



## NOTICE OF ANNUAL COUNCIL MEETING

You are hereby summoned to the annual meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Thursday, 21 May 2009 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Peter Haywood'.

**PETER HAYWOOD**  
Chief Executive

**Democratic Services  
Officer:**

Council Secretary: Ian Willett  
Tel: 01992 564243 Email: [iwillett@eppingforestdc.gov.uk](mailto:iwillett@eppingforestdc.gov.uk)

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### 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 Chief Executive will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consent to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

#### 2. ELECTION OF CHAIRMAN

To elect a member to be Chairman of the Council for the municipal year 2009/10. Nominations received are set out in Appendix 1a (to be tabled). The new Chairman will then make a declaration of acceptance of office.

**3. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a member to be Vice-Chairman of the Council for the municipal year 2009/10. Nominations received are set out in Appendix 1b (to be tabled).

**4. MINUTES**

To approve as a correct record and sign the minutes of the meeting held on 28 April 2009 (to follow).

**5. DECLARATIONS OF INTEREST**

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

**7. LOCAL GOVERNMENT AND HOUSING ACT 1989 - NOTICE OF CONSTITUTION OF POLITICAL GROUPS, GROUP LEADERS AND DEPUTIES**

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 follow).

**8. ELECTION OF LEADER****Recommendation:****To elect a Leader of Council.**

Under the Local Government and Public Access to Health Act 2007, the appointed Leader will serve in that position until the first Annual Council meeting after the completion of his or her term of office as Councillor or unless:

- (i) the Leader resigns.
- (ii) the Leader becomes disqualified.
- (iii) the Leader is removed from office by a majority vote in the Council.
- (iv) the Leader becomes incapacitated.

**9. APPOINTMENTS MADE BY THE LEADER TO CABINET, CABINET COMMITTEES, OUTSIDE ORGANISATIONS AND MEMBER AND OFFICER DELEGATION**

- (a) To note the appointments to be made by the Leader in respect of:
- (i) Cabinet Members; (Appendix 3 – to follow)
  - (ii) Portfolio Holders and respective responsibilities; (Appendix 3 – to follow)
  - (iii) Appointment of Cabinet Committees and memberships (Appendix 4 – to follow); and
  - (iv) Appointment to Chairmanships and Vice Chairmanships of Cabinet Committees; (Appendix 4 – to follow)
- (b) To note the nominations made by the Leader to Outside Organisations carrying out Executive functions indicated in Appendix 5 (to follow)
- (c) To note appointments made by the leader in respect of outside organisations carrying out Executive functions indicated in Appendix 6 (to follow) where the Leader has determined that the representation should be at Officer level.

**10. MEMBERSHIP, CHAIRMANSHIPS AND VICE-CHAIRMANSHIPS OF COMMITTEES, SUB-COMMITTEES AND PANELS**

- (a) To make appointments to the membership of Committees, Sub-Committees and Panels, (Appendix 7 – to follow)
- (b) To appoint Chairman and Vice-Chairman of Committees, Sub-Committees and Panels. (Appendix 8 – to follow)

**11. STANDARDS COMMITTEE**

To appoint three councillors (Leader not eligible) to the Standards Committee.

These three members will serve together with the three independent members appointed by the Council until 2010 (ie. Ms M Marshall, G Weltch and M Wright) and the three local council representatives appointed by the Association of Local Councils (Epping Forest Branch). Nominations received are set out in Appendix 9 (to be tabled).

**12. SCHEME OF DELEGATION - COUNCIL AND REGULATORY FUNCTIONS**

**Recommendation:**

**That the scheme of officer delegation for Council and regulatory functions, as set out in Part 3 of the Constitution as amended be agreed.**

The Constitution requires that the scheme of delegation be agreed at the Annual meeting. The current scheme has been issued in Part 3 of the Council's Constitution and incorporates the new format agreed at the Council meetings on 17 February 2009 (minute 121) and 28 April 2009.

**13. COUNCIL MEETINGS - 2008/09****Recommendation:**

**That during 2009/10 ordinary meetings of the Council be held on the following dates:**

**30 June 2009**

**28 July 2009**

**29 September 2009**

**3 November 2009**

**22 December 2009**

**16 February 2010**

**18 February 2010 (Thursday)(reserve date for budget meeting)**

**20 April 2010**

**25 May 2010 (Thursday)(Annual meeting)**

At its meeting on 17 February 2009, the Council adopted a calendar of meetings for the period from May 2009 to May 2010 which included ordinary meetings of the Council for the year.

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 17 February 2009.

**14. APPOINTMENTS TO OUTSIDE ORGANISATIONS**

(a) To appoint or nominate, as the case may be, representatives to the outside organisations carrying out Council Regulatory or non-Cabinet functions indicated in Appendix 10 (to follow).

(b) To note officer representation on outside organisations carrying out Council Regulatory or non-Cabinet functions indicated in Appendix 11 (to follow) where the Council has previously determined that the representation should be at Officer level.

(c) If necessary to appoint or nominate any representatives to organisations with terms of office expiring after the current year as set out in Appendix 12 (to follow) where appointments are required at this meeting.

**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. ANNUAL REPORT OF THE EXECUTIVE 2008/09 (Pages 7 - 30)**

(Leader of the Council) To consider the attached report.

**17. 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.