



# Epping Forest District Council

## **CABINET** **Monday, 18th December, 2006**

**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 Mrs D Collins (Leader and Leaders Portfolio Holder) (Chairman), C Whitbread (Vice-Chairman), A Green, Mrs A Grigg, J Knapman, S Metcalfe, Mrs M Sartin, D Stallan and Ms S Stavrou

**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 following meetings of the Cabinet held on:

- (a) 9 October 2006 (previously circulated); and
- (b) 13 November 2006 (previously circulated).

**4. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6)

and (24) 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. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 20 NOVEMBER 2006 (Pages 7 - 12)**

(Chairman of the Finance and Performance Management Cabinet Committee) To consider the minutes of the meeting held on 20 November 2006 and the recommendations therein (C/081/2006-07).

The Constitutional Affairs Scrutiny Panel considered the proposals for the new Audit and Governance Committee (Minute 33 refers) on 4 December 2006.

The Panel was supportive of the report although there was a view that the new committee might limit the role of Overview & Scrutiny on budgetary scrutiny but on balance it was concluded that the independence of the new Committee from both the Cabinet and Overview & Scrutiny on technical audit financial matters was the prime consideration.

The Panel supported the need for additional training funds and the easing of the rules about members able to serve on the Audit & Governance Committee so that only those serving on any Scrutiny Panel dealing with financial matters must be excluded and not the Overview & Scrutiny Committee itself.

#### **8. CIVIC CEREMONIAL REVIEW (Pages 13 - 20)**

(Chairman of the Overview & Scrutiny Sub-Group on Civic Ceremonial) To consider the attached report (C/082/2006-07).

#### **9. XPRESS ELECTIONS MANAGEMENT SYSTEM - POSTAL VOTE PERSONAL IDENTIFIERS (Pages 21 - 22)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/083/2006-07).

#### **10. COMPREHENSIVE PERFORMANCE ASSESSMENT - IMPROVEMENT PLAN**

**(Pages 23 - 24)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/084/2006-07).

**11. CODE OF CONDUCT - LEGAL EXPENSES COVER FOR COUNCILLORS (Pages 25 - 28)**

(The Leader of the Council) To consider the attached report (C/085/2006-07).

**12. REVIEW OF THE HOUSING ALLOCATIONS SCHEME (Pages 29 - 44)**

(Housing Portfolio Holder) To consider the attached report (C/086/2006-07).

**13. PLANNED BUILDING MAINTENANCE PROGRAMME - NON HRA OPERATIONAL BUILDINGS (Pages 45 - 52)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/087/2006-07).

**14. PRIVATE SECTOR HOUSING STRATEGY (Pages 53 - 58)**

(Housing Portfolio Holder) To consider the attached report (C/088/2006-07).

**15. EVALUATION OF RECRUITMENT & RETENTION AND MANAGING ABSENCE STRATEGIES (Pages 59 - 66)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/089/2006-07).

**16. CONCESSIONARY FARES (Pages 67 - 70)**

(Community Wellbeing Portfolio Holder) To consider the attached report (C/090/2006-07).

**17. ENERGY COSTS AND ENERGY REDUCTION PROPOSAL (Pages 71 - 74)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/092/2006-07).

**18. LEISURE MANAGEMENT CONTRACT (Pages 75 - 76)**

(Leisure and Young People Portfolio Holder) To consider the attached report (C/093/2006-07).

**19. CORPORATE PHOTOCOPIER CONTRACT (Pages 77 - 78)**

(Finance, Performance Management and Corporate Support Services Portfolio Holder) To consider the attached report (C/094/2006-07).

**20. ACCEPTANCE OF TENDER - 48-49 JUBILEE COURT, WALTHAM ABBEY (Pages 79 - 80)**

(Housing Portfolio Holder) To consider the attached report (C/095/2006-07).

**21. WASTE MANAGEMENT CONTRACT - APPOINTMENT OF INDECON (Pages 81 - 82)**

(Customer Services, Media, Communications & ICT Portfolio Holder) To consider the attached report (C/096/2006-07).

**22. BUDGET PROVISION 2007/08 - EPPING FOREST CARELINE (Pages 83 - 86)**

(Housing Portfolio Holder) To consider the attached report (C/097/2006-07).

**23. BROADWAY TOWN CENTRE ENHANCEMENT (Pages 87 - 92)**

(Planning and Economic Development Portfolio Holder) To consider the attached report (C/098/2006-07).

**24. NEW PARKING ENFORCEMENT CONTRACT (Pages 93 - 96)**

(Civil Engineering and Maintenance Portfolio Holder) To consider the attached report (C/099/2006-07).

**25. CORPORATE PROCUREMENT STRATEGY 2007-2009 (Pages 97 - 98)**

(Customer Services, Media, Communications and ICT Portfolio Holder) To consider the attached report (C/100/2006-07).

**26. 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.