
COUNCIL

BULLETIN

Issued Week Ending Friday, 19 March 2021

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443



PART A - FORWARD DIARY

Key to abbreviations:

CC	Council Chamber	Cab Off	Cabinet Office
CR1	Committee Room 1	CONF	Conference Room (1st floor)
CR2	Committee Room 2	CH OFF	Chairman of Council's Office
MR	Members' Room	TR RM	Training Room
TBD	To be decided	HEM	Hemnall Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	VM	Virtual Meeting
DPCC	Debden Park Community Centre	NWA	North Weald Airfield

Other venues are shown in full.

Currently meetings are subject to change, postponement or cancellation.

Many meetings will be held virtually but Democratic Services will advise arrangements for individual meetings.

Week One: 22 March 2021 – 28 March 2021

Monday 22 March	5.00pm 7.00pm	Epping Forest Local Highways Panel Audit and Governance Committee	
Tuesday 23 March	7.00pm	Portfolio Holder Advisory Group Air Quality	
Wednesday 24 March	7.00pm	Area Plans Sub-Committee South	
Thursday 25 March			
Friday 26 March			
Saturday 27 March			
Sunday 28 March			

Week Two: 29 March 2021 – 4 April 2021

Monday 29 March	7.00pm	Stronger Place Select Committee	
Tuesday 30 March	7.00pm	Stronger Communities Select Committee	
Wednesday 31 March	7.00pm	Area Planning Sub-Committee East	
Thursday 1 April	6.00pm 7.00pm	Executive Briefing Local Plan Cabinet Committee	
Friday 2 April			
Saturday 3 April			
Sunday 4 April			

Week Three: 5 April 2021 – 11 April 2021

Monday 5 April			
Tuesday 6 April	10.00am	Licensing Sub-Committee	
Wednesday 7 April	7.00pm	Area Planning Sub-Committee West	
Thursday 8 April			
Friday 9 April			
Saturday 10 April			
Sunday 11 April			

Week Four: 12 April 2021 – 18 April 2021

Monday 12 April	7.00pm	Joint Consultative Committee	
Tuesday 13 April	7.00pm	Stronger Council Select Committee	
Wednesday 14 April			
Thursday 15 April	7.00pm	Overview and Scrutiny Committee	
Friday 16 April			
Saturday 17 April			
Sunday 18 April			

PART B - ESSENTIAL INFORMATION

New Process for raising IT issues

- Members should raise IT issues by contacting Member Contact via email at MemberContact@eppingforestdc.gov.uk. Minimum information required; a full detailed explanation of the symptoms, preference for contact details, an appropriate time for IT to contact, and any screenshots of the issues experienced (if appropriate).
- Member Contact will raise the incident on behalf of the member with the ICT service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
- The Service Desk member will create an incident on behalf of the Member, with the full details. Please note that there may be occasions when further information is required in order for the service desk to progress the ticket, In this instance the service desk will advise and support Member Contact and postpone the progress of the ticket until the appropriate information is provided.
- IT will then accept ownership of the issue and create a ticket. During the lifecycle of the ticket there may be occasions where further information and collaboration is needed with the members directly, ICT will contact the member directly at the stipulated time on the appropriate number provided in the ticket. Updates on the Tickets will be emailed directly to the member reporting the issue.
- In the event that IT have attempted to reach the member on 2 separate occasions and are unable to make contact the ticket will be resolved and escalated to MemberContact@eppingforestdc.gov.uk. Member Contact or the Member will then have 10 days to reach out to the service desk in order to re-open the ticket and resolve the issue.
- Members are still able to raise tickets directly via the service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
- Any IT issues being reported to Democratic Services will be emailed to MemberContact@eppingforestdc.gov.uk

Use of Council email address

This is a polite reminder that when undertaking Council business, **you must only use your Council email address** due to GDPR legislation.

If you are experiencing issues with accessing your Council email account, please following the new process to raise IT issues so our ICT Team can assist.

Member Contact

Please be aware that all Member queries should be logged using https://eppingforestdc-self.achieveservice.com/service/Member_Contact as this will ensure that your query or question is properly logged and chased up if you have not received a response within 5 days.

Modern.Gov App Tutorial

A video tutorial is available from Civica on YouTube for using the Modern.Gov iOS app. The video is approximately 12 minutes long and can be accessed via the following link:

Modern.Gov new iOS App Tutorial =
<https://www.youtube.com/watch?v=F23xhEdH5vc>

Committee Management System

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforetexttranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

Constitution

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

ECC Highways Portal

Up to date details of all Highways work is available at:

<https://www.essexhighways.org/Transport-and-Roads.aspx>

PART C - GENERAL INFORMATION

1. MODERN.GOV APP TUTORIAL

A video tutorial is available from Civica on YouTube for using the Modern.Gov iOS app. The video is approximately 12 minutes long and can be accessed via the following link:

Modern.Gov new iOS App Tutorial <https://www.youtube.com/watch?v=F23xhEdH5vc>

(Further Info: Gary Woodhall ext 4470)

2. ELECTION COUNTS - MAY 2021

Would Members please note that there has been a change in the schedule for the Election Counts previously advised. Due to the deadline for the Police, Fire & Crime Commissioner declaration being moved, the schedule has been revised to the following:

Thursday 6 May 2021	Polling Day, and verification of all ballots to be completed straight after the close of poll.
Friday 7 May 2021	Count to begin at 9.30am; Essex County Council Divisions to be completed first, followed by the District wards and most of the Town and Parish wards.
Saturday 8 May 2021	Count to begin at 9.30am; Police, Fire & Crime Commissioner to be completed first, followed by any outstanding Town & Parish Council wards from the day before.

(Further info: Gary Woodhall ext 4470)

3. NEW PROCESS FOR RAISING IT ISSUES

- Members should raise IT issues by contacting Member Contact via email at MemberContact@eppingforestdc.gov.uk. Minimum information required; a full detailed explanation of the symptoms, preference for contact details, an appropriate time for IT to contact, and any screenshots of the issues experienced (if appropriate).
- Member Contact will raise the incident on behalf of the member with the ICT service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
- The Service Desk member will create an incident on behalf of the Member, with the full details. Please note that there may-be occasions when further information is required in order for the service desk to progress the ticket, In this instance the service desk will advise and support Member Contact and postpone the progress of the ticket until the appropriate information is provided.

- IT will then accept ownership of the issue and create a ticket. During the lifecycle of the ticket there may be occasions where further information and collaboration is needed with the members directly, ICT will contact the member directly at the stipulated time on the appropriate number provided in the ticket. Updates on the Tickets will be emailed directly to the member reporting the issue.
- In the event that IT have attempted to reach the member on 2 separate occasions and are unable to make contact the ticket will be resolved and escalated to MemberContact@eppingforestdc.gov.uk. Member Contact or the Member will then have 10 days to reach out to the service desk in order to re-open the ticket and resolve the issue.
- Members are still able to raise tickets directly via the service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
- Any IT issues being reported to Democratic Services will be emailed to MemberContact@eppingforestdc.gov.uk

Use of Council email address

This is a polite reminder that when undertaking Council business, **you must only use your Council email address** due to GDPR legislation.

If you are experiencing issues with accessing your Council email account, please following the new process to raise IT issues so our ICT Team can assist.

4. NEPP PRE-NOTIFIED QUESTIONS

At the last meeting of the Overview & Scrutiny Committee on 2 February 2021, the Group Manager from NEPP – Richard Walker – attended the meeting to allow the Committee to undertake an external scrutiny exercise. Some Members provided prior notice of questions and issues before the meeting, and the attached document at Appendix X provides the responses from NEPP as promised at the meeting.

(Further info: Gary Woodhall ext 4470)

5. TREE PROSECUTION EPPING PLACE, EPPING

On 9 March 2021 in Southend Magistrates Court Ms. Razi – Sharif Choudhry of Epping Place Epping Essex pleaded guilty to causing or permitting the lopping of a Horse Chestnut tree and a Lawson Cypress tree at her property without the authorisation of Epping Forest District and which were protected by virtue of them being in the Bell Common Conservation Area

FACTS

On 23 April 2019 the Council's Tree and Landscape officer was notified that work had been carried out to a Horse Chestnut tree in the garden of Epping Place Epping Essex

The tree was protected by virtue of it being in the Bell Common Conservation Area and no consent had been given for the work carried out.

The Council's investigation also revealed that a Lawson Cypress in the garden had also been lopped without consent

As a result of the unauthorized work to the Horse Chestnut tree, which in the opinion of the Council's Tree and Landscape officers, had not been carried out in a professional manner, the Council subsequently agreed to its felling as it had become unacceptable fragile.

Having pleaded guilty at the first available time Ms Choudhry was fined £500 in respect of the Horse Chestnut, £250 for the Lawson Cypress and ordered to pay a contribution towards the Council's prosecution costs of £1,000 and a victim surcharge of £75.

6. WEBCAST TOP 10 15MAR (Pages 17 - 18)

Please see attached.

7. PROSECUTION FOR FLYTIPPING

Numerous fly tipping incidents in Ongar and Stapleford Tawney between November 2017 and March 2018 lead to an Ilford resident receiving a Criminal Behaviour Order, suspended jail term, nightly curfew and disqualification from driving, heard at Southend Magistrates Court on 3 March 2021.

Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution for 7 fly tipping offences at various locations in Ongar and Stapleford Tawney between November 2017 and March 2018 against Mr Behnam Dehghani, who now lives in Ilford, Essex

Mr Dehghani pleaded guilty to the offences at a court hearing in February 2020 but the sentence hearing was not held until 3rd March 2021.

The Magistrates stated that fly tipping was a blight on Local Authorities and there was never a reasonable excuse for doing so.

Having made their deliberations, the Magistrates sentenced Mr Dehghani to 9 months' imprisonment, suspended for 12 months and subject to a curfew of 7am to 7pm for 3 months.

In addition, Mr Dehghani was disqualified from driving for 12 months, and subject to a 10 year Criminal Behaviour Order (CBO). The CBO prevents Mr Dehghani from acting as a waste carrier in the future.

Mr Dehghani was also ordered to pay the Council's prosecution costs of £2,600 and a Victim Surcharge of £100

(Further information: Michael Richardson ext 4422)

8. STRONGER COMMUNITIES SELECT COMMITTEE - TUESDAY 30 MARCH 2021

The District Commander for Brentwood and Epping Forest with Essex Police, Ch Insp Ant Alcock will be attending the next meeting of the Stronger Communities Select Committee on Tuesday 30 March to discuss the current policing and crime issues in the District.

Members are invited to submit questions before the meeting to Rebecca Perrin at rperrin@eppingforestdc.gov.uk by Wednesday 24 March 2021, in order that thorough answers can be provided at the meeting, although there will be an opportunity to ask questions at the meeting.

9. CENSUS 2021

It is Census day this Sunday 21 March 2021. Every 10 years the census gives us a complete picture of the nation.

Census 2021 will be mainly online. There are people who'll find this challenging so we must make sure the census is as accessible and inclusive as possible.

Go purple in celebration

The Civic building will join more than a hundred buildings and landmarks across England and Wales by lighting up purple on the 19 March until 21 March, to celebrate the upcoming census and its importance to communities.

How you can help

The involvement and support of councillors and council executives will be vital to ensure a successful census in Epping Forest District. We need your help to spread the important message within your community and across your social media to ensure we achieve a high number of completed census questionnaires across the district.

The census helps inform the provision of public services throughout the UK, such as determining the appropriate number of school places and hospital beds that are needed to properly serve their communities.

It's therefore important that census estimates are accurate, so that these funds can be allocated where they're needed. To get accurate estimates, a good response to the census is required from all areas and communities.

We will be promoting the census campaign through press releases, social media, housing schemes and external partners.

Help and support for residents

We have been working with Voluntary Action Epping Forest (VAEF) to ensure the census is accessible for all residents.

The Epping Forest Support Line has been set up to provide help and support with completing the census online

- Call 01992 564208

VAEF will also be hosting some digital support drop-in centres for residents that need help completing the census.

Oakwood Hill Community Centre, Longcroft rise, Loughton, IG10 3NB will be open Mondays 9:30 am – 3:30 pm

- 22 March
- 29 March
- 5 April
- 12 April
- 19 April
- 26 April

Waltham Abbey Leisure Centre, Hillhouse, Waltham Abbey, Essex, EN9 3EL will be open Tuesdays 9:30 am – 3:30 pm

- 13 April
- 20 April
- 27 April

Ongar Leisure Centre, Fyfield Road, The Gables, Ongar, Essex, CM5 0GA will be open Fridays 9:30 am – 3:30 pm

- 16 April
- 23 April
- 30 April

Please contact Rebecca Moreton if you have any questions

rmoreton@eppingforestdc.gov.uk

10. MEMBER TRAINING PROGRAMME 2021/22 (Pages 19 - 40)

Please find attached the provisional Member Training Programme for 2021/22.

11. CHAIRMAN'S DIARY

None this week

LICENSING ACT 2003

Please be advised that the Licensing Unit has received the following applications for a New Premises Licence made under the Licensing Act 2003 for the premises below:

Applicant name: ADO Catering Limited

Address of Premises: The Blue Boar, Market Place, Abridge, Romford, Essex, RM4 1UA

Brief details of the natures of the application: New Premises Licence for:

Provision of Live Music (Indoors), Provision of Recorded Music (Indoors), Provision of Performances of Dance (Indoors), The Sale of Alcohol (For consumption both on and off)

Sunday – Wednesday	10:00 – 00:00
Thursday	10:00 – 01:00
Friday – Saturday	10:00 – 02:00

For statutory bank holiday weekend periods (Friday Saturday Sunday & Monday) the Thursday before Good Friday and Christmas Eve, the finish time will be extended by one hour beyond these times. On occasions of local, national or international significance or for charitable events, the finish time will be extended by one hour, with seven days' notice and agreement with the police.

Late Night Refreshment (Indoors)

Sunday – Wednesday	23:00 – 01:00
Thursday	23:00 – 02:00
Friday – Saturday	23:00 – 03:00

For statutory bank holiday weekend periods (Friday Saturday Sunday & Monday) the Thursday before Good Friday and Christmas Eve, the finish time will be extended by one hour beyond these times. On occasions of local, national or international significance or for charitable events, the finish time will be extended by one hour, with seven days' notice and agreement with the police.

Opening Hours

Sunday – Wednesday	09:00 – 01:00
Thursday	09:00 – 02:00
Friday – Saturday	09:00 – 03:00

For statutory bank holiday weekend periods (Friday Saturday Sunday & Monday) the Thursday before Good Friday and Christmas Eve, the finish time will be extended by one hour beyond these times. On occasions of local, national or international significance or for charitable events, the finish time will be extended by one hour, with seven days' notice and agreement with the police.

Consultation Period From: 12th March 2021

To: 9th April 2021

Officer in charge: Peter Jones

Please ensure that any comments/objections are received by the Licensing team on or before the consultation end date.

Manager
Licensing Officer

Kim Tuckey 01992 564034
Peter Jones 01992 564721

PLANNING

1. Appeals Lodged

EPF/0018/20 – Maltings Farm Church Road Moreton CM5 0JY - Reserved Matters Application ref: EPF/0181/18. (Outline planning application for removal of outbuildings & an existing dwelling. Erection of x3 no. detached dwellings. Formation of a new highway access & ancillary works) – Written reps – Alastair Prince Ext. 4462

EPF/0241/20 – 52a The Plain Epping CM16 6TL - Demolition of existing bungalow and redevelopment involving a 2 storey block of 5 flats with rooms in the roof space involving a front dormers and 8 rooflights with associated off-street parking – Written Reps – Caroline Brown Ext. 4182

EPF/0669/20 – 5 Hampton Mead Loughton IG10 1TX - Additional two bedroom dwelling – Written reps – Zara Seelig ext. 4379

EPF/0856/20 Land at Greenacre Bassetts Lane Willingale CM5 0QL - Application for Variation of Conditions 1, 3 and 6 (Material change of use to a mixed use for purposes of agriculture & a residential caravan site) – Informal Hearing – Caroline Brown ext. 4182 (linked with ENF appeal)

EPF/0952/19 – Cock and Magpie PH Epping Road Epping Green CM16 6PU - Application for Outline Planning Permission for the demolition of an obsolete former Public House, change of use of land and re-development to provide x 8 no. new dwelling houses, including ancillary works – Written reps – Sukhi Dhadwar ext. 4597

2. Forthcoming Planning Inquiries/Hearings -

EPF/1649/17 – White Rose Curtis Mill Lane Stapleford Abbots RM3 1HS – Re determination appeal by new Inspector- date to be arranged.

13th April 2021 - EPF/2905/19 and EPF/0379/20 Epping Forest College Sites Redevelopment of the site to provide x 139 no. residential units in 3 buildings ranging from 3-5 storeys, car parking spaces, communal landscaped amenity areas, secure cycling parking & other associated development and Redevelopment of the site to provide 285 residential dwellings (Use Class C3) in a series of blocks ranging from 2 to 5 storeys in height, a new Wellness Centre (Use Class D1), creation of a new public park, car parking, communal landscaped amenity areas, secure cycle parking and other associated - – Virtual Inquiry -

EPF/0695/19 - Langley and Mile Nurseries Crooked Mile, Waltham Abbey EN9 2ER - Outline planning application for a residential development comprising up to x 52 no. dwellings (including 40% affordable housing) with vehicular access from Crooked Mile, associated open space, children's play area and ancillary works- date to be arranged

3. Enforcement Appeals

ENF/0460.20 – Land West of part of OS 0004 Land North Heathlands Willingale Road High Ongar CM5 - Application for Outline Planning Permission for the demolition of an obsolete former Public House, change of use of land and re-development to provide x 8 no. new dwelling houses, including ancillary works – Mick Mooney ext. 4713

4. Appeal Decisions

EPF/1405/20 – 7 Hurst Road Buckhurst Hill IG9 6AB - Proposed loft extension & raising the ridge by 300mm.(Revised application to EPF/0226/20) – Dismissed

EPF/1483/20 – 27 Algiers Road Loughton IG10 4NG - Replacement outbuilding – Allowed with Conditions

5. Tree Preservation Orders

TPO/EPF/08/20 – Alpha Cottage, Epping Road, Epping Upland – confirmed unopposed 03/03/2021.

TPO/EPF/09/20 – North Cottage, Betts Lane, Nazeing – confirmed unopposed 03/03/2021.

TPO/EPF/03/21 – 39 Albion Hill, Loughton – effective from 04/03/2021

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PORTFOLIO HOLDER DECISIONS

The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

Webcast views

Over the last 28 days to 15 March 2021

All Epping Forest District Council webcasts are available to watch on the microsite for 2 years after the live date. Go to the [Watch a meeting](#) page on the website for links to all our public webcast meetings.

Top 10 webcast views

There were 3,383 views of all our webcasts over the last 28 days to 15 March 2021.

The table below shows the Top 10 webcasts of public meetings, and does not include internal meetings or training sessions.

Webcast title	Live date	All views	Live views	Archive views	Times shared
Council	25/02/2021 19:00	345	46	299	0
Cabinet	11/02/2021 19:00	186	0	186	0
Area Planning Sub-Committee East	03/03/2021 19:00	150	78	72	0
Cabinet	11/03/2021 19:00	146	48	98	0
Area Planning Sub-Committee South	24/02/2021 19:00	136	52	84	1
Council	08/02/2021 19:00	122	0	122	1
Area Planning Sub-Committee West	10/03/2021 19:00	43	9	34	0
Housing service webinar	20/01/2021 14:40	39	0	39	0
Cabinet	22/12/2020 19:00	38	0	38	0
Cabinet	21/01/2021 19:00	36	0	36	0

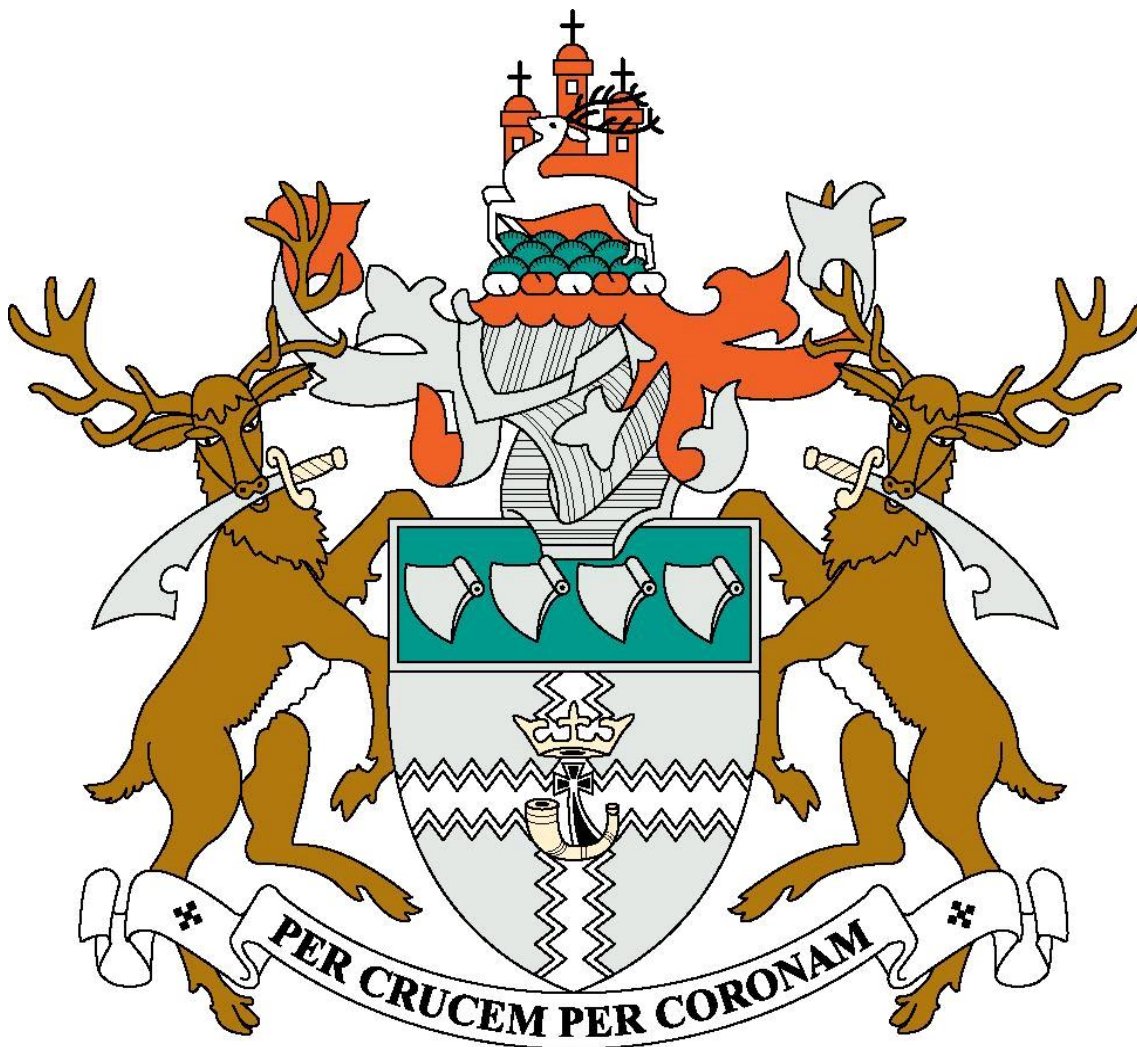
What is a view?

A view is the number of times a webcast has been played and must be for a minimum of 1 minute.

This page is intentionally left blank

Councillor Development Programme 2021/22 Prospectus

Epping Forest District Council
www.eppingforestdc.gov.uk



Councillors' Training Programme 2021/22

Introduction

- Welcome to the Councillors' training programme for 2021/22. In the prospectus which follows, you will find a range of courses designed to increase your knowledge and awareness of the Council, both locally and in national context.
- Some are designed to impart information, others to develop personal skills and the remainder to train you in essential tasks you will undertake as a Councillor.
- Some are run by Council staff and others by external specialists. Some are strongly participative, others more traditional in format. All are designed to be informal and to foster exchanges of views and questions.
- Some are available to your colleague Councillors from Parish and Town Councils. This is to make the best use of resources and to reflect the fact that in many aspects of local government, all Councillors have common needs.
- Where sessions are open to Town and Parish Councillors, all booking must come from the relevant Clerk. This is to ensure that the Clerk maintains local training records.
- This year due to COVID restrictions many sessions will be held virtually by Zoom.
- Some are designated "Mandatory". This means that, for relevant Councillors, attendance is a necessary pre-requisite to becoming involved in a specific activity or serving on a member body. In other words, members will be unable to undertake those roles without this training. This designation is of relevance to newly-elected Councillors.
- If designated "desirable", this recognises that established members may have already attended the course. However, regular repeats will often help to refresh members' knowledge. "Optional" courses or those marked as being "of interest" are those which may not be a direct requirement but which members may find useful and increase your background knowledge of the Council.
- Please email Kim Partridge, kpartridge@eppingforestdc.gov.uk to confirm your attendance at training, remember to book yourself onto the courses which are Mandatory.
- All qualify for reimbursement of travel and subsistence costs except, in the case of subsistence, where catering is provided by the Council as part of the course.
- Depending on demand, repeat courses can be arranged on an ad hoc basis.
- If having booked a course, you are unable to attend, please notify Kim Partridge email kpartridge@eppingforestdc.gov.uk. This will enable your place to be offered to someone else.

Please note – that training attendances by individual District Councillors are published on the Council's website.

Session Designations for District Councillors

New and Re-elected Member Welcome and Induction	Mandatory for ALL Councillors elected or re-elected
Planning	Mandatory for all new Councillors / Biennially for all other Members
How the Council Works	Mandatory for New Members / Once per term thereafter
Code of Conduct	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors
Paperless Agenda, Accessing Documents and Apps	Mandatory for New Members / Once per term thereafter
Data Protection	Mandatory for New Members / Once per term thereafter
Licensing Committee - Introduction	Mandatory for all Licensing Committee members
Overview and Scrutiny	Mandatory for all O&S Committee members
Chairmanship Skills	Mandatory for Chairmen and Vice-Chairmen
Local Authority Finance and Budget Process	Mandatory for Members of Audit & Governance or Finance & Performance Management
Constitution	Mandatory for New Members / Once per term thereafter
Risk Management	Mandatory for Members of Audit & Governance or Finance & Performance Management
Treasury Management	Mandatory for Members of Audit & Governance or Finance & Performance Management

List of Members' Training Courses

Course Title	Date / Time	Session Designation	Page
New and Re-elected Member Welcome and Induction Essential housekeeping for new and re-elected members	12 May 2021 By appointment	Mandatory for ALL Councillors elected or re-elected	7
Full Day Seminar	14 May 2021 (Friday)	Mandatory for ALL Councillors elected or re-elected	
iPads issuing and overview	9am ~ 10.30am		8
How the Council Works Overview of the various committees	10.30am ~ 11.30am		9
		Comfort Break 11.30am ~ 11.45am	
Code of Conduct Outline of the Government's ethical framework and the duties and responsibilities of Councillors	11.45am ~ 1pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	10
		Lunch 1pm ~ 1.30pm	
Data Protection	1.30pm ~ 3.00pm	Mandatory for New Members / Once per term thereafter	11
Planning	3.00pm~ 5.00pm	Mandatory for all new Councillors / Biennially for all other Members	12
Chairmanship of Area Plans Sub-Committee and District Development Committee	18 May 2021 10.00am ~ 12.30pm	Desirable for Chairman and Vice Chairman of Area Plans Sub-Committees and DDMC	14
Licensing	TBA 9.30am ~ 5.00pm	Mandatory for all Licensing Committee members	13
Planning Enforcement	29 June 2021 6.00pm ~ 8.00pm	Mandatory for New Members / Once per term thereafter	14

Local Authority Finance and Budget Process	2 July 2021 2.00pm ~ 4.00pm	Mandatory for members of Audit & Governance or Finance & Performance Management Committees	15
Code of Conduct (Repeat) Outline of the Government's ethical framework and the duties and responsibilities of Councillors	9 July 2021 6.00pm ~ 8.30pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	16
Safeguarding	14 September 2021 6.30pm~ 9.00pm	Mandatory for all new Councillors / Biennially for all other Members	17
Effective Ways to Contact the Council	27 September 2021 7.00pm ~ 9.00pm	Mandatory for New Members / Once per term thereafter	18
Constitution	7 October 2021 6.00pm ~ 8pm	Mandatory for New Members / Once per term thereafter	19
Risk Management	17 January 2022 6.00pm ~ 7.00pm	Members of Audit & Governance or Finance & Performance Management	22

SUBJECT: New and Re-elected Member Welcome and Induction
DATE(S) 12 May 2021
VENUE: Civic Offices – Appointment Only
TIME/DURATION: TBC

SUMMARY OF COURSE CONTENT

- Signing of Declarations of Acceptance of Office
- Issue of iPads
- Personal Registration Details
- Issue of office entry cards
- Photographs for publicity purposes
- How to contact the Council – Website or Member Contact?

This session is specifically for newly elected or re-elected Councillors.

Due to COVID restrictions an appointment system will be necessary.

COURSE TUTOR(S)

Georgina Blakemore – Chief Executive

SUITABLE FOR:

Mandatory for New and Re-elected Councillors

HOUSEKEEPING DETAILS: NA

NB. Not suitable for Town and Parish Councils

SUBJECT: Connectivity Help
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 9.00am ~ 10.30am

WHY YOU SHOULD COME TO THIS COURSE:

Over the past year technology has become more important than ever. At this session help will be on hand to enable you to make the most of your technology.

SUMMARY OF COURSE CONTENT

- How to login and passwords
- Apps and how to access information
- How to access remote meetings
- Returning equipment at the end of your term

COURSE TUTOR:

Maryvonne Hassall - ICT Manager
Members and Delivery Points Manager
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

HOUSEKEEPING DETAILS:

NA

NB. Not suitable for Town and Parish Councils

SUBJECT: How the Council Works
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 10.30am ~ 11.30am

WHY YOU SHOULD COME TO THIS COURSE:

It is easy to be confused by the workings of the Council's committees and they change regularly. This course seeks to explain how the Cabinet works in conjunction with the other committees on the Council and how you can make the best use of the constitutional rules.

SUMMARY OF COURSE CONTENT

(1) To describe the respective roles of the Council, the Cabinet and Overview & Scrutiny in decision making which will cover topics such as:

- Executive (Cabinet) functions
- Council Functions (Non Cabinet functions)
- The policy and budget framework
- Call in by Overview & Scrutiny
- Portfolio Holder decisions
- Role of Leader.

(2) To outline the conventions and protocol regarding meetings of the full Council including:

- speaking;
- raising motions;
- asking questions;
- moving amendments
- the role of the Chairman of the Council and the Vice Chairman.

COURSE TUTOR:

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

HOUSEKEEPING DETAILS:

NA

SUBJECT: Code of Conduct
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 11.45am ~ 1pm

WHY YOU SHOULD COME TO THIS COURSE:

Understand the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

SUMMARY OF COURSE CONTENT

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
 - Responsibilities of Councillors
 - Standards Committees
 - Registration of Interests
 - Acceptance of Office
 - Gifts and Hospitality
 - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
 - Declarable Pecuniary Interests
 - Other interests
 - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

COURSE TUTOR(S)

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

**HOUSEKEEPING
DETAILS:**

NA

SUBJECT: Data Protection
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 1.30pm ~ 3.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This course will provide members with an introduction to data protection requirements and the implications for the Council and their individual role as elected community representatives, in terms of the processing of personal information. The course will also ensure that members understand the policies and practices operated by the Council to protect the personal information and the rights of data subjects that it works with.

SUMMARY OF COURSE CONTENT

- the background and context of the General Data Protection Regulation and the Data Protection Act 2018 ('the Act');
- the aims and requirements of the Act;
- key data protection terms and definitions;
- the data protection principles;
- key data protection provisions and their implication for the work of the Council and elected members;
- the rights of data subjects, including the right of subject access;
- exemptions to the Act;
- data protection offences and enforcement, including the role of the Information Commissioner; and
- the Council's approach to data protection, including its Data Protection Policy.

COURSE TUTOR:

Nathalie Boateng - Data Protection Officer

COURSE DESIGNATION:

Mandatory for all

HOUSEKEEPING DETAILS:

NA

SUBJECT: Planning
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 3.00pm ~ 5.00pm

WHY YOU SHOULD ATTEND THIS COURSE

To understand:

- the important role that members play in the planning application process,
- the context of the new Local Plan,
- master planning and pre-application considerations
- how decisions are made by members.
- the new planning code of practice and your obligations under the Code of Conduct.

Introduction

- What is Planning
- Understanding the Planning System
- Local Plan, its context and considerations

Dealing with applications

- Pre-application discussions and master planning
- What happens before a decision is made?
- Application types and validation procedures
- Who makes the Decisions?
- Officer delegation - how these decisions are taken and when they are taken
- the weekly list and how members can call applications into Subcommittee
- Avoiding the pitfalls of public canvassing
- Important role of Councillors
- So what is it like being a member of a planning subcommittee
- Application of Planning Policy
- What are Material Considerations?
- Non-Planning Matters
- Site visits - when they are appropriate and when to ask for one.
- Making a Decision
- Types of Planning Permissions
- Contact with applicants, developers and interested persons
- Lobbying;
- Dealing with Officers

Member determination and Planning Code

- Attendance and participation at public meetings
- Site visits
- Officer reports and recommendations;
- Conduct during public meetings
- Decision-making;
- Decisions contrary to the officer recommendation;
- The role of the District Development Management Committee

After a decision is made

Planning Appeals
Top Tips

COURSE TUTOR(S)

Nigel Richardson – Service Director – Planning
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all
Open to Parish and Town Councils

HOUSEKEEPING

DETAILS:

NA

SUBJECT: Chairmanship of Area Plans Sub-Committee and District Development Management Committee

DATE(S) 18 May 2021

VENUE: Virtual Meeting via Zoom

TIME/DURATION: 10.00am ~ 12.30pm

WHY YOU SHOULD COME TO THIS COURSE:

To understand the most frequent constitutional and procedural requirements relating to the chairmanship of the Sub-Committees

SUMMARY OF COURSE CONTENT

- procedural requirements for meetings (webcasting, apologies for absence, minutes etc.);
- constitutional requirements (voting, motions, decisions contrary to officer recommendations etc.);
- provision of advice during a meeting (the role of the Democratic Services Officer and Planning Officer);
- presentation of planning applications;
- public speaking (and further speaking/clarification);
- site visits;
- management of 'difficult' meetings;
- conditions/reasons for refusal (particularly decisions contrary to officer recommendations etc.); and
- identification of 'way forward' (when applications refused).

COURSE TUTOR(S)

Nigel Richardson – Service Director – Planning

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Desirable for Chairmen and Vice Chairmen of Area Plans Sub-Committee and District Development Management Committee

Desirable for all

HOUSEKEEPING

DETAILS:

NA

SUBJECT: Licensing

DATE(S) TBA

VENUE: TBA

TIME/DURATION: 9.30am ~ 5.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To ensure members of the Licensing Committee and Sub-Committees are kept up to date with licensing law and procedures of the Panel.

SUMMARY OF COURSE CONTENT

To be advised.

COURSE DESIGNATION:

Mandatory for all Licensing Committee Members

**HOUSEKEEPING
DETAILS:**

Lunch in Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Introduction to Planning Enforcement

DATE(S) 29 June 2021

VENUE: Virtual Meeting via Zoom

TIME/DURATION: 6.00pm ~ 8.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To understand the authorities planning enforcement role in investigating and prosecuting against unauthorised development or changes of use.

To give members an understanding of the circumstances when the council would take enforcement action

SUMMARY OF COURSE CONTENT

The following elements will be covered during the course:

- An overview of the planning enforcement system – its purpose, its powers and legal status.
- How enforcement complaints are investigated – role of officers, what is a complaint, how is it dealt with, time taken to investigate.
- The expectations and possible actions to be taken, enforcement notices, planning contravention notices, stop-notices, prosecutions and injunctions. Right of Appeal and process.

COURSE TUTOR(S)

Jerry Godden – Principal Planning Officer (Enforcement)

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all
Open to Parish and Town Councils

**HOUSEKEEPING
DETAILS:**

NA

SUBJECT: Local Authority Finance and Budget Process

DATE(S) 2 July 2021

VENUE: TBA

TIME/DURATION: 2.00 pm ~ 4.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To enhance Member's knowledge of Local Authority financing and budgeting.

SUMMARY OF COURSE CONTENT

Explanation of key terms and concepts

- General Fund
- Housing Revenue Account
- Capital and Revenue expenditure
- Sources of Funding

Budgeting Process

- Budget Cycle and Timetable
- Continuing Service Budgets - CSB
- District Development Fund - DDF
- Medium Term Financial Strategy

COURSE TUTOR(S)

Andrew Small - S151 Officer

COURSE DESIGNATION:

Desirable for all

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

SUBJECT: Code of Conduct (Repeat)

DATE(S) 9 July 2021

VENUE: TBA

TIME/DURATION: 6.00pm ~ 8.30pm

WHY YOU SHOULD COME TO THIS COURSE:

Understand the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

SUMMARY OF COURSE CONTENT

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
 - Responsibilities of Councillors
 - Standards Committees
 - Registration of Interests
 - Acceptance of Office
 - Gifts and Hospitality
 - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
 - Declarable Pecuniary Interests
 - Other interests
 - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

COURSE TUTOR(S)

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

SUBJECT: Safeguarding (Child Protection) and Promoting the Welfare of Children and Young People

DATE(S) 14 September 2021

VENUE: TBA

TIME/DURATION: 6.30pm ~ 9.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This training includes a two-hour introductory safeguarding course and offers the following learning objectives:

- Understanding of the structure of Safeguarding Children in Essex
- Awareness of the Council's responsibilities under Section 11 of the Children Act 2004
- Awareness of significant harm and different types of abuse and how to recognise signs.
- Understanding of relevant legislation
- Knowledge of what to do when child abuse is suspected
- Knowledge of the procedures and the Councillor's role in safeguarding and promoting the welfare of children

The training will include some group work and case studies and has been endorsed by the Essex Safeguarding Children Board

SUMMARY OF COURSE CONTENT

- The Council's responsibilities and duty of care
- Child Protection Legislation
- Foundation Training in Child Protection and promoting the welfare of children and young people
- EFDC Policy and procedures
- Making referrals to the Police and Social care
- Question and Answers

COURSE TUTOR(S)

Caroline Wiggins

COURSE DESIGNATION:

Mandatory for all then biennially

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Effective Ways to Contact the Council

DATE(S) 27 September 2021

VENUE: TBA

TIME/DURATION: 7.00pm ~ 9.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This session is designed to introduce the Members how to contact the Council and how to signpost residents to the most appropriate contact point to ensure that you receive the most effective response.

SUMMARY OF COURSE CONTENT

- We will look at the roles of the Contact Centre vs Member Contact.
- The Council's website and online forms
- Out of hours contacts
- When things go wrong – Member Contact or EFDC Complaints Process

COURSE TUTOR(S)

Members and Delivery Points Manager

COURSE DESIGNATION:

Mandatory for all then once per term

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Constitution
DATE(S) 7 October 2021
VENUE: TBA
TIME/DURATION: 6:00pm ~ 8pm

WHY YOU SHOULD COME TO THIS COURSE:

Our Constitution changed radically in 2016 from 650 pages to 390. This course will help you navigate the rules and procedures of the Council more easily and give some detail on the rules that apply to its meetings.

SUMMARY OF COURSE CONTENT

1. Introduction to the new Constitution
Why we have done this
What are the principles involved?
2. New Structure
3. The Council rules – How they work and FAQ's
4. Articles – what's new?
 - Access to Information (Article 17)
 - Overview and Scrutiny (Article 6)
 - Decision making (Article 14)
 - Area Plans Sub-Committees – Operation – (Article 10)
5. How the scheme of delegation works
6. Your questions answered

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer

HOUSEKEEPING DETAILS:

Tea and Coffee in the Members' Room

SUBJECT: Risk Management

DATE(S) 17 January 2022

VENUE: TBA

TIME/DURATION: 6.00 pm – 7.00 pm

WHY YOU SHOULD COME TO THIS COURSE:

Risk Management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and/or responding to them. It is not an end in itself. Rather, risk management is a means of minimising the costs and disruption to the organisation caused by undesired events.

To manage risk effectively, the risk associated with each policy option or service delivery method needs to be systematically identified, analysed, prioritised, controlled and monitored. This process is referred to as the risk management cycle and the course will consider each part of the cycle drawing on practical examples from the Council's Corporate Risk Register.

COURSE DESIGNATION:

Mandatory for Members of the Audit & Governance Committee and Members of the Finance & Performance Management Cabinet Committee
Desirable for all

HOUSEKEEPING DETAILS:

Tea and coffee in Members' Room

EPPING FOREST DISTRICT COUNCIL

Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

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

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

This page is intentionally left blank