

Supplementary Committee Agenda



Overview and Scrutiny Committee Monday, 28th February, 2011

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive
email: shill@eppingforestdc.gov.uk Tel: 01992 564249

11. COUNCILLOR ACCOUNTABILITY STATEMENTS (Pages 3 - 6)

(Councillor M McEwen – Chairman, Constitution and Members Services Scrutiny Panel) Accountability Statement for Members of the Executive attached.

13. WORK PROGRAMME MONITORING (Pages 7 - 12)

(a) Updated Schedule

Revised Work Programme for Planning Services Standing Panel and the Constitution and Member Services Standing Panel attached.

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Agenda Item 11

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Executive (Portfolio Holder)

Responsible to: Leader of Council, Cabinet and Council

Contact with: Residents, Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Executive Roles:

- (a) To contribute to the development of strategic policy for the Council as a member of the Cabinet.
- (b) To be responsible for the allocated portfolio and its services including policy initiatives affecting those activities.
- (c) To consult with Service Directors on matters of policy and service delivery within the allocated portfolio and the purpose of keeping informed about current issues.
- (d) To attend Cabinet meetings and share collective responsibility for decisions taken by Cabinet.
- (e) To be personally responsible and accountable for any decisions taken as portfolio holder and to share with the appropriate Directors responsibility for the performance of services within their portfolio.
- (f) To respond to or deal with any issues arising at Council meetings relating to their portfolio including reports on progress made against portfolio priorities.
- (g) To act as spokesperson or advocate within and outside the authority on those services and functions within their portfolio for collective decisions made by the Cabinet.
- (h) To provide regular reports on progress with relevant executive decisions when and where requested and to undertake consultation on proposed decisions when desirable.
- (i) To attend Overview and Scrutiny Committee meetings and Scrutiny Panel meetings when necessary to share priorities, discuss decisions taken, and provide information, views and explanations on portfolio holder issues.
- (j) To assist partnership working with other agencies and contribute to delivering a partnership objectives.
- (k) To represent the Council on outside bodies, as appointed by the Leader or the Council and report back on matters of relevance or interest to the Council.
- (l) As part of the Cabinet, to be involved in:
 - leading the community planning process for the Council;
 - the consultation on, and drawing up of, the revenue and capital budgets, and monitoring budget under/over spends.
 - leading the search for continuous improvement;
 - taking decisions on resources and priorities to deliver the strategies and budget approved by Full Council;
 - promoting and participating in Councillor Development.
- (m) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (n) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

<p>Skills Required</p> <p>Leadership Skills</p> <ul style="list-style-type: none"> • Development of leadership skills appropriate for a portfolio • Ability to challenge the status quo and deal with complex strategic issues and problems. • Development of skills necessary to represent the Cabinet both within and outside the Council. <p>Chairing Skills</p> <ul style="list-style-type: none"> • Achieve chairing skills relating to their portfolio and any external Council activities. <p>Team Working & Relationship Building Skills</p> <ul style="list-style-type: none"> • Develop good working relationships with other Cabinet colleagues, senior officers, Overview and Scrutiny, Partners etc. • Ability to work as part of a team to drive forward the continuous improvement of the Council. <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the key areas relating to their Cabinet portfolio and its relationship with other portfolios within the Cabinet. • A detailed understanding of the strategic role of Cabinet within the Council. • Understanding of executive functions and the difference between these and non-executive roles. • Understanding of the role of a portfolio holder as part of the executive team. • Detailed understanding of Council strategy, policies and operations for the allocated Portfolio. • Understanding of the roles of certain statutory officers namely the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer. • Awareness of the national policy framework for the Local Government and its impact on the Council. • Knowledge of community needs and their priorities for action. 	<p>Communication Skills</p> <ul style="list-style-type: none"> • Enhanced communication skills to be able to work constructively with officers, councillors and partners. • High level skills in listening, questioning and negotiation. • High level presentation and public speaking skills suitable for a variety of settings. • Skills in working with the media and developing awareness of ways of ensuring that the Council is positively represented. <p>Organisational Skills</p> <ul style="list-style-type: none"> • Ability to manage a portfolio workload, against deadlines and pressure on time. <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> • Develop research skills to aid policy development. • Ability to assimilate and analyse complex information.
<ul style="list-style-type: none"> • Understanding of the statutory role of Overview and Scrutiny within the Council • Knowledge of the role of local partners and the services they deliver, relevant to the allocated portfolio • Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies. • Understanding of the principles and importance of making evidenced-based decisions. 	
<p style="text-align: center;">Date:</p>	

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

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Planning Services Standing Panel (Chairman – Cllr J Philip)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Reports to each meeting on; (a) Regional Plan (b) Local Development Framework (c) Current Staffing (d) Improvement Plan (e) Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.	Regular updating reports to each meeting		
(2) Value for Money Provision: (a) Administration & Customer Support (b) Building Control (c) Development Control (including Appeals) (d) Economic Development (e) Enforcement (f) Environment Team (g) Forward Planning (h) Performance	Provide a report after the end of Quarter 4 on 2(c)+ 2(e) and periodically on the other areas.		3 June 2010 2 September 11 October – Extra Ordinary Meeting 2 December ; 10 January 2011 – Extra Ordinary Meeting 3 March 2011
(3) Report from Legal on performance at Planning Appeals	June 2009	COMPLETED	
(4) Meet annually with planning agents and amenity groups required matching	Reports to reflect available meeting	COMPLETED – Meeting has taken place, minutes were circulated at the Panel meeting in January 2011 and have been sent to agents/ amenity group attendees.	
(5) That a report be produced for the Panel setting out the possible route any planning enforcement investigation could take.		Report on 03/03/11 meeting.	
(6) Review the Corporate Planning protocol with respect to dealing with applicants, agents, developers and the local business community to ensure that the highest standards of probity and governance are achieved.		Referred to the Standards Committee	

(7) To review a selection of controversial planning decisions to see if lessons can be learnt from their consideration.	Site meetings organised for Saturday 5 th March	This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	
(8) To consider whether the reporting arrangements for Terms of Reference sections and those from the Section 106s (including how they are negotiated agreed and implemented strategically to secure community benefit), and appeals are sufficient (including how new legislation impacts on these) and recommend accordingly		This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	
(9) Planning conditions controlling damage to highways infrastructure	December 2010	Report submitted in December 2010. Further update in March 2011.	
(10) Contributions to affordable housing (S106 Agreements)	New Item		
(11) Liaise with other planning authorities to learn from their work.	New Item	Quarterly meeting with other Essex Authorities discuss and share working practices. Benchmarking underway as part of local fee setting and charging of planning application fees.	
(12) Countrycare	Submitted to 2 September 2010 Panel meeting.	COMPLETED - Future structure following the departure of Paul Hewitt.	
(13) Consultations from Hertfordshire Councils regarding Core Strategies	October 11 2010	COMPLETED - Consultations to be considered at extra-ordinary panel meeting on October 11 2010.	
(14) Tree Preservation Order Consultation	December 2010	COMPLETED - Government Consultation	
(15) New Homes Bonus Consultation	December 2010	COMPLETED - Government Consultation	
(16) Essex County Council Minerals Development Document: Preferred Approach Paper	January 2011	COMPLETED	

(17) Planning Fees - Consultation	January 2011	COMPLETED – Government Consultation	
(18) Harlow Council – Core Strategy Issues and Options Consultation Document	January 2011	COMPLETED	
(19) Request for District Development Fund	January 2011	COMPLETED	
(20) Town Centre Officer Post/Future Management of Town Centre	January 2011	COMPLETED	
(21) Standard letters of justification on enforcement and planning applications	New Item	March 2011 meeting	
(22) General Approach to Assessing Impact on Light	New Item	March 2011 meeting	

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**Constitution and Member Services Standing Panel 2010/11
(Chairman – Cllr Mrs M McEwen)**

Item	Report Deadline/Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2010 Elections	24 June 2010	COMPLETED at OSC Meeting on 12 July 2010	24 June 2010;
(2) Cancellation of meetings because of inclement weather	23 September 2010	COMPLETED	23 September;
(3) Executive Procedure Rules – Speakers at Cabinet	23 September 2010	COMPLETED – To be reviewed in 12 months time	9 November (Extra-Ordinary Meeting);
(4) Assistants to Portfolio Holders	23 September 2010	COMPLETED	16 December
(5) E Petitions	9 November 2010	COMPLETED – Discussed at the Overview and Scrutiny Committee on 29 November 2010 and to be considered at the Council meeting on 14 December 2010. To be revisited in the summer of 2011.	15 February 2011 (Extra-Ordinary Meeting)
(6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol)	15 February 2011	COMPLETED	17 March 2011
(7) Member Role Accountability Statements	15 February 2011	COMPLETED	
(8) Appointments at Annual Council	15 February 2011	COMPLETED	
(9) Cabinet Meetings – “Guillotine”	16 December 2010	COMPLETED – To be considered at the Council meeting in February 2011.	
(10) Member Training Review	16 December 2010	Deferred to March 2011 meeting	

(11) Annual Review of Financial Regulations including E Invoices	16 December 2010	COMPLETED – To be submitted to the Council meeting on 22 February 2011.	
(12) Annual Review of Contract Standing Orders	17 March 2011	Report on target for March 2011 meeting.	
(13) Annual Review of Officer Delegation	17 March 2011	Report on target for March 2011 meeting.	
(14) Planning/Landowner Roles – Details to be confirmed	To be determined	Further discussion between Councillor L Wagland and Legal Staff on the scope of the report.	
(15) Referendum on an Elected Mayor (Information Report)	15 February 2011		
(16) Supply of water in place of coffee to meetings held in Committee Rooms 1 & 2	To be dealt with at officer level.	Minute Item 51 29 March 2010 Panel	