



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the **EPPING FOREST DISTRICT COUNCIL** to be held at the **COUNCIL CHAMBER, CIVIC OFFICES, EPPING** at 7.30 pm on Tuesday, 27 September 2005 for the purpose of transacting the business set out in the agenda.

Handwritten signature of Peter Haywood.

PETER HAYWOOD
Joint Chief Executive (Resources)

Handwritten signature of John H. Scott.

JOHN SCOTT
Joint Chief Executive (Community)

**Democratic Services
Officer:**

Council Secretary: Ian Willett
Tel: 01992 564243 Email: iwillett@eppingforestdc.gov.uk

BUSINESS

1. MINUTES

To approve as a correct record and sign the minutes of the meeting held on 28 July 2005 (previously circulated).

2. DECLARATIONS OF INTEREST

(Joint Chief Executive) To declare interests in any item on the agenda.

3. ANNOUNCEMENTS

(a) **Apologies for Absence**

(b) **Announcements**

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

(c) **Investors in People – Re-accreditation**

In May 2002, the Council was recognised as meeting the national standard for effective investment in people. The award is re-assessed every three years and the Council has recently received re-accreditation.

The Chairman will be presented with a plaque by Mr Pat Smith, Chief Executive of Business Link Essex Limited.

4. PUBLIC QUESTIONS (IF ANY)

To respond to questions of the Council made in accordance with the Council's Scheme. Questions will be tabled if not received in time to be incorporated into the agenda.

5. REPORTS OF THE CABINET (Pages 5 - 16)

To consider the following reports of the Cabinet:

- (a) Treasury Management Policies and Investment Practices
- (b) Corporate Customer Contact Centre
- (c) Supplementary Estimates 2005/06
- (d) Council Tax Discounts – Second Homes

6. REPORT OF OVERVIEW AND SCRUTINY COMMITTEE (Pages 17 - 18)

To receive a report from the Chairman of the Overview and Scrutiny Committee on proposed revisions to the procedure for questions and motions at Council meetings.

7. QUESTIONS BY MEMBERS

To answer questions asked after notice in accordance with the provisions contained in paragraph 10.3 of the Council Procedure Rules of the Constitution:

- (a) to the Chairman of the Council;
- (b) to any Member of the Cabinet; or
- (c) to the Chairman of any Committee or Sub-committee.

8. CABINET PORTFOLIOS - COUNCILLOR D SPINKS

Recommendation:

To approve proposals of the Leader of the Council for covering the duties and responsibilities of the Civil Engineering and Maintenance Portfolio during the absence of Councillor D Spinks for a period of recuperation following an operation.

(Leader of the Council) The Council will be aware that Councillor D Spinks, Portfolio Holder for Civil Engineering and Maintenance, will be absent from Council duties for some weeks following an operation.

During his period of recuperation, it is necessary for the duties of the Portfolio to be

covered within the Cabinet as it is a legal requirement that no substitutes are to be allowed. With this in mind, the Leader of the Council will consider how these duties can be covered among the other Cabinet members and will submit a proposal at tonight's meeting for approval.

The arrangement will operate until Councillor Spinks specifies that he is able to take up his Portfolio Holder duties again.

9. REPRESENTATION ON OUTSIDE ORGANISATIONS - VOLUNTARY ACTION EPPING FOREST

Recommendation:

To appoint a member for the remainder of the municipal year 2005/06.

(Head of Research and Democratic Services) At the Annual Council meeting on 19 May 2005, Councillor C Whitbread was appointed as the Council's member representative on Voluntary Action Epping Forest. Meetings of the organisation are held during the working day and Councillor Whitbread is finding it difficult to attend.

The Council is asked to appoint a representative in place of Councillor Whitbread for the remainder of the current municipal year.

Voluntary Action Epping Forest (formerly the CVS) provides advice, information and development support services to voluntary and community organisations and volunteers in the Epping Forest District. It is an incorporated registered charity and is affiliated to the National Association of Councils for Voluntary Service. Representatives of partner bodies sit on the Board as advisers, not trustees.

It would be inappropriate to appoint the Community Wellbeing Portfolio Holder as she is involved in determining grant for VAEF and a conflict of interest might arise.

10. 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 Information Paragraph Number
Nil	Nil	Nil

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.