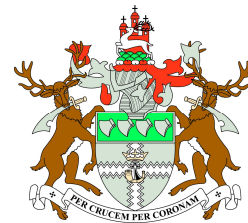


# Supplementary Council Agenda



## Epping Forest District Council

### **Annual Council Tuesday, 22nd May, 2012**

**Place:** Civic Offices, High Street, Epping

**Room:** Council Chamber

**Time:** 7.30 pm

**Committee Secretary:** Council Secretary: Ian Willett  
Tel: 01992 564243 Email:  
democraticservices@eppingforestdc.gov.uk

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#### **3. ELECTION OF CHAIRMAN (Pages 3 - 4)**

To elect a Chairman of the Council for the municipal year 2012/13. The nomination received is attached. The new Chairman will then make a declaration of acceptance of office.

#### **4. APPOINTMENT OF VICE-CHAIRMAN (Page 3 – 4)**

To appoint a member to be a Vice-Chairman of the Council for the municipal year 2012/13. The nomination received is attached. The new Vice-Chairman will then make a declaration of acceptance of office.

#### **8. REPORT OF THE APPOINTMENTS PANEL (Pages 5 - 24)**

Report attached regarding:

- (a) Notice of Constitution of Political Groups, Group Leaders and Deputies;
- (b) Appointments made by the Leader to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions;
- (c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);
- (d) Appointments to Outside Organisations carrying out Council, Regulatory or non-Cabinet Functions.

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## ANNUAL COUNCIL MEETING - 22 MAY 2012

### Item 3

#### **Nominations for Chairman of the Council:**

##### **Councillor Brian Rolfe**

Mover: Councillor - TBA  
Seconder: Councillor - TBA

APPENDIX

### Item 4

#### **Nominations for Vice-Chairman of the Council:**

##### **Councillor Mary Sartin**

Mover: Councillor - TBA  
Seconder: Councillor - TBA

A nomination form has been received containing the signatures of 16 members of the Council drawn from at least two political groups, namely:

Councillor Lesley Wagland  
Councillor Ricki Gadsby  
Councillor David Stallan  
Councillor Syd Stavrou  
Councillor Paul Keska  
Councillor Brian Rolfe  
Councillor John Wyatt  
Councillor Anne Grigg  
Councillor Ken Avey  
Councillor Will Breare-Hall  
Councillor Richard Bassett  
Councillor Ken Angold-Stephens  
Councillor Richard Morgan  
Councillor Jon Whitehouse  
Councillor Anthony Boyce  
Councillor Chris Whitbread

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## ***Report to the Council***

**Committee:** Appointments Panel

**Date:** 22 May 2012

**Chairman:** Councillor C Whitbread

**Item:** 8

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### **1. Report of the Appointments Panel**

#### **Recommending:**

(1) To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as set out Appendix A to this report;

(2) To consider appointments in respect of Leader of the Council, and consequential appointments for Cabinet and Cabinet Subcommittees carrying out Executive functions as reported to the Panel set out at Appendix B to this report;

(3) To approve the Membership, Chairmanship and Vice Chairmanship of Committees, Subcommittees and Panels (non-Executive bodies) as set out at Appendix C to this report subject to:

(a) The enlargement of the membership of the Overview and Scrutiny Committee from 11 to 15 members; and

(b) The alteration to the membership of the Committee for the Appointment of the Chief Executive to include Councillors S Stavrou and C Whitbread and the deletion of Councillor S Murray;

(4) To confirm Group Representatives for the purposes of substitution notifications as follows:

#### **G Waller – Conservative Group**

(5) That Group representatives confirm appointments to be made to Overview and Scrutiny Panels to the Proper Officer by 24 May 2012;

(6) To note consequential appointments made by the Leader to Outside Organisations carrying out Executive functions as set out at Appendix D to this report; and

(7) To approve appointments to other Outside Organisations carrying out Council regulatory or non-Cabinet functions as set out at Appendix E to this report.

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1. (Chairman of the Panel - Councillor C Whitbread) The Panel met on 11 and 15 May 2012 to consider nominations made by Groups and un-affiliated members to positions on:
  - (i) Chairman and Vice Chairman of Council (Item elsewhere on the Councils agenda);
  - (ii) Leader; Deputy Leader and Cabinet members;
  - (iii) Chairmen; Vice-Chairmen and membership of Cabinet Subcommittees;
  - (iv) Chairmen; Vice-Chairmen and members of Committees and Sub-Committees (excluding Scrutiny Panels); Panels; Boards Working Groups and similar bodies;
  - (v) Outside body appointments; and
  - (vi) Political Group constitutions (Appendix A).
2. The Panel was advised of proposals for the Cabinet and Cabinet Subcommittee memberships (Appendix B). There are also consequential proposals for the appointment to Outside Organisations that fall into the Executive category (Appendix D).
3. The Panel have been able to bring forward agreed nominations in respect of Committees, Subcommittees and Panels which are set out at Appendix C.
4. We are recommending two changes to the Committees for 2012/13. Firstly, we are recommending a change to the number of Councillors on the Committee for the Appointment of the Chief Executive given the wishes of the Conservative Group Leader and of the current Independent Member on that Panel. Secondly we are recommending increasing the number of members on the Overview and Scrutiny Committee in line with other major committees from 11 to 15 members.
5. We have been unable to conclude nominations to Scrutiny Panels so we are recommending that Panel Group representatives provide this information in time for the Overview and Scrutiny Committee meeting in June which will make the formal appointments.
6. We have also been able to agree nominations to Outside Bodies as detailed in Appendix E. We are asking Council to confirm these appointments
7. We recommend as set out at the commencement of this report.

## Appendix A

### ANNUAL COUNCIL MEETING - 22 MAY 2012 CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

#### Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

#### Conservative Group:

Councillor Chris Whitbread (Group Leader)

Councillor Syd Stavrou (Deputy Group Leader)

Councillor Ken Avey

Councillor Helen Kane

Councillor Richard Bassett

Councillor Paul Keska

Councillor Anthony Boyce

Councillor John Knapman

Councillor Glynis Shiell

Councillor Heather Brady

Councillor Yolanda Knight

Councillor Penny Smith

Councillor William Breare-Hall

Councillor Jeane Lea

Councillor David Stallan

Councillor Gavin Chambers

Councillor Alan Lion

Councillor Haluk Ulkun

Councillor Kewal Chana

Councillor Ann Mitchell

Councillor Lesley Wagland

Councillor Anthony Church

Councillor Maggie McEwen

Councillor Gary Waller

Councillor Ricki Gadsby

Councillor Gagan Mohindra

Councillor Sylvia Watson

Councillor Anne Grigg

Councillor John Philip

Councillor Antony Watts

Councillor James Hart

Councillor Brian Rolfe

Councillor Elizabeth Webster

Councillor David Johnson

Councillor Brian Sandler

Councillor John Wyatt

Councillor Susan Jones

Councillor Mary Sartin

Councillor Neville Wright

**Members 39**

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#### Liberal Democrats Group:

Councillor Jon Whitehouse (Group Leader)

Councillor Derek Jacobs (Deputy Group Leader)

Councillor Peter Spencer	Councillor Janet Whitehouse	
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**Members 4**

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**Loughton Residents' Association Group:**

Councillor Ken Angold-Stephens (Group Leader) Councillor Caroline Pond (Deputy Group Leader)

Councillor Tessea Cochrane Councillor Richard Cohen Councillor Colin Finn Councillor Leon Girling	Councillor Jennie Hart Councillor Lance Leonard Councillor Harvey Mann Councillor John Markham	Councillor Tracey Thomas Councillor David Wixley
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**Members 12**

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## Appendix B

### Council Appointments

#### (a) Leader Nominations

	<b>2012/13</b>
<b>Leader</b>	Chris Whitbread

### Leader Appointments:

#### (b) Deputy Leader

	<b>2012/13</b>
<b>Deputy Leader</b>	Syd Stavrou

#### (c) Other Cabinet Members/Allocation of Portfolios

<b>Portfolio Title</b>	<b>Portfolio Holder 2012/13</b>
<b>Leader</b>	Chris Whitbread
<b>Finance and Technology</b>	Syd Stavrou
<b>Leisure and Wellbeing</b>	Liz Webster
<b>Environment</b>	Will Breare-Hall
<b>Housing</b>	David Stallan
<b>Safer, Greener and Highways</b>	Gary Waller
<b>Planning</b>	Richard Bassett
<b>Support Services</b>	Hal Ulkun
<b>Asset Management and Economic Development</b>	Anne Grigg

## **Existing Cabinet Committee Memberships (not part of pro rata allocations)**

### **(a) Finance and Performance Management Cabinet Committee**

Leader

Finance and Technology Portfolio Holder (Chairman)

Housing Portfolio Holder

Planning Portfolio Holder

Safer, Greener and Highways Portfolio Holder

### **(b) North Weald Airfield and Asset Management Cabinet Committee to be renamed Asset Management Cabinet Committee**

Leader

Asset Management and Economic Development Portfolio Holder (Chairman)

Environment Portfolio Holder

Finance and Technology Portfolio Holder

Leisure and Wellbeing Portfolio Holder

### **(c) Local Plan Cabinet Committee**

Leader

Asset Management and Economic Development Portfolio Holder

Environment Portfolio Holder

Housing Portfolio Holder

Planning Portfolio Holder (Chairman)

Committee Appointments 2012-13

Area Plans Sub-Committee East (19 Members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2011/12	Chairman/Vice Chair	A Boyce (Chair) S Jones (V/C)			
		K Avey	D Jacobs		P Gode (Lab)
		W Breare-Hall	J H Whitehouse		Morgan (Ind)
		H Brady	J M Whitehouse		
		T Church			
		A Grigg			
		P Keska			
		M McEwen			
		J Philip			
		B Rolfe			
		D Stallan			
		C Whitbread			
		G Waller			

Area Plans Sub-Committee West (14 Members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2012/13	Chairman/Vice Chair	P Smith (Chair) Y Knight (V/C)			
		R Bassett			
		R Gadsby			
		D Johnson			
		H Kane			
		J Lea			
		A Mitchell			
		M Sartin			
		G Shiell			
		S Stavrou			
		A Watts			
		J Wyatt			
		E Webster			

**Area Plans Sub-Committee South (24 Members - subject to opt in)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2011/12</b>	Chairman/Vice Chair	J Hart (Chair) S Watson (V/C)			
		G Chambers		K Angold-Stephens	S Murray
		K Chana		T Cochrane	
		J Knapman		R Cohen	
		A Lion		L Girling	
		G Mohindra		C Finn (Opt in TBC)	
		B Sandler		Jennie Hart (Opt in TBC)	
		H Ulkun		L Leonard	
		L Wagland		H Mann	
		N Wright (Opt in TBC)		J Markham	
				C Pond	
				T Thomas	
				D Wixley	

**Audit and Governance Committee (3 members plus 2 co-opted persons)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEM 2012/13</b>	Chairman/Vice Chair	A Watts (Chair)			
		S Watson		C Finn	

**Committee for the Appointment of the Chief Executive (8 NEW members cross party)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair		Jon Whitehouse (Chair)	C Pond (VC)	
		A Grigg			
		M McEwen			
		J Philip			
		S Stavrou			
		L Wagland			
		C Whitbread			

**NB Change in Membership being recommended to Council**

**Complaints Panel (Pool of 11 members)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair		P Spencer (VC)	R Cohen (Chair)	
		G Chambers		H Mann	
		K Chana			
		P Keska			
		Y Knight			
		A Mitchell			
		B Sandler			
		G Shiell			
		P Smith			

### District Development Control Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2012/13	Chairman/Vice Chair	B Sandler (Chair) A Boyce (VC)			
		J Hart	J M Whitehouse	C Finn	R Morgan (Ind)
		S Jones		J Markham	
		J Knapman		C Pond	
		Y Knight			
		J Philip			
		P Smith			
		S Watson			
		J Wyatt			

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### Electoral and Community Governance Review (5 members and five deputies)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2012/13	Chairman/Vice Chair	J Philip (Chair)	D Jacobs (VC)		
		M Sartin		K Angold Stephens	
		S Watson			
		B Rolfe (Deputy)	J M Whitehouse (Deputy)	C Pond (Deputy)	
		L Webster (Deputy)			
		TBC (Deputy)			

**NB Conservative deputy required**

**Housing Appeals and Review Panel (5 members and 5 substitutes)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair	A Mitchell (Chair) B Rolfe (VC)			
		R Gadsby	J H Whitehouse	Jennie Hart	
			P Spencer (substitute)	L Leonard (substitute)	
		P Keska (substitute)			
		Y Knight (substitute)			
		J Lea (substitute)			

**Joint Consultative Committee (9 members plus 9 staff side representatives)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair	R Bassett (Chair)			
		A Lion	J H Whitehouse	T Cochrane	
		D Stallan		D Wixley	
		S Stavrou			
		G Waller			
		C Whitbread			

### Licensing Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair	A Lion (VC)		K Angold-Stephens (Chair)	
		T Boyce	P Spencer		R Morgan
		K Chana		L Leonard	
		R Gadsby		T Thomas	
		A Mitchell		D Wixley	
		M Sartin			
		G Shiell			
		P Smith			
		N Wright			
Sub-Committee Chairs		M Sartin, P Smith, TBA		K Angold-Stephens D Wixley	R Morgan

NB: (i) Further Sub Chair nominations required

### Overview and Scrutiny – Proposed NEW 15 Members

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair			K Angold Stephens (VC)	R Morgan (Chair)
		K Chana	D Jacobs	L Girling	S Murray
		R Gadsby		D Wixley	
		H Kane			
		P Keska			
		A Lion			
		M McEwen			
		J Philip			
		M Sartin			
	P Smith				



**Staff Appeals Panel (5 members and 5 substitutes)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>	Chairman/Vice Chair	B Sandler (VC)	J M Whitehouse (Chair)		
		R Gadsby		T Cochrane	
		B Rolfe	P Spencer (substitute)		
				R Cohen (substitute)	
		A Mitchell (substitute)			
		TBA			
		TBA			

NB (i) Further Substitute nominations required

**Other Bodies**

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**Local Highways Panel (NEW) 7 District, 7 County members – ECC Chair**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>		R Bassett		L Leonard	
		K Chana			
		T Church			
		P Keska			
		J Lea			
		S Watson			

NB (i) Chairman will be a County member – not known if District is required to appoint a Vice Chairman, this may be decided at the first meeting. (ii) agreed that nomination should be representative of the whole district

**Leisure Management – Contract Monitoring Board (6 members)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2012/13</b>		W Breare Hall	J M Whitehouse	H Mann	
		G Chambers			
		L Webster			
		N Wright			

**Standards Committee (3 members plus 3 Independent members plus 3 local council representatives)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEM 2012/13</b>		A Grigg	J H Whitehouse		
		A Mitchell			

**Waste Management Partnership Board**

**(2 Members plus 2 Officers and 4 representatives of the Council’s Waste Management Contractor)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEM 2011/12</b>		W Breare Hall			
		S Stavrou			

## Leader Appointments

### Representation on Outside Organisations – Appointments by Leader Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Representation for 2012/13
1.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee (Executive)	G Waller
2.	Crime and Disorder Strategy Panel (Executive)	G Waller W Breare-Hall (Deputy)
3.	East of England Local Government Association (Executive)	C Whitbread
4.	Enfield Essex Herts Border Liaison Group (Executive/Local)	R Bassett, Mrs P Smith Mrs M Sartin (Mrs J Lea, G Shiell, J Wyatt deputies)
5.	Epping Forest District Local Strategic Partnership (Executive) (a) LSP Board  (b) Health Equalities Group (c) Safer Communities Partnership (d) Sustainable Communities Group (e) Epping Forest Children's Partnership	(a) C Whitbread/ A Grigg  (b) B Sandler (c) G Waller  (d) A Grigg  (e) L Webster
6.	Essex On-Line Partnership (Executive)	Not required
7.	Harlow Stansted Gateway Transportation Board (HSGTB) (Executive)	G Waller A Grigg (deputy)
8.	Highways Panel (West Area) (Executive)	Thought defunct Officers To confirm
9.	Housing Repairs Advisory Group (Executive)	Housing Portfolio Holder Chairman Housing Scrutiny Panel Vice Chairman Housing Scrutiny Panel
10.	Local Government Association - General Assembly (Executive)	C Whitbread S Stavrou (Dep)

<b>Organisation and Allocation Category</b>		<b>Representation for 2012/13</b>
11.	Local Government Information Unit Management Committee (Executive)	Not required
12.	Northern Essex Parking Partnership (Executive)	G Waller W Breare-Hall (Dep)
13.	Waste Partnership Member Board (Executive)	W Breare-Hall G Waller (Dep)
14.	Waste Partnership - Inter-Authority Member Working Group (Executive)	W Breare-Hall G Waller (Dep)

## Council Appointments

### Representation on Outside Organisations

#### Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Nominations for 2012/13
1.	Care and Repair - Management Committee	J H Whitehouse K Avey A Grigg
2.	Epping Forest Citizens' Advice Bureau	R Cohen G Shiell (A Mitchell and K Angold Stephens deputies)
3.	Campaign to Protect Rural England (Essex Branch)	A Boyce Y Knight (deputy)
4.	Epping Forest Community Transport Steering Group	A Lion
5.	Epping Forest Housing Aid Committee	TBA
5.A	Essex Health Overview and Scrutiny Committee  <b>NEW must not be a member with executive responsibilities</b>	P Smith TBA
6.	Grange Farm Managing Trustees	Not required this year
7.	Lee Valley Regional Park Authority (Term to 30/6/2013)	Not required this year

<b>Organisation and Allocation Category</b>		<b>Nominations for 2012/13</b>
8.	<p>Leisure Centres Liaison Groups</p> <p>-Ongar Leisure Centre</p> <p>- Epping Sports Centre</p> <p>- Loughton Leisure Centre</p> <p>- Waltham Abbey Swimming Pool</p>	<p>D Jacobs P Keska</p> <p>W Breare-Hall T Church</p> <p>T Cochrane Jennie Hart</p> <p>J Ilea R Gadsby</p>
9.	Local Councils' Liaison Committee	<p>B Rolfe K Angold Stephens B Sandler M Sartin P Smith</p>
10.	Local Government Association - Rural Commission	A Boyce (voting member)
11.	Museums in Essex Committee	R Gadsby
12.	Police and Community Consultative Group – Epping Forest	<p>H Kane T boyce</p>
13.	Police and Crime Panel	Mrs M Sartin
14.	Princess Alexandra Hospital - Partnership Governor	G Waller
15.	<p>Roding Valley Meadows Local Nature Reserve</p> <p>(a) Management Committee</p> <p>(b) Working Group</p>	<p>(a) S Murray</p> <p>(b) Officer representative see officer schedule *</p>
16.	Stansted Airport Consultative Committee	<p>M Sartin G Waller</p>
17.	Stansted Airport Community Trust Fund	R Morgan

<b>Organisation and Allocation Category</b>		<b>Nominations for 2012/13</b>
18.	Town Centre Partnerships  (a) Buckhurst Hill Town Centre Partnership  (b) Epping Town Centre Partnership  (c) Loughton Broadway Town Centre Partnership  (d) Loughton High Road Town Centre Partnership  (e) Ongar Town Forum - Steering Group  (f) Waltham Abbey Town Partnership	  G Chambers N Wright  T Church J M Whitehouse  J Knapman Jennie Hart  James Hart H Mann  D Jacobs P keska  H Kane J Lea
19.	Voluntary Action Epping Forest	R Gadsby
20.	Waltham Abbey Royal Gunpowder Mills Ltd	A Mitchell
21.	Waltham Abbey Tourist Information Centre - Joint Management Committee	J Lea A Mitchell J Wyatt
22.	Waste Management and Street Cleansing – Loughton Stakeholders' Group	James Hart T Thomas L Girling

## Representation on Outside Organisations - Appointments Held by Officers

### Appointments by Leader – Organisations Carrying Out Executive Functions

The following appointments to be made by the Leader of the Council in accordance with Council minute 121 – 17 February 2009 as they fall within the 'Executive' category.

Number:	Organisation and Committee Responsible	Representative 2012-13
1	Access Group – Joint Management Team	Special Needs Manager
NEW	Association of Retained Council Housing (ARCH)	A Hall – Director of Housing
2	Essex Archaeological and Historical Congress	Epping Forest District Museum Officer
3	Museum Service (South Eastern)	Epping Forest District Museum Officer
4	National Society for Clean Air (SE Division)	Director of Environment and Street Scene (or representative)
5	Standing Conference – Investigation of Air Pollution	Director of Environment and Street Scene (or representative)
6	Roding Valley Meadow Local Nature Reserve Working Group	Director of Planning and Economic Development (or representative)

### Organisations Carrying Out Council Regulatory or Non-Executive Functions

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

Number:	Organisation and Committee Responsible	Representative
1	East Anglian Home Safety Committee	Director of Environment and Street Scene (or representative)
2	Essex Water Safety Liaison Committee	Director of Environment and Street Scene (or representative)
3	Victoria County History Association	Epping Forest District Museum Officer
4	Voluntary Action Epping Forest (see also member appointments schedule)	Policy Officer (+ 1 member delegate)