

# 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](mailto: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:

<b>Ward</b>	<b>Name</b>
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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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.



## ANNUAL COUNCIL MEETING - 17 MAY 2007

### Item 2

#### **Nominations for Chairman of the Council:**

Councillor Mrs C Pond

Mover: Councillor P House

Seconder: Councillor S Murray

### Item 3

#### **Nominations for Vice-Chairman of the Council:**

Councillor J Knapman

Mover: Councillor Mrs D Collins

Nomination form has been received containing the signatures of at least 12 other members of the Council drawn from at least two political groups, namely:

Councillor K Chana

Councillor M Cohen

Councillor A Green

Councillor Mrs A Grigg

Councillor P House

Councillor D Jacobs

Councillor R Morgan

Councillor Mrs C Pond

Councillor B Sandler

Councillor Mrs M Sartin

Councillor D Stallan

Councillor Mrs L Wagland

Councillor C Whitbread

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Councillor R Morgan

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Councillor B Sandler

Councillor Mrs M Sartin

Councillor D Stallan

Councillor Mrs L Wagland

Councillor C Whitbread

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### ANNUAL COUNCIL MEETING - 17 MAY 2007 CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

#### Item 8

#### Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

#### Conservative Group:

Councillor Mrs D Collins (Group Leader)

Councillor C Whitbread (Deputy Group Leader)

Councillor D Bateman  
Councillor R Bassett  
Councillor K Chana  
Councillor R Church  
Councillor M Cohen  
Councillor M Colling  
Councillor Mrs A Cooper  
Councillor D Demetriou  
Councillor R D'Souza  
Councillor Mrs R Gadsby  
Councillor A Green

Councillor Mrs A Grigg  
Councillor Mrs H Harding  
Councillor J Hart  
Councillor Mrs J Lea  
Councillor Mrs M McEwen  
Councillor P McMillan  
Councillor G Mohindra  
Councillor G Pritchard  
Councillor B Rolfe  
Councillor B Sandler  
Councillor Mrs M Sartin

Councillor Mrs P Smith  
Councillor D Stallan  
Councillor Ms S-A Stavrou  
Councillor H Ulkun  
Councillor Mrs L Wagland  
Councillor A Watts  
Councillor Mrs E Webster  
Councillor J Wyatt

**Members 32**

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#### Liberal Democrats Group:

Councillor J M Whitehouse (Group Leader)

Councillor D Jacobs (Deputy Group Leader)

Councillor Mrs P Brooks  
Councillor R Frankel  
Councillor Mrs A Haigh

Councillor Ms J Hedges  
Councillor D Kelly  
Councillor P Spencer

Councillor Mrs P K Rush  
Councillor Mrs J H Whitehouse  
Councillor M Woollard

**Members 11**

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**Loughton Residents' Association Group:**

Councillor P House (Group Leader)

Councillor Mrs C Pond (Deputy Group Leader)

Councillor K Angold-Stephens

Councillor J Markham

Councillor A Lee

**Members 5**

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**Independent Group:**

Councillor R Morgan (Group Leader)

Councillor J Knapman (Deputy Group Leader)

**Members 2**

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**British National Party Group:**

Councillor Mrs P Richardson (Group Leader)

Councillor T Farr (Deputy Group Leader)

Councillor Ms S Clapp

Councillor T Richardson

Councillor R Law

Councillor P Turpin

**Members 6**

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## ANNUAL COUNCIL MEETING - 17 MAY 2007

### Item 9

#### **Nominations for Leader, Deputy Leader, Cabinet, Committees, Sub-Committees and Panels and Nominations for Chairman and Vice-Chairman - 2006/07**

\* = Group Representative/Spokesperson

**(a) Leader** - Councillor Mrs D Collins (Conservative Group)

**(b) Deputy Leader** - Councillor C Whitbread (Conservative Group)

**(c) Other Cabinet Members (6)**

Conservative Group (6): M Cohen, Mrs A Grigg, A Green, Mrs M Sartin, D Stallan, Ms S-A Stavrou.

**(d) Allocations of Portfolios**

Leader's Portfolio – Mrs D Collins

Community Wellbeing – Ms S-A Stavrou

Finance, Performance Management and Corporate Support Services – C Whitbread

Housing – D Stallan

Environmental Protection – Mrs M Sartin

Leisure and Young People – M Cohen

Planning and Economic Development - Mrs A Grigg

Civil Engineering and Maintenance – A Green

Assistant Portfolio Holders

Community Wellbeing – Mrs H Harding

Housing – J Wyatt

Environmental Protection – Mrs A Cooper

Leisure and Young People – Mrs R Gadsby

Planning and Economic Development – Mrs L Wagland

Civil Engineering and Maintenance – Mrs P Smith

**(e) Cabinet Committee Memberships (not part of pro rata allocations)**

**(i) Finance and Performance Management Cabinet Committee**

Finance, Performance Management and Corporate Support Services Portfolio Holder  
Leader

Environmental Protection Portfolio Holder

Leisure and Young People Portfolio Holder

Planning and Economic Development Portfolio Holder

Housing Portfolio Holder

**(ii) North Weald Airfield Strategy Cabinet Committee**

Planning and Economic Development Portfolio Holder

Leader

Environmental Protection Portfolio Holder

Finance, Performance Management and Corporate Support Services Portfolio Holder

Leisure and Young People Portfolio Holder

Housing

**(iii) Top Management Structure**

Leader

Finance, Performance Management and Corporate Support Services Portfolio Holder

Planning and Economic Development Portfolio Holder

Environmental Protection Portfolio Holder

Housing Portfolio Holder

**(f) Committees, Sub-Committees and Panels – Memberships**

**(NOTE – Labour member does not wish to take a seat entitled to under pro-rata aggregated entitlement)**

**(i) Licensing Committee (15 members)**

Conservative Group (8): K Chana, M Cohen, R D'Souza, Mrs R Gadsby, Mrs M McEwen, P McMillan, Mrs P Smith, J Wyatt

Independent Group (1): R Morgan

Liberal Democrats Group (3): Ms J Hedges, Mrs P K Rush **plus 1 tba**

LRA Group (1): P House

BNP Group (1): T Richardson

**One Vacancy – Account to be taken of Independent Member and Group giving up seat on Staff Appeals Panel**

**(ii) Housing Appeals Panel (5 members and 5 substitutes)**

Conservative Group (3): R D'Souza, Mrs R Gadsby, J Wyatt  
(Substitutes – Mrs J Lea, B Rolfe, B Sandler)

Liberal Democrats Group (1): Mrs P Rush (Substitute –**tba**)

BNP Group (1): Mrs P Richardson (Substitute – T Farr)

**(iii) Staff Appeals Panel (5 members and 5 substitutes)**

Conservative Group (3): Mrs H Harding, B Rolfe, J Wyatt **(Substitutes – tba)**

Liberal Democrats Group (1): Mrs P Brooks (Substitute – R Frankel)

LRA Group (1): P House (Substitute – J Markham)

BNP Group (1): T Farr (Substitute – Mrs P Richardson)

**Six nominations for five seats**

**(iv) Complaints Panel (Pool of 11 members)**

Conservative Group (6): K Chana, R Church, B Rolfe, B Sandler, Mrs P Smith, Mrs L Wagland

Liberal Democrats Group (2): Mrs P Brooks, M Woollard

LRA Group (1): K Angold-Stephens

BNP Group (1): Mrs P Richardson

**One Vacancy – Account to be taken of Independent Member and Group giving up seat on Staff Appeals Panel**

**(v) District Development Control Committee (15 members)**

Conservative Group (8): K Chana, M Colling, J Hart, P McMillan, B Sandler, Mrs P Smith, H Ulkun, Mrs L Wagland **(Group representative tba)**

Independent Group (1): J Knapman\*

Liberal Democrats Group (3): R Frankel, D Kelly, M Woollard **(Group representative tba)**

LRA Group (1): J Markham\*

BNP Group (1): P Turpin\*

**One Vacancy – Account to be taken of Independent Member and Group giving up seat on Staff Appeals Panel**

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**(vi) Overview and Scrutiny Committee (11 members)**

Conservative Group (6): D Bateman, R Church, M Colling, Mrs H Harding, J Hart, G Mohindra

Independent Group (1): R Morgan

Liberal Democrats Group (2): Mrs A Haigh, D Kelly

LRA Group (1): P House

BNP Group (1): Mrs P Richardson

**(vii) Joint Consultative Committee (9 members plus 9 staff side representatives)**

Conservative Group (5): R Bassett, M Colling, Mrs D Collins, G Mohindra, C Whitbread

Liberal Democrats Group (2): Mrs P Brooks, D Kelly

LRA Group (1): P House

BNP Group (1): Mrs P Richardson

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**(viii) Area Plans Sub-Committee South (21 members – all local ward councillors opting -in)**

Conservative Group (9): D Bateman, K Chana, R Church, M Cohen, J Hart, G Mohindra, B Sandler, H Ulkun, Mrs L Wagland **(Group representative tba)**

Independent Group (1): J Knapman\*

Liberal Democrats Group (2): Mrs A Haigh, P Spencer **(Group representative tba)**

LRA Group (4): K Angold-Stephens, A Lee, J Markham, Mrs C Pond, **(Group representative tba)**

BNP Group (5): Ms S Clapp, T Farr, R Law, Mrs P Richardson\*, P Turpin

**(ix) Area Plans Sub-Committee East (19 members - all local ward members)**

Conservative Group (10): M Colling, Mrs D Collins, A Green, Mrs A Grigg, Mrs H Harding, Mrs M McEwen, G Pritchard, B Rolfe, D Stallan, C Whitbread **(Group representative tba)**

Liberal Democrats Group (7): R Frankel, Ms J Hedges, D Jacobs, D Kelly, Mrs P K Rush, Mrs J H Whitehouse, J M Whitehouse **(Group representative tba)**

Independent Group (1): R Morgan\*

Labour (1): P Gode\*

**(x) Area Plans Sub-Committee West (14 members - all local ward members)**

Conservative Group (13): R Bassett, Mrs A Cooper, J Demetriou, R D'Souza, Mrs R Gadsby, Mrs J Lea, , P McMillan, Mrs M Sartin, Mrs P Smith, Ms S-A Stavrou, A Watts, Mrs E Webster, J Wyatt **(Group representative tba)**

Liberal Democrats Group (1): Mrs P Brooks\*

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**(xii) West Essex Waste Management Joint Committee**

Conservative Group:  
Environmental Protection Portfolio Holder  
Assistant Environmental Protection Portfolio Holder (Deputy)

**(xiii) Leisure Management - Contract Monitoring Board (5 cross party members including Leisure and Youth Services Portfolio Holder)**

Conservative Group: M Cohen  
Independent Group: R Morgan  
Liberal Democrats Group: J M Whitehouse  
LRA Group: A Lee  
BNP Group: T Richardson

**(xiii) Waste Management Contract – Appointments Panel (7 members pro-rata)**

**Conservative Group (4):**  
Liberal Democrats Group (1): D Kelly  
**LRA Group (1):**  
**BNP Group (1):**

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**(g) Cabinet Committee Chairmen (ex-officio - not part of pro rata allocations)**

Finance and Performance Management Cabinet Committee - Finance, Performance Management and Corporate Support Services Portfolio Holder

North Weald Airfield Strategy - Planning and Economic Development Portfolio Holder.

Top Management Structure - Leader

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**(h) Committees, Sub-Committees and Panels - Chairmanships and Vice-Chairmanships**

	<b>Chairman</b>	<b>Vice-Chairman</b>
Housing Appeals Panel	Mrs P K Rush (Liberal Democrats Group)	Mrs R Gadsby (Conservative Group)
Staff Appeals Panel	P House (LRA Group)	T Farr (BNP Group)
District Development Control Committee	B Sandler (Conservative Group)	D Kelly (Liberal Democrats Group)
Area Plans Sub-Committee East	M Colling (Conservative Group)	Mrs M McEwen (Conservative Group)
Area Plans Sub-Committee South	J Hart (Conservative Group)	Mrs L Wagland (Conservative Group)

Area Plans Sub-Committee West	P McMillan (Conservative Group)	J Wyatt (Conservative Group)
Audit and Governance Committee	J Knapman (Independent Group – Nominated by Conservative Group)	Co-opted member
<b>Overview and Scrutiny Committee</b>	<b>R Morgan (Independent Group – Nominated by Conservative Group)</b> <b>Mrs A Haigh (Liberal Democrats Group)</b>	<b>Mrs A Haigh (Liberal Democrats Group)</b> <b>K Angold-Stephens (LRA)</b>
<b>Licensing Committee</b>		Mrs P Smith (Conservative Group)
<b>Complaints Panel</b>	Mrs P Richardson (BNP Group)	<b>K Angold-Stephens (LRA)</b>

Joint Consultative Committee (not part of the pro rata allocations – Finance, Performance Management and Corporate Support Services Portfolio Holder is Chairman or Vice-Chairman)

### **ANNUAL COUNCIL MEETING - 17 MAY 2007**

#### **Item 10**

##### **Nominations for Standards Committee (2 members)**

Conservative Group: Councillor Mrs P Smith

##### **Further nomination required**

(together with three independent members to be appointed for a three year period until 2010 (ie. Ms M Marshall, G Weltch and M Wright) and a local council representative and deputy appointed by the Association of Local Councils (Epping Forest Branch).

#### **Item 11**

##### **Nominations for Audit and Governance Committee (3 members)**

Conservative Group: A Watts

Liberal Democrats Group: **tba**

Independent Group: J Knapman

(together with two co-opted persons – report of Appointments Panel – attached).

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### **ANNUAL COUNCIL MEETING - 17 MAY 2007**

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Conservative Group: Councillor Mrs P Smith

##### **Further nomination required**

(together with three independent members to be appointed for a three year period until 2010 (ie. Ms M Marshall, G Weltch and M Wright) and a local council representative and deputy appointed by the Association of Local Councils (Epping Forest Branch).

#### **Item 11**

##### **Nominations for Audit and Governance Committee (3 members)**

Conservative Group: A Watts

Liberal Democrats Group: **tba**

Independent Group: J Knapman

(together with two co-opted persons – report of Appointments Panel – attached).

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# ***Report to the Council***

**Committee:** Audit and Governance Committee  
Selection Panel

**Date:** 10 May 2007

**Chairman:** Councillor C Whitbread

**Item:** 11

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## **1. AUDIT AND GOVERNANCE COMMITTEE - VACANCY FOR AN CO-OPTED MEMBER**

### **Recommending:**

- (1) That Mr N J Purkis be appointed to one of the two seats for co-opted members of the Audit and Governance Committee with effect from 18 May 2007; and
- (2) That arrangements be made for Mr Purkis to receive appropriate training before he takes up his appointment.

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- 1.1 We were appointed at the Council meeting on 20 February 2007 to secure the recruitment of two independent persons to serve as co-optees on the new Audit and Governance Committee.
  - 1.2 We were authorised to agree a shortlist of applicants for interview for this vacancy, interview persons shortlisted and make recommendations to the Council on an appointment.
  - 1.3 One application was received. The candidate met the selection criteria prescribed by the Council and was invited to interview.
  - 1.4 The interview was held on 10 May 2007.
  - 1.5 Set questions asked of the applicant on a range of topics including personal qualities, knowledge of Council Services, knowledge of internal audit procedures, analysis of work systems, performance data, knowledge of interpreting financial data. Questions by the applicant were also invited.
  - 1.6 After the interview had been held, we carried out an assessment based on the key criteria set which we had agreed as part of the recruitment pack. These criteria were as follows:
    - (a) demonstrates knowledge of core activities of a District Council;
    - (b) demonstrates understanding of governance issues and risk management;
    - (c) demonstrates ability to analyze systems or information, ask questions and make important decisions;

(d) demonstrates an understanding of performance management and value for money;

(e) demonstrates some knowledge of financial accounting.

1.7 We were assisted by the Head of Finance, the Chief Internal Auditor and Head of Research and Democratic Services who attended to answer factual questions, but were not involved in our decision.

1.8 After careful review of the candidate, we are recommending that Mr N J Purkis should be appointed a co-opted member of the Committee. We consider that, although there was only one applicant, the Council was fortunate to attract the interest of such a strong candidate. We consider that he met all the selection criteria listed above. We therefore recommend that Mr Purkis be appointed.

1.8 Suitable training will be available for Mr Purkis if the Council adopts our recommendation.

1.9 The second co-optee place on the Committee will be subject to another recruitment exercise, carried out by the Committee itself after its first meeting. The Council is asked to bear in mind that the Audit & Governance Committee is only quorate if at least one of the two co-opted members is present at any meeting. Thus, with the appointment of Mr Purkis, the first scheduled meeting of the Committee will be able to agree the Statutory Statement of Accounts at its first meeting in June 2007.

#### **Members of the Selection Panel:**

Councillors C Whitbread (Chairman), Mrs P Brooks, Mrs A Grigg and Mrs P Smith.

#### **Note:**

Councillor Whitbread chaired the Panel in the absence of Councillor Mrs Collins. Councillor Mrs P Brooks was the Liberal Democrat Group's substitute for Councillor Mrs J H Whitehouse. Councillor Mrs A Grigg was substitute for Councillor Mrs Collins on behalf of the Conservative Group.

#### **Background Papers:**

Applicants pack (including assessment criteria) and other correspondence.



NOTE WHERE THE NO. OF NOMINEES EXCEEDS THE NO. OF  
PLACES, NOMINATIONS ARE SHOWN IN BOLD TYPE

To appoint or nominate representatives to serve on the organisations set out below. Appointments will take effect from 17 May 2007 unless otherwise stated. Where the number of nominations exceeds the number of places, these are listed according to the political group concerned namely: CON = Conservative Group; IND = Independent Group; LG = Labour Group; LRA = Loughton Residents' Association Group; LIB DEM = Liberal Democrats; and BNP = British National Party Group. ORGANISATIONS SHOWN IN BOLD TYPE ARE SUBJECT TO VOTING AS THE NUMBER OF NOMINATIONS EXCEEDS THE NUMBER OF PLACES. THE REMAINDER CAN BE APPROVED EN BLOC.

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
1. Care and Repair - Management Committee (Optional)	3	Mrs A Grigg S Murray Mrs J H Whitehouse	3	1 year	Must be Councillors. (Normally one from each of three largest groups).	Mrs A Grigg (CON) Mrs P Brooks (LIB DEM) S Murray (Independent Member)
2. Citizens' Advice Bureaux						
(a) Loughton Branch (Local - Buckhurst Hill, Chigwell and Loughton Parishes)	2	D Bateman R Church	2	1 year from 1.10.07 and balance of existing term	Preferably Councillors	D Bateman (CON) K Chana (CON)
(b) Waltham Abbey Branch (Local - Waltham Abbey area)	2	Mrs R Gadsby Mrs J Lea	2	1 year	Must be Councillors	Mrs R Gadsby (CON) Mrs J Lea (CON)
(c) Epping (Local - Epping area)	1	<b>Mrs S Perry</b>	<b>1</b>	<b>1 year</b>	<b>Must be a Councillor</b>	<b>B Rolfe (CON)</b> <b>Mrs J Hedges (LIB DEM)</b>
3. Campaign to Protect Rural Essex (formerly Council for the Protection of Rural England (Essex Branch) (Optional)	1 (+ 1 Deputy)	<b>Mrs P Smith</b> (T Farr as Deputy)	<b>1</b> (+ 1 Deputy)	<b>1 year</b>		<b>R Bassett (CON)</b> <b>T Farr (BNP)</b>
4. Crime and Disorder Strategy Panel (Optional)	1 (+ 1 Deputy)	<b>Ms S Stavrou</b> <b>M Woollard (Deputy)</b>	<b>1</b> (+ 1 Deputy)	<b>1 year</b>	<b>Must be a Councillor. Representative should be Community Wellbeing Portfolio Holder</b>	<b>Ms S Stavrou (CON)</b> <b>H Ulkun (CON) (Deputy)</b> <b>R Law (BNP)</b>
5. East of England Regional Assembly (Executive)	1	Mrs A Grigg	1	1 year	Must be a Councillor. Should be Planning and Economic Development Portfolio Holder.	Mrs A Grigg (CON)

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
6. Epping Forest Children and Young Peoples' Strategic Partnership (CYPSP) – Management Board (Optional)	2	Mrs A Grigg Mrs A Haigh	2	1 year	Must be Councillors	Mrs A Grigg (CON) Mrs A Haigh (LIB DEM) R Law (BNP)
7. Epping Forest Community Transport Steering Group (Optional)	1 (+ 1 Deputy)	D Stallan	1	1 year	Must be Councillors	Mrs H Harding (CON) Mrs J Hedges (LIB DEM)
8. Epping Forest District Local Strategic Partnership (Executive)	2	Mrs A Grigg Mrs M Sartin	2	1 year	Must be Councillors	Mrs A Grigg (CON) Mrs M Sartin (CON)
9. Epping Forest Local Strategic Partnership – Homes and Neighbourhoods Action Group (Executive)	1	D Stallan	1	1 year	Must be Councillor. Should be Housing Portfolio Holder.	D Stallan (CON)
10. Epping Forest Housing Aid Committee (Optional)	1	J Wyatt	1	1 year	Must be a Councillor.	J Wyatt (CON)
11. Epping Forest Local Supporting People Core Strategy Group (Executive)	1	D Stallan	None – ceased to exist on 26/1/07	1 year	Must be Councillor. Should be Housing Portfolio Holder.	N/A
12. Epping Forest Youth Strategy Group (Optional)	2 and 1 Officer	Mrs P Brooks Mrs A Grigg	None – ceased to exist	1 year	Must be Councillors.	N/A
13. Essex Development Agency (Executive)	1	Mrs A Grigg	1	1 year	Must be a Councillor.	Mrs A Grigg (CON)
14. Essex Local Government Association (Executive)	1 (+ 1 Deputy) and 1 Officer	Mrs D Collins (C Whitbread as Deputy)	1 (+ 1 Deputy and 1 Officer)	1 year	Must be a Councillor. Representative should be a Group Leader.	Mrs D Collins (CON) C Whitbread (CON) (Deputy)
15. Essex Olympic Working Group (Executive)	1 + 1 Officer	C Whitbread	1 + 1 Officer	1 year	Must be a Councillor. Should be Leisure and Young People Portfolio Holder.	M Cohen (CON)
16. Essex On-Line Partnership (Executive)	1	S Metcalfe	1	1 year	Must be a Councillor. Should be Customer Services, Media, Communications and ICT	Mrs D Collins (CON)

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
17. Essex Prosperity Forum (and West Essex Sub Group) (Executive)	1	Mrs A Grigg	1	1 year	Portfolio Holder. Must be a Councillor.	Mrs A Grigg (CON)
18. Enfield Essex Herts Border Liaison Group (Executive/Non-Executive)	3 (+ 3 Deputies)	Mrs P Smith M Woollard J Wyatt (Mrs D Borton, Mrs P Brooks and R Law as Deputies)	3 (+ 3 Deputies)	1 year	<b>Must be Councillors.</b>	Mrs A Cooper (CON) Mrs P Smith (CON) J Wyatt (CON) M Woollard (LIB DEM) R Law (BNP) R Bassett (CON) (Deputy) Mrs J Lea (CON) (Deputy) Mrs M Sartin (CON) (Deputy) Mrs P Brooks (LIB DEM)(Deputy)
19. Essex Supporting People Commissioning Body (Executive)	1 (+ 1 Deputy)	D Stallan Mrs S Stavrou (Deputy)	1 (+ 1 Deputy)	1 year	Representatives should be Housing Portfolio Holder. Deputy should be Community Wellbeing Portfolio Holder.	D Stallan (CON) Ms S Stavrou (CON) (Deputy)
20. Grange Farm Managing Trustees (Optional)	3	S Barnes C Huckle M Woollard	3	Until 17.2.11 Until 17.2.11 Until 18.5.11	<b>Need not be Councillors Nominees serve for a four year period.</b>	Mrs L Wagland (CON) C Huckle M Woollard and/or Mrs A Haigh (LIB DEM) S Murray (Ind Member)
21. Highways Panel (West Area) (Executive)	1	A Green Mrs P Smith (Deputy)	1(+ 1 Deputy)	1 year	Representative should be Civil Engineering and Maintenance Portfolio Holder	A Green (CON) Mrs P Smith (CON) (Deputy)
22. Lee Valley Regional Park Authority	2 (+ 2 Deputies)	Mrs P Brooks Ms S Stavrou (T Farr (Deputy)	1 Deputy	Until 30.6.09	Must be Councillor. LVRPA would prefer deputies to be members of the same political group as representatives.	J Wyatt (CON)
23. Leisure Centres Liaison Groups (Local)						
- Ongar Sports Centre	-	Mrs A Grigg K Wright	2	1 year	<b>Must be Councillors</b>	Mrs A Grigg (CON) G Pritchard (CON) D Jacobs (LIB DEM)
- Epping Sports Centre	-	M Colling J M Whitehouse	2	1 year	<b>Must be Councillors</b>	M Colling (CON) B Rolfe (CON) Mrs J Hedges (LIB DEM)
- Loughton Leisure Centre	-	M Cohen J Markham	2	1 year	Must be Councillors	M Cohen (CON) J Hart (CON)

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
- Waltham Abbey Swimming Pool	-	Mrs P Brooks Mrs J Lea	2	1 year	Must be Councillors	Mrs A Cooper (CON) Mrs J Lea (CON) Mrs P Brooks (LIB DEM)
24 Local Councils' Liaison Committee (Executive/Ex-Officio)	5	Mrs A Haigh R Morgan Mrs C Pond B Sandler Mrs J H Whitehouse	5	1 year	Must be Councillors. Chairman and Vice-Chairman of the Council to be included. Chairman of the Council presides at Liaison Committee.	B Sandler (CON) Mrs M Sartin (CON) Mrs C Pond (LRA) J Knapman (IND) R Morgan (IND) Mrs J Hedges and/or Mrs J H Whitehouse (LIB DEM)
25. Local Government Association - General Assembly (Executive)	1 (+ 1 Deputy)	Mrs D Collins C Whitbread (Deputy)	1 (+ 1 Deputy)	1 year	Must be Councillors. Should be Cabinet Members.	Mrs D Collins (CON) C Whitbread (CON) (Deputy)
26. Local Government Association - Rural Commission (Optional)	2	Mrs D Borton Mrs H Harding (Voting Member)	2	1 year	Either two Councillors or one Councillor and one Officer.	Mrs H Harding (CON) (Voting member) Mrs M Sartin
27. Local Government Information Unit Management Committee (Executive)	1 (+ 1 Deputy)	Mrs D Collins (C Whitbread as Deputy)	1 (+ 1 Deputy)	1 year	Must be a Councillor - other authorities tend to appoint the Leader of the Council as representative.	Mrs D Collins (CON) C Whitbread (CON) (Deputy)
28. Museums in Essex Committee (Optional)	1	Mrs R Gadsby	1	1 year	Must be a Councillor.	Mrs R Gadsby (CON) T Farr (BNP)
29. North East London Health Services – Joint Scrutiny Review –“Fit for the Future” (Optional)	1 (+ 1 Deputy)	B Sandler (R Church as Deputy)	1 (+ 1 Deputy)	1 year	Must be Councillors	B Sandler (CON) R Church (CON)(Deputy)

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
30. Police and Community Consultative Group (Local)(Clarification is awaited from the Secretariat for these Groups as to whether they are still in existence) - Epping Section	4	R Frankel Mrs S Perry Mrs M Sartin Mrs J H Whitehouse	4	1 year	Must be Councillor representing ward in Epping, Ongar, Waltham Abbey areas.	R Bassett (CON) G Pritchard (CON) B Rolfe (CON) J Wyatt (CON)
- Loughton Section	4	M Cohen J Hart R Law M Woollard	4	1 year	Must be a Councillor representing ward in Buckhurst Hill, Chigwell, Loughton areas.	D Bateman (CON) M Cohen (CON) J Hart (CON) H Ulkun (CON) R Law (BNP)
31. Roding Valley Meadows Local Nature Reserve (Management Committee) (Local)	3 (+ 2 Deputies)	Mrs A Grigg S Murray P Spencer (K Angold-Stephens, R Goold as Deputies)	3 (+ 3 Deputies)	1 year	Traditionally the Leisure Portfolio Holder plus one Councillor for Loughton (Roding) Ward and one Councillor from Buckhurst Hill (East) Ward. However, management responsibility now transferred to Countryside under the Planning and Economic Development Portfolio so it would be appropriate to appoint that Portfolio Holder as one of the representatives..	R Church (CON) Mrs A Grigg (CON) S Murray (Independent Member) K Angold-Stephens (LRA) P Spencer (LIB DEM) H Ulkun (CON)(Deputy)  Mrs A Haigh (LIB DEM) (Deputy)
In nominating to this Committee, members are asked to bear in mind that two District Council representatives are required to be present for a meeting to be quorate. Other members of the Committee travel long distances to attend the meetings (e.g. Colchester) and in recent years some meetings have been inquorate because of a lack of District Council representation.						
32. Stansted Airport Consultative Committee (Optional)	1	Mrs M Sartin R Church (Deputy)	1 (+ 1 Deputy)	1 year	Must be Councillors.	Mrs M Sartin (CON) M Woollard (LIB DEM) R Church (CON)(Deputy)
33. Stansted Airport Community Trust Fund (Executive)	1	R Morgan	1	1 year	Must be a Councillor.	R Morgan (IND)
34. Stansted/M11 Local Authority Partnership (Executive)	3	A Green Mrs A Grigg Mrs M Sartin	None – the organisation no longer	1 year	Must be Councillors.	N/A

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
35. Town Centre Partnerships (Local) (a) Buckhurst Hill Town Centre Partnership  (b) Epping Town Centre Partnership  (c) Loughton Broadway Town Centre Partnership  d) Loughton High Road Town Centre Partnership (e) Ongar Town Forum - Steering Group  (f) Waltham Abbey Town Partnership	2  2  2  2  2	R Church P Spencer  M Colling Mrs S Perry  K Angold-Stephens Mrs S Clapp  J Hart A Lee  P Gode K Wright  Mrs R Gadsby Mrs J Lea	2  2  2  2  2	1 year  1 year  1 year  1 year  1 year	Members local to the Partnership area.  Ditto  Ditto  Ditto  Ditto (Observer capacity only)  Ditto	R Church (CON) H Ulkun (CON) P Spencer (LIB DEM)  M Colling (CON) A Green (CON) J M Whitehouse (LIB DEM)  K Angold-Stephens (LRA) T Richardson (BNP) S Murray (Ind Member)  J Hart (CON) P House (LRA)  G Pritchard (CON) D Jacobs (LIB DEM) P Gode (LAB)  Mrs R Gadsby (CON) Mrs J Lea (CON)
36. Voluntary Action Epping Forest (Optional)	1	Mrs M Sartin	1 and 1 Officer	1 year	Must be a Councillor.	B Rolfe (CON) Mrs P Richardson (BNP)
37. Waltham Abbey Royal Gunpowder Mills Ltd (Optional)	1	R D'Souza	1	1 year	Must be a Councillor.	R D'Souza (CON)
38. Waltham Abbey Tourist Information Centre - Joint Management Committee (Local)	3	J Demetriou Mrs R Gadsby J Wyatt	3	1 year	Must be Councillors.	J Demetriou (CON) Mrs R Gadsby (CON) J Wyatt (CON) T Farr (BNP)
39. Waste Management Advisory Group	1 (+1 Deputy)		1 (+1 Deputy)	1 year	Appropriate Portfolio Holder and another Executive member	Mrs M Sartin (CON) Mrs A Cooper (CON)(Deputy)

Organisation and Allocation Category	No. of reps. 2006/07	Present Representative(s)	No. of reps. Required 2007/08	Term of Office	Remarks	Nominations for 2007/08
(Executive)						
40. West Essex Area Forum (Executive)	1	Mrs D Collins	1	1 year	Other authorities tend to appoint Leader.	Mrs D Collins (CON)
41. West Essex Economic Strategy (Optional)	1 (+ 1 Deputy)	Mrs A Grigg (Mrs P Richardson as Deputy)	1 (+ 1 Deputy)	1 year		Mrs A Grigg (CON) Mrs P Smith (CON)(Deputy) Mrs P Richardson (BNP)

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**Representation on Outside Organisations**

A list of organisations with representatives whose terms of office expire after the current year is set out below. Organisations not normally requiring an appointment to be made this year but which require a serving councillor to be the representative, are highlighted in this Appendix.

Organisation and Allocation Category	No. of reps.	Names of Present Representative(s)	Term of Office Expires on	Remarks	Nominations
1. Lee Valley Regional Park Authority	2 (+ 2 deputies)	Mrs P Brooks Ms S-A Stavrou (T Farr - Deputy)	30.6.09	Must be Councillors LVRPA would prefer deputies to be members of same political group as representatives.	
Epping Forest College FE Corporation Board	1	M Woollard	-	Appointed by the Board after interview following consideration of Council nomination.	

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**Representation on Outside Organisations - Appointments Held by Officers**

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers. The Appendix is therefore submitted for information only.

<b>Organisation and Committee Responsible</b>	<b>Representative</b>
1. Access Group – Joint Management Team	Joint Chief Executive (Community Services) Special Needs Manager
2. East Anglian Home Safety Committee	Head of Environmental Services (or representative)
3. Essex Archaeological and Historical Congress	Curator Epping Forest District Museum
4. Essex Local Government Association	One of the Joint Chief Executives (or representative) (+ member delegate)
5. Essex Olympic Working Group	Head of Leisure Services (+ member delegate)
6. Essex Water Safety Liaison Committee	Head of Environmental Services (or representative)
7. Museum Service (South Eastern)	Curator Epping Forest District Museum
8. National Society for Clean Air (SE Division)	Head of Environmental Services (or representative)
9. Standing Conference - Investigation of Air Pollution	Head of Environmental Services (or representative)
10. Victoria County History Association	Curator Epping Forest District Museum
11. Voluntary Action Epping Forest	Policy Officer (+ 1 member delegate)

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