

Supplementary Committee Agenda



Overview & Scrutiny Committee Thursday, 19th November, 2020

Place: Virtual Meeting on Zoom

Time: 7.00 pm

Democratic Services Officer: V Messenger Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

13. CABINET BUSINESS (Pages 3 - 16)

Recommendation:

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

The Executive's current programme of Key Decisions (updated 01.11.20) is attached.

16. LOCAL HIGH STREETS TASK AND FINISH PANEL (Pages 17 - 18)

A report on Local High Streets is attached to help discuss the potential reconvening of the Task and Finish Panel.

16.a ANY OTHER BUSINESS (Pages 19 - 20)

To consider the attached report on the appointment of a Chairman (and possible Vice-Chairman) of the Stronger Place Select Committee.

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**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 November 2020)

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 Chief Financial Officer 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 2019/20

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

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Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2019/20

Chris Whitbread	Leader of the Council
John Philip	Finance & Economic Development
Aniket Patel	Commercial & Regulatory Services
Sam Kane	Customer & Corporate Support Services
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing & Community
Nigel Avey	Environmental & Technical Services

Contact Officer

Adrian Hendry
Democratic Services Officer

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	20 April 2021	Cabinet		Georgina Blakemore 01992 56 4233	
Peoples Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Epping Sites, St John's Road and Roundhills - Ongoing	To proceed with the new Leisure Centre in partnership with Places Leisure and to seek expressions of interest for the Cinema. Ongoing Reporting. Item to be taken to an informal workshop to discuss.	Yes				Georgina Blakemore 01992 564233	
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes		Cabinet		Andrew Small 01992 564278	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Implementatio n of the Local Plan - Ongoing	Quarterly update report on progress.	Yes		Cabinet		Alison Blom-Cooper 01992 564066	
Green Infrastructure Strategy	Green Infrastructure Strategy (for endorsement as a material planning consideration following consultation on the draft strategy).	Yes	3 December 2020	Cabinet		Alison Blom-Cooper 01992 56 4066	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Financial Planning 2020/21 to 2025/26		No	3 December 2020	Cabinet		Andrew Small 01992 56 4278	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Strategic Review of Waste Management	Review of the Waste and Recycling service and the end of first ten year term of Biffa Contract in 2024.	Yes	3 December 2020	Cabinet		James Warwick 01992 564350	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	11 February 2021	Cabinet		Mandy Thompson 01992 564705	
Local Business Supplies / Procurement Strategy and Rules	The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities.	Yes	3 December 2020	Cabinet		Shane McNamara 01992 56 4331	
Transfer of Services to Qualis	Consider feasibility study by ARK Consultants on the transfer of Grounds Maintenance and Fleet Operations Service also the transfer of North Weald Airfield Operations from EFDC to Qualis.	Yes	20 April 2021	Cabinet		Qasim Durrani, Andrew Small 01992 56 4055,	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Mason Way - Affordable Housing Development	Approval to apply for full planning and funding approval for Mason Way development project.	Yes	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
Parking Provision of New Development		Yes	8 September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
RTB Buying Street Properties	New policy presenting the options for disposing of RTB receipts.	Yes	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
Review of Service Charges	Finding and recommendations following the review of service charges.	Yes	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
New Policy - Disposal of Assets	Disposal of assets to meet strategic planning/management of HRA assets.	Yes	3 December 2020	Cabinet		Kurtis Lee 01992 56 4000 (2681)	
Review of Tenancy Strategy - update on Changes		No	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
St John's the Baptist Church - Affordable Housing	To give full details of the proposed scheme including financial appraisal highlighting the internal rate of return and the net present value.	Yes	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
Mason Way - Affordable Housing Opportunities	To give full details of the proposed scheme including a financial appraisal highlighting the internal rate of return and the net present value.	Yes	3 December 2020	Cabinet		Deborah Fenton 01992 56 4221	
Approve to process with	Approval to use service charge income over the next	Yes	16 November 2020	Cabinet		Rachel Smith 01992 564000 (2710)	

'More than Bricks and Mortar'	4 years to fund tenant lead improvements on HRA estates.						
Income recovery strategy and policy	The strategy has been updated and a policy developed to reflect updated practice.	Yes	16 November 2020	Cabinet		Deborah Fenton 01992 56 4221	
Bin Stores	Paper requesting funding for a 3 year plan to replace bin stores – meeting Fitness for Human Habitation Act (2018).	Yes	16 November 2020	Cabinet		Deborah Fenton 01992 56 4221	
Acceptance of Tender - Contract 102, Controlled Door Entry Systems	In order to undertake planned installation, upgrade and maintenance repairs of controlled door entry systems to council owned properties.	Yes	3 December 2020	Cabinet		Kurtis Lee 01992 56 4000 (2681)	
Asbestos Policy	To approve the Council's Asbestos Management Policy and Procedures.	Yes	3 December 2020	Cabinet		Kurtis Lee 01992 56 4000 (2681)	
New Fees and Charges	Report requiring a decision regarding charging for non-statutory services.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Proposed Change to Service Charges RTB Receipts - New Policy	Policy outlining who we allocate right to buy receipts.	Yes		Cabinet		Deborah Fenton 01992 56 4221	

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North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion.	Yes	1 July 2021	Cabinet		Nick Dawe 01992 56 4000 (2541)	



Report to Overview and Scrutiny Committee

SCRUTINY

Date of meeting: 19 November 2020

Portfolio: Finance & Economic Development (Cllr J Philip)



Subject: Report on Local High Streets.

Officer contact for further information: N Dawe (01992 562541)

Democratic Services Officer: V Messenger (01992 564265)

Recommendations/Decisions Required:

- (1) That the Local High Streets Task and Finish Panel should recommence its activities as previously set-out, in view of the progress being made with the Post Covid 19 Town Centre Projects; or**
- (2) That the Local High Streets Task and Finish Panel should recommence its activities but alter its terms of reference and mode of operation, in view of the progress being made with the Post Covid 19 Town Centre Projects; or**
- (3) That the Local High Streets Task and Finish Panel should cease and members involvement and oversight of the High Street projects need to be addressed differently.**

Report:

Introduction

In 2019, the Overview and Scrutiny Committee established a Local High Streets Task and Finish Panel to consider how best to support high streets in view of the pressures and changes that faced the high streets.

High streets obviously adapt and change over time and the mix of retail, office, craft production, and homes have altered both in the recent past and over a longer period.

However vibrant high streets are important to making a sense of community and place and providing economic opportunities and therefore, the key to change and adaptation of high streets is how best to achieve the adaptations and changes needed.

The concerns of the Overview and Scrutiny Committee and members in general were accentuated by reports that showed that Waltham Abby and Ongar were particular high streets of concern when compared to other high streets within the District.

Covid-19

In February and March this year, concerns around Covid-19 increased cumulating in a national lockdown, which of course recently has been re-imposed.

The initial lockdown potentially accentuated the strains in the high street but also increased the opportunities as a result of national planning changes regarding usage classes and an increase in home and local working and the consumption of locally produced foods and goods.

Concentration has naturally been in the past months about making high streets and safe as possible and supporting local businesses through national schemes and locally agreed support grants.

The Overview and Scrutiny Committee has by agreement suspended further meetings of the Local High Streets Task and Finish Panel.

Post Covid-19 Projects

In July 2020, Cabinet approved work on a series of projects that were connected to making sure the High Streets would recover and adapt after the Covid-19 epidemic faded. This meant that there are projects for Epping, Waltham Abbey, Loughton, Ongar and Buckhurst Hill, and associated projects to encourage local trading through digital means, as well as the development of employment land and the airfield itself at North Weald.

These projects are in the initial review stage with firmer proposals are due to return to Cabinet in December 2020 and January 2021, noting that the Town Centres of Waltham Abbey and Ongar have been prioritised to date, but that other projects are now being advanced.

Members have been engaged in these projects both directly by officers and also through the all-party post Covid recovery Cabinet Advisory Group that has been reviewing the Council's response to the Covid-19 challenge.

Summary

The Overview and Scrutiny Committee needs to identify how best to address the high street issue either by recommending the Local High Streets Task and Finish Panel or through other means and scrutiny approaches.



SCRUTINY

 Epping Forest District Council

Report to the Overview & Scrutiny Committee

Date of meeting: 19 November 2020

Subject: Stronger Place Select Committee – Appointment of Chairman (and possibly Vice-Chairman)

Responsible Officer: Gary Woodhall (01992 564470)

Democratic Services: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

- (1) That the resignation as Chairman of the current Chairman of the Stronger Place Select Committee be noted; and**
- (2) That the Committee make appointment to the position of Chairman (and possibly Vice-Chairman) of the Stronger Place Select Committee for the remainder of the 2020/21 municipal year.**

Report:

1. Appointment to the positions of Chairman and Vice-Chairman of each of the Select Committees are reserved to the Overview and Scrutiny Committee. These appointments are excluded from the calculation arising from the existing protocol on the allocation of Chairman and Vice-Chairman positions for other committees, sub-committees and panels.
2. The current Chairman of the Stronger Place Select Committee has tendered his resignation as Chairman of the Select Committee, although he still intends to remain as a member of the Committee. Therefore, a new Chairman needs to be appointed for the remainder of the municipal year and nominations will be reported at the meeting. If the current Vice-Chairman of the Select Committee is appointed as Chairman, then the process will need to be repeated to select a new Vice-Chairman for the remainder of the municipal year. If more than one nomination is received for both or either position, then the Committee will be required to vote on these appointment(s).

Resource implications:

None arising from this report.

Legal and Governance Implications:

The Council's Constitution sets out the rules for the management of its Overview & Scrutiny responsibilities.

Safer, Cleaner, Greener Implications:

None arising from this report.

Consultation Undertaken:

None required.

Background Papers:

None.

Impact Assessments:

Risk Management

The Council's Constitution sets out the rules for the management of its Overview & Scrutiny responsibilities.

Equality:

None arising from this report.