

Council Agenda



**Epping Forest
District Council**

NOTICE OF ANNUAL COUNCIL MEETING

You are hereby summoned to the annual meeting of the EPPING FOREST DISTRICT COUNCIL to be held at the COUNCIL CHAMBER, COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Thursday, 17 May 2007 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

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those that request it.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

BUSINESS

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery”

2. ELECTION OF CHAIRMAN (Pages 7 - 8)

To elect a member to be Chairman of the Council for the municipal year 2007/08. Nominations received are set out in Appendix 1 (to be tabled). The new Chairman will then make a declaration of acceptance of office.

3. APPOINTMENT OF VICE-CHAIRMAN (Pages 9 - 10)

To appoint a member to be Vice-Chairman of the Council for the municipal year 2007/08. Nominations received are set out in Appendix 1 (to be tabled).

4. MINUTES

To approve as a correct record and sign the minutes of the meeting held on 24 April 2007 (to follow).

5. DECLARATIONS OF INTEREST

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

6. ANNOUNCEMENTS

(a) Apologies for Absence

(b) Announcements

To consider any announcements by:

(i) the Chairman of the Council

- Former Councillor D Spinks
- Former Councillor K Wright
- Former Councillors Mrs D Borton and Mrs S Perry

(ii) the Leader of the Council; and

(iii) any other Cabinet Member.**7. DISTRICT COUNCIL ELECTIONS - 3 MAY 2007**

To note that on 3 May 2007 the following councillors were elected to represent the wards of the District set out below:

Ward	Name
Broadley Common, Epping Upland and Nazeing	Mrs P Smith
Buckhurst Hill West	H Ulkun
Chipping Ongar, Greensted and Marden Ash	G Pritchard
Epping Hemnall	Ms J Hedges
Epping Lindsey and Thornwood Common	A Green
Grange Hill	K Chana
Hastingwood, Matching and Sheering Village	R Morgan (uncontested)
Lambourne	B Rolfe
Lower Nazeing	R Bassett
Lower Sheering	Mrs H Harding
North Weald Bassett	Mrs A Gigg
Roydon	Mrs M Sartin
Shelley	P Gode
Waltham Abbey High Beach	Mrs S-A Stavrou
Waltham Abbey Honey Lane	A Watts
Waltham Abbey North East	Mrs P Brooks
Waltham Abbey Paternoster	Mrs E Webster
Waltham Abbey South West	Mrs R Gadsby

8. LOCAL GOVERNMENT AND HOUSING ACT 1989 - NOTICE OF CONSTITUTION OF POLITICAL GROUPS, GROUP LEADERS AND DEPUTIES (Pages 11 - 12)

To note in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups on the Council and the names of members who will act as Group Leaders and Deputy Group Leaders (Appendix 2 to be tabled).

9. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS (Pages 13 - 18)

To appoint the Leader of the Council, Deputy Leader of the Council, Cabinet Members, Committees, Sub-Committees and Panels, and except in those cases stated, to appoint Chairman and Vice-Chairman. Nominations received are set out in Appendix 3 (to be tabled).

10. STANDARDS COMMITTEE (Pages 19 - 20)

To appoint two councillors (Leader not eligible) to form a committee together with the three independent members appointed by the Council until 2010 (ie. Ms M Marshall, G Weltch and M Wright) and the local council representative and deputy appointed by the Association of Local Councils (Epping Forest Branch). Nominations received are set out in Appendix 4 (to be tabled).

11. AUDIT AND GOVERNANCE COMMITTEE (Pages 21 - 24)

To appoint three members, one as Chairman (members of the Cabinet or the Finance

and Performance Management/ Customer Services and ICT Standing Scrutiny Panel not eligible to be members) to form a committee together with two co-opted persons appointed by the Council. Nominations received are set out in Appendix 4 (to be tabled).

12. SCHEME OF DELEGATION

Recommendation:

To agree the scheme of delegation as set out in the Constitution.

The Constitution requires that the scheme of delegation be agreed at the Annual meeting. The current scheme is set out in Part 3 of the Council's Constitution.

13. COUNCIL MEETINGS

Recommendation:

That during 2007/08 ordinary meetings of the Council be held on the following dates:

28 June 2007 (Thursday)

24 July 2007

30 October 2007

18 December 2007

19 February 2008

21 February 2008 (Thursday)(reserve date for budget meeting)

22 April 2008

15 May 2008 (Thursday)(Annual meeting)

1. At its meeting on 24 April 2007, the Council adopted a calendar of meetings for the period from May 2007 to May 2008 which included ordinary meetings of the Council for the year.
2. It is a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the annual meeting of the Council. The dates set out above are those adopted on 24 April 2007.

14. APPOINTMENTS TO OUTSIDE ORGANISATIONS (Pages 25 - 36)

- (a) To appoint or nominate, as the case may be, representatives to the outside organisations indicated in Appendix 5 (to be tabled).
- (b) If necessary to appoint or nominate any representatives to organisations with terms of office expiring after the current year as set out in Appendix 6 (to be tabled) where appointments are required at this meeting.
- (c) Appendix 7 (to be tabled) showing officer representation on outside organisations is submitted for information purposes.

15. WORK PROGRAMMES

Recommendation:

To note that work programmes for both the Executive and Overview and

Scrutiny will be circulated shortly.

The Constitution requires that the Executive and Overview and Scrutiny should both submit an annual work programme each year, on their strategies for the coming year. Work programmes are being prepared and will be circulated to all members of the Council when completed.

16. EXCLUSION OF PUBLIC AND PRESS

Exclusion: 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 following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: 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 and 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.

