

EPPING FOREST DISTRICT COUNCIL ANNUAL COUNCIL MINUTES

Committee: Council **Date:** 15 May 2008

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 10.20 pm

Members Present: Councillors Mrs C Pond (Chairman), J Knapman (Vice-Chairman), K Angold-Stephens, R Barrett, R Bassett, D Bateman, A Boyce, R Brookes, Mrs P Brooks, K Chana, Mrs S Clapp, M Cohen, Miss R Cohen, J Collier, M Colling, Mrs A Cooper, Mrs D Collins, D Dodeja, R Frankel, Mrs R Gadsby, A Green, Mrs A Grigg, Mrs A Haigh, Mrs H Harding, J Hart, Ms J Hedges, D Jacobs, R Law, Mrs J Lea, J Markham, Mrs M McEwen, G Mohindra, R Morgan, S Murray, J Philip, G Pritchard, W Pryor, Mrs P Richardson, B Rolfe, Mrs M Sartin, B Sandler, D Stallan, Ms S Stavrou, J Sutcliffe, P Turpin, H Ulkun, Mrs L Wagland, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and J Wyatt

Apologies: Councillors P Gode and P Spencer

Officers Present: P Haywood (Chief Executive), D Macnab (Deputy Chief Executive), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director Democratic Services), T Carne (Public Relations and Marketing Officer), S Mitchell (PR Website Editor), S G Hill (Senior Democratic Services Officer), P Seager (Chairmans Secretary) and P Tredgett (Information Assistant)

1. WEBCASTING INTRODUCTION

Councillor Mrs Pond reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

2. NEWLY ELECTED COUNCILLORS

Councillor Mrs Pond welcomed those present, particularly those members re-elected on 1 May 2008: namely: Councillors K Angold-Stephens, D Bateman, Mrs D Collins, J Hart, J Knapman, Mrs J Lea, Mrs M McEwen, Mrs P Richardson, B Sandler, C Whitbread, J M Whitehouse and herself.

Councillor Mrs Pond announced one by one alphabetically newly elected members and invited them to enter the Chamber. The following members entered the Chamber, were met by Councillor Mrs Pond and took their allocated seats: Councillors R Barrett, A Boyce, Ms R Brookes, Miss R Cohen, J Collier, D Dodeja, J Philip, W Pryor, Ms J Sutcliffe and D Wixley.

3. RETIRING CHAIRMAN OF COUNCIL - YEAR OF OFFICE

Councillor Mrs Pond addressed the Council on her year in office.

She thanked the Council for affording her the privilege of being elected Chairman of the Council for the past very enjoyable year.

Councillor Mrs Pond reported that she had attended 147 engagements and had visited many parts of the district, driving 2,100 miles during the year. She drew attention to some of the most memorable events:

- (a) the Race for Life where hundreds of women had run or walked around North Weald Airfield raising money for Cancer Research and other charities;
- (b) meeting the aviator, Polly Vacher at North Weald Airfield;
- (c) the 21st International Scout Jamboree where for three weeks Hylands Park in Chelmsford had become the third largest settlement in Essex and North Weald Airfield had been used as a hub for the event;
- (d) the group of Buddhists and local people who had planted trees in Theydon Bois;
- (e) the Sikhs sports tournament in Chigwell;
- (f) the Church Service at Loughton Methodist Church;
- (g) the lunch at Gaynes Park, Coopersale for the Chairmen of other authorities;
- (h) the Awards Dinner again held at Gaynes Park in March 2008;
- (i) meeting the Duke of Gloucester at St John's School, Buckhurst Hill;
- (j) meeting the Duke of Kent at Windsor for the Scouts St George's Day Parade where she had also met Peter Duncan, Chief Scout and former Blue Peter presenter;
- (k) her last engagement at Epping Forest Burial Park where she had met Kate Adie, BBC correspondent.

Councillor Mrs Pond advised that whilst she had enjoyed meeting celebrities throughout the year the real pleasure had been meeting volunteers across the district who did so much work for the community.

Councillor Mrs Pond also reported on her attendance at Council arranged events where she had met many staff and developed a better understanding of the Council's Services including opening exhibitions at the Museum and attending events arranged by Housing Officers, Community Development Officers, Human Resources and the Countrycare Team. She referred to the exhibition which she had opened regarding 50 Favourite Trees in the District which was shortly to be featured in a BBC2 programme. A book had been produced in relation to this project and copies were now available in exchange for a donation to her charity.

Councillor Mrs Pond thanked councillors for their support during the year, particularly past Chairmen Ann Haigh, Brian Sandler and Richard Morgan and her Vice-Chairman, John Knapman. She also paid tribute to the support she had received from her husband Chris throughout the year.

Councillor Mrs Pond thanked the Chief Executive, Peter Haywood the Deputy Chief Executive, Derek Macnab, the Assistant to the Chief Executive, Ian Willett and the Assistant Director, Democratic Services, Graham Lunnun for their advice at Council meetings which she had enjoyed chairing throughout the year. She also thanked Tom Carne, Public Relations and Marketing Officer and the Public Relations Team, Simon Hill, Senior Democratic Services Officer and the Democratic Services Team

for their help through the year especially at the various civic events. She thanked the Office Superintendents for assisting with the provision of refreshments after Council meetings. Councillor Mrs Pond paid special tribute to the support she had received from Pat Seager, Chairman's Secretary pointing out that the Council was fortunate to have such an efficient and capable officer.

In conclusion, Mrs Pond again thanked members for giving her the opportunity of being Chairman of the Council.

Councillors S Murray, K Angold-Stephens, J M Whitehouse, Mrs D Collins and the Chief Executive, P Haywood (on behalf of the staff) expressed their appreciation for the hard work and enthusiasm shown by Councillor Mrs Pond during her year of office.

4. ELECTION OF CHAIRMAN

The nomination of Councillor J Knapman for the office of the Chairman of the Council having been formally moved, it was:

RESOLVED:

That Councillor J Knapman be elected Chairman of the Council for the ensuing year.

Councillor J Knapman thereupon made a declaration of acceptance of the office of Chairman and thanked the Council for his election. Councillor Knapman paid tribute to the way in which Councillor Mrs C Pond had performed the role of Chairman of the Council during the past year.

COUNCILLOR J KNAPMAN IN THE CHAIR

5. PAST CHAIRMAN'S BADGE

The new Chairman presented Councillor Mrs C Pond with a past Chairman's Badge of Office.

6. APPOINTMENT OF VICE-CHAIRMAN

The nomination of Councillor Mrs P Smith for the office of Vice-Chairman of the Council having been formally moved, it was:

RESOLVED:

That Councillor Mrs P Smith be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Mrs P Smith thereupon made a declaration of acceptance of the office of Vice-Chairman and thanked the Council for her appointment.

7. MINUTES**RESOLVED:**

The minutes of the Council meeting held on 22 April 2008 be taken as read and signed by the Chairman as a correct record.

8. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

9. ANNOUNCEMENTS**(a) Announcements by the Chairman****(i) Former Members**

The Chairman acknowledged the contributions made to the Council by:

- former Councillor Bob Church who had not been re-elected after two years service
- former Councillor Tom Richardson who had not been re-elected after four years service;
- former Councillor Tony Frankland who had not been re-elected after nine months service; and
- former Councillor Doug Kelly who had not been re-elected after 12 years service.

The Chairman presented an award to Councillor Kelly for his 12 years service.

Councillors Mrs D Collins, Mrs H Harding, R Law, R Morgan, S Murray, Mrs A Grigg, Mrs C Pond, and Mrs L Wagland spoke in appreciation of the work undertaken by former Councillor D Kelly. Councillor Kelly addressed the Council thanking members, officers and his family for the support they had given him over the years.

(ii) Chairman's Charities

Councillor Knapman reported that during his year as Chairman of the Council he proposed to raise funds for the provision of a "Wow Room" at Jubilee Lodge, Chigwell which would enable the severely disabled to enjoy the experience of activities such as horse-riding. He also proposed to raise funds for St Clare Hospice at Hastingwood for the purchase of mattresses and pump injection kits. In addition he proposed to give one morning a week of his time to charity throughout his year of office by assisting at Chigwell Riding Trust for Special Needs. He advised that he was also hoping to be able to support the introduction of some bereavement counselling.

(iii) Flowers

The Chairman announced that the floral display from tonight's meeting would be sent to St Clare Hospice at Hastingwood.

(b) Announcements by Portfolio Holders**(i) Loughton Town Centre Enhancement**

Councillor Mrs A Grigg, Portfolio Holder for Planning and Economic Development reported on a recent meeting with County Councillor N Hume, Highways and Transportation Portfolio Holder. She advised that they had discussed the planting of trees in Loughton High Road and he had agreed to liaise with the County Council's Legal Department with a view to making progress. He had also made some positive comments regarding the provision of some funding for Phases 3 and 4 of the Enhancement Scheme.

10. LOCAL GOVERNMENT AND HOUSING ACT 1989 - NOTICE OF CONSTITUTION OF POLITICAL GROUPS, GROUP LEADERS AND DEPUTIES**(a) Notice of Constitution of Political Groups**

The Council noted, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups on the Council as set out in Appendix 1 to these minutes.

(b) Notification of Group Leaders and Deputies

The Council noted the names of members who have signed notices as indicated above and who would act as Group Leaders and Deputy Group Leaders.

11. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS**First Motion moved by Councillor Mrs D Collins and Seconded by Councillor C Whitbread**

"That, with effect from the Council year 2008/09:

- (a) the number of Cabinet seats be increased to nine councillors;
- (b) the responsibilities for the eight existing Portfolios, the duties of the new ninth Portfolio (to be entitled "Corporate Support and ICT Services") and changes to ancillary matters be amended as set out in the Appendix to this motion;
- (c) the creation of specified Portfolio Holders as champions for cross-cutting themes be approved as set out in the Appendix to this motion;
- (d) the Constitution be amended to reflect these changes; and
- (e) the Portfolio Holders consider a report to the Cabinet on how they intend to carry out their champion roles, where allocated, including the establishment of Cabinet Committees if appropriate".

Carried

Second Motion Moved by Councillor Mrs D Collins and Seconded by Councillor C Whitbread

"That the Council's decision on 21 February 2006 (Minute 81) to appoint five cross-party representatives) (including the Portfolio Holder for Leisure and Young People)

to the Leisure Management Contracts Monitoring Board be amended to provide for six members to be appointed as follows:

- (a) Conservative Group (3): Portfolio Holders for Finance and Performance Management, Leisure and Young People and Civil Engineering and Maintenance;
- (b) Liberal Democrats Group: one member;
- (c) LRA Group: one member; and
- (d) BNP Group: one member;

and that the Portfolio Holder for Finance and Performance Management be appointed Chairman of the Board.”

Carried

RESOLVED:

- (1) That, with effect from the Council year 2008/09:
 - (a) the number of Cabinet seats be increased to nine members;
 - (b) the responsibilities for the eight existing Portfolios, the duties of the new ninth Portfolio (to be entitled “Corporate Support and ICT Services”) and changes to ancillary matters be amended as set out in Appendix 2 to these minutes;
 - (c) the creation of specified Portfolio Holders as champions for cross-cutting themes be approved as set out in Appendix 2 to these minutes;
 - (d) the Constitution be amended to reflect these changes; and
 - (e) the Portfolio Holders consider and report to the Cabinet on how they intend to carry out their champion roles where allocated, including the establishment of Cabinet Committees if appropriate;
- (2) That the Council’s decision on 21 February 2006 (Minute 81) to appoint five cross-party representatives (including the Portfolio Holder for Leisure and Young People) to the Leisure Management Contracts Monitoring Board be amended to provide for six members to be appointed as follows:
 - (a) Conservative Group (3): Portfolio Holders for Finance and Performance Management, Leisure and Young People and Civil Engineering and Maintenance;
 - (b) Liberal Democrats Group: one member;
 - (c) LRA Group: one member; and
 - (d) BNP Group: one member;

and that the Portfolio Holder for Finance and Performance Management be appointed Chairman of the Board;

(3) That the Leader, Deputy Leader, Portfolio Holders and Members of the Cabinet, Committees, Sub-Committees, Panels and Groups be as set out in Appendix 3 to these minutes; and

(4) That the Chairmen and Vice-Chairmen of the Cabinet, Committees, Sub-Committees, Panels and Groups be as set out in Appendix 3 to these minutes.

12. STANDARDS COMMITTEE

The Council considered nominations for the two councillors to form a committee together with three independent members and a local council representative.

RESOLVED:

That Councillors B Rolfe and Mrs P Smith be appointed to the Standards Committee for 2008/09.

13. AUDIT AND GOVERNANCE COMMITTEE

The Council considered nominations for the three councillors to form a committee together with two co-opted persons appointed by the council.

RESOLVED:

That Councillors Mrs A Haigh, J Knapman and A Watts be appointed to the Audit and Governance Committee for 2008/09.

14. SCHEME OF DELEGATION

The Council noted that the Constitution required that the Scheme of Delegation be agreed at the Annual meeting. The attention of members was drawn to a report to be made later at the meeting by the Constitution and Members' Services Scrutiny Panel.

RESOLVED:

That the Scheme of Delegation be considered later at the meeting as part of the report of the Constitution and Members' Services Scrutiny Panel.

15. COUNCIL MEETINGS - 2008/09

The Council was informed that at its meeting on 19 February 2008, it had adopted a calendar of meetings for the period May 2008-May 2009 which had included ordinary meetings of the Council for the year. It was noted that it was a requirement of the Constitution for the programme of ordinary meetings of the Council be approved at the Annual meeting of the Council.

RESOLVED:

(1) That during 2008/09 ordinary meetings of the Council be held on the following dates:

26 June 2008 (Thursday)
29 July 2008
28 October 2008

16 December 2008
17 February 2009
19 February 2009 (Thursday) (reserve date for budget meeting)
28 April 2009
21 May 2009 (Thursday) (Annual meeting); and

(2) That the officers report to the next meeting with a revised date for the meeting scheduled to be held on 30 September 2008.

16. APPOINTMENTS TO OUTSIDE ORGANISATIONS

The Council considered a schedule of nominations by the political groups for Council representation on outside organisations. Voting took place in accordance with the Council Procedure Rules where nominations exceeded available places.

RESOLVED:

(1) That representation on outside organisations for 2008/09 be determined as set out in Appendix 4 to these minutes;

(2) That the schedule of representatives on outside bodies with terms of office expiring after the current year as set out in Appendix 5 to these minutes be noted; and

(3) That the officer appointments to outside organisations listed in Appendix 6 be noted.

17. WORK PROGRAMMES

The Committee noted that the Constitution required that the Executive and Overview and Scrutiny should both submit an annual work programme each year on their strategies for the coming year. It was noted that work programmes were being prepared and would be circulated to all members of the Council when completed.

RESOLVED:

That work programmes for the both the Executive and Overview and Scrutiny be circulated to members shortly.

18. EXECUTIVE ANNUAL REPORT

(Mover: Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet)

Councillor Mrs D Collins submitted the annual report of the Executive for 2007/08.

Report as first moved **ADOPTED**

RESOLVED:

That the annual report of the Executive for 2007/08 be noted.

19. STANDARDS COMMITTEE - ANNUAL REPORT

The Council noted that the Chairman of the Standards Committee was unable to attend the meeting to present this report.

RESOLVED:

That the work undertaken by the Standards Committee during the past municipal year as detailed in the annual report 2007/08 be noted.

20. EPPING FOREST DISTRICT MEMBERS' REMUNERATION PANEL - FOURTH ANNUAL REPORT 2006/7 AND 2007/8

(Mover: S Lye, Chairman of the Remuneration Panel)

Mr S Lye, Chairman of the Independent Remuneration Panel submitted the fourth annual report of the Panel.

Motion moved by Councillor C Whitbread and seconded by Councillor Mrs D Collins

"That this Council -

- (a) adopts the revised remuneration scheme proposed by the Remuneration Panel for 2008/9;
- (b) resolves to implement the proposals for allowances contained in the new scheme as follows:

New Scheme Maximum Per annum	Implementation Figure
(i) Basic Allowance	
£4,300 p.a.	£3,150
Connectivity Basic	
£500 p.a. (year 1)	£500 p.a. (year 1)
£250 (subsequent)	£250 p.a. (subsequent)
(ii) Special Responsibility (SRA) – Leader	
£10,750	£7,875
(iii) SRA – Cabinet Members	
£6,450	£6,300 (2 x Basic Allowance)
(iv) SRA – Overview and Scrutiny Chairman	
£4,300	£3,150
(v) SRA – 5 x Standing Scrutiny Panels Chairmen	
£2,150 pa	£2,150

- | | | |
|--------|---|---------------|
| (vi) | SRA – Area Plans Subs Chairmen (3) | |
| | £3,225 | £2,362 |
| (vii) | SRA – District Development Control Committee Chairman | |
| | £3,225 | £2,362 |
| (viii) | SRA - Complaints Panel Chairman | |
| | £1,075 | £270 |
| (ix) | Housing Appeals and Review Panel Chairman SRA | |
| | £1,075 | £1,075 (100%) |
| (x) | SRA - Staff Appeals Panel Chairman | |
| | £1,075 | £270 |
| (xi) | SRA - Audit and Governance Committee Chairman | |
| | £2,150 | £2,150 |
- (c) That recommendations (3), (4), (5), (7), (9), (12), (15), (16), (17), (18), (19), (21) and (22)-(31) of the Remuneration Panel be adopted;
- (d) That the Panel be asked to develop proposals under their recommendation (4) for limiting Basic Allowance in cases where 70% attendance and/or other performance criteria are not met;
- (e) That the total budget requirement for 2008/9 be noted as £267,820 and the additional expenditure in excess of the budget of £255,480 be funded from General Fund contingencies;
- (f) That the Council's appreciation of the work of the Remuneration Panel and its comprehensive report be recorded."

Amendment moved by Councillor J M Whitehouse and seconded by Councillor D Jacobs

"That the report of the Remuneration Panel be referred to the Constitution and Members' Services Scrutiny Panel for in-depth consideration and report back to the Council".

Lost

Motion as first moved **ADOPTED**

RESOLVED:

That this Council -

- (a) adopts the revised remuneration scheme proposed by the Remuneration Panel for 2008/9;
- (b) resolves to implement the proposals for allowances contained in the new scheme as follows:

New Scheme Maximum Per annum	Implementation Figure
(i) Basic Allowance	
£4,300 p.a.	£3,150
Connectivity Basic	
£500 p.a. (year 1)	£500 p.a. (year 1)
£250 (subsequent)	£250 p.a. (subsequent)
(ii) Special Responsibility (SRA) – Leader	
£10,750	£7,875
(iii) SRA – Cabinet Members	
£6,450	£6,300 (2 x Basic Allowance)
(iv) SRA – Overview and Scrutiny Chairman	
£4,300	£3,150
(v) SRA – 5 x Standing Scrutiny Panels Chairmen	
£2,150 pa	£2,150
(vi) SRA – Area Plans Subs Chairmen (3)	
£3,225	£2,362
(vii) SRA – District Development Control Committee Chairman	
£3,225	£2,362
(viii) SRA - Complaints Panel Chairman	
£1,075	£270
(ix) SRA - Housing Appeals and Review Panel Chairman	
£1,075	£1,075

applicable to the independent and co-opted members of the Audit and Governance Committee and the Standards Committee (namely an annual payment of £500 per annum plus travelling, subsistence and other expenses at the rate specified in the scheme and according to the same terms and conditions).

23. REPORT OF THE CONSTITUTION AND MEMBERS SERVICES SCRUTINY PANEL

(Mover: Councillor R Morgan, Chairman of the Overview and Scrutiny Committee)

Councillor Morgan submitted the final report of the Constitution and Member Services Scrutiny Panel for 2007/08 under authority granted by the Overview and Scrutiny Committee. Councillor Morgan advised that the report dealt with three annual reviews which the Council was required to carry out in order to satisfy the Audit Commission's expectations as to the Council's governance arrangements.

Amendment moved by Councillor Mrs J H Whitehouse and seconded by Councillor J M Whitehouse.

"That Paragraph (1)(h) of the Officer Delegation in respect of Planning Applications (Ref P4) be amended to read:

"Applications which any member requests within four weeks of the date of receipt by members of the relevant list of weekly Planning Applications should be the subject of consideration by the relevant Committee".

Carried

Report as amended **ADOPTED**

RESOLVED:

Officer Delegation - Annual Review 2007/08

(1) That the proposed revisions to officer delegation outlined in the report of the Panel be approved and incorporated in the Council's Constitution, subject to Paragraph (1)(h) of the officer delegation in relation of Planning Applications (Ref P4) being amended to read - applications which any member requests within four weeks of the date of receipt by members of the relevant list of weekly Planning Applications should be the subject of consideration by the relevant Committee;

(2) That once the Council has approved the changes the format of the schedule be altered to create two new schedules as follows:

(a) Executive functions - for approval by the Leader of the Council in compliance with the Local Government and Public Access to Health Act 2007; and

(b) Council/Regulatory Functions - for approval by the Council;

(3) That these arrangements be put in place for the next annual review of officer delegation;

- (4) That, over the forthcoming year, each of the new formats set out in (1) and (2) above, be restructured to provide a list of delegations for each Chief Officer based on statutory and non-statutory delegated powers; and
- (5) That the revised officer delegations in respect of Planning Applications (Ref P4) be reviewed as part of the 2008/09 review;

Contract Standing Orders - Annual Report 2007/08

- (6) That the proposed revisions to Contract Standing Orders as set out in the Appendix to the report of the Panel be approved and incorporated into the Council's Constitution;

Financial Regulations - 2007/08 Review

- (7) That the proposed revisions to Financial Regulations as set out in the Appendix to the report of the Panel be approved and incorporated in the Council's Constitution; and
- (8) That the revised delegated authority in respect of bad debts for the Director of Finance and ICT be monitored over the next year and brought forward for consideration at the next review.

CHAIRMAN

ANNUAL COUNCIL MEETING - 15 MAY 2008 CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

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 Mrs A Grigg

Councillor B Rolfe

Councillor R Bassett

Councillor Mrs H Harding

Councillor B Sandler

Councillor A Boyce

Councillor J Hart

Councillor Mrs M Sartin

Councillor K Chana

Councillor Ms J Hedges

Councillor Mrs P Smith

Councillor M Cohen

Councillor J Knapman

Councillor D Stallan

Councillor Miss R Cohen

Councillor Mrs J Lea

Councillor Ms S-A Stavrou

Councillor J Collier

Councillor Mrs M McEwen

Councillor H Ulkun

Councillor M Colling

Councillor G Mohindra

Councillor Mrs L Wagland

Councillor D Demetriou

Councillor J Philip

Councillor A Watts

Councillor Mrs R Gadsby

Councillor W Pryor

Councillor Mrs E Webster

Councillor A Green

Councillor G Pritchard

Councillor J Wyatt

Members 35

Liberal Democrats Group:

Councillor J M Whitehouse (Group Leader)

Councillor Mrs A Haigh (Deputy Group Leader)

Councillor Mrs P Brooks

Councillor D Jacobs

Councillor Ms J Sutcliffe

Councillor D Dodeja

Councillor P Spencer

Councillor Mrs J H Whitehouse

Councillor R Frankel

Members 9

Loughton Residents' Association Group:

Councillor Mrs C Pond (Group Leader)

Councillor K Angold-Stephens (Deputy Group Leader)

Councillor R Barrett
Councillor Ms R Brookes

Councillor J Markham
Councillor D Wixley

Members 6

British National Party Group:

Councillor Mrs P Richardson (Group Leader)

Councillor R Law (Deputy Group Leader)

Councillor Ms S Clapp

Councillor P Turpin

Members 4

DEFINITION OF EXECUTIVE PORTFOLIOS

**1. Leader
(Joint Working and Partnerships Champion)**

Chairman of Cabinet
Constitutional Matters
Local Strategic Partnership
Management and Co-ordination of Cabinet business
Council Plan
Major property/development proposals affecting the Council's property portfolio valued in excess of £1 million (where necessary in consultation with the Housing Portfolio Holder) but excluding ongoing estate management and any HRA scheme of any amount.
Major property/development proposals valued in excess of £1 million which do not affect the Council's property portfolio but which may have significant financial implications for the Council.
Staff Development Reviews for Chief Executive.

**2. Community Wellbeing
(Health, Equality and Diversity Champion)**

Crime and Disorder
Day Clubs for the Elderly
Emergency Planning
Equalities and Diversity
External Funding
Grant Aid
Health Service (including West Essex Primary Care Trust, hospital, community and mental health providers), and health inequalities
Social Inclusion

**3. Finance, Performance Management
(Performance Management and Value for Money Champion)**

Accountancy
Audit
Benefits
Budget (including Capital Programme)
Best Value Performance Plan
Cashiers
Council Tax/NNDR
Financial Management
Insurance

4. Housing

Adaptations for the Disabled
Caravan Sites
Careline Emergency Alarm System
Care and Repair (CARE)
Council House Sales
Council Housing Management
Elderly Persons Garden Maintenance for Council Tenants

Estate Management (Council Estates)
Garages (Council-owned)
Homelessness
Housing Needs Advice
Housing Investment Programme
Leasehold Enquiries (Council Housing)
National Mobility Scheme
Private Sector Housing Stock
Repairs (Council Housing) (and DSO)
Right to Buy
Social Housing Applications
Supporting People Initiative
Tenancy Matters (Council Housing)
Transfers and Mutual Exchanges (Council Housing)
Warden Assisted/Sheltered Housing

**5. Environment
(Safer, Cleaner, Greener Champion)**

Abandoned Vehicles
Air Quality
Animal Welfare (excluding licensing aspects)
Asbestos
Contaminated Land
Dangerous Waste
Energy Conservation
Environmental Health
Food, Home and Water Safety
Infectious Diseases
Pest Control
Pollution (Noise and other)
Public Conveniences
Statutory and other Nuisances
Skips
Street Cleansing
Waste Management Contract

**6. Leisure and Young People
(Young People's Champion)**

Arts
Community Development
Holiday Schemes
Health Improvement Programme
Leisure Centres
Museum
North Weald Airfield (Operational Leisure Activities including market)
Play Provision
Roding Valley Nature Reserve
Swimming Pools
Young People/Youth Council

**7. Planning and Economic Development
(Sustainability Champion)**

Building Control
Business Prosperity
Conservation
Corporate Sustainability
Design Advice
Economic Development
Forward Planning
Local Plan
North Weald Airfield (Planning)
Public Transport
Rural Issues
Town Centre Enhancement Schemes
Town Centre Management (Strategy and Overall Co-ordination)
Town Centre Partnerships

**8. Civil Engineering and Maintenance
(Infrastructure Champion)**

Car Parking
Concessionary Fares
Countrycare
Dangerous Buildings
Grounds Maintenance
Fleet Management
Highways and Roads (including Local Service Agreement)
Land Drainage (including flooding issues in the District)
Sewerage
Transport for London issues and monitoring

9. Corporate Support and ICT Services (Customer Services Champion)

Asset Management
Compliments and Complaints Procedures
Corporate Support Services
Customer Services (including Information Services)
Depots
Facilities Management
Health and Safety - Employer's Responsibilities
ICT
Licensing Policy (excluding Licensing Committee responsibilities)
Pensions & Superannuation
Land Acquisitions and Sales (subject to those items reserved to the Leader's portfolio and to consultation with the Leader on responsibility for any transaction of up to £1 million in value)
Local Land Charges
North Weald Airfield - Operational Estates Management
Superannuation and Pensions
Telephones

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ANNUAL COUNCIL MEETING - 15 MAY 2008

Appointment of Leader, Deputy Leader, Cabinet, Committees, Sub-Committees and Panels and Nominations for Chairman and Vice-Chairman - 2008/09

* = Group Representative/Spokesperson

- (a) Leader** - Councillor Mrs D Collins
- (b) Deputy Leader** - Councillor C Whitbread
- (c) Other Cabinet Members (7)**

Conservative Group (7): R Bassett, M Cohen, Mrs A Grigg, Mrs H Harding, Mrs M Sartin, D Stallan, Ms S-A Stavrou.

(d) Allocations of Portfolios

Leader's Portfolio – Mrs D Collins
 Civil Engineering and Maintenance – R Bassett
 Community Wellbeing – Ms S-A Stavrou
 Corporate Support and ICT Services - M Cohen
 Environment – Mrs M Sartin
 Finance and Performance Management– C Whitbread
 Housing – D Stallan
 Leisure and Young People – Mrs H Harding
 Planning and Economic Development - Mrs A Grigg

(e) Cabinet Committee Memberships (not part of pro rata allocations)**(i) Finance and Performance Management Cabinet Committee**

Finance and Performance Management Portfolio Holder
 Leader
 Corporate Support and ICT Services Portfolio Holder
 Environment 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
 Environment Portfolio Holder
 Finance and Performance Management Portfolio Holder
 Corporate Support and ICT Services Portfolio Holder
 Housing Portfolio Holder

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

(i) Licensing Committee (15 members)

Conservative Group (8): M Cohen, Mrs R Gadsby, J Hart, Ms J Hedges, Mrs M McEwen, B Rolfe, Mrs P Smith, J Wyatt

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

LRA Group (2): K Angold-Stephens, R Barrett

BNP Group (2): Ms S Clapp, Mrs P Richardson

Independent Member (1): R Morgan (nominated by the Conservative Group)

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

Conservative Group (3): Mrs R Gadsby, B Rolfe, J Wyatt
(Substitutes – Ms J Hedges, Mrs J Lea, B Sandler)

Liberal Democrats Group (1): Mrs J H Whitehouse (Substitute – Ms J Sutcliffe)

LRA Group (1): Mrs C Pond (Substitute – K Angold-Stephens)

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

Conservative Group (3): B Rolfe, B Sandler, J Wyatt (Substitutes – A Boyce, Mrs E Webster plus one tba)

Liberal Democrats Group (1): J M Whitehouse (Substitute – P Spencer)

Labour (1): P Gode

(iv) Complaints Panel (Pool of 11 members)

Conservative Group (7): K Chana, Ms J Hedges, G Mohindra, J Philip, B Rolfe, B Sandler, Mrs L Wagland

Liberal Democrats Group (2): Mrs P Brooks, Mrs A Haigh

LRA Group (1): D Wixley

BNP Group (1): Mrs P Richardson

(v) District Development Control Committee (15 members)

Conservative Group (9): K Chana, M Colling, Mrs R Gadsby, A Green, J Hart, B Sandler, H Ulkun, Mrs L Wagland, J Wyatt (Group representative tba)

Liberal Democrats Group (2): R Frankel, Mrs A Haigh (Group representative tba)

LRA Group (1): J Markham*

BNP Group (1): P Turpin*

Independent Member (1): R Morgan

Independent Member (1): Mrs A Cooper

(vi) Overview and Scrutiny Committee (11 members)

Conservative Group (6): M Colling, A Green, J Hart, G Mohindra, B Rolfe, Mrs L Wagland

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

LRA Group (1): K Angold-Stephens

BNP Group (1): Mrs P Richardson

Independent Member (1): R Morgan (nominated by the Conservative Group)

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

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

Liberal Democrats Group (1): Mrs P Brooks

LRA Group (1): Ms R Brookes

BNP Group (1): Mrs P Richardson

One vacancy

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

Conservative Group (10): D Bateman, K Chana, M Cohen, Miss R Cohen, J Hart, J Knapman, G Mohindra, B Sandler, H Ulkun, Mrs L Wagland (Group representative tba)

Liberal Democrats Group (4): D Dodeja, Mrs A Haigh, P Spencer, Ms J Sutcliffe (Group representative tba)

LRA Group (4): K Angold-Stephens*, R Barrett, J Markham, Mrs C Pond

BNP Group (3): Mrs S Clapp, R Law, Mrs P Richardson*

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

Conservative Group (13): A Boyce, M Colling, Mrs D Collins, A Green, Mrs A Grigg, Mrs H Harding, Ms J Hedges, Mrs M McEwen, J Philip, G Pritchard, B Rolfe, D Stallan, C Whitbread (Group representative tba)

Liberal Democrats Group (4): R Frankel, D Jacobs, Mrs J H Whitehouse, J M Whitehouse (Group representative tba)

Independent Member (1): R Morgan

Labour (1): P Gode

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

Conservative Group (12): R Bassett, J Collier, J Demetriou, Mrs R Gadsby, Mrs J Lea, W Pryor, 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*

Independent Member (1): Mrs A Cooper

(xi) West Essex Waste Management Joint Committee

Conservative Group:
Environment Portfolio Holder
Leader (Deputy)

(xii) Waste Management Partnership Board (2 members plus 2 officers and 4 representatives of the Council's Waste Management Contractor)

Environment Portfolio Holder (Chairman)
Leader
Director of Environment and Street Scene
Council's representative under contract (officer)

(xiii) Waste Management Advisory Board

Environment Portfolio Holder
Leader

(ix) Leisure Management - Contract Monitoring Board

Conservative Group: R Bassett, Mrs H Harding, C Whitbread
Liberal Democrats Group: J M Whitehouse
LRA Group: D Wixley
BNP Group: P Turpin

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

Finance and Performance Management Cabinet Committee – Finance and Performance Management Portfolio Holder

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

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

	Chairman	Vice-Chairman
Housing Appeals and Review Panel	Mrs C Pond (LRA Group)	Mrs R Gadsby (Conservative Group)
Staff Appeals Panel	J M Whitehouse (Liberal Democrats Group)	B Rolfe (Conservative Group)
District Development Control Committee	B Sandler (Conservative Group)	M Colling (Conservative Group)
Area Plans Sub-Committee East	A Green (Conservative Group)	G Pritchard (Conservative Group)
Area Plans Sub-Committee South	J Hart (Conservative Group)	Mrs L Wagland (Conservative Group)
Area Plans Sub-Committee West	J Wyatt (Conservative Group)	Mrs P Brooks (Liberal Democrats Group)
Audit and Governance Committee	J Knapman (Conservative Group)	Ms M Rickman - Co-opted member
Overview and Scrutiny Committee	R Morgan (Independent Member –nominated by the Conservative Group)	K Angold-Stephens (LRA)
Licensing Committee	Mrs P Brooks (Liberal Democrats Group)	Mrs P Richardson (BNP Group)
Complaints Panel	Mrs P Richardson (BNP Group)	Vacancy

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Representation on Outside Organisations 2008- 09

Organisation and Allocation Category	Representatives for 2008/09
1. Care and Repair - Management Committee (Optional)	Mrs P Brooks Mrs A Grigg S Murray
2. Citizens' Advice Bureaux (a) Loughton Branch (Local - Buckhurst Hill, Chigwell and Loughton Parishes) (b) Waltham Abbey Branch (Local - Waltham Abbey area) (c) Epping (Local - Epping area)	D Bateman K Chana Mrs R Gadsby Mrs J Lea Ms J Hedges
3. Council to Protect Rural England (Essex Branch)) (Optional)	B Rolfe Vacancy (Deputy)
4. Crime and Disorder Reduction Strategy Panel (Executive)	Ms S-A Stavrou M Cohen (Deputy)
5. East of England Regional Assembly (Executive)	Mrs A Grigg
6. Epping Forest Children and Young Peoples' Strategic Partnership (CYPSP) – Management Board (Optional)	Mrs H Harding Mrs A Haigh
7. Epping Forest Community Transport Steering Group (Optional)	R Bassett
8. Epping Forest District Local Strategic Partnership (Executive)	Mrs D Collins Mrs A Grigg
9. Epping Forest Local Strategic Partnership – Homes and Neighbourhoods Action Group (Executive)	D Stallan
10. Epping Forest Housing Aid Committee (Optional)	J Wyatt
11. Essex Development and Regeneration Agency (Executive)	Mrs A Grigg
12. Essex On-Line Partnership (Executive)	Mrs D Collins
13. Essex Prosperity Forum (and West Essex Sub Group) (Executive)	Mrs A Grigg
14. Enfield Essex Herts Border Liaison Group (Executive/Local)	R Bassett Mrs P Smith J Wyatt (Mrs A Cooper, Mrs J Lea, Mrs M Sartin as Deputies).

Organisation and Allocation Category		Representatives for 2008/09
15.	Essex Supporting People Commissioning Body (Executive)	D Stellan Mrs H Harding (Deputy)
16.	Highways Panel (West Area) (Executive)	R Bassett Mrs P Smith (Deputy)
17.	Lee Valley Regional Park Authority (Optional)	R Bassett (Deputy) until 30.6.09
18.	Leisure Centres Liaison Groups (Local) <ul style="list-style-type: none"> - Ongar Leisure Centre - Epping Sports Centre - Loughton Leisure Centre - Waltham Abbey Swimming Pool 	Mrs A Grigg G Pritchard M Colling B Rolfe Ms R Cohen J Hart J Collier Mrs J Lea
19.	Local Councils' Liaison Committee (Executive/Ex-Officio)	J Knapman (Chairman of Council) R Morgan B Sandler Mrs M Sartin Mrs P Smith (Vice-Chairman of Council)
20.	Local Government Association - General Assembly (Executive)	Mrs D Collins C Whitbread (Deputy)
21.	Local Government Association - Rural Commission (Optional)	Mrs M Sartin (Voting member) Vacancy
22.	Local Government Information Unit Management Committee (Executive)	Mrs D Collins C Whitbread (Deputy)
23.	Museums in Essex Committee (Optional)	Mrs R Gadsby
24.	North East London Health Services – Joint Scrutiny Review – “Fit for the Future”	B Sandler D Dodeja (Deputy)
25.	Civil Enforcement of Parking and Traffic Regulations Outside London – (PATROL) – Adjudication Joint Committee (Executive)	R Bassett
26.	Police and Community Consultative Group – Epping Forest (Local)	G Pritchard H Ulkun
27.	Roding Valley Meadows Local Nature Reserve (Management Committee) (Local)	Mrs A Grigg S Murray H Ulkun K Angold-Stephens(Deputy) Vacancy (Deputy) Vacancy (Deputy)
28.	Stansted Airport Consultative Committee (Optional)	Mrs M Sartin G Pritchard (Deputy)
29.	Stansted Airport Community Trust Fund (Executive)	R Morgan

Organisation and Allocation Category	Representatives for 2008/09
30. Town Centre Partnerships (Local) <ul style="list-style-type: none"> (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 	H Ulkun Mrs L Wagland Ms J Hedges B Rolfe K Angold-Stephens S Murray R Barrett J Hart D Jacobs G Pritchard Mrs R Gadsby Mrs J Lea
31. Voluntary Action Epping Forest (Optional)	Ms J Hedges
32. Waltham Abbey Royal Gunpowder Mills Ltd (Optional)	W Pryor
33. Waltham Abbey Tourist Information Centre - Joint Management Committee (Local)	Mrs R Gadsby Ms S-A Stavrou J Wyatt
34. Waste Management and Street Cleansing – Loughton Stakeholders Group (Local)	R Barrett J Hart S Murray
35. West Essex Area Forum (Executive)	Mrs D Collins
36. West Essex Economic Strategy (Optional)	Mrs A Grigg Mrs P Smith (Deputy)

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ANNUAL COUNCIL MINUTES
APPENDIX 5
15.5.08

Representation on Outside Organisations - representatives whose terms of office expire after the current year

Organisation and allocation Category	No of Reps	Names of present representatives	Expiry date of current Term
Lee Valley Regional Park Authority (Optional)	2 (+ 1 Deputy)	Mrs P Brooks Ms S-A Stavrou (J Wyatt – Deputy)	30.6.09
Grange Farm Managing Trustees (Optional)	3	C Huckle Mrs P Smith M Wollard	17.2.11 17.2.11 18.5.11

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Representation on Outside Organisations - Appointments Held by Officers

Organisation and Committee Responsible	Representative
1. Access Group – Joint Management Team	Special Needs Manager
2. East Anglian Home Safety Committee	Director of Environment and Street Scene (or representative)
3. Essex Archaeological and Historical Congress	Curator Epping Forest District Museum
4. Essex Water Safety Liaison Committee	Director of Environment and Street Scene (or representative)
5. Museum Service (South Eastern)	Curator Epping Forest District Museum
6. National Society for Clean Air (SE Division)	Director of Environment and Street Scene (or representative)
7. Standing Conference - Investigation of Air Pollution	Director of Environment and Street Scene (or representative)
8. Victoria County History Association	Curator Epping Forest District Museum
9. Voluntary Action Epping Forest	Policy Officer (+ 1 member delegate)

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