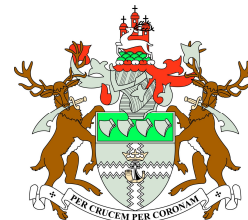


Supplementary Council Agenda



**Epping Forest
District Council**

Council Tuesday, 2nd November, 2010

Place: Civic Offices, High Street, Epping
Room: Council Chamber
Time: 7.30 pm
Committee Secretary: Council Secretary: Ian Willett
Tel: 01992 564243 Email: iwillett@eppingforestdc.gov.uk

6. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET (Pages 3 - 4)

To receive reports from the Leader, Chairman of the Overview and Scrutiny Committee and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Chairman of the Overview and Scrutiny Committee;
- (c) Report of Environment Portfolio Holder;
- (d) Report of Finance and Economic Development Portfolio Holder;
- (e) Report of Housing Portfolio Holder;
- (f) Report of Legal and Estates Portfolio Holder;
- (g) Report of Leisure and Wellbeing Portfolio Holder;
- (h) Report of Operational Planning and Transport Portfolio Holder;
- (i) Report of Performance Management Portfolio Holder - attached;
- (j) Report of the Safer and Greener Portfolio Holder.

10. NON-HOUSING ASSETS WITHIN THE HOUSING REVENUE ACCOUNT (Pages 5 - 6)

Attached is the list of properties in a different format to the one attached to the report of the Cabinet. This revised format was submitted to the Joint Housing and Finance and Performance Management Scrutiny Panel.

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Report to the Council

Committee: Cabinet

Subject: Performance Management Portfolio

Date: 2 November 2010

Portfolio Holder: Councillor Richard Bassett

Item: 6 (i)

Risk management register

At the recent Finance and Performance Management Cabinet Committee the Corporate Risk Register was reviewed following a request at a previous meeting for a full review as it was felt that a number of risks were obsolete. It was concluded that seven risks could be deleted, four ratings upgraded, four ratings downgraded and one new risk added.

The proposed new risk, (Risk 32), was concerned with the Loss of On-Street Civil Parking Enforcement, and had been rated as 'Significant Likelihood, Marginal Impact' (C3). This new risk had been generated by the withdrawal of the on-street civil parking enforcement agency agreement by the County Council at the end of March 2011. The District Council is currently not in deficit as the function had been outsourced, with the current contract scheduled to expire in October 2012. The new partnership arrangements with other District Councils in north Essex proposed by the County Council could lead to Epping Forest having to help fund a future deficit arising in the partnership. It was considered difficult for the Council to contract out of the proposed shared arrangements, although it was understood that outsourcing was not being considered by the County Council at the current time. There is some concern the quality of parking enforcement within the District could suffer as a consequence of the new arrangements.

The other changes to the register are the removal of the 7 risks below:

- risk 7a, Compliance with Regulations;
- risk 7b, Public comments at Member level may commit the Council to policies or actions;
- risk 10, Revised Organisational Structure;
- risk 12, Gershon – rule changes;
- risk 19, Planning Service does not improve;
- risk 21, Use of Council assets;
- risk 25, Management Capacity in Planning;

The changes to risk status are:

- Risk 5, Public Service Reorganisation which is detrimental to the Council & Community, be upgraded from 'Very Low' to 'Low';
- Risk 16, Performance Management, be downgraded from 'Low' to 'Very Low';
- Risk 22, Key Partnership fails, be uprated from 'Low' to 'Significant';
- Risk 23, Fraud, be upgraded from 'Very Low' to 'Significant';
- Risk 26, Investments, be downgraded from 'Significant' to 'Low';
- Risk 29, Gypsy & Traveller Provision, be downgraded from 'High' to 'Significant';

- Risk 30, Reduction in Government Grant, be updated from 'High' to 'Very High';

Value for Money and Data Quality Strategies 2010/11 – 2012/13

I spoke about these reports in my last report and these have now been approved by the Finance and Performance Management Cabinet Committee. These revised strategies built upon work undertaken over the last two years, and sought to address issues arising from recent Use of Resources judgments, and to highlight areas of best practice.

Staff Policies

Following concerns about availability of staff resources in the bad weather last year various discussions were held over what would be the best way to prevent the peak in staff using up holiday entitlement at the end of the holiday year. It was decided that the best way forward was to split the holiday year into two dates 6 months apart. The department managers would agree with their staff on what dates individuals would use but it would be with the intention of splitting dates for similar staff functions to ensure that resources would be available in these unexpected peaks.

We have also reviewed with staff the new Flexi-Time recording system which is designed to replace the myriad of existing systems with a standard online system which will allow managers and staff to manage their time with greater efficiency. A trial would be started shortly to pick up any issues before a full roll out.

A review of the Council's E-Mail policy has also been conducted with a new policy suggested. This has been reviewed by the JCC and whilst we understand the principle of what is trying to be achieved the JCC suggested some changes which will make management easier.

<u>FLATS OVER PREMISES</u>			
24 & 25 Fir Trees & Flat	Abridge	40 The Broadway	Debden, Loughton
		41 The Broadway	Debden, Loughton
1 Lower Queens Road	Buckhurst Hill	42 The Broadway	Debden, Loughton
4 Lower Queens Road	Buckhurst Hill	43 The Broadway	Debden, Loughton
5 Lower Queens Road	Buckhurst Hill	44 The Broadway	Debden, Loughton
8 Lower Queens Road	Buckhurst Hill	45 The Broadway & Flat 41A	Debden, Loughton
		46-48 The Broadway	Debden, Loughton
142 Loughton Way	Buckhurst Hill	47-49 The Broadway	Debden, Loughton
144 Loughton Way	Buckhurst Hill	50 The Broadway	Debden, Loughton
146 Loughton Way	Buckhurst Hill	51 The Broadway	Debden, Loughton
148 Loughton Way	Buckhurst Hill	52 The Broadway	Debden, Loughton
150 & 152 Loughton Way	Buckhurst Hill	53 The Broadway	Debden, Loughton
154 Loughton Way	Buckhurst Hill	54 The Broadway	Debden, Loughton
156 Loughton Way	Buckhurst Hill	55 The Broadway	Debden, Loughton
158 Loughton Way	Buckhurst Hill	56 The Broadway	Debden, Loughton
		57 The Broadway + Garage	
160 Loughton Way	Buckhurst Hill	292	Debden, Loughton
162 Loughton Way	Buckhurst Hill	58 The Broadway	Debden, Loughton
164 Loughton Way	Buckhurst Hill	59 The Broadway	Debden, Loughton
		60 The Broadway	Debden, Loughton
28 Parklands & Flat 38	Coopersale	61 The Broadway	Debden, Loughton
29 Parklands & Flat 36	Coopersale	62 The Broadway	Debden, Loughton
30 Parklands & Flat 34	Coopersale	64 The Broadway	Debden, Loughton
31 Parklands & Flat 32	Coopersale	65 The Broadway	Debden, Loughton
		66 The Broadway	Debden, Loughton
11-13 The Broadway	Debden, Loughton	67 The Broadway & Flat 22A	Debden, Loughton
12-14 The Broadway	Debden, Loughton	68 The Broadway	Debden, Loughton
15 The Broadway	Debden, Loughton	69 The Broadway	Debden, Loughton
16 The Broadway	Debden, Loughton	70 The Broadway	Debden, Loughton
17/19 The Broadway	Debden, Loughton	71 The Broadway	Debden, Loughton
18 The Broadway	Debden, Loughton	72 The Broadway	Debden, Loughton
20 The Broadway	Debden, Loughton	73 The Broadway	Debden, Loughton
21 The Broadway	Debden, Loughton	74 The Broadway	Debden, Loughton
22 The Broadway	Debden, Loughton	76 The Broadway	Debden, Loughton
23 The Broadway & Flat 21A	Debden, Loughton	78 The Broadway	Debden, Loughton
24 The Broadway & Flat 24 A/B	Debden, Loughton	80 The Broadway	Debden, Loughton
25 The Broadway	Debden, Loughton	82 The Broadway & Flat 80B	Debden, Loughton
26 The Broadway & Flat 61A	Debden, Loughton		
27 The Broadway	Debden, Loughton	50 The Street & Flat 48	High Ongar
28 The Broadway	Debden, Loughton		
29 The Broadway	Debden, Loughton	58 Borders Lane & Flat 78	Loughton
30 The Broadway	Debden, Loughton	60 Borders Lane	Loughton
31 The Broadway	Debden, Loughton	62 Borders Lane	Loughton
32-34 The Broadway	Debden, Loughton	64 Borders Lane	Loughton
33-37 The Broadway	Debden, Loughton	66 Borders Lane	Loughton
36 The Broadway	Debden, Loughton	68 Borders Lane	Loughton
38 The Broadway	Debden, Loughton	70 Borders Lane & Flat 90	Loughton
39 The Broadway	Debden, Loughton	72 Borders Lane	Loughton
		74 Borders Lane	Loughton
		76 Borders Lane & Flat 96	Loughton

FLATS OVER PREMISES CONTINUED

34 Pyrles Lane	Loughton	1-4 Hillhouse	Waltham Abbey
36,38,40 Pyrles Lane	Loughton	5 Hillhouse	Waltham Abbey
42 Pyrles Lane	Loughton	6 Hillhouse & Flat 13	Waltham Abbey
44 Pyrles Lane & Flat 72a	Loughton	7 Hillhouse	Waltham Abbey
46 Pyrles Lane	Loughton	8 Hillhouse	Waltham Abbey
48 Pyrles Lane	Loughton	9 Hillhouse	Waltham Abbey
50 Pyrles Lane & Flat 76	Loughton	10 Hillhouse	Waltham Abbey
52 Pyrles Land & Flat 62 & Garage	Loughton	11 Hillhouse	Waltham Abbey
		12 Hillhouse	Waltham Abbey
6 & 7 Longcroft Rise & Flat 14	Loughton		
		74 Roundhills	Waltham Abbey
20 St Peter's Avenue & Flat 22	Shellys, Ongar	76 Roundhills	Waltham Abbey
24 St Peter's Avenue & Flat 26	Shellys, Ongar	78 Roundhills	Waltham Abbey
28 St Peter's Avenue & Flat 30	Shellys, Ongar	80 Roundhills	Waltham Abbey
32 St Peter's Avenue & Flat 34	Shellys, Ongar	82 Roundhills	Waltham Abbey
15 Market Square	Waltham Abbey	113-117 Upshire Road	Waltham Abbey
16 Market Square	Waltham Abbey	119 Upshire Road	Waltham Abbey
17 Market Square	Waltham Abbey	121 Upshire Road	Waltham Abbey
18 Market Square	Waltham Abbey	123 Upshire Road	Waltham Abbey
19 Market Square	Waltham Abbey		

NO FLATS OVER PREMISES

83 Loughton Way (House)	Buckhurst Hill	70 Wellfields (House)	Loughton
Petrol Filling Station	Debden, Loughton	17 & 18 Maynard Court	Waltham Abbey
Public House Sir Winston Churchill	Loughton	548 Limes Avenue	Chigwell
Public House The Cottage Loaf	Loughton	550 556 Limes Avenue	Chigwell
Public House Gun Makers Arms	Loughton	558 Limes Avenue	Chigwell
Public House Spencers (formerly The Golden Lion)	Loughton	560 Limes Avenue	Chigwell
Public House The Black Deer	Loughton	562 Limes Avenue	Chigwell
Public House Clydesdale	Loughton		
2-18 Torrington Drive	Debden, Loughton		