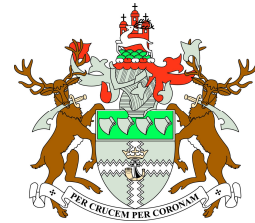


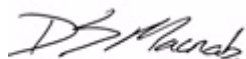
Council Agenda



**Epping Forest
District Council**

NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 27 March 2012 for the purpose of transacting the business set out in the agenda.



DEREK MACNAB
Acting Chief Executive

**Democratic Services
Officer:**

Council Secretary: Ian Willett
Tel: 01992 564243 Email:
democraticservices@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 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 consenting 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. MINUTES (Pages 9 - 62)

To approve as a correct record and sign the minutes of the meeting held on 14 February 2012 (attached)

3. DECLARATIONS OF INTEREST

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

4. 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.

5. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained in paragraph 9.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Leader of the Council;
- (b) to the Chairman of the Overview and Scrutiny Committee; or
- (c) to any Portfolio Holder.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

6. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 63 - 80)

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader and Legal Portfolio Holder;
- (b) Report of the Environment Portfolio Holder;
- (c) Report of the Finance and Economic Development Portfolio Holder;
- (d) Report of the Housing Portfolio Holder;
- (e) Report of the Leisure and Wellbeing Portfolio Holder;
- (f) Report of the Planning and Technology Portfolio Holder;
- (g) Report of the Safer, Greener and Highways Portfolio Holder;
- (h) Report of the Support Services Portfolio Holder.

7. QUESTIONS BY MEMBERS WITHOUT NOTICE

Council Procedure Rule 10.6 provides for questions by any member of the Council to the Leader, Chairman of the Overview and Scrutiny Committee or any Portfolio Holder, without notice on:

- (i) reports under item 6 above; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

Council Procedure Rule 10.7 provides that answers to questions without notice may take the form of:

- (a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) direct oral answer from the Chairman of the Overview and Scrutiny Committee or, at their request, from another member dealing with that issue as part of an Overview and Scrutiny review;
- (c) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (d) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (e) where the question relates to an operational matter, the Leader, Chairman of the Overview and Scrutiny Committee or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council Procedure Rule 10.8, a time limit of twenty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes to ensure that all political groups and independent members may have their questions answered.

8. MOTIONS

To consider any motions, notice of which has been given under Council Procedure Rule 11.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

9. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained in paragraph 10.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;
- (b) to the Leader of the Council;
- (c) to the Chairman of the Overview and Scrutiny Committee or
- (d) to any Member of the Cabinet;.

Council Procedure rule 10.4 provides that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

10. REPORT OF THE CABINET - PAY POLICY STATEMENT 2012/13 (Pages 81 - 92)

To consider the attached report.

11. REPORT OF THE CABINET - SUPPLEMENTARY DDF REQUEST FOR OLYMPIC TORCH RELAY (Pages 93 - 94)

To consider the attached report.

12. REPORT OF THE CABINET - EQUALITY OBJECTIVES 2013 - 2016 (Pages 95 - 134)

To consider the attached report.

13. REPORT OF THE FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - AMENDED TREASURY MANAGEMENT STRATEGY STATEMENT

The Cabinet at its meeting on 12 March 2012 considered a report on the Self-Financing of the Housing Revenue Account and agreed that an amended Treasury Management Strategy Statement should be considered by the Finance and Performance Management Cabinet Committee and that Committee should then report thereon to this Council meeting.

The report and an amended Statement will follow after the Finance and Performance

Management Cabinet Committee meeting on 19 March 2012.

14. OVERVIEW AND SCRUTINY (Pages 135 - 160)

- (a) Report of the Chairman of the Overview and Scrutiny Committee;
- (b) Reports of the Overview and Scrutiny Committee (if any); and
- (c) Reports of Overview and Scrutiny Panels:
 - (i) Report of the Constitution and Members' Services Scrutiny Panel – Appointments at Annual Council Meeting – Review;
 - (ii) Report of the Constitution and Members' Services Scrutiny Panel – Housing Appeals and Review Panel – Terms of Reference
 - (iii) Report of the Constitution and Members' Services Scrutiny Panel – Review of Financial Regulations
 - (iv) Report of the Constitution and Members' Services Scrutiny Panel – Officer Delegation – 2011/12 Review.

15. EPPING FOREST DISTRICT STANDARDS COMMITTEE (Pages 161 - 172)

To consider the attached report.

16. COMMITTEE FOR THE APPOINTMENT OF A CHIEF EXECUTIVE (Pages 173 - 176)

To consider the attached report.

17. POLICE AND CRIME PANEL - APPOINTMENT OF REPRESENTATIVE

Recommendations:

- (1) To appoint one representative to the shadow Police and Crime Panel for Essex;**
- (2) To note the proposal that Essex County Council will act as host authority; and**
- (3) To note that the Cabinet will identify funds (£2000) for 2012/13 and subsequent years in respect of this Council's contribution towards the establishment and operation of the Panel by the County Council.**

1. (Chief Executive) The Government requires that by July 2012, Essex Authorities should have in place operational arrangements for the new Police and Crime Panel for Essex so that once a Police and Crime Commissioner has been elected on 15 November 2012, the Panel can take up its statutory duties.

2. The responsibilities of the Panel will comprise:

- (a) requiring the Commissioner or a member of their staff to attend the Panel to answer questions;
- (b) requesting the Chief Constable attends the Panel to answer questions where it has already required the Commissioner to appear before the Panel;
- (c) appointing an acting Commissioner from amongst the Commissioner's staff if the Commissioner has resigned, has been disqualified from office, or is incapacitated or suspended;
- (d) vetoing the Commissioner's proposed precept if two-thirds of the members of the Panel vote in favour of doing so;
- (e) vetoing the Commissioner's proposed appointment of a Chief Constable if two-thirds of the members of the Panel vote in favour of doing so;

- (f) reviewing the Commissioner's draft Police and Crime Plan;
- (g) holding confirmation hearings for the Commissioner's proposed Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner appointments; and deal with complaints made about the PCC.

3. It is intended that Essex County Council will "host" the Panel. It is suggested that all authorities contribute annually to the costs of establishing and operating the Panel, with each district/borough paying £2000, the unitary authorities £6000 each and the County Council £15000. A review of the resource requirements will take place once the Panel has been operational for a 12/18 month period. Funding will be considered by this Council's Cabinet once the available financial resources have been identified.

4. It is intended that the Panel will operate in "shadow" from June to November 2012 and to achieve this the Council has been invited to nominate one representative by the end of March 2012. Councillor membership of the Panel, when taken together, should reflect the political balance of the force area.

5. At a recent Essex District/Borough Leaders and Chief Executives' meeting it was suggested that councils should nominate their Portfolio Holder covering community safety or alternatively, the Chairman of the Overview and Scrutiny Committee covering community safety.

Background Papers: Letter from the Home Secretary dated 23 January 2012. Email from the Chief Executive of Rochford District Council (co-ordinating nominations) sent on 2 March 2012.

18. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

- (a) To receive from Council representatives the reports (attached - if any) on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and
- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

19. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules

contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.