget being ratified. Currently, no significant disposals are anticipated in 2014/15.
14. The exception to this relates to receipts from council house sales. In this instance because sales occur throughout the year assumptions are made about their generation. Following the increase in Right to Buy discounts the number of sales has increased from previous years. The pattern of less than 10 sales per annum will end in 2013/14 with more than 30 sales likely, although this is expected to reduce to 20 for 2014/15. This indicates that the various Government initiatives to encourage lending have been effective and that it has become easier to obtain a mortgage.
15. Even with the Authority's substantial capital programme, which exceeds £91m over five years, it is anticipated that the balance of usable capital receipts at 31 March 2018 will be £3.1m. The Capital Strategy continues to emphasise that priority will be given to capital schemes that will create future revenue benefit, either through increased income or reduced costs.

c. Treatment of demand led pressures and savings

16. Demand led pressures have been evident on the benefits and homelessness services as the Welfare Reforms begin to impact. Although the pressure has been eased in part by the slow improvement in the economy. Locally the stagnation in the housing market seems to be improving, with some increases in key income streams like planning and land charges. The income from both these areas will be greater in 2013/14 than 2012/13.
17. The net savings for the 2014/15 budget have been achieved from three main areas. Firstly, the restructuring of top management has provided an ongoing saving in excess of £350,000. Secondly, the use of capital to invest in the long leasehold at Torrington Drive has boosted income by more than £220,000. The third significant item is changing pay and display parking fees, after five years of freezing them, which should provide £150,000. A number of other smaller savings have also been identified and together these provide a sound base for the 2014/15 budget. However, there is still a need for further savings in 2015/16 and 2016/17 and work is ongoing on a number of ideas to reduce net costs.

d. Risks inherent in partnership arrangements etc

18. There are several partnership arrangements, some of which carry risks of varying degrees in monetary terms. The risks have not been specifically identified in the budget but are underwritten through the Authority's balances.

e. Financial standing of the authority (i.e. level of borrowing, debt outstanding etc)

19. The Authority is no longer debt free, due to self-financing for the Housing Revenue Account (HRA). Although this is not a significant concern as the 30 year business plan for the HRA has demonstrated that the Authority will be considerably better off in the long term. Revenue reserves for both the General Fund and the HRA are in a healthy state.
20. A major threat to the Authority's financial standing is further substantial reductions in central government funding. The period from 2011/12 to 2015/16 will see grant funding reduced by approximately 60%. The period beyond 2015/16 will be the subject of the next Comprehensive Spending Review and by then the improvement in the economy may have strengthened and there may have been a change of Government. This means predicting beyond 2015/16 is hazardous although if current trends are maintained there will be further reductions in revenue support grant and an increasing reliance on retained business rates.
21. Last year I expressed concern at the transfer of large financial risks to local authorities at a time of economic uncertainty. These risks were the localisation of Council Tax Benefit and the local retention of non-domestic rates. The implementation of Local Council Tax Support has been a success and the scheme has been managed within budget. In view of the success so far the scheme has been left largely unchanged for 2014/15. However, it may prove to be a concern again for 2015/16 if significant changes are necessitated by funding reductions.
22. Local retention of non-domestic rates has been more problematic and still represents a considerable financial risk. The major concern here arises from

the treatment of appeals and refunds. Even though DCLG have already had the benefit of non-domestic rates paid in respect of periods prior to 1 April 2013, all appeals regardless of start date are accounted for within the new system. This means billing authorities are refunding money that they have not benefited from in the first place. There are still more than 500 appeals outstanding and it is difficult to robustly predict what the combined outcomes will be.

f. The authority's track record in budget management, including its ability to manage in-year budget pressures

23. The Authority has a proven track record in financial management as borne out by the Annual Audit Letters from the Authority's external auditors. A comparison of actual net expenditure with estimates over a number of year's shows that the Council rarely experiences over spends of any significance.
24. Most managers have received training on budget management. A course involving an external trainer, the CFO and the Chief Internal Auditor has now been supplemented with additional detailed training on a directorate basis being provided by accountancy staff.
25. The quarterly budget monitoring reports on key budgets to both the Finance and Performance Management Cabinet Committee and Scrutiny Panel will continue throughout 2014/15. The production of these reports during the year is essential in identifying emerging problems at the earliest opportunity. This allows maximum benefit to be accrued from any corrective action taken.

g. The authority's virement and year-end procedures in relation to under and overspends

26. The Authority has recognised and embedded virement procedures that allow funds to be moved to areas of pressure. Although underspends and overspends are not automatically carried forward, the Authority does have an approved carry forward scheme for capital and DDF which is actioned through the formal provisional outturn report to the Finance & Performance Management Cabinet Committee in the summer of each year.

h. The adequacy of insurance arrangements

27. On 23 July 2012 Cabinet decided to exercise the two year extension option to the three year contract which commenced in June 2010. The 2010 contract was entered into following a collaborative procurement exercise with twelve other authorities. Market intelligence suggested a re-tender at this time was unlikely to provide good value for money, particularly as Zurich had offered to freeze premiums in the first year of the extension. The Authority still maintains an insurance fund, which as at 31 March 2013 had a balance of £1.13m.

i. Pension liabilities

28. The latest triennial valuation as at 31 March 2013 showed an increase in the funding level of the scheme to 77% (the value of the scheme's assets only cover 77% of the liabilities). This has allowed the actuaries to reduce both the deficit payments and the projected recovery period. However, ongoing contributions have increased from 13% to 15.9% and this leaves the combined payment figure for 2014/15 and the two subsequent years similar to the current level.

29. In earlier years annual applications were made to DCLG for capitalisation directions, as separate directions are required for the Housing Revenue Account and the General Fund. It has been increasingly difficult to obtain capitalisation directions and for 2011/12 the qualifying criteria were doubled. Even though the applications for 2011/12 met the tougher criteria they were still rejected by DCLG. In view of this no applications were made for 2012/13 or 2013/14 and the full amounts of the deficit payments have been included in the CSB.

Statement on the adequacy of the reserves and balances

30. The Use of Resources assessment previously conducted by the external auditors moved on from the formulaic approach of CPA to achieve the 'good' ranking for reserves. The old formula had suggested that the Council should maintain a General Fund balance of at least £0.89m but no more than £17.86m. The Council's current best estimate of the General Fund balance at 31 March 2015 is £9.27m as shown in the Annex 4 b. This is clearly within the range specified but as a benchmark is not particularly useful. Therefore a risk assessment related to the Authority's individual circumstances is provided as a more meaningful benchmark against which the adequacy of the balances can be determined.
31. The following table lists those developments and cost pressures within the four-year forecast that offer the greatest risk to financial stability.

Item of risk	Estimated level of financial risk £000	Level of risk %	Adjusted level of risk £000
Basic 5% of Net Operating Expenditure			800
Grant reduction being 10% instead of 3% beyond 2015/16	750	40	300
Pay award being settled 1% in excess of estimate for 14/15 and future years	800	25	200
Inflationary pressures between 1-4% higher than budget	600	20	120
Loss of North Weald Market Income	3,000	40	1,200
General Income between 1-4% less than budget	600	10	60
Unintended consequences of HRA reform impacting on General Fund	2,000	10	200
Localisation of Council Tax Benefit - Increase in caseload not covered by funding	1,000	20	200
Retention of non-domestic rates – losses on appeals	1,000	35	350
Renegotiating External contracts and partnership arrangements	4,000	25	1,000
Emergency Contingency	800	20	160
New Homes Bonus, income over MTFs greater than anticipated	(1,200)	30	(400)
Total	13,350		3,940

32. The estimates for income generated from the market at North Weald airfield have been reduced but this remains a key source of income. Uncertainties surrounding the future of the airfield create a risk to the Authority that needs to be recognised and quantified hence its inclusion in the list above.
33. A number of contracts have been granted to outside bodies for the provision of Council services. The failure of any of these contracts would inevitably lead to the Council incurring costs, which may not be reimbursed. Other than certain bond arrangements there is no specific provision made in the estimates for this type of expenditure, which therefore would have to be covered by revenue balances.
34. The presentation in this table is not a scientific approach, but a crude attempt to put a broad order of scale on the main financial risks potentially facing the Council. It is meant to be thought provoking rather than definitive. It is certainly not a complete list of all the financial risks the Council faces but it shows the potential scale of some of the risks and uncertainties and the impact they may have on the Council's balances if they were to come to fruition.
35. Based on the old CPA formula there is an expectation that an authority should carry a level of balance that equates to at least 5% of the net operating expenditure (NOE) of the Authority. During the period of the four-year plan NOE is expected to average out at £14.5m, which suggests a figure of £725,000.
36. The Council has always been conscious of its balances position as can be demonstrated by budget reports over many years. Fortunately for the Authority the question had not been whether it had a sufficient level of balance but rather that it had too much. Balances increased by £469,000 in 2012/13 to leave a balance of £9.67m at 31 March 2013.
37. A number of policies have been determined previously to bring about reductions and the current policy reflects that deficit budgets are necessary to support the structured reduction in spending. The current policy allows for balances to fall to no lower than 25% of Net Budget Requirement (NBR). This is slightly different from the NOE stated above, the average NBR figure for the next four years is expected to be £13.2m therefore 25% of that figure equates to £3.3m. The current four-year forecast shows balances still at £7.5m at the end of 2017/18.
38. The risk assessment undertaken above suggests that 20-25% of NBR is about the range that this authority should be maintaining its balances within. By 31 March 2018 balances will represent 59% of NBR, which is more than adequate. However, Members are aware that this situation can only be achieved with CSB savings and have stated a clear target of reducing expenditure throughout the period of the medium term financial strategy.
39. It has already been stated that the capital fund is expected to remain in a surplus position beyond 2017/18 and the capital programme is fully funded.
40. The main earmarked reserve is the District Development Fund (DDF) which is used to keep one off items of income and expenditure separate from the base budget. At 31 March 2013 the balance on the DDF was £3.6m, which was an increase of £0.1m in the year. The DDF is predicted to have a balance of £0.9m at the end of 2017/18, although this is likely to be reduced by the Local Plan and any further organisational changes. The only other earmarked reserve with

a significant balance is the Insurance Reserve, which stood at £1.1m at the end of 2012/13. There were no significant movements in the year on this fund.

41. The HRA revenue balance of £3.375m at 31 March 2013 is expected to increase, by £107,000 in 2013/14 and then decrease by £800,000 in 2014/15. The balance on the Housing Repairs Fund is expected to reduce over the next year, from £2.99m to £2.33m. Similarly the Housing Major Repairs Reserve is predicted to decrease from £9.998m to £6.532m. The 30 year business plan has demonstrated that under self-financing the overall financial standing of the HRA will improve significantly and its reserves going into 2014/15 remain healthy.
42. **The conclusion is that the reserves of the Council are adequate to cope with the financial risks the Council faces in 2014/15 but that savings will be needed in subsequent years to bring the budget back into balance in the medium term.**

Report to the Council

Subject: Asset Management and Economic Development Portfolio

Portfolio Holder: Councillor A Grigg

Date: 22 April 2014

Recommending:

That the report of the Asset Management and Economic Development Portfolio Holder be noted.

North Weald Airfield

In my last report I made mention of the consultant's report on the main runway at North Weald Airfield. I had hoped to be able to inform Members of the outcome at this meeting, but delays in officers being able to meet the consultants at the Airfield has prevented me from doing so. That meeting is scheduled for later this week, and I would anticipate the final report being published soon thereafter.

In the meantime some emergency works had to be undertaken to the runway, where, because of the recent adverse weather, water ingress caused the surface of the runway to deteriorate. In order to maintain the safe operation at the Airfield, emergency works were agreed and implemented.

Members will of course be aware of the recent tragic event arising from the loss of an aircraft which was based at North Weald Airfield. Whilst it is not possible to make any comment on the circumstances of the accident, I am sure Members will wish to join me in offering the Council's condolences to the families of the pilot and passenger who lost their lives.

Estates & Valuation

The Section 106 Agreement for the redevelopment of the Sir Winston Churchill Public House was signed on 28 March 2013 and the planning permission then issued. The development agreement was also signed at the same time and the Council is now awaiting a project programme from the developer.

Economic Development

Chris Pasterfield has been appointed as a temporary Assistant Director in charge of Asset Management and Economic Development from 1 April 2014 for 12 months and will be preparing an Economic Development Strategy based upon previous work and proposals being developed as part of the new Local Plan. The plan will set the strategy for the Council but then work will commence on a number of Economic Development Strategies to tackle particular issues which will be identified to members on an individual basis.

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Report to the Council

Subject: Environment Portfolio

Date: 22 April 2014

Portfolio Holder: Councillor W Breare-Hall

Recommending:

That the report of the Environment Portfolio Holder be noted.

Waste Management

The final tenders for the new waste management contract were received on Friday 4 April. The officer project team has spent the two weeks between then and the date of this meeting carefully checking the tenders to ensure that they are valid, ensuring the financial components are correct and assessing the required eleven method statements against strict criteria. The Member Interview Panels are scheduled for the 1st and 2nd of May, with the final recommendation going before a special meeting of Cabinet on 19 May. Subject to any procedural issues, it is intended that the new contract be signed before the end of June, enabling mobilisation to commence at the beginning of July. This has been a lengthy and complex procurement exercise and the first time that the Council has used the "Competitive Dialogue" process. I believe that, despite its complexity, "Competitive Dialogue" has proven to be very beneficial, especially given the potential value of this contract, and that its use may well be applicable for similar complex procurements in the future.

I was delighted to present awards to two pupils and their schools, Belle Liggitt (6) from Epping Primary School and Patsy Stow (10) from Alderton Junior School, for their winning entries in designing recycling posters to be displayed on the district's refuse freighters. Competitions such as this are important in engaging children, their parents and the public with the recycling message. Whilst there could only be two winners, I would like to offer my congratulations to all the pupils who took part. Belle and Patsy's designs will appear on our freighters in the coming weeks.

Environmental Health & Neighbourhoods

Fly-tipping

On 3rd March 2014 at Chelmsford Crown Court, Kathy Aziba of Torrington Gardens, Loughton, was given a two year conditional discharge and the Council awarded £500 costs after she pleaded guilty to permitting controlled waste to be deposited on land in Burton Road, Loughton. Ms Aziba pleaded not guilty to the offence originally and elected to be tried in the Crown Court, but on the morning of the trial she changed her plea to guilty. His Honour Judge David Turner QC told Ms Aziba that her not guilty plea had been a complete nonsense and it was little short of a disgrace that she had elected a Crown Court trial. She should have pleaded guilty at an early stage in the Magistrates Court. The Judge stated that he understood that the Council officers involved in the investigation would be disappointed with the result but he had to take into account the Court guidelines and financial position of Ms Aziba in sentencing her. Ms Aziba could have arranged for the Council to make a special waste collection for a relatively small fee and saved herself over £450 and a criminal conviction.

Fly-tipping in Honey Lane, Waltham Abbey, led to Peter Marvata of Horton House, Field Road, London, being fined £300 and ordered to pay the Council's prosecution and clearance costs of £606 together with a victim surcharge of £30. In Chelmsford Magistrates Court on 18th March 2014, Mr Marvata pleaded guilty to failing in his duty of care, by handing waste materials from a house renovation he was working on to an unknown person without taking reasonable care that the person was authorised to transport waste and without exchanging a written description of the waste.

Waste – duty of care

The Environment & Neighbourhood team published an article in the Council's Spring edition of the Forester magazine encouraging residents (and businesses) to comply with their duty of care, in order to keep waste out of the hands of rogue traders who tip waste for profit. Residents must take reasonable steps to ensure that the person they give their waste to is authorised to take it. Commercial premises also have similar requirements.

"It is illegal to dump here" & "Fly-tipping is illegal" stickers

In the continued battle against fly-tippers (which also includes local residents who persist in dumping their waste in public areas near to where they live), the ENO team are now placing stickers on any fly-tips they come across or visit to investigate, to explain that "Evidence of this incident has been recorded". It is hoped that the highly visible stickers will act as a deterrent to others and inform residents that the Council is aware of the deposit. The stickers should also help prevent incidents being reported more than once and provide local residents with the name of the officer dealing with the deposit.

Abatement notices

The tenants of the Garnon Bushes public house in Coopersale received noise abatement notices (that are still subject to appeal) to control music and amplified sound. Despite warnings and meetings with the area ENO, the public house continued to play music too loudly. The duty noise officer was called out on 21st March and witnessed a statutory nuisance. We are continuing to try and work with the public house to avoid any breach of the notices.

Large multiple bonfires on "Chalkhills" Upshire Road, Waltham Abbey, on 27th March resulted in a statutory nuisance due to large amounts of smoke blowing towards residents of Ninefields and beyond. Despite action by the person responsible to curtail the bonfires, and reassurances that any future bonfires would only be carried out after consulting the area ENO, an abatement notice was served to control the level of smoke emitted in the future. The risk of further nuisance if green waste remaining on the site continued to be burnt was felt to be too high to simply accept the reassurances that were given.

Woodyard, Hoe Lane, Nazeing

The Woodyard in Hoe Lane, Nazeing, has been rented to a new tenant and wood has started to be imported again. The site is primarily subject to control by the Environment Agency (EA). Local residents have expressed concerns about the use starting again, particularly in light of the previous fires on the site, when a considerable amount of wood went up in flames. Council officers have been liaising with the Environment Agency and are in the process of arranging a meeting with the EA and the District/Parish Councillors to discuss the residents concerns and examine the regulatory control of the site.

Litter campaign

Artwork for the Essex Wide Litter campaign (2-6 June) has now been received. Final plans are being drawn up for a week of high visibility enforcement and education. The Waltham Abbey and Thornwood branches of McDonalds are now both participating. The campaign aims to help make littering socially unacceptable.

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Report to the Council

Subject: Finance and Technology Portfolio

Date: 22 April 2014

Portfolio Holder: Councillor S Stavrou

Recommending:

That the report of the Finance & Technology Portfolio Holder be noted

Accountancy

Since our last meeting the Chancellor of the Exchequer has delivered his Budget. The Budget contained several measures that will have some impact on Local Authorities but thankfully there was no further reduction in grant funding for local government. In fact whilst the theme of austerity to tackle the deficit in the public finances was still present there were some increases in spending. The Chancellor announced a fund of £200 million across the UK for a pot holes challenge fund and £140 million of additional funding to repair and restore the condition of flood defences.

The Medium Term Financial Strategy approved as part of the Council's budget in February did allow for reductions in funding in future years and these estimates will be re-evaluated as more information becomes available. Over a number of years our prudent financial management has put the Council in a strong position and this will allow us to manage whatever adjustments are necessary in a structured and controlled manner.

Benefits

The Welfare Reform programme also featured in the Budget and it was interesting to see the introduction of a welfare spending cap for the years 2015-16 to 2018-19. For 2015-16 the level of the cap has been set at £119.5 billion. A margin of 2% above the forecast of the Office for Budget Responsibility has been allowed to prevent any disproportionate actions being triggered by small fluctuations. It is hoped that the economic recovery continues and so this problem will not arise.

The year-end position on the key performance indicators will be considered at the June meeting of the Finance and Performance Management Scrutiny Panel, but I will take this opportunity to give a brief update. The average time taken on processing a new claim was 23 days, which is significantly ahead of the target of 30 days and the previous year's performance of 31.83 days. The other processing indicator is for changes of circumstance. These were also showing an improving trend, the average of 4.58 days compares favourably against the target of 6 days and last year's figure of 5.86 days.

Revenues

This is always a very busy time of year for staff in both Benefits and Revenues as the new-year bills and notifications generate a lot of calls and correspondence. The peak

last year caused by the introduction of Local Support for Council Tax has been replaced this year by enquiries on non-domestic rates following the introduction of the retail relief scheme. As always, help and advice is being offered to support both residents and businesses that are facing changes in their bills.

The key performance indicators at the end of the year are positive for both Council Tax and Non-Domestic Rates. At the end of March the in-year collection rate for Council Tax was 97.62% which was well ahead of the target of 96.60%. Similarly, Non-Domestic Rates was also ahead of the target of 97.50% with 98.09% having been collected.

Performance Management

Key Performance Indicators

As mentioned above, outturn performance against the Key Performance Indicators (KPI) for 2013/14 will be reported to the next cycle of meetings of the Finance and Performance Management Cabinet Committee and Scrutiny Panel. It is hoped that the high level of performance seen for the third quarter of the year, where 80% of the indicators achieved the relevant cumulative target, will have been continued to year-end.

The relevance of the KPI set for each year is reviewed at the end of the third quarter of each preceding year, and this exercise has recently been completed for 2014/15. The Finance and Performance Management Cabinet Committee has agreed a range of proposed KPIs and targets for this year, including the principle of a new indicator to monitor telephone response times, following the implementation of the Council's new telephony system. Performance against the KPIs will continue to be reviewed on a quarterly basis.

Key Objectives

The annual identification of key objectives provides an opportunity for the Council to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year. The key objectives are intended to provide a clear statement of the Council's overall priorities for each year, and are supported by a range of actions and deliverables designed to achieve specific outcomes.

The key objectives for 2014/15 will be considered by the Cabinet on 7 April 2014. The objectives reflect national and local priorities and specific service challenges. In accordance with the recent review of current overview and scrutiny arrangements, the Leader of the Council will present the key objectives to the Overview and Scrutiny Committee at the first meeting of the new municipal year, and progress in relation to individual actions and deliverables will also be reviewed each quarter.

Technology

Telephone switch replacement project

The Civic offices rollout of the new telephone system is now complete. Work continues to finalise the conversion of the satellite offices to enable the termination of the expensive analogue lines. Completion is anticipated by the end of April.

Wireless coverage

The site wide wireless solution is now live and can be used by staff, visitors and Councillors. Any Members requiring wireless access to the internet should contact Democratic Services for a password.

Engage mobile application

Engage is an exciting new mobile application (app) which will allow residents to pay bills direct from a tablet or smartphone and be the first to receive news as soon as it is published. The Engage app gives our residents the convenience to pay their rent, council tax or parking fine at a time suitable for them. Engage also keeps them up-to-date with what is happening locally with news feeds and links to our social media. This innovative and customer-friendly app has been developed in partnership with Capita and can be downloaded from the App Store or Google Play. It will be promoted on the Council Website during this month.

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Report to the Council

Subject: Housing Portfolio

Date: 22nd April 2014

Portfolio Holder: Councillor D Stallan

Recommending:

That the report of the Housing Portfolio Holder be noted.

Straw Bales Housing Development, Millfield, High Ongar – Shortlisting for Development / Construction Awards

I am pleased to report that the innovative affordable housing development constructed with straw bales by Hastoe Housing Association in partnership with the Council, on former Council-owned land at Millfield, High Ongar has been shortlisted for two development / construction awards.

The first is in the “Small Development of the Year” category of the National Housing Awards. The Awards Ceremony is being held at the Lancaster Hotel, London on 29 April 2014.

The second is in the “Best Social or Affordable New Housing” category of the East Anglia LABC Building Excellence Awards. The Awards Ceremony is being held at St. Andrews Hall, Norwich on 13 June 2014.

I will, of course, let members know the outcome of these two events.

Council Housebuilding Programme

Planning permission received for Phase 1 – Waltham Abbey

I am pleased to report that planning permission has been granted for developments on four sites in Waltham Abbey, which will see 23 new affordable rented Council homes built as Phase 1 of the Council’s Housebuilding Programme. This will be at an estimated cost of around £3.9 million.

In order to achieve a 30 year pay-back, as required by the Council’s Development Strategy, this phase will require an estimated “subsidy” of £512,000 – which will be provided predominantly through the use of additional Right to Buy (RTB) receipts.

It is anticipated that, once tenders have been invited around Easter, the works will commence on site in mid-July 2014, with completion anticipated 14-months later. These new homes will be let at affordable rents, which are up to 80% of market rents (including service charges).

Marden Close & Faversham Hall, Chigwell Row

I am also pleased to report that planning permission has been granted for the conversion of Marden Close from 20 bedsits into 10 self-contained flats and the ground floor of Faversham Hall to be converted into 2 one bedroomed flats.

The cost of the works is estimated to be around £610,000. Tenders are due to be issued around Easter, with a start on site anticipated for July 2014 and completion within 12 months.

Options for Phase 2 – Burton Road, Loughton

The Council Housebuilding Cabinet Committee has already agreed that Phase 2 of the Housebuilding programme will comprise the development of Council-owned land and garages at Burton Road, Loughton. The Cabinet Committee initially considered a feasibility study report based on the provision of 31-33 new affordable homes for the site. However, the Cabinet Committee asked officers to formulate alternative development proposals for the site, which increases the density of the proposed housing and takes advantage of the site's town centre location, good local shopping facilities and public transport infrastructure.

Therefore, two further feasibility studies for developments of 42 homes and 56 homes on the site are due to be considered at the forthcoming Cabinet Committee meeting on 17 April 2014, and the Committee has been asked to decide which proposal should be pursued to the planning application stage. As always, the ward members have been invited to the meeting to take part in the discussion.

If planning permission is subsequently granted, Phase 2 is expected to commence on site around March 2015.

Proposed acceleration and extension of Housebuilding Programme

At its forthcoming meeting, the Cabinet Committee will also be considering a report on the possibility of accelerating and extending the Housebuilding Programme, and the associated implications (mainly financial).

The Council's HRA Business Planning Consultant has produced a detailed report on the financial implications - providing a number of options for the Committee to consider and advice on the maximum amount for which funding should be sought from the Homes and Communities Agency (HCA), in order to ensure that all the RTB Receipts that can be spent on the Housebuilding Programme are spent within the required 3 years of receipt - ensuring that and none have to be passed to the Government, with interest.

The report concludes that, if desired, the Housebuilding Programme could be accelerated to provide up to an additional 65-79 homes over the 6-year period of the original Programme, with only a limited reduction required in expenditure on additional/new housing improvements and service enhancements. Furthermore, the report also concludes that the Housebuilding Programme could be extended by an additional 4 years – to comprise a 10-Year Programme, providing an additional 120 new affordable homes - without any undue effect on the Housing Revenue Account, although such an extension would require the Council to borrow some additional money from the Public Works Loans Board.

The final decision on this issue will need to be taken by the Cabinet.

Policy on future use of undevelopable sites

The Cabinet Committee will also be considering a policy on the approach that should be taken for any site that is considered either to be unsuitable for development, financially unviable or where it may not receiving planning permission. The proposed options include: the sale of the site, either to a housing association or developer for redevelopment; the sale of the site to the town or parish council; the division and sale of the land to neighbouring residents to extend their gardens; the demolition of the garages; the creation unallocated off-street parking; and the continuation of letting the garages.

Out of Hours Call Handling Service introduced from 1 April

I am pleased to report that, at 5.15pm on 31 March 2014, the Council successfully and smoothly transferred its Out of Hours Call Handling Service from an in-house service to Mears 24/7, a subsidiary of the Mears Group.

In advance of the switch-over, officers prepared “scripts” and call-out lists to enable Mears’ call-centre staff to deal with emergencies and other enquiries in the right way.

Not only should this new arrangement provide an improved service at a much lower cost, it will also provide an added benefit for Council tenants - who are now able to report their repairs and book appointments 24 hours a day.

Social Housing Fraud

At its meeting on 23 April 2014, the Housing Scrutiny Panel, as part of its Work Programme, will be undertaking a formal evaluation of progress made on the Prevention of Social Housing Fraud from 1 April 2013 to 31 March 2014.

In addition, the Panel will also be considering a new Draft Housing Service Strategy on the Prevention of Social Housing Fraud. The Communities Directorate has a number of Housing Service Strategies which are reviewed by the Panel on a three-yearly basis. They give more detail than the Council’s main Housing Strategy on the various services provided.

Following the Prevention of Social Housing Fraud Act 2013 recently coming into force, local authorities now have the power to take criminal action against offenders. The purpose of submitting the new Service Strategy to the Panel, and subsequently seeking Portfolio Holder approval, is for Members to agree the approach to be taken on the different types of cases.

Consideration of this Service Strategy will be dealt with in confidential session as exempt business since, if the Strategy was to be available as a public document, the information could assist a person who is committing, or may in the future be considering, such offences.

Mobile Homes Act 2013 – Charging for Licensing Functions Park Home Sites

In March 2014, the Cabinet agreed to introduce a policy on charging for the Council’s costs associated with licencing park homes sites. In the policy, which was implemented on 1 April 2014, fees are arranged in bands according to the number of properties on the site. As well as an annual fee, the Policy also includes fees for new licences, transfers and amendments to existing licences.

The Fees Policy for Licensing Residential Park Home Sites is available on the Council’s web-site. In line with other fees, they will be reviewed annually by the Finance and Performance Management Cabinet Committee.

The Cabinet also agreed in March 2014 that the consultation on the conditions to be attached to site licences for Gypsy, Roma and Traveller sites in the District should be delayed for further interpretation of some recent guidance on separation distances between park homes. Having now reviewed this guidance, officers should be able to proceed with the consultation during the next few weeks.

Information Evenings for Site Owners and Residents Associations

Last year, we held an event in the Council Chamber for park home site owners and residents to provide them with information on the Mobile Homes Act 2013, which had come into force

in May 2013. In March 2014, we held two further information evenings on new regulations relating to site rules which came into force in February 2014.

The regulations concern the arrangements for setting site rules and the rules governing the management and conduct of park home sites. There is no requirement for site owners to have site rules but most do, not only for their own benefit but also for the benefit of site residents. The new regulations include strict timescales and prescribed forms which must be used to consult with, and notify, residents on the site rules being applied. If site owners fail to meet these requirements before February 2015, any existing site rules will cease to have effect - so it is in the best interests of site owners and residents to understand the effect of the new requirements.

One of the information evenings was for site owners and the other was for park home residents and other interested parties. The second information evening was also web-cast for the benefit of those that were unable to attend. As before, legal experts from the Leasehold Advisory Service (LEASE) gave detailed information on the procedures, and answered questions from residents and members.

Officers asked for feedback on the effectiveness of the events and those attending were generally appreciative that the Council had made the effort to provide information and guidance on this complex subject area, which most other councils have not.

The Council is also able to charge site owners for the administration of its duties concerning site rules and it is therefore my intention to bring a report to a future meeting of the Cabinet on this issue.

Petition – Owl Park, Waltham Abbey

A petition signed by 20 residents of the park home site at The Owl, Waltham Abbey was received on 24 February 2014. The petition was effectively a complaint that officers of the Council had been carrying out an inspection of the site without giving prior notice to residents. I am including receipt of this petition within my report, in accordance with the Council's new Petitions Procedure.

Our officers responded by explaining that the inspection of the site was being carried out in order to exercise the Council's duties under The Caravan Sites and Control of Development Act 1960 and that, in order to do so, they needed to carry out programmed inspections of the whole site from time to time and also to visit as a result of complaints as may arise. The Act gives authorised officers the power to enter any land included in the site licence, at all reasonable hours, provided that notice has been given to the site owner - as had been the case on the occasion referred to in the petitioners' complaint.

Officers went on to explain that, while there is no legal requirement for the Council to notify residents of their intention to enter the land, every effort is made to keep residents informed of steps they are taking in respect of matters that affect them. However, it is not always possible to inform every resident as was the case in this instance.

Following receipt of the Council's response, the lead petitioner contacted the Director of Communities to notify him that, as a result of the Council's response to the petition, residents on the site had formed a residents association in order to make it easier for Council Officers to provide site residents with information in future. This is a development that I very much welcome.

Report to the Council

Subject: Leisure & Wellbeing Portfolio

Date: 22 April 2014

Portfolio Holder: Councillor E Webster

Recommending:

That the report of the Leisure and Wellbeing Portfolio Holder be noted.

Leisure Services - Facilities

I am pleased to report that the contract with SLM continues to work well. Gym and fitness class usage has increased at all sites year on year since the start of the contract. These along with swimming lessons are the main source of income for SLM.

In recent years the number of patients referred by GPs to the centres has fallen and SLM have been engaging with surgeries to increase the number of referrals. This has seen an increase from 111 patients last financial year to 160 patients this year. SLM have recently been awarded the 'Inspired by 2012' mark from the Cabinet Office for their Legacy Games project which was delivered jointly by SLM and Fit for Sport. The Legacy Games is driven by a joint pledge to build a sustainable activity and health legacy in communities around the country. The aim is to have 500,000 under 16s 'engaged and active' and the key objective is to inspire and motivate youngsters to become active for their health.

Community Services - General

Disability Inclusion Project : Due to the success and impact of the Disability Inclusion Project, Essex County Council has provided further funding to continue the project until 31st March 2015. To date, over 350 disabled children and young people have participated in the project. Each week the project delivers 8 x sessions for disabled children and young people, these include; dodgeball, trampolining, yoga, boccia, swimming and horse riding. The project also delivers an extensive programme during the school holidays and this Easter's programme is already fully booked.

StreetBoxing Project: Community Services has received £8,897 from the Police & Crime Commissioner Fund, to develop and deliver a 12 week boxing project for young people aged 13 – 25 years. The project is a partnership between Epping Forest District Council, Essex County Council and Eastside Boxing Club. The project will commence on 12th May and be delivered in three locations; Buckhurst Hill (at Eastside Boxing Club), the Limes Centre, Chigwell and Ninefields Community Hall, Waltham Abbey.

Epping Forest Youth Council: The recent EF Youth Council elections saw over 2,500 young people from across the district vote for their preferred candidate. Local secondary schools have reported how impressed they have been with the way the elections have been run, particularly as they have given young people a real flavour of an authentic voting experience. On 15th April, our 21 newly elected Youth Councillors commenced their two year term in office.

Holiday Playschemes: Numbers continue to be high for the Council's Holiday Playscheme service. During Easter, a Playscheme was delivered for the first time at The Limes Centre in Chigwell and 'Play in the Park' and 'Play in the Forest' sessions are recording record numbers.

Limes Centre Activity: Apart from the weekly programme of activities, the Community Café based at The Limes Centre continues to thrive and plans are underway to develop extra after school provision for local children living on Limes Farm.

Creativity Awards: There were seven Creativity Award winners this year including singers, dancers, two theatre groups and young people who wanted to develop their talent in media. The overall winners were a theatre group from E15 Acting School. Their award went to support their show to go to Edinburgh Fringe Festival this August. The show highlights the too often stigmatised issue of mental health. The group were delighted to receive their award at the Civic Awards in March.

Motiv8 Dance Showcase: The annual Motiv8 event was held at Epping Forest College on 31 March and 1 April. Over 200 young people from across the district aged between 5 – 18 years took part and performed to an audience of over 500 people in two, 'sold out' shows. This year Epping Forest College students were even more involved in the event and those from the media, performance, dance, as well as hair and make-up courses all contributed to the production of the event which was a huge success.

Transitions Extension: £8000 has recently been secured from Essex County Council to develop a further project to engage older people in the arts. This commission builds on the success of the Transitions project. This time the focus will be on 're-enablement', with a view to getting people back into their own homes after an illness or operation.

Museum News

Education Outreach Work: Even though the Museum building is currently closed, this year has been the busiest year for school workshops since 2010, with numbers of pupils reached through outreach workshops going over 5000 again. Loan boxes to local schools also continue to be popular and despite the closure, school visits across both museums have stood up well with 242 pupils visiting a museum.

With the new prehistory element of the National Curriculum, the Education Officer is working with the Museum of London and UCL archaeology students to develop resources for this and will be offering INSET sessions to teachers from June.

Lowewood Museum: The Council's management of Lowewood Museum in Hoddesdon (on behalf of Broxbourne Borough), has helped the Museum Service to maintain a very high profile for the Epping Forest District since our own Museum closure in November, with the opportunity for many of our residents to take part in activities, events and exhibitions staged at Lowewood. The venue has also enabled the school visits programme to continue with a lot of new schools in Broxbourne being brought into the fold, as well as the steady audience of regular users.

Tour De France Activity and Events

Cycling For Health: Following the success of the Cycling 4 Health Programme in 2013, a 2014 scheme is being launched in April, with new routes and family rides at weekends, to enable whole families to take advantage of the health benefits. The rides are open to everyone and to join in, people don't even need a bike and helmet, as these can be hired in advance.

Family Rides: To celebrate this great year of cycling Community Services will also be staging two family, 'day long' rides, which will be over longer distances, therefore any children and young people attending must be competent riders.

- **Sunday 27th July** - We will be celebrating the two year anniversary of the opening ceremony of the Olympic Games by cycling down the Lee Valley to the Olympic Park in Stratford.
- **Sunday 17th August** – Will be the ‘Tour de Epping Forest’. This guided ride and talk will take people to some of the historical sites in Epping Forest that they may never have known existed.

High Beach Youth Cycling Club: The High Beach Youth Cycling Club is a competitive mountain biking club for young people age 8 – 14. The club is for participants of all levels and helps young people develop the skills needed to be able to enter local and regional competitions. Every Saturday 10am – 12noon meet at King’s Oak Pub, Car Park, High Beach.

Future Provision and Management of the Council’s Sports and Leisure Centres

The Portfolio Holder Advisory Group on the Development of a Leisure and Cultural Strategy for the District, met on the 26 March. The main item of business was consideration of a report on the Future Provision and Management of the Council’s Sports and Leisure Centres.

Prior to the meeting, Members had the opportunity to visit the Leisure Centres, not only to see the range of opportunities on offer, but to be briefed on some of the maintenance issues presented by what are now largely an ageing stock of facilities.

A number of key issues were explored by the Working Group to include the background to the original decision to seek an alternative management operator, the structure and conditions of the current contract, the current contractor’s performance, the costs and subsidy of the current facilities and finally future procurement options.

The Working Group reached a number of conclusions that will be formally reported to Cabinet. However, in summary, the Group will be recommending that the Key Objectives in relation to future Leisure Management Options should be to reduce the management fee, maximise capital investment, improve the range of services offered, increase usage and participation and complement what is provided by other leisure providers. In addition, the Working Group felt that the Council should consider seeking to invite other private sector operators or established leisure trusts, on a competitive basis, to manage the centres in future, and to pursue a competitive dialogue approach to contract procurement.

Grant Aid Scheme 2013/14 – Statement of Expenditure at 31 March 2014

I am pleased to advise Members that the following community groups received ‘long term’ grants through the grant aid scheme during the past financial year 2013/14:

Name of group	Amount £
Alzheimer’s Society	1,772
Crossroads	4,529
Epping Forest District Swimming Club	3,764
Home-Start, Epping Forest	4,529
Lambourne End Centre	2,765
Loughton Voluntary Care Association	2,990
North Weald Airfield Museum	2,265
Ongar & Villages Voluntary Care	1,772
Rural Community Council for Essex	1,272
Samaritans	2,765
Zinc Arts	4,529
VAEF Gardening (formally Mow & Grow)	1,772

VAEF Home Safety (formally Safe & Sound)	4,529
Victim Support	3,982
Waltham Abbey Youth 2000	4,529

Epping Forest District Citizen's Advice Bureau and Voluntary Action Epping Forest (including provision for the Volunteer Bureau) received the following funding during 2013/14 financial year:

Epping Forest District Citizen's Advice Bureau	113,840
Voluntary Action Epping Forest	39,120

And the following community and leisure groups received major 'one off' grants through the grant aid scheme during the past financial year 2013/14:

British Red Cross	5,000
Epping Cricket Club	1,600
Epping Forest District CAB (for new premises)	800
Epping Forest District CAB (additional funding)	4,000
Epping Forest Re-Use	1,800
High Beach Festival Organising Group	1,750
Home-Start Epping Forest	3,884
Lambourne End Centre (wool spinning)	900
Loughton Memorial Garden Project	2,125
1 st Nazeing Scout & Guide Group	2,500
North Weald Cricket Club	5,000
North Weald Methodist Church	4,920
North Weald Mums	5,000
My Giftbox Community Project	1,250
Red Squirrels Explorer Scout Unit	2,020
St Peter's Church, Roydon	2,500
VAEF Fair Project	1,700
Valentine Singers	1,500
Waltham Abbey Community Association	500
West Essex Alcohol & Drug Service (ADAS)	2,050

Report to the Council

Subject: Safer, Greener & Transport Portfolio

Date: 22 April 2014

Portfolio Holder: Councillor G Waller

Recommending:

That the report of the Safer, Greener & Transport Portfolio Holder be noted.

Community Safety

West Area Local Policing Area Analyst post

The West Area Local Policing Area Analyst post hosted by Epping Forest District Council has recently been highlighted as best practice by the Deputy Police and Crime Commissioner, Lindsay Whitehouse. As a result, funding has been agreed by Epping Forest, Harlow, Brentwood and Thurrock Community Safety Partnerships for a further year.

PCC's New Initiatives Fund – Mobile CCTV cameras

The Council's Community Safety team has been successful in a bid to the Police and Crime Commissioner's New Initiatives Fund for five Abus mobile camera systems, which are used alongside other interventions to protect vulnerable victims in the District. The cameras are installed in partnership with Voluntary Action Epping Forest (VAEF), can be used for a set period of time and have the option of being purchased by the user at the end of this period.

Loughton High Street CCTV scheme

The contractor for the refurbishment and expansion of Loughton High Street's CCTV network has been appointed, and work will commence on 24 April. The number in the area is being increased from six to 30, and the coverage will now extend to Traps Hill.

Domestic Homicide Review

The work of the Domestic Homicide Review Panel is now reaching a conclusion, with the Panel considering its final report and the recommendations it wishes to make to the Home Office. As Chairman of the Community Safety Partnership, I hope to submit the report within the usual six month time limit.

Safeguarding

The Council was subject to a comprehensive Safeguarding audit at the end of last year as part of a county-wide assessment of local authorities, NHS and other statutory organisations. This was the first combined audit of children, young people and vulnerable adults and included new themed criteria, against which the Council was required to measure its performance.

The audit was completed by means of a 'self-assessment' process which judged the ability of the 'whole Council' to meet its responsibilities under Section 11 of the Children Act 2004. As a result the Council was found to be 'not meeting' 10% and only 'partly meeting' 55% of its requirements; therefore only 35% of the Council's arrangements for Safeguarding fully meet the standards required. Particular weaknesses were identified under the theme of

Embedding Policy across the organisation, and this led to Cabinet agreeing a report which recommended the establishment of Safeguarding Officer and Admin Assistant posts for a fixed period of two years, in order to bring the Council up to the required standards.

One area where the Council was seen to be 'not meeting' the specified criteria was in relation to the training of elected members. Currently, only about 20 members have received training, either through the Council or in the course of their work with external organisations. The Council has therefore developed a condensed member training session, tailored specifically to the role of councillors, which lasts for 1 1/2 hours; this was trialled in October and found to be very useful. A series of training courses is therefore currently being arranged, to ensure that all members can access this essential training.

In addition the Council has recently developed a new Safeguarding Policy and set of procedures which were formally agreed by Cabinet at its meeting on 3 March and will be made available on the Council's intranet.

The document clearly sets out the roles and responsibilities of the Council and identifies key officers who are able to provide support and advice to colleagues and members. It also sets out the Council's Mission Statement in respect of Safeguarding which is given below:

"Epping Forest District Council is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, as service users, residents and visitors to the area. The Council acknowledges the importance of working with partner agencies to ensure that children have safe, healthy and happy childhoods and that young people and vulnerable adults are given the support they need to enjoy quality of life and well-being".

This Mission Statement is underpinned by the following:

- valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection;
- safe and robust recruitment, supervision and Safeguarding training for all staff working with the public;
- provision of a current and comprehensive Safeguarding Policy and related procedures which is accessible and promoted to all staff;
- efficient and effective reporting of concerns, incidents and allegations;
- strategic planning and decision-making which considers the impact on children, young people and vulnerable adults.

I hope all members will take the time to read the Safeguarding Policy and to book a place on one of the training courses available over the next few months.

New Safeguarding posts

I am pleased to advise Council that we have now appointed to the two new Safeguarding roles that were agreed by Cabinet in December. Members will recall that the posts are initially for a period of two years, in order for the Council to address key actions identified within the Section 11 audit. Full details of the successful candidates will be notified at the next meeting.

Parking

As indicated in my last report, Cabinet has agreed to implement some interim increases in car parking tariffs, ahead of a more fundamental review. These changes will come into effect in the week following the May Day Bank Holiday.

I am pleased to announce that, following a recent re-assessment of all the Council's car parks, they have retained their 'Park Mark' accreditation, which means that the car parks are

in good repair and provide a safe environment for those who use them. This is good news, and I congratulate the Council's parking team for maintaining the required standards.

The North Essex Parking Partnership (NEPP) continues to implement a number of parking restriction schemes across the district and I can inform members that earlier this month the following schemes became operational:

Ladyfields, Loughton
Lushes Road, Loughton
Borders Lane and Ladyfields, Loughton
Oawood Hill junction with Chigwell Lane/ Rectory Lane
Forest View Road /Connaught Avenue, Loughton

The Buckhurst Hill Parking Review scheme is progressing satisfactorily. Final plans for the formal public consultation have been modified, where possible, to take account of residents' responses to the informal consultation. I have been advised by Highways engineers that the formal public consultation will have begun by the time of the Council meeting.

Countrycare

Since January, Countrycare has been running its regular volunteer days with good numbers of volunteers turning up. Sites worked on include Springs Pond Wood in Ongar, Linder's Field in Buckhurst Hill, Chigwell Row Wood and Bobbingworth Nature Reserve.

The new Countrycare kids' magazine has been launched and distributed to local libraries, with an electronic format version emailed to those on the mailing list. At the end of March, Countrycare and the Friends of Ongar Orchard spent a day planting a mix of native wildflower plugs with 26 children from Bright Stars Nursery and Shelley Primary School.

Countrycare also worked with Essex Wildlife Trust to coppice some large willows next to the River Roding, with the cuttings then used to plant up the areas of the river bank next to the playing fields, the intention being that the cuttings should take root and help to stabilise the bank which is currently eroding.

Trees and Landscape

Alongside their normal workload, the Trees and Landscape team have been dealing with an increased number of tree failures and concerns about dangerous trees, stemming from this year's exceptional winter weather.

There has been external recognition of the team's pioneering work in community engagement from two sources. Chris Neilan has had a proposal for a paper on the subject of 'The Extent and Effectiveness of Community Engagement in Urban Forestry in the UK' accepted for the International Research Conference on Trees in Towns at Birmingham this month. His paper focuses on our programme of Community Tree Strategies and initiatives such as favourite trees, and the main research element is a survey of the extent of comparable community engagement by local authorities, presenting examples of good practice from around the country.

In this connection, I was delighted to attend the launch of the action plan for the Loughton Community Tree Strategy, which will develop in partnership with the Town Council, working also with the Conservators of Epping Forest, tree wardens, schools and community groups.

Chris Neilan was also the keynote speaker at the European Tree of the Year awards for 2013, presented in the presence of the EU Commissioner for the Environment at the European Parliament in March. This is a result of his work on what he has called 'soft power', based on the approach which the Trees and Landscape team have developed in

partnership with Countrycare, focussing on community engagement using initiatives aimed at using persuasion and encouragement to protect trees alongside their use of legal powers, such as tree preservation orders.

Conservation

Following the publication of the Staples Road and York Hill Conservation Area Character Appraisals, work on those for the Baldwins Hill and Copped Hall Conservation Areas has come to the forefront. The creation of an Article 4 Direction to remove some permitted development rights within the Baldwins Hill Conservation Area, in line with the Directions already in place for the Staples Road and York Hill Conservation Areas, is currently being considered. The final decision will lie with members and, should the decision be supportive, the Article 4 Direction will be drawn up, closely followed by publication of the Appraisal which will reflect the changes in permitted development rights. It is likely that the Appraisal for the Copped Hall Conservation Area will include amendments to the boundary. As in previous cases, there will be a period of consultation with residents before publication to gather their views.

The Appraisal for Waltham Abbey Conservation Area will follow. A visit was made to the Epping Forest District Museum before its temporary closure to seek out documentary sources, and help is also likely to be sought from Waltham Abbey Historical Society as part of the research.

Information leaflets on the designation of two new Conservation Areas (St John's, Buckhurst Hill and Theydon Bois) are being prepared for circulation to residents. These leaflets are intended to raise awareness of the new Conservation Areas, for which there appears to be some support, and the implications for their designation. Work on the formal designation of these two Areas will follow publication of the Waltham Abbey Conservation Area Character Appraisal.

Report to the Council

Committee: Cabinet

Date: 22 April 2014

Portfolio Holder: Councillor H Ulkun (Support Services)

PAY POLICY STATEMENT FOR 2014/15

Recommending:

That the attached Pay Policy Statement for 2014/15 be approved.

1. Section 38(1) of the Localism Act 2011 requires the Council to publish a Pay Policy Statement for each financial year setting out details of its remuneration policy. Specifically including the Council's approach to its highest and lowest paid employees.
2. The Council's first Pay Policy Statement was published on the website in March 2012.
3. The matters which must be included in the statutory Pay Policy Statement are as follows:
 - (a) the Council's policy on the level and elements of remuneration for each chief officer;
 - (b) the Council's policy on the remuneration of its lowest paid employee (together with its definition of 'lowest paid employees' and its reasons for adopting that definition);
 - (c) the Council's policy on the relationship between the remuneration of its chief officers and other officers; and
 - (d) the Council's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.
4. The Act defines remuneration in broad terms and guidance suggests that it is to include

not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.

5. We have amended the Council's Pay Policy Statement for 2014/15 to reflect:
 - (a) the decisions taken at Council on 17 December 2013 regarding the Directorate Restructure;
 - (b) the new Local Government Pension Scheme employee contribution rates with effect from 1 April 2014;
 - (c) the Returning Officer fees paid in 2013/14; and
 - (d) the national pay award, 2013.
6. The attached Statement sets out the Council's current practices and policies and is with amendments to the previous policy highlighted in bold text.
7. We recommend as set out at the commencement of this report.

EPHING FOREST DISTRICT COUNCIL

PAY POLICY STATEMENT 2014/15

Introduction

Epping Forest District Council is located adjacent to three outer London boroughs and on the Central Line into the City of London. Also residents have easy access to major motorway routes as both the M11 and M25 run through the district. There is a high incidence of commuting from the district which impacts on the local labour market and levels of pay, particularly for jobs that require skills that are in relatively short supply. Whilst the current recession has eased some long standing recruitment difficulties and improved retention rates in key skill areas, the situation is not static and is capable of changing very rapidly.

This Statement reflects the Council's current policies and strategies which will be amended over time to deal with changing circumstances. These documents play an important role in attracting and retaining the best people to the Council.

All decisions on pay and reward for Chief Officers will comply with the Council's current Pay Policy Statement. Salaries for Chief Officers will be considered by Full Council.

Hutton Review 2011

The Hutton Review looked at the rise in executive pay in the private and public sectors. It suggested that the 'public overestimates how much public sector executives are paid' and that 'chief executive officers of companies with a turnover of between £101 million and £300 million earn more than twice their public sector counterparts'. It also suggested that pay multiples (between the highest and lowest paid employees) were much wider in the private than public sector.

The Review proposed that public bodies should publish information on senior managers pay and pay multiples between the highest and lowest paid employees and to that end some of these recommendations have been taken forward by the Localism Act 2011.

Legislation

Section 38 (1) of the Localism Act 2011 requires English and Welsh Councils to produce a Pay Policy Statement for 2012/2013 and for each financial year thereafter.

The Council's Pay Policy Statement;

- Must be approved formally by the Council;
- Must be approved each year;
- May be amended during the course of the financial year; and
- Must be published on the Council's website.

The Pay Policy Statement must include;

- The level and elements of remuneration for each of the Chief Officers;

- The remuneration of its lowest paid employees (together with its definition of 'lowest paid employees' and the Council's reasons for adopting that definition);
- The relationship between the remuneration of its Chief Officers and other Officers; and
- Other aspects of Chief Officers' remuneration; remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

Remuneration is defined widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases/enhancements of pension entitlements and termination payments.

All salaries and calculations are based on full time equivalent (fte) figures and where applicable includes Inner Fringe Allowance.

Publication of the Pay Policy Statement

The Policy has been made available on the Council's website and contains hyperlinks to associated documents.

Effect of this Policy Statement

Nothing in this Policy Statement enables unilateral changes to employee's terms and conditions. Changes to terms and conditions of employment must follow consultation and negotiation with individuals and recognised trade unions as set out in other agreements and in line with legislation.

Single Status Agreement

In 1997, the National Joint Council (NJC) for Local Government Services (a body that brings together public sector employers and trade unions) came to an agreement to introduce a new pay and grading structure covering all employees whose terms and conditions are governed by the 'Green Book'. In 2004 the NJC set a timetable that required all pay and grading reviews to be completed by 31 March 2007. Epping Forest District Council met this timetable and implemented Single Status in July 2003.

As a result of this process a new salary structure and a Job Evaluation Maintenance Procedure were agreed between the trade unions and the Council. Collective Agreements, which set out a number of terms and conditions and pay arrangements, were also agreed with the trade unions. The Agreements are applied consistently to all employees.

Pay Awards

Major decisions on pay, such as annual pay awards, are determined for most local authorities in England and Wales by the National Agreement on Pay, arrived at through a system of central collective bargaining mechanisms between representatives of Local Government Employers and representatives of the relevant trades unions on the National Joint Council. It is the Council's policy to implement national agreements.

Overtime and Evening Meeting Allowances

Payments for working outside normal working hours are set out in the Council's Collective Agreements.

Annual Leave

The Council's Annual Leave Policy sets out leave entitlements for employees.

Flexi-Time Scheme

The Council's Scheme applies to all employees with some exemptions due to service delivery needs. The arrangements are set out in the Council's guidance.

Subsistence Policy

Subsistence Allowances are paid in accordance with the Council's Subsistence Policy. The policy sets out when employees are able to claim, what to claim and how.

Car and Cycle Allowance Policy

The Council pays Essential and Casual Car User allowances in appropriate circumstances which are in accordance with 'Green Book' rates. The Car and Cycle Allowance Policy sets out when employees are able to claim, what to claim and how.

The general principles of both policies are to ensure that employees only claim for additional expenses when undertaking work for the Council.

These policies are applied consistently to all employees.

Car Leasing

Cabinet, at its meeting on 3 December 2012 agreed the following changes to the Council's Car Lease Scheme, following a lengthy review and robust consultation process;

- Employees on the current scheme will be allowed one further lease of 3 years, after which the scheme will close
- The Council will make its contribution based on a maximum of £4,000 per annum including insurance with all costs over the maximum to be met in full by the employee
- The Council's contributions are capped as follows:
 - Year 1 – 70%
 - Year 2 - 60%
 - Year 3 – 50%
- These reducing contribution rates are the upper limits. Employees who currently qualify for the lower rates of Council contribution will retain their current rate and will be unaffected until the cap falls below their current rate.

Currently there are 31 employees on the Scheme; 2 Chief Officers; 6 Assistant Directors and 23 employees.

As a comparison at 2013/14 there were 43 employees on the Scheme; 4 Chief Officers; 7 Assistant Directors and 32 employees on the Scheme. At 2012/13 there were 60 employees on the Scheme; 4 Chief Officers; 13 Assistant Directors and 43 employees.

The Cabinet also agreed to implement a Green Car Salary Sacrifice Scheme for all eligible staff to access with no Council contribution towards the cost of an employee's lease payments. Currently there are 7 employees on this Scheme.

Professional Fees and Subscriptions

The Council will meet the cost of a legal practising certificate for all those employees where it is a requirement of their employment, in addition the professional fees for the statutory roles of the s151 Officer and Deputy s151 Officer. No other professional fee or subscription is paid. The Council does not differentiate between Chief Officers and other staff.

Pensions and Termination Payments

On ceasing to be employed by the Council, individuals will only receive compensation:

- in circumstances that are relevant (e.g. redundancy), and
- that is in accordance with our published Pension Policy on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- that complies with the specific term(s) of a compromise agreement.

All employees with contracts of 3 months or more are automatically enrolled into the Local Government Pension Scheme (LGPS), which is administered by Essex County Council. Details of the contribution rates are set out below. **In addition, the Council will automatically enrol employees into the LGPS if they meet the relevant criteria in accordance with the automatic enrolment provisions.**

The Council has the option to adopt a number of statutory discretions under the;

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- The Local Government Pension Scheme (Administration) Regulations 2008.
- The Local Government (Discretionary Payments) Regulations 1996 (as amended).

In general the Council has chosen not to exercise a range of discretions relating to the LGPS due to additional costs. The Council's Pension Policy contains information regarding all its discretions and includes information regarding Flexible Retirement arrangements.

Payments on grounds of Redundancy are covered by the Council's Redundancy and Efficiency Payments Policy.

All employees are treated in the same way with regard to the calculation of severance payments in situations of redundancy.

Pension Contributions

Proposed employee contribution rates will apply wef 1 April 2014;

Salary	Contribution
Up to £13,500	5.5%
£13,501 to £21,000	5.8%
£21,001 to £34,000	6.5%
£34,001 to £43,000	6.8%
£43,001 to £60,000	8.5%
£60,001 to £85,000	9.9%
£85,001 to £100,000	10.5%
£100,001 to £150,000	11.4%
£150,001 and above	12.5%

Election Fees

Council employees engaged by the Returning Officer for election duties received payments under the relevant schedule of fees (i.e. polling and counting duties).

Remuneration of Employees, Grades 1-12

Pay Scale

For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services' (commonly known as the 'Green Book'), the Council uses a pay spine that commences at national Spinal Column Point (SCP) 5 and ends at local SCP 58. This pay spine is divided into 12 pay grades; **grade 1 contains 1 scale point**, grades 1 – 10 contain five incremental points and grades 11 and 12 contain 4 incremental points. Grade 1 is the lowest and grade 12 is the highest of these pay grades. Posts are allocated to a pay band through a process of job evaluation.

The Council uses the NJC Job Evaluation Scheme to evaluate all posts on grades 1 – 12. This also includes Craft Workers who are subject to the Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees National Agreement on Pay and Conditions (commonly known as the 'Red Book').

The Council does not operate overlapping pay grades therefore, the minimum point of a pay grade is not lower than the maximum point of the preceding pay grade.

Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded. For grades 1 – 10 the 5th point each grade will only be awarded if the employee has at least 5 years continuous service with the Council.

An Inner Fringe Allowance of **£806** per annum is paid to employees (this does not apply to Apprentices).

Assistant Directors

Assistant Directors are paid on grades 11 or 12 and are also subject to the NJC Job Evaluation Scheme. The salary ranges for these grades wef 1 April 2014 will be;

Grade	Scale Column Points	Salary Range
Grade 11	SCP 51 – 54	£46,373 - £49,951
Grade 12	SCP 55 - 58	£51,959 - £55,993

The salary shown is inclusive of the Inner Fringe Allowance of £806 per annum.

The salaries for Assistant Directors will be increased by 5% with effect from 1 April 2014. The increase reflects the additional workloads and reduction in the numbers of Directors and Assistant Directors as a result of the Directorate Restructure. The increase was agreed by Council on 17 December 2013.

A Salary benchmark exercise was carried out by an external adviser which informed the level of salary to be paid to Assistant Directors.

Definition of Lowest Paid Employees

For the purpose of this Policy Statement, employees on grade 1 are defined as our lowest-paid employees. **This is because no employee of the Council is paid lower than SCP 5 which is contained in grade 1. With effect from 1 October 2013 grade 1 contains only 1 SCP; SCP 5.** At 31 March 2014, the fte annual value of this SCP will be **£13,241** which includes an Inner Fringe Allowance of **£806** per annum.

The exceptions to the lowest grade are Apprentices who are paid £120.00 per week.

General

The values of the SCPs in grades 1 – 12 are increased by pay awards notified from time to time by the National Joint Council for Local Government Services. **Pay has been frozen for the past three years, however, a national pay award was implemented to these grades effective from 1 April 2013 of 1%.**

An Inner Fringe Allowance of **£806** per annum is paid to employees (this does not apply to Apprentices).

Annual salaries are paid pro-rata to part-time employees based on the hours contracted to work.

Remuneration of Chief Officers

Following the Head of Paid Service Report to Council on 17 December 2013 a new Council structure will be implemented from 1 April 2014. Chief Officer salaries were increased by 15% to reflect the reduction in the number of Directors and the increased workloads of the remaining Director posts.

A Salary benchmark exercise was carried out by an external adviser which informed the level of salary to be paid to Directors.

The Council will not agree any pay arrangement which does not reflect the correct employment and/or tax/NI status of a Chief Officer or employee.

It will be the responsibility of Council to agree the initial salaries for Chief Officers following external advice/evaluation/benchmarking.

Chief Executive

The Chief Executive role was recruited to on a permanent and full-time basis in 2012. During the recruitment process the Council took external advice to set the appropriate salary for the role which took account of current economic circumstances and the recruitment market.

As at 31 March 2014 the salary for the Chief Executive role will be a spot salary of £112,000 per annum which includes the Inner Fringe Allowance of £806 per annum and evening meeting allowances. The postholder is entitled to claim essential car allowance in accordance with the Council's policy. The salary and pay arrangements for the Chief Executive were agreed at Full Council on 18 June 2012.

The Chief Executive is also the Council's Head of Paid Service and from 16 June 2014 the Chief Executive will take on the responsibility of the Returning Officer.

The Returning Officer role attracts payment of fees and expenses, depending on the elections held in any year. The amount for such payments varies according to the particular elections held from year to year. These fees are taxable and subject to National Insurance and pension deductions.

In 2013/14 the Returning Officer (Assistant to the Chief Executive) officiated as Deputy County Returning Officer in respect of the County Council Elections and as Returning Officer for a District Council by-election, the fees for which are set by the County and the Council respectively. The fees are based on electorate figures for the County Divisions and the District Ward where elections were held.

For these duties the following fees were paid to the Returning Officer:

County elections - May 2013

Fee: £4410 (gross) Expenses: No claim

District Council by-election - May 2013

Fee: £438.45 (gross) Expenses: No claim

The amount for such payments varies according to the particular elections held from year to year. These fees are taxable and subject to National Insurance and pension deductions.

Only a proportion of the fees were retained by the Returning Officer. The remainder were paid to employees who provide specific support in the organisation of elections which are outside the scope of the ordinary scale of election fees.

Deputy Chief Executive

From 1 April 2014 this role will no longer exist in the Council's structure, it will become a designation and will be additional to a Director role. The postholder will not receive an additional payment for these duties.

Directors

All Directors report to the Chief Executive. As at 1 April 2014, the annual FTE salary range for the four Director posts will be **£82,472 - £88,363** which includes the Inner Fringe Allowance of **£806** per annum. The postholders are entitled to claim essential car allowance in accordance with the Council's Policy and can claim evening meeting allowances. There are three incremental points in this grade.

Any pay awards to Directors' salaries will be agreed at a national level as notified from time to time by the JNC for Chief Officers of Local Authorities. Directors have not received a national pay award since 1 April 2008.

The statutory roles of Monitoring Officer and 'Section 151' Officer will be carried out by the Director of Governance and the Director of Resources respectively. The postholders do not receive additional payments for these duties.

Assistant to the Chief Executive

From 16 June 2014 this role will no longer exist in the Council's structure.

General Principles Applying to Remuneration of All Employees

On recruitment, individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to. Usually new starters will be placed on the bottom of the pay grade unless their current salary is higher. In these circumstances their starting scale point will match their salary at least.

Access to appropriate elements of the Council's Relocation Scheme may also be granted in certain cases, when new starters need to move to the area.

The Council does not apply performance-related pay or bonuses.

Market Supplements will be paid in accordance with the Council's Policy for Payment of Market Supplements.

Honorarium or ex-gratia payments will be paid in accordance with our Additional Payments Policy.

These policies are applied consistently to all employees.

Pay Multiples

The Hutton Review raised concerns about multiples in the order of 20 or higher between the lowest and the highest paid employees in local authorities. However the Interim Report noted that the most top to bottom pay multiples in the public sector are in the region of 8:1 to 12:1. The Council is therefore content that having due regard for the level of responsibilities and personal accountability between the lowest and highest paid roles, the current multiple of 8.5 seems to be both justifiable and equitable.

The council does not set the remuneration of any individual or group of posts by reference to a multiple. However, as suggest by the Hutton Review the Council will monitor multiples over time to ensure they are appropriate and fair and will explain significant changes in pay multiples. The multiples are as following;

Role	2012/13		2013/14		2014/2015	
	Multiple	Salary	Multiple	Salary	Multiple	Salary
Chief Executive compared to lowest salary	N/A		x 8.6	£112,000	x8.5	£112,000
Acting Chief Executive compared to lowest salary	x 8.5	£110,000	N/A		N/A	
Deputy Chief Executive compared to lowest salary	x 6.5	£87,083	x 6.5	£87,083	N/A	
Directors compared to lowest salary	x 6	£76,838	x 6	£76,838	x6.8	£88,363
Assistant to the Chief Executive compared to lowest salary	x 4.7	£61,063	x 4.7	£61,063	N/A	
Assistant Directors compared to lowest salary	x 4	£52,837	x 4	£52,837	x4.2	£55,993
Average salary compared to Chief Executive	N/A		x4.3	£26,300	x4.2	£27,000
Average salary compared to lowest salary	x 2	£26,300	x2	£26,300	x2	£27,000

- The Director salary used is the top point of the Director range
- The Assistant Director used is the top point of grade 12

- The average salary is based on fte and has not been pro rata'd for part-time employees
- The lowest fte salary in the Council is £13,241

Remuneration Panel

The Council is not at this time considering forming a separate Remuneration Panel to set pay rates for Council employees. The Council will continue to use an external body to evaluate Chief Officer roles when required and/or to provide benchmark pay information for these roles. It will also continue to use an internal job evaluation panel to evaluate those posts graded 1 – 12.

Annual pay awards will continue to be determined at a national level and implemented by the Council.

It will be the responsibility of Council to agree the initial salaries for Chief Officers following external advice/evaluation/benchmarking.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2015/16 and will be submitted to Council for approval as reasonably practical before 31 March 2015.

If it should be necessary to amend this 2014/15 Statement during the year that it applies, an appropriate decision will be made by the relevant Committee, however, Council will agree the Pay Policy Statement.

Report to Council

Date of meeting: 22 April 2014

Subject: Overview and Scrutiny report to Council – April 2014

Contact for further information: Councillor R Morgan



Recommendation:

That the Overview and Scrutiny progress report from February 2014 to the present be noted.

Report

Overview and Scrutiny Committee Meeting – 1 April 2014

1. At our meeting on Tuesday, 1st April we received a presentation from Dr Chesser, the Group Director for Emergency Care and Acute Medicine at Barts Health and Helen Byrne, the Hospital Director for Whipps Cross Hospital. They were there to talk about the recent Care Quality Commission (CQC) inspection of Barts Health NHS Trust and specifically about the recent adverse CQC report on Whipps Cross Hospital. They were the one of the first hospital trusts to be inspected under this new regime. We noted the remedial steps they were taking and had already put in place to rectify any of the shortfalls and problem areas identified by the report. After their presentation members took the opportunity to robustly question them on the corrective work they were undertaking and how they saw the future of the trust.
2. We went on to consider the report reviewing the petition scheme. We agreed the recommendations and added that a petitioner whose petition had achieved the necessary threshold in number of signatures should also be allowed to address the Cabinet just as a petitioner could address the Council.
3. We then went onto consider the report reviewing member questions without notice at full Council meetings, agreeing the recommendations suggested, that the time be extended from 20 to 30 minutes and during the first 15 minutes priority should be given questions regarding the written Portfolio Holder reports and priority during the second 15 minutes to questions on other matters.
4. We then went on to consider the draft version of our annual report and the Cabinet's Forward Plan. We decided that the Forward Plan should be brought to the every meeting of our committee, initially for monitoring purposes.
5. Finally, we considered our response to the East Herts Draft District Plan. Views were being sought on the whole document. We concentrated on their need for at least 15,000 additional dwellings and the need for traveller pitch provision. All this would affect our district and we expressed our disappointment that the options for a joint development plan for the travelling community had not been considered.

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Report to the Council



Date of meeting: 22 April 2014

Report of: Constitution and Members Services Standing Scrutiny Panel

Chairman: Councillor J Phillip

Recommending:

(1) That the following changes be made to the procedure for dealing with questions without notice by members of the Council to the Leader of the Council, Cabinet members and the Chairman of the Overview and Scrutiny Committee:

(a) the existing time limit for such questions be increased from 20 to 30 minutes with the first 15 minutes giving priority to questions regarding written Portfolio Holder reports and priority during the second 15 minutes to questions on other matters; and

(b) a new provision be added to the Council Procedure Rules that no supplementary questions be permitted in respect of questions without notice;

(c) the following provisions of a Council Protocol approved in 2007 in respect of questions without notice being incorporated in the new revised Procedure Rules covering the following:

(i) the Chairman's discretion to extend the period for questions without notice by up to an additional ten minutes; and

(ii) Chairman to ensure that questions from all political groups and independent members are put;

(2) That the draft revisions to the Council Procedure Rules set out in the Appendix 2 to this report and shown in bold text (underlined) be approved and published as part of the Constitution.

1. Introduction

1.1 We were asked by the Committee, at its meeting on 26 November 2013, to review the contents of a “Pick” request form which proposed a review of the procedure for dealing with members’ questions without notice at Council meetings. The proposer was the Chairman of this Panel and the supporter was the current Chairman of Council.

1.2 The public interest justification on the Pick Form for this review was as follows:

“The current system of questions without notice at full Council leads to a sense of disorganisation. The juxtaposition of questions on reports and questions on other matters leads to many occurrences of questions being identified by the Chairman only to find that their questions are for the other Section. This gives a bad impression to members of the public, present and watching on webcasts.”

2. Review of Practices Adopted at Other Essex Local Authorities

2.1 At our meeting on 18 March 2014, we received a schedule showing a summary of the arrangements for member questions operated at other Essex authorities. As might be expected, we found that practices varied somewhat but all had some kind of arrangements for questioning the Leader and Cabinet members and, in some cases, Committee Chairmen. Some Councils have a system whereby all questions had to have a period of notice, whilst others have the same practice as EFDC of allowing questions without notice.

2.2 We took note of the concerns expressed on the “Pick” form regarding confusion which can arise between questions without notice on any subject and questions on the written reports which are submitted to each Council meeting by Cabinet members and the Chairman of the Overview and Scrutiny Committee. The evidence given by the current Chairman was helpful to us and confirmed for us that this issue needed to be clarified.

3. Council Procedure Rules – Current Provisions

3.1 Currently, 20 minutes is allocated at each Council meeting for questions without notice. These questions fall into two categories:

- (a) questions on circulated written reports by Portfolio Holders and the Chairman of Overview and Scrutiny Committee;
- (b) open questions to Portfolio Holders and the Chairman of Overview and Scrutiny Committee.

3.2 Currently the Constitution is silent as to how the 20 minutes is to be utilised. In practice, successive Chairmen of the Council have tended to divide the 20 minute session into two parts: the first part dealing with questions on written reports, and the second part with open questions on any subject. The “Pick” form has drawn attention to the confusion at Council meetings between the two ten minute periods. Sometimes questions are asked in the first ten minutes which should be dealt with in the second. This can create an unfortunate impression for members of the public of a certain disorganisation in how this part of Council meetings are run.

- 3.3 We were supplied with a copy of a protocol on this subject agreed by the Council in April 2007 but never formally adopted as part of the Council Procedure Rules. This protocol (shown in Appendix 1) provides a degree of flexibility in managing the 20 minutes and also for extending the period if appropriate. It also refers to safeguards for ensuring that questions raised by members from all political groups and independent members will be dealt with in the time available. The protocol also advises the Chairman of Council to deal with the questions in the order in which they are raised.

4. Our Proposals

4.1 Time Allocated for Questions without Notice

We agreed with the Proposer and Seconder of the “Pick” review that the distinction between the two types of questions in managing the 20 minutes period should be discontinued as it caused confusion. The Overview & Scrutiny Committee did not accept this recommendation and preferred that the division into 2 slots should continue, feeling that this remains easier to manage from the Chair. Thus there is proposed to be two 15 minute slots with priority given to questions on portfolio holder reports in the first 15 minutes and to other questions in the second period.

- 4.2 The Committee supported our recommendation that the current 20 minutes should be increased to 30 minutes. Although this does not always happen, some Council meetings are such that there is pressure on time due to the number of questions which members wish to ask. We feel that increasing the time allocation to 30 minutes would make life easier and have included these changes in Rule 12.8(a).

4.2 Supplementary Questions

We are also recommending another change relating to supplementary questions. We have noted from the Constitution that there is nothing that either permits or disallows supplementary questions in respect of those asked without notice. We think there is a need for clarity on this point and propose that supplementary questions should not be allowed. If supplementary questions were allowed, there is a risk of creating further time pressure with fewer Councillors being able to raise questions in the first place. We therefore propose that supplementary questions should not be allowed and have included this in Rule 12.10 in Appendix 2.

4.3 Dealing with Overview & Scrutiny (OS) Questions

Questions without notice can be asked of the Leader of Council, Cabinet members and the Chairman of the Overview and Scrutiny Committee. At present, the report of the latter is submitted with the item for OS business. We recommend that this should be clarified in the Council Procedure Rules as this is not currently shown. We have shown this in a new Rule 12.09 in Appendix 2. The same time limit will apply to that part of the meeting.

4.4 Formalising the 2007 Protocol

Finally, we feel that the remaining provisions of the 2007 Protocol should be adopted in the Constitution. This covers matters such as the Chairman’s discretion to extend the 30 minute period by up to a further 10 minutes if needed and to ensure that questions from all political groups and independent members are dealt with in the order in which they are put and, so far as is possible, dealt with at the Council meeting. These have been incorporated in Rule 12.08.

5. Constitutional Changes

- 5.1 Appendix 2 to this report shows amended Council Procedure Rules reflecting our recommendations in this report. These changes are shown in bold type (underlined). Subject to these being adopted by the Committee, we recommend that these be referred to the next Council meeting for approval and publication as part of the Constitution.
- 5.2 We would emphasise that the procedures for dealing with members' questions under notice are unchanged and recommend as set out at the commencement of this report.

Appendix 1

Report to the Council



Committee: Overview and Scrutiny Committee **Date:** 24 April 2007
Chairman: Councillor R Morgan **Item:**

1. COUNCIL MEETINGS - REGULATION OF QUESTION TIME AND REVIEW OF FINANCIAL REGULATIONS

Recommending:

- (1) That question time at Council meetings in respect of questions on Portfolio Holder/Chairman of Overview and Scrutiny Committee reports and unscripted questions be managed by the Chairman on the following basis:
 - (a) the twenty-minute period being allocated to both categories of question with no specific timings allocated to either;
 - (b) the Chairman to be enabled to extend the period of twenty minutes by up to a further 10 minutes so as to ensure that all political groups and independent members may have their questions answered;
 - (c) the Chairman of the Council to ensure that questions by members are dealt with in the order in which they are put and that all questions from each political group and from independent members receive a reply; and
 - (2) To note that the Constitution and Member Services Standing Scrutiny Panel has considered draft revisions to financial regulations and is reporting separately to this meeting under delegated authority from this Committee on 7 March 2007.
-

Council Question Time

- 1.1 Approximately 12 months' ago, the Council agreed proposals for making Council meetings more participative. These arrangements included the allocation of 20 minutes within the Council meeting for questions on portfolio holders' written reports and for unscripted questions by members of the Council. One outstanding issue remained to be dealt with, namely how the use of this 20-minute period was to be regulated.
- 1.2 We have looked at a number of options for running the 20-minute session. We have concluded that this is best managed by the Chairman of the Council to avoid

procedures which become unwieldy or difficult to operate. We are thus not recommending any constitutional changes on this matter but simply some broad guidance to the Chairman of Council.

- 1.3 We are appreciative of the way in which the present Chairman of Council has run these sessions. She has allocated the first 10 minutes to questions on written reports and the remaining 10 minutes to unscripted questions. We are recommending that this strict division of timings within the 20 minutes should be replaced by a more flexible approach whereby questions on either subject can be asked at any time within the 20-minutes.
- 1.4 We also feel that in order to deal with occasions where there may be more questions than time available, the Chairman of the Council should have the authority to extend the session by up to 10 minutes if need be.
- 1.5 Finally, we also recommend that the Chairman should be supported in dealing with the political groups and independent members on a fair basis. We recommend that the Chairman should ensure that all questions from Councillors must be answered. This links with the provision for extending the period of question time so as to ensure there is no feeling of bias in regard to the order in which questions are taken.

Review of Financial Regulations

- 1.6 The Constitution and Member Services Scrutiny Panel has previously reported to the Council under delegated authority on a review of officer delegations and contract standing orders. The one remaining aspect of this review was Financial Regulations and which has now been considered.
- 1.7 The Panel has now completed a review of Financial Regulations and is reporting separately to this meeting.

COUNCIL PROCEDURE RULES

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Rule

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2. Ordinary Meetings
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4. Time and Place of Meetings
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7. Chairman of Meeting
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COUNCIL PROCEDURE RULES

1. ANNUAL MEETING OF THE COUNCIL

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (i) elect a person to preside if the Chairman of Council is not present;
- (ii) elect the Chairman of Council;
- (iii) elect the Vice-Chairman of Council;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the Chairman;
- (vi) elect the leader;
- (vii) appoint at least one Overview and Scrutiny Committee, a Standards Committee, an Audit and Governance Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in Part 3, Table 1 of this Constitution;
- (viii) appoint Chairmen and Vice-Chairmen to those bodies;
- (ix) agree the scheme of delegation excluding delegation of executive functions which are the responsibility of the Leader of Council;
- (x) approve a programme of ordinary meetings of the Council for the year;
- (xi) consider any business set out in the notice convening the meeting;
- (xii) receive a work programme for the Executive and a joint work programme for Overview and Scrutiny Committees for the ensuing year;
- (xiii) be notified of Group Leaders and Deputies and Group representatives on relevant Committees;
- (xiv) to debate and respond to petitions where the number of signatures meets or exceeds the trigger level contained in the Council's petitions scheme; and
- (xv) be notified by the Leader of the Council of appointments to the Cabinet, on the establishment of Cabinet Committees, delegation of executive responsibilities to Cabinet members and officers and appointments to outside organisations carrying out executive functions.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (i) decide which committees to establish for the municipal year excluding those committees which are the responsibility of the Leader of Council;
- (ii) decide the size and terms of reference for those committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of councillors to serve on each committee and outside body excluding those committees and outside bodies which are the responsibility of the Leader of the Council; and
- (v) appoint to those committees and outside bodies except where such appointments are exercisable only by the executive.

2. ORDINARY MEETINGS

2.1 Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (i) elect a person to preside if the Chairman and Vice-Chairman are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Chairman, Leader of the Council, members of the Executive;
- (v) receive questions from, and provide answers to, the public and members of the Council in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- (vi) receive reports from the Leader of the Council on the appointment of a Deputy Leader, the Cabinet, Cabinet Committees, Responsibilities of Cabinet members, appointments to outside organisations which are the responsibility of the Executive and delegation of Cabinet functions to officers;
- (vii) receive a report from the Leader of the Council on any delegation of executive functions to Joint Committees and local Committees;
- (viii) receive written reports from the Leader, Chairman of Overview and Scrutiny Committee and each of the Portfolio Holders and receive questions and answers on any of those reports or any matters falling within their area of responsibility;
- (ix) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;

- (x) consider motions;
- (xi) receive questions in the following order:
 1. Public Questions
 2. Questions under Notice by Councillors
 3. Questions by Councillors **to the Leader of Council, Cabinet members and the Chairman of the Overview and Scrutiny Committee on written reports submitted under Rule 12.6 and on questions without notice on other matters submitted under Rules 12.8 & 12.9.**
- (xii) consider any other business specified in the summons to the meeting, including consideration of proposals from the executive in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Committees for debate, including annual reports for both Overview and Scrutiny Committees and the Executive on their activities in April of each Council year;
- (xiii) any matter of public concern allocated to any ordinary Council meeting for the purpose of debate;
- (xiv) deal with any items of business deemed by the Chairman as urgent business in accordance with Section 100B(4) of the Local Government Act 1972.

2.2 State of the District Debates

(i) Calling of debate

The Leader will call a State of the District debate annually on a date and in a form to be agreed with the Chairman.

(ii) Form of debate

The Leader will decide the form of debate, with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the State of the District debate.

(iii) Results of debate

The results of the debate will be disseminated as widely as possible within the community and to agencies and organisations in the area; and considered by the Leader in proposing the budget and policy framework to the Council for the coming year.

2.3 Single Issue Council Meetings

The Leader may, from time to time, call for a Council meeting to be held dealing with a single issue of critical importance to the residents of the District. The normal rules of debate will apply in the case of 'single issue' Council meetings.

3. EXTRAORDINARY MEETINGS

3.1 Calling Extraordinary Meetings

Those listed below may request the Proper Officer to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Chairman of the Council;
- (iii) the Monitoring Officer; and
- (iv) any five members of the Council if they have signed a requisition presented to the Chairman of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 Business

An extraordinary meeting of the Council shall transact the business set out in the agenda but shall exclude motions under Procedure Rule 13.

4. TIME AND PLACE OF MEETINGS

Meetings of the Council shall be held at the Civic Offices, High Street, Epping at 7.30 p.m. or at such other time or venue as the Chairman of the Council may determine in consultation with the Chief Executive. All business at Council meetings shall be completed by 10.00 p.m.

5. CANCELLATION OF MEETINGS

The decision to cancel any meeting of the Council shall be made by the Chairman in consultation with the Chief Executive (or his representative). In circumstances where a meeting has to be cancelled for reasons which are outside the Council's control at short notice, the decision to cancel shall be made no later than 2 hours before the commencement of the meeting and notified to all Councillors and other interested persons as soon as possible thereafter.

6. NOTICE AND SUMMONS TO MEETINGS

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, one or both of the Joint Chief Executives will send a summons signed by him or them by post to every member of the Council, leave it at their usual place of residence or posted or delivered to some other address that a member may notify in writing. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. CHAIRMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to Committee and Sub-Committee meetings, references to the Chairman also include the Chairman of Committees, Sub-Committees, Boards and Panels.

8. QUORUM

The quorum of a meeting will be one quarter of the whole number of members. During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. INTERESTS

(1) Any member of the Council who has registered a disclosable pecuniary interest or has a pending notification of such interest in any items of business to be considered by the authority, must withdraw from the Council Chamber (or other meeting room) including the public gallery during the whole consideration of that item except if he or she is permitted to remain as a result of a dispensation.

(2) Such requirements shall also apply to any Cabinet members with a disclosable pecuniary interest (including a pending notification) who shall be debarred from determining any matter which they would otherwise have dealt with as a portfolio holder under delegated authority.

(3) Where a member of the Council has not registered such an interest or does not have a pending notification, they shall declare the existence and nature of that interest and withdraw from the meeting during discussion of any relevant item of business.

10. DURATION OF MEETING

(1) All business of the Council requiring to be transacted in the presence of the press and public shall 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.

11. QUESTIONS BY THE PUBLIC

11.1 General

Members of the public may ask questions of the Leader, Chairman of Overview and Scrutiny Committee or any Portfolio Holder at ordinary meetings of the Council.

11.2 Order of Questions

Questions will be asked in the order in which notice of them was received, except that the Chairman may group together similar questions.

11.3 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive at least 4 working days before the meeting. Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put.

11.4 Number of Questions

At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

11.5 Scope of Questions

The Chief Executive may reject a question if it:

- (a) is not about a matter for which the local authority has a responsibility or which affects the District;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- (d) requires the disclosure of confidential or exempt information.

11.6 Record of Questions

The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members on the agenda for the relevant Council meeting, which will be made available to the public attending the meeting.

11.7 Asking the Question at the Meeting

The Chairman will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

11.8 Supplementary Question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply and must be only for purposes of elucidation. The Chairman may reject a supplementary question on any of the grounds in Rule 11.5 above.

11.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

11.10 Non Attendance of Questioner

Where the member of the public who has given notice of a question is not in attendance at the Council meeting at which the question is to be put, a reply will be sent to the questioner in writing or by electronic mail and published in the minutes of the meeting and the Council Bulletin.

11.11 Reference of Question to the Executive or a Committee/Sub-Committee

Unless the Chairman decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Executive or a Committee. Once seconded, such a motion will be voted on without discussion.

12. QUESTIONS BY MEMBERS

12.1 On Reports of the Executive or Committees

A member of the Council may ask the Leader, or the Chairman of Overview and Scrutiny or a Portfolio Holder any question without notice on an item of the report of the Executive or a Committee when that item is being received or under consideration by the Council.

12.2 Questions Following Notice at Full Council

Subject to Rule 11.4, a member of the Council may ask:

- (a) the Chairman;
- (b) the Leader;
- (c) a Portfolio Holder
- (c) the Chairman of any Committee or Sub-Committee
- (d) a question on any matter in relation to which the Council has powers or duties or which affects the Epping Forest District.

12.3 Notice of Questions

A member may only ask a question under Rule 12.2 if either:

- (a) they have given at least four working days' notice in writing of the question to the Chief Executive; or

- (b) the question relates to urgent matters, they have the consent of the Chairman to whom the question is to be put and the content of the question is given to the Chief Executive by 10.00 a.m. on the day of the meeting.

12.4 Replies to Questions

An answer may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within categories (a) and (b) above shall be made available to the member asking the question one hour before the meeting of the Council at which the question will be put. Answers to questions under (c) above will be circulated to all Councillors.

12.5 Supplementary Question

A member asking a question under Rule 12.2 may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

12.6 Questions without notice at full Council

A member of the Council may ask the Leader, Chairman of Overview and Scrutiny or any member of the Cabinet any question without notice on:

- (a) any report submitted to the Council under Article 2.1(viii);
- (b) any other matter in relation to which the Council has powers or duties or which affects the administrative area covered by the (Epping Forest District Council) or part of it or the inhabitants of that area or some of them, or which relates to a written response given by the Leader, Chairman of Overview and Scrutiny Committee or a member of the Cabinet.

12.7 Response to a question without notice

An answer to a question without notice may take the form of:

- (a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) direct oral answer from the Chairman of the Overview and Scrutiny Committee or, at their request, from another member dealing with that issue as part of an Overview and Scrutiny review;
- (c) where the desired information is in a publication of the Council or other published work, a reference to that publication;

(d) where the reply cannot be conveniently be given orally, a written answer circulated later to the questioner; or

(e) where the question relates to an operational matter, the Leader, Chairman of Overview and Scrutiny Committee or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

12.8 Time Limit for Questions without Notice to the Leader of Council & Portfolio Holders on Written Reports and Other Matters

(a) **A time limit of 30 minutes shall be set for questions under Rule 12.6. Any question which cannot be dealt with within the time available will receive a written reply.**

(b) **Questions without notice on written reports and on other matters will be dealt with by the Chairman of the Council as follows:**

(i) **in the first 15 minutes of the period referred to in (a) above priority be given to questions under Rule 12.6 (a) and in the second 15 minutes priority be given to questions under Rule 12.6 (b);**

(ii) **by extending the period of thirty minutes by up to 10 minutes at his or her discretion; and**

(iii) **by ensuring that questions by members are dealt with in the order in which they are put and that all questions from each political group and from independent members receive a reply.**

12.9 Time Limit for Questions Without Notice to the Chairman of the Overview & Scrutiny Committee on Written Reports and Other Matters

(a) **questions without notice on reports of the Chairman of the Overview & Scrutiny Committee and on any other matter affecting Overview & Scrutiny will be dealt with at the same time as other business from that Committee; and**

(b) **the Chairman of the Council shall apply the rules for questions without notice the Leader of the Council and Cabinet members (set out in Rule 12.8 above) to questions to the chairman of the Overview & Scrutiny Committee.**

12.10 Supplementary Question

The will be no supplementary questions permitted in respect questions put under Rules 12.8 and 12.9.

13. MOTIONS ON NOTICE

13.1 Notice of Motion

Except for motions which can be moved without notice under Rule 14, written notice of every motion, signed by at least the mover and seconder of the proposed motion, must be delivered to one of the Joint Chief Executives not later than seven working days before the date of the meeting. These will be entered in a book open to public inspection.

13.2 Motions to be set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which each notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it. Any motion involving executive functions shall automatically stand referred to the Cabinet and any motion which deals with the Council's policy or budget frameworks, the Constitution or any matter requiring the consent of the Council, shall be subject to a report back to the next appropriate Council meeting.

13.3 Scope of Motions

Motions must be about matters for which the Council has a responsibility or which affect the Epping Forest District.

14. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting but excluding those appointments which are the responsibility of the Leader of Council;
- (f) to receive reports or adoption of recommendations of the Executive, Committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) closure motion - that the question be now put (see Procedure Rule 15.11);
- (k) closure motion - to adjourn a debate (see Procedure Rule 15.11);

- (l) closure motion - to adjourn a meeting (see Procedure Rule 15.11);
- (m) that Rule 8 (relating to completion of business in public session be waived to permit the public session to continue beyond 10.00 p.m.
- (n) to suspend a particular council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) not to hear further a member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4;
- (q) to extend the time allowed for any member's speech under Rule 15.4; and
- (r) to give the consent of the Council where its consent is required by this Constitution.

15. RULES OF DEBATE

15.1 No Speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

15.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

15.3 Secunder's Speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

15.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Council.

15.5 When a Member may Speak Again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;

- (e) on a point of order; and
- (f) by way of personal explanation.

15.6 Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (b) only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) if an amendment is not carried, other amendments to the original motion may be moved.
- (d) if an amendment is carried, the motion as amended takes the place of the original motion becoming the substantive motion to which any further amendments may be moved.
- (e) after an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

15.7 Alteration of Motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the Council. The Council's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the Council and the seconder. The Council's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

15.8 Withdrawal of Motion

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The Council's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused by the Council.

15.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

15.10 Motions which may be Moved during Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that Rule 9 (relating to completion of business in public session be waived to permit the public session to continue beyond 10.00 p.m.)
- (h) to exclude the public and press in accordance with the Access to Information Rules;
and
- (i) to not hear further a member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4.

15.11 Closure Motions

A member may move, without comment, the following motions at the end of a speech of another member:

- (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (a) If a motion to proceed to next business is seconded and the Chairman rules the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
 - (b) If a motion that the question be now put is seconded and the Chairman rules the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
 - (c) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

15.12 Point of Order

A member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

15.13 Personal Explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

16. PREVIOUS DECISIONS AND MOTIONS

16.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 15 members.

16.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment

is signed by at least 15 members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

17. VOTING

17.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

17.2 Chairman's Casting Vote

If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. The exercise of this second or casting vote shall be in accordance with Article 5 (paragraph 5) of the Constitution.

17.3 Show of Hands

Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

17.4 Recorded Vote

If five members present at the meeting require it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

17.5 Right to Require Individual Vote to be Recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

17.6 Voting at Budget Decision Meetings

In accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, immediately after any vote is taken at a budget decision meeting there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

“Budget decision” means a meeting at which;

- (a) a calculation is made (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992, as amended; or
- (b) a precept is issued under Chapter 4 of Part 1 of the Act, and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting.

References to a vote are references to a vote not only on the substantive budget motions agreeing the budget, setting council taxes or issuing precepts, but also on any amendments proposed at the meeting.

18. VOTING ON APPOINTMENTS

18.1 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

19. MINUTES

19.1 Signing the Minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

19.2 Extraordinary Meetings

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

19.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order in which the Chairman put them.

20. RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

21. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

22. MEMBERS' CONDUCT

22.1 Standing to Speak

When a member speaks at full Council they must stand and address the meeting through the Chairman. If more than one member stands, the Chairman will ask one to speak and the

others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

22.2 Chairman Standing

When the Chairman stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

22.3 Member not to be Heard Further

If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

22.4 Member to Leave the Meeting

If the member continues to behave improperly after such a motion is carried, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

22.5 General Disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary.

23. DISTURBANCE BY PUBLIC

23.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

23.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

24. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

24.1 Suspension

All of these Council Rules of Procedure except Rule 15.5 and 19.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

24.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

25. PLANNING APPLICATIONS

Any planning application submitted directly to a Council meeting without prior consideration by the District Development Committee and/or an Area Sub-Committee shall be subject to the procedure for public participation by applicants, objectors and parish/town councils in the same way as those applied to Committees and Sub-Committees by Operational Standing Order 5.

26. APPLICATION TO THE EXECUTIVE, COMMITTEES AND SUB-COMMITTEES

26.1 All of the Council Rules of Procedure apply to meetings of full Council. None of the rules (except Rule 8) apply to meetings of the Cabinet or other executive bodies. Only Rules 2(xi), 4-8, 11.10, 13 and 14, 16, (excluding 16.4), 18, 20-21 (excluding 21(1)) apply to meetings of Committees and Sub-Committees. Only rules 4-8 16.1-16.3 and 22.3-22.5 shall apply to working groups.

26.2 The requirements of Procedure Rule 5 (Cancellation of Meetings) above shall apply to the Cabinet, Committees, Panels and Sub-Committees and any other meeting convened by the Authority.

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EPPING FOREST DISTRICT COUNCIL

LEADER DECISION

Reference Number: 4/2013-14

**Subject: Council House Building Cabinet Committee
Revised Terms of Reference**

Decisions:

- (1) That the proposed additional paragraph 12 as shown in the Appendix be added to the terms of reference of this Cabinet Committee; and
- (2) That this alteration be notified to the Council at its next meeting and published as an amendment to the Constitution.

Explanatory Note

1. It is necessary to extend the term of reference of the House Building Cabinet Committee so that it is able to approve applications to the Homes and Communities Agency (HCA) (or any successor body) for the purpose of obtaining Investment Partner Status. This will enable the Council to seek funding from the HCA for schemes in the House Building Programme.
2. An addition to the existing terms of reference (in the Appendix) is shown in red text at paragraph 12.

Legal and Constitutional Powers

Local Government Act 2000

Local Government Etc. Act 2007

Localism Act 2011

I approve the proposed decisions set out in (1) and (2) at the commencement of this Notice.

Signed _____

**Councillor C. Whitbread
Leader of Council**

Date _____

PU/IW

Z/C/WILLET/2014/LEADER DECISION – CABINET COMMITTEE

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Council House Building Cabinet Committee

TERMS OF REFERENCE AND MEMBERSHIP

Terms of Reference

1. To consider and recommend to the Cabinet the Development Strategy for the Council's House Building Programme on an annual basis.
2. To consider and sign-off development appraisals and financial appraisals produced by the Council's appointed Development Agent for sites previously identified by the Cabinet as having development potential and that could be included within the Council's House Building Programme.
3. To approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed Development Agent for sites that the Cabinet Committee considers are suitable for development and viable, having regard to the development appraisals and financial appraisals for the sites.
4. To invite ward members to attend meetings of the Cabinet Committee when potential development sites in their ward are under consideration, and to provide an opportunity for ward members to provide comments on proposed developments, before development appraisals and financial appraisals are signed-off and approvals to submit planning applications are given.
5. To approve the subsequent development of sites considered suitable for development and viable that receive planning permission, subject to the acceptance of a satisfactory tender for the construction works.
6. To approve, and include within financial appraisals, the use of the following sources of funding for the development of individual sites within the Council's House Building Programme:
 - (a) The agreed Housing Capital Programme Budget for the House Building Programme;
 - (b) Capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on House Building;
 - (c) Financial contributions received from developers for the provision of affordable housing within the District, in lieu of on-site affordable housing provision, in compliance with Section 106 Planning Agreements; and
 - (d) Grant funding received from the Homes and Communities Agency.
7. To approve the submission of the Council's Pre-Qualification Questionnaire to the Homes and Communities Agency (HCA), applying for Investment Partner status with the HCA.
8. To consider and accept tenders received for the construction works on sites included within the Council House Building Programme.
9. To determine whether, in addition to the potential development sites already considered by the Cabinet, sites with development potential within the following categories should be added to either the House Building Programme's Primary List or Reserve List and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent:
 - (a) Other specific garage sites comprising 6 or less garages;
 - (b) Specific garage sites where garage vacancies arise with no waiting list of applicants; and
 - (c) Specific areas of Council-owned land on housing sites considered to be surplus to requirements.
10. To determine whether sites on the Reserve List of potential development sites previously agreed by the Cabinet should be promoted to the Primary List, and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent, due to:
 - (a) There being insufficient numbers of properties that can be viably developed from the Primary List of potential development sites to deliver a House Building Programme of 120 new homes over a six-year period; and/or
 - (b) The Cabinet subsequently deciding to increase the size of the House Building Programme and there being insufficient numbers of properties that can be viably developed to deliver a larger Programme.
11. To monitor and report to the Cabinet on an annual basis:
 - (a) Progress with the Council House Building Programme; and
 - (b) Expenditure on the Housing Capital Programme Budget for the Council Housebuilding Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding.

12. To approve applications to the Homes and Communities Agency (HCA) (or any successor body) to obtain HCA Investment Partner Status (or similar), in order to enable the Council to seek funding from the HCA, and to approve funding bids to the HCA for developments within the Council House Building Programme.

Membership

Housing Portfolio Holder (Chairman)
Finance and Technology Portfolio Holder
Planning Portfolio Holder
Environment Portfolio Holder
Safer, Greener and Highways Portfolio Holder

Frequency of Meetings

As and when required, as determined by the Housing Portfolio Holder.

To: Director of Governance
From: Councillor Mrs M Sartin
Chairman of the Council
Date: 04 April 2014
Your ref: MS/PS
Our ref: CHB-017-2013/14



Epping Forest District Council

Overview and Scrutiny Rule 21 (Special Urgency)

I confirm that in accordance with the above-mentioned rule, I am satisfied that the following decision of the Cabinet is reasonable in all the circumstances and should be treated as a matter of urgency as any delay likely to be caused by the call-in process would seriously prejudice the Council's interests.

Decision:

- (1) That East Thames be authorised, in consultation with the Director of Communities to submit a bid to the Homes and Communities Agency (HCA) for Affordable Housing Grant as part of the Affordable Homes Programme 2015-18, before the 30 April 2014 deadline, to fund the number of homes agreed by the Cabinet Committee earlier in the meeting in Phase 2 of the Council's house-building programme on behalf of the Council; and
- (2) That, subject to a successful grant application, East Thames to prepare an application on behalf of the Council for HCA Investment Partner Status so that the funding can be drawn at the appropriate time.

I therefore determine that the call-in provisions of the Overview and Scrutiny Rules, which would otherwise apply, be disregarded for this decision.

I confirm that notice of this proposed decision will be reported to the Council at its meeting on 22 April 2014.

Signed: _____

Councillor Mrs M Sartin
Chairman of Epping Forest District Council

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