

# Committee Agenda



**Epping Forest  
District Council**

## **Cabinet Monday, 19th December, 2005**

**Place:** Civic Offices, High Street, Epping  
**Room:** Council Chamber  
**Time:** 7.00 pm  
**Committee Secretary:** Gary Woodhall (Research and Democratic Services)  
Email: gwoodhall@eppingforestdc.gov.uk Tel:01992 564470

### **Members:**

Councillors J Knapman (Leader) (Chairman), S Barnes (Deputy Leader) (Vice-Chairman), R Glozier, M Heavens, D Jacobs, S Metcalfe, Mrs C Pond, D Spinks and C Whitbread

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**PLEASE NOTE THE START TIME OF THE MEETING THE COUNCIL HAS AGREED REVISED PROCEDURES FOR THE OPERATION OF CABINET MEETINGS. BUSINESS NOT CONCLUDED BY 10.00 P.M. WILL, AT THE DISCRETION OF THE CHAIRMAN, STAND REFERRED TO THE NEXT MEETING OR WILL BE VOTED UPON WITHOUT DEBATE**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

(Head of Research and Democratic Services) To declare interests in any item on this agenda.

### **3. MINUTES**

To confirm the minutes of the meetings of the Cabinet held on:

- (a) 24 October 2005 (previously circulated); and
- (b) 14 November 2005 (previously circulated).

### **4. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive,

before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

**5. REPORTS OF PORTFOLIO HOLDERS**

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

**6. OVERVIEW AND SCRUTINY**

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

**7. LOCAL AREA AGREEMENT FOR ESSEX (Pages 5 - 20)**

(Chairman of the Overview and Scrutiny Committee). To consider the attached report. The Cabinet are asked to give consideration to a report of a Task and Finish Panel relating to the Local Area Agreement for Essex. The views of the Overview and Scrutiny Committee will be reported at the meeting.

**8. MONITORING ARRANGEMENTS - LEISURE MANAGEMENT CONTRACT (Pages 21 - 40)**

(Chairman of Overview and Scrutiny Committee/Task and Finish Panel on Externally Funded Leisure Services and Youth Provision). The Cabinet are asked to consider the attached report of the Task and Finish Panel. The view of the Overview and Scrutiny Committee will be reported at the meeting.

Specifically the Cabinet are asked to consider the Contract Monitoring arrangements proposed.

**9. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 7 NOVEMBER 2005 (Pages 41 - 48)**

(Chairman of the Finance and Performance Management Cabinet Committee) To consider the minutes of the meeting held on 7 November 2005 and the recommendations therein (C/086/2006-06).

**10. CONCESSIONARY FARES - STATUTORY SCHEME (Pages 49 - 52)**

(Community Wellbeing Portfolio Holder) To consider the attached report (C/087/2005-06).

**11. ENERGY PROCUREMENT (Pages 53 - 54)**

(ICT and Corporate Support Services Portfolio Holder) To consider the attached report (C/088/2005-06).

**12. DEVELOPMENT PROPOSALS - LANGSTON ROAD INDUSTRIAL ESTATE, LOUGHTON (Pages 55 - 64)**

(Finance and Performance Management Portfolio Holder) To consider the attached report (C/089/2005-06).

**13. VARIATION OF CONTRACTS - RETAINING STRUCTURE FOR SUNNYSIDE ROAD, EPPING (Pages 65 - 66)**

(Housing Portfolio Holder) To consider the attached report (C/090/2005-06).

**14. PLANNED BUILDING MAINTENANCE PROGRAMME 2006/07 - NON-HRA OPERATIONAL BUILDINGS (Pages 67 - 72)**

(Finance and Performance Management Portfolio Holder) To consider the attached report (C/091/2005-06).

**15. BENEFITS DIVISION - PROVISION OF SCANNING AND INDEXING (Pages 73 - 80)**

(Finance and Performance Management Portfolio Holder) To consider the attached report (C/092/2005-06).

**16. LOCAL AUTHORITY BUSINESS GROWTH INCENTIVE SCHEME (Pages 81 - 84)**

(Finance and Performance Management Portfolio Holder) To consider the attached report (C/093/2005-06).

**17. CORPORATE ICT STRATEGY - REVIEW 2005 (Pages 85 - 108)**

(ICT and Corporate Support Services Portfolio Holder) To consider the attached report (C/094/2005-06).

**18. LEISURE PORTFOLIO MONITORING REPORT - APRIL 2005 TO SEPTEMBER 2005 (Pages 109 - 112)**

(Leisure Portfolio Holder) To consider the attached report (C/095/2005-06).

**19. REVIEW OF CAPITAL PROGRAMME 2005/06 - 2009/10 (Pages 113 - 126)**

(Finance and Performance Management Portfolio Holder) To consider the attached report (C/097/2005-06).

**20. LOUGHTON LEISURE CENTRE - PROJECT EVALUATION REPORT (Pages 127 - 136)**

(Leisure Portfolio Holder) To consider the attached report (C/098/2005-06)

**21. EXCLUSION OF PUBLIC AND PRESS**

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Paragraph Number	Information
22	Cessation of Trade Waste Partnership	7 & 9	

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

Agenda Item No	Subject
Nil	Nil

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

## 22. CESSATION OF TRADE WASTE (Pages 137 - 138)

(Environmental Protection Portfolio Holder) To consider the attached report (C/096/2005-06).