



Overview and Scrutiny Committee Tuesday, 5th January, 2016

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

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 5th January, 2016
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

S. Tautz Governance Directorate)
Email: democraticservices@eppingforestdc.gov.uk Tel:
(01992) 564243

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), N Avey, T Church, D Dorrell, L Girling, S Kane, P Keska, A Mitchell, G Mohindra, S Murray, S Neville, B Rolfe, M Sartin, G Shiell, B Surtees and D Wixley

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

WEBCASTING NOTICE

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

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

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

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

1. WEBCASTING INTRODUCTION

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

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consent to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

(Director of Governance). To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 14)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 20 October 2015.

5. DECLARATIONS OF INTEREST

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

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview and Scrutiny Committee members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an Overview and Scrutiny Committee which relates to a decision of or action by another Committee or Sub-Committee of the Council, a Joint Committee, or Joint Sub-Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an overview and scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

6. CALL-IN - RELEASE OF RESTRUCTURE COVENANTS ON LAND AT EPPING FOREST COLLEGE, LOUGHTON (Pages 15 - 36)

To consider a call-in of the Cabinet’s Decision on ‘Release of Restrictive Covenants’

(C-018-2015/16). The decision was taken at the Cabinet meeting held on 05 November 2015.

Attached is a covering report, the call-in sheet, the public Cabinet report, extract from the Cabinet decision sheet and a copy of the Call-in rules.

7. CORPORATE PLAN - KEY ACTION PLAN 2015/16 - QUARTER 2 PERFORMANCE (Pages 37 - 60)

(Director of Governance) to consider the attached report.

8. CHELMSFORD CITY LOCAL PLAN ISSUES AND OPTIONS - CONSULTATION (Pages 61 - 64)

(Director of Governance) to consider the attached report.

9. CROSSRAIL 2 - CONSULTATION

(Director of Neighbourhoods) Report to follow.

10. WORK PROGRAMME MONITORING (Pages 65 - 84)

(a) To consider the updated work programme

- i. The current Overview and Scrutiny work programme is attached for information.
- ii. Essex County Fire and Rescue Service were due to make a presentation to the Committee on 5 January 2016, in relation to proposed changes to service delivery. Despite having had this matter in the work programme for a considerable time, the Council has recently been advised by the Fire and Rescue Service that they do not wish to make the presentation in a public forum (at this stage) and that this is intended as a briefing for Members of the Council only at the present time. With the agreement of the Safer, Greener and Transport Portfolio Holder, a private member briefing by the Chairman of Essex Fire Authority and the Chief Fire Officer on the future service delivery plans of Essex County Fire and Rescue Service, will therefore be held on the evening of 27 January 2016. This matter has therefore been removed from the current work programme.
- iii. Article 6 of the Constitution (Overview and Scrutiny) requires that the Committee receive a verbal report from the relevant Portfolio Holder or appropriate lead officer after three months of the completion of any scrutiny review, indicating whether the recommendations arising from such review have been agreed or modified. In addition, the Portfolio Holder or lead officer must also make a further report to the Committee on progress with the implementation of the recommendations, after six months. The work programme has therefore been updated to reflect the completion of the work of the Youth Engagement Task and Finish Panel and to schedule arrangements for progress reporting on the implementation of the Panel's recommendations.

- iv. Workload commitments within Community Services and Safety mean that the January 2016 timescale for the final report of the Grant Aid Review Task and Finish Panel cannot now be met. The Panel will not be able to produce a final report for the 2016/17 budget setting process and it is intended that this will therefore be deferred until 2017/18.

(b) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of the Overview and Scrutiny Committee is continuous. The Committee will 'pull out' items from the list and allocate them accordingly once space becomes available in the work programme following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date. Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

(c) Request for Scrutiny Review (PICK Form)

A PICK Form (attached) has been submitted by Councillor Wixley, seeking a 'return' presentation to the Committee by the Superintendent of Epping Forest, given the current widespread general interest in Epping Forest and issues such as the present public consultation on the Forest Management Plan for 2017–2027.

Rather than treating the PICK Form as a request for scrutiny review, it is suggested that a further presentation by the Superintendent of Epping Forest be added to the work programme of the Overview and Scrutiny Committee for 2016/17, to be made to a meeting as early in the municipal year as possible.

11. KEY DECISION LIST - REVIEW (Pages 85 - 102)

To review the Key Decision List (Cabinet Forward Plan) on a meeting by meeting basis.

12. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

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.

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EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Tuesday, 20 October 2015
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 9.34 pm
Members Present:	Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) N Avey, K Chana, L Girling, S Kane, A Mitchell, G Mohindra, S Neville, B Rolfe, M Sartin, G Shiell, B Surtees and D Wixley		
Other Councillors:	Councillors R Bassett, W Breare-Hall, A Grigg, H Kane, A Lion, M McEwen, A Patel, D Stallan, S Stavrou, G Waller, C Whitbread, J H Whitehouse and J McIvor (Youth Councillor)		
Apologies:	Councillors T Church, D Dorrell, P Keska and S Murray		
Officers Present:	D Macnab (Deputy Chief Executive and Director of Neighbourhoods), J Chandler (Assistant Director (Community Services)), S G Hill (Assistant Director (Governance & Performance Management)), S Tautz (Democratic Services Manager), T Carne (Public Relations and Marketing Officer), M Jenkins (Democratic Services Officer), J Leither (Democratic Services Officer) and A Rose (Marketing & Digital Content Officer)		
By Invitation:	B Page (Deputy Principal of Epping Forest College) and S Markham (Director of (Fusion Project Management Limited))		

23. WEBCASTING INTRODUCTION

The Chairman 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.

24. APOLOGIES FOR ABSENCE

In addition to the apologies noted above, the Committee were advised that from the Executive side of the Council, apologies had been received from Councillor J Philip.

25. SUBSTITUTE MEMBERS

It was reported that Councillor K Chana was substituting for Councillor T Church.

26. MINUTES

RESOLVED:

That the minutes of the last Committee meeting, held on 21 July 2015 be signed by the Chairman as a correct record.

27. DECLARATIONS OF INTEREST

(a) Councillor S Neville declared a non-pecuniary interest in the following item of the agenda by virtue of being a member of “20’s Plenty for Us.” He advised that his interest was not prejudicial and he would remain in the meeting for the duration of the item and consideration thereon:

- Overview and Scrutiny Work Programme 2015/16 – Six-Month Review

(b) Councillor W Breare-Hall declared a non-pecuniary interest in the following item of the agenda by virtue of having been a governor at Epping Forest College. He advised that his interest was not prejudicial and he would remain in the meeting for the duration of the item and consideration thereon:

- Epping Forest College - Presentation

28. EPPING FOREST COLLEGE - PRESENTATION

The Committee received a presentation from Mr B Page, Deputy Principal of Epping Forest College and Mr S Markham, Director of Fusion Project Management Limited regarding the work of Epping Forest College.

Mr B Page advised that the college had expanded its courses recently and were working in close partnership with external organisations to widen the educational experiences of its students. Currently, there were 1,783 students aged 16 to 18, 56 adult students, 253 on full cost courses and 188 apprentices.

Mr S Markham advised of future plans in regard to the college site. A proposal was being made for the creation of a Sports and Health and Well being facility, which would be built through a self funded scheme. The college required release of surplus assets to invest. The facility would have full community access.

The college had achieved financial stability, operating surpluses since 2010/11, current turnover was £14 million. A total capital investment of £3.9 million had been made since 2011 in enhancement of facilities for students. During the period 2014/16 colleges had experienced a cut in funding of 24%.

The Committee were advised of the Government national programme for area-based reviews of Post 16 education. Each review would take into account factors including local economic objectives and labour market needs, they would be led by a steering group of local stakeholders including chairs of governors, local authorities and commissioners from colleges. Reviews had started in September 2015 and would be completed in March 2017.

The Chairman thanked Mr R Page and Mr S Markham for their presentation and opened the meeting to members for questions.

(a) Councillor K Angold-Stephens asked about the sale of the “middle site” within the college area, he added that this was sensitive to local opinion. It was understood that Essex County Council had indicated that they would like to build a primary school on this site.

Mr B Page replied that Essex County Council were known to be interested in this site, negotiations would need to take place with them before anything occurred. The college had been in favour of providing housing on the site to fund a health and wellbeing centre on the Lucton’s Field this site which would be open to the public.

(b) Councillor D Wixley asked about the scale of assets, how long was it expected to take to finish?

Mr S Markham replied that sales would ensure self-financing, but each sale was a project which could take from 12-20 months to complete.

(c) Councillor L Girling asked if there were any documents available for public scrutiny in regard to forthcoming development plans.

Mr B Page replied no document was ready for publication yet, as it was commercially sensitive. The college was willing to work with the local community, there would be a public meeting at the college, he added that any proposed development would need planning consent.

(d) Councillor L Girling asked about the security of the college site as there were derelict buildings which were the scene of anti social behaviour.

Mr B Page advised that they had security on the college site at night, particularly the "middle site" which was vulnerable. He said that he wasn't aware of a security issue at the college. They did not have the budget for maintaining the derelict buildings on site.

(e) Councillor M Sartin asked how far were the college courses connected to obtaining a job?

Mr B Page replied that the college was in communication with business and industry, they were providing courses appropriate for employment needs.

(f) Councillor B Surtees asked about the educational outcomes for college students.

Mr B Page replied that the college success rate in 2013/14 for exam results was 88%.

(g) Councillor S Kane asked about the chances of full employment for college students.

Mr B Page replied that he did not know how many students left the college for permanent work, however they did have a good apprenticeship scheme and were the tenth in the country for success rate.

The Chairman thanked Mr B Page and Mr S Markham for their presentation and answering the Member questions.

29. CONSTITUTION REVIEW - OVERVIEW & SCRUTINY

The Committee received a report from the Democratic Services Manager regarding the Overview and Scrutiny Article and related rules from the Constitution which were being reviewed by the Constitution Working Group.

The approach of the review were for rules which applied generally to be moved into the main rules section and Article 6 (Overview and Scrutiny) would be re-drafted to address instances of relevant procedures being spread across the Constitution.

The Democratic Services Manager reported that the Working Group were seeking the views of the Committee on the proposed changes to Article 6 and the Procedure Rules.

RESOLVED:

That the proposed revisions to Article 6 (Overview and Scrutiny) of the Constitution and revised Procedure Rules for Overview and Scrutiny be agreed.

30. YOUTH ENGAGEMENT REVIEW TASK AND FINISH PANEL - FINAL REPORT & RECOMMENDATIONS

The Committee received the final report from the Youth Engagement Review Task and Finish Panel presented by Councillor A Patel, member of the Panel in the absence of the Chairman, Councillor S Murray and Youth Councillor J McIvor.

The Youth Engagement Review was undertaken between April and September 2015 during which they received evidence from Council officers, Youth Council Members and Essex County Council. Although the panel had been particularly interested in the targeted work undertaken with young people, they were disappointed that the County Council did not deliver any youth work within Epping Forest district because of budget cuts. There was a sum of £16,500 per annum for youth initiatives in the district, provided by the County Council.

The Panel recommended that the current operational budget for the Youth Council should be maintained at £12,000 per annum and that the Cabinet be asked for a CSB Growth Bid of £8,000 per annum for an enabling fund to support the Youth Council's access to projects. In addition, the panel requested that the District Council pursue devolvement of the budget and responsibilities for Youth Provision from the County Council to the District Council. A further bid would be made to the Cabinet for another CSB Growth of £25,000 per annum for targeted work by Community Services and Safety of the County Council.

The Leader informed the Committee that he had attended and been impressed by the recent Youth Conference, hosted at the Civic Offices. He felt that better engagement was needed, there was left over monies from the County Council, however taking on more responsibility posed challenges for the District Council. He would like to receive feedback from the Youth Council.

RECOMMENDED:

That the Overview and Scrutiny Committee be asked to make the following recommendations to the Cabinet:

- (1) That the Council retains and continues to support and develop the Youth Council in terms of wider youth engagement;
- (2) That the Youth Council be afforded the opportunity to present a report/update twice a year to all Members of Council through a suitable meeting;
- (3) That the Youth Council acts as a consultee for stakeholder presentations at Overview and Scrutiny Committees;
- (4) That the current operational budget for the Youth Council be maintained

at £12,000 per annum;

- (5) That a bid be made for Continuing Services Budget (CSB) Growth of £8,000 per annum for an enabling fund, that the Youth Council can access for projects, to be agreed by the Neighbourhoods & Communities Select Committee;
- (6) That the Council pursues the devolvement of the budget and responsibilities for Youth Provision from Essex County Council to the District Council; and,
- (7) That a bid be made for Continuing Services Budget (CSB) Growth of £25,000 per annum, for targeted work by Community Services and Safety and not at the detriment of the current service.

31. CORPORATE PLAN KEY ACTION PLAN 2015/16 - QUARTERLY PROGRESS

The Committee received a report from the Deputy Chief Executive regarding the Quarter 1 Performance of the Key Objectives Key Action Plan 2015/16.

The Corporate Plan was the Council's key strategic planning document, setting out its priorities over the five year period from 2015/16 to 2019/20. The priorities, or Corporate Aims, were supported by Key Objectives which provided a clear statement of the Council's overall intentions for these five years.

The Key Objectives were delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contained a range of actions designed to achieve specific outcomes and were working documents subject to change and development to ensure the actions remained relevant.

The Corporate Plan Key Action Plan for 2015/16 was agreed by the Cabinet in march 2015. Progress in relation to individual actions and deliverables was reviewed by the Cabinet and this committee on a quarterly and outturn basis.

RESOLVED:

That the progress achieved at the end of Quarter 1 against the Key Objectives Key Action Plan for 2015/16 be noted.

32. MEMBER TRAINING - OVERVIEW & SCRUTINY

The Committee received a report from the Democratic Services Manager regarding Overview and Scrutiny processes.

At a recent training session "An Introduction to Overview and Scrutiny" held in June 2015, Members expressed their views on a number of issues.

- (a) Presentations made to the Committee should be made available in advance of the relevant meeting, so they could have early sight of presentation material in aiding the process of scrutiny and questioning. This would be implemented provided that it was possible to obtain presentations from external organisations attending meetings. It was intended that presentations would be published as a supplementary item on the Committee Management system, but not be printed for hard copy distribution.

(b) Time should be made available to follow up matters from the presentation, this was considered a reasonable approach and would be implemented appropriately in consultation with the Chairman of the Committee.

(c) Members felt that improvements could also be made in ensuring that the recommendations of the Committee on specific matters were followed up to ensure that action was always taken where necessary.

RESOLVED:

That the proposed response regarding Member Training in respect of Overview and Scrutiny be noted.

33. OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16 - SIX-MONTH REVIEW

(a) Overview and Scrutiny Committee

The Committee considered their work programme and noted current progress, no further comments were made.

(b) Select Committees

(i) Housing Select Committee

The last meeting of the Select Committee scheduled for 8 September was cancelled due to a lack of business.

(ii) Governance Select Committee

In the absence of the Chairman, the Democratic Services Manager reported that at the last select committee meeting, members had discussed Section 106 Agreements from the 2014/15 period. However they felt that a complete overview of progress made on all agreements in preparation was required to allow for greater scrutiny. In addition it was advised that a thorough understanding of how and where monies from agreements were intended to be spent and associated timescales for collection of monies was also needed.

The Select Committee recommended that this function should be referred to the District Development Management Committee (DDMC) which, it was felt, was better placed for dealing with this.

The Chairman of the Resources Select Committee suggested that S106 reports would fit better within their remit rather than DDMC. Therefore the Committee agreed that the Governance Select Committee should be asked to refer this report onto the Resources Select Committee for responsibility.

The Democratic Services Manager concluded the Governance Select Committee report by advising that within the Key Performance Indicators 2015/16, major planning applications had achieved target performance. Finally, the select committee received a report about Public Sector Equality Duty, congratulating the Senior Performance Improvement Manager on her work.

(iii) Neighbourhood and Community Services Select Committee

The Select Committee Chairman, Councillor M Sartin, advised that at their last meeting they received an interesting presentation on the Community Safety Partnership and also one on the work of Crucial Crew. They also received an update on the progress of the Local Plan. The Chairman advised that there would be a special meeting of the select committee on 17 December 2015 to review the Waste Contract. The meeting would be held in the Council Chamber and be webcast.

(iv) Resources Select Committee

The Select Committee Chairman, Councillor G Mohindra, informed Members that they were looking for new pieces of work for their current programme.

(v) Grant Aid Task and Finish Panel

The Committee noted progress made by this Panel.

(vi) Youth Engagement Task and Finish Panel

The final report and recommendations from this Panel was supported by the Committee

(c) Reserve Programme

(i) PICK Form submitted by Councillor S Neville

The PICK Form supported the principle of moving to a default 20mph speed limit in the district, which, it was felt, would reduce the number of motoring accidents and generally improve public health. Councillor S Neville advised that there was a great deal of local support for a significant speed reduction within the district.

The Committee felt that this scrutiny request should be referred to the Neighbourhoods and Community Services Select Committee with an invitation to the Highways Authority to attend.

RESOLVED:

- (1) That the monitoring of S106 Agreements be referred back to the Governance Select Committee with a view to onward process by the Resources Select Committee; and
- (2) That the scrutiny request submitted by Councillor S Neville for a speed reduction across the district be referred to the Neighbourhoods and Communities Select Committee.

34. CABINET FORWARD PLAN 2015/16 - REVIEW

The Committee noted the Cabinet's Forward Plan for June 2015. They had no specific items they wished to consider.

CHAIRMAN

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Report to Overview & Scrutiny Committee

Date of meeting: 5 January 2016

Portfolio: Governance and Development Management

Subject: Call in – Release of Restrictive Covenants on Land at Epping Forest College Loughton



Officer contact for further information: Stephen Tautz (Ext 4180)

Committee Secretary: Adrian Hendry (Ext 4246)

Recommendations/Decisions Required:

To consider the call-in of Cabinet decision C-018-2015/16 that the Council issue a Deed of Release of the 1952 and 1955 Covenants, consistent with the previous Deed of Release, on the land at Epping Forest College.

Report:

1. In accordance with rule 20 of the Overview and Scrutiny Rules, 6 members have called in the Cabinet's decision, taken on 5 November 2015 and published on 13 November 2015. The decision (see decision sheet extract attached) being called-in is:

(1) *That a Deed of Release of the 1952 and 1955 Covenants be issued by the Council, consistent with the previous Deeds of Release on the land at Epping Forest College, on the following basis:*

(a) *A Deed of Release of the 1952 and 1955 Covenants consistent with the previous deeds of release is executed by the Council and is held in escrow pending written confirmation from the College's Solicitors to the Council that:*

(i) *the College's application for [outline] planning permission for the development of its new Sports, Health and Well-Being facility for the benefit of the College's students and the wider community has been submitted to the Council; and*

(ii) *Contracts for the College's sale of the Middle Site and part of the Playing Fields for residential development, conditional upon execution of such Deed of Release of the 1952 and 1955 Covenants, have been signed and are held in escrow pending execution and delivery of the said Deed of Release; and*

(2) *That the pre-emption rights of the Council not be exercised on the land.*

2. The Call-in was based on the following premises, that:

- 1) *The covenants were imposed by the London County Council to protect an adequate supply of land for educational and NHS use in the vicinity of the residential development they had undertaken.*
- 2) *That need remains valid today.*

- 3) *ECC projections of rising 5s, plus the factors of extensive EFDC council house building and of continuing in-migration, imply a new school will be needed in 7-10 years.*
- 4) *There is no suitable spare land in Loughton on which a new school could be built.*
- 5) *Therefore this land, use of which was restricted for the needs of the then LEA (and NHS), should continue to be protected by covenant, for its original purpose.*

3. In accordance with the protocol developed as part of the most recent review of the Council's overview and scrutiny arrangements, the lead signatory to the call-in or the relevant Portfolio Holder, requested a meeting with the Chairman of the Overview and Scrutiny Committee prior to the call-in being considered by the Committee, to consider whether opportunities existed for the withdrawal or modification of the call-in. Such meeting was held on 3 December 2015 between two signatories to the call-in, the Governance and Development Management Portfolio Holder and the Chairman of the Committee, to discuss the possibility of reaching agreement on removing the objections to the decision. The meeting agreed that no middle way could be found and that the call-in should be presented to the Committee for a wider debate.

4. The Chairman of the Overview and Scrutiny Committee determined that consideration of the call-in should be referred to this meeting of the Overview and Scrutiny Committee.

5. Attached to this report are:

- (a) Copy of the report;
- (b) An extract from the decision list;
- (c) A copy of the notification of the call in including the names of the relevant Councillors who requested the call in and their grounds for so doing; and
- (d) A copy of an extract of the Council's procedures for dealing with call-ins.

Consideration of the Call-in

6. In accordance with the Council's Protocol (attached) the consideration of call-ins by the Committee should be considered in the following manner:

- (a) the representative of the Councillors calling in the decision shall describe their concerns;
- (b) the Portfolio Holder shall then respond;
- (c) the Overview and Scrutiny Committee or delegated Panel will then debate the issues involved. The Chairman of the meeting shall have the discretion to vary the way in which evidence is gathered including speakers and public participation if appropriate but shall seek a response from the initiating Councillor(s) and the Portfolio Holder before formulating its recommendations;
- (d) The Overview and Scrutiny Committee or delegated Panel has the following options:
 - (i) confirm the decision, which may then be implemented immediately; or
 - (ii) refer the decision back to the decision taker for further consideration setting out in writing the nature of its concerns; or

- (iii) refer the matter to full Council in the event that the Committee or Panel considers the decision to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget.

(e) If it appears that the review of a decision of the Executive cannot be completed at one meeting, the Executive or decision taker will be informed, indicating any preliminary views the Committee or Panel may have and a proposed timescale for the completion of the review. The Chairman of the Overview and Scrutiny Committee/Panel shall, if necessary, consult with the Leader of the Council regarding the urgency of the proposed decision or any other related matter;

(f) The Chairman of the Overview and Scrutiny Committee or delegated Panel shall sum up the recommendations to be submitted to the Executive and these shall be incorporated in full in the Minutes or report of the meeting;

(g) In cases where the Overview and Scrutiny Committee or delegated Panel determines that a review of the decision is not justified or that, having reviewed the decision of the Executive, it has no adverse comment to make, the Committee or Panel shall ensure that its decision is published in the Members' Bulletin;

(h) In the circumstances outlined in (g) above, the decision of the Executive or Decision Taker may be implemented with effect from the date of that meeting;

(i) A report detailing any appropriate recommendations of the Overview and Scrutiny Committee or delegated Panel shall be reported to the Decision Taker

(j) In presenting the recommendations of the Overview and Scrutiny Committee or delegated Panel, the Chairman may make general comments on the Committee's / Panel's recommendations, answer questions and respond to comments or new proposals made by the Executive at that meeting; and

(k) The report of the Overview and Scrutiny Committee or delegated Panel shall be sent in draft to all its Members for approval prior to their submission to the Decision Taker.

(l) Minority reports may be made by members of Overview and Scrutiny Committee or delegated Panel in accordance with the Protocol for that purpose.

7. If, having considered the decision, the Overview and Scrutiny Committee or delegated Panel is still concerned about it, then it may, subject to the procedures outlined in Rule 16(a) or (b) in attached, refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further 5 working days, or in the case of a Cabinet decision, as soon as practically possible amending the decision or not, before adopting a final decision.

8. If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no power to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive as a whole or a committee of it, a meeting will be convened to reconsider within 14 working days of the

Council request. Where the decision was made by an individual, the individual will reconsider within 14 working days of the Council request.

9. If the Council does not meet, or if it does but does not refer the decision back to the decision-making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

10. The Committee are asked to consider the decision taken by the Cabinet and report accordingly.

EPHING FOREST DISTRICT COUNCIL

Notification of Call – In of Cabinet or Portfolio Holder Decision Under Rule 20 (8) (Page J13 of the Constitution) of The Overview And Scrutiny Rules

This form must be signed and completed and the original returned to the proper officer in person on the 5th working day following publication of the decision.

Decision to be called-in: Release of Restructure Covenants – Epping Forest College
Decision reference: 13/ 5/11/15
Portfolio: Governance & Development Management
Description of Decision: To release at our consideration covenants of 1953 & 1955 relating to land owned by EF College either side of Borders Lane Loughton.
Reason for Call – in The covenants were imposed by the London County Council to protect an adequate supply of land for educational and NHS use in the vicinity of the residential development they had undertaken. That need remains valid today. ECC projections of rising 5s, plus the factors of extensive EFDC council house building and of continuing in-migration, imply a new school will be needed in 7-10 years. There is no suitable spare land in Loughton on which a new school could be built. Therefore this land, use of which was restricted for the needs of the then LEA (and NHS), should continue to be protected by covenant, for its original purpose.

Members requesting call – in (3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member: C C Pond	
S Murray	
L Girling	
H Kaufman	
T Thomas	
C Roberts	
Office Use Only: Date Received: 17 November 2015	

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Report to the Cabinet



Report reference: C-018-2015/16
Date of meeting: 23 July 2015

**Epping Forest
District Council**

Portfolio: Governance and Development Management
Subject: Release of Restrictive Covenants – Epping Forest College
Responsible Officer: Derek Macnab (01992 564050).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the Council issues a Deed of Release of the 1952 and 1955 Covenants, consistent with the previous Deeds of Release, on the land at Epping Forest College, on the basis as outlined in paragraph 11 of the report; and
- (2) That the Council does not exercise its pre-emption rights on the land.

Executive Summary:

The Council has received a submission from the Solicitors to Epping Forest College, seeking the release and/or modification of two restrictive Covenants and a right of pre-emption in favour of the Council, which currently binds the Colleges Estate. In summary, the release of the Covenants is requested to enable the College to fulfil the aspirations of their accommodation strategy, namely, to invest in new educational and public/community well-being facilities. The College suggest that by allowing surplus land to be sold for residential development (which would include affordable housing), this would generate capital to be utilised in the provision of further enhanced educational facilities and a new sports centre, for use by both college students and the local community. This would serve to compensate for the loss of the Debden Community Association Sports Centre and meet a deficiency in indoor dry sports provision identified in the Council's adopted Leisure and Cultural Strategy.

Reasons for Proposed Decision:

The Council has previously released restrictive Covenants at the Epping Forest College site, to facilitate residential development, a residential care home, and the provision of student accommodation. On these occasions, it was to generate funds to facilitate further educational provision and stabilise the College's financial position. This report seeks Members' consideration of such a further request.

Other Options for Action:

To not consider the release of the Covenants and allow the matter to be referred by the College to the Land Tribunal. In this circumstance, based on previous advice obtained by the Council from Chartered Surveyors, Montague Evans in 1998, it would be likely that the tribunal would agree to the release. Alternatively, the Council could exercise its pre-emption rights on any piece of land and seek to develop the site/s for its own Council Housebuilding

programme.

This would require the Council to purchase at market value. However, any residential scheme, promoted by the College, would in all likelihood involve an element of affordable housing in accordance with current Council Policy.

Report:

1. In late 2014, the Council received a detailed submission from the Solicitors to Epping Forest College, seeking the Council's agreement to the release and/or modification of certain Covenants, which directly restrict or prevent the sale and development of the College's land for purposes other than public education or public health. The request is to enable the final phase of the College's Campus rationalisation programme to be implemented.

2. The wording of the existing Covenants is set out in full in the College's submission, however, the overall effect is that the whole of the original estate of the former Loughton Technical College, is constrained by:

(a) a restrictive covenant prohibiting uses "other than for the purposes of the Education Act 1944 and/or the National Health Services Act 1946" in the case of the land coloured pink, blue and mauve on Plan A and the land edged red on Plan B or in the case of the land coloured yellow on Plan A "the Education Act 1944 or other approved County service" (Plan Attached);

(b) a restrictive covenant prohibiting the erection of any buildings on the land "except in accordance with the layout and site plans first submitted to and approved by the Council"; and

(c) a right of the first refusal which prohibits the sale of the land "without first offering it for sale to the Council", which offer the Council may accept within 3 months for a price based upon CPO compensation formulae.

3. Historically, in 1952 and 1955, all of these Covenants were expressed to be in favour of the former London County Council, before transferring to the Greater London Council upon the LLC being subsumed into the GLC in 1963; then, upon the GLC's abolition in 1986, the benefit of the Covenants transferred to the Council.

4. Since 2005, the College has adopted a strategy of rationalisation of its estate, from the original 35 acres. As such, it has disposed of a number of assets, namely:

(i) in 2007, the College sold its Upper Site (10 acres) in two phases to Redrow Homes for housing development;

(ii) in 2008, the College sold Loughton Hall for redevelopment as secure accommodation for older people, on terms which obliged Redrow (as part of the price of purchase of the Upper Site) to refurbish the exterior of this listed building to a high standard. That development is now complete;

(iii) in 2010, the College sold surplus car park land to University of Essex for redevelopment as student accommodation; and

(iv) in 2011, the College sold Loughton Sports Hall to a specialist care home developer/manager, Loughton Care Centre Limited.

5. It can be seen from the College's latest submission, that the estate rationalisation

programme was designed to deliver two key objectives, firstly to bring about the improvement and modernisation of the College's facilities to modern educational and vocational training purposes, and secondly, to stabilise the College's financial position. This culminated in the provision of the new Campus on the Lower Site, completed in August 2008 at a cost of nearly £40million.

6. The College, having now achieved their strategic objectives, are now operating out of a Campus which is space-efficient, economical, environmentally sustainable and attractive to students. The substantial capital receipts generated by the disposals have funded the new investments in buildings and facilities and reinforced the College's medium to long term financial condition.

7. The Council has been supportive of the College's previous requests for Deeds of release of the Covenants in order to allow the disposal of the Upper Site, Loughton Hall the former Loughton Debden Sports Hall and Car Park land.

8. The College now seeks the Council's further support with regard to the Middle Site and the Playing Fields, i.e. those remaining parcels of College land which are unused and, for the most part, surplus to requirements. This is in order to fund the College's procurement or a new high quality sports and well-being facility for the benefit of the community, as well as a release of area around the footpath between Borders Lane and Rectory Lane up to the area that borders land owned by Rubyrose, specialist care home developer to enhance the amenity of that area of land.

9. In support of their request to release the Covenants, the College argue that by allowing surplus land to be sold for new housing to include an affordable element, (subject to planning permission), would outweigh the benefits of retention. In addition, they suggest that substantial additional community benefit will also be delivered by further enhanced educational and leisure facilities, available to both students and the local community. The Council's Leisure and Cultural Strategy adopted in December 2014, identified a need for additional indoor sports provision in the South of the District, and supported in principle, potential new-dual use facilities at the College. This would help compensate for the loss of the Debden Community Association Sports Centre, which was closed as part of an earlier redevelopment. At this time, the College gave an undertaking in writing, that when funds became available, they would seek to make replacement indoor sports provision available. In addition, the College have also suggested that subject to further consultation, other recreational facilities could be provided and made accessible to local residents, namely, an all weather playing pitch, outdoor basketball courts and a children's play area. The release of the Covenants could also facilitate the rationalisation of the boundaries between the College land and the adjacent residential care facilities, with the land upgraded and its amenity value approved.

10. With respect to the right of first refusal for the Council to purchase the land, there has been no operational need identified for the land with respect to Council Services. In addition, the Council is already exploring the facility of construction of a new Leisure facility to replace the Swimming Pool in Waltham Abbey, and has no stated intention of funding a second. Finally, any residential development which achieved a planning permission, would contain an element of affordable housing, helping to address housing need. For these reasons, it is recommended that the Council does not exercise its pre-emption rights.

11. As with previous requests to release Covenants on the College site, the applicants acknowledge that in the case of the disposal of the Middle Site for residential purposes and the development of the playing fields for sports and education use, the Council would not be minded to issue a Deed of Release until evidence is obtained that the purchasers would complete. To this end, the College's Solicitors are proposing the following recommendation:

“A Deed of Release of the 1952 and 1955 Covenants consistent with the previous deeds of release is executed by the Council and is held in escrow pending written confirmation from the College’s Solicitors to the Council that (i) the College’s application for [outline] planning permission for the development of its new Sports, Health and Well-Being facility for the benefit of the College’s students and the wider community has been submitted to the Council’ and (ii) Contracts for the College’s sale of the Middle Site and part of the Playing Fields for residential development, conditional upon execution of such Deed of Release of the 1952 and 1955 Covenants, have been signed and are held in escrow pending execution and delivery of the said Deed of Release.”

12. Members are asked to consider the release of the Covenants to facilitate wider community and educational benefits.

Resource Implications

The Council has previously released the Covenants on the 10.3 acres of land on the Upper Site at no cost, on the basis that the Covenant was largely obsolete and, as such, of little value given the prospect of the Land Tribunal deeming it such. The same considerations apply with respect to this further release.

Legal and Governance Implications:

The Covenants are outlined in paragraph 2 of the report.

Safer, Cleaner and Greener Implications:

Any new buildings constructed would be to the requirements of modern Building Regulations with respect to energy efficiency. New community sports facilities would be a positive opportunity for local young people with a potential reduction in anti-social behaviour.

Consultation Undertaken:

Nil.

Background Papers:

Previous decision of Council to release Covenants on the site.

Risk Management:

No specific risks identified.

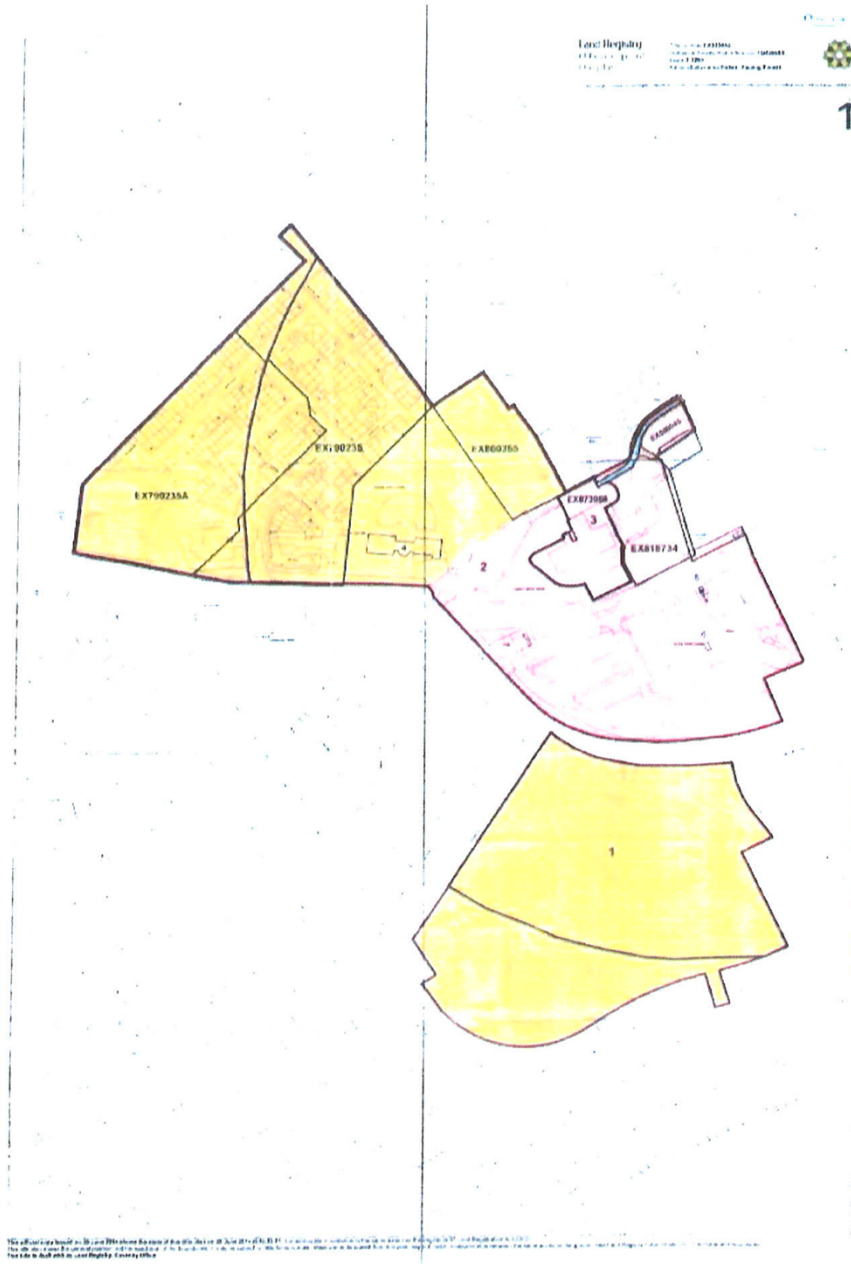
Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

There are no specific equalities implications in terms of the release of the Covenants. Any replacement community sports and educational facilities provided as part of the next stage of delivery of the College's Accreditation Strategy would be accessible to all members of the public.

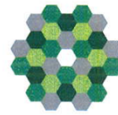
PLAN A



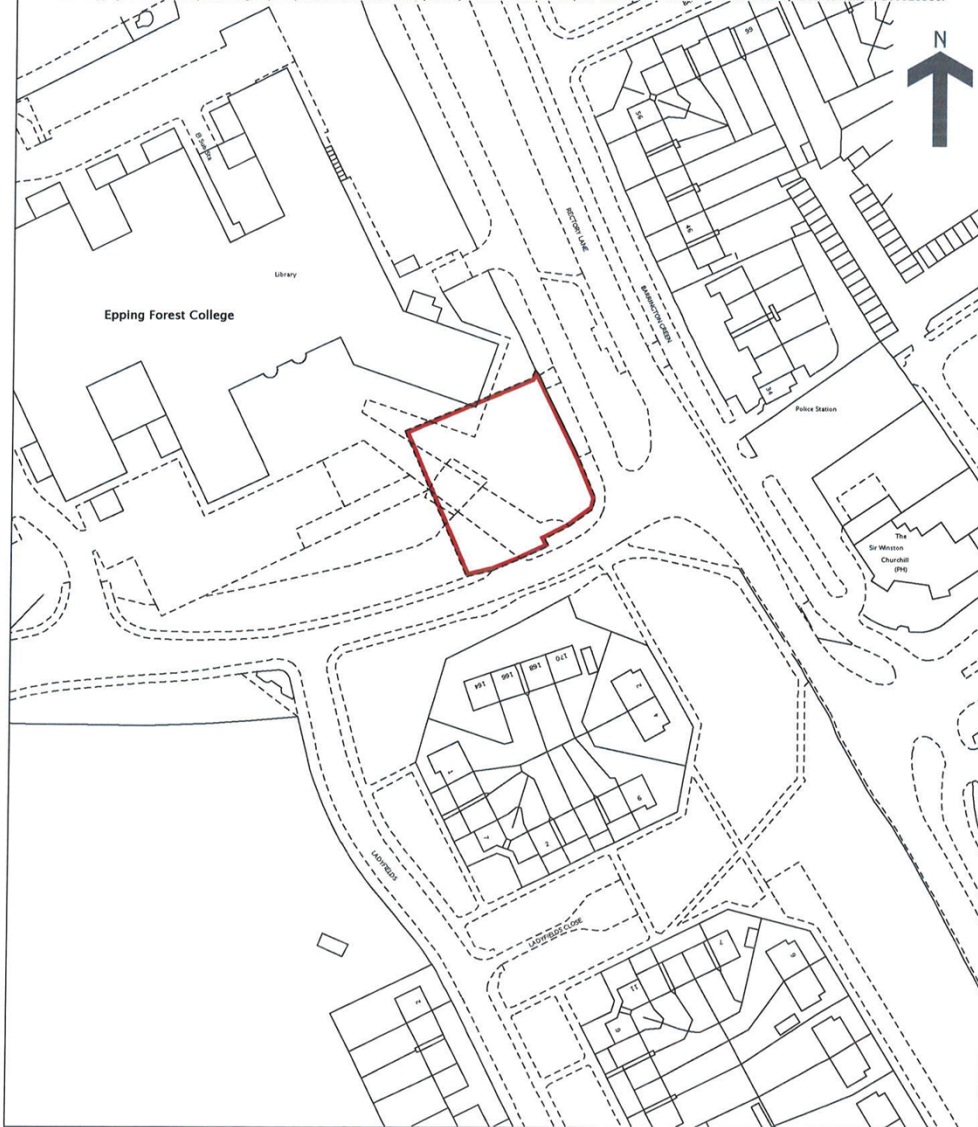
PLAN B

Land Registry
Official copy of
title plan

Title number **EX850602**
Ordnance Survey map reference **TQ4396SE**
Scale **1:1250**
Administrative area **Essex : Epping Forest**



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DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 5 November 2015

Date of Publication:	13 November 2015
Call-In Expiry:	19 November 2015

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 5 November 2015, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being “recommended to the Council...”, or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

Gary Woodhall
Democratic Services Officer
Office of the Chief Executive

Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

13. RELEASE OF RESTRICTIVE COVENANTS - EPPING FOREST COLLEGE

Decision:

(1) That a Deed of Release of the 1952 and 1955 Covenants be issued by the Council, consistent with the previous Deeds of Release on the land at Epping Forest College, on the following basis:

(a) *A Deed of Release of the 1952 and 1955 Covenants consistent with the previous deeds of release is executed by the Council and is held in escrow pending written confirmation from the College's Solicitors to the Council that:*

(i) the College's application for [outline] planning permission for the development of its new Sports, Health and Well-Being facility for the benefit of the College's students and the wider community has been submitted to the Council; and

(ii) Contracts for the College's sale of the Middle Site and part of the Playing Fields for residential development, conditional upon execution of such Deed of Release of the 1952 and 1955 Covenants, have been signed and are held in escrow pending execution and delivery of the said Deed of Release; and

(2) That the pre-emption rights of the Council not be exercised on the land.

Overview and Scrutiny Call-in Procedure rules

20. CALL-IN

1. When a decision is made by the Executive, an individual member of the executive or a committee of the Executive, or a key decision is made by an officer with delegated authority from the Executive, or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 5 working days of being made. All members of the Council will be sent copies of the written records of all such decisions within the same timescale, by the person responsible for publishing the decision.

2. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless the required number of members objects to it and calls it in.

3. During that period, the Proper Officer shall call in a decision for scrutiny if so requested in accordance with paragraph (h) below and shall then notify the decision taker of the call-in. He/she shall consult with the Chairman of the Overview and Scrutiny Committee who will determine that consideration of the call in will be referred to:

- (i) the next Overview and Scrutiny Committee; or
- (ii) an appropriate Panel; or
- (iii) a Task and Finish Panel.

If consideration of any executive decision is likely, under these rules, to be delayed for more than two weeks the Chairman of the Overview and Scrutiny Committee may require an extraordinary meeting to be convened at an earlier date if the circumstances appear to warrant this.

4. If, having considered the decision, the Overview and Scrutiny Committee or delegated Panel is still concerned about it, then it may, subject to the procedures outlined in Rule 16(a) or (b) above, refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further 5 working days, or in the case of a Cabinet decision, as soon as practically possible amending the decision or not, before adopting a final decision.

5. If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no power to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive as a whole or a committee of it, a meeting will be convened to reconsider within 14 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 14 working days of the Council request.

6. If the Council does not meet, or if it does but does not refer the decision back to the decision-making body or person, the decision will become effective on the date of the

Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

7. Where an Executive decision has been taken by an area committee, then the right of call-in shall extend to any 3 members of another area committee if they are of the opinion that the decision made but not implemented will have an adverse effect on the area to which their committee relates. In such cases, those 3 members may request the Proper Officer to call-in the decision. He/she shall call a meeting of the Overview and Scrutiny Committee on such a date as he/she may determine, where possible after consultation with the chairman of the committee, and in any case within five days of the decision to call-in. All other provisions relating to call in shall apply as if the call in had been exercised by members of the Overview and Scrutiny Committee.

8. Three members of the Overview and Scrutiny Committee or any five members of the Council have the right to call in an Executive decision. Such a request shall be in writing in the prescribed format and referred in Person to the Proper Officer.

9. Call in arrangements shall not apply to decisions on non-executive functions by Committees, Sub-Committees, Panels or Boards of the Council.

10. In the operation of "call in" arrangements, members of the Council shall also adhere to the terms of the Protocol approved by the Council and set out in Appendix 1 to these rules.

PROTOCOL ON CONSIDERATION AND REPORTING ON EXECUTIVE DECISIONS CALLED IN BY OVERVIEW AND SCRUTINY

1. Purpose of Protocol

- (a) To codify how the Overview and Scrutiny Committee or delegated Panel should deal with "call in" items.
- (b) To codify how the Executive should respond to reports by Overview and Scrutiny on decisions which have been called in.

2. Validation of "Call In"

2.1 All "call in" requests shall be made in writing in accordance with the Council's constitution. "Call in" requests shall only be made by members of the Council who are not members of the Executive. The "call in" shall be validated by the Chief Executive and referred to the Overview and Scrutiny Committee for consideration in accordance with the provisions of the constitution.

3. Consideration of "Call In" Items by Overview and Scrutiny Committee

3.1 Consideration of Call-ins shall be the responsibility of the Overview and Scrutiny Committee which will decide whether to consider the issue itself or direct a Panel to undertake it and report back to the decision maker. "Call in" items shall be referred to the next available date for the Overview and Scrutiny Committee or delegated Panel. The provisions of the Overview and Scrutiny Rules in the Council's constitution will apply to "call in" requests which need to be dealt with more quickly.

3.2 At its meeting, the Overview and Scrutiny Committee or delegated Panel will receive:

- (a) copies of all documentation submitted to the Executive on which the decision was based;
- (b) a copy of the written notification of the "call in" including the names of the relevant Councillors who requested the "call in" and their grounds for so doing; and
- (c) any other relevant documentation.

3.3 The relevant Executive Portfolio Holder and at least one of the members who activated the "Call in" and who shall act as spokesperson for those members, shall attend the Overview and Scrutiny Committee or delegated Panel meeting.

3.4 The "Call in" decision shall be considered in the following manner:

- (a) the Lead Signatory to the calling in of the decision shall describe their concerns;
- (b) the Portfolio holder responds;
- (c) the four remaining signatories shall then speak in support of the "Call in";
(NB if there are more than 5 signatories, the only the lead member and the following 4 Councillors on the call in notification shall be called to speak. Any other Councillor whose name appears on the call in notification shall be able to speak during the general debate on the item – see (d) below.)
- (d) the Portfolio holder responds;
- (e) the Overview and Scrutiny Committee or delegated Panel will then debate the issues involved;
- (f) the Lead signatory will then have an opportunity to respond to the debate;
- (g) the portfolio holder shall then have an opportunity to respond to the debate

(NB. The Chairman of the meeting shall have the discretion to vary the way in which evidence is gathered including speakers and public participation if appropriate.)

(h) following the debate, the Overview and Scrutiny Committee or Panel has the following options:

(i) confirm the decision, which may then be implemented immediately, or

(ii) refer the decision back to the decision taker for further consideration setting out in writing the nature of its concerns, or

(iii) refer the matter to full Council in the event that the Committee or Panel considers the decision to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget.

(i) If it appears that the review of a decision of the Executive cannot be completed at one meeting, the Executive or decision taker will be informed, indicating any preliminary views the Committee or Panel may have and a proposed timescale for the completion of the review. The Chairman of the Overview and Scrutiny Committee/Panel shall, if necessary, consult with the Leader of the Council regarding the urgency of the proposed decision or any other related matter;

(j) The Chairman of the Overview and Scrutiny Committee or delegated Panel shall sum up the recommendations to be submitted to the Executive and these shall be incorporated in full in the Minutes or report of the meeting;

(k) In cases where the Overview and Scrutiny Committee or delegated Panel determines that a review of the decision is not justified or that, having reviewed the decision of the Executive, it has no adverse comment to make, the Committee or Panel shall ensure that its decision is published in the Members' Bulletin;

(l) In the circumstances outlined in (g) above, the decision of the Executive or Decision Taker may be implemented with effect from the date of that meeting;

(m) A report detailing any appropriate recommendations of the Overview and Scrutiny Committee or delegated Panel shall be reported to the Decision Taker;

(n) In presenting the recommendations of the Overview and Scrutiny Committee or delegated Panel, the Chairman may make general comments on the Committee's/Panel's recommendations, answer questions and respond to comments or new proposals made by the Executive at that meeting; and

(o) The report of the Overview and Scrutiny Committee or delegated Panel shall be sent in draft to all its Members for approval prior to their submission to the Decision Taker.

(p) Minority reports may be made by members of Overview and Scrutiny Committee or delegated Panel in accordance with the Protocol for that purpose.

4. Consideration of Reports on "Call In" Items by the Executive

4.1 The report of an Overview and Scrutiny Committee or delegated Panel will be referred in the first instance to the relevant Portfolio Holder(s) for the executive function concerned.

4.2 If the Executive decision is one which the Portfolio Holder(s) has delegated powers to make, he or she shall consider the written proposals of the Overview and Scrutiny Committee or delegated Panel, must consult the Overview and Scrutiny Committee and delegated Panel Chairmen if he or she is minded to accept or reject them. In doing so the Portfolio Holder will ensure that, in recording that decision, the reasons for accepting, rejecting or amending those views are set out in the decision notice.

4.3 If the Executive decision is one which the Executive itself or a Committee of the Executive (acting under delegated powers) is competent to take, the relevant Portfolio Holder will consider the proposals of the Overview and Scrutiny Committee or delegated Panel and refer them, with his or her written response, to the decision making body concerned.

4.4 At a meeting of the Executive or of any Committee of the Executive, the following documentation shall be submitted:

- (a) the agreed report of the Overview and Scrutiny Committee or delegated Panel and any other supporting documents considered by it;
- (b) a report of the Portfolio Holder indicating the response to the proposals of the Overview and Scrutiny Committee or delegated Panel, indicating the options available and recommendation for acceptance, rejection or alteration of those proposals with reasons; and
- (c) any other information.

4.5 The Executive or Committee of the Executive shall consider the matter as follows:

- (a) the Chairman of the Overview and Scrutiny Committee or delegated Panel shall present the views and recommendations of the Committee/Panel based on the report of the relevant OSC meeting and respond to questions, make general comments and respond to new proposals as appropriate;
- (b) the relevant Portfolio Holder shall then respond by presenting his report and recommendations on the proposals of the Overview and Scrutiny Committee or delegated Panel;
- (c) the Executive (or Committee thereof) shall then consider the original decision, the views of the Overview and Scrutiny Committee or delegated Panel and any proposals by the Portfolio Holder; and
- (d) the Executive (or Executive Committee) will then make a final decision on whether to re-affirm the original decision, amend the original decision or substitute a new decision. This decision shall be recorded in the minutes of the meeting together with supporting reasons.

4.6 Where a Committee of the Executive is required to report to the full Executive on any matter, it shall submit a recommendation on action proposed to the Executive as part of the minutes of the meeting.

5. Implementation of Decisions When Cabinet Control or Membership Changes

5.1 Notwithstanding the provisions of paragraphs 3.4(g) and (h) above, where political control of the Cabinet or Cabinet membership changes following the Annual Council meeting each year, any decision made by the Executive and supported by the Overview and Scrutiny Committee or delegated Panel following a "call-in" but not implemented before the changes occur, shall stand referred to the Cabinet for further review before action is taken.

6. Consideration of "Call In" Reports of Overview and Scrutiny Committees made to the Full Council

6.1 In some circumstances, the Overview and Scrutiny Committee or delegated Panel may choose to refer the results of their consideration of "call in" items to the full Council, rather than the Executive in those instances set out in paragraph 3.4 (d) (iii) above and 6.2 below. With any necessary modification the "call in" shall be dealt with at the Council meeting in accordance with paragraphs 4.1 - 4.5 above.

6.2 In considering whether to report to the full Council, the Overview and Scrutiny Committee or delegated Panel shall take account of the advice of the proper officer on:

- (a) whether the Council may properly determine the matter if the function is delegated to the Executive;
- (b) whether the Executive decision affects the policy or budget framework of the Authority and should properly be determined by the Council;
- (c) whether the Executive decision relates to a matter which either reserved to the full Council by the constitution or by resolution; and
- (d) any other advice which indicates that, for whatever reason, a report to the Executive is more appropriate to the proper despatch of Council business.

7. Restriction on "Call In"

7.1 The Overview and Scrutiny Committee shall at all times be aware that the decisions of the regulatory or non-executive bodies of the Council are not subject to "call in".

7.2 The "call in" procedure shall also not apply to any recommendation by the Cabinet to the full Council.

8. Withdrawal or Modification of a "Call In"

8.1 A valid "Call in" may be withdrawn at any time by the Lead signatory.

8.2 The lead signatory to a validated "Call In" or the relevant Portfolio Holder may request a meeting with the Chairman of the Committee prior to the "Call in" being considered by the Committee in order to discuss the following:

- (a) the management of the "Call in" debate at the Committee meeting concerned;
- (b) the possibility of reaching agreement on removing any objections to the decision in question which are raised in the call in request; and
- (c) the withdrawal of a "Call in".

8.3 Where the lead signatory agrees to withdraw or modify a "Call in", the Councillor concerned shall notify his fellow signatories as soon as practicable and the circumstances shall be reported to the Overview & Scrutiny Committee.

8.4 If a "Call in" is withdrawn, the circumstances will be notified to all members of the Council via the Council Bulletin.

8.5 In cases where a Portfolio Holder has agreed to modify a decision, he or she shall issue a revised decision notice or refer the proposal back to the Cabinet, if the latter made the original decision.

Report to Overview and Scrutiny Committee

Date of meeting: 5 January 2016



Portfolio: Leader (Councillor C. Whitbread)

Subject: Key Objectives Key Action Plan 2015/16 – Quarter 2 performance

Responsible Officer: B Copson (01992 564042)

Democratic Services Officer: A. Hendry (01992 564246)

Recommendations/Decisions Required:

That the Committee reviews the progress achieved at the end of Quarter 2 against the Key Objectives Key Action Plan for 2015/16.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and therefore are subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2015/16 was agreed by the Cabinet in March 2015. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2015/16 at the end of the second quarter (30 September 2015).

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives, and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2015/16 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2015/16. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.
3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. Since Cabinet agreed the action plan in March 2015, five (5) additional actions have been identified as appropriate to progress the Key Objectives during 2015/16, and these have therefore been added to the action plan from quarter 2.
4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. A schedule detailing Quarter 2 progress against the fifty-five (55) individual actions of the 2015/16 Key Action Plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the individual actions:

Achieved - specific actions have been completed or in-year targets achieved;

On-Target - it is anticipated that specific actions will be completed or in-year targets achieved;

Under Control - specific actions have not been completed or achieved in accordance with in-year targets, although completion/achievement is likely to be secured by revised target date or year-end;

Behind Schedule - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets, and completion/achievement may not be secured by year-end; and

Pending - specific actions were not completed or achieved in accordance with in-year targets.

5. At the end of Quarter 2:
 - a. 49 (89%) of the individual actions have been achieved or are on target to be achieved by the target date or a revised target date by the end of the year;
 - b. 5 (9%) of the individual actions are behind schedule and may not be completed by the end of the year;
 - c. 1 (2%) of the individual actions are currently on hold as a result of external circumstances.
6. The Overview and Scrutiny Committee is requested to review progress against the key objectives Key Action Plan for 2015/16 at Quarter 2. This report was also considered by the Cabinet at its meeting on 3 December 2016.

Resource Implications:

Resource requirements for actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Consultation Undertaken:

Progress against actions to achieve specific key objectives for 2015/16 as set out in this report, has been submitted by each responsible service director direct to the 'Ten' performance management system. Current progress in respect of each of the key objectives for 2015/16 has been reviewed by Management Board (28 October 2015) and the Cabinet (3 December 2015).

Background Papers:

Progress submissions for the key objectives for 2015/16 and relevant supporting documentation is held by responsible service directors.

Impact Assessments:***Risk Management***

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Equality:

There are no equality issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

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i) (a) Ensure the Medium Term Financial Strategy meets service requirements

Action	Lead Directorates	Target Date	Status	Progress
1) - Deliver identified savings	Management Board	31-Mar-16	On Target	(Q1 2015/16) - Savings are on track at the end of Q1. Quarterly financial reporting of cumulative savings will be presented to Management Board to monitor progress. Most of the savings identified involved restructuring actions that have already been implemented in Q1. (Q2 2015/16) - Savings plan remains on track and within budget in Q2.
2) - Progress savings identified	Management Board	31-Mar-16	On Target	(Q1 2015/16) - The 2016/17 budget process will follow a similar cycle to last year. The Director of Resources has already produced a financial issues paper and an outline MTFs to kick the process off. Savings targets will be considered at a Leadership Team meeting in the autumn. (Q2 2015/16) - Preparations on track. New Head of Transformation recruited to assist with transformational change.
3) - Develop business cases	Management Board	30-Sep-15	Under Control	(Q1 2015/16) - Several ideas have come forward and these are now being worked up into business cases. (Q2 2015/16) - Business cases for Grass Cutting Equipment, LED Lighting, Rental Loans and Self-Serve Cash Kiosks have been put forward. All will generate operational savings.
4) - Commence the budget cycle	Resources	31-Jul-15	Achieved	(Q1 2015/16) - A meeting of the Finance Cabinet Committee has been arranged for 20 July and the agenda will include the Financial Issues Paper. (Q2 2015/16) - The Finance Cabinet Committee met as scheduled to commence the budget cycle with the Financial Issues Paper.

i) (b) Review and develop the Council’s assets and landholdings

Page 42

Action	Lead Directorates	Target Date	Status	Progress
1) Complete phase 1 of the Council Housebuildings	Communities	31-Dec-15	Behind Schedule	<p>(Q1 2015/16) - The contractor has commenced construction works. However, the development has been delayed, mainly due to the time it took for the contractor to put a performance bond in place. There are also on-going discussions with the contractor about responsibility for some additional costs, all of which are due to be considered by the Council Housebuilding Cabinet Committee on 27th July 2015</p> <p>(Q2 2015/16) - Having regard to legal advice, the Council Housebuilding Cabinet Committee agreed that no additional costs should be paid to the contractor and that, if the works go beyond the date of Practical Completion without good reason, Liquidated and Ascertained Damages (LASDs - allowed for in the contract) should be applied to compensate the Council for the loss of expected rent from the new properties. Progress with the works continues to be slow and behind programme. Practical Completion is in November 2015, when a Certificate of Non-Completion will be issued in accordance with the contract provisions.</p>
2) Complete the major refurbishment scheme at Marden Close	Communities	30-Sep-15	Achieved	<p>(Q1 2015/16) - The refurbishment/conversion scheme is due for completion in October 2015</p> <p>(Q2 2015/16) - The works have been completed.</p>
3) Secure planning permission and commence Phase 2 of the Council Housebuilding Programme	Communities	31-Aug-15	Under Control	<p>(Q1 2015/16) - Following refusal by the Area Plans Sub-Committee of planning permission to provide 52 new affordable homes, a revised planning application for 51 new affordable homes has been submitted and is awaiting determination by the District Development Management Committee.</p>

				(Q2 2015/16) - Full Council granted planning permission in September 2015. Tenders have been invited and tender returns are awaited.
4) Negotiate and complete the St John's redevelopment Scheme at Epping	Neighbourhoods	30-Sep-15	Under Control	<p>(Q1 2015/16) - The Diocese has agreed to relax the Covenant on Lindsay House and the terms of disposal to Essex County Council have been agreed. The legal documentation regarding the purchase and subsequent sale of the St John's Road Site to Frontier Developments, is largely complete. Awaiting final agreement by the County Council's Cabinet in early September 2015. Legal advice has been sought regarding State Aid. A potential alternative site for a new Housing Repairs Centre, to which the facilities at the Epping Depot at the St Johns Rd site (together with the Housing Assets staff currently based at the Civic Offices, Epping) could relocate is under consideration.</p> <p>(Q2 2015/16) - A clarification was sought by the Secretary of State which has delayed the receipt of State Aid approval. An update on the project was given to the Asset Management Cabinet Committee in October. The outstanding issue in relation to the purchase of Essex County Council's interest is in relation to an overage agreement protecting the County, in the event that a higher volume scheme is developed. The District Council are seeking to implement steps to ensure any scheme is mixed-use and in accordance with the agreed Design and Development Brief. A report on the potential relocation of the Housing Repairs Service to a site in North Weald, is due to be considered by the Cabinet in November 2015.</p>
5) Work in partnership with Moat Housing to commence the development of the Council garage site	Communities	31-Mar-16	Behind Schedule	<p>(Q1 2015/16) - The Director of Communities is working with Moat Housing on the arrangements for the proposed development, including the design (on which ward members will be consulted). EFDC's Legal Services are also close to completing the first draft of the required lease.</p> <p>(Q2 2015/16) - Following the announcement as part of the Chancellor's Summer Budget (now included within the Welfare Reform and Work Bill) that all social landlords must be reduce their rents by 1% per annum for the next 4 years, Moat has had to revise its</p>






					financial appraisal for the development. This has resulted in a position where the Council was due to receive a capital receipt of £425,000 transferring the land to Moat for the development, to Moat now being unable to provide a capital receipt if all the properties continue to be provided at affordable rents as originally proposed. Officers are currently considering the implications of this; one option is that the Council considers undertaking the development itself. In the meantime, progress with the development has been delayed.
6) Seek to vacate the Council's Hemnall Street Offices, Epping in order to redevelop/let the premises.	Management Board Communities	31-Mar-16		On Target	<p>(Q1 2015/16) - Awaiting space to become available at both the Civic Offices, Epping and the Epping Forest Museum, Waltham Abbey (when the extension/refurbishment is completed in Jan/Feb 2016)</p> <p>(Q2 2015/16) - It is planned that a report will be presented to the Cabinet in November 2015, proposing a Council-owned site where a new Repairs and Maintenance Hub could be constructed - to which both the Housing Repairs Service (currently based at the Epping Depot) and the Housing Assets Team (currently based at the Civic Offices, Epping) could be co-located. Not only would this achieve a number of operational objectives, it would also enable the Epping Depot to be vacated (allowing the redevelopment of the St. Johns area of Epping to proceed) and office accommodation on the ground floor of the Civic Offices to be freed-up (in accordance with the Council's planned Accommodation Strategy).</p>
7) Review all licence arrangements at North Weald Airfield	Neighbourhoods	30-Apr-15		Under Control	<p>(Q1 2015/16) - As a result of the marketing exercise undertaken by Savills, three expressions of interest have been obtained from potential Development Partners to increase aviation activity and revenue. Interviews are being held in late August, with the intention of reporting to the Asset Management Cabinet Committee in October 2015.</p> <p>(Q2 2015/16) - The Asset Management Cabinet Committee received a presentation from the Council's consultants, Savills, on the three proposals received as a result of the soft marketing exercise undertaken to identify a potential aviation partner. From the</p>

					presentation, a clearer indication was received from Members on the key considerations that they would like taken on board in any further procurement exercise. This will be reported to a future Cabinet.
7) (a) Appoint an experienced development partner	Neighbourhoods	31-Oct-15		Under Control	<p>New action from Q2:</p> <p>(Q2 2015/16) - Following the presentation of the three proposals received as a result of the soft market testing exercise to the Asset Management Committee in October, a further report will be made to Cabinet in January 2016, recommending next steps to undertake a more formal procurement exercise.</p>
8) Progress the Epping Forest Shopping Park Scheme	Neighbourhoods	30-Sep-16		On Target	<p>(Q1 2015/16) - The Council has acquired the interest of its previous Development Partner Polofind Ltd. Project Team now working directly to EFDC. Main contract being let in accordance with OEJU Regulations. Highways Contract due to be tendered by end of August 2015 with practical construction work due to commence February 2016. Anchor Tenants largely secured. Still aspiration to open for the Christmas Trading Period in 2016.</p> <p>(Q2 2015/16) - The contract for the S278 Highways Works is due to be let at the end of October 2015, with the main construction contract under OJEU procurement regulations following shortly afterwards. A special Cabinet is to be held on the 11 January 2016 to appoint the successful tenderer for the main construction contract. It is hoped to have pre-let contracts in place with anchor retail tenants by the end of the year, in advance of the construction contract being awarded.</p>

i) (c) Make savings and increase income through shared services

Page 46





Action	Lead Directorates	Target Date	Status	Progress
1) Work with 5 neighbouring councils to renew the contract and service arrangements for the Shared Housing Register Management Service	Communities	31-Jan-16	On Target	<p>(Q1 2015/16) - Following a detailed EU Competitive Dialogue process, the Herts & Essex Housing Options Consortium (HEHOC) has selected the existing provider, LHS, on the basis of price and quality, to provide the service under a new contract. The Housing Portfolio Holder has formally agreed to award the Council's contract to LHS and the legal contract documentation is currently being prepared for signature.</p> <p>(Q2 2015/16) - Procurement and legal work continues to finalise the arrangements, in accordance with the original timetable.</p>
2) Approach neighbouring authorities to carry out checking and vetting of Building Control plans through partnership working.	Governance	31-Jan-16	On Target	<p>(Q1 2015/16) - Continue to partner with architects in respect plan checking work taking place in other authorities and we are adding partners to our list which is bringing in more work and income. Weston Homes continue to be our biggest partner.</p> <p>(Q2 2015/16) - This process is continuing and the list has been added to during the second quarter. Building Control income is on an upward trend.</p>
3) Review the shared opportunities with the Public Law Partnership	Governance	31-Mar-16	On Target	<p>(Q1 2015/16) - Ongoing – staff attend quarterly meetings with the PLP and special interest groups. Use of shared library and reduced costs for training are explored and utilised. Monitoring Officer investigations are both conducted by EFDC or on our behalf through the PLP.</p> <p>(Q2 2015/16) - We continue to respond to requests from other Councils. A review of partnerships is underway by Internal Audit and the Legal section is participating with this in connection with the PLP in particular.</p>

<p>4) Explore the possibility of sharing an integrated HR/Payroll IT system with other authorities.</p>	<p>Resources</p>	<p>30-Sep-15</p>		<p>Behind Schedule</p>	<p>(Q1 2015/16) - Work is progressing with Braintree and Colchester and a common specification has been agreed for a new system. (Q2 2015/16) - Procurement has been delayed by legal issues at one of the partner authorities. We are working to resolve these issues and still hope to proceed with a joint procurement.</p>
<p>5) Explore providing payroll services to other authorities.</p>	<p>Resources</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>(Q1 2015/16) - This was intended to follow on from the implementation of the new system. However, one authority in Essex is having difficulties and initial discussions have been held with them to provide support. (Q2 2015/16) - The other authority mentioned at Q1 decided to pursue other options. We will respond positively to any approaches but will not actively seek opportunities until the new system has been implemented.</p>
<p>6) Explore providing an audio typing service to other authorities.</p>	<p>Resources</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - An approach had been received from Harlow but it was not possible to reach any agreement. Opportunities will now be explored with other authorities. (Q2 2015/16) - No fresh opportunities have arisen in Q2.</p>
<p>7) Identify additional Council services that may benefit from a shared provision with other organisations (either provided by the Council or others)</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Not due yet - some early conversations about potential opportunities identified have taken place. (Q2 2015/16) - Not due yet - some early conversations about potential opportunities identified have taken place.</p>
<p>7) (a) Undertake a review of NEPP Off Street Parking arrangements</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>New action from Q2: (Q2 2015/16) - The Council has commissioned a review of off street parking which will be reported to Cabinet in December 2015.</p>

ii) (a) Produce a Local Plan

Page 48

Action	Lead Directorates	Target Date	Status	Progress
1) Update the Council's Housing Strategy, following production of the Preferred Options for the Local Plan.	Communities	31-Dec-15	Pending	(Q1 2015/16) - Awaiting production of the Local Plan Preferred Options. (Q2 2015/16) - As Q1
2) Complete the gathering of information to form the evidence on which key decisions will be taken as part of the Local Plan.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - Local Development Scheme agreed by Cabinet in June. Preferred Options targeted for Autumn 2016. Cabinet to consider Green Belt Review Stage 1 in September 2015 with Stage 2 to be completed by the end of the year. (Q2 2015/16) - Green Belt Review Stage 1 considered by Cabinet in September 2015. Consultants have been engaged to undertake Stage II which is targeted to be completed by the end of the year.
3) Agree on objectively assessed Housing and Employment Need for the Local Plan Period.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - The Strategic Housing Market Area Assessment is due to be considered by the Duty to Co-operate Board on the 22 September 2015. A series of workshops are planned before the Council seeks to formally submit the Objectively Assessed Housing and Employment Need conclusions, into the Local Plan Evidence Base, at its Cabinet Meeting in October 2015. (Q2 2015/16) - The Cabinet has accepted the Strategic Housing Market Area Assessment into the evidence base for the Local Plan. This study identified an Objectively Assessed Housing Need of 11,300 for the plan period. Work is ongoing with partner authorities, under the duty to co-operate, to work towards the housing target. A series of Member Workshops are being held in the Autumn on various policy considerations.

<p>4) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.</p>	<p>Neighbourhoods</p>	<p>30-Jun-15</p>		<p>Under Control</p>	<p>(Q1 2015/16) - The sustainability appraisal work has commenced and due to completion in the early Autumn. Cabinet has agreed to the initial CIL Assessment. (Q2 2015/16)- Sustainability appraisal work has now been completed. Work on CIL is ongoing.</p>
<p>4) (a) Undertake Phase 1 of a comprehensive Green Belt Review</p>	<p>Neighbourhoods</p>	<p>31-Jul-15</p>		<p>Achieved</p>	<p>New action from Q2: (Q2 2015/16) - Phase 1 of the Green Belt Review was reported to the Cabinet in September 2015. Consultation commissioned for Phase II to be completed in January 2016.</p>
<p>5) Undertake the Preferred Options Consultations.</p>	<p>Neighbourhoods</p>	<p>30-Sep-15</p>		<p>Under Control</p>	<p>(Q1 2015/16) - Preferred Options Consultation was according to the current LDS programmed to take place in July to September 2016. Extended consultation on the 1st Phase of the Green Belt Review is likely delay this phase of the Local Plan. Preferred Options Consultation now likely to start 10 weeks of consultation in early September 2016. (Q2 2015/16) - As per Q1.</p>
<p>6) Submit the Final Local Plan to the Planning Inspectorate for Examination.</p>	<p>Neighbourhoods</p>	<p>30-Nov-15</p>		<p>Under Control</p>	<p>(Q1 2015/16) - Final Plan to be submitted to Planning Inspectorate in October 2017 with a potential Examination in Public in early 2018, dependent on Planning Inspector availability, with adoption in September 2018 if found sound. (Q2 2015/16) - As per Q1.</p>

ii) (b) Sustainable economic development

Action	Lead Directorates	Target Date	Status	Progress
1) Consider the practicalities of revising procurement arrangements to encourage/require contractors to employ local residents for Council contracts.	Resources	31-Dec-15	On Target	(Q1 2015/16) - An updated Procurement Strategy was approved by the Finance Cabinet on 19 March 2015. Revisions to procurement arrangements will be considered when implementing the strategy. (Q2 2015/16) - A working party is undertaking a significant updating of Contract Standing Orders. Currently the requirements relating to local businesses are contained in CSO 1.
2) Incorporate the findings of the Economic Development Study into the Local Plan Evidence base with a view to determining future Employment Need.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - The future employment needs of the District have been assessed as part of the work undertaken to develop the Strategic Housing Market Area Assessment which also addresses employment. Due to be considered by Cabinet in October 2015. (Q2 2015/16) - Cabinet adopted the employment needs of the District as part of the SHMAA report considered in October 2015.
3) After consultation on Preferred Options to allocate Employment land within the Council's Local Plan.	Neighbourhoods	30-Nov-15	Under Control	(Q1 2015/16) - Employment policies and site allocations will be made after consideration as part of the Preferred Options exercise. Scheduled for Autumn 2016. Council to consider Publication Plan in March 2017. (Q2 2015/16) - As per Q1.
4) Develop and implement a new Economic Development Plan for the District, building on the work that has been undertaken with regard to individual Town Centres.	Neighbourhoods	31-May-15	Behind Schedule	(Q1 2015/16) - Work is ongoing with respect to the development of the Economic Development Plan. A key decision which will be central to the plan, is the employment requirements identified through the SHMA. The Plan is now anticipated in December 2015. (Q2 2015/16) - The employment needs have now been identified, with the Economic Development Plan now anticipated in January 2016.

<p>5) Continue to support the work of Local Business Partnerships to support the local economy and generate additional local employment opportunities.</p>	<p>Neighbourhoods</p>	<p>(not specified)</p>		<p>On Target</p>	<p>(Q1 2015/16) - Work is ongoing to support Local Business Partnerships through attendance at Town Centre Partnerships, the publication of Business Briefings and organisation of networking events. The work in relation to Superfast Broadband will be of significant benefit to businesses in rural areas.</p> <p>(Q2 2015/16) - The Rural Challenge Broadband Scheme has been awarded to Gigaclear whose roll out is due to commence at the beginning of November 2015. This will provide a significant improvement to broadband speed for rural businesses as well as residents.</p>
<p>5) (a) To be proactively involved in the delivery of the Essex Superfast Broadband Project</p>	<p>Neighbourhoods</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>New action from Q2: (Q2 2015/16) - Essex Rural Broadband Project is rolling out in November 2015.</p>
<p>6 Continue with the Council's apprenticeship scheme for the district's young people, providing sustainable employment opportunities.</p>	<p>Resources</p>	<p>30-Sep-15</p>		<p>Achieved</p>	<p>(Q1 2015/16) - A new cohort will be recruited during 2015. The council is in discussion with partners to see if it is possible to expand the apprenticeship scheme.</p> <p>(Q2 2015/16) - A new cohort has now been recruited, with two of the posts being part funded from the Community Fund established by our partnered housing associations.</p>

ii) (c) Leisure and Cultural Strategy

Action	Lead Directorates	Target Date	Status	Progress
1) Complete the extension and major refurbishment of the Epping Forest District Museum, Waltham Abbey and open to the public.	Communities	31-Dec-15	On Target	<p>(Q1 2015/16)- Good progress continues to be made, with an estimated completion date for works in October 2015, to be followed by the 3/4 month fit-out period prior to opening in Jan/Feb 2016</p> <p>(Q2 2015/16) - Good progress continues to be made and officers continue to be impressed with the contractor and architects, as well as the quality of the works. However, due to delays with the installation of the new lift and other unforeseen complications, the contract completion date is now 23.12.15. The Public Opening is now planned for March 2016. Most of the associated costs of the delay can be covered by the contract contingencies, but the associated increase in fees is likely to result in a small overspend on the final out-turn.</p>
2) Work in partnership with Waltham Abbey Town Council to investigate the feasibility of developing a new leisure/community hub at Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-Mar-16	On Target	<p>(Q1 2015/16) - Initial discussions continue to be held at officer level between EFDC, WATC, Essex CC and NHS England on potential community/leisure development opportunities for the locality around Hillhouse. Initial costings have been produced by Essex CC's consultants (funded by Essex CC) to inform the discussions. The intention is to come forward with a report to Cabinet in the Autumn proposing, and seeking funding for, the joint appointment of consultants to formulate a Masterplan, on which local residents can be consulted, prior to consideration/adoption by the Cabinet.</p> <p>(Q2 2015/16) - Good progress continues to be made by EFDC, Essex CC and NHS England on the initial plans for the provision of a proposed leisure/community hub for the area. Essex CC has agreed to fund the appointment of Masterplanning Consultants to formulate a Draft Masterplan for the area on what could be provided, on which a public consultation exercise would be undertaken. Fee submissions from suitably-experienced consultants are currently awaited. A report will be brought forward to Cabinet on the proposals in due course,</p>

				prior to the proposed Public Consultation Exercise.
3) Appoint external specialist support to the competitive dialogue process for the new Leisure Management Contract, to ensure that the Council achieves best consideration.	Neighbourhoods	30-Apr-15	Achieved	<p>(Q1 2015/16) - RTP Consultants appointed. Officer Working Groups and Portfolio Holder Advisory Group established. Work is advanced on Initial Business Case to be considered by Portfolio Holder Advisory Group in September and Cabinet in October. The report to Cabinet will be recommending the Contract Strategy to include Contract length, packaging and options for refurbishment and/or new build.</p> <p>(Q2 2015/16) - The Cabinet formally accepted the Business Case and Procurement Strategy for the new Leisure Management Contract at their October meeting. The OJEU advert is due to be placed in the last week of October. VEAT notice has been issued clarifying the intention to extend the current contract by up to 1 year. Contract Documents being prepared to include the Descriptive Document and Draft Contract for bidders' interested in responding to the pre-qualification questionnaire and engaging with the competitive dialogue process.</p>
3) (a) Business case for procurement and contract packaging options for the new leisure Management Contract	Neighbourhoods	30-Sep-15	Achieved	<p>New action from Q2:</p> <p>(Q2 2015/16) - Business Case and Procurement Strategy agreed by Cabinet on the 8 October 2015.</p>
4) In accordance with the recommendations of the Leisure and Culture Strategy, jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	31-May-15	Under Control	<p>(Q1 2015/16) - Since formal adoption by Full Council in December 2014, work is ongoing to deliver the key objectives of the Strategy through the Leisure Management Procurement process and Neighbourhood and Communities Business Plans.</p> <p>(Q2 2015/16) - The new Ongar Academy successfully opened for the first intake of pupils in September. Currently operating out of temporary accommodation leased to the Academy at the rear of the Leisure Centre. Pre-application discussions have commenced on the new permanent school.</p>

<p>5) As part of the competitive dialogue procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey.</p>	<p>Neighbourhoods</p>	<p>31- Mar-16</p>	<p>Under Control</p>	<p>(Q1 2015/16) - As per ii) (c) 2). (Q2 2015/16) - Principle of re-provision on the Hillhouse site endorsed by Members as part of the agreement of the Leisure Management Business Case and Procurement Strategy.</p>
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iii) (a) Customer Contact

Action	Lead Directorates	Target Date	Status	Progress
<p>1) Increase the opening hours of the Council Office at the Limes Centre, Chigwell, to improve access for local residents to a range of Council services.</p>	<p>Communities</p>	<p>30-Jun-15</p>	<p>Behind Schedule</p>	<p>(Q1 2015/16) - Cabinet has approved the appointment of an additional part-time member of staff, funded by the HRA for an initial 2-year pilot period - and recruitment is underway. Once appointed, the opening hours of the Council Office at the Limes Centre will be increased into weekday afternoons. (Q2 2015/16) - There was a very poor response to the recruitment exercise for the additional part-time member of staff (mainly, it is thought, due to the temporary nature of the post during the Pilot period), resulting in the Housing Service being unable to make an appointment. In the meantime, discussions continue on the best way of increasing the range of Council and non-Council services that can be provided from the Council Office.</p>
<p>2) Introduce web-based and smartphone applications to enable Council tenants to report repairs on-line.</p>	<p>Communities</p>	<p>31-May-15</p>	<p>Under Control</p>	<p>(Q1 2015/16) - A new smartphone App has been produced and is now available for Council tenants to use to easily report repairs, using a "diagnostic tool" - as part of the Communities Directorate's approach to encourage channel shift. This was also identified and agreed as one of the "Key Deliverables" for the Repairs Management Contract with Mears. Work is also progressing on the development of a similar web-based facility for tenants to report repairs as well. (Q2 2015/16) - As Q1.</p>

<p>3) Establish a multi-disciplinary officer group to undertake a review and report on proposals for improving customer contact with the Council.</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - The scope of the project has been agreed by Management Board and the multi-disciplinary officer group will hold its initial meeting in September.</p> <p>(Q2 2015/16) - The review is progressing and updates have been provided to Management Board and to Joint Cabinet / Management Board. The Leadership Team has been consulted and an update provided to employees at an All Staff Briefing.</p>
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iii) (b) Modern Technology to enhance the Customer Contact

Action	Lead Directorates	Target Date		Status	Progress
<p>1) Introduce more flexible methods for customers to pay for Council services.</p>	<p>Resources</p>	<p>31-Dec-15</p>		<p>On Target</p>	<p>(Q1 2015/16) - This work is ongoing and the most recent example is the support given to the Neighbourhoods Directorate to facilitate the payment of parking charges by debit and credit cards.</p> <p>(Q2 2015/16) - The work in this area continues and will be combined with the work streams on customer contact and transformation.</p>
<p>2) Introduce an on-line facility for customers to easily view and research objects held by the Epping Forest District Museum.</p>	<p>Communities</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Work is progressing well.</p> <p>(Q2 2015/16) - The focus of the Museum Heritage and Culture Team is on fitting-out and preparing the Epping Forest Museum for public opening in March 2016. However, in the background, work continues to progress on the plans to introduce an on-line facility.</p>
<p>3) Scan old Development Control & Building Control files and microfiche and increase the number of planning records available on the Council's</p>	<p>Governance</p>	<p>31-Jul-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Microfiche scanning project using supervised apprentice staff is well underway. Historic planning application information continues to be scanned so that more information is available to the public and businesses on the Website. Selected</p>

website.				Building Control documents are being scanned to enable remote working. In both cases, quality checking is taking place before secure destruction of hard documents. (Q2 2015/16) - Scanning is continuing and checks are being made to ensure quality is maintained. However this is a considerable task and is essential to support flexible working.
4) Investigate and, if possible, implement the returns of Local Land Charges Searches by email.	Governance	30-Apr-16	Under Control	(Q1 2015/16) - Electronic solutions to viewing LLC Register on public access computers, emailing searches to solicitors and receiving email searches with card payments are largely dependent on ICT input – although this is ongoing and LLC are liaising with ICT, this is progressing slowly and proving difficult to solve. (Q2 2015/16) - Discussion with the respective Portfolio Holders has taken place with a view to resolving this outstanding issue.
5) Update the Contracts Register so that the contract documentation can be accessed and viewed by using an icon on the register. This will apply to new contracts at first.	Governance	30-Apr-16	On Target	(Q1 2015/16) - Funding of £40,000 has been secured to progress electronic records within Legal Services. Liaising with ICT, Information@Work Aspect has been identified as a possible solution for electronic records management – a scanning machine has been obtained and dedicated staff employed from 10 August 2015 to start scanning Legal Records beginning with the Contracts Register. (Q2 2015/16) - The dedicated staff resource has started this process and considerable progress has been made.
6) Identify, during audits, any manual documentation or process that can be improved by conversion to electronic form.	Governance	31-Mar-16	On Target	(Q1 2015/16) - Internal Audit continue to identify efficiencies during their audit work. Recently Internal Audit has been working with IT on a new gifts and hospitality form, and looking at the sickness absence form as part of the Personal Data Working Group. (Q2 2015/16) - Amendments have been made to electronic documentation relating to sickness absence and the Monthly Certificate of Service. The Personal Data Working Group continues to

				explore EFDC wide resolutions using electronic processes.
7) Continue the implementation of the Council's ICT Strategy, with the completion of key projects	Resources	31-Mar-16	On Target	(Q1 2015/16) - The implementation of the ICT Strategy is continuing. Many different options have been evaluated for mobile working and solutions are in place in several areas of the Council. (Q2 2015/16) - Work continues on the various projects within the overall strategy. An update report and request for capital funding in 2016/17 has been drafted for Cabinet in October.
8) Complete a review of accommodation and make recommendations on utilisation of space and flexible methods of working.	Management Board	30-Sep-15	Under Control	(Q1 2015/16) - Visit to Leadership Team by Colchester's Director of Operations to explain how flexible working has progressed there. Subsequent workshop with leadership team to identify how each directorate at Epping might approach this. Job description for Head of Transformation role drafted and recruitment process started. Q2 (2015/16) – Head of Transformation recruited. David Bailey will join the Council in November. Customer contact project has commenced to review contact centres and recommend the best methods of engaging / transacting with our customers.

iii) (c) Understanding the ageing population

Action	Lead Directorate	Target Date	Status	Progress
1) Undertake a study to identify and better understand the demographics of an ageing population in the District and the effects on the Council and local residents	Communities	31-Mar-16	On Target	(Q1 2015/16) - The final scope of the study, which will be led by the Asst. Director (Community Services and Safety) has almost been finalised. A multi-directorate officer project team has been formed to oversee and progress the project, which has already met a few times. The Council's National Graduate Trainee will be seconded to work on the project, under the supervision of the Lead AD, for 6 months from September 2015.

				(Q2 2015/16) - The Council's National Graduate Trainee has just been seconded to the Communities Directorate (from October 2015), under the supervision of the Asst. Director (Community Services and Safety) and is undertaking preparatory work and interviews for the project.
2) Review the provision and delivery of community and cultural services to older people	Communities	31-Oct-16	On Target	(Q1 2015/16) - This is being reviewed as part of the wider Ageing Population Project, with the current provision and delivery under initial review. (Q2 2015/16) - As Q1.
3) Undertake a review of the Council's sheltered and designated accommodation for older people	Communities	31-Mar-16	On Target	(Q1 2015/16) - Two separate work-streams have been identified and established, each being managed through officer project teams. Work-stream 1 is considering the streamlining and modernisation of the Scheme Management Service and is being led by the Asst. Director (Housing Operations) - with a view to an outcome report being considered in detail by the Housing Select Committee in November 2015, with resultant recommendations being made to Cabinet. Work-stream 2 is considering the longer-term rationalisation and improvement of existing sheltered/grouped housing scheme sites and is being led by the Director of Communities - with a view to a proposed strategy being produced and presented to the Housing Select Committee in 2016 for initial consideration. (Q2 2015/16) - WORK-STREAM 1 - In view of the lack of demand from older people, and the continuing high need/demand for general needs accommodation, it is planned to report to the Housing Portfolio Holder in October 2015 on a proposal to "de-designate" all remaining flats on housing estates that are currently designated for occupation by older people and for future vacancies in such properties to be let to general needs housing applicants. The wider options and proposals for streamlining and modernisation the Scheme Management Service is taking longer to plan. It is currently planned to report to a meeting of the Housing Select Committee on the issues, options and plans in the early part of 2016. WORKSTREAM 2 - The Officer Project Team

				<p>has met on a number of occasions. A formal assessment of demand/"lettability" of each sheltered housing scheme, based on data and experience, is currently being undertaken. The need for options appraisals for each sheltered housing scheme has been identified, with a number of factors also identified to be taken into account when considering the future of each of each site. The current thinking of the Project Team is to develop a strategy with two key phases: Phase 1 – comprising detailed consideration for the potential redevelopment of identified sites (likely to be 2 or 3 sites); Phase 2 – Keeping under periodic review the lettability and demand for other identified schemes, compared to the demand for general needs housing in those areas. The Project Team is also formulating an "EFDC Sheltered Housing Accommodation Standard" for all the sheltered housing schemes that would be retained under the eventual strategy.</p>
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Report to Overview & Scrutiny Committee

Date of meeting: 5 January 2016

Subject: Chelmsford City Local Plan Issues and Options Consultation

Officer contact for further information: Ian White (x4066)

Committee Secretary: Adrian Hendry

Recommendations/Decisions Required:

To make the following comments on and responses to the consultation:

- (a) To note Chelmsford City Council's commitment to on-going co-operation with other Councils and key organisations on cross-boundary planning issues including housing provision;**
- (b) To note the approach being proposed for future provision for the travelling community in the light of the revised guidance "Planning policy for traveller sites" (August 2015), and to suggest that this should be included as a cross-boundary issue, particularly with reference to paragraphs 4(d), 4(h), 10(c) and 16 of the revised guidance;**
- (c) To support the City Council's intention to discount development growth in the Green Belt;**
- (d) To support the intention to meet the housing needs of existing and new communities including appropriate levels of affordable housing and of other specific groups at sustainable locations and including necessary supporting infrastructure;**
- (e) To support the spatial principles and the options (including hybrids) for accommodating future growth;**
- (f) To support the idea in principle of a potential western bypass to Chelmsford.**

Report:

1. Chelmsford's current Local Plan runs until 2021. The next Local Plan is intended to roll this forward to 2036. The Issues and Options consultation on the new Plan, which is the subject of this report, is the first of three such public consultation exercises – the ambitious programme suggests that Preferred Options consultation will take place in summer 2016 followed by Pre-submission consultation in spring 2017. Examination in Public is timetabled for winter 2017 with adoption following in spring 2018.

2. The Issues and Options consultation runs from 19 November 2015 to 21 January 2016 – longer than the normal six-week period, but allowing for the Christmas/New Year break. The consultation document includes 30 questions and can be found on <http://consult.chelmsford.gov.uk/portal>

3. Chelmsford shares boundaries with seven other Essex local authorities including Epping Forest District. It has an area of about 34,000 ha, 34% of which is in the Green Belt – this covering the south-west of the City Council area, including the boundary with this Council. It has a current population of 168,300 (with approximately 110,000 in Chelmsford Urban Area) and this is expected to increase to 192,000 by 2022.

4. Chelmsford includes about 12,000 businesses, providing 83,000 jobs – the second highest in Essex and over 63% of its working population (about 60,000) both live and work in

the City Council area. About 15% commute to London for work with other destinations including Basildon, Braintree and Brentwood.

5. There are 13 themes which make up the vision for the new Local Plan. From Epping Forest Council's perspective, the most significant of these are:

- protecting the Green Belt – there is no intention to undertake a strategic review (see also below);
- meeting the housing needs of existing and new communities (including appropriate levels of affordable and other specific forms of housing) at sustainable locations where supporting infrastructure will be provided;
- ensuring sufficient land is available to promote a wide range of employment and business opportunities, and continuing to support and encourage diversification within the rural economy;
- supporting development and improvement of the strategic transport network, including (inter alia) a potential western relief road for Chelmsford City; and
- retaining the town's status as the premier city centre shopping destination in Essex – this should be reinforced by the opening of the new Bond Street centre in 2016 (anchored by John Lewis).

6. The consultation document outlines how (i) housing need (including affordable housing) has been calculated at 930 new homes per year (totalling 13,950 over the period 2021 to 2036) and (ii) using Edge Analytics work, the need to make provision for an additional 887 new jobs per year is also to be tested through the consultation.

7. Mention is also made of future accommodation needs for travellers with the Essex Gypsy and Traveller Accommodation Assessment (GTAA – 2014) identifying a need for an additional 55 pitches in the period 2013 to 2033. The consultation document suggests that (i) the revised Government Guidance (Planning Policy for Traveller Sites 2015) may reduce this figure, because of changes in the definition of a "traveller" for planning purposes, and (ii) the need can be broadly met by making provision on major housing sites.

8. Members will be aware that provision for traveller sites and pitches is a particularly difficult issue for this authority because of the 92% Green Belt coverage and the fact that permanent and temporary pitches are inappropriate development in the Green Belt. Paragraphs 4(d) and 4(h) of the 2015 guidance advise that "plan-making and decision-taking should protect Green Belt from inappropriate development" and that the Government's aims include increasing "the number of traveller sites in appropriate locations" with planning permission to address under provision and maintain an appropriate level of supply." Paragraph 10(c) further advises that local planning authorities should "consider production of joint development plans that set targets on a cross-authority basis to provide more flexibility in identifying sites, particularly if a local planning authority has special or strict planning constraints across its area".

9. Paragraph 16 of the 2015 guidance emphasises and strengthens the protection of the Green Belt when it comes to traveller provision – "Inappropriate development is harmful to the Green Belt and should not be approved, except in very special circumstances. Traveller sites (temporary or permanent) in the Green Belt are inappropriate development. Subject to the best interests of the child, personal circumstances and unmet need are unlikely to clearly outweigh harm to the Green Belt and any other harm so as to establish very special circumstances." As this authority has a target of 112 extra pitches from the Essex GTAA 2014, one of the options for meeting this will be to discuss with neighbouring authorities the possibility of meeting some of this need through joint or shared provision. Chelmsford's consultation document does not mention this as a potential option.

10. The document proposes a hierarchy of four types of settlement in part to aid the process of allocating distribution of new development – (a) city or town – ie Chelmsford and South Woodham Ferrers; (b) key service settlements – nine named; (c) service settlements – ten named; and (d) small settlements – nine named.

11. The document also lists nine spatial principles to guide how future growth can be accommodated. The most important one from this Council's perspective is that protection of the Green Belt is seen as being fundamental to the new Plan, ie sufficient land has been identified so that housing and employment needs can be accommodated without any encroachment into the Green Belt. If this approach is continued through to the Adopted Plan, this means that the shared boundary between the two Council areas will not be threatened by development proposals.

12. Other principles include maximising use of brownfield land, continuing the renewal of Chelmsford's City Centre and Urban Area, and protecting the character and value of important landscapes, heritage and biodiversity.

13. Three spatial options are proposed for consultation, based on the principles, although the document acknowledges that there could be hybrids and welcomes other suggestions. All options include significant infrastructure provision – notably the (already planned) NE Chelmsford bypass, improvements to the A132 to South Woodham Ferrers (SWF), and possibly a western relief road for Chelmsford:

- Urban focus – 2,500 houses on brownfield sites within Chelmsford; 7,500 on greenfield sites adjoining Chelmsford; 2,000 north of SWF; and 2,000 north and east of Great Leighs (near Braintree). There would be some deliverability issues in the NE Chelmsford area where sand and gravel extraction is unlikely to be complete before the end of 2026;
- Urban focus and on key transport corridors (A130, A131 and A132) – 2,500 within Chelmsford; 6,250 on adjacent greenfield sites; 1,750 at SWF; 1,500 at Great Leighs; 1,250 at Rettendon Place (SE of Chelmsford); and 750 east of Great Baddow (E of Chelmsford);
- Urban focus and key villages – ie service settlements outside the Green Belt – more dispersed than the first two options, although still focuses most development within and close to Chelmsford, SWF and Great Leighs.

Other than the possible western bypass to Chelmsford, which is probably a welcome addition to the road network, these options and any possible hybrids do not raise issues of concern for this Council.

14. In addition to discounting development growth in the Green Belt, the consultation document has also vetoed the option of creating a large new settlement even although two locations have been suggested for such a proposal. Sites with the capacity in excess of 3,000 houses would be difficult to deliver within the Plan period – they require long lead-in times with substantial new infrastructure requirements. Of the two sites which have been suggested, one is an active minerals extraction site, active until at least 2026, so not available for the first five years of the Plan period, and the second is in the Chelmer Valley – an area of high sensitivity landscape and also partly within a Landscape Conservation Area designation.

Reason for decision: While the consultation document does not include issues of concern for this Council, it is considered important (a) to respond formally as a neighbouring authority and to satisfy Duty to Co-operate requirements, and in particular (b) to raise the issue of possible joint provision of sites and pitches for the travelling community.

Options considered and rejected: Not to respond to the consultation.

Resource implications: Consideration of this consultation has been undertaken within the existing resources of the Planning Policy Team.

Legal and Governance Implications: These could arise if there is agreement about, or even the production of a joint development plan for, shared provision of sites and pitches for the travelling community. The Council is a statutory consultee to the Chelmsford City Council Local Plan.

Safer, Cleaner Greener Implications: There are no such implications arising from the recommendations of this report.

Consultation Undertaken: None required – the recommendations of this report and the Council's response to the consultation will be considered by the Overview and Scrutiny Committee on 5th January 2016.

Background Papers: Chelmsford Local Plan Issues and Options Consultation (November 2015); Planning policy for traveller sites (DCLG August 2015)

Impact Assessments:

Risk Management: There are no risk management implications arising from the recommendations of this report.

Equality: There are no equality implications arising from the recommendations of this report.

Overview and Scrutiny Work Programme – December 2015

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Report 2014/15	9 June 2015	Final report went to the June 2015 meeting.	09 June 2015; 21 July; 20 October; 05 January 2016; 23 February; and 19 April.
(2) To receive an information item on 'Volunteering Through Time Banking'	21 July 2015	Received an information item from the VAEF time banking co-ordinator.	
(3) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	19 April 2016	Recommendation taken from the Children Services Task and Finish Panel. Chris Martin last attended the November 2014 meeting. Deferment to 2016 agreed by O&S Committee on 21/7/15.	
(4) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	20 October 2015	Last completed in October 2015	

(5) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	20 October 2015	The deputy Principal of Epping Forest College addressed the October 2015 meeting. In September 2014, the Committee agreed that the Principal should be asked to address them on an annual basis.	
(6) To receive a presentation from Youth Council members	5 January postponed to either February or April 2016	Members of the Youth Council to attend with an update on their programme of work.	
(7) Key Objectives 2014/15	Outturn report went to the 9 June 2015 meeting	Outturn report for 2014/15. (Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee)	
(8) Corporate Plan Key Action Plan 2015/16	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Oct. 2015 (Qtr. 1), Jan 2016 (Qtr. 2) and Feb 2016 (Qtr. 3).	
(9) Corporate Plan Key Action Plan 2016/17	Went to the 21 July 2015 meeting	The Key Action Plan process has been brought forward to align with the budget setting process. To be considered by Cabinet in October.	
(10) Barts Health NHS Trust	9 June 2015 & 23 February 2016	Ms L Hill-Tout the interim Managing Director of Whipps Cross came to the June meeting. It was subsequently agreed that a representative would come back to another meeting to update the Committee. February 2016 has been proposed.	

(11) Essex County Fire and Rescue Service	January 2016 Presentation of ECF&RS to be held as separate briefing for all members (27 January 2016)	To receive a presentation from the Fire and Rescue Service on the review of their service provision and on the consultation exercise. To ask the Essex CC Portfolio Holder to also attend.	
(12) Progress on 6 th Form Consortium (PICK submission)	23 February 2016	To review the progress of the new 6th Form consortium set up in the District in September 2015. To ask appropriate head teachers to the meeting.	
(13) Constitution Review – O&S Procedure Rules	20 October 2015	Completed Review of O&S Constitution Article and Procedure Rules considered by the Constitution Working Group during September 2015 and agreed by the O&S Committee on 20 October 2015.	
(14) Youth Engagement Task & Finish Panel	23 February 2016 and 19 April 2016	Report from Leisure and Community Services Portfolio Holder or Assistant Director (Community Services & Safety) three months after completion of the scrutiny review, indicating whether recommendations from the review have been agreed or modified (23 February 2016). Portfolio Holder/lead officer to further report on progress with the implementation of such recommendations after six months (19 April 2016).	

Select Committees			
Housing Select Committee 2015/16 (Chairman – Councillor S. Murray)			
Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review (Recommendations to Housing Portfolio Holder)	June 2015	COMPLETED	16 June 2015 08 September Cancelled; 10 November; 12 January 2016; and 08 March
(2) 6-Month Progress Report on Housing Strategy Action Plan 2015/16	June 2015	COMPLETED	
(3) Housing Key Performance Indicators (KPI) – 2014/15 Outturn	June 2015	COMPLETED	
(4) Housing Key Performance Indicators (KPI) – Quarter 1	November 2015	COMPLETED	
(5) Six Monthly Progress report on Housing Business Plan Action Plan	November 2015	COMPLETED	
(6) Six-Month Review of the HRA Financial Plan	November 2015	COMPLETED	
(7) Private Sector Housing Strategy Action Plan – Annual Progress Report	November 2015	COMPLETED	
(8) Housing Strategy Action Plan 2016/17	January 2016		

(9) Housing Key Performance Indicators (KPI) – Quarter 2	November 2016	COMPLETED	
(10) Briefing on the proposed Council rent increase for 2016/17	January 2016		
(11) Proposed housing service improvements and service enhancements – 2016/17	January 2016		
(12) Housing Key Performance Indicators (KPI) – Quarter 3	March 2016		
(13) Housing Key Performance Indicators (KPI) – Targets for 2016/17	March 2016		
(14) 12-monthly Progress Report on Housing Business Plan Action Plan 2015/16	March 2016		
(15) HRA Business Plan 2016/17	March 2016		
(16) Homelessness Strategy 2015-2018	June 2015	COMPLETED	
(17) Housing Service Strategy on Housing and Estate Management (3-Year Review)	June 2015	COMPLETED	
(18) Housing Service Strategy on Energy Efficiency (3-Year Review)	June 2015	COMPLETED	
(19) Housing Service Strategy on Older People’s Housing (3-Year Review)	June 2015	COMPLETED	

(20) Housing Service Strategy on Harassment (3-Year Review)	November 2015	COMPLETED	
(21) Results of the STAR Triennial Tenant Satisfaction Survey	November 2015	COMPLETED	
(22) Housing Service Strategy on Empty Properties (3 Year Review)	January 2016		
(23) Review of the approach to the Scheme Management Service to Sheltered Housing and Properties Designated for Older People	March 2016		
(24) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	June 2016		
(25) Policy on HMO Licensing	January 2016		
(26) Housing Service Strategy on Rent Collection and Administration (3 Year Review)	January 2016		
(27) Housing Service Strategy on Home Ownership (3 Year Review)	March 2016		
(28) Review of the future use of sheltered/grouped housing scheme sites	March 2016		
(29) Housing Service Strategy on Housing Advice (3 Year Review)	March 2016		

(30) Housing Service Strategy on Under-Occupation (3 Year Review)	March 2016		
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**Governance Select Committee 2015/16
(Chairman – Councillor T. Church)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of the Elections 7 May 2015	7 July 2015	Review of the processes for the General, District Council and Parish Council elections COMPLETED	07 July 2015; 06 October ; 01 December ; 02 February 2016; 05 April
(2) Review of Public Consultations	7 July 2015	Annual Review COMPLETED	
(3) Key Performance Indicators 2014/15 – Outturn	Outturn KPI performance (Governance indicators only) considered at first meeting in each municipal year	Outturn KPI performance report for 2014/15 to be considered at meeting on 7 July 2015 COMPLETED	
(4) Key Performance Indicators 2015/16 – Quarterly Performance Monitoring	Quarterly KPI performance (Governance indicators only) considered on a quarterly basis	Quarterly KPI performance reports for 2015/16 to be considered at meetings on: 6 October 2015 (Q1) - COMPLETED 1 December 2015 (Q2) - COMPLETED 5 April 2016 (Q3)	
(5) Proposed Governance Key Performance Indicators 2016/17	Draft indicator set considered alongside review of third quarter KPI performance for 2015/16	Proposed Governance KPIs for 2015/16 to be considered at meeting on 5 April 2016	
(6) Planning Appeals Performance	1 December 2015	To receive examples of recent appeals decisions issued by the Planning Inspectorate. COMPLETED	
(7) Development Management Chair and Vice Chair's Meeting	2 February 2016	To receive feedback from meeting (27 October 2015) of Chair and Vice Chair's of the Area Planning and District Development Management Committees.	

(8) Equality Objectives 2012-2016 – 6 monthly reporting	7 July 2015	Review 6 monthly performance: 7 July 2015 - COMPLETED 1 December 2015 - COMPLETED
(9) Proposed Equality Objectives 2016-2020	2 February 2016	Proposed Equality Objectives 2016-2020 to be considered at meeting 2 February 2016
(10) S106 Monitoring Report	6 October 2015	COMPLETED It is recommended that Future reports to be referred to District Development Management Committee for consideration. OSC has since recommended that these reports be referred to the Resources Select Committee.
(11) Planning Enforcement Report		This item has been referred onto the Resources Select Committee.
(12) Review the budget for the Chairman and Vice-Chairman of Council	1 December 2015	Referred from Council on 28 July 2015 to this select committee. Following discussion on 1 December 2015 to be referred to the Remuneration Panel - COMPLETED
(13) Annual Equality Information Report - 2016	6 October 2015	COMPLETED
(14) Development Management – Pre-Application Advice	2 February 2016	To receive details of the resource requirements for pre-application planning advice and opportunities for increased member involvement in the pre-application process.

Neighbourhood & Community Services Select Committee 2015/16 (Chairman – Councillor M. Sartin)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	January 2016	Annual report Committee	08 July 2015 15 September; 17 November; 17 December (special); 19 January 2016; 15 March
(2) CCTV action plan review	January 2016	Annual report to Committee	
(3) Annual Report of the Community Safety Partnership	September 2015	Completed - Annual report to Committee	
(4) KPIs 2014/15	July 2015	Outturn report for 2014/15	
(5) To review the specific quarterly KPI's for 2015/16	Quarterly	Progress reports to meetings: Q1 in September 2015; Q2 in November 2015; Q3 in March 2016	
(6) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Committee at first available meeting following receipt. Received 17 June 15 minutes in Nov.	
(7) Receive notes of the Bobbingworth Nature Reserve Liaison Group and updates as appropriate.	As appropriate	Notes to the Committee at first available meeting following receipt;	
(8) To receive updates from the Green Corporate Working Party	As appropriate (received an update on the current position in November '15)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	

(9) Feedback on the success of the Crucial Crew Initiative and learning points for future programmes	September 2015	Completed	
(10) Report on the outcome of Stage 1 feasibility study on the options for establishing a Museum, Heritage and Culture Development Trust	September 2015 TBA		
(11) Feedback on the success of the Summer Holiday Activity Programme and Learning points for the future programme.	November 2015	Received at the Nov. meeting	
(12) Feedback on the success of the Reality Roadshow initiative and learning points for future programmes.	January 2016		
(13) Report on the extensive new offer provided to visitors following the expansion and improvement of the Epping Forest Museum	March 2016		
(14) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan - (last went to Nov.'15 meeting)	
(15) To review the waste Contract and associated problems as put forward by the PICK form	September (Scoping) and 17 December 2015	To scope out the PICK form at the September meeting and to hold a one off review in December 2015.	
(16) To receive a report on the 'prevent initiative' and radicalisation issues.	March 2016		

(17) To receive a presentation from the Council's area crime analyst on her work.	January 2016		
(18) The Assistant Director, Neighbourhood Services to attend a future meeting to address the problems of fly-tipping	Went to the November 2015 meeting		
(19) To review a PICK Form put forward By Cllr Neville on a default 20mph signed speed limit.	To be agreed	This item was passed to this Committee by the O&S Committee held on 20 October 2015. Scoped out at the Nov.15 meeting.	

Resources Select Committee 2015/16 (Chairman – Councillor G. Mohindra)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) To review the specific quarterly KPI's for 2015/16	Quarterly	Progress reports to meetings: Q1 in October 2015; Q2 in December 2015; Q3 in February 2016	14 July 2015; 13 October; 14 December; 09 February 2016 and 12 April
(2) Key Performance Indicators 2014/15 - Outturn	Outturn KPI performance considered at the first meeting of each municipal year	Outturn KPI performance report for 2014/15 for July 2015 meeting.	
(3) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual Review of portfolio budgets to be considered at joint meeting with the F&PM Cabinet Committee in January of each year.	
(4) ICT Strategy – progress Call handling for Oct. '15	Progress against ICT Strategy Considered on an annual basis.	Progress report considered at meeting on 13 October 2015, including call/response handling. A report on options following introduction of new telephony system.	

(5) Fees and Charges 2016/17	Proposed fees and charges for 2016/17 considered at October 2015 meeting	Proposed fees and charges considered on an annual basis each October
(6) Provisional Capital Outturn 2014/15	Provisional outturn for 2014/15 considered at July meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.
(7) Provisional Revenue Outturn 2014/15	Provisional Outturn for 2014/15 considered at July 2015 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each year.
(8) Sickness Absence Outturn	July 2015	To review the Sickness Outturn report for 2014 -15.
(9) Sickness Absence	Half-yearly progress reports for 2015/16 to be considered at December and April meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis
(10) Medium Term Financial Strategy & Financial issues paper	October 2015	Received the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast
(11) Quarterly Financial Monitoring	Oct. 2015; Dec. 2015; & Feb.2016	To receive quarterly financial monitoring Reports
(12) Apprentices & Graduates	December 2015	To receive a presentation on the Council's apprenticeship scheme and it's graduate scheme
(13) Planning Enforcement	October 2015	Received a review the Planning Enforcement team's work. Considering their processes and not specific cases.

(14) Shared Services Working	December 2015	To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system.	
(15) Facilities Management	October 2015	Received an updating report on the rationalising of the Council's Energy Bills.	
(16) Private Funding	December 2015	To consider any avenues of private funding available to EFDC.	
(17) Housing Benefit Fraud & Compliance	February 2016	To receive a report on the fraud team's work.	
(18) Corporate Debt Processes	April 2016	To receive a report on the approach adopted to dealing with debts due to the Council.	
(19) Careline & Housing Related Charges	October 2015	Received a report on the proposed charging plan for Housing Related Support (HRS)	

Task and Finish Panels

Grant Aid Task and Finish Panel 2015/16 (Chairman – Councillor C. P. Pond)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Terms of reference, scoping report and work programme.	Final report to be made to the Overview and Scrutiny Committee in January 2016.	Workload commitments within Community Services & Safety mean that the January 2016 timescale for the final report of the Panel cannot now be met. The Panel will not be able to produce a final report for the 2016/17 budget setting process and this will therefore be deferred until 2017/18.	14 January 2015; 2 March; 31 March; 16 April; 20 July; 28 September; 29 October

**Youth Engagement Task and Finish Panel 2015/16
(Chairman – Councillor S. Murray)**

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
(1) Terms of reference, scoping report and work programme.	Terms of reference and work programme to be considered at initial meeting and referred to the June, Overview and Scrutiny Committee for adoption.	<p>Completed Final report went to the Overview and Scrutiny Committee in October 2015.</p> <p>Progress reports on implementation of recommendations to be made to the Committee in February and April 2016 in accordance with the O&S rules of the Constitution.</p>	<p>20 April 2015; 18 May; 22 June; 08 July; 11 August; 14 September</p>

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**Request by Member for Scrutiny Review
2015/16 Work Programme**



Please complete the form below to request consideration of your issue by the
Overview and Scrutiny Committee

Proposers Name: Cllr. David Wixley	Date of Request 25 Nov. 2015
Supporting Councillors (if any): Cllr. R Morgan	
Summary of Issue you wish to be scrutinised: It's sometime since Paul Thompson, Superintendent of Epping Forest and Judy Adams, Chairman of the Friends of Epping Forest addressed O&S. I am therefore requesting a joint return visit given the widespread general interest in Epping Forest. Plus current issues such as the public consultation on the Forest Management Plan 2017 – 2027 which covers 6 themes and 58 management issues.	
<p align="center">NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION</p>	
Public Interest Justification: Also, the public interest in the proposed City of London (Various Powers) Bill which according to the press reports has resulted in 14000 signatures on an on-line petition, because of the possibility of charges being levied for using the forest.	

<p>Impact on the social, economic and environmental well-being of the area:</p> <p>I consider these issue covered by the statement on the previous page.</p>	
<p>Council Performance in this area (if known: Red, Amber, Green):</p> <p>Not Known</p>	
<p>Keep in Context (are other reviews taking place in this area?)</p> <p>I am aware of moves to set up a new group to meet 4 times a year consisting of representatives from EFDC and the City of London to discuss issues relating to the Forest.</p>	
<p>Office Use: Received 25 November 2015</p>	
<p>Pick score:</p>	<p>Considered By OSCC:</p>



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(5 November 2015)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director of Resources are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Aims & Key Objectives 2015/16

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
- (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
 - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
 - (i) The Epping Forest Shopping Park, Loughton;
 - (ii) The Council Housebuilding Programme;
 - (iii) The St John's Redevelopment Scheme, Epping; and
 - (iv) North Weald Airfield;
 - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
- (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
 - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
 - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
- (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
 - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

Cabinet Membership 2015/16

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance
Richard Bassett	Planning Policy
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Governance & Development Management
Alan Lion	Technology & Support Services

Contact Officer

Gary Woodhall
Senior Democratic Services Officer

Tel: 01992 564470
Email: gwoodhall@eppinigforestdc.gov.uk

WORK PROGRAMME - 5 NOVEMBER 2015 TO 4 FEBRUARY 2016

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Plan Key Action Plan 2016/17	To agree the Corporate Plan Key Action Plan for 2016/17	Yes	8 October 2015	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20
Greater Essex Devolution	Update on the latest position concerning Devolution for the Greater Essex area.	Yes	3 December 2015	Cabinet		Glen Chipp 01992 564758	
Transformation Project	To consider the financial implications of the Transformation Project.	Yes	3 December 2015	Cabinet		Glen Chipp 01992 564758	
Key Objectives 2015/16 Q2 Progress	Progress report for Quarter 2 of 2015/16.	No	3 December 2015	Cabinet		Barbara Copson 01992 564042	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the Constitution Working Group

Page 90

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Budget 2016/17	The Budget setting process for 2016/17, including:	Yes				Bob Palmer 01992 564279	
	1...Financial Issues Paper		20 July 2015	Finance and Performance Management Cabinet Committee			
	2...Fees & Charges		12 November 2015	Finance and Performance Management Cabinet Committee			
	3...Draft Budget Lists		21 January 2016	Finance and Performance Management Cabinet Committee			
	4...Executive Approval		4 February 2016	Cabinet			
5...Final Approval	16 February 2016	Council					
Use of Cash Kiosks	Consideration of wider use of kiosks for cash collection	No	5 November 2015	Cabinet		Rob Pavey 01992 564211	
Policy on Use of Penalties	Consideration of use of penalties against people providing false information which affects their benefits or Council Tax	Yes	5 November 2015	Cabinet		Rob Pavey, Janet Twinn 01992 564211 or 564215,	
Local Council Tax Support Scheme 2016/17	Review of the Scheme for 2016/17:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments		23 July 2015	Cabinet			
	2...Finalise Scheme		3 December 2015	Cabinet			
3...Approve Scheme	15 December 2015	Council					

Corporate Risk Updates 2015-16	Quarterly update of the Corporate Risk Register	Yes	21 January 2016 4 February 2016	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Water and Pollution Control Officer	Approval to create a new substantive post	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Waste and Recycling	Update to Waste & Recycling Policies	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	None
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy
Review of the Waste Management Contract	To consider the Scrutiny review of the new Waste Management Contract and any recommendations therein.	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Tenders for Gas Servicing Contract	To agree the tenders	Yes	5 November 2015	Cabinet		Paul Pledger 01992 564248	
Housing Repairs and Maintenance Hub	To consider the relocation of Housing Repairs & Housing Assets from the Epping Depot & Civic Offices to vacate the Depot site & free up accommodation at the Civic Offices.	Yes	5 November 2015	Cabinet		Paul Pledger 01992 564248	
Housing Service Standards	Review and amendments to the Service Standards	Yes	6 November 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Designated Properties for Older People	To agree the de-designation of properties specially suitable for older people	Yes	6 November 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Housing Related Support Plan 2016	To agree the approach to increasing Housing Related Support Charges in future	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
C.A.B. Debt Advisors	To consider whether grant funding should continue for a further year for the employment of 2 C.A.B. Debt Advisors.	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
"Invest to Save" Proposal	To consider a proposal to fund additional rental loans for homeless people, to avoid housing benefit costs.	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
Open Market Shared Ownership Scheme	To consider whether to undertake Phase 3 of the Scheme.	Yes	3 December 2015	Cabinet		Alan Hall 01992 564004	
HMO	To agree the future	Yes	18 December	Housing Portfolio		Sally Devine	

Licensing	approach to the licensing of HMO properties.		2015	Holder		01992 564149	
Phase II - Council Housebuilding Programme	To approve the tender for works for Phase II of the Programme at Burton Road, Loughton.	Yes	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Phase III - Council Housebuilding Programme	To consider options for the procurement of the works contractor.	No	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House, North Weald, currently occupied by temporary chalets.	No	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	4 February 2016	Cabinet		Alan Hall 01992 564004	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	3 March 2016	Cabinet		Roger Wilson 01992 564419	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	June 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Museum Refurbishment - Capital Costs	To agree additional capital expenditure for the Museum re-development project due to the uplift in the main building contract price.	Yes	3 December 2015	Cabinet		Julie Chandler 01992 564214	
Youth Engagement Review	To consider the recommendations of the Overview & Scrutiny Committee regarding the recent review of Youth Engagement, including bids for additional CSB funding.	Yes	3 December 2015	Cabinet		Julie Chandler 01992 564214	
Museum Development Trust	To consider the Consultant's report on the feasibility of establishing a Museum Development Trust.	Yes	4 February 2016	Cabinet		Julie Chandler 01992 564214	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Bus Shelters	Options for the provision of advertising & maintaining bus shelters	Yes	5 November 2015	Cabinet		Kim Durrani 01992 564055	None
CCTV Strategy	To agree a CCTV Strategy for EFDC and associated funding plan	Yes	3 December 2015	Cabinet		Julie Chandler 01992 564214	
NEPP - Off Street Parking	To consider alternative options for the provision of the Off Street parking arrangements in the District	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	6 October 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest College	Modification of Epping Forest College title covenants.	No	5 November 2015	Cabinet		Derek Macnab 01992 564051	Request from EF College
Epping Forest Shopping Park	Update report on progress with the project. To agree the award of the contracts for the Main Build and Section 278 works.	Yes	3 December 2015 11 January 2016	Cabinet Cabinet	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
New North Weald Airfield Market Contract	To agree the award of the new contract for the provision of a Market or other such facility at North Weald Airfield.	Yes	3 December 2015	Cabinet		Derek Macnab 01992 564050	
Development and Parking at Vere Road, Loughton	To agree a co-ordinated approach to the provision of affordable housing developments and public car parking in Vere Road.	No	10 December 2015	Asset Management and Economic Development Cabinet Committee		Alan Hall 01992 564004	
Signing of Development Agreement for St John's Road, Epping	To sign an agreement for the development of the St John's Road area in Epping	Yes	8 April 2016	Assets and Economic Development Portfolio Holder		Derek Macnab 01992 564050	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	8 January 2016	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Equality Scheme & Equality Objectives 2016-20	To review the Equality Scheme & agree the Equality Objectives for 2016-20	Yes	3 March 2016	Cabinet		Barbara Copson 01992 564042	None

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