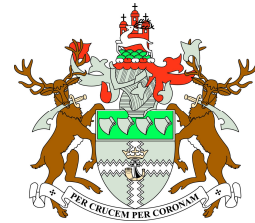


Council Agenda



**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.

A handwritten signature in black ink, appearing to read "D Macnab".

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.

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EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

- Committee:** Council **Date:** 14 February 2012
- Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.12 pm
- Members Present:** Councillors K Angold-Stephens (Chairman), B Rolfe (Vice-Chairman), K Avey, A Boyce, Mrs T Cochrane, R Cohen, Mrs D Collins, D Dodeja, C Finn, Mrs R Gadsby, P Gode, Mrs A Grigg, Ms J Hart, D Jacobs, Mrs S Jones, P Keska, J Knapman, Mrs J Lea, L Leonard, A Lion, J Markham, Mrs M McEwen, A Mitchell MBE, G Mohindra, J Philip, Mrs C Pond, B Sandler, Mrs M Sartin, Mrs P Smith, P Spencer, D Stallan, Mrs J Sutcliffe, H Ulkun, Mrs L Wagland, G Waller, Ms S Watson, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and J Wyatt
- Apologies:** Councillors R Barrett, R Bassett, W Breare-Hall, Ms R Brookes, K Chana, J Hart, D C Johnson, Ms Y Knight, R Morgan, S Murray, S Packford, W Pryor and Ms S Stavrou
- Officers Present:** D Macnab (Acting Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director (Democratic Services)), T Carne (Public Relations and Marketing Officer), C Pasterfield (Principal Valuer/Surveyor) and A Hendry (Democratic Services Officer)
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107. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive 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.

108. MINUTES

RESOLVED:

That the minutes of the Council meeting held on 13 December 2011 be taken as read and signed by the Chairman as correct record subject to the following:

- (a) deletion of the word "of" in the sub-heading of minute 98(h); and
- (b) substitution of the words "Council property or property managed by the Council" for the words "the Council's website and vehicle fleet" in that minute.

109. DECLARATIONS OF INTEREST

- (a) Pursuant to the Council's Code of Member Conduct, Councillor Smith declared a personal interest in agenda item 15 (Joint Arrangements and External Organisations – Grange Farm Managing Trustees) by virtue of being a Council-

nominated member of the Trust and current Chairman of the Trust. The councillor advised that she had determined that her interest was prejudicial and that she would leave the meeting for the consideration of the matter.

(b) Pursuant to the Council's Staff Code of Conduct, Mr D Macnab, Acting Chief Executive declared a personal interest in agenda item 12 (Committee for the Appointment of a Chief Executive) by virtue of the references to him in that report. He advised that he had determined that his interest was prejudicial and that he would leave the meeting for the consideration and voting on the matter.

110. ANNOUNCEMENTS

(a) Announcements by the Chairman of the Council

(i) Introduction

The Chairman expressed belated Happy New Year wishes to members of the Council. He also reminded members that no refreshments would be provided after this meeting.

(ii) Attendance at Events

The Chairman reported on his attendance at the Epping Town Old People's Welfare Association Christmas lunch held at Pelly Court Epping on 14 December 2011.

The Chairman announced that the British Aerosol Manufactures had awarded a highly commended award to the Council for running the best Recycling Communication Campaign that included empty aerosols. He advised that he had attended a presentation of the award together with the Vice Chairman of the Council and the Environment Portfolio Holder.

The Chairman thanked members for attending the Civic Carol Service held at the Loughton Methodist Church on 16 December 2011.

The Chairman advised that in support of Operation Christmas Child (the world's largest Children's Christmas Project run by the Christian Charity, Samaritan's Purse), members and staff had donated in excess of 50 gift filled shoe boxes which had been sent to the Ukraine.

The Chairman reported that he had attended an excellent workshop learning how to make an animal lantern held at the Epping Forest District Museum to celebrate Chinese New Year. He also advised that the Vice-Chairman of the Council had attended a second workshop on this topic.

The Chairman advised that the quiz held in aid of his charity had raised £1,024. He thanked members and officers for their support and advised that the Planning Directorate's Grand Slammers team had won the event yet again. He praised the fancy dress of some of the teams.

The Chairman announced that the previous day he had attended the Epping Forest District Museum for the creation of a mosaic to commemorate the Museum's 30th Anniversary prior to it being installed in the Museum garden.

(iii) The Chairman's Charity

The Chairman announced that he would be participating in an abseil on 5 May 2012 and he invited members to sponsor him in aid of his charity. He drew attention to sponsorship forms which had been placed immediately outside of the Council Chamber.

The Chairman announced that arrangements were being made for a walk in Epping Forest in support of his charity to be led by Verderer and local historian, Richard Morris on 20 May 2012.

(iv) Localism Act 2011 – Housing Provisions

The Chairman announced that the training session for members on 28 February 2012 had been cancelled due to a lack of support. He drew attention to the provisions of the Act regarding housing and encouraged members to attend when the event was rescheduled.

(v) The Floral Display

The Chairman announced that he intended to send the flowers from tonight's meeting to Robert Daniels Court, Thrifts Mead, Theydon Bois.

(b) Announcements by the Leader of Council

The Leader advised that she had no announcements to make under this heading.

(c) Announcements by Portfolio Holders

The Portfolio Holders advised that they had no announcements to make under this heading.

111. PUBLIC QUESTIONS (IF ANY)

The Council noted that there were no public questions for this meeting.

112. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

The Council received written reports from the Environment Portfolio Holder, the Finance and Economic Development Portfolio Holder, the Housing Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Planning and Technology Portfolio Holder, the Safer, Greener and Highways Portfolio Holder, and the Support Services Portfolio Holder.

The Chairman invited the Leader and Legal Portfolio Holder to provide an oral report, and the other members of the Cabinet to give an oral update of their written reports.

(a) Leader and Legal Portfolio Holder

Councillor Wagland reported that she had met Councillor Peter Martin, Leader and Joanna Killian, Chief Executive of Essex County Council to discuss a number of matters including highway repairs, children's commissioning, refuges for domestic abuse, locality boards and member liaison. She advised that the County Council would be submitting proposals on these issues and that there would be further meetings to pursue actions.

The Leader reported that she had attended a meeting of County Leaders and Chief Executives. Discussions had included the Integrated County Strategy under which the County Council was looking to set up a rolling fund of £20,000,000 over five years for priority projects aimed at generating economic growth within the county. Councillor Wagland advised that 36 projects had been identified to date and these included in West Essex, the Harlow Enterprise Zone and the regeneration of Harlow Town Centre. Members noted that these projects would be filtered down to a core number and that projects to be funded by the Local Enterprise Partnership would be excluded. Councillor Wagland advised that councils would not be expected to contribute to the fund unless they were to benefit directly from a project. The Leader advised that she had made it clear and it had been accepted that care would need to be taken in identifying benefit from the projects as for example in West Essex the Harlow projects were in competition with the Epping Forest economy in some respects.

The Leader advised that the meeting had also discussed the election of a Police and Crime Commissioner to replace the Police Authority under the Police Reform and Social Responsibility Act 2011. She informed the Council that the arrangements were aimed at making the Police more accountable to the community they served and that the Commissioner would set the Police precept, distribute the budget and commission services. Councillor Wagland reported that a Panel was to be set up for the county comprising 15 local authority members and two independent persons and this would have powers of veto over the budget and appointments made by the Commissioner. A Shadow Panel was due to be set up and discussions were taking place on the membership of that Panel.

Councillor Wagland reported that Essex was taking part in a pilot for community budgets with Essex being the only two tier local authority area taking part. The money available would be aimed at bringing together local public services for families with complex needs.

The Council noted that the County Leaders and Chief Executives meeting had also discussed the proposed changes to Council Tax Benefits. Concerns had been expressed about the possibility of these changes leading to an increase in homelessness and poverty. It had also been pointed out that the necessary computer software for the new system would probably not be available in time and that Tendring District Council had already started to set up a manual system. Councillor Wagland advised that the Leader of the County Council had agreed to try and persuade local Members of Parliament to make representations about this unacceptable aspect.

Councillor Wagland informed the Council that she had met Eric Pickles, M.P., Secretary of State for Communities and Local Government, in relation to planning issues. She advised that he had confirmed that the transitional period for the preparation of Local Plans would be 18 months and that the National Planning Framework should be in place by April this year.

Councillor Wagland reported that the South East Local Enterprise Partnership had been awarded an additional £672,000 by Government making a total of approximately £33,000,000 funding for Growing Places. The initial list of proposed projects for funding included major infrastructure schemes such as the proposed junction 7A for the M11 and projects to overcome factors blocking business development that could not be resolved by local authorities or developers themselves.

The Leader reported that she had attended a meeting of the North London Strategic Alliance which was developing a prospectus for the M11 Corridor aimed at attracting inward investment.

Councillor Wagland advised that she had also attended a meeting of the West Essex Alliance whose new Chairman was to be Nick Barton of Stansted Airport with a new Vice-Chairman to be appointed from the business community. She informed the Council that the Alliance was concentrating on broadband coverage over West Essex to achieve high speed reliable broadband, business support schemes and schemes similar to this Council's One Shops Local, the website supporting local traders.

In relation to the legal part of her portfolio, Councillor Wagland reported that Legal Services had completed the contract with Sita for an extension of the Waste Collection Contract having addressed a number of potential pitfalls in the initial drafting. Councillor Wagland reported that Legal Services had instituted Health and Safety Prosecutions in accordance with advice from Leading Counsel regarding the unfortunate death of a child at a nursery at Buckhurst Hill. She also advised that during a period of one week, Legal Services with the assistance of Reprographics had produced 38 witness statements and 14 complete sets of papers which was an outstanding achievement. The Leader advised that the defence of litigation initiated by Search Agents was continuing to be met on a shared footing through the Local Government Association to avoid what would otherwise be a very expensive issue for individual authorities. The Leader advised that Legal Services were also supporting the Forward Planning Section in relation to the Local Plan process.

(b) Environment Portfolio Holder

Councillor Knapman, Environment Portfolio Holder, reported that he had been negotiating an Inter Authority Agreement on Waste Management with Essex County Council and had persuaded the County Council that a memorandum of understanding was not necessary. The understanding he had reached with the County Council was that if the County Council put money directly into the Epping Forest District, or if the District Council participated in a county-wide scheme, any savings should be shared on a 50/50 basis. However, if the District Council initiated a scheme itself it would keep 100% of any savings.

(c) Housing Portfolio Holder

Councillor McEwen, Housing Portfolio Holder, reported that following advice from the Housing Minister and the Chief Fire Officer of Essex County Fire and Rescue Service and the undertaking of a feasibility study into reducing the risk of fire in Council properties, the Housing Scrutiny Panel at its meeting in January 2012 had supported the Council's Fire Safety in Flat Blocks policy agreed by the former Housing Portfolio Holder in January 2010. She advised, however, that since that time a further letter had been received from the Chief Fire Officer which would require further discussion and the submission of a report to the next meeting of the Cabinet.

Councillor McEwen repeated the encouragement given earlier in the meeting by the Chairman of the Council for members to attend the rescheduled date for a presentation on the provisions of the Localism Act 2011 regarding housing. She pointed out that the Act introduced fundamental changes in relation to fixed tenancies, succession rules and eligibility for new and current housing applications.

(d) Planning and Economic Development Portfolio Holder

Councillor Phillip, Planning and Technology Portfolio Holder drew attention to an error in his written report. In relation to KPI 53 (Appeals Allowed – Members Reversal of Officer Recommendations) he pointed out that 7 of the 16 appeals had been dismissed and therefore 56% of appeals had been allowed.

The Portfolio Holder reported that advice had been obtained from Counsel in relation to the Council's approach to consultation in relation to the Local Plan. His advice was that whilst it would still be sound to proceed with two sets of consultation there would be a need to wait the results of the Strategic Land Assessment before commencing consultation. As a result the February/March 2012 timescale for consultation would be later but the submission of the new draft Local Plan to the Planning Inspectorate by 28 August 2013 would still be within the 18 month transitional period which had been reported earlier in this meeting. The Portfolio Holder advised that he was continuing to work with Forward Planning Officers in order to bring forward that date if possible.

The Portfolio Holder referred to the Disaster Recovery and District Wide Broadband Project in his written report and advised that this would enable residents of the district to be offered a wireless broadband solution covering areas not currently receiving broadband. The installation cost was likely be approximately £140 and the monthly fee was likely to be approximately £12.50 making the scheme competitive with current broadband suppliers.

Councillor Phillip referred to his role on the Local Enterprise Working Group on Broadband and stated that an aim was for broadband to be placed on the same footing as gas and electricity supplies and provided in new properties at the design stage.

(e) Finance and Economic Development

Councillor Mohindra, Finance and Economic Development Portfolio Holder, advised that officers in consultation with the Chairman of the District Development Control Committee had convened a special meeting of that Committee to consider the planning application for the redevelopment of the Langston Road Depot and the adjoining T11 site, Loughton. It was noted the meeting was to be held on 27 February 2012.

(f) Leisure and Wellbeing Portfolio Holder

Councillor Gadsby, Leisure and Wellbeing Portfolio Holder, reminded members that the new Limes Centre at Limes Farm, Chigwell would be formally opened on Monday 20 February 2012 and she invited members to attend between 3 p.m. and 6.45 p.m. on that day to view the facilities and some of the activities that would be available.

113. QUESTIONS BY MEMBERS WITHOUT NOTICE**(a) Buckhurst Hill Parking Review**

Councillor Spencer asked the Safer, Greener and Highways Portfolio Holder if the Buckhurst Hill Parking Review would commence in April 2012 and, if so, when residents would be consulted.

Councillor Smith, Safer, Greener and Highways Portfolio Holder stated that the Buckhurst Hill Parking Review would be progressed but she was unable to specify when it would commence. She said she was continuing to work with officers on gathering information and she confirmed that she would be consulting ward members on the content of consultation documents before they were agreed.

(b) Ongar and Epping Leisure Centres – Upgraded Fitness Suites

Councillor Grigg referred to the written report of the Leisure and Wellbeing Portfolio Holder regarding the opening of the upgraded fitness suites. She asked the Leisure and Wellbeing Portfolio Holder how much capital had been provided by the Council for the purchase of the equipment and by how much the annual review management fees for the two centres had been discounted.

Councillor Gadsby, Leisure and Wellbeing Portfolio Holder, advised that the annual revenue and management fee for the Loughton Leisure Centre had been reduced by £100,000 and that the fees for the Epping and Ongar Leisure Centres had been reduced by £50,000. She suggested therefore that an investment of £930,000 had represented a positive and sensible use of the Council's capital.

(c) Benefits Revenues

Councillor Jenny Hart referred to the proposed welfare reforms and asked the Finance and Economic Development Portfolio Holder if he agreed that, having regard to the fact that senior citizens would be excluded from the 10% deficit being passed onto the Council for Council Tax Benefit payments, it would be unfair for the remaining claimants to bear the full cost of the 10% loss. She also drew attention to the proposed increase in rents for Council properties.

Councillor Mohindra, Finance and Economic Development Portfolio Holder stated that he shared the concerns being expressed about the various welfare reforms. He said that he was continuing to work with other authorities throughout Essex in order to ensure that a consistent approach was adopted. In relation to the proposed rent increase he pointed out that the proposed increase was less than the amount recommended by Government.

(d) Local Highways Panel

Councillor Sutcliffe referred to the apparent lack of plans to revive the Local Highways Panel. In the light of this she asked the Safer, Greener and Highways Portfolio Holder how councillors could be kept informed of highways decisions affecting their wards, what progress was being made in relation to the list of works previously agreed by the Panel and when the ranger service would operate in various wards. She also asked if there were any plans to invite the County Council Portfolio Holder to address District Council Members on future proposals.

Councillor Smith, Safer, Greener and Highways Portfolio Holder stated that she would shortly report on the progress of highways schemes being carried forward. She said that she attended regular meetings with the North Essex Parking Partnership and with West Essex Area Highways officers. She said that in within the next three to four weeks she expected to be in a position to bring forward a list of projects for discussion with members. In relation to rangers they were available to undertake minor highway works and a request for such works should be made to the West Essex Area Highways Office. Any requests should include the word "rangers" in the subject heading to enable such requests to be progressed expeditiously. Councillor Smith confirmed she was willing to meet ward members to discuss their

local issues as and when they arose and she invited Councillor Sutcliffe to contact her if she had concerns regarding any specific issues.

(e) Roding Valley Lake

Councillor Wixley referred to the written report of the Environment Portfolio Holder regarding the recovery of the Roding Valley Lake. He thanked the Portfolio Holder and the others involved for the steps they had taken and were taking in relation to this matter.

Councillor Knapman, Environment Portfolio Holder, thanked Councillor Wixley for his remarks.

(f) North Weald Airfield – Possible Relocation of Refuse Freighters

Councillor Stallan stated that at the recent North Weald Airfield and Asset Management Cabinet Committee an officer had mentioned the storage of inert waste in relation to the possible relocation of the refuse freighters to the Airfield. He stated that it was his understanding that the storage of inert waste was not part of any proposals and he sought the assurance of the Environment Portfolio Holder that this issue was not being considered.

Councillor Knapman, Environment Portfolio Holder stated that members were well aware of his reservations about the use of North Weald Airfield for the relocation of the refuse freighters. He said that he would meet officers in order to clarify what had been said at the meeting and that he would respond to Councillor Stallan after that meeting.

(g) Portas Retail Report

Councillor J H Whitehouse asked the Finance and Economic Development Portfolio Holder if he had any plans to consider how the recommendations contained within the Portas Report could benefit the Epping Forest District.

Councillor Mohindra, Finance and Economic Development Portfolio Holder advised that he would shortly be meeting with representatives of other Essex Authorities about this issue and that he would be submitting a report after that meeting.

114. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

115. QUESTIONS BY MEMBERS UNDER NOTICE

The Chairman reported there were no questions by members under notice to be considered at this meeting.

116. REPORTS OF THE CABINET

(a) Capital Strategy

Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder

Councillor Mohindra reported that this year the Capital Strategy had focussed on current capital schemes and investment plans to 2015/16. It also had identified partnership arrangements with other councils and organisations, which aimed to enhance the Capital Programme, and set out funding approved to date, having regard to forecast income generation. Councillor Mohindra also reported that the Cabinet had reassessed the Key Priorities and had reviewed the ranking of each priority in order of strategic importance for the district, having regard to the contribution that each one made to the achievement of relevant corporate aims.

Report as first moved ADOPTED

RESOLVED:

That the Capital Strategy attached to the report of the Cabinet be approved.

(b) Key Objectives 2012/13

Mover: Councillor Wagland, Leader and Legal Portfolio Holder

Councillor Wagland submitted a report on the Council's Key Objectives for each of the four years to 2014/15. She pointed out that the Key Objectives had also been considered and agreed at a joint Cabinet and Management Board meeting and by the Overview and Scrutiny Committee. The Council noted that once adopted, the Key Objectives would be published on the Council's website as an update to the Corporate Plan 2011/12 – 2014/15.

Report as first moved ADOPTED

RESOLVED:

That the Key Objectives for 2012/13 attached to the report of the Cabinet be agreed.

(c) Treasury Management Strategy Statement and Investment Strategy 2012/15

Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder

Councillor Mohindra submitted a report on the Council's Treasury and Investment Strategy and Prudential Indicators.

Councillor Watts, Chairman of the Audit and Governance Committee advised that the documents had been considered at a meeting of that Committee on 9 February 2012 and the recommendations of the Cabinet had been supported. However, concern had been expressed that the Government appeared to have reserved the right to come back for another tranche in relation to the payment regime for the building of houses.

Councillor Mohindra acknowledged that the Government had reserved this right and pointed out that in discussion with officers it had been agreed that it would be very difficult if this aspect was to be revisited. Councillor Mohindra thanked Councillor Watts and the Audit and Governance Committee for their support.

Report as first moved ADOPTED

RESOLVED:

(1) That the following documents attached to the report of the Cabinet be adopted:

(a) Treasury Management Strategy Statement and Annual Investment Strategy 2012/13 to 2014/15;

(b) Minimum Revenue Provision (MRP) Statement;

(c) Treasury Management Prudential Indicators for 2012/13 to 2014/15; and

(d) Treasury Management Policy Statement; and

(2) That the use of the average interest earned for the year on the Council's investments as the rate of interest to be applied to any inter-fund borrowing between the General Fund and the Housing Revenue Account be approved.

(d) Budgets and Council Tax Declaration 2012/13**Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder**

The Portfolio Holder submitted a report regarding Budgets and Council Tax Declaration for 2012/13.

Councillor Mohindra referred to the budget process which had included detailed consideration at a joint meeting of the Finance and Performance Management Cabinet Committee and the Finance and Performance Management Scrutiny Panel. In the light of that detailed consideration he advised that he did not intend to speak in detail on the various items within the budget.

He pointed out that the Localism Act 2011 had made provision for Council Tax referendums to be held if an authority increased its Council Tax by an amount exceeding principles determined by the Secretary of State and agreed by Parliament. He drew attention to the tabled supplementary report which indicated that the proposed amount of Council Tax being unchanged from 2011/12 was not excessive and therefore there was no need to hold a local referendum.

Councillor Mohindra reported that the Cabinet had given detailed consideration to the proposed rent increase at its meeting in December and that the proposed average increase of 6% was the lowest possible. The Portfolio Holder drew attention to the section of the Cabinet report regarding the self financing for the Housing Revenue Account. He also drew attention to the section regarding the New Homes Bonus.

Councillor Mohindra reported that the Cabinet was proposing that the Council's policy of retaining revenue balances at no lower than £4,000,000 or 25% of the net budget requirement whichever was the higher for the four year period to 2014/15 be amended to no lower than £4,000,000 or 25% of the net budget requirement whichever was the higher during the four year period up to and including 2015/16.

The Portfolio Holder drew attention to the section of the report regarding the localisation of Council Tax Benefit and emphasised the challenges this would present to the Council.

In summary Councillor Mohindra advised that whilst the Council was making good progress in relation to its finances there was still much work to be done in future years and there would be a need to take difficult decisions.

The Portfolio Holder expressed his thanks to fellow Portfolio Holders and Officers for their input into the proposals before the Council.

The Chairman pointed out that in discussing this item members needed to be aware that the proposals of the Cabinet had assumed that the recommendations in item 17 (Report of the Cabinet – Supplementary Estimate and Reduced Capital Receipt – North Weald Airfield Market Operator - Private Session) to be considered later in the meeting would be adopted.

Councillor Mohindra answered questions raised by members of the Council.

Report as first moved ADOPTED

RESOLVED:

- (1) That the list of CSB growth and savings for the 2012/13 budget (set out in Annex 1 attached) be approved;
- (2) That the list of District Development Fund items for the 2012/13 budget (set out in Annex 2 attached) be approved;
- (3) That the revenue estimates for 2012/13 and the draft Capital Programme for 2012/13 be approved as set out in Annexes 3, 4 (a-i) and 5 attached including all contributions to and from reserves as set out in the attached Annexes;
- (4) That the medium term financial forecast be approved as set out in Annexes 8 a and 8 b attached;
- (5) That the 2012/13 HRA budget be approved and that the application of rent increases and decreases resulting in an average increase of 6.0% from £82.19 to £87.15, be approved;
- (6) That the Council's policy of retaining revenue balances at no lower than £4.0M or 25% of the net budget requirement whichever is the higher for the four year period to 2014/15 be amended to no lower than £4.0M or 25% of the net budget requirement whichever is the higher during the four year period up to and including 2015/16;
- (7) That the report of the Chief Financial Officer on the robustness of the estimates for the purposes of the Council's 2012/13 budgets and the adequacy of the reserves (Annex 9 attached) be noted;

Declaration of Council Tax

- (8) That it be noted that on 2 December 2011, the Finance and Economic Development Portfolio Holder in consultation with the Chairman of the Overview and Scrutiny Committee calculated the Council Tax Base 2012/13:
 - (a) for the whole Council area as 54,900.8 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended); and

- (b) for dwellings in those parts of its area to which a Parish precept relates as set out below and in Annex 6 attached

	Tax Base
Abbess, Beauchamp & Berners Roding	212.9
Buckhurst Hill	5,311.4
Chigwell	5,996.9
Epping Town	5,179.1
Epping Upland	416.1
Fyfield	421.2
High Ongar	576.0
Lambourne	931.1
Loughton Town	13,077.4
Matching	446.4
Moreton, Bobbingworth and The Lavers	572.4
Nazeing	2,108.6
North Weald Bassett	2,646.4
Ongar	2,782.6
Roydon	1,322.7
Sheering	1,361.9
Stanford Rivers	359.0
Stapleford Abbots	518.2
Stapleford Tawney	74.6
Theydon Bois	2,019.4
Theydon Garnon	67.4
Theydon Mount	112.0
Waltham Abbey Town	8,140.0
Willingale	247.1

(9) That the following amounts be calculated for the year 2012/13 in accordance with sections 31 to 36 of the Local Government Finance Act 1992:

- (a) £130,286,737 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils;
- (b) £118,952,358 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
- (c) £11,334,379 being the amount by which the aggregate at 9 (a) above exceeds the aggregate at 9 (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);
- (d) £206.45 being the amount at 9 (c) above (Item R), all divided by Item T (the amount at 8 (a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
- (e) £3,166,787 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Annex 6);

- (f) £148.77 being the amount at 9 (d) above less the result given by dividing the amount at 9 (e) above by Item T (8 (a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(10) That it be noted that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the category of dwellings in the Council's area as shown in Annex 7 (attached);

(11) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in Annex 7 Part B (attached) as the amounts of Council Tax for 2012/13 for each part of its area and for each of the categories of dwellings;

(12) That in accordance with Section 52ZB of the Local Government Finance Act 1992, the Council determines that the amount of Council Tax shown at (9)(f) of £148.77 for 2012/13, being unchanged from 2011/12 is not excessive and therefore there is no need to hold a local referendum.

117. OVERVIEW AND SCRUTINY

(a) Report of the Chairman of the Overview and Scrutiny Committee

The Committee received a written report from the Chairman of the Overview and Scrutiny Committee.

In the absence of the Chairman of the Committee, Councillor Wixley, Vice-Chairman of the Committee drew attention to the Joint Overview and Scrutiny training being arranged with Harlow District Council on 15 and 29 March 2012. He encouraged members of the Overview and Scrutiny Committee, Standing Panels and Task and Finish Panels and others having an interest in scrutiny to attend.

(b) Reports of the Overview and Scrutiny Committee

The Chairman announced that there were no reports to be considered under this item.

(c) Reports of Overview and Scrutiny Panels

(i) Senior Recruitment Task and Finish Panel

Mover: Councillor Angold-Stephens, Chairman of the Panel

Councillor Angold-Stephens submitted a report of the Panel following a review of the procedures for the reporting of complex and sensitive contracts to members.

Councillor Watts drew attention to the need for the Audit and Governance Committee to consider the report and stated that the Committee would receive the report at its next meeting. He accepted that decisions taken by the Council in relation to the report would not be subject to the views of that Committee.

Report as first moved ADOPTED**RESOLVED:**

- (1) That the flow chart attached as Appendix 1 to the report of the Panel and the guidance note attached as Appendix 2 to the report of the Panel be approved for use in future senior recruitment exercises to provide a framework within which the Appointments Panel can work;
- (2) That the process should only apply to Chief Executive; Deputy Chief Executive; Directors; Assistant to the Chief Executive and the three statutory officers;
- (3) That delegation to the Appointments Panel be carefully drafted and to be clear about the extent of powers to recommend to Council any contract variations, appointment, short/long listing etc;
- (4) That reports to members be made in the standard template giving all relevant information which will include financial implications; risk assessments and advice from statutory officers;
- (5) That specialist legal advice be made to members through the Public Law Partnership and Human Resources advice through VINE or another appropriate body and budgeted for by Council;
- (6) That an evaluation process be carried out as a matter of course after each senior recruitment event and reported to the Overview and Scrutiny Committee;
- (7) That after the conclusion of the current exercise, the Officer Employment Procedure Rules be redrafted to:
 - (i) incorporate the applicability of Section 4 to the Statutory Officer position;
 - (ii) include more detail of the objection to the appointment process set out in the Constitution; and
 - (iii) consider its ongoing appropriateness;
- (8) That the suggestion that the Constitution and Member Services Scrutiny Panel should undertake the task referred to in (7) above be approved;
- (9) That the Committee for the Appointment of a Chief Executive be asked to consider the following issues specific to the post of the Chief Executive;
 - (a) clear and measurable performance management and supervision arrangements;
 - (b) ensuring those undertaking performance management and supervision to have undertaken appropriate training and to have access to advice; and authority from Council to undertake this role; and

(c) whether there should be any process put in place for dealing with employment issues short of formal dispute; and

(10) That the new arrangements be reviewed after one year of operation and thereafter annually.

118. COMMITTEE FOR THE APPOINTMENT OF A CHIEF EXECUTIVE

Mover: Councillor J M Whitehouse, Chairman of the Committee

Councillor Whitehouse submitted a report on the role of the Committee in co-ordinating the recruitment process for the vacant post of Chief Executive. He advised that the Committee had accepted the recommendations of the Senior Recruitment Task and Finish Panel relating to post of Chief Executive. He stated that reference to paragraphs 4.9(i)-(iii) in recommendation 2 of the report of the Committee should read "paragraphs 4.8(i)-(iii)".

Report as amended ADOPTED

RESOLVED:

(1) That the action taken by the Committee as outlined in its report be noted; and

(2) That the terms of reference of this Committee be amended to include paragraphs 4.8(i)-(iii) of the report of the Task and Finish Scrutiny Panel on Senior Recruitment reported to the Council under the previous item.

119. POLICE AND CRIME COMMISSIONER ELECTION

The Council was advised that Mr S Packham, Chief Executive of Chelmsford Borough Council, had been appointed as Police Area Returning Officer (PARO) for Essex for the Police and Crime Commissioner Election to be held on 15 November 2012.

Members noted that the Police Reform and Social Responsibility Act 2011 provided that PARO's would be assisted in the discharge of their duties by Local Returning Officers who were defined as Returning Officers for any local elections. Accordingly, the Council was asked to confirm the appointment of Mr I Willett, Assistant to the Chief Executive, as a Local Returning Officer.

RESOLVED:

(1) That Mr I Willett, Assistant to the Chief Executive, be appointed as Local Returning Officer for the Police and Crime Commissioner Election to be held on 15 November 2012;

(2) That the entitlement of the Local Returning Officer to be remunerated in accordance with the relevant scale of fees prescribed by a Fees Order and on a superannuable basis under Council minute 115 -19 April 2015 be noted;

(3) That confirmation from the Council's insurers that the existing insurance indemnifying the Returning Officer will provide cover against legal expenses reasonably incurred in connection with the role of the Local Returning Officer for this election for the defence of any proceedings brought for contravention of the legislation or an accidental breach of any

other duty by him or any other person employed by or officially acting for him be noted; and

(4) That such insurance carrying an "excess" clause by which an initial portion of risk is not insured will through the Council's Internal Insurance Fund or otherwise, indemnify the Local Returning Officer up to the value of such excess be noted.

120. DECISIONS TAKEN BY THE LEADER OF COUNCIL

The Council noted the following decisions taken by the Leader of Council.

(a) Review of Staff Car Leasing Scheme

Decisions:

- (1) To appoint Councillor J Knapman (Portfolio Holder for Environment) and Councillor J Wyatt (Portfolio Holder for Support Services) jointly to carry out a review of the present staff car leasing scheme;
- (2) To determine that the terms of reference for this review should be as follows:
 - (a) to review and reduce the cost to the Council of the current scheme;
 - (b) to review the report of the officer working party submitted to the Management Board on 28 September 2011, including:
 - staff eligibility;
 - vehicle arrangements;
 - alternative schemes designed to reduce costs;
 - financial contributions by staff under the scheme;
 - (c) to consider arrangements for consulting staff and union representatives;
 - (d) to consider any changes to staff contracts of employment, taking account of recent legal advice;
 - (e) to consider any impact on staff working arrangements arising from new car leasing arrangements; and
 - (f) to consider compensation arrangements appropriate to changes to the scheme.
- (3) To undertake, pursuant to (2) above:
 - (a) discussions with the officer working party on the options for altering the scheme;
 - (b) attendance at the relevant Joint Consultative Committee as part of the consultation arrangements;

- (c) liaison with the officer working party in preparing a report and recommendations for consideration by the Cabinet; and
- (4) To present a report to the Cabinet on the review of the scheme no later than the Cabinet meeting on 6 June 2012.

(b) Local Development Framework Cabinet Committee

Decisions:

- (1) To amend the title of this Committee to read "Local Plan Cabinet Committee".
- (2) To appoint Councillor J Philip (Planning and Technology Portfolio Holder) to be the Chairman of the Committee.

121. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

(a) Grange Farm Managing Trustees

Pursuant to the Council's Code of Member Conduct, Councillor Gadsby declared a personal interest in this item by virtue of her husband being the Clerk and Solicitor to the Trust. The Councillor advised that she had determined that her interest was prejudicial and that she would leave the meeting for the consideration of the matter.

Pursuant to the Council's Code of Member Conduct, Councillor Webster declared a personal interest in this item by virtue of being a Trustee nominated by Essex County Council. The Councillor advised that she had determined that her interest was not prejudicial and that she would remain in the meeting for the consideration of the matter.

The Council received a written report from Councillors Smith and Johnson in relation to the investment income of and grants approved by the Grange Farm Centre Trust.

RESOLVED:

- (1) That the Trustees be advised of the Council's concern that the assets of the Trust appear to be increasing but the amount of grants awarded appears to be considerably less than the yearly investment income of the Trust;
- (2) That in the light of (1) above, the Trustees be urged to review their arrangements for advertising the availability of grants with a view to receiving more applications and awarding more grants;
- (3) That the Trustees be requested to review their form of annual report with a view to it more closely reflecting the form currently recommended by the Charity Commissioners including a much more detailed analysis of the delivery of public benefit and a more detailed list of the grant applications made and the outcomes of those applications;

(3) That if it is not considered necessary to include a more detailed list of the grant applications made and the outcomes of those applications in the annual report, this information be supplied separately to the Council each year; and

(4) That the Trustees be requested to provide the Council with a breakdown of the Trust's Restricted Reserves.

122. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraph Part 1 of the Schedule 12A of the Act indicated and the exemption is considered to outweigh the potential public interest in disclosing the information:

Agenda Item No	Subject	Exempt Information Paragraph Number
17	Report of the Cabinet – Supplementary Estimate and Reduced Capital Receipt – North Weald Airfield Market Operator	3

123. REPORT OF THE CABINET - SUPPLEMENTARY ESTIMATE AND REDUCED CAPITAL RECEIPT - NORTH WEALD AIRFIELD MARKET OPERATOR

Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder

Councillor Mohindra submitted a report seeking a District Development Fund supplementary estimate and proposing a reduction in a Capital Receipt.

Report as first moved ADOPTED

RESOLVED:

That a District Development Fund (DDF) supplementary estimate and a reduction in a Capital Receipt for 2011/12 and DDF provision and a reduction in a Capital Receipt for 2012/13 for the amounts set out in the report of the Cabinet be approved in order to meet the cost of a reduction in the licence fee and infrastructure charge payable by the market operator during the current and next financial years.

CHAIRMAN

CONTINUING SERVICES BUDGET - GROWTH / (SAVINGS) LIST

Directorate	Service	Original 2011/12 £000's	Revised 2011/12 £000's	Estimate 2012/13 £000's	Estimate 2013/14 £000's	Estimate 2014/15 £000's	Estimate 2015/16 £000's
	Internal Audit		(24)	(13)			
	Civic & Member			(3)			
	Democratic services			(3)			
	Directorate Savings		(12)				
	Consultants Fees- Saving						
	Courses & Conferences, Books, Publs & Postage- Savings						
	LGIU Information unit Subscription Saving						
	General						
	Total Chief Executive	0	(36)	(19)	0	0	0
Corporate Support Services	Local Land Charges	35	35				
	Local Land Charges		6				
	Industrial Estates- Brooker Rd	(10)	(8)	(7)			
	Estates & Valuation		(8)				
	Industrial Estates- Oakwood Hill	4	(13)				
	Industrial Estates - O Hill Workshops	4		(5)			
	Industrial Ests- Lang Road Seed Bed		8				
	Fleet Operations		25	40			
	Civic Offices	(5)	(5)				
	Offices & Depots		(42)	14			
	Offices & Depots	63	63	36			
	Langston Road Depot	32	32				
	Business Premises	(1,429)	(1,412)				
	Administration & Secretarial			(3)			
	Directorate Savings	(37)	(85)				
	Removal of Personal Search chges (LLC Amendment Rules 2010)						
	ECC Charge for highways LLC search						
	Increased Rental Income						
	Additional Fees from re-assignments etc						
	Reduced/(Increased) Rental Income						
	Reduced/(Increased) Rental Income						
	Reduced Rental Income						
	MOTs - Reduced Income						
	Car Park Rental - Black Lion						
	Gas & Electricity						
	NNDR Re-assessment						
	WRVS Termination of lease						
	Transfer to General Fund from HRA						
	Messenger -Member Despatch						
	General						
	Total Corporate Support Services	(1,343)	(1,404)	75	0	0	0
Deputy Chief Executive	All Weather Pitch	(17)		(35)			
	DCE directorate	(100)	(136)	(23)			
	Townmead Project						
	Savings						
	Total Deputy Chief Executive	(117)	(136)	(58)	0	0	0

CONTINUING SERVICES BUDGET - GROWTH / (SAVINGS) LIST

Directorate	Service		Original	Revised	Estimate	Estimate	Estimate	Estimate	
			2011/12 £000's	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	
Environment & Street	Waste Management	Wheeled Bin Maintenance	8	8					
	Food Safety	Inspections		(7)					
	Grounds Maintenance	Fuel		11					
	Engineering, Drainage & Water	Deletion of Drainage Technician post		(12)	(12)				
	Safer Communities	Reduction in PCSO's	(29)	(29)	(63)				
	Safer Communities	Reduction in Contributions	1						
	Leisure Facilities	Loughton Leisure management fee reduction	(75)	(75)					
	Leisure Facilities	Epping Sports Centre management fee reduction	(11)	(6)	(17)				
	Leisure Facilities	Ongar Leisure Centre management fee reduction	(7)	(8)	(22)				
	North Weald Airfield	Increase in Events Income		(13)					
	North Weald Airfield	Increase in Market Income		(14)					
	North Weald Airfield	Loss of income Training Room			25				
	North Weald Airfield	Increase in Maintenance cost		19					
	North Weald Airfield	Increase in NNDR		18					
	Off Street Parking	Fluctuations in NDR	15	10					
	Off Street Parking	Loss of income through VAT increase	12	12					
	Off Street Parking	Contract allocations / Change of Service		(34)	(65)	(62)			
	Off Street Parking	Drop in PCN income		120					
	Directorate Savings	General	(18)	(56)	(17)				
	Naming and Numbering	Introduction of charging		(3)	(2)				
	Pest Control	Cessation of contract		(25)					
	Contaminated Land & Water Quality	Contaminated land investigations		(26)					
	Waste Management	Contract savings		(213)	(637)				
	Waste Management	Gate fees		(128)					
	Waste Management	Advertising		(3)					
	Waste Management	Publicity		(20)					
	Waste Management	Abandoned vehicles		(15)					
	Total Environment & Street Scene			(104)	(489)	(810)	(62)	0	0
	Finance & ICT	Finance Miscellaneous	Decrease in Employers Pension Conts (Act Val 2010)	(10)	(10)				
		Housing Benefits	Housing Benefit Admin Subsidy settlement reductions	25	25	41			
Revenues		Additional postage costs		5					
Council Tax Collection		Reduction in court cost income		30					
NNDR		Reduction in court cost income	2						
Housing Benefits		Limes Farm Area Office	7	0	7				
ICT		Equipment		(20)					
Mobile Telephones		Saving from New contract (T Mobile to O2)		(6)					
Directorate Savings	General	(24)	(32)						
Total Finance and ICT			0	(8)	48	0	0	0	

CONTINUING SERVICES BUDGET - GROWTH / (SAVINGS) LIST

Directorate	Service		Original 2011/12 £000's	Revised 2011/12 £000's	Estimate 2012/13 £000's	Estimate 2013/14 £000's	Estimate 2014/15 £000's	Estimate 2015/16 £000's
Housing	Private Sector Housing	Technical Officer Post (HPS/13)			7	26		
	Directorate Savings	General	(15)	(15)	(3)			
	Total Housing		(15)	(15)	4	26		
Planning & Economic Development	Development Control	Add Fees re Govt proposals for Planning Appl fees	(100)		(100)			
	Countrycare	Staff restructure	(7)	(7)				
	Planning Appeals	Professional Fees		(5)	(6)			
	Development Control	Publicity		(10)				
	Building Control Ring Fenced Acct	Consultants Saving on Fees		(10)	(10)			
	Building Control Ring Fenced Acct	Consultants Saving on Fees		10	10			
	Directorate Savings	General		(10)	0			
Total Planning & Economic Development			(107)	(32)	(106)	0	0	0
Other Items	Investment Interest	Reduction due to shops transfer	278	101	2	60	109	45
	New Homes Bonus			(295)	(420)			
	Pensions	Deficit Payments		564	51	53		
Total CSB			(1,408)	(1,750)	(1,233)	77	109	45

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate
		2011/12	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
Chief Executive	Elections	160		148				
	Elections	(160)		(148)				
	Elections				148			
	Elections				(148)			
	Elections			(45)				
	Elections				18			
	Grants to Voluntary Orgs		20	20				
	Members		6					
	Corporate Management			(185)				
	Corporate Policy Making			(150)				
	Corporate Policy Making			150				
	Members			(3)				
	Total Chief Executive		0	26	(213)	18	0	0
Corporate Support Services	Emergency Planning			(7)				
	Civic Offices	6		5				
	Estates & Valuation		25	25				
	Estates & Valuation	35	95	132	205			
	Estates & Valuation		(19)	(19)	(13)			
	Office Accommodation	65		65				
	Local Land Charges			(63)				
	Local Land Charges		100	100				
	Non HRA Building Maintenance	15	129	124	45	19	10	
	Greenyard Waltham Abbey			8	5			
	Industrial Estates- O Hill Workshops			20				
Total Corporate Support Services	121	330	390	242	19	10	0	
Deputy Chief Executive	Public Relations	3		3				
	Public Relations & Information	25		14	11	11	11	3
	Deputy Chief Executive	75		53	38			
	Deputy Chief Executive	(75)		(53)	(38)			
	Youth Council	12		12	12			
	Limes Farm Hall	19	(4)	19				
	NWA Strategy Action Plan	2	(1)	1				
	NWA Strategy Action Plan	20			20			
Total Deputy Chief Executive	81	(5)	49	43	11	11	3	

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate	
		2011/12	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Environment & Street	Pollution Control			4	5				
	Food Safety				6				
	Waste Management					4			
	Abandoned Vehicles			(102)	(184)	(184)			
	Leisure Facilities			3					
	Leisure Facilities			10	10	5			
	Leisure Facilities					2			
	Leisure Facilities					3			
	Leisure Facilities				(17)				
	Parks & Grounds			3	(3)	10	10		
	Parks & Grounds			(3)	3	(10)	(10)		
	North Weald Airfield			(18)		(18)			
	North Weald Airfield					(5)			
	North Weald Airfield			34		34	24	14	4
	North Weald Airfield					24	72		
	North Weald Airfield				5	5			
	North Weald Airfield						3		3
	Off Street Parking			(40)		(40)			
	Off Street Parking					22	21		
	Contaminated Land & Water Quality					24	25		
	Waste Management					5			
	Waste Management					10	10		
	Waste Management					10	10		
Waste Management					3	3			
Abandoned Vehicles					4	4			
Total Environment & Street Scene		(113)	9	(102)	2	18	7	0	
Finance & ICT	Concessionary Fares			72		72	5		
	Concessionary Fares			(50)		(45)			
	Insurance Services					(6)	(6)		
	ICT					(5)	(2)		
	Council Tax Collection					6	8	0	
	Housing Benefits					3	3		
	Housing Benefits					2	2		
	Housing Benefits						(15)		
	Housing Benefits					(3)			
	Housing Benefits			15		15	20		
	Housing Benefits					(1)	(3)		
	Housing Benefits					1	3		
	NNDR				9		9		
	Procurement			(10)		(5)	(9)		
Total Finance & ICT		27	20	21	17	0	0	0	

DISTRICT DEVELOPMENT FUND

Directorate	Description	Original	B/F from	Revised	Estimate	Estimate	Estimate	Estimate
		2011/12	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
Housing	Homelessness							
	DCLG - Rental Loan Scheme	26		26	26			
	Homelessness	(26)		(26)	(26)			
	DCLG - Rental Loan Scheme							
	Homelessness	26		26	26			
	DCLG - EFHAS							
	Homelessness	(26)		(26)	(26)			
	DCLG - EFHAS							
	Private Sector Housing	52	4	28	28			
House Condition Survey								
Private Sector Housing	27			27				
Technical Officer								
Private Sector Housing	15	(6)	19	0				
Handyperson Scheme								
Handy Person Scheme	10	10	5	15				
ECC re. Mobile Homes/Sites Improvements								
Total Housing		104	8	52	70	0	0	0
Planning & Economic Development	Building Control Group				(63)			
	Salary saving re vacant posts (net of Consultants)				42			
	Building Control Group							
	Salary saving re vacant posts Ring Fenced Element							
	Conservation Policy	10						
	Technical Support Officer -Conservation							
	Countrycare			1	4	4	4	4
	BRIE - SLA							
	Countrycare				9	9	9	
	Protected species/habitat related consultation							
	Development Control	51		26	25			
	Contingency for Appeals							
	Development Control				(75)	0		
	Fees & Charges-additional large applications							
	Development Control				(10)			
	Pre Application Consultants Fees - saving							
	Development Control				5			
	Pre Application Fees Reduction							
	Development Control				(10)			
	Publicity							
	Economic Development		2	2				
Chamber of Commerce/Loyalty card scheme								
Economic Development	3	3	3	3				
Economic Development Strategy								
Economic Development	4		0					
Enhanced Business Contacts								
Economic Development	12			12				
LABGI regeneration								
Economic Development	9	3	11					
Town Centre Manager								
Forward Planning				21				
Admin Assistant								
Forward Planning	395		165	586	100			
Local Plan								
Forward Planning	35		24	22				
Senior Planner								
Planning Services	7		0	17				
Planning Delivery Grant 4								
Tourism	5		5					
Waltham Abbey Tourist Information Centre								
Town Centre Enhancements	12	0	0					
Town Centre Support								
Town Centre Regeneration				46				
Waltham Abbey Regeneration Projects								
Total Planning & Economic Development		543	8	147	724	113	13	4
Total Service Specific District Development Fund		763	396	344	1,116	161	41	7
Other Items	Capital Expenditure Funded from Revenue	22		65	13			
	LABGI Contribution	40		40				
	Local Services Support Grant			(117)				
	Lost Investment Interest	363		342	267	217	67	
	Second Homes Discount Allowance	(84)		(75)	(75)			
	Council Tax Freeze				(204)			
	VAT Refund Fleming Claim			(249)				
	Total District Development Fund	1,104	396	350	1,117	378	108	7

REVENUE EXPENDITURE, INCOME AND FINANCING

2011/12 ORIGINAL ALL REVENUE ITEMS £	2011/12 REVISED ALL REVENUE ITEMS £		GENERAL FUND ACCOUNT £	2012/13 ORIGINAL HOUSING REVENUE ACCOUNT £	ALL REVENUE ITEMS £
Gross Expenditure					
3,255,490	3,147,760	Office of the Chief Executive	4(a) 3,125,190	0	3,125,190
1,744,850	1,750,430	Corporate Support Services	4(b) 1,894,920	0	1,894,920
1,978,700	1,997,490	Deputy Chief Executive	4(c) 1,869,970	0	1,869,970
16,050,280	15,628,570	Environment & Street Scene	4(d) 14,979,570	0	14,979,570
47,864,540	50,415,810	Finance & ICT	4(e) 51,021,350	0	51,021,350
36,106,660	40,017,390	Housing	4(f) 3,377,780	27,002,990	30,380,770
4,270,210	3,766,300	Planning & Economic Development	4(g) 4,445,240	0	4,445,240
291,920	236,560	Internal Trading Organisations	4(h) 238,940	0	238,940
111,562,650	116,960,310	Total Expenditure on Services	80,952,960	27,002,990	107,955,950
38,000	26,000	Interest Payable (Inc HRA)	550,000	5,788,000	6,338,000
0	0	Impairment of Investments	0		0
6,945,000	7,021,000	Revenue Contribution to Capital	13,000	12,813,000	12,826,000
3,106,848	3,106,848	Precepts Paid to Parish Councils	3,166,787	0	3,166,787
121,652,498	127,114,158	Total Gross Expenditure	84,682,747	45,603,990	130,286,737
Gross Income					
45,938,610	48,415,220	Government Subsidies	49,287,380	0	49,287,380
27,502,000	27,543,520	Rents from Dwellings	0	29,147,790	29,147,790
5,295,210	5,275,740	Miscellaneous Rents, Trading Operations etc.	4,332,250	890,500	5,222,750
8,790,110	8,351,200	Fees and Charges	6,628,810	1,620,480	8,249,290
669,000	670,200	Interest on Mortgages and Investments	561,000	1,200	562,200
1,371,320	2,082,690	Grants and Reimbursements by other Bodies	1,966,700	0	1,966,700
89,566,250	92,338,570	Total Operational Income	62,776,140	31,659,970	94,436,110
753,247	880,587	Contribution from/(to) Revenue Reserves	(13,655)	299,020	285,365
(170,000)	(904,000)	FRS 17 Adjustment	(955,000)	0	(955,000)
1,104,000	350,000	Contribution from/(to) District Development Fund	1,117,000	0	1,117,000
0	2,000	Contribution from/(to) Other Reserves	(75,709)	0	(75,709)
11,781,000	15,630,000	Contribution from/(to) Capital Reserves	3,843,000	13,645,000	17,488,000
7,386,942	7,589,942	Exchequer Support	6,656,592		6,656,592
110,421,439	115,887,099	Total Gross Income	73,348,368	45,603,990	118,952,358
11,231,059	11,227,059	To be met from Local Taxation	11,334,379	0	11,334,379
Financed by:					
8,124,211	8,124,211	District Precept			8,167,592
3,106,848	3,106,848	Parish Council Precepts	9e		3,166,787
11,231,059	11,231,059	Total Financing			11,334,379

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Office of the Chief Executive

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
546,140		502,430		Elections	556,170	
1,687,070		1,665,800		Corporate Activities	1,576,940	
1,238,440		1,183,930		Member Activities	1,193,280	
5,260		14,190		Local Council Liaison	14,200	
1,790		-		Outdoor Youth Facilities	-	
475,770		455,590		Voluntary Services	432,860	
273,450		246,210		Internal Audit	239,090	
487,210		477,810		Democratic Services	484,170	
	4,715,130		4,545,960	Total Expenditure		4,496,710
	1,459,640		1,398,200	Income from Internal Charges		1,371,520
	3,255,490		3,147,760	Net Expenditure (see Annex 3)		3,125,190
				Service Generated Income		
-		11,000		Miscellaneous Rents, Trading Operations etc	11,000	
1,160		1,160		Fees and Charges	1,220	
192,900		347,640		Grants and Reimbursements by other Bodies	174,350	
	194,060		359,800	Total Income		186,570
	3,061,430		2,787,960	To be met from Government Grant and Local Taxation		2,938,620
	-		-	Capital Expenditure (see Annex 5)		-

Corporate Support Services

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
295,510		287,880		Licensing	303,260	
358,960		315,790		Local Land Charges	322,780	
570,890		716,640		Land & Property	816,080	
391,870		357,570		Other Activities	371,150	
1,565,320		1,581,180		Legal & Administration Services	1,594,310	
2,476,290		2,363,680		Accommodation Services	2,488,530	
1,672,220		1,663,370		Other Support Services	1,721,940	
	7,331,060		7,286,110	Total Expenditure		7,618,050
	5,586,210		5,535,680	Income from Internal Charges		5,723,130
	1,744,850		1,750,430	Net Expenditure (see Annex 3)		1,894,920
				Service Generated Income		
-		-		Government Subsidies	-	
-		-		Rents from Dwellings	-	
2,833,830		2,816,310		Miscellaneous Rents, Trading Operations etc	2,851,510	
491,290		453,600		Fees and Charges	546,140	
-		-		Interest on Mortgages and Investments	-	
41,500		-		Grants and Reimbursements by other Bodies	-	
	3,366,620		3,269,910	Total Income		3,397,650
	(1,621,770)		(1,519,480)	To be met from Government Grant and Local Taxation		(1,502,730)
	307,000		536,000	Capital Expenditure (see Annex 5)		712,000

Deputy Chief Executive

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
868,330		861,000		Arts & Museum	825,600	
992,370		1,020,660		Sports Development & Other Amenities	921,450	
117,770		106,600		Customer Services	113,690	
2,074,970		2,019,410		Support Services	1,991,840	
	4,053,440		4,007,670	Total Expenditure		3,852,580
	2,074,740		2,010,180	Income from Internal Charges		1,982,610
	1,978,700		1,997,490	Net Expenditure (see Annex 3)		1,869,970
				Service Generated Income		
162,860		103,470		Fees and Charges	157,110	
188,410		283,290		Grants and Reimbursements by other Bodies	112,490	
	351,270		386,760	Total Income		269,600
	1,627,430		1,610,730	To be met from Government Grant and Local Taxation		1,600,370
	1,437,000		1,572,000	Capital Expenditure (see Annex 5)		120,000

Environmental and Street Scene

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
1,453,280		1,177,950		Environmental Health	1,225,130	
8,125,170		7,791,270		Waste Collection & Street Cleansing	7,450,150	
578,190		552,050		Highways	580,740	
1,247,910		1,276,940		Car Parking	1,008,150	
755,900		770,290		Land Drainage & Sewerage	761,280	
448,960		435,330		Safer Communities	373,960	
1,652,060		1,925,810		Leisure Facilities	1,839,540	
723,640		673,700		Parks and Grounds	696,330	
913,040		894,560		North Weald	911,430	
3,910,520		3,671,850		Environmental Admin & Policy	3,736,790	
	19,808,670		19,169,750	Total Expenditure		18,583,500
	3,758,390		3,541,180	Income from Internal Charges		3,603,930
	16,050,280		15,628,570	Net Expenditure (see Annex 3)		14,979,570
				Service Generated Income		
1,430,260		1,482,930		Miscellaneous Rents, Trading Operations etc	1,394,740	
4,544,040		4,446,980		Fees and Charges	4,196,730	
3,000		4,280		Grants and Reimbursements by other Bodies	4,280	
	5,977,300		5,934,190	Total Income		5,595,750
	10,072,980		9,694,380	To be met from Government Grant and Local Taxation		9,383,820
	2,181,000		1,582,000	Capital Expenditure (see Annex 5)		1,596,000

Finance and ICT

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
46,145,260		48,376,650		Housing Benefits	49,350,910	
1,643,380		1,643,540		Local Taxation	1,664,970	
122,900		104,460		Concessionary Fares	24,170	
-		299,560		Other Activities	7,140	
3,069,350		2,949,440		ICT Services	3,023,090	
2,476,330		2,544,540		Financial Services	2,509,990	
	53,395,500		55,918,190	Total Expenditure		56,580,270
	5,530,960		5,502,380	Income from Internal Charges		5,558,920
	47,864,540		50,415,810	Net Expenditure (see Annex 3)		51,021,350
				Service Generated Income		
45,533,330		48,003,940		Government Subsidies	48,882,100	
26,120				Miscellaneous Rents, Trading Operations etc		
69,300		56,840		Fees and Charges	64,890	
593,000		371,480		Grants and Reimbursements by other Bodies	315,000	
	46,221,750		48,432,260	Total Income		49,261,990
	1,642,790		1,983,550	To be met from Government Grant and Local Taxation		1,759,360
	488,000		358,000	Capital Expenditure (see Annex 5)		362,000

Housing

Programme 2012/13

General Fund £	Housing Revenue £	2011/12 Original	General Fund £	Housing Revenue £	2011/12 Revised	Revenue Expenditure	General Fund £	2012/13 Original Housing Revenue £	Total £
		Total £			Total £			Total £	
	33,377,000	35,427,000		37,503,980	37,503,980	Council Housing		27,002,990	27,002,990
1,464,480		1,464,480	1,335,440		1,335,440	Private Sector Housing	1,578,150		1,578,150
457,150		457,150	457,330		457,330	Homelessness	451,030		451,030
42,370		42,370	37,690		37,690	Housing Investment Programme	39,590		39,590
474,770		474,770	403,580		403,580	Affordable Housing Grants	1,026,690		1,026,690
290,890		290,890	279,370		279,370	Leasehold Services Administration	282,320		282,320
2,729,660	33,377,000	38,156,660	2,513,410	37,503,980	40,017,390	Total Expenditure	3,377,780	27,002,990	30,380,770
						Service Generated Income			
405,280		405,280	411,280		411,280	Government Subsidies	405,280		405,280
	27,502,000	27,502,000		27,543,520	27,543,520	Rents from Dwellings		29,147,790	29,147,790
75,000	930,000	1,005,000	75,000	890,500	965,500	Miscellaneous Rents, Trading Operations etc	75,000	890,500	965,500
292,630	1,715,000	2,007,630	281,110	1,615,350	1,896,460	Fees and Charges	284,140	1,620,480	1,904,620
	2,000	2,000		1,200	1,200	Interest on Mortgages and Investments		1,200	1,200
70,880		70,880	372,540		372,540	Grants and Reimbursements by other Bodies	360,320		360,320
	2,646,000	4,696,000		6,504,000	6,504,000	HRA Interest & Reversal of Depn	-	4,956,000	4,956,000
	582,000	582,000		949,410	949,410	Use of Balances		299,020	299,020
843,790	33,377,000	36,270,790	1,139,930	37,503,980	38,643,910	Total Income	1,124,740	27,002,990	28,127,730
1,885,870	-	1,885,870	1,373,480	0	1,373,480	To be met from Government Grant and Local Taxation	2,253,040	0	2,253,040
1,778,000	6,919,000	8,697,000	1,175,000	7,026,000	8,201,000	Capital Expenditure (see Annex 5)	2,761,000	12,806,000	15,567,000

Planning & Economic Development

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
143,540		91,590		Economic Development	107,700	
32,580		30,500		Tourism	26,790	
56,940		50,430		Environmental Initiatives	43,360	
186,270		235,660		Conservation Policy	267,860	
858,670		567,320		Forward Planning	1,048,540	
208,770		242,710		Town Centre Enhancements	323,240	
231,460		244,240		Countryside	260,180	
2,551,450		2,323,600		Regulatory Services	2,371,210	
1,057,480		1,064,230		Planning Administration & Policy	1,094,790	
	5,327,160		4,850,280	Total Expenditure		5,543,670
	1,056,950		1,083,980	Income from Internal Charges		1,098,430
	4,270,210		3,766,300	Net Expenditure (see Annex 3)		4,445,240
				Service Generated Income		
1,132,880		1,082,770		Fees and Charges	1,107,930	
34,630		7,460		Grants and Reimbursements by other Bodies	6,260	
	1,167,510		1,090,230	Total Income		1,114,190
	3,102,700		2,676,070	To be met from Government Grant and Local Taxation		3,331,050
	240,000		80,000	Capital Expenditure (see Annex 5)		50,000

Internal Trading Organisations

Programme 2012/13

2011/12 Original		2011/12 Revised		Revenue Expenditure	2012/13 Original	
£	£	£	£		£	£
2,963,150				Housing Maintenance		
460,940		428,140		Fleet Operations	436,900	
	3,424,090		428,140	Total Expenditure		436,900
	3,132,170		191,580	Income from Internal Charges		197,960
	291,920		236,560	Net Expenditure (see Annex 3)		238,940
				Service Generated Income		
380,950		309,920		Fees and Charges	270,650	
	380,950		309,920	Total Income		270,650
	(89,030)		(73,360)	To be met from Government Grant and Local Taxation		(31,710)
	54,000		-	Capital Expenditure (see Annex 5)		57,000

Non Service Budgets

Programme 2012/13

2011/12 Original			2011/12 Revised Housing Revenue			2012/13 Original			
General Fund £	Housing Revenue £	Total £	General Fund £	Housing Revenue £	Total £	Revenue Expenditure	General Fund £	Housing Revenue £	Total £
(667,000)	-	(667,000)	(669,000)	-	(669,000)	Interest & Investment Income	(561,000)	-	(561,000)
-	-	-	-	-	-	Impairment of Investments	-	-	-
22,000	6,923,000	6,945,000	65,000	6,956,000	7,021,000	Revenue Contribution to Capital	13,000	12,813,000	12,826,000
(247,000)	-	(247,000)	(696,000)	-	(696,000)	Other Items	(994,000)	-	(994,000)
786,000	(748,000)	38,000	615,000	(589,000)	26,000	Interest Payable (Inc HRA)	550,000	5,788,000	6,338,000
(2,960,000)	(43,000)	(3,003,000)	(2,759,000)	(50,000)	(2,809,000)	Depreciation Reversals & Other Adjs.	(3,843,000)	(43,000)	(3,886,000)
(3,066,000)	6,132,000	3,066,000	(3,444,000)	6,317,000	2,873,000		(4,835,000)	18,558,000	13,723,000
-	8,821,000	8,821,000	-	12,871,000	12,871,000	Transferred to Housing Summary	-	13,645,000	13,645,000
(3,066,000)	14,953,000	11,887,000	(3,444,000)	19,188,000	15,744,000		(4,835,000)	32,203,000	27,368,000
		(171,247)			68,823	Contribution (from)/to Revenue Reserves			13,655
		170,000			904,000	FRS 17 Adjustment			955,000
		-				Contribution (from)/to Other Reserves			
		-				Transfer (from)/to Housing Revenue Account			-
		(203,000)			-	Council Tax Freeze Grant			
		(1,104,000)			(350,000)	Contribution from District Development Fund			(1,117,000)
		10,578,753			16,366,823	Reduction in Amount to be met from Government Grant and Local Taxation & other Housing Revenue Account items			27,219,655

Capital Programme

Programme 2012/13

General Fund £	Housing Revenue £	2011/12 Original	General Fund £	Housing Revenue £	2011/12 Revised	Gross Expenditure	General Fund £	2012/13 Original Housing Revenue £	Total £
		Total £			Total £				
307,000		307,000	536,000		536,000	Corporate Support Services	712,000		712,000
1,437,000		1,437,000	1,572,000		1,572,000	Deputy Chief Executive	120,000		120,000
2,181,000		2,181,000	1,582,000		1,582,000	Environmental and Street Scene	1,596,000		1,596,000
488,000		488,000	358,000		358,000	Finance and ICT	362,000		362,000
1,778,000	6,919,000	8,697,000	1,175,000	7,026,000	8,201,000	Housing	2,761,000	12,806,000	15,567,000
240,000		240,000	80,000		80,000	Planning & Economic Development	50,000		50,000
-	54,000	54,000	-	-	-	Internal Trading Organisations	-	57,000	57,000
6,431,000	6,973,000	13,404,000	5,303,000	7,026,000	12,329,000	Total Capital Expenditure	5,601,000	12,863,000	18,464,000
22,000	6,923,000	6,945,000	65,000	6,956,000	7,021,000	Less: Revenue Contributions to Capital	13,000	12,813,000	12,826,000
6,409,000	50,000	6,459,000	5,238,000	70,000	5,308,000	To be met from Capital Resources	5,588,000	50,000	5,638,000
Financed by:									
5,801,000		5,801,000	4,237,000		4,237,000	Capital Receipts	4,910,000		4,910,000
520,000		520,000	363,000		363,000	Government Grants	394,000		394,000
88,000	50,000	138,000	638,000	70,000	708,000	Other Grants	334,000		334,000
6,409,000	50,000	6,459,000	5,238,000	70,000	5,308,000	Total Financing	5,638,000	-	5,638,000

COUNCIL TAX RATES FOR DISTRICT & PARISH/TOWN COUNCILS 2012/13

Authorities	Tax Base No.'s	Precept 2012/13	Council Tax Band D	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£	£	£
District Expenses	54,900.8	8,167,592	148.77	99.18	115.71	132.24	148.77	181.83	214.89	247.95	297.54
Abbess, Berners and Beauchamp Roding	212.9	5,000	23.49	114.84	133.98	153.12	172.26	210.54	248.82	287.10	344.52
Buckhurst Hill	5,311.4	367,800	69.25	145.35	169.57	193.80	218.02	266.47	314.92	363.37	436.04
Chigwell	5,996.9	223,918	37.34	124.07	144.75	165.43	186.11	227.47	268.83	310.18	372.22
Epping Town	5,179.1	434,200	83.84	155.07	180.92	206.76	232.61	284.30	335.99	387.68	465.22
Epping Upland	416.1	11,876	28.54	118.21	137.91	157.61	177.31	216.71	256.11	295.52	354.62
Fyfield	421.2	10,423	24.75	115.68	134.96	154.24	173.52	212.08	250.64	289.20	347.04
High Ongar	576.0	13,500	23.44	114.81	133.94	153.08	172.21	210.48	248.75	287.02	344.42
Lambourne	931.1	29,860	32.07	120.56	140.65	160.75	180.84	221.03	261.21	301.40	361.68
Loughton Town	13,077.4	643,200	49.18	131.97	153.96	175.96	197.95	241.94	285.93	329.92	395.90
Matching	446.4	14,035	31.44	120.14	140.16	160.19	180.21	220.26	260.30	300.35	360.42
Moreton, Bobbingworth and the Lavers	572.4	12,300	21.49	113.51	132.42	151.34	170.26	208.10	245.93	283.77	340.52
Nazeing	2,108.6	72,494	34.38	122.10	142.45	162.80	183.15	223.85	264.55	305.25	366.30
North Weald Bassett	2,646.4	138,815	52.45	134.15	156.50	178.86	201.22	245.94	290.65	335.37	402.44
Ongar Town	2,782.6	230,469	82.83	154.40	180.13	205.87	231.60	283.07	334.53	386.00	463.20
Roydon	1,322.7	29,109	22.01	113.85	132.83	151.80	170.78	208.73	246.68	284.63	341.56
Sheering	1,361.9	30,810	22.62	114.26	133.30	152.35	171.39	209.48	247.56	285.65	342.78
Stanford Rivers	359.0	11,700	32.59	120.91	141.06	161.21	181.36	221.66	261.96	302.27	362.72
Stapleford Abbotts	518.2	6,629	12.79	107.71	125.66	143.61	161.56	197.46	233.36	269.27	323.12
Stapleford Tawney	74.6	1,461	19.58	112.23	130.94	149.64	168.35	205.76	243.17	280.58	336.70
Theydon Bois	2,019.4	103,280	51.14	133.27	155.49	177.70	199.91	244.33	288.76	333.18	399.82
Theydon Garnon	67.4	1,000	14.84	109.07	127.25	145.43	163.61	199.97	236.33	272.68	327.22
Theydon Mount	112.0	1,507	13.46	108.15	126.18	144.20	162.23	198.28	234.33	270.38	324.46
Waltham Abbey Town	8,140.0	768,901	94.46	162.15	189.18	216.20	243.23	297.28	351.33	405.38	486.46
Willingale	247.1	4,500	18.21	111.32	129.87	148.43	166.98	204.09	241.19	278.30	333.96
Town and Parish Total	54,900.8	3,166,787	57.68	38.45	44.86	51.27	57.68	70.50	83.32	96.13	115.36
District, Town and Parish Total	54,900.8	11,334,379	206.45	137.63	160.57	183.51	206.45	252.33	298.21	344.08	412.90

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PART A : ANALYSIS OF MAJOR PRECEPTING AUTHORITIES 2012/13

ANNEX 7

Authorities	Tax Base No.'s	Precept 2012/13	Council Tax Band D	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£	£	£
Essex County Council	54,900.8	59,663,444	1,086.75	724.50	845.25	966.00	1,086.75	1,328.25	1,569.75	1,811.25	2,173.50
Essex Police Authority	54,900.8	7,505,488	136.71	91.14	106.33	121.52	136.71	167.09	197.47	227.85	273.42
Essex Fire Authority	54,900.8	3,646,511	66.42	44.28	51.66	59.04	66.42	81.18	95.94	110.70	132.84
District Expenses	54,900.8	8,167,592	148.77	99.18	115.71	132.24	148.77	181.83	214.89	247.95	297.54

PART B : SUMMARY - COUNCIL TAX RATES INCLUDING ALL PRECEPTS 2012/13

Abbess, Berners and Beauchamp Roding	212.9	5,000	23.49	974.76	1,137.22	1,299.68	1,462.14	1,787.06	2,111.98	2,436.90	2,924.28
Buckhurst Hill	5,311.4	367,800	69.25	1,005.27	1,172.81	1,340.36	1,507.90	1,842.99	2,178.08	2,513.17	3,015.80
Chigwell	5,996.9	223,918	37.34	983.99	1,147.99	1,311.99	1,475.99	1,803.99	2,131.99	2,459.98	2,951.98
Epping Town	5,179.1	434,200	83.84	1,014.99	1,184.16	1,353.32	1,522.49	1,860.82	2,199.15	2,537.48	3,044.98
Epping Upland	416.1	11,876	28.54	978.13	1,141.15	1,304.17	1,467.19	1,793.23	2,119.27	2,445.32	2,934.38
Fyfield	421.2	10,423	24.75	975.60	1,138.20	1,300.80	1,463.40	1,788.60	2,113.80	2,439.00	2,926.80
High Ongar	576.0	13,500	23.44	974.73	1,137.18	1,299.64	1,462.09	1,787.00	2,111.91	2,436.82	2,924.18
Lambourne	931.1	29,860	32.07	980.48	1,143.89	1,307.31	1,470.72	1,797.55	2,124.37	2,451.20	2,941.44
Loughton Town	13,077.4	643,200	49.18	991.89	1,157.20	1,322.52	1,487.83	1,818.46	2,149.09	2,479.72	2,975.66
Matching	446.4	14,035	31.44	980.06	1,143.40	1,306.75	1,470.09	1,796.78	2,123.46	2,450.15	2,940.18
Moreton, Bobbingworth and the Lavers	572.4	12,300	21.49	973.43	1,135.66	1,297.90	1,460.14	1,784.62	2,109.09	2,433.57	2,920.28
Nazeing	2,108.6	72,494	34.38	982.02	1,145.69	1,309.36	1,473.03	1,800.37	2,127.71	2,455.05	2,946.06
North Weald Bassett	2,646.4	138,815	52.45	994.07	1,159.74	1,325.42	1,491.10	1,822.46	2,153.81	2,485.17	2,982.20
Ongar Town	2,782.6	230,469	82.83	1,014.32	1,183.37	1,352.43	1,521.48	1,859.59	2,197.69	2,535.80	3,042.96
Roydon	1,322.7	29,109	22.01	973.77	1,136.07	1,298.36	1,460.66	1,785.25	2,109.84	2,434.43	2,921.32
Sheering	1,361.9	30,810	22.62	974.18	1,136.54	1,298.91	1,461.27	1,786.00	2,110.72	2,435.45	2,922.54
Stanford Rivers	359.0	11,700	32.59	980.83	1,144.30	1,307.77	1,471.24	1,798.18	2,125.12	2,452.07	2,942.48
Stapleford Abbots	518.2	6,629	12.79	967.63	1,128.90	1,290.17	1,451.44	1,773.98	2,096.52	2,419.07	2,902.88
Stapleford Tawney	74.6	1,461	19.58	972.15	1,134.18	1,296.20	1,458.23	1,782.28	2,106.33	2,430.38	2,916.46
Theydon Bois	2,019.4	103,280	51.14	993.19	1,158.73	1,324.26	1,489.79	1,820.85	2,151.92	2,482.98	2,979.58
Theydon Garnon	67.4	1,000	14.84	968.99	1,130.49	1,291.99	1,453.49	1,776.49	2,099.49	2,422.48	2,906.98
Theydon Mount	112.0	1,507	13.46	968.07	1,129.42	1,290.76	1,452.11	1,774.80	2,097.49	2,420.18	2,904.22
Waltham Abbey Town	8,140.0	768,901	94.46	1,022.07	1,192.42	1,362.76	1,533.11	1,873.80	2,214.49	2,555.18	3,066.22
Willingale	247.1	4,500	18.21	971.24	1,133.11	1,294.99	1,456.86	1,780.61	2,104.35	2,428.10	2,913.72

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PART C : CHANGES IN BAND D CHARGES

ANNEX 7

Authorities	Council Tax Requirement		Council Tax Band D		Increase
	2011/12 £	2012/13 £	2011/12 £	2012/13 £	%
Essex County Council	59,346,548	59,663,444	1,086.75	1,086.75	0.00
Essex Police Authority	7,214,968	7,505,488	132.12	136.71	3.47
Essex Fire Authority	3,627,143	3,646,511	66.42	66.42	0.00
District Expenses	8,124,211	8,167,592	148.77	148.77	0.00
Abbess, Berners and Beauchamp Roding	5,000	5,000	25.04	23.49	-6.19
Buckhurst Hill	367,142	367,800	69.25	69.25	0.00
Chigwell	217,958	223,918	36.43	37.34	2.50
Epping Town	428,500	434,200	83.84	83.84	0.00
Epping Upland	11,500	11,876	27.72	28.54	2.96
Fyfield	10,423	10,423	25.40	24.75	-2.56
High Ongar	13,500	13,500	23.48	23.44	-0.17
Lambourne	29,860	29,860	31.88	32.07	0.60
Loughton Town	641,200	643,200	49.18	49.18	0.00
Matching	10,500	14,035	31.45	31.44	-0.03
Moreton, Bobbingworth and the Lavers	13,285	12,300	19.86	21.49	8.21
Nazeing	72,476	72,494	34.38	34.38	0.00
North Weald Bassett	132,205	138,815	51.46	52.45	1.92
Ongar Town	193,481	230,469	69.90	82.83	18.50
Roydon	28,821	29,109	21.73	22.01	1.29
Sheering	31,660	30,810	23.15	22.62	-2.29
Stanford Rivers	11,700	11,700	32.06	32.59	1.65
Stapleford Abbots	6,638	6,629	12.95	12.79	-1.24
Stapleford Tawney	1,379	1,461	19.07	19.58	2.67
Theydon Bois	103,280	103,280	52.17	51.14	-1.97
Theydon Garnon	970	1,000	14.59	14.84	1.71
Theydon Mount	1,507	1,507	13.90	13.46	-3.17
Waltham Abbey Town	769,363	768,901	94.46	94.46	0.00
Willingale	4,500	4,500	18.20	18.21	0.05

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Medium Term Financial Strategy

Introduction

1. For a number of years as part of the Council's sound financial planning arrangements a four-year financial strategy has been prepared. This document allows a considered view to be taken of spending and resources. Without a medium term financial strategy finances would be managed on an annual basis leading to sudden expansions and contractions in services. Clearly such volatility would lead to waste and be confusing for stakeholders.
2. Managing this Council's finances has been made easier by isolating one off fluctuations (District Development Fund or DDF) from the ongoing core services (Continuing Service Budgets or CSB). This distinction highlights the differing effects in the medium term of approving different types of initiative.
3. A key part of the strategy is future rises in Council Tax and the Council has a stated ambition to not only remain a low tax authority but to ultimately have the lowest Band D charge in Essex. This ambition is unlikely to be realised until 2013/14, as it is anticipated that most Councils will freeze their charges for 2012/13. The Council currently has the second lowest charge and the gap to the lowest Band D charge in Essex is only £1.35.
4. At its 26 September 2011 meeting the Finance and Performance Management Cabinet Committee decided that communication of the revised medium term financial strategy to staff, partners and other stakeholders be undertaken by way of publishing key bullet points in appropriate publications.

Previous Medium Term Financial Strategy

5. That meeting of the Finance and Performance Management Cabinet Committee considered the annual Financial Issues Paper and an updated medium term financial strategy. At that time Members attention was drawn to a number of areas of significant uncertainty. Key amongst those were the structural reforms to the financing of local authorities through the local retention of NNDR and the Government's programme of welfare reform. The general state of domestic and world economies remains a concern and the possibility of a double dip recession is still with us. There were also questions over the New Homes Bonus, self-financing for the HRA and the capitalisation of pension deficit payments.
6. Against this background of risk and uncertainty a forecast was constructed that set a target of £14.88m for CSB expenditure for 2012/13 and maintained the requirement for annual CSB savings over the forecast period. At this time deficit budgets were anticipated for each year of the forecast, although these were reducing at the end of the forecast.
7. At that time the predicted General Fund balance at 1 April 2016 of £7.1m represented over 47% of the anticipated Net Budget Requirement (NBR) for 2015/16 and was therefore somewhat higher than the guideline of 25%. It was also predicted at that time that there would be £888,000 left in the DDF at 1 April 2016.

Updated Medium Term Financial Strategy

8. In the period since the Financial Issues Paper the Government has responded to the consultations on localising Council Tax Benefit and the local retention of business rates. These responses have made the direction of policy clearer but have been little help in terms of hard numbers for inclusion over the medium term. In constructing the forecast it has been necessary to make certain assumptions, these are set out below:
 - a) CSB Growth – the net savings required for 2012/13 have been found, but budgets will be re-visited during the course of 2012/13 to seek further reductions. In common with the earlier version of the strategy, target CSB savings are included for the period 2013/14 to 2014/15. The extension of the waste contract, removal of under spent budgets and the ending of financial support for Police Community Support Officers have helped achieve the savings required for 2012/13. However, annual net savings targets of £0.45m for 2013/14 and 2014/15 are likely to prove challenging.
 - b) DDF – all of the known items for the four-year period have been included and at the end of the period a balance of £1.31m is still available. This is an improvement on the position in the current year's budget, where the MTFS adopted in February 2011 showed a closing balance at the end of the period of £216,000.
 - c) Grant Funding – beyond 2012/13 it has been assumed that there will be a 10% reduction in grant over the remaining two years of the CSR period. This exceeds the headline figures provided in October 2010 to make allowance for the poorer than expected recovery since then and the effects of the Government's re-working of the grant allocation model.
 - d) Inter-related Funding – because of the changes in funding structures beyond 2012/13 and the top slicing of New Homes Bonus funding from the NNDR pool, only NHB income relating to the first two years of the scheme has been built into the model.
 - e) Council Tax Increase – Members have confirmed they wish to freeze the charge for 2012/13. Increases of 2.5% have been allowed for subsequent years. These assumptions have been built into the strategy.
9. This revised medium term financial strategy has deficits in the final three years of the period, although these are reducing and the use of reserves in 2015/16 is £311,000 lower than in 2014/15. The predicted revenue balance at the end of the period is £7.624m, which represents 51% of the NBR for 2015/16 and thus comfortably exceeds the target of 25%.
10. It is worth repeating that savings are still necessary in the next two years of the strategy and in approving the medium term financial strategy Members are asked to note these targets. The strategy will be monitored during the year and updated for the September 2012 meeting of the Finance and Performance Management Cabinet Committee.

GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2011/12 - 2015/16

ORIGINAL 2011/12	REVISED				
	FORECAST 2011/12	FORECAST 2012/13	FORECAST 2013/14	FORECAST 2014/15	FORECAST 2015/16
£'000 NET REVENUE EXPENDITURE	£'000	£'000	£'000	£'000	£'000
17,090 Continuing Services Budget	17,393	15,968	15,612	15,390	14,908
-1,408 CSB - Growth Items	-1,750	-1,233	77	109	45
0 Net saving	0	0	-450	-450	0
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
15,682 Total C.S.B	15,643	14,735	15,239	15,049	14,953
1,104 One - off Expenditure	350	1,117	378	108	7
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
16,786 Total Net Operating Expenditure	15,993	15,852	15,617	15,157	14,960
-1,104 Contribution to/from (-) DDF Balances	-350	-1,117	-378	-108	-7
-171 Contribution to/from (-) Balances	69	13	-411	-464	-153
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
15,511 Net Budget Requirement	15,712	14,748	14,828	14,585	14,800
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
FINANCING					
7,387 Government Support (NNDP+RSG)	7,590	6,656	6,456	6,004	6,004
8,124 District Precept	8,124	8,168	8,372	8,581	8,796
0 Collection Fund Adjustment	-2	-76	0	0	0
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
To be met from Government 15,511 Grants and Local Tax Payers	15,712	14,748	14,828	14,585	14,800
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Band D Council Tax	148.77	148.77	152.49	156.30	160.21
Percentage Increase %		0.0	2.5	2.5	2.5

GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2011/12 - 2015/16

	REVISED FORECAST 2011/12	FORECAST 2012/13	FORECAST 2013/14	FORECAST 2014/15	FORECAST 2015/16
REVENUE BALANCES	£'000	£'000	£'000	£'000	£'000
Balance B/forward	8,570	8,639	8,652	8,241	7,777
Surplus/Deficit(-) for year	69	13	-411	-464	-153
Balance C/Forward	8,639	8,652	8,241	7,777	7,624
DISTRICT DEVELOPMENT FUND					
Balance B/forward	3,269	2,919	1,802	1,424	1,316
Transfer Out	-350	-1,117	-378	-108	-7
Balance C/Forward	2,919	1,802	1,424	1,316	1,309
CAPITAL FUND (inc Cap Receipts)					
Balance B/forward	18,694	14,612	9,876	9,220	8,635
New Usable Receipts	155	174	234	294	294
Use of Capital Receipts	-4,237	-4,910	-890	-879	-773
Balance C/Forward	14,612	9,876	9,220	8,635	8,156
TOTAL BALANCES	26,170	20,330	18,885	17,728	17,089

The Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2012/13 budgets and the adequacy of the reserves.

Introduction

1. The Local Government Act 2003 section 25 introduced a specific personal duty on the "Chief Financial Officer" (CFO) to report to the Authority on the robustness of the estimates for the purposes of the budget and the adequacy of reserves. The Act requires Members to have regard to the report when determining the Council's budget requirement for 2012/13. If this advice is not accepted, the reasons must be formally recorded within the minutes of the Council meeting. Council will consider the recommendations of Cabinet on the budget for 2012/13 and determine the planned level of the Council's balances.
2. Sections 32 and 43 of the Local Government Finance Act 1992 also require billing and precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the net budget requirement.
3. There are a range of safeguards, which exist to ensure local authorities do not over-commit themselves financially. These include:
 - The CFO's s.114 powers, which require a report to the Cabinet and to all members of the local authority if there is or is likely to be unlawful expenditure or an unbalanced budget
 - The Prudential Code, which applied to capital financing from 2004/05.

The Robustness of the Recommended Budget

4. A number of reports to the Cabinet in recent years have highlighted the difficulties inherent in setting budgets, not least because of significant changes in the level and complexity of Government funding and continuing pressure to protect and develop services. At the same time major changes have been introduced to the way the Council is structured and managed and the way services like waste and leisure are delivered. These changes and the "Credit Crunch" are still ongoing and represent significant risks to the Council's ability to assess properly all the financial pressures it faces.
5. However the Council's budget process, developed over a number of years, has many features that promote an assurance in its reliability:
 - The rolling four year forecast provides a yardstick against which annual budgets can be measured
 - The early commencement of the budget process and the clear annual timetable for both Members and officers including full integration with the business planning process promotes considered and reasoned decision making
 - The establishment of budget parameters in the summer is designed to create a clear focus before the budget process commences

- The analysis of the budget between the continuing services and one off District Development Fund items smoothes out peaks and troughs and enables CSB trends to be monitored
 - The adoption of a prudent view on the recognition of revenue income and capital receipts
 - The annual bid process whereby new or increased budgets should be reported to Cabinet before inclusion in the draft budget
 - Clear and reasoned assumptions made about unknowns, uncertainties or anticipated changes
6. Changes to the process have also created the facility for far greater consultation, particularly with the development of the Overview and Scrutiny Panel which deals with finance and performance management issues. With a Cabinet system the onus is on Portfolio Holders to work closely with Directors to deliver acceptable and accurate budgets. This role has been taken seriously and has helped enhance the detailed knowledge of the Cabinet.
7. The budget is therefore based on strong and well-developed procedures and an integrated and systematic approach to the preparation of soundly based capital and revenue plans and accurate income and expenditure estimates. The risks or uncertainties inherent in the budget have been identified and managed, as far as is practicable, and assumptions about their impact have been made.
8. **The conclusion is that the estimates as presented to the Council are sufficiently robust for the purposes of the Council's overall budget for 2012/13.**

Factors to be taken into account when undertaking a Risk Assessment into the overall Level of Reserves and Balances

9. Guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) states that the following factors should be taken into account when the CFO considers the overall level of reserves and balances:
- Assumptions regarding inflation;
 - Estimates of the level and timing of capital receipts;
 - Treatment of demand led pressures;
 - Treatment of savings;
 - Risks inherent in any new partnerships etc;
 - Financial standing of the authority i.e. level of borrowing, debt outstanding etc;
 - The authority's track record in budget management;
 - The authority's capacity to manage in-year budget pressures;
 - The authority's virements and year-end procedures in relation to under and overspends;
 - The adequacy of insurance arrangements.
10. These issues have formed the basis for budget reports in the past and they remain relevant for the current budget.

Factor Assessment

a. Inflationary pressures

11. Every year base budget estimates are produced and then different inflation factors are applied to the resultant figures to take budgets to out-turn prices. It is inevitable that there will be either over or under provision for the full cost of inflation, as prices will vary against the estimates made. Efforts have been made to predict the level of inflation in the coming year, although the difficulty in making these predictions is highlighted by inflation remaining stubbornly high and above the target for, and predictions of, the Monetary Policy Committee. Inflation, as measured by the annual rate of increase in the Retail Prices Index, reduced from 5.2% for November to 4.8% for December. Over this period the Consumer Prices Index (CPI) fell from 4.8% to 4.2% and so is still double the Government target of 2%. However, whilst recovery in the overall economy remains weak the Monetary Policy Committee are likely to continue their cautious stance and not strongly intervene with increases in interest rates to reduce inflation.
12. Inflation, as measured by CPI, has been 4% or more for over a year now and has contributed to pressure for a pay award. Pay rates have been frozen since 2010/11 and the Government has stressed the need for restraint in public sector pay over the length of the Comprehensive Spending Review. The Medium Term Financial Strategy (MTFS) includes an allowance of 1% for pay awards for 2013/14 and 2014/15, in line with the Government's policy. In the budgets the centrally held vacancy allowance has been maintained at 2.5%. This reflects the ongoing underspends, with total salaries at December 2011 being 4.5% underspent. It is unlikely that the Authority will have a full establishment throughout 2012/13 and so this allowance is reasonable.

b. Estimates on the level and timing of capital receipts

13. The Council has always adopted a prudent view on the level and timing of capital receipts. Capital receipts are not recognised for budgetary purposes unless they have been received or their receipt is contractually confirmed prior to the budget being ratified. Currently, no significant disposals are anticipated in 2012/13.
14. The exception to this relates to receipts from council house sales. In this instance because sales occur throughout the year assumptions are made about their generation. Although sales have fallen dramatically from previous years and the pattern of less than 10 sales per annum is expected to continue. Clearly if the forecasts contained in this report are not realised in full, there could be a financial impact on the General Fund because investment income to that account has been based on that level of sales. However, this is relatively unlikely given the low numbers involved.
15. Even with the Authority's substantial capital programme, which exceeds £78m over five years, it is anticipated that the balance of usable capital receipts at 31 March 2016 will be £8.1m. The Capital Strategy continues to emphasise that priority will be given to capital schemes that will create future revenue benefit, either through increased income or reduced costs.

c. Treatment of demand led pressures and savings

16. Demand led pressures on the benefits and homelessness services may well increase as the Welfare Reforms begin to impact. Locally the stagnation in the housing market seems to be improving, with some increases in key income streams like planning and building control fees and land charges. The move away from prescribed planning fees, with Council's being able to seek full recovery of their costs, has not yet happened. However, the Council remains hopeful that this measure will be introduced in 2012/13 as the additional freedom in setting charges would be welcomed.
17. Savings have been achieved for the 2011/12 and 2012/13 budgets by focusing on areas that have historically underspent. There has been some history in recent years of the budget as a whole being underspent and an exercise was undertaken to limit budgets going forward to the average amount spent in the previous three years. This removed over £500,000 from the CSB over the two years. The other key saving has been on the waste management contract which has been extended following negotiations that generated annual savings of £850,000. A number of other smaller savings have also been identified and together these provide a sound base for the 2012/13 budget. However, there is still a need for further savings in 2013/14 and 2014/15 and work is ongoing on a number of ideas to reduce net costs.

d. Risks inherent in partnership arrangements etc

18. There are several partnership arrangements, some of which carry risks of varying degrees in monetary terms. The risks have not been specifically identified in the budget but are underwritten through the Authority's balances.

e. Financial standing of the authority (i.e. level of borrowing, debt outstanding etc)

19. The Authority is currently debt free, although with self-financing for the Housing Revenue Account (HRA) this will change before the year end. This is not a significant concern as the 30 year business plan for the HRA has demonstrated that the Authority will be considerably better off in the long term. Revenue reserves for both the General Fund and the HRA are in a healthy state.
20. The largest threat to the Authority's financial standing is the replacing of the block grant system with a new model under which authorities are financed through locally retained business rates. This system will come in from 2013/14 and no figures have yet been provided by the Government. There are two concerns as the funding could drop initially under the new system, and going forward the authority could see reductions in funding if the level of business rates collected in the district reduces. There is a potential upside as if the amount of business rates increases the authority should be able to retain 80% of that growth.
21. There is also significant concern about the localisation of Council Tax Benefit (CTB) from 2013/14. The Authority will receive a fixed grant of 90% of current expenditure and will have to choose between passing this cut on to those currently in receipt of CTB or supplementing the scheme with its own resources. The monetary shortfall will exceed £1 million and this will increase if the number of claimants increases. The MTFS has been based on the assumption that the Authority will not top up the Government funding.

f. The authority's track record in budget management, including its ability to manage in-year budget pressures

22. The Authority has a proven track record in financial management as borne out by the Annual Audit Letters from the Authority's external auditors. A comparison of actual net expenditure with estimates over a number of year's shows that the Council rarely experiences over spends of any significance.
23. Most managers have received training on budget management. A course involving an external trainer, the CFO and the Chief Internal Auditor has now been supplemented with additional detailed training on a directorate basis being provided by accountancy staff.
24. The quarterly budget monitoring reports on key budgets to both the Finance and Performance Management Cabinet Committee and Scrutiny Panel will continue throughout 2012/13. The production of these reports during the year is essential in identifying emerging problems at the earliest opportunity. This allows maximum benefit to be accrued from any corrective action taken.

g. The authority's virement and year-end procedures in relation to under and overspends

25. The Authority has recognised and embedded virement procedures that allow funds to be moved to areas of pressure. Although underspends and overspends are not automatically carried forward, the Authority does have an approved carry forward scheme for capital and DDF which is actioned through the formal provisional outturn report to the Finance & Performance Management Cabinet Committee in the summer of each year.

h. The adequacy of insurance arrangements

26. The Authority is now part way through a three year contract, which commenced in June 2010. This contract was entered into following a collaborative procurement exercise with twelve other authorities and has an option to extend for an additional two years. The Authority still maintains an insurance fund, which as at 31 March 2011 had a balance of £424,000.

i. Pension liabilities

27. The latest triennial valuation as at 31 March 2010 showed a reduction in the funding level of the scheme to 71% (the value of the scheme's assets only cover 71% of the liabilities). However, the actuaries have been able to keep the deficit payments at a similar level for three years by increasing the deficit recovery period from 20 to 27 years. Ongoing contributions have benefitted from a slight reduction from 13.1% to 13%.
28. Annual applications have been made to Department for Communities and Local Government (DCLG) for capitalisation directions, as separate directions are required for the Housing Revenue Account and the General Fund. It has been increasingly difficult to obtain capitalisation directions and for 2011/12 the qualifying criteria were doubled. Even though the applications for 2011/12 met the tougher criteria they were still rejected by DCLG. In view of this the full amounts of the deficit payments have been included in the CSB. This means these commitments are now funded but still allows applications to be made, subject to any further tightening of the criteria.

Statement on the adequacy of the reserves and balances

29. The Use of Resources assessment previously conducted by the external auditors moved on from the formulaic approach of CPA to achieve the 'good' ranking for reserves. The old formula had suggested that the Council should maintain a General Fund balance of at least £0.89m but no more than £17.86m. The Council's current best estimate of the General Fund balance at 31 March 2013 is £8.65m as shown in the Annex 8 b. This is clearly within the range specified but as a benchmark is not particularly useful. Therefore a risk assessment related to the Authority's individual circumstances is provided as a more meaningful benchmark against which the adequacy of the balances can be determined.
30. The following table lists those developments and cost pressures within the four-year forecast that offer the greatest risk to financial stability.

Item of risk	Estimated level of financial risk £000	Level of risk %	Adjusted level of risk £000
Basic 5% of Net Operating Expenditure			800
Grant reduction being 20% instead of 10% over last 2 years of CSR	650	50	325
Pay award being settled 1% in excess of estimate for 12/13 and future years	800	20	160
Inflationary pressures between 1-4% higher than budget	600	20	120
Loss of North Weald Market Income	4,000	20	800
General Income between 1-4% less than budget	600	10	60
Unintended consequences of HRA reform impacting on General Fund	2,000	20	400
Localisation of Council Tax Benefit shortfall funded from 13/14 to 15/16	3,500	40	1,400
Renegotiating External contracts and partnership arrangements	1,000	10	100
Emergency Contingency	800	20	160
New Homes Bonus, income over MTFs greater than anticipated	(1,200)	30	(400)
Total	12,750		3,925

31. The income generated from the market at North Weald airfield is significant to the ongoing financial well being of the Authority. Uncertainties surrounding the future of the airfield create a risk to the Authority that needs to be recognised and quantified hence its inclusion in the list above.
32. A number of contracts have been granted to outside bodies for the provision of Council services. The failure of any of these contracts would inevitably lead to the Council incurring costs, which may not be reimbursed. Other than certain bond arrangements there is no specific provision made in the estimates for this type of expenditure, which therefore would have to be covered by revenue balances.

33. The presentation in this table is not a scientific approach, but a crude attempt to put a broad order of scale on the main financial risks potentially facing the Council. It is meant to be thought provoking rather than definitive. It is certainly not a complete list of all the financial risks the Council faces but it shows the potential scale of some of the risks and uncertainties and the impact they may have on the Council's balances if they were to come to fruition.
34. Based on the old CPA formula there is an expectation that an authority should carry a level of balance that equates to at least 5% of the net operating expenditure (NOE) of the Authority. During the period of the four-year plan NOE is expected to average out at £15.4m, which suggests a figure of £800,000.
35. The Council has always been conscious of its balances position as can be demonstrated by budget reports over many years. Fortunately for the Authority the question had not been whether it had a sufficient level of balance but rather that it had too much. Balances increased by £270,000 in 2010/11 to leave a balance of £8.6m at 31 March 2011.
36. A number of policies have been determined previously to bring about reductions and the current policy reflects that deficit budgets are necessary to support the structured reduction in spending. The current policy allows for balances to fall to no lower than 25% of Net Budget Requirement (NBR). This is slightly different from the NOE stated above, the average NBR figure for the next four years is expected to be £14.8m therefore 25% of that figure equates to £3.7m. The current four-year forecast shows balances still at £7.6m at the end of 2015/16.
37. The risk assessment undertaken above suggests that 20-25% of NBR is about the range that this authority should be maintaining its balances within. By 31 March 2016 balances will represent 50% of NBR, which is perfectly adequate. However, Members are aware that this situation can only be achieved with CSB savings and have stated a clear target of reducing expenditure throughout the period of the medium term financial strategy.
38. It has already been stated that the capital fund is expected to remain in a surplus position beyond 2015/16 and the capital programme is fully funded.
39. The Council has a few earmarked reserves (e.g. DDF), which are intended to be used for specific purposes over a period of time of more than a single financial year. These earmarked reserves have been excluded from the assessment for this reason.
40. The HRA revenue balance of £5.9m at 31 March 2011 is expected to decrease, by £949,000 in 2011/12 and then by a further £299,000 in 2012/13. The balance on the Housing Repairs Fund is expected to reduce over the next year, from £4m to £3.5m. Similarly, the Housing Major Repairs Reserve is predicted to decrease from £6.6m to £5.9m. The 30 year business plan has demonstrated that under self-financing the overall financial standing of the HRA will improve significantly and its reserves going into 2012/13 remain healthy.
- 41. The conclusion is that the reserves of the Council are adequate to cope with the financial risks the Council faces in 2012/13 but that savings will be needed in subsequent years to bring the budget back into balance in the medium term.**

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Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Environment Portfolio

Portfolio Holder: Councillor John Knapman

Recommending:

That the report of the Environment Portfolio Holder be noted

Waste Management

At the last Council meeting I set out some of the core findings of the resident survey of the waste service. Whilst the outcome was encouraging, and seen alongside very low levels of complaint overall shows a service working well, I have decided to repeat the exercise later in the year, with greater publicity associated with it, to ensure that we get as much feedback as we can. This will be important as we move towards consideration of what the next waste contract might look like and should contain by way of service standards.

We now have a new Sita manager overseeing our contract. His name is Melvin Dhorasoo and comes to us from managing the successful Sita contract at Rochford District Council. Our previous manager, Vlad Velikoselskis has moved on to manage the recycling facility in Barking. I should like to welcome Melvin to the district and put on record my thanks to Vlad for his excellent stewardship of the contract.

The Waste Management Partnership Board met in early March, where we received a healthy set of statistical information on the financial and operational performance of the contract. Now that the contract extension with Sita has been completed, it will be important to continue to develop recycling initiatives, and officers are currently looking in detail at the recycling of street cleansing arisings and more bespoke systems in flats.

Members will be aware of Government monies being made available to enable local authorities to provide weekly collections of waste. We of course already do this through our weekly food and garden waste collection service, but at present this service does not extend to flats and other multi-occupied dwellings. I therefore asked officers to look at whether we could put in a bid for this and I am pleased to say that we have submitted an expression of interest to the government for £290,000. We shall now have to await their decision.

Environmental Health and Neighbourhoods

T29, a local logistics company based on Stapleford Airfield was recently prosecuted at Harlow Magistrates Court in respect of a number of serious breaches of the Health and Safety at Work Act 1974. The company pleaded guilty and were fined £5,000 and with £5,000 cost awarded to the Council. As a result of the enforcement action the company has employed their own H&S Advisor and the improvements made following the accident have resulted in the company becoming a member of the UK Warehousing Association and seeking accreditation under ISO9001-2008 quality management systems. This is an excellent example of where taking legal action can result in significant improvements to workplace safety and management.

I reported to an earlier Council that the Food Hygiene Rating Scheme (colloquially known as the "scores on the doors") was to be introduced shortly. I can now inform Members that the scheme will

commence in April. "Scores on the doors" is a scheme whereby members of the public can access the rating that Environmental Health Officers give to food businesses following a food safety inspection. The hygiene standards found at these inspections will be rated on a scale ranging from zero at the bottom (which means 'urgent improvement necessary') to a top rating of five ('very good'). In accordance with Food Standards Agency guidance the premises rating will be made available on-line followed by the issuing of Stickers to businesses thereby enabling the users of premises to be aware of hygiene standards. Although businesses are not compelled to display their rating, those with a good rating will find themselves at a competitive advantage by doing so.

Members will recall that the Environment and Neighbourhoods Team operate in three defined areas of the district – east, west and south. Following an analysis of workloads and complaint levels it has been decided to supplement resources in the south area by reallocate one of our Environment and Neighbourhood officers to that area. This reallocation of officer resource will ensure that complaints receive a timely response. The other parts of the district will be served by our remaining officers and secondary cover will be provided by officers from the south if required.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Finance and Economic Development Portfolio

Portfolio Holder: Councillor Gagan Mohindra

Recommending:

That the report of the Finance & Economic Development Portfolio

Holder be noted

Accountancy

At Cabinet on 12 March it was agreed that the full £185.5m necessary for the Housing Revenue Account self-financing transaction should be borrowed, with the loans being entirely from the Public Works Loans Board (PWLB). The guidance and regulations relating to this process have been issued late and been subject to amendment as the process has developed. This has meant that, following discussions with our external auditor, it has been necessary to amend the Treasury Management Strategy Statement agreed by Council in February. This was necessary in order to more fully demonstrate the Council's need to borrow and there is a separate report elsewhere on the agenda which seeks approval for the amended strategy.

In consultation with the Director of Finance & ICT and our treasury management consultants, Arlingclose, I have determined the composition of the portfolio of loans. The Council's requirements were notified to the PWLB yesterday and they will transfer the money into our bank account tomorrow so we can then pay it on to the Department for Communities and Local Government (CLG).

This has been a long and complicated process but I think it is worth re-stating that overall the Housing Revenue Account will be in a much stronger financial position. Our existing properties will be maintained to a higher standard and we will be able to build new properties. It is also worth re-stating that this is not a process over which we had any choice in terms of our participation or the size of the payment to CLG.

Benefits

The quarterly figures for the performance indicators were reported to the Finance and Performance Management Scrutiny Panel on 20 March. The processing of new benefit claims is now taking place in just under 27 days, on average. This is falling short of the target of 23 days but is still better than in most previous years. Some of the welfare reforms have now come into place and these and the proposed other changes have generated a lot of additional queries and correspondence.

The processing of changes in circumstances is taking place in 9 days, on average. This falls just short of the target of 8 days, but this target should be achieved for the year as a whole.

Performance by the Benefit Fraud Investigation Team has exceeded their target at the end of quarter three. By the end of December 384 investigations had been completed, against the target of 375. However, one of the investigators left the Council at the end of November and this will impact on the whole year figures. There are other vacancies in the Benefits Division and options for recruitment will be more fully explored as the implications of the welfare reforms and the role of District Councils in delivering Universal Credit becomes clearer.

Revenues

The figures at the end of quarter three show that performance on Council Tax collection continues at a very high level. A collection rate of 78.03% exceeds the target of 77.9% and last year's performance at quarter three of 77.94%. Currently it is anticipated that the full year target of 97.8% for in year collection will be achieved. Of course those amounts not collected in the year of billing will continue to be pursued and ultimately collection will be approximately 99%.

Collection of non-domestic rates is still good at 81.07% but this is behind both target (82.08%) and last years performance (81.64%). Unfortunately economic circumstances have led to an increase in defaults on rates payments. This is particularly the case for premises reliant on discretionary spending, such as restaurants and public houses. Debt recovery procedures will continue to be pursued but it is unlikely that the full year target of 98% will be achieved.

Economic Development

The Business Team, which I chair, with the support of the Chamber of Commerce and the Federation of Small Business is continuing deliver on its targets. For the first time a combined inter-agency work programme has been agreed with targets for delivery on a wide range of projects set out below.

One Shops Local continues to be developed. The 150th business has just registered, and statistics are showing 11,000 pages viewed, almost 2,000 visits and over 1,000 individual users. Champions for the scheme are being identified in every area and programmes of high street leafleting being set up. The partnership continues to receive interest in purchasing the locally developed platform.

The production of the Economic Development Strategy has begun. A first draft for discussion has been produced and is now going through a process of development. This will include generating additional data on employment trends, growth etc. This will be followed with full consultation with local partners and stakeholders prior to being feed into the Local Plan.

Following the Annual LSP Stakeholder Conference a Tourism Task and Finish Panel has been established, meeting at Epping Forest College but with representation from all key stakeholder groups. This area has been identified by colleagues from the private sector as one of the most fruitful for economic partnership work. It is hoped that key objectives and priorities can be established and reported within six months to a specially convened Tourism Summit. This will form the basis of a Tourism Action Plan which will also feed into the Local Plan.

Plans are advancing for a range of other events including, One Eats Local, One Fashion Show, local Business Awards, and a monthly electronic business briefing to partners with key information on activities and facts and figures, and mini surveys.

A small team from the College, the Corporation of London and our own officers continues to work on the Higher Education Campus project and is meeting with the University of Essex over the next two weeks.

Partners have also been active on both strategic bodies, the West Essex Alliance and the London Anglia Growth Partnership (LAGP). A new prospectus for LAGP has been drafted with officers from the district.

A Steering Group has been established to produce a bid for the Portas Initiative including representatives from Waltham Abbey Town Council, Town Centre Partnership and local business. The Townscape Heritage Initiative has passed the pre-application stage and a successful Heritage Lottery Visit has taken place. The bid continues to progress.

Performance Management

Key Performance Indicators 2011/12

A range of Key Performance Indicators (KPIs) for 2011/12 was adopted by the Finance and Performance Management Cabinet Committee and Scrutiny Panel in March 2011, and a target was set for at least 70% of the indicators to achieve target performance by the end of the year. The headline nine-month position (1 April to 31 December 2012) with regard to the achievement of target performance for the KPIs, was as follows:

- (a) 59.26% (16 KPIs) achieved the third quarter performance target; and
- (b) 40.74% (11 KPIs) did not achieve the third quarter performance target.

Whilst the overall number of indicators achieving target remained below 70%, the consistency and direction of performance is felt to be encouraging. Of the KPIs reported as achieving target at the end of the second quarter of the year, none subsequently fell back below target in the third quarter. In addition, in all of the services that reported individual KPI performance below target in the second quarter, at least one additional KPI had achieved target by the end of the third quarter.

Key Performance Indicators 2012/13

The Finance and Performance Management Cabinet Committee and Scrutiny Panel have agreed provisional targets for the KPIs for 2012/13, based on third-quarter performance and the estimated outturn position for the current year. Improvement plans will now be developed for each KPI, identifying actions to achieve target performance. The provisional targets for each KPI will be reviewed at year-end, with reference to actual outturn data for 2011/12 when this available. Any revisions required to targets on the basis of the outturn, will be reported to the Cabinet Committee and the Scrutiny Panel in June 2012.

As it is not yet known whether the Council's overall aim of achieving target performance for at least 70% of the KPIs for 2011/12 will be achieved, the identification of a corporate performance improvement target for 2012/13 will be considered when the KPI outturn data for 2011/12 is reported.

Key Objectives 2011/12

Officers are currently reviewing progress against the achievement of the Council's Key Objectives for 2011/12, which reflect national and local priorities and specific service challenges, and provide a statement of the authority's plans for the year.

Outturn progress against the Key Objectives will be reported to the Cabinet and the Overview and Scrutiny Committee in June 2012.

Facilities Management & Estates

Estates and Valuation

The recent work of the section has included:

(a) Lease at North Weald Airfield

A ten year extension to the lease of one of the hangars at North Weald Airfield is nearing conclusion. This will include rights to sublet in return for a £30,000 premium. Also, a new roof will be supplied to the existing building by the tenant and a new hangar will be built with a new party wall.

(b) New Lettings in Borders Lane and Roundhills

A new letting has been agreed for 72 Borders Lane for an ironing parlour. This is particularly pleasing as the shop has been vacant for two years.

A new letting has been agreed for 78 Roundhills as a carpet shop. This has been vacant for three years although only returned to the Council two months ago.

(c) Langston Road Potential Development

A special meeting of the District Development Control Committee on 27 February granted outline consent for a new retail park at Langston Road which is jointly owned by the Council. Further more detailed reports will be made as this project progresses.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Housing

Portfolio Holder: Councillor Maggie McEwen

Recommending:

That the report of the Housing Portfolio Holder be noted.

Housing Improvements and Service Enhancements Proposals

I reported to the last Council Meeting that the Cabinet had asked the Housing Scrutiny Panel to formulate a list of proposed additional housing service improvements and enhancements (in consultation with the Tenants and Leaseholders Federation) that could be funded from the additional funding that has been made available through the new self-financing arrangements for the HRA. For 2012/13, the additional funding available is £770,000.

The Housing Scrutiny Panel met on 5 March 2012 and considered a proposed list of improvements and enhancements formulated by officers, which were fully supported by the Tenants and Leaseholders Federation.

The Scrutiny Panel agreed with the proposals put forward, subject to some minor additions. The Panel's proposals will now be reported to the Cabinet at its meeting on 23 April 2012.

At its meeting on 12 March 2012, the Cabinet agreed the latest version of the Housing Revenue Account (HRA) Financial Plan. Due to lower assumed interest rates for the required loans from the Public Works Loan Board (PWLB) to fund the £186 million payment to the Government, and other changes, the latest iteration of the Financial Plan identifies that there is likely to be more funding available for housing improvements and service enhancements from April 2013 than previously envisaged. The budget for improvements and enhancements from April 2013 is now expected to be around £1.5 million per annum, increased by a further £250,000 per annum from April 2017.

Therefore, in its report to the Cabinet in April 2012, the Housing Scrutiny Panel is proposing that the Scrutiny Panel considers and recommends to the Cabinet around January/February 2013 the use of the funding for housing improvements and service enhancements in 2013/14 and future years, after consultation with the Tenants and Leaseholders Federation.

Development of the Private Sector Housing Renewal Strategy

The Housing Directorate is currently consulting on the draft Private Sector Housing Renewal Strategy 2012-2015, which will dictate the Council's approach to matters such as providing financial and other support for vulnerable people living in the

private sector, bringing empty homes back into use and improving access to good quality homes in the privately-rented sector.

Consultation has already been carried out with staff whose work involves private sector housing, the C.A.R.E. Advisory Panel, the Leaseholders' Association and the C.A.R.E. Service Users Forum. As a result of this, a draft Strategy has been prepared and this is being consulted on more widely; with stakeholders such as Essex County Council, other local authorities, parish councils, charities, registered housing providers, neighbouring Home Improvement Agency leads and the PCT. In addition, a copy has been placed on the Council's web-site. The consultation period runs until 30 March 2012.

At its meeting on 5 March 2012, the Housing Scrutiny Panel received presentations from the consultants who have been assisting the Assistant Director of Housing (Private Sector and Resources) with the development of the Strategy, and agreed the general approach and the draft content. The Scrutiny Panel also agreed that appropriate comments received through the consultation exercise be incorporated within the final version of the Strategy, which will be considered by the Cabinet on 23 April 2012 for formal adoption.

Once it has been implemented, the Scrutiny Panel has recommended to the Cabinet that it reviews the Strategy Action Plan on an annual basis as part of its Work Programme. It is currently anticipated that the Strategy will take effect from 1 July 2012.

Licensing of Park Homes Sites – Further Consideration by the Housing Scrutiny Panel

I reported at the last Council meeting that the report that was due to be considered by the Housing Scrutiny Panel on 31 January 2012 about issues relating to the licensing of park homes sites in the District had been deferred. This was due to further information being requested by the Leader of Council from the Essex County Fire and Rescue Service (ECF&RS), following a meeting held with the ECF&RS shortly before the planned meeting.

As a result of the meeting, the ECF&RS's Senior Divisional Officer wrote to the Council on 20 February clarifying ECF&RS's stance on the issues under question.

A Special Meeting of the Housing Scrutiny Panel can now be held, following further consultation with park home site owners and representatives of park home residents associations, which is currently being undertaken. However, due to the forthcoming Local Elections and existing meetings in the Council Diary, it will now not be possible for the meeting to be held until June 2012. Members will be advised shortly of the date of the meeting.

The Scrutiny Panel has agreed that up to two representatives of site owners and up to two representatives of residents associations should be invited to speak at the meeting.

It is currently anticipated that the Housing Scrutiny Panel's recommendations will be considered by the Cabinet on 23 July 2012.

Changes to the Right to Buy for Council Tenants

The Council has just been notified by the Department of Communities and Local Government (CLG) of changes to the Right to Buy arrangements for Council tenants with effect from 2 April 2012, which are quite different to those proposed in a recent CLG Consultation Paper on this issue.

I reported to the last Council Meeting that a Consultation Paper had been received from the CLG on "*Reinvigoration of the Right to Buy and one for one replacement*". The Council's response to the Consultation Paper was agreed by the Housing Scrutiny Panel at its meeting on 31 January 2012. The Tenants and Leaseholders Federation also decided to send its own response.

The Consultation Paper proposed an increase in the maximum discount that tenants can receive when they exercise the Right to Buy to a flat-rate of £50,000 throughout the country. At present, the maximum amount varies by region. In London, the current maximum discount is £16,000, whilst in the East of England it is £34,000.

The Consultation Paper also invited views on options for the Government to meet its stated commitment of ensuring that, for every home sold under the Right to Buy as a result of the Government's proposals, sufficient sale proceeds are used to fund the provision of a replacement home, somewhere in the country. Options included local authorities being able to retain these additional capital receipts and use them to provide replacement affordable housing in their own district; another option is for the net capital receipts to be surrendered to the Government, to enable the Homes and Communities Agency to redistribute the money nationally, through some form of bidding process.

The Consultation Paper also proposed to amend the calculation of the administration allowances that councils receive from capital receipts, to administer the Right to Buy function.

However, the final scheme now adopted by the CLG from 2 April 2012, following the consultation exercise, increases the maximum discount £75,000 – an increase of £41,000 (an increase of 120%) for our District. The CLG has also decided that local authorities will be able to retain locally all the capital receipts from *additional sales* arising as a result of the new arrangements, to fund replacement housing in their own district, provided that they sign up to an agreement with Government that they will limit the use of the net Right to Buy receipts to 30% of the cost of the replacement homes.

The CLG has confirmed its intention within its Consultation Paper to allow councils to be able to deduct a certain amount from the capital receipt for the cost of withdrawn applications, and has increased the percentage used to assess the number of withdrawn sales. As a result, local authorities outside London will be able to retain £1,300 per sale to cover the costs of administration.

It is my view that, although I do not think that there would have been a significant increase in sales with a maximum discount of £50,000, I do believe that the increase from £34,000 to £75,000 will now result in significant interest from our tenants. Indeed, the Council's Home Ownership Section received many calls on the day of the CLG announcement, and an information sheet has been produced by the Housing Directorate to give to interested tenants.

Members' Information Evening: Housing and Welfare Reforms – 14 June 2012

I reported to the last Council Meeting that, under the new Localism Act, housing providers are being given new powers to make decisions locally about a range of housing issues. The Council will therefore need to make a number of important decisions in the coming year. These will include

- Our use of powers to grant flexible tenancies; whether or not we grant new tenancies in the future for a fixed term and the length of that term, and the circumstances in which this term would be either terminated or extended.
- The impact on housing allocations; whether or not we should have a local eligibility criteria for homeseekers who wish to join or remain on our Housing Register
- Whether or not the Council wishes to discharge its homelessness duty by providing accommodation in the private sector
- Restricting succession rights to a tenant's spouse, partner or civil partner thereby excluding family members

Bearing in mind the importance of the decisions that Members will need to make on these matters, I did arrange for a Members' Information Evening to be held on Tuesday 28 February 2012. However, as a number of Members were not able to make this date, the Members' Information Evening will now be held on Thursday 14 June 2012 at 7pm in the two Committee Rooms. A personal invitation will be sent out to you all a few weeks before the event.

Members will also be given an update on the planned Welfare Reforms.

I would encourage all Members to attend this event, particularly members of the Housing Scrutiny Panel and the Cabinet, since you will be involved in the discussing these issues in detail, and it is therefore very important that you are briefed on these changes which will affect many residents in the District.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Leisure and Wellbeing Portfolio

Portfolio Holder: Councillor Ricki Gadsby

Recommending:

That the report of the Leisure and Wellbeing Portfolio Holder be noted

Leisure

The contract with SLM continues to work well and participation at the sports centres remains at reasonable levels despite the current economic circumstances. At the last Contract Monitoring Board concerns were raised around SLM's approach to maintenance at some of the centres and this is something that officers are keeping a very watch on.

Olympic Games

It is now just 122 days to the start of the Olympic Games on 27 of July and 102 days until the Olympic Torch comes to Waltham Abbey on the morning of 7 July. Preparations for both events are well advanced in respect of making sure that the Torch is able to pass safely through the district and that those who come to see it are able to be entertained both during the procession and after the Torch has moved on and out of the district. At the time of report preparation the route details remained confidential, but following national announcements on 19 March I am able to share with Council the details of the Torch route and the entertainment we are preparing for visitors to Waltham Abbey.

All of the arrangements for Olympic "Look and Feel" are now completed and we anticipate seeing the first installations in time for the Torch procession. Work on the local parking controls continues with information on the proposals now in the public domain. In essence there will be a residents' and business permit system in place which will operate between 1pm and 2pm on each of the 5 days of competition at the White Water Centre. Residents will be automatically sent permits and additional permits will be available for visitors etc. Businesses will also be able to apply. The key main roads to and from the venue will be strictly controlled. There will be rigorous enforcement through the one hour permitting period and on the main access roads. The whole regime is intended to ensure that the Games is a friendly neighbour and that residents and local businesses can get along with their lives and operations in the normal way.

Community Services

Limes Centre – Over 400 people attended the official opening of the Limes Centre, Chigwell which was also the launch a special Healthy Living Festival for Limes Farm. Choirs from the Limes Farm Infant and Junior schools entertained the crowds and local residents were able to meet staff who are based at the centre and find out about services available and enjoy a range of activities available there. The Chairman of Council, joined by two young professional footballers from Tottenham Hotspur Foundation unveiled a commemorative plaque which will be displayed in the foyer of the centre. The centre is now open for a range of activities which are proving very popular including the over 16's Boot Camp which is attracting a regular attendance of around 35 women and men each week.

Lowewood Museum

On 1 February, the Council entered into a five-year partnership agreement with Broxbourne Borough Council for the operation of Lowewood Museum, Hoddesdon. Broxbourne will continue to own and maintain the museum building, but Epping Forest District Museum staff will manage and operate the facility. As part of the new arrangement the hours of the District Museum have been changed to full day opening and this has been met with a very positive response from the public with numbers much increased from last year. A full programme of exhibitions will continue to be provided at the Museum in Sun Street and these will transfer to Lowewood at the end of each display period, where they will be added to with local history information from the Broxbourne collection.

Peelers' Progress - An Exhibition of policing the Epping Forest District (1840 - 1990)

On Saturday 24 March 2012 the District Museum opened its latest temporary exhibition 'Peelers' Progress', which provides a flavour of the lives of police men and women, with exhibits drawn from our extensive police archives.

External Funding Successes

I am delighted to report that the Council's Community Services has had a great amount of success with securing external funding over the last couple of months that will enable a range of new initiatives and projects to be provided. Over £25,000 has been secured from Awards for All to support the delivery of a range of sports and community activities; £5,000 from The Arts Council for Make a Move which is a Big Dance event involving 300 young people. A bid to Essex County Council will see £78,000 used for a special inclusion project for disabled children and young people and there is potential for us to secure a further £38,000 subject to success in the first two years. And finally, verbal notification has been given to the Council for funding for consolidation of a wellbeing project for older people, that amounts to in excess of £70,000.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Planning and Technology

Portfolio Holder: Councillor John Philip

Recommending:

That the report of the Planning and Technology Portfolio Holder be noted

Planning

Forward Planning

Duty to cooperate

As part of the Council being able to demonstrate that we have fulfilled our duty to cooperate with key bodies I have met with both the Rural Community Council of Essex and with the City of London Corporation. I will be having a further meeting with the Lee Valley Regional Park Authority.

With the RCCE we discussed our approach to the Local Plan and how that would tie in with areas that wanted to produce a Neighbourhood Plan. There was acknowledgement that the input from Town and Parish Councils could reduce the need for a Neighbourhood Plan and the associated costs.

A profitable discussion was had with the City where we were able to cover areas where our aims were similar. As we both have geographical information systems we are going to explore information exchange to improve the evidence base for our Local Plan

Staffing

A Technical and Information Officer started work in the Forward Planning team the week commencing March 12th for one year. This post was created primarily to support the delivery of the Council's Local Plan.

An Administration Assistant has also been appointed to a one year post and is starting work the week commencing the 19th.

Local Plan

The Council has appointed Fortismere Associates to provide project management support for the delivery of the Local Plan. Fortismere are currently providing on-going useful support to EFDC on the delivery of the Local Plan, mainly by reviewing some evidence base documents and also providing input to the Local Plan timetable and offering general advice around on-going work that needs to be completed. Fortismere Associates has the benefit of knowing our district and the work we have completed so far and also importantly has a good

track record of assisting other Councils in implementing successful Local Plans. The next major milestone for the Local Plan is the Issues and Options consultation in late June through to September 2012. The budget for the project management support has been capped at £72,000 as per the proposal submission from the consultants, who will be formally appointed by the last week of March. The fee will be met from the allocated Local Plan budget.

Members will have noticed the information on the Strategic Land Area Assessment that is being held on 30 March. I would encourage as many as possible to attend this as it will give an early view of the results of the consultants work and provide a basis for understanding the inputs to the Issues and Options consultation.

Technology

Wireless Broadband

Over the past few weeks, ICT have attended site visits with the successful supplier, Buzcom, at both the Civic Offices and Parsonage Court. Administrative issues are also progressing well and it is hoped that work installing the aerials will commence shortly.

Website replacement

The website replacement project is progressing well. An upgrade to the existing forms package from Firmstep will be implemented alongside this project. This updated version will allow staff to monitor all enquiries submitted via the website and also has the potential to allow the public to view the up to date situation of their enquiry themselves.

Following a representation from the North Weald Airfield (NWA) management team, the Website Development Board has agreed to bring forward a beta version of the NWA element of the new website to promote NWA and boost income leading up to and during the Olympics. It is anticipated that this will be available publicly during April.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Subject: Safer, Greener and Highways Portfolio

Portfolio Holder: Councillor Penny Smith

Recommending:

That the report of the Safer, Greener and Highways Portfolio Holder be noted

Community Safety

The new policing arrangements for Essex came into being on 1 March. The Safer, Cleaner, Greener Scrutiny Panel received a very detailed presentation from Essex Police on these new arrangements and we now know who our key senior police officers will be. To remind Members we are now part of the West Essex Local Policing Area, and the Commander is Superintendent Luke Collison. There are three local police districts within the West Essex grouping, Harlow, Epping Forest & Brentwood and Thurrock. The new District Commander for Epping Forest and Brentwood is Chief Inspector Ed Wells. The Epping Forest District complement of officers includes one Inspector, six Sergeants and twelve Neighbourhood Constables. There will also be a complement of Police Community Support Officers. All these officers will be dedicated to community policing, with all other police services delivered from a number of county wide locations. More details can be found in the Council Bulletin (week ending 9 March) and on the Essex Police website. We have a lot of new police personnel in our area but I and the Community Safety Team look forward to building new relationships and maintaining past successes in crime reduction in the District.

The Restore Community Centre in Loughton Broadway was officially opened on 9 March. The Safer Communities Team has been working closely with the Restore Community and we were successful in applying for a Community Action Project Grant from Essex County Council of £2,950 to support the project. The Centre is a wonderful addition to the Broadway and I am sure will be a great multi agency success with Health, Police and Council officers to name a few using the Centre as a means to work with and support the local community.

We are now promoting joint Community Safety and PCSO surgeries across the District to provide the community with a comfortable and accessible environment to discuss local issues. Full details of surgeries, including at the Restore Community Centre, can be found on the Essex Police Website or via the Safer Communities Team

Parking matters

In my last report I mentioned that the implementation of the Epping parking review had now commenced. Unfortunately, as is often the case with such reviews, the implementation has caused a number of concerns to some local residents who feel that they had not been aware of the proposals for their area, despite the widespread consultation exercises and the subsequent advertising of the traffic regulation orders. I am talking to local ward members and district and county officers to see whether in some cases amendments can be made or indeed are appropriate. In the light of this situation, I shall, as indicated by me at the last Council meeting in response to a Member question, be discussing proposals for Buckhurst Hill again with ward members to try to avoid similar difficulties.

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Report to the Council

Committee: Cabinet **Date:** 14 February 2012
Subject: Support Services Portfolio
Portfolio Holder: Councillor John Wyatt

Recommending:

That the report of the Support Services Portfolio Holder be noted.

Epping Forest Youth Council

Youth elections are nearing completion across the district to find the new Epping Forest Youth Councillors that will stand for the next two years. Elections are being held at all secondary schools across Epping Forest and Chigwell and Braeside Independents, and young people at these schools have had the opportunity to take part in the same election process that is applied to general council elections. Staff from the Council's Democratic Services have supported Community Development in the process, which has received an excellent response from young people.

Electoral Register Canvass

(a) Timescale

The Police & Crime Commissioner election on 15 November 2012 has occasioned a review by the Government of the dates for the electoral canvass in respect of the 2012 register. Normally the canvass would begin in September each year but for 2012, the Government has directed that it should begin at the latest on 2 July 2012 so that the register is published on 16 October 2012. This will enable the November election to be based on an up to date register rather than one which is 11 months out of date. Poll cards will be issued on that basis.

Members will also be interested to learn that there will be no canvass in 2013 due to preparations for the transfer to individual elector registration. Thus the next canvass after this year will be in Spring 2014.

(b) Additional Methods for Registering

The Electoral Registration Officer is investigating the possibility of introducing registration via the internet, text messaging or telephone and it is hoped that this can be put in place for this year's canvass. For those households where the electoral roll details remain unchanged, re-registering will be made a lot easier. These methods of registration already work successfully in a number of authorities.

I will keep Members up to date about this initiative via the Council Bulletin.

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Report to the Council

Committee: Cabinet

Date: 27 March 2012

Portfolio Holder: Councillor John Wyatt
(Support Services)

PAY POLICY STATEMENT - 2012/13

Recommending:

That the attached Pay Policy Statement for 2012/13 be approved and published on the Council's website

1. The Localism Act 2011 requires the Council to publish a Pay Policy Statement which sets out details of its remuneration policy. Specifically it should include the Council's approach to its highest and lowest paid employees.
2. The matters which must be included in the statutory Pay Policy Statement are:
 - (a) the Council's policy on the level and elements of remuneration for each chief officer;
 - (b) the Council's policy on the remuneration of its lowest paid employee (together with its definition of 'lowest paid employees' and its reasons for adopting that definition);
 - (c) the Council's policy on the relationship between the remuneration of its chief officers and other officers; and
 - (d) the Council's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.
3. The Act defines remuneration in broad terms and guidance suggests that it is to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.
4. The Council's Pay Policy Statement:
 - (a) must be approved formally by full Council;
 - (b) must be approved by the end of March each year, starting with 2012;
 - (c) can be amended in-year;
 - (d) must be published on the Council's website; and
 - (e) must be complied with when the authority sets the terms and conditions for a chief officer.
5. Due to time pressures the attached Pay Policy Statement for 2012/2013 which we are recommending sets out the Council's current practices and policies.

6. In future we may consider taking a different approach by, for example, developing a Reward Strategy, developing appropriate recommendations from the Hutton Review. This will be subject to further reports as and when required.

7. Changes to the Policy Statement can be made throughout the year subject to full Council's agreement. Changes to the various policies and guidelines will continue to be agreed in accordance with current practices.

8. We recommend as set out at the commencement of this report.

EPHING FOREST DISTRICT COUNCIL

PAY POLICY STATEMENT 2012/13

Introduction

Epping Forest District Council is located adjacent to three outer London boroughs and on the Central Line into the City of London. Also residents have easy access to major motorway routes as both the M11 and M25 run through the district. There is a high incidence of commuting from the district which impacts on the local labour market and levels of pay, particularly for jobs that require skills that are in relatively short supply. Whilst the current recession has eased some long standing recruitment difficulties and improved retention rates in key skill areas, the situation is not static and is capable of changing very rapidly.

This Statement reflects the Council's current policies and strategies which will be amended over time to deal with changing circumstances. These documents play an important role in attracting and retaining the best people to the Council.

Glossary. ([hyperlink to glossary](#))

Hutton Review 2011 ([hyperlink to Review](#))

The Hutton Review looked at the rise in executive pay in the private and public sectors. It suggested that the 'public overestimates how much public sector executives are paid' and that 'chief executive officers of companies with a turnover of between £101 million and £300 million earn more than twice their public sector counterparts'. It also suggested that pay multiples (between the highest and lowest paid employees) were much wider in the private than public sector.

The Review proposed that public bodies should publish information on senior managers pay and pay multiples between the highest and lowest paid employees and to that end some of these recommendations have been taken forward by the Localism Act 2011.

Legislation

Section 38 (1) of the Localism Act 2011 requires English and Welsh Councils to produce a Pay Policy Statement for 2012/2013 and for each financial year thereafter.

The Council's Pay Policy Statement;

- Must be approved formally by the Council;
- Must be approved by the end of March each year;
- May be amended during the course of the financial year; and
- Must be published on the Council's website.

The Pay Policy Statement must include;

- The level and elements of remuneration for each of the Chief Officers;

- The remuneration of its lowest paid employees (together with its definition of ‘lowest paid employees’ and the Council’s reasons for adopting that definition);
- The relationship between the remuneration of its Chief Officers and other Officers; and
- Other aspects of Chief Officers’ remuneration; remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

Remuneration is defined widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases/enhancements of pension entitlements and termination payments.

All salaries and calculations are based on full time equivalent (fte) figures and where applicable includes Inner Fringe Allowance.

Publication of the Pay Policy Statement

The Policy has been made available on the Council’s website and contains hyperlinks to associated documents.

Effect of this Policy Statement

Nothing in this Policy Statement enables unilateral changes to employee’s terms and conditions. Changes to terms and conditions of employment must follow consultation and negotiation with individuals and recognised trade unions as set out in other agreements and in line with legislation.

Single Status Agreement

In 1997, the National Joint Council (NJC) for Local Government Services (a body that brings together public sector employers and trade unions) came to an agreement to introduce a new pay and grading structure covering all employees whose terms and conditions are governed by the ‘Green Book’. In 2004 the NJC set a timetable that required all pay and grading reviews to be completed by 31 March 2007. Epping Forest District Council met this timetable and implemented Single Status in July 2003.

As a result of this process a new salary structure (*hyperlink to structure*) and a Job Evaluation Maintenance Procedure (*hyperlink to procedure*) were agreed between the trade unions and the Council. Collective Agreements, which set out a number of terms and conditions and pay arrangements, were also agreed with the trade unions (*hyperlink to agreements*). The Agreements are applied consistently to all employees.

Pay Awards

Major decisions on pay, such as annual pay awards, are determined for most local authorities in England and Wales by the National Agreement on Pay, arrived at through a system of central collective bargaining mechanisms between representatives of Local Government Employers and representatives of the relevant trades unions on the National Joint Council. It is the Council’s policy to implement national agreements.

Overtime and Evening Meeting Allowances

Payments for working outside normal working hours are set out in the Council's Collective Agreements ([hyperlink to Agreements](#)).

Annual Leave

The Council's Annual Leave Policy sets out leave entitlements for employees. ([hyperlink to Policy](#))

Flexi-Time Scheme

The Council's Scheme applies to all employees with some exemptions due to service delivery needs. The arrangements are set out in the Council's guidance. ([Hyperlink to Policy](#))

Subsistence Policy

Subsistence Allowances are paid in accordance with the Council's Subsistence Policy. The policy sets out when employees are able to claim, what to claim and how. ([hyperlink to Policy](#))

Car and Cycle Allowance Policy

The Council pays Essential and Casual Car User allowances in appropriate circumstances which are in accordance with 'Green Book' rates. The Car and Cycle Allowance Policy sets out when employees are able to claim, what to claim and how. ([hyperlink to Policy](#))

The general principles of both policies are to ensure that employees only claim for additional expenses when undertaking work for the Council.

These policies are applied consistently to all employees.

Car Leasing

The Council operates a car lease scheme which has been suspended and currently under review. It is likely that during the next 12 months the scheme will be amended.

The Scheme provides that both the Council and the employee contribute towards the cost of a lease car. The Scheme is open to all employees identified as an essential car user and posts at Assistant Director level and above.

Currently the contribution made by the employee ranges from 15% to 55% i.e.

- The Chief Executive, Deputy Chief Executive, Directors, Assistant Directors and essential users who travel 5,000 business miles and more = 15%;
- Essential users who travel between 2500 and 4999 business miles = 25%;

- Essential users who travel less than 2500 business miles = 40%;
- Employees who are currently on the scheme, and were as a result of a previous senior management review no longer eligible under the preceding criteria, will retain the right to remain on the scheme = 55%.

The Council's contributions payable during 2011/12 range from £1,600 to £5,585 per annum per employee.

Currently there are 60 employees on the Scheme; 4 Chief Officers; 13 Assistant Directors and 43 employees.

Professional Fees and Subscriptions

The Council will meet the cost of a legal practising certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid. The Council does not differentiate between Chief Officers and other staff.

Pensions and Termination Payments

On ceasing to be employed by the Council, individuals will only receive compensation:

- in circumstances that are relevant (e.g. redundancy), and
- that is in accordance with our published Pension Policy on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- that complies with the specific term(s) of a compromise agreement.

All employees with contracts of 3 months or more are automatically enrolled into the Local Government Pension Scheme (LGPS), which is administered by Essex County Council. Details of the contribution rates are set out below.

The Council has the option to adopt a number of statutory discretions under the;

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- The Local Government Pension Scheme (Administration) Regulations 2008.
- The Local Government (Discretionary Payments) Regulations 1996 (as amended).

In general the Council has chosen not to exercise a range of discretions relating to the LGPS due to additional costs. The Council's Pension Policy ([hyperlink to Policy](#)) contains information regarding all its discretions and includes information regarding Flexible Retirement arrangements.

Payments on grounds of Redundancy are covered by the Council's Redundancy and Efficiency Payments Policy ([hyperlink to policy](#)).

All employees are treated in the same way with regard to the calculation of severance payments in situations of redundancy.

Pension Contributions

As at the 31 March 2012 the following employee contribution rates will apply;

Salary	Contribution
Up to £13,500	5.5%
£13,501 to £15,800	5.8%
£15,801 to £20,400	5.9%
£20,401 to £34,000	6.5%
£34,001 to £45,500	6.8%
£45,501 to £85,300	7.2%
More than £85,300	7.5%

Election Fees

Council employees engaged by the Returning Officer for election duties received payments under the relevant schedule of fees (i.e. polling and counting duties).
([Hyperlink to fees](#))

Remuneration of Employees, Grades 1-12

Pay Scale

For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services' (commonly known as the 'Green Book'), the Council uses a pay spine that commences at national Spinal Column Point (SCP) 4 and ends at local SCP 58. This pay spine is divided into 12 pay grades; grades 1 – 10 contain five incremental points and grades 11 and 12 contain 4 incremental points. Grade 1 is the lowest and grade 12 is the highest of these pay grades. Posts are allocated to a pay band through a process of job evaluation.

The Council uses the NJC Job Evaluation Scheme to evaluate all posts on grades 1 – 12. This also includes Craft Workers who are subject to the Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees National Agreement on Pay and Conditions (commonly known as the 'Red Book').

The Council does not operate overlapping pay grades therefore, the minimum point of a pay grade is not lower than the maximum point of the preceding pay grade. *([hyperlink to pay scale](#))*

Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded. For grades 1 – 10 the 5th point each grade will only be awarded if the employee has at least 5 years continuous service with the Council.

An Inner Fringe Allowance of £798 per annum is paid to employees (this does not apply to Apprentices).

Assistant Directors

Only Assistant Directors are paid on grades 11 or 12 and are also subject to the NJC Job Evaluation Scheme. The salary ranges for these grades are;

Grade	Scale Column Points	Salary Range
Grade 11	SCP 51 – 54	£43,765 - £47,140
Grade 12	SCP 55 - 58	£49,033 - £52,837

The salary shown is inclusive of the Inner Fringe Allowance of £798 per annum.

Definition of Lowest Paid Employees

For the purpose of this Policy Statement, employees on grade 1 are defined as our lowest-paid employees. This is because no employee of the Council is paid lower than at SCP 4 which is contained in grade 1. Grade 1 contains only 2 SCPs; SCP 4 and 5. At 31 March 2012, the fee annual values of these two SCPs are £12,943 (SCP 4) and £13,110 (SCP 5) which include the Inner Fringe Allowance of £798 per annum.

The exceptions to the lowest grade are Apprentices who are paid in accordance with a nationally set minimum hourly rate/wage which is currently at least £95 per week. The Council also pays an additional £10 per week for travel expenses.

General

The values of the SCPs in grades 1 – 12 are increased by pay awards notified from time to time by the National Joint Council for Local Government Services. There has been no pay award implemented to these grades since 1 April 2009.

An Inner Fringe Allowance of £798 per annum is paid to employees (this does not apply to Apprentices).

Annual salaries are paid pro-rata to part-time employees based on the hours contracted to work.

Remuneration of Chief Officers

To date the Council has used Hay Job Evaluation to evaluate and set the salary for its Chief Officer posts. A Senior Management Review was undertaken in 2007/2008 whereby a new organisation structure for the Council was agreed and the following roles were evaluated at that time;

- Chief Executive
- Deputy Chief Executive
- Directors

The exception to this is the Assistant to the Chief Executive role, they continue to be paid on the Council's previous Management Grade.

Chief Executive (Vacant)

Currently the Chief Executive role is vacant and is being covered by interim acting up arrangements by the Deputy Chief Executive.

As at July 2007 the role was job evaluated and set at a spot salary of £125,000. As at 31 March 2012 the salary would have been £128,063 which includes the Inner Fringe Allowance of £798 per annum. The postholder is entitled to claim essential car allowance in accordance with the Council's policy, is eligible to join the Car Leasing Scheme and claim evening meeting allowances.

The Chief Executive is also the Council's Head of Paid Service.

The Council is currently working with consultants to appoint a permanent Chief Executive and are taking external advice to set the appropriate salary for the role which will take into account the current economic circumstances.

Acting Chief Executive

The salary for the current acting up arrangements is a spot salary at £110,000 including the Inner Fringe Allowance and evening meeting allowance. The postholder is entitled to claim essential car allowance and is eligible to join the Car Leasing Scheme.

Any pay awards to the Chief Executive salary will be agreed at a national level as notified from time to time by the JNC for Chief Executives of Local Authorities. The Chief Executive has not received a pay award since 1 April 2008.

Deputy Chief Executive

The Deputy Chief Executive reports to the Chief Executive. As at 31 March 2012, the annual FTE range for the grade of this post is £81,960 - £87,083 which includes an Inner Fringe Allowance of £798 per annum. The postholder is entitled to claim essential car allowance in accordance with the Council's Policy, is eligible to join the Car Leasing Scheme and claim evening meeting allowances.

There are three incremental points in the grade.

Any pay awards to the Deputy Chief Executive salary will be agreed at a national level as notified from time to time by the JNC for Chief Officers of Local Authorities. The Deputy Chief Executive has not received a pay award since 1 April 2008.

Currently the substantive Deputy Chief Executive is acting up into the vacant Chief Executive position.

Directors

The Directors currently report to the Acting Chief Executive. As at 31 March 2012, the annual FTE salary range for the five Director posts is £71,715 - £76,838 which includes the Inner Fringe Allowance of £798 per annum. The postholders are entitled to claim essential car allowance in accordance with the Council's Policy, are eligible to join the Car Leasing Scheme and claim evening meeting allowances.

There are three incremental points in this grade.

Any pay awards to Directors' salaries will be agreed at a national level as notified from time to time by the JNC for Chief Officers of Local Authorities. Directors have not received a pay award since 1 April 2008.

The statutory roles of Monitoring Officer and 'Section 151' Officer are currently carried out by the Director of Corporate Support Services and Director of Finance and ICT respectively. The postholders do not receive additional payments for these duties.

Assistant to the Chief Executive

The salary for this role is a spot salary at the top of Management Grade 3. As at 31 March 2012 the salary is £61,053 which includes the Inner Fringe Allowance of £798 per annum. The postholder is entitled to claim essential car allowance in accordance with the Council's Policy, is eligible to join the Car Leasing Scheme and claim evening meeting allowances.

Any pay awards to this salary will be agreed at a national level as notified from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities. Chief Officers have not received a pay award since 1 April 2008.

This post within the Council's management structure is recognised as a Chief Officer however it is not a Director role. This current postholder is also the Council's Returning Officer and Deputy Monitoring Officer.

The Returning Officer role attracts payment of fees and expenses, depending on the elections held in any year.

In May 2011, they officiated as Returning Officer in respect of District Ward and Parish Council elections, the fees for which are set by the Council under delegated authority approved by the Council. The fees are based on electorate figures for the Ward/Parish Council areas concerned where elections were held.

In addition, one Parish Council by-election was held in December 2011, at which the Returning Officer officiated.

For these duties the following fees were paid to the Returning Officer:

District elections - May 2011	Fee: £3738 (gross) Expenses: No claim
Parish elections - May 2011	Fee: £2878 (gross) Expenses: No claim
Parish By-election December 2011	Fee: £ 473 (gross) Expenses: No claim

Also in May 2011, the Returning Officer was required to act as Local Counting Officer at the Referendum on the Voting System. This attracted a fee which was set by the Government on the basis of electorate and was as follows:

Fee: £5065 Expenses: No claim.

The amount for such payments varies according to the particular elections held from year to year. These fees are taxable and subject to National Insurance and pension deductions.

Only a proportion of the fees were retained by the Returning Officer. The remainder were paid to employees who provide specific support in the organisation of elections which are outside the scope of the ordinary scale of election fees.

General Principles Applying to Remuneration of All Employees

On recruitment, individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to. Usually new starters will be placed on the bottom of the pay grade unless their current salary is higher. In these circumstances their starting scale point will match their salary at least.

Access to appropriate elements of the Council's Relocation Scheme may also be granted in certain cases, when new starters need to move to the area.

The Council does not apply performance-related pay or bonuses.

Market Supplements will be paid in accordance with the Council's Policy for Payment of Market Supplements. (*hyperlink to Policy*).

Honorarium or ex-gratia payments will be paid in accordance with our Additional Payments Policy (*hyperlink to Policy*).

These policies are applied consistently to all employees.

Pay Multiples

The Hutton Review raised concerns about multiples in the order of 20 or higher between the lowest and the highest paid employees in local authorities. However the Interim Report noted that the most top to bottom pay multiples in the public sector are in the region of 8:1 to 12:1. The Council is therefore content that having due regard for the level of responsibilities and personal accountability between the lowest and highest paid roles, the current multiple of 8.5 seems to be both justifiable and equitable.

The council does not set the remuneration of any individual or group of posts by reference to a multiple. However, as suggest by the Hutton Review the Council will monitor multiples over time to ensure they are appropriate and fair and will explain significant changes in pay multiples. The multiples are as following;

Role	Multiple	Salary
Vacant Chief Executive	X 10	£128,063
Acting Chief Executive compared to lowest salary	x 8.5	£110,000
Deputy Chief Executive compared to	x 6.5	£87,083

Role	Multiple	Maximum Salary
lowest salary		
Directors compared to lowest salary	x 6	£76,838
Assistant to the Chief Executive compared to lowest salary	x 4.7	£61,063
Assistant Directors compared to lowest salary	x 4	£52,837
Average salary compared to Acting Chief Executive	x 4.2	£26,300
Average salary compared to lowest salary	x 2	£26,300

- The Chief Executive post has been vacant since July 2010. The Council is currently working with consultants to appoint a permanent Chief Executive and are taking external advice to set the appropriate salary for the role which will take into account the current economic circumstances.
- The average salary is based on fte and has not been pro rata'd for part-time employees
- The lowest salary in the Council is £12,943

Remuneration Panel

The Council is not at this time considering forming a separate Remuneration Panel to set pay rates for Council employees. The Council will continue to use an external body to evaluate Chief Officer roles and/or to provide benchmark pay information for these roles. It will also continue to use an internal job evaluation panel to evaluate those posts graded 1 – 12.

Annual pay awards will continue to be determined at a national level and implemented by the Council.

It will be the responsibility of Council to agree the initial salaries for Chief Officers following external advice/evaluation/benchmarking.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2013/14 and will be submitted to Full Council for approval by 31 March 2013.

If it should be necessary to amend this 2012/13 Statement during the year that it applies, an appropriate decision will be made by Full Council.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Portfolio Holder: Councillor Ricki Gadsby
(Leisure and Wellbeing)

OLYMPIC TORCH RELAY – SUPPLEMENTARY DDF REQUEST

Recommending:

That a supplementary District Development Fund estimate of £15,000 for 2012/13 be approved in order to provide funding for the management and public safety of the Olympic Torch

1. The Olympic Torch is due to visit the District on 7 July 2012. It will pass through Waltham Abbey en route to the Olympic White Water venue just across the border in Broxbourne Borough. In order to make the management of the Torch route effective, it has been agreed with Broxbourne Borough Council that we will manage the Torch procession over the last 300 metres of the route which is in their district.
2. Local authorities hosting the Torch Relay are responsible for the management of its passage through their districts. Whilst the security of the actual Torch rests with the Metropolitan Police, all other aspects of the Torch procession remain with the host local authority.
3. There are three key components of the management of the Torch Relay:
 - (a) safety and security of those who attend to watch the Torch procession;
 - (b) street scene management (i.e. street cleansing, litter, parking etc); and
 - (c) local themed events to provide entertainment to those visiting the area to see the procession but who wish to remain in the area for a longer period of time.
4. Of the above (a) is clearly the critical element, ensuring that visitors who attend the Torch route are at all times safe themselves and also are not allowed to interfere with the passage of the Torch and its accompanying vehicle entourage. Although it will not be necessary to provide security/safety barriers throughout the route, there are locations where these will be necessary to maintain safety of the Torch and spectators.
5. Alongside the issues of barriers, there will need to be effective marshalling of spectators along the entire route, as well as communication systems. Whilst every effort will be made to obtain 'volunteers' it will be essential to have key professionals in place to oversee marshalling activities, and in accordance with existing emergency planning arrangements, some payments will be required to secure appropriate trained personnel.

6. In order to achieve the above we are seeking a supplementary DDF estimate. With respect to (b) and (c) we have been assured that every effort will be made to cover these from within resources, although some contingency funding may be required.

7. We regret that this bid for supplementary funding is late in the Torch planning process and could not be taken into account when approving budgets for 2012/13 but the arrangements for the Torch Relay have been confidential until very recently. This has made planning difficult since we have been unable to have open discussions with those who are in a position to assist us. Furthermore, in terms of planning for the Torch, it has been impossible to accurately assess just how many spectators there may be, and in the absence of such data, there is no alternative other than to plan for a large number and resource accordingly. The risks associated with getting this wrong are significant.

8. The Torch Relay presents an opportunity for the District and Waltham Abbey in particular to showcase itself to a very wide audience, especially given that the Relay will be televised throughout its journey around the UK. This may well encourage visitors from outside of the district to come to Waltham Abbey to enjoy the spectacle. The local events being planned to follow the Torch Relay will hopefully also encourage visitors to the area to stay in the area as well as providing entertainment for local residents. They will also provide opportunities for local schools to further involve themselves in the excitement of the Olympic Games.

9. Accordingly, we recommend as set out at the commencement of this report.

Report to the Council

Committee: Cabinet

Date: 27 March 2012

Portfolio Holder: Councillor Ricki Gadsby
(Leisure and Wellbeing)

1. EQUALITY OBJECTIVES 2013-2016

Recommending:

That the Council's Equality Objectives for 2013 to 2016 be adopted.

1. The Equality Act 2010 introduced requirements for the adoption of equality objectives by all public authorities, and replaced previous requirements for the publication of equality schemes. Equality objectives must be adopted by 6 April 2012, and at least every four years thereafter.
2. The Council's proposed equality objectives have been designed to help meet the general equality duty to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations. The objectives have been developed from appropriate evidence and a range of data and information, including the results of consultation exercises and surveys, the views of groups and individuals that the Council currently engages with in respect of equality matters, impact assessment and equality analysis, and the report of an assessment against the Equality Framework For Local Government in 2010. The proposed equality objectives are:
 - (a) To develop existing customer and employee equality intelligence gathering systems and the use of intelligence in service planning

This objective is intended to ensure that relevant and appropriate equality information is gathered efficiently, to identify key equality gaps and inform corporate policy and strategy, to enable the Council to assess whether there are equality trends or patterns that should be investigated. Equality information is required to be used in decision making and service planning and provision, and this process must be transparent and provide evidence that equality information has been used to make decisions and plan and deliver services. Equality data and information is captured on a proportionate basis relevant to individual services and functions.

- (b) To ensure ownership of equality by those within the Council in a position to shape services

This objective is intended to help ensure that equality is understood and appropriately championed by Members and officers in the development and delivery of services. The Council's political and executive leadership should be committed to improving equality outcomes, fostering good relations and respecting human rights. High-level commitment is key to meeting the Council's statutory responsibility to remove disadvantage, meet the needs of people with a protected characteristic, and encourage people to get involved in public life.

- (c) To develop engagement across all protected equality groups

This objective is intended to help advance equality of opportunity and ensure equality in service provision. Equality legislation requires that public authorities appropriately engage with residents and service users to meet the general equality duty. The Council should use community engagement effectively to plan services and prioritise decisions, and engagement opportunities should be inclusive, accessible, and participative.

- (d) To ensure that the Council's culture, systems and working practices allow for the development of a management profile representative of it's workforce as a whole

This objective is intended to help secure equality of opportunity in the Council's role as an employer, and to embed a culture of equality throughout the authority. The Council should ensure that the effects of its employment procedures are assessed, and that action is taken to mitigate any adverse impact identified and to promote equality of opportunity, including innovative and holistic initiatives to improve outcomes and address potential barriers.

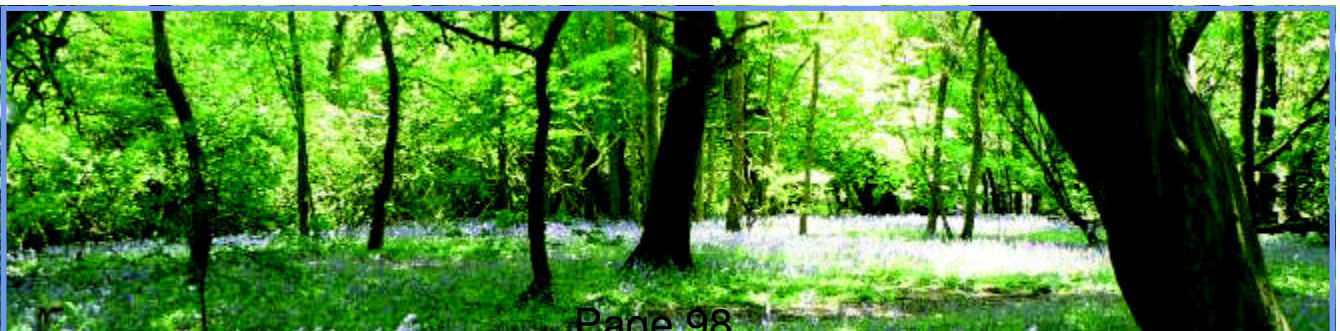
3. Consideration is being given to whether it would be appropriate for the Council to also adopt an equality objective in respect of its commissioning and procurement (purchasing) activities, as this has been highlighted as a key area by the Equality and Human Rights Commission. This issue may therefore be subject of a future report to the Cabinet.
4. Equality schemes may still be published, and the Council's new Equality Scheme has been designed to reflect the provisions of the Equality Act, and to communicate its objectives and arrangements for securing equality. The Equality Scheme is an outwardly focused document covering the four year span of the equality objectives, and will not be reviewed on an interim basis. Ongoing equality progress and achievements will be reflected in the annual publication of equality information, also required by the Equality Act 2010. The Equality Scheme is attached as an appendix.
5. We recommend as set out at the commencement of this report.

Epping Forest District Council

Equality Scheme 2012-2016



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1. Foreword

To be completed by portfolio holder

Communicating with you is very important to us. Our aim is to provide as much information as possible and to provide it effectively and efficiently in a range of different ways. We can provide most Council documents in alternative formats, for example, other languages, large print, Braille, or audio, and use interpretation and translation services including British Sign Language, to help communication with customers where necessary.

A wide range of information can be found on our website including key documents and plans, application forms for services, and press releases. To provide greater transparency around Council decision making, many meetings are webcast and made available on our website. We are currently renewing the website to make it easier to use and more accessible to people with visual and hearing impairment. The Council's magazine, The Forester, providing news and information about services is published three times a year and delivered to all households in the district.

We welcome your views and comments and our contact details are on pages 36 and 38.

2. Introduction

What do we mean by equality?

Equality is about treating individuals fairly and equally and no less favorably specific to their needs. An equal society is one where everyone can participate and has the opportunity to fulfill their potential. The Council strives to deliver equality for all our communities and employees and deliver services which are personal and fair.

Epping Forest District Council is proud to serve the people who live, work, study and do business in the district and we aim to provide a high standard of service which is accessible and fair to all. We are aware of our role as Community Leader and our responsibility to promote good community relations and help to develop the district where our residents share the values of fairness and respect. Reducing inequality is therefore an integral part of Council business and we will treat everyone equally and fairly according to their needs. We are actively seeking to narrow the gap between those people who are disadvantaged in comparison to their peers. As an employer, the Council promotes equality of opportunity for all employees and wants to be recognised as an employer of choice, attracting and retaining high calibre people able to provide excellent services.

We recognise we cannot do this alone and that we need to work with our employees, partners and service users to ensure positive outcomes are achieved. We also recognise the need for tangible results, therefore our performance is monitored.

This Equality Scheme sets out our four year commitment to improving access to services, promoting good community relations, and reducing inequalities. Our Equality Objectives identify areas of improvement and focus upon improving access to services for vulnerable people and, in doing so, enhancing the life chances of the most disadvantaged.

The scheme replaces our existing Disability, Race and Gender Equality Schemes and provides a summary of our achievements to date against our Equality Framework for Local Government Action Plan. The progress to date provides a firm foundation for the Council to set more challenging goals and to ensure that we appropriately meet all the obligations placed on us by equality legislation. This Scheme and Action Plan are considered to be living documents and therefore subject to regular review and update.

We have a vision to make our District a great place to live, work, study and do business. To achieve this, we must recognise and welcome the diversity of our local communities and be sensitive to the particular needs that arise from that diversity. We must make sure that all our services are fair and accessible to everyone, and therefore helping people to be the best that they can be.

3. Statement of Commitment to Equality

Short Statement:

‘Epping Forest District Council will treat everyone equally and fairly according to their needs’

Full Statement:

Epping Forest District Council is committed to ensuring that all individuals and groups are treated with respect and are valued equally

We will endeavour to make our services accessible to everyone, irrespective of the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation

We will endeavour to eliminate discrimination against people who are perceived to have, or are associated with someone who has a protected characteristic

We will consult and involve relevant people and groups from our community where appropriate in the design and monitoring of our services

We will collect information about our customers to ensure our services are accessible and provided equally to all in our community

Where necessary we will take positive action through our service provision to meet the particular needs of disadvantaged groups in our community

We will endeavour to promote understanding and good relations between communities

We will consider taking positive action to address under-representation and promote diversity in our workforce profile

We will publish sufficient information to demonstrate how we have complied with the general equality duty

We will use our procurement opportunities to drive equality, for example, by working proactively with key suppliers to promote equality and positive practices in their operations and in the provision of services

We will ensure appropriate resources are available to meet our statutory equality responsibilities

We will make sure that appropriate equality and diversity training is provided for all Members and staff of the Council.

4. Why an Equality Scheme?

Whilst there is no legal requirement that the Council produce an equality scheme, it is a useful approach for organising and communicating the equality plans and information.

This is the first integrated equality scheme to be produced by Epping Forest District Council and it builds upon and replaces our earlier Race Equality Scheme 2007, our Disability Scheme 2007 and our Gender Equality Scheme 2007. The Equality Scheme brings together under one overarching scheme our equality and diversity commitments and goals and is a strategy and set of objectives and associated actions to promote equality in the Council both as an employer and a service provider.

This Equality Scheme acknowledges that inequality and prejudice can be perceived and experienced on multiple levels and that the separation of issues around personal characteristics eg disability or race, can lead to an artificial understanding of need. An equality scheme aims to place the individual at the centre of our understanding and approach to equality and diversity rather than the personal characteristic. Therefore this Scheme is not constructed around the characteristics protected under legislation, but instead considers the individual and their environment.



Documents related to the Scheme include:

- the Equality Policy 2011 which sets out the Council's commitment to equality, and outlines how we will embed equality into our service roles and responsibilities;
- the Equality in Employment Policy 2011 for employees, which sets out how we will embed equality into our employment practices; and
- the Annual Equality Report for residents and customers setting out our progress towards meeting our Equality Objectives

5. What does the Council have to do?

Legislation relating to equality and diversity has been in existence for many years and the Council has a long history of working to achieve a more equal environment for our residents and employees. Recently much of the existing equality legislation was brought together and strengthened under the Equality Act 2010. This all inclusive framework gives the same rights and protection to all groups covered in previous legislation, standardising and harmonising equality law.

Whilst this Scheme relates to our responsibilities under the Equality Act 2010, there is other legislation which the Council has to comply with, for example The Human Rights Act 1998 which gives effect to rights and freedoms under the European Convention on Human Rights; and the Disability Discrimination Act 1995 under which we have a duty to make reasonable adjustments to our facilities to allow disabled people to be able to access them.

A protected characteristic is:

- Age
- Disability
- Faith or belief
- Gender
- Gender reassignment
- Marriage and civil partnership (unlawful discrimination only)
- Pregnancy and maternity
- Race
- Sexual orientation

The Equality Act 2010 places a number of responsibilities and requirements on the Council.

We have a *General Equality Duty* to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The purpose of the general equality duty is to integrate consideration of equality and good relations into our day-to-day business.

It entails giving appropriate weight and priority to the need to:

- Remove or minimise disadvantages
- Take steps to meet the needs of people with protected characteristics
- Encourage people with protected characteristics to participate in public life

We also have *specific duties* to:

- Publish information to show that we are complying with our duties and to show how much progress we have made
- Carry out equality analysis on our services using information about those services and the views and experiences of customers who use those services (engagement)
- Prepare and publish Equality Objectives which can meet one of more aims of the general duty

6. The Epping Forest District - a diverse area

The Epping Forest District is culturally and socially diverse, and covers 131 square miles made up of a contrasting mixture of urban and rural life. The district has six main centres of population (Buckhurst Hill, Chigwell, Epping, Loughton, Chipping Ongar and Waltham Abbey) and numerous villages but no natural centre. Approximately half of the 123,900 residents live in the areas comprising 5.2% of the district close to the boundary with London whilst the remainder live in a mixture of market towns such as Epping and Chipping Ongar, large villages such as Sheering, Theydon Bois and Nazeing or in small rural hamlets such as the Lavers.



The Epping Forest District - a diverse area

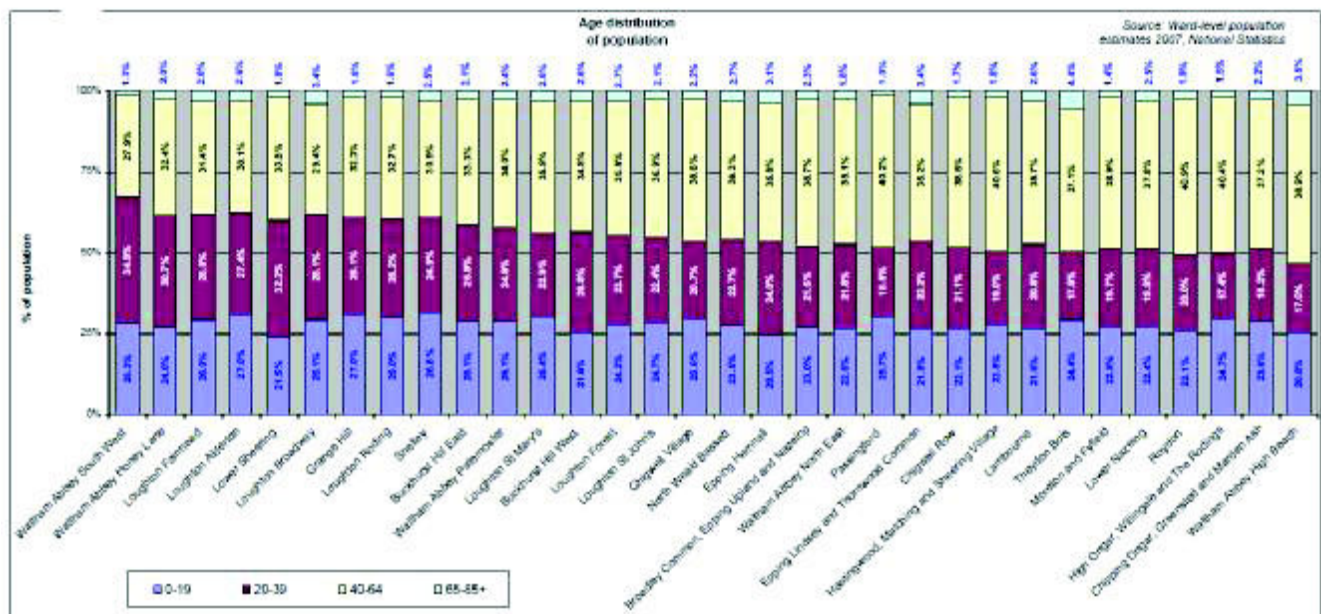
Gender

Based on 2008 figures, 51.25% of the population of the district are female and 48.75% are male.

Age

The population is ageing, with the 2015 age projections showing a increase in the higher age bands and a relatively significant decrease in the age range of 35-44.

Age distribution of population



This graph shows the age split of the population as at the last Census (2001). Wards are not listed alphabetically, but are arranged from those with the 'youngest' population on the left to the 'oldest' population on the right.

While many of the wards are very similar, there is a marked difference between the 'youngest' and 'oldest' wards.

Waltham Abbey South West is the 'youngest', with just over 60% of its population being under 40 years of age. Waltham Abbey High Beach is the 'oldest' ward, with almost 75% of its population being over the age of 40.

Black and multi ethnic community

The district has one of the highest number of Black and Multi Ethnic (BME) (which is defined as anything other than white British) residents in Essex, and it is estimated that over 10% of the residents of the district belong to BME groups. The wards with the highest BME populations are Chigwell Row, Chigwell Village, Grange Hill, Buckhurst Hill West and Loughton Forest, where the two largest BME groups are White Irish and other White, and Asian and Asian British. The district has one of the largest traveller populations in Essex, (almost 15% of the total for the county), with around 90% of caravans being stationed on authorised sites with planning permission.

Sexual orientation

Statistics concerning sexual orientation are not available locally. However ONS statistics place adults identifying as lesbian, gay or bi-sexual at 1-2% of the adult population (ONS Measuring Sexual Identity: An Evaluation Report 2010).

The Epping Forest District - a diverse area

Disability

The 2001 census showed 30% of households in the district as reporting having at least one person with a limiting long-term illness, health problem or disability which limited their daily activities or the work they can do, including problems due to old age, which was slightly less than the Essex average of 32%. The Lambourne, Loughton Alderton, Loughton Broadway and Paternoster wards reported higher levels than the district average. Data relating to disability benefits is another indicator of the number of people with a disability. In August 2008 Waltham Abbey and Loughton had the highest numbers of residents claiming Disability Living Allowance (DLA) within the district overall, with Waltham Abbey having 23% and Loughton having 25% (Source ONS neighbourhood statistics).

Social Housing and Homelessness

Currently the district has 54,000 homes with 85% in the private sector, 12% Council and 3% owned by social landlords. Around 70% of the Council's properties are in the urban areas of Buckhurst Hill, Chigwell, Loughton and Waltham Abbey. The Council has a Homeless Persons Hostel and works in partnership with East Thames Group to provide 'move on' accommodation for victims of domestic violence.

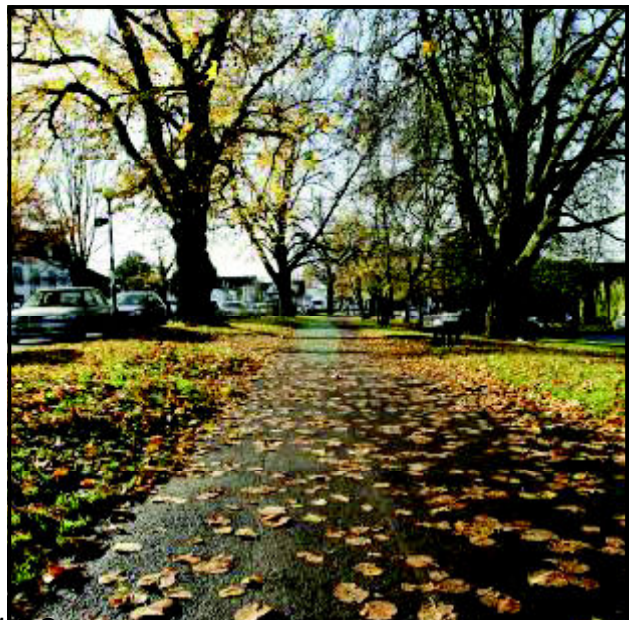
At March 2011, 5392 households were on the Council's Housing Register of people who have applied for social housing, or to be nominated for housing association accommodation, an increase of around 500 over the previous year. The district has slightly higher than the regional average for homelessness acceptances.

Migrant workers

In 2007 the district had the third highest level of migrant workers (plus dependents registered to work through the Worker Registration Scheme) in Essex, comprising 0.71% of the population of the district between May 2004 and June 2007. The significant majority of migrant workers come from Poland, Lithuania and Slovakia.

Wealth and disadvantage

The district is considered to be relatively affluent and unemployment is lower than the national average, however some of the larger towns (including Loughton and Waltham Abbey) have pockets of deprivation where population groups are concentrated in high numbers. In August 2010 the district had 8290 people of working age claiming benefits (defined as people in receipt of Job Seeker's Allowance or Incapacity Benefits, Lone Parents and others on Income Related Benefits), 14% of which were lone parent households (ONS Neighbourhood Statistics Benefits Data: Working Age Client Group).



7. Context for our equality work



How we are organised

We have implemented a clear structure to identify responsibilities for equality work:

Executive responsibility for equality lies with the Leisure and Wellbeing Portfolio Holder, the Deputy Chief Executive has operational responsibility, and Directors have day to day responsibility.

The Corporate Equality Working Group has responsibility for the direction and progress of all equality work and is supported by the Staff Equality Group which is open to all staff employed by the Council. The Performance Improvement Unit carries out appropriate activities to meet the Council's equality duties.

Union representatives and Councillors sit on the Joint Consultative Committee and we consult with them on equality practices relating to staff. We report progress on equality work to the Finance and Performance Management Scrutiny Panel.

All employees have a duty to comply with legislation and codes of practice as well as act in the spirit of them.

How the Scheme fits into Organisational Aims and Objectives:

We set aims and objectives to focus and direct our work taking into account local and national priorities and the priorities of our residents and our partners.

We want the Council to be high-performing and deliver top-quality and cost effective services, ensuring that the views and priorities of our service users are integral to all that we do.

We want the Council to be innovative and transparent, and provide community leadership to the people of the district.

These Council aims and objectives are reflected throughout this Scheme ensuring a co-ordinated approach to the overarching themes of community engagement, community leadership and community development.

Context for our equality work - Data

Data

We use a wide range of data and information to determine the Council's priorities, help us identify and set corporate and service aims and objectives, and to improve services. This data could be collected by the government, by our partners, or by ourselves. Data and information has been used to inform work already undertaken to progress equality, and the knowledge gained from that work will be considered along with more recent data to identify four year equality objectives.

We use some of this data to plan services:

- Indices of Multiple Deprivation
- Office of National Statistics data
- National indicators and targets
- Health profiles
- Compliments and complaints data
- Customer Impact Assessment data
- Service user profiles
- Customer consultation
- Customer service feedback
- Workforce Monitoring Information
- Customer monitoring data
- Employee surveys

Data used to target CCTV:

Detailed crime and anti-social behaviour pattern analysis and neighbourhood statistics were used to evaluate existing Closed Circuit Television (CCTV) provision in Debden Broadway and to assist in the decision whether or not to install additional systems. The analysis identified hotspots and peak times for crime and anti-social behaviour and suggested where to direct CCTV for maximum benefit



Context for our equality work - Working in partnership

Partnership working

The Council works effectively with its partners to develop cross-cutting initiatives, deliver service improvement and reduce costs wherever possible. Partnerships are regarded as an effective way of enhancing service provision or of providing facilities where none currently exist. The commitment to working in partnership is reflected in the Council's key objectives by a commitment to work in partnership with Essex County Council and other statutory and voluntary agencies to ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children and young people. For more information on partnership working see pages 19-20.

Context for our Equality work - Equality Framework for Local Government

The Equality Framework for Local Government is an equality focussed benchmarking and performance management tool against which the Council aligns its equality related work and measures its progress. This progress is reported to Members of the Council via a formal Performance Indicator.

The Framework focuses on five key areas:

- Knowing your community and data mapping
- Place shaping, leadership, partnership and organisational commitment
- Community engagement and satisfaction
- Responsive services and customer care
- Modern and diverse workforce

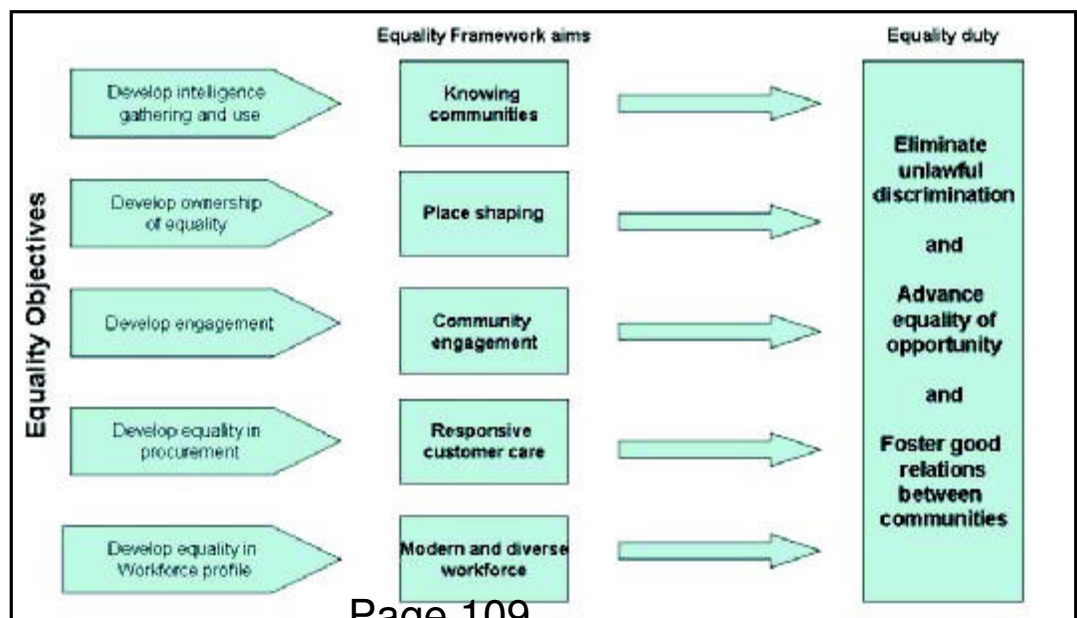


The Framework has three levels of accreditation: Developing, Achieving, and Excellent. The Council is currently at the Developing level and working towards Achieving. In March 2010 we undertook an informal peer review of our progress by an external independent consultant. The conclusion of the review was:

“...it is the view that Epping Forest District Council is further along its journey towards being assessed as an “achieving authority” that it gives itself credit for”

In view of current cost pressures we have decided against applying for formal accreditation to the Achieving Level of the Framework. However we will continue to progress our equality related work in line with the Framework by ensuring our Equality Objectives are aligned with the key areas of the Framework.

This chart shows how our Equality Objectives are linked to the aims of the Equality Framework and meet the aims of the Equality Duty. For more information about Equality Objectives see pages 30-35



8. Our Approach to our equality work



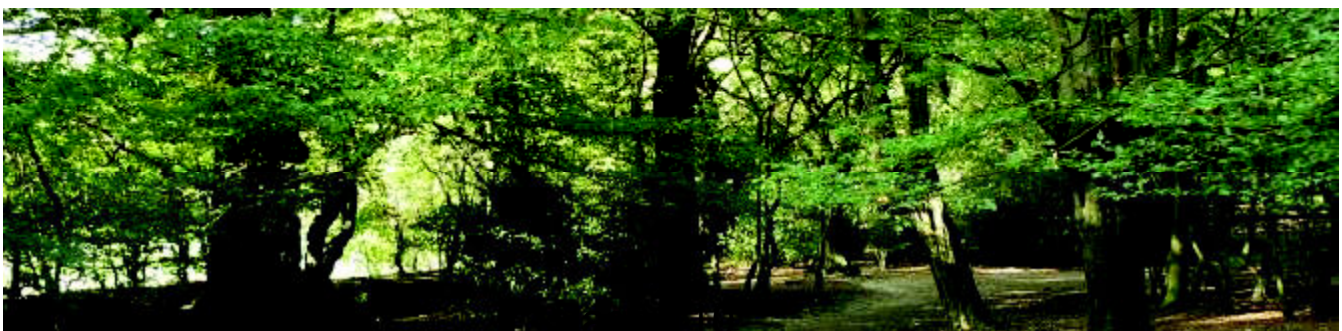
In planning and organising our equality related work we have taken the following into account:

- The requirements of our equality duties
- Our progress so far
- Guidance on our equality duties by the Equality and Human Rights Commission
- Our working practices and corporate aims and objectives
- Best practice in delivering greater improvements to equality and diversity
- Relevant equality and diversity case law
- The requirements of the Equality Framework for Local Government
- Information and data on our customers, communities and employees
- Our commitment to Partnership working



Our approach includes:

- Equality screening and analysis of our activities
- Collecting and publishing equality information
- Engaging with our communities, outreach work and community development
- Working with Partners
- How we commission and procure goods and services
- Our business planning and reporting arrangements
- Monitoring of customers, employees and services
- Equality training for employees and Councillors
- The development of equality objectives
- The use of data and information to improve the equality of our services
- Scrutiny arrangements



9. How we meet our equality duties - Equality screening and analysis

We analyse the effect of our activities on all protected groups to assess how they impact on people and how the activities help us to meet our equality duties. Whilst our equality duties apply to everything we do, not all our activities are relevant to all the aims of the duty or to all protected groups. We screen all existing activities every three years to determine their relevance to our equality duties and assess their level of priority. We carry out equality analysis via a Customer Impact Assessment according to a three year schedule, on all activities which are assessed as relevant to equality. The Assessment includes a consideration of information available on the activity, for example customer feedback, and details of consultation and engagement undertaken with people who use the service. Potential equality improvements are identified and a report, and an associated Action Plan which is linked to service business planning arrangements, are produced. Progress against the schedule is monitored by the Corporate Equality Working Group and reported to the Finance and Performance Management Scrutiny Panel. We publish the assessments on the Council's website.



New policies or activities When we develop a new service or propose to make significant changes to existing services a Customer Impact Assessment is carried out before those changes are made or the service is brought in. This is to make sure that the equality impact on customers of new services or service changes are fully considered.

Equality and diversity training for staff and councillors

The equality duty involves generating a culture where equality issues are viewed as a matter for everyone and that everyone is aware of their obligations. We provide equality and diversity training for all our staff and councillors. Training is mandatory for all managers and all customer facing staff, and recommended for all other staff and for councillors. The training informs staff of the Council's approach to equalities issues and includes cross cultural communication and an understanding of prejudice, stereotyping and discrimination. Awareness raising sessions and workshop style support is available for all staff involved in carrying out equality analysis via Customer Impact Assessments. We are developing systems to monitor the uptake of equality and diversity training and developing e-learning systems to reduce the costs in providing training.



How we meet our equality duties - Engagement with our customers

Why we engage with our customers:

Engagement is the process of interacting with our customers and employees and can include a broad range of different activities from formal public consultations to direct engagement with people from different community groups.

We place great value on the views and priorities of all our customers and employees. Engagement can provide valuable information, particularly on groups for whom little other data or information is available, which we can add to the evidence base for Council decision making including setting our equality objectives.

Engagement with protected groups can help to identify needs and pinpoint where efforts can be best directed to reduce inequalities and foster good relations between communities. It can help us to design initiatives to meet needs and overcome barriers, and increase the sustainability and cost effectiveness of services by delivering services which meet particular needs.



Our approach to engagement:

The Council has a formal approach to consultation and engagement which is set out in a Consultation and Engagement Strategy. The Strategy ensures our engagement is focussed on Council priorities, is inclusive, cost-effective, and that results are acted upon wherever possible.

Consultation exercises are coordinated, and undertaken with partners wherever possible to make best use of resources and avoid consultation fatigue.

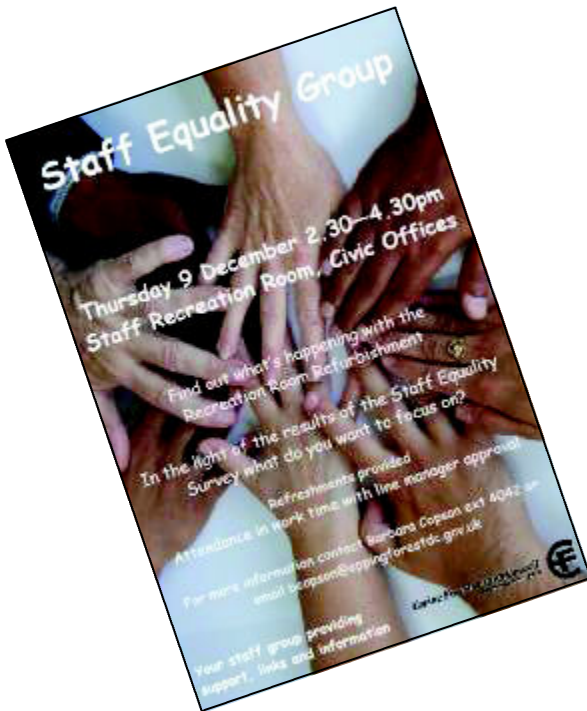
We will:

- Use the results of the engagement to inform our equality objectives
- Use consultation to fill gaps in our equality information
- Publish details of the engagement we have undertaken
- Publish the results of equality related consultation
- Ensure consultation is adequately resourced
- Ensure consultation is confidential
- Make it as accessible as possible

Reaching out:

Some people or groups can find it difficult or are unable to take up opportunities to engage with us. This could be because of disability, language or cultural difference, social expectations or financial constraints. People who may be hard to reach and engage may include homeless people, refugees, gypsies and travellers, people who live in rural areas, or people disengaged from society. We are imaginative in reaching out to people who may lack a voice in the district, for example we are working with a local lesbian, gay, bi-sexual and transgender (LGBT) voluntary group to undertake research and consultation on our behalf to find out the views and experiences of LGBT people in the district.

How we meet our equality duties - Engagement Groups



Staff Equality Group

We established and support a Staff Equality Group so that staff can help the Council to further develop equality for all its employees. The Staff Equality Group has worked with the Council on:

- A refurbishment of the Staff Recreation Room to improve its accessibility for disabled staff and visitors and to make it a more welcoming environment for all
- A Staff Equality Survey in 2009/10 to learn the views, experiences and perceptions of employees of the Council

Joint Consultative Committee

The Council has a formal arrangement for consultation with staff on employee related matters. The Joint Consultative Committee is made up of elected Councillors and employee trade union representatives and it considers any relevant matter relating to staff referred to it, including equality related matters.

The Disability Equality Involvement Group is supported by the Council. Its aims are to:

- Improve car parking and transport for people with disabilities
- Improve housing/building accessibility for people with disabilities
- Improve information for people with disabilities
- Raise awareness of disability

Some of the Group's achievements include:

- Obtaining an undertaking that the Lifetime Homes Standard will form part of the Local Development Framework for new homes
- Assisting us to identify a system for visually impaired people to manage their recycling
- Contributing to a training package for licensed taxi drivers
- Holding outreach events including Disability Aware? 2011, to raise awareness of the needs of disabled people and services and support available locally

Disability Aware? 2011

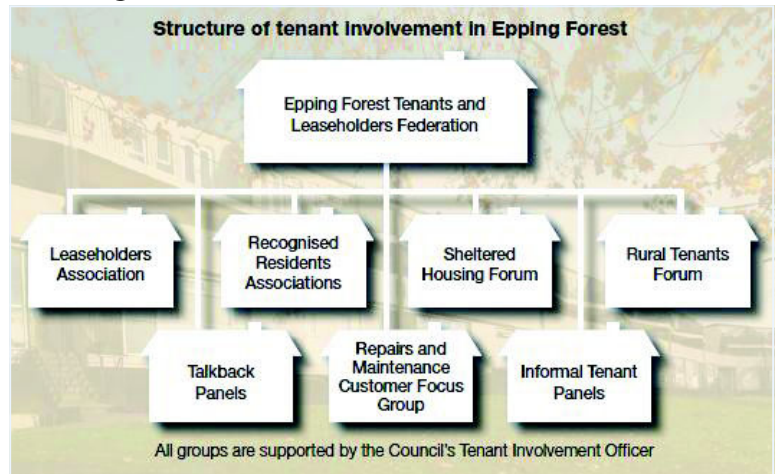


✓ 86% of the Council employees feel positive about working for the Council and that they are being treated fairly by their manager

How we meet our equality duties - Engagement Groups

Involving our tenants

The Council is landlord to around 6500 residential properties and about 900 leasehold flats and maisonettes including sheltered accommodation for older residents, properties with adaptations for disabled people and many properties in rural areas. We have a long history of consulting and involving tenants and leaseholders in decisions on housing issues which affect them.



Involving private sector housing residents

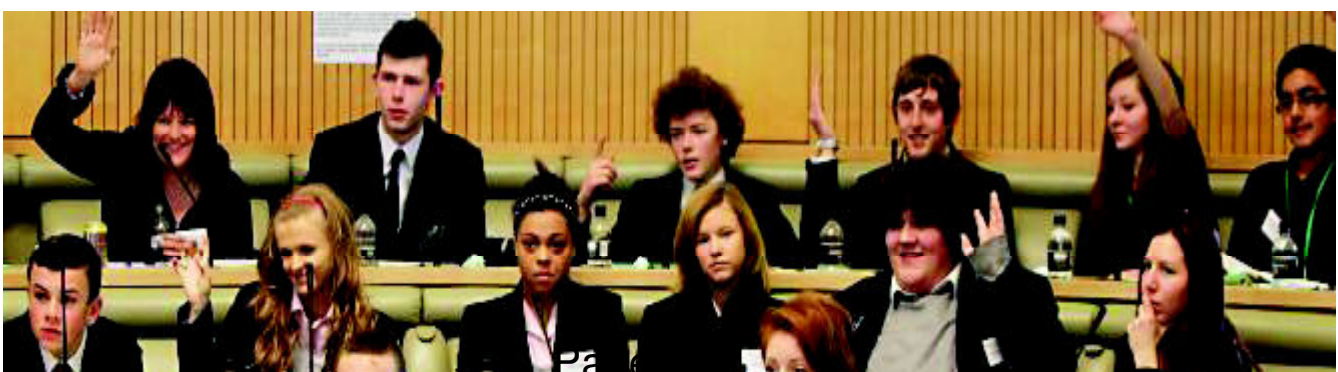
We consult our Home Improvement Agency, Caring and Repairing in Epping Forest (C.A.R.E) Advisory Panel and C.A.R.E Service User Forum on our work with residents of private sector housing.

✓ A dedicated Housing officer supports tenants with disabilities requiring adaptations to their homes. In 2010/11 we carried out disabled adaptations to 230 properties

The Epping Forest Youth Council was formed in 2007 in response to the Council's statutory responsibility to promote local democracy. The Youth Council is a body of democratically elected young people aged 13 - 19 who live in the district and are working together to give young people a voice in their communities. The Council provides officer support and resources to ensure the Youth Council can operate.

Priorities for the Youth Council include anti-social behaviour, the stereotyping of young people, and activities for young people. Their achievements include:

- Staging the 2010 Promoting Local Democracy Conference
- Completing a community mapping exercise of youth activities in the district
- Introducing a Youth Project of the Year Award scheme
- Obtaining funding for and producing a safety DVD and booklet for year 8 and 9 pupils called 'How safe are you?'



How we meet our equality duties - Working with our partners

We understand that working with partners on common issues can achieve more for communities than we can achieve alone. Working together brings many benefits, it simplifies the local working arrangements and can give more recognition to common interests. To make sure residents get the best services we are committed to working in partnership with other organisations including those from the voluntary sector, other councils, the business sector, the Police, Fire and Rescue, and Health Services. We will continue to work in partnership to achieve greater equality for our residents and service users through our service provision and leadership role in the district.

Voluntary Action Epping Forest (VAEF) provide support and encouragement for the development of voluntary groups and organisations in the district. The Council works in partnership with VAEF in support of the interests of the community by providing advice, financial support, and other assistance under a service level agreement providing a stable operating environment.

One Epping Forest, is a local strategic partnership of representatives of local councils, education, police, health services, and business and community groups. It exists to promote and enhance the economic, social and environmental well being of the community. At the core of the Partnership is the commitment to promoting equality and supporting community cohesion.

We are not limited by existing boundaries. The local strategic partnerships for Epping Forest, Harlow and Uttlesford have come together in the **West Essex Partnership** to examine new opportunities for joint working across existing boundaries, to promote the interests of West Essex and to better deliver on behalf of all our communities.

✓ Through the Herts Essex Energy Partnership we work with other Councils across Hertfordshire and Essex to deliver free or discounted energy efficiency measures to eligible local residents

Some of our partners and partnerships



How we meet our equality duties - Working with our partners

The Council has a 'strategic housing role' which is an overarching responsibility to work in partnership with other organisations to undertake strategic decisions and activities around planning for future housing including affordable housing. We produce a Housing Strategy setting out how we meet our strategic housing role and undertake Strategic Housing Assessments to identify the requirement for affordable housing. Affordable housing and the provision of suitable accommodation for people with special needs are key Housing Objectives.

✓ In 2010/11 we worked in partnership with local housing associations to increase the supply of affordable homes in the district by 151 new homes

✓ We work with Occupational Therapists and Social Care to assist residents with disabilities to adapt their homes. In 2010/11 the Council spent £400,000 on disabled adaptations to Council homes

The Safer Communities Partnership is a partnership of Epping Forest District Council, Essex County Council, the health service, the police and probation services and the fire service with a remit to tackle crime and disorder and help create safer communities.

The Community Safety Partnership's Hate Incidents Panel looks at cases of hate crime within the district, and considers ways to tackle issues such as supporting victims, investigating incidents and taking action against perpetrators. For more information on Hate Crime and the work of the Hate Incidents Panel see pages 20 - 25

To learn more about the work of the Safer Communities Partnership see the Community section of the Council's website www.eppingforestdc.gov.uk

✓ The Council worked with Essex County Council to raise awareness of domestic abuse through Domestic Abuse Awareness Week in November 2011, highlighting that domestic abuse can happen to anyone and that support is available

DOMESTIC ABUSE
Is home where
the hurt is?



National Domestic Violence Helpline 0808 2000 247
Mens Advice Line 0808 801 0327 Child Line 0800 1111

How we meet our equality duties - Safeguarding children and vulnerable adults

When we carry out our work we are required to have regard to safeguarding children and vulnerable adults and to promote the welfare of children in our district. Our staff, volunteers and contractors have different levels and types of contact with children and vulnerable adults who use our services, for example, the museum, playgrounds, parks, sports centres, holiday play-schemes, or our housing, homelessness, and community safety services. It is important our staff know how to provide safe environments for children and vulnerable adults, to recognise signs of abuse or neglect, and to know how to act upon their concerns about the welfare of a child or vulnerable adult. We have a role to raise awareness and promote the welfare of children and vulnerable adults and work with other public and voluntary services and organisations to safeguard them from harm.

A vulnerable adult is any person aged 18yrs or over who is or may be in need of community care services by reason of mental, physical or learning disability, age or illness, and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation.

The **Corporate Safeguarding Group** of representatives from our services where staff come into contact with children and vulnerable adults meets regularly to share information and address areas of concern. We also:

- Nominate senior officers with responsibility to lead our safeguarding work
- Implement policies which provide protection for children and vulnerable adults
- Carry out Criminal Records Bureau checks for relevant employee positions
- Use safe recruitment procedures for all posts and particularly those working with children, young people and vulnerable adults to protect them from harm
- Use a Common Assessment Framework to enable children and young people to access additional support where needed
- Undertake an annual audit of our staff to identify safeguarding training needs
- Ensure appropriate training is provided and taken up, and
- Make referrals to appropriate agencies where we suspect abuse or identify concerns

Our safeguarding work is coordinated with those of other agencies across Essex and in particular the Essex Safeguarding Boards for children and vulnerable adults to ensure the effectiveness of our work and to improve outcomes for children and vulnerable adults in the district



✓ Our approach to safeguarding children and promoting the welfare of children has been recognised by the Essex Safeguarding Children Board as a good example of a corporate approach to our duty of care towards safeguarding children

How we meet our equality duties - Working with communities

In our role as community leader we are committed to building and promoting sustainable communities across the district based on social justice and mutual respect. We aim to remove barriers and enable people to participate in activities and processes which shape their lives. A dedicated Community Development Section delivers a range of initiatives to support the development of active, sustainable communities and enhance the quality of life, skills and opportunities, and to develop community cohesion.

5 key values shape our approach to working with communities:

- *Encouraging people to get involved*
- *Encouraging people to work together towards common goals*
- *Raising awareness of inequality and challenging discrimination*
- *Recognising and developing learning and skills*
- *Investing in the capacity of people and groups so change lasts*

We use government statistics and local research to focus our community development work in areas of greatest disadvantage. Mapping exercises are used to learn about the needs and aspirations of local residents, to identify gaps in service provision, and to identify potential initiatives and projects to meet those needs and aspirations.

Music at the Museum 'I love music', a musical exhibition covering popular music originating in Essex and the East of England, hosted by Epping Forest District Museum, saw local creative talent, Loughton Youth Project and Epping Forest Arts coming together to perform in various musical genres from indie and hip hop to folk and rock. 'I Love Elvis', a video documentary made by local disabled group, 'Artability' together with local band 'Reachback' was also screened at the event.

Case study...

Consultation with residents in Waltham Abbey showed that young people living on the Ninefields Estate in Waltham Abbey would benefit from diversionary activities.

'Taster' activity sessions were organised by the Community Development Team for 11-19yr olds living on the estate and in 2009 the "We Don't Do Bored" club was formed, managed by a local resident and supported by a coach from the Tottenham Hotspur Football Foundation. External funding was obtained to secure the Club's first 2years, and fund young people on the estate to work with a professional artist to produce a piece of sculpture for the front wall of the community building. A Steering Group of young people meet to plan future activity programmes and local volunteers provide help to make sure the Club is sustainable.

Reachback performing at 'I love Music'



How we meet our equality duties - Working with communities

We work with Communities to help to keep them safe by educating them on how to avoid becoming a victim of crime. Recent initiatives by the Safer Communities Partnership include the Crucial Crew and Reality Show projects aimed at young people aged 10-14 years to empower them to live safely in today's environment, and the Theatre Project for older people focussing on distraction burglary.

Young people and people with learning disabilities worked together on a project called 'Our House' designed to break down social barriers formed through fear, lack of knowledge and misconceptions from both groups. Loughton Youth Theatre and residents from Woodredon House for people with leaning disabilities, worked throughout the summer of 2010 to produce a body of impressive installations



and a site-specific performance within the grounds of Woodredon House



Older people, young people and people with disabilities came together in 'Makedo&mend', an arts project to recycle fashion, music and film from the '40's to create new and original work. The project which was designed to facilitate a crossover between generations in a meaningful way, was exhibited at Epping Forest Museum

'Zinc' is a 'disabled led' arts organisation based in the district working to promote the creativity, culture and heritage of disabled people and socially excluded groups for the benefit of all. Under a three year Service Level Agreement the Council provided £4529 to help Zinc provide arts for disabled people.

Community Grants

We award grants to organisations involved in providing community work and cultural or sporting activities to enable them to deliver successful services in the district. Priority is given to those groups or projects working in the following key areas:

- Children and young people
- Safer communities and domestic violence
- Environmental projects
- Elderly, disadvantaged or disabled people
- Encouraging a healthy lifestyle
- Supporting community development and involvement

In 2011 the Council granted £4235 to The Lambourne End Centre for Outdoor Learning, to replace worn out mountain bikes. The Centre, a registered charity, provides personal development experiences to young people including those who may be under achieving at school, be disabled, a carer, or have a history of offending. Cycling at the Centre provides health benefits from exercise, and increased confidence by learning to work in a team.

How we meet our equality duties - Hate Crime



Someone is a victim of a hate crime or incident if they are targeted because of their personal characteristics or perceived difference. Hate crime can include verbal abuse, threats, assault, intimidation, criminal damage or offensive graffiti and it can be targeted against whole communities as well as towards individuals, for example offensive graffiti in public places or acts of terrorism. Hate crime in the district is tackled by Safer Communities Partnership Hate Incident Panel which works with police, schools, local businesses, service providers, and housing providers to protect victims. Although it is widely recognised that hate crimes go unreported because of a lack of confidence they will be taken seriously, or for lesbian, gay, bisexual or transgender people, they may want to keep their sexuality private, 101 incidents of hate crime were reported to the Hate Incident Panel in 2010/11.

The Council through the Safer Communities Partnership, works proactively with other agencies to raise confidence in hate crime reporting systems and to encourage people to come forward. For more information on the Safer Communities Partnership email safercommunities@eppingforestdc.gov.uk

Disability hate crime - For many disabled people harassment is a commonplace experience, and public authorities have an important role to play in recognising harassment and abuse of disabled people, taking action to prevent it and intervening when it does, and transforming the way disabled people are viewed, valued and included in society. We work with local disabled groups to host disability awareness raising events. And hate crime has recently been included in research undertaken by the Disability Equality Involvement Group to identify priorities for our disability equality related work.

Domestic Abuse can include violence and psychological and financial pressure. The Safer Communities Partnership works with the Domestic Violence Group to share information and develop actions around prevention, education and intervention.

Racially aggravated crime - There has been a decline of racially or religiously aggravated offences from 102 in 2009/10 to 86 in 2010/11. The district has some political representation by the British National Party. Violent extremism can be found throughout the political spectrum and in the current threat context some of our Muslim communities could be vulnerable to radicalising influences.



How we meet our equality duties - Combating Hate Crime

Offensive graffiti - we aim to remove offensive graffiti from all property regardless of ownership or responsibility within 3 days. Racist and discriminatory graffiti is photographed and passed to the police.

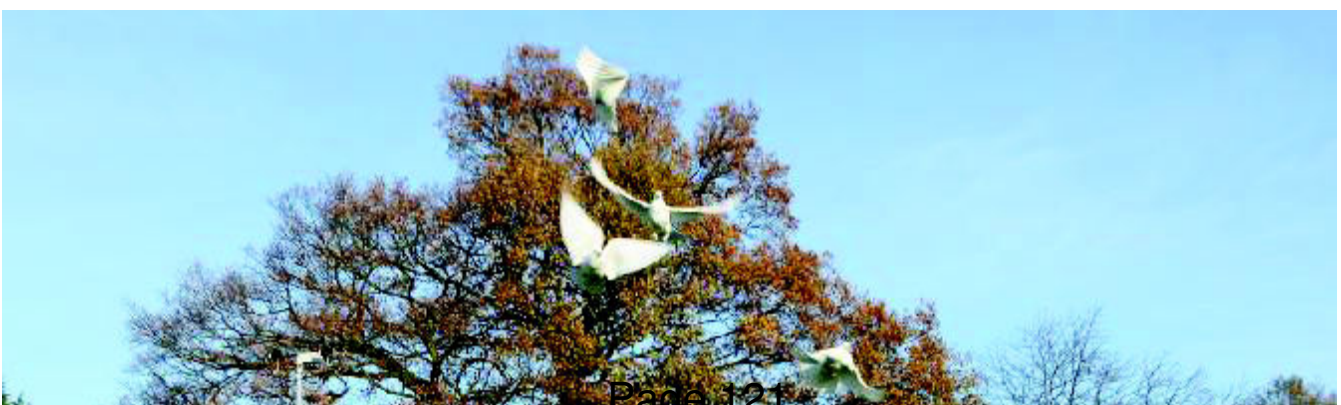
The Sanctuary Scheme seeks to upgrade security in a victims home by creating a 'safe room'. By creating a 'sanctuary' within the home, victims of domestic violence or hate crime experience less disruption to their family life and routines by being able to remain at home rather than move to a refuge. This and other homeless prevention measures have reduced homelessness as a result of domestic violence by 85% between 2005/6 and 2010/11.

We use the **Multi Agency Risk Assessment Conference (MARAC)** approach to addressing the needs of victims of domestic violence. All organisations involved in supporting the victim of domestic violence get around the table and share information to prevent serious harm, develop a safety plan and put support in place as soon as possible.

Violent extremism - The Local Strategic Partnership provides a cross agency response to the threat of violent extremism and works closely with the Multi-Faith Forum. The Multi-Faith Forum brings communities together and includes representatives from the public, community and voluntary sectors, the faith community and local business.

Awareness raising outreach - We work with partners and local people to raise awareness of hate crime and promote greater understanding of the needs of different communities and to encourage victims to come forward and seek help:

- hate crime awareness formed part of Disability Aware? in May 2011. The event aimed to raise awareness of disability and provide information on services and support available locally for disabled people
- one of the themes of Essex Pride 2011 was same sex domestic violence. The Council worked with partners from the public, private and voluntary sector to celebrate lesbian, gay, bi-sexual and transgender diversity at this annual community event in Chelmsford
- in November 2011, the Council together with the Safer Communities Partnership released 4 white doves from the roof of the Civic Offices to symbolise the 4 people (3 women and 1 child) who died as a result of domestic violence in Essex since April 2011



How we meet our equality duties - Procurement

Procurement is the process of acquiring the goods, works and services we need in order to carry out the work of the Council. The procurement process starts with the identification of a need for a service, right through to the end of a contract or the end of the useful life of an asset. The Council spends around £30 million annually (excluding depreciation and employee costs) in providing services to our communities. This level of expenditure gives the Council a significant economic influence in the area, an influence which we will use to help improve equality for our communities.

In our procurement we aim to:

- *to achieve a robust and consistent approach to equality in the delivery of services*
- *to ensure suppliers are compliant with equality legislation throughout the life of the contract*

We are committed to working with key suppliers to promote positive practices.



Procurement efficiency

The Council is a member of the Essex Procurement Hub which provides expertise around all aspects of procurement to help us to be efficient when buying goods and services. The Hub also provides opportunities to work with other councils to achieve greater savings by increasing the concentration of spending power, and by the use of 'framework contracts' which set out the terms for future purchasing.

- ✓ When selecting suppliers we include an understanding of local issues, and an awareness of the local community in our list of considerations where appropriate



How we meet our equality duties - Procurement

Local trade

To support the local economy we make sure that local suppliers are considered in procurement activity and as far as possible we will use local traders in the supply of goods, works and services.

We are also working to remove barriers to encourage local suppliers, the voluntary sector and small and medium sized enterprises to bid for Council business.



Doing business with the Council...

We operate a supplier registration system for businesses interested in supplying goods, services and works to the Council.

Registering with the Procurement Agency for Essex provides a contract opportunity-to-business requirement matching service, and opportunities to increase the visibility of your products and services across Essex

See where we spend our income:

- We publish all expenditure over £500 on the Council's website, see www.eppingforestdc.gov.uk
- We publish all historic expenditure over £500 so comparison can be made between our expenditure and that of other public bodies of a similar size, see www.spotlightonspend.org.uk

Suppliers

All suppliers wishing to enter into a contract with the Council are required to provide a copy of their Equal Opportunities Policy and provide information about their compliance with equality related legislation. This information is used in the supplier evaluation process and the award of contracts. As our agents, our contractors are also required to comply with and ensure that its employees and agents comply with the Council's equality duties and policies.

- We spent £11.5 million with small and medium sized businesses in 2010/11
- 11% of our total expenditure in 2010/11 was spent with suppliers who had a registered address within the Epping Forest District
- We use a value threshold system to regulate our approach to purchasing to ensure contracts are awarded without discrimination



We recognise that we can improve our procurement practices in relation to equality by more closely monitoring our contracts with suppliers for effective equality working practices. We are aware that we need to be cautious that our requirements of the voluntary sector and small and medium sized companies should not be too onerous and serve as a disincentive. Guidance for staff involved in procurement activities and contract monitoring could be improved to ensure greater focus on equality.

How we meet our equality duties - Business Planning

The Council plans its business to ensure the overall aims and objectives of the Council are achieved. The Council uses a business planning framework to align its business, budget, and workforce planning and development processes. This helps us to focus on key priorities, manage performance, and ensure communication and consultation are on key priorities. Each of our directorates provide details of how they have contributed towards the achievement of the Council's corporate objectives and priorities in an annual Business Plan which also sets out the work Directorates will be undertaking towards those priorities and objectives.



Business Plans follow a prescribed structure and requirements for essential content which includes equality and diversity and our Equality Objectives. This places equality and diversity at the centre of the Council's business planning and monitoring arrangements and ensures that our equality duties are taken into account in the strategic stage of service planning. Equality objectives will be set every four years and revised at the intervening two year point in line with business planning time scales. Business Plans are developed in consultation with staff and are subject to approval by the Portfolio Holder having responsibility for the work of the directorate, thereby encouraging 'ownership' of the plan and commitment to its objectives at all levels of the Council. The results of equality analysis via the Customer Impact Assessment process is reported in the Business Plans together with progress against actions arising from the process. For more information on the Council's business and performance management contact the Performance Improvement Unit on performance@eppingforestdc.gov.uk

Monitoring and scrutiny of equality work

We monitor the equality related work across the Council to assess the extent to which it is meeting our equality duties and to identify how we can move beyond compliance to achieve excellence and best practice.

The Corporate Equality Working Group (CEWG) monitors equality related work to ensure consistency across services, and progress towards meeting corporate objectives. The CEWG reports progress and performance annually to the Finance and Performance Management Scrutiny Panel which scrutinises and reviews the Council's progress and performance with its equality related work.



How we meet our equality duties -

Monitoring data

Why we gather data on our customers and employees:

We gather data about our customers to develop our understanding of the needs of our customers to make sure those services are based on sound information rather than assumptions or stereotypes. Knowing who uses our services and who does not helps us to provide services our customers want and to provide those services in the way customers want them. Providing services more efficiently will also help to reduce costs.

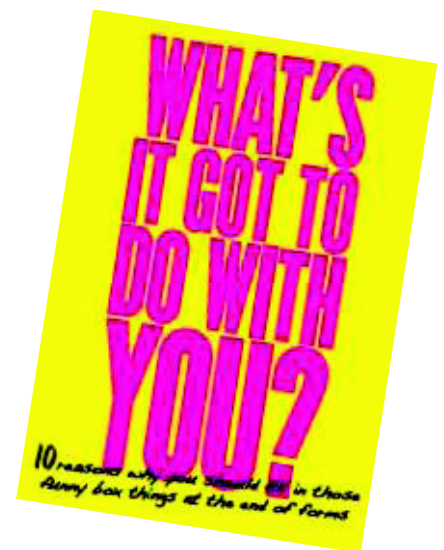
We gather information on our employees and potential employees to ensure our workforce profile reflects our community. Knowing who is working for us and who would like to work for us, helps us to ensure our employment and recruitment practices attract all sectors of our community and the best people to come and work with us.

How we gather and manage the data: We ask our customers and staff to provide us with information about themselves so we have statistical data to assess which services are needed, where, and when. We only collect data which is useful to us and it is collected alongside the provision of services. We use a range of different methods to gather data including surveys, customer satisfaction feedback, application forms for services and jobs, and compliments and complaints monitoring data. Names and addresses are not stored with monitoring data and all data is used in ways which prevent individuals from being identified. All information is treated in the strictest confidence, is used only for the purposes for which it is given, and is destroyed once it is no longer required. If you choose not to supply this data it will not adversely affect the services you are entitled to receive from the Council.

We may ask you:

- Age
- If you have a disability
- Your faith or belief
- Gender and if you are transgender
- race
- Sexual orientation

We recognise that this information is personal. There is no obligation to provide equality monitoring data but it will help to plan and assess our services. For more information on why organisations like ours ask for this data see this leaflet from Stonewall www.stonewall.org.uk or contact us on 01992 564042



We don't have all the information we need to ensure we understand our communities and to plan services. We

don't have up to date and reliable data about the faith, the ethnicity, nor the sexual orientation of our residents. To fill these gaps in our information:

- we are working with voluntary sector group Essex Gay to establish a dialogue with lesbian, gay, bi-sexual and transgender people in the district and carry out a survey of their views
- we have made gathering and using equality intelligence in our service planning an Equality Objective (see

page 31)

10. Equality Objectives

We have produced equality objectives to help us meet our equality duties and to bring about positive change. All our Equality Objectives can help us to meet one or more of the aims of the general equality duty - to eliminate unlawful discrimination, to advance equality of opportunity, or to foster good relations. The Objectives have been identified from evidence based on our customers or employees and analysis of our services, and will form the focus of our equality related work for the next 4 years. We have consulted on our objectives to make sure our customers agree they are areas where we can make the most difference to equality.

To maintain a co-ordinated, structured approach to our equality work, our Equality Objectives are structured in line with the Equality Framework for Local Government (EFLG) and to help us to achieve our aim to reach the Achieving Level of the Framework. The objectives are also intended to be challenging but achievable.

We have used a range of data and information to arrive at these objectives including statistical data, the results of consultations and surveys, the views of groups and individuals we engage with, the findings from equality analysis, the work being undertaken by our partners, and independent assessment by an external peer. The key messages from the results of the consultation on the equality objectives have been incorporated into the objectives to ensure we focus our efforts appropriately. A detailed Action Plan has been drawn up to make sure the Objectives are achieved. The Actions are specific and measurable and have clearly identified outcomes.



Equality Objective 1

Develop existing customer and employee equality intelligence gathering systems and the use of intelligence in service planning

This objective will help us meet the following aims of the General Equality duty:

- To eliminate unlawful discrimination
- To advance equality of opportunity
- To foster good relations

This objective will help us meet the following requirement of the Equality Framework for Local Government (EFLG):

- Knowing your communities and equality mapping

The evidence base for this objective is:

- It was identified in an external review of the Council's EFLG performance undertaken March 2010, as an area to develop

Engagement undertaken to identify objective:

We have consulted with the following groups to agree this objective:

- All residents and customers via an online survey
- Our employees via an online survey and the Staff Equality Group
- The Disability Equality Involvement Group
- The Corporate Equality Working Group
- The Leisure and Wellbeing Portfolio Holder
- Our Councillors
- The Council's Management Board
- Essex Gay

Next steps for the Equality Objectives:

Once the Equality Objectives are agreed, a set of Actions to meet this Objective will be developed by the Corporate Equality Working Group. These Actions will be specific, measurable and have timescales. We will report progress against these Actions in the annual Equality Report to The Finance and Performance Management Scrutiny Panel, and publish progress annually on the Council's website.

Equality Objective 2

Ensure ownership of equality by those within the Council in a position to shape services, for example Councillors and managers

This objective will help us meet the following aims of the General Equality duty:

- To eliminate unlawful discrimination
- To advance equality of opportunity
- To foster good relations

This objective will help us meet the following requirement of the Equality Framework for Local Government (EFLG):

- Place shaping, leadership, partnership and organisational development

Evidence base for this objective is:

- It was identified in an external review of the Council's EFLG performance undertaken March 2010, as an area to develop
- It was identified by the Disability Equality Involvement Group as an area to develop

Engagement undertaken to identify objective:

We have consulted with the following groups to agree this objective:

- All residents and customers via an online survey
- Our employees via an online survey and the Staff Equality Group
- The Disability Equality Involvement Group
- The Corporate Equality Working Group
- The Leisure and Wellbeing Portfolio Holder
- Our Councillors
- The Council's Management Board
- Essex Gay

Next steps for the Equality Objectives:

Once the Equality Objectives are agreed, a set of Actions to meet this Objective will be developed by the Corporate Equality Working Group. These Actions will be specific, measurable and have timescales. We will report progress against these Actions in the annual Equality Report to The Finance and Performance Management Scrutiny Panel, and publish progress annually on the Council's website.

Equality Objective 3

Develop engagement across all the protected equality groups.

The protected groups are:

Age	Disability	Faith or Belief
Gender	Gender Reassignment	Marriage and Civil Partnership
Pregnancy and Maternity	Race	Sexual Orientation

This objective will help us meet the following aims of the General Equality duty:

- To eliminate unlawful discrimination
- To advance equality of opportunity
- To foster good relations

This objective will help us meet the following requirement of the Equality Framework for Local Government (EFLG):

- Community engagement and satisfaction

Evidence base for this objective is:

- It was identified in an external review of the Council's EFLG performance undertaken March 2010, as an area to develop
-

Engagement undertaken to identify objective:

We have consulted with the following groups to agree this objective:

- All residents and customers via an online survey
- Our employees via an online survey and the Staff Equality Group
- The Disability Equality Involvement Group
- The Corporate Equality Working Group
- The Leisure and Wellbeing Portfolio Holder
- Our Councillors
- The Council's Management Board
- Essex Gay

Next steps for the Equality Objectives:

Once the Equality Objectives are agreed, a set of Actions to meet this Objective will be developed by the Corporate Equality Working Group. These Actions will be specific, measurable and have timescales. We will report progress against these Actions in the annual Equality Report to The Finance and Performance Management Scrutiny Panel, and publish progress annually on the Council's website.

Equality Objective 4

Ensure that the Council's culture, systems and working practices allow for the development of a management profile representative of its workforce as a whole

This objective will help us meet the following aims of the General Equality duty:

- To eliminate unlawful discrimination
- To advance equality of opportunity
- To foster good relations

This objective will help us meet the following requirement of the Equality Framework for Local Government (EFLG):

- To have a modern and diverse workforce

Evidence base for identification of objective:

- Staff profile
- Staff Equality Survey 2009/10
- Employee Survey 2011
- It was identified in an external review of the Council's EFLG performance undertaken March 2010, as an area to develop

Engagement undertaken to identify objective:

We have consulted with the following groups to agree this objective:

- All residents and customers via an online survey
- Our employees via an online survey and the Staff Equality Group
- The Disability Equality Involvement Group
- The Corporate Equality Working Group
- The Leisure and Wellbeing Portfolio Holder
- Our Councillors
- The Council's Management Board
- Essex Gay

Next steps for the Equality Objectives:

Once the Equality Objectives are agreed, a set of Actions to meet this Objective will be developed by the Corporate Equality Working Group. These Actions will be specific, measurable and have timescales. We will report progress against these Actions in the annual Equality Report to The Finance and Performance Management Scrutiny Panel, and publish progress annually on the Council's website.

Equality Objective 5

Procurement

The Council is currently considering whether it should adopt an Equality Objective in respect of its commissioning and procurement (purchasing activities). This section of the Equality Scheme will therefore be updated in due course.

11. Equality Objectives consultation

We carried out a consultation on our equality objectives with our customers and residents to find out whether they agreed that we had identified the objectives which could make the most difference to equality for our communities. The consultation was conducted via a survey where respondents were invited to state whether they agreed, neither agreed nor disagreed, or disagreed with the objective. The survey was conducted via the Council's website in February 2012 and publicised in the Epping Forest Guardian.

Whilst response levels to the consultation were relatively low the majority of respondents agreed with the objectives, with Objective 1 (Use of information) and 4 (The Council's working environment) receiving a higher level of agreement, 88% and 87% respectively.

Comments were invited and included views that more information about equality and the steps to be taken to meet the objectives would have helped respondents to complete the survey more fully. Concern was also expressed that equality objectives could create division within sections of the community. These comments will be considered in actions to deliver Objective 1 (Use of information) and Objective 3 (Engagement) as appropriate.

If you would like a copy of this Equality Scheme or Equality Objectives in any other format, for example in large print or another language, please contact Epping Forest District Council on 01992 564042 or email equality@eppingforestdc.gov.uk

12. Contact us about equality...

For more information about the Equality Scheme and any aspect of the Council's equality work, contact:



The Performance Improvement Unit, Epping Forest District Council, Civic Offices, 323 High Street, Epping, Essex, CM16 4BZ



Telephone: 01992 564042



Email: equality@eppingforestdc.gov.uk



www.eppingforestdc.gov.uk





Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ

telephone: 01992 564000
fax: 01992 578018
email: contact@eppingforestdc.gov.uk

Report to Council

Date of meeting: 27 March 2012

Subject: Overview and Scrutiny

Chairman: Councillor Richard Bassett



Recommendation:

That the report of the Overview and Scrutiny Committee Chairman be noted.

Essex County Council and Children Services Presentation

1. At our meeting on Tuesday, 6 March 2012, we received two presentations. The first one was from County Councillor Ray Gooding, the Deputy Portfolio Holder for Children Services; Jenny Boyd, the Director of Local Delivery, West; and Lonica Vanclay, Head of Locality Commissioning. They were there to update the Committee on progress made by the County on the provision of children services and to respond to the recent EFDC's Task and Finish Panel's report on children services.

2. We noted the progress the County had made resulting in an improved Ofsted inspection (in September 2011) giving them an improved rating of "Adequate" from "Inadequate" in the previous years and that they had now moved into phase 2 of their improvement plan.

3. Members robustly cross questioned them about how they were to improve their services with less money in this age of budget cuts; how robust their systems were and if they were prepared to use local providers to provide local services. Whilst we received answers that they understood the issues, they agreed it was early stages and lots more needed to be done. Members also had several more specific questions on local delivery and local commissioning as well as issues of budget cuts on NEETs (Not in Employment Education or Training). With the time constraints they agreed to take further questions and provide written answers which will be published to members. They also agreed to return later in the year to give further updates on progress.

Upcoming Health Reforms - Presentation

4. The other presentation we received was on the upcoming health reforms and the role of the Health and Wellbeing Boards. Unfortunately, none of the speakers that we had lined up to speak on this topic could make it but we had a last minute stand-in (Lynn Seward, Harlow's Head of Community and Customer Services) to take us through this subject.

5. We noted the points where the Health and Wellbeing Boards overlapped with District Council's responsibilities, such as environmental health, community leadership, planning, licensing and benefits. They would be looking to the District Councils to take more of a lead in the prevention of ill health; an example given was using planning and licensing laws to tackle obesity by not allowing fast food outlets. These Wellbeing Boards are currently acting in a shadow format but once fully active will be the purse holders for many community projects to improve the health and wellbeing of residents and communities. We agreed that we needed further information once the board was fully operational.

Defra Consultation Report on Waste Related Penalties

6. We next considered the draft Defra consultation report on waste related penalties. This had been considered by the Safer Cleaner Greener Standing Panel who had agreed with the government's and officer's proposal that penalties should not be handled as criminal sanctions. However, officers emphasised that that the proposed test for harm to local amenities was an inappropriate test and they were keen to keep certain sanctions under other legislations for persistent offenders. It was also pointed out that Business waste, Fly-tipping and harmful waste issues are dealt with under other legislation.

Other items Covered

7. We received a report from the Constitution and Member Services Standing Panel on officer delegation following a review of financial regulations, contract standing orders and officer delegation. We agreed the minor changes and have recommended it to Council and the Leader for their agreement.

8. Our next report was on the equality scheme and objectives for 2012/13 to 2015/16. Members agreed the report but wanted it made explicit in 'Equality Section 5', on procurement (still to be written) that it should be made clear that it was important to the Council that they made payments to local businesses within a certain time limit (20 days for a local supplier and 28 days for other suppliers). They also wanted it made clear that the council had various practical ways to help and communicate with people who needed alternative help such as the use of brail or sign language.

9. Our next three reports were referred to us from the Constitution and Member Services Standing Panel which we agreed. They were on the Review of Financial Regulations and the approval for virements; the management of Housing Appeals and Review Panels Terms of Reference; and finally the review on how the Appointments Panel operated to improve the process of agreeing nominations to committees at Annual Council meeting. All were discussed and their recommendations approved.

Report to the Council

Committee: Constitution and Members Services Scrutiny Panel **Date:** 27 March 2012

Chairman: Councillor David Stallan

APPOINTMENTS AT ANNUAL COUNCIL MEETING - REVIEW

Recommending:

- (1) That the Appointments Panel continue to operate without changes to its terms of reference and continue in operation thereafter until any further review is necessary;**
 - (2) That the Protocol on the Allocation of Chairmanships and Vice-Chairmanships and Outside Organisations (except for sections 6 (a) to (c) in the Protocol - the provision for pro-rata for Chairmen) be suspended for a further period of one year and then reviewed;**
 - (3) That Article 5 of the Constitution (in relation to the nomination of the Vice Chairman appointment to Council) be amended by the inclusion of the following words at the end of Article 5.02 (c) “and notified each year to the Appointments Panel for consideration and onward recommendation to the Annual Council meeting”; and**
 - (4) That meetings of the Appointments Panel be held on 10 and 15 May 2012 (if necessary).**
-

Report:

1. We have reviewed the operation of the new Appointments Panel set up last year. The report we considered reviewed the experiences of last year together with some issues requiring decisions on the future operation of the Panel.
2. The original request to the Panel to look at the operation of the Annual Council meeting covered a number of issues which included briefing information; liaison and consultation between political groups, pro rata on outside organisations and the process of appointment; simplifying paperwork at the Annual Meeting; suggestions for improvement of the civic ceremonial aspects of the annual meeting and a review of the appointment process of the Vice-Chairman of Council.
3. Last year the Council operated the Appointments Panel for the first time. As envisaged, documentation was circulated by officers prior to the election period. This information comprised:
 - (a) a pre-election pro rata exemplification table;
 - (b) a pro rata advice sheet;
 - (c) Counsel's opinion on calculating pro rata;
 - (d) new Group Constitution Forms;
 - (e) individual group member forms;
 - (f) Terms of Reference of the Panel (attached for reference – Appendix 1 to this report);
 - (g) a blank Committee nominations sheet (showing previous years nominations);

- (h) a blank outside organisations sheet for council appointed bodies; and
- (i) Vice Chairman nomination forms (as appropriate).

4. On the Friday after the election count further information on the post election pro rata position was emailed to members.

5. We have taken account of comments of members and taken the view that the Appointments Panel operated successfully last year and should continue this year and are recommending accordingly.

6. Members will recall that the Protocol on the Allocation of Chairmanships and Vice-Chairmanships and Outside Organisations (attached Appendix 2) was suspended for the period of one year (except for sections 6(a) to (c)) to allow the new system to operate. We have reviewed this element in the light of operational experience and have taken the view that, if the Appointments Panel continues, the suspension of the Protocol (in part) should also continue for a further period until a review can be undertaken in the following year. This will enable officers to bring forward proposals for rescinding of the Protocol linked to the inclusion of a 'statement of principles' within the Terms of Reference of the Appointments Panel which would have the effect of limiting the scope of its recommendations to Council on Chairmanships, Vice Chairmanship and Outside Body positions.

7. We noted that the appointment of the Vice Chairman of Council was governed by Article 5 of the Constitution. Last year it was agreed that no changes would be made to the nomination process save that nomination forms would come to the Appointments Panel.

8. Therefore, we are suggesting that the words in Article 5.02 (c) be amended to read:

"5.02(c) (c) The process of agreeing a nomination for Vice-Chairman of the Council shall be co-ordinated by the Leader of the Council in consultation with independent members and the Leaders of all political groups **and notified each year to the Appointments Panel for consideration and onward recommendation to the Annual Council meeting**";

9. This will have the effect of ensuring that relevant nominations are brought forward to the Appointments Panel for discussion and recommendation to Council.

10. We are also suggesting that two dates be set aside for the Appointments Panel, Thursday 10 May and Tuesday 15 May 2012 and have recommended accordingly.

11. The Overview and Scrutiny Committee accepted our proposals as set out in the above recommendation at the commencement of this report and we recommend them to Council.

**APPOINTMENTS PANEL
TERMS OF REFERENCE**

1. Title

The Panel shall be known as the "Appointments Panel".

2. Terms of Reference

(a) To receive and make recommendations to the Annual Council on nominations for the following appointments from political groups and non-affiliated members:

(i) Chairman and Vice Chairman of Council;

(ii) Leader; Deputy Leader and Cabinet members;

(iii) Chairmen; Vice-Chairmen and membership of Cabinet Subcommittees;

(iv) Chairmen; Vice-Chairmen and members of Committees and Sub-Committees (excluding Scrutiny Panels); Panels; Boards Working Groups and similar bodies;

(v) Outside body appointments falling to the Council to fill;

(b) In recommending appointments to the Council, the Panel will:

(i) Propose nominations based on the entitlement of each political group in accordance with the statutory pro rata;

(ii) Ensure that consideration is given to any nominations made by non-affiliated members for any position or appointment;

(iii) Ensure, so as far is practicable, an equitable allocation of Chairmanships and Vice Chairmanships across the political groups or to non-affiliated members having majority support that is not inconsistent with the provisions of the Council's Protocol; and

(iii) Permit schedules of recommended appointments to be circulated to all members prior to the date of the Council meeting.

(c) The Panel shall, in recommending outside body appointments to the Council, do so as to give precedence to local ward members for those that have a 'local' designation and an equitable allocation of places across the political groups of the Council;

3. Membership

- (a) Each statutory Political Group on the Council shall appoint two members from to form the Panel;
- (b) Where an appointed member ceases to be a member of the Council, the appropriate Political Group Leader may nominate a substitute from within their membership;
- (c) All unaffiliated members of the Council shall have the right to attend the Panel meetings and/or submit nominations in accordance with statutory provision.

4. Chairman

- (a) The Chairman of the Panel shall normally be the Leader of the Council but if the Leader is not a member or present, the Chairman shall be determined by the Panel; and
- (b) The Chairman shall be responsible for reporting the recommendations of the Panel to full Council.

5. Meetings

- (a) Meetings of the Panel shall be held as required following elections each Council year at the Civic Offices, Epping at the date and time indicated on the agenda timed so as to enable the prior circulation of their recommendations for nominations to the Council.
- (b) Minutes and agenda of the Panel meetings shall be circulated to the following:
- Panel Members
 - Group Leaders or Deputy Group Leader not members of the Panel
 - Unaffiliated Members of the Council

6. Effect of Nominations

Nothing in these Terms of Reference precludes any Political Group or non-affiliated member of the Authority from making nominations directly at full Council or from any group or non-affiliated members changing or withdrawing previously made nominations.

7. Officers

The Panel will be supported by the attendance of relevant officers from the Office of the Chief Executive and such other officers as may, from time to time, be required.

PROTOCOL - ALLOCATION OF CHAIRMANSHIPS AND VICE-CHAIRMANSHIPS AND OUTSIDE ORGANISATION PLACES

Purpose of Protocol

1. To formalise the understandings between political groups represented on Epping Forest District Council in its response to the new constitution required by the Local Government Act 2000.
2. To establish arrangements which secure the allocation of the following Chairmanships on an agreed basis between the political groups:
 - (a) Leader
 - (b) Deputy Leader
 - (c) Chairman and Vice-Chairman of Committees and Sub-Committees (including Scrutiny Committees);
 - (d) Chairmen and Vice-Chairmen of Panels, Boards, Working Groups and similar bodies;
 - (e) Chairmen of Policy Advisory Groups; and
 - (f) Chairmen and Vice-Chairmen of Cabinet Committees.
3. To ensure that the operation of the protocol recognises the statutory requirements and local arrangements approved by the Council as part of its constitution.

Statutory and Local Requirements

4. This protocol will recognise:
 - (a) that the Chairman of the Council shall not be a member of the Cabinet;
 - (b) that no member of a Scrutiny Committee (including its Chairman or Vice-Chairman) shall be a member of the Cabinet;
 - (c) that the Chairman of the Standards Committee and any Sub-Committee thereof shall not be a Councillor;
 - (d) that the Chairman or Vice-Chairman of any Cabinet Committee must be a member of the Cabinet; and
 - (e) that the appointments of Chairmen and Vice-Chairmen of other Council Committees, Sub-Committees, Working Groups, Panels and Boards shall be in accordance with the Council's own rules as set out in the constitution.
5. In making all such appointments, the Council will take account of the legal requirements to ensure that members of the Cabinet must not be involved in any of the activities of the Overview and Scrutiny Committees.

Provisions of Protocol - Chairmanships and Vice-Chairmanships

6. The following provisions shall apply to the operation of this protocol and the making of appointments:
- (a) all appointments shall be made against the requirement to achieve a pro rata allocation of Chairmanships and Vice-Chairmanships between political groups;
 - (b) for the purpose of achieving the requirement set out in (a) above, the calculation of pro rata requirements shall be carried out separately in respect of the total number of Chairman and Vice-Chairman positions;
 - (c) each political group shall have an equal opportunity to submit nominations from its membership for positions of Chairmen and Vice-Chairmen in respect of the bodies covered by this protocol;
 - (d) any political group shall nominate from within its own membership only but shall be free to support the nomination of another political group for any such position;
 - (e) in making nominations for such positions, each political group acknowledges that any of its nominees must command majority support within the Council and that the decision of the Council on any appointment is final;
 - (f) each political group undertakes to enter into discussions with other groups on individual nominees and the number of nominations to be submitted and shall be enabled to withdraw the name of any nominee prior to or at the appropriate Council meeting;
 - (g) notwithstanding the discussions specified under paragraph (c) above, political groups shall retain the right to submit their nominations to the Council for consideration notwithstanding the outcome of the discussions indicated; and
 - (h) the Council and other political groups will acknowledge the right of any political group not to submit a nomination or to withdraw such a nomination after discussion with other groups.

Provisions of Protocol - Outside Organisations

7. The following provisions shall apply to the operation of this protocol for appointments to outside organisations:
- (a) all appointments shall be made by the Council;
 - (b) appointments shall be designated by the Council as "Executive" or "Non Executive";
 - (c) appointments may also be designated as "local" in character in which case, local ward members shall be given precedence.
 - (d) appointments may be designated by the Council as specialist in which case Councillors (irrespective of political group membership) with the appropriate skills, experience or personal qualities shall be given precedence;

(e) after considering the "local" and "specialist" categories, all political groups will agree on an annual basis how many seats are to be allocated to each group taking into account their overall numbers on the Council and their expressed preferences;

(f) in relation to the organisations designated as local, the political group or groups represented in relevant wards shall agree nominations to be put forward; and

(g) all groups will recognise the right, notwithstanding prior discussion required by this protocol, to submit its nominations for consideration by the Council.

Definition of Political Group

8. For the purposes of this protocol, a political group shall be defined in accordance with the Local Government Act 1989 (i.e. two or more Councillors).

Changes to this Protocol

9. Any alteration of this protocol shall require the consent of the full Council, with no less than 65% (rounded up to the nearest whole number) of the Council's membership attending that meeting voting in favour.

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Report to the Council

Committee: Constitution and Members' Services Scrutiny Panel **Date:** 27 March 2012

Chairman: Councillor David Stallan

HOUSING APPEALS AND REVIEW PANEL – TERMS OF REFERENCE

Recommending:

(1) That that the existing order of proceedings at meetings of the Housings Appeals & Review Panel be retained but a new paragraph (to be numbered (7)) be added to the Panel's Terms of Reference as follows:

“(7) If requested by the appellant/applicant or their representative, the Chairman may agree to (6)(b)-(d) above taking place after (e)-(g) and to (h) and (i) being reversed”.

and that the Constitution be amended accordingly;

(2) That the appellant/applicant be informed prior to the meeting of their right to change the order of presentation if wanted, as set out in (1) above;

(3) That the arrangements set out in recommendation (1) above be reviewed after six months; and

(4) That paragraph 1(i) (relating to the banding of an applicant, in accordance with the Housing Allocations Scheme in being at the time of the decision) be removed from the Terms of Reference of the Housing Appeals and Review Panel and the Constitution be amended accordingly.

Report:

1. We have reviewed two aspects of the Housing Appeals and Review Panel (HARP) Terms of Reference: the order of presentation at Panel meetings and the exclusion of appeals against banding decisions under the Housing Allocations Scheme.

Order of Presentation of Cases to the Panel

2. The current order of business for consideration of cases by the HARP provides for the applicant/appellant to present their case and answer questions first, followed by the appropriate Housing Officer presenting his/her case and answering questions. Whilst this follows the order of most appeal proceedings it was considered by officers and some members that it did not lend itself particularly well to meetings of the HARP.

3. An applicant/appellant normally attends meetings to present their case without being represented by a professional advocate. Despite being advised in advance of the meeting of the procedure to be adopted and the Chairman of the Panel, as part of his opening remarks, attempting

to put an applicant/appellant at ease they appear frequently to be overwhelmed facing a Panel of normally five members in a fairly formal setting.

4. As a result, since an applicant/appellant has to present their case first, some members of the HARP felt that many struggle to follow the procedure and present a reasonable case. Often it is not until replies are given to questions from the Housing Officer and members of the Panel that the full extent of the applicant's/appellant's case becomes apparent.

5. Not all members of the HARP were of this view and a request was made to the Standing Panel to consider the matter. We were informed that changing the Terms of Reference so as to change the order of proceedings, with the Housing Officer presenting his/her case first would have the following benefits:

(a) the HARP would receive the full facts of the case at the outset as these are set out in the officer's report; this would enable members to understand better the submissions made subsequently by the applicant/appellant;

(b) the applicant/appellant would have time to settle in the meeting before being expected to address the Panel; would have a better appreciation of the proceedings having witnessed the way in which the officer presents his/her case and answers questions on it; and, should be better prepared when it comes to their turn to present their case.

6. We understand that the Director of Corporate Support Services was consulted on a change of order of business and had no objection. The only observation she made was that some professional representatives (e.g. solicitors and barristers), would be used to an appellant presenting their case first in an appeal environment, and might object if this order is not followed. Accordingly, she suggested that if a change was made, if requested by the applicant/appellant or their representative, the Chairman could agree to the applicant/appellant continuing to present their case first.

7. In any event, the Terms of Reference of the HARP still give it discretion to reverse the order in which the case of the officer and the applicant/appellant are presented, provided that both parties agree.

8. After discussing the issues, we have come to the conclusion that there is no reason to change the current order of events as the HARP has asked for an additional paragraph to be included which would allow an applicant/appellant to request a change in the order of presentation if they so wish. We consider that this would give sufficient flexibility to allow the HARP to change the order if considered appropriate.

10. The Overview and Scrutiny Committee accepted our views and we recommend as set out at the commencement of this report.

Appeals against the Banding of an Applicant

11. Following concern about the cost and member and officer time involved with housing appeals about some relatively minor issues, the Council agreed that from the commencement of the municipal year 2010/11 the Terms of Reference of the HARP should be amended to allow appeals and reviews only in respect of specified issues.

12. At that time, one of the issues recommended by officers for removal from consideration by the HARP was appeals about the banding of an applicant in accordance with the Council's Housing Allocations Scheme. However, members did not accept that and the HARP continued to consider such appeals.

13. We have been advised that since May 2010, the HARPI has considered nine appeals about the banding of an applicant including seven appeals since August 2011. In all cases the HARP has upheld the officers' decisions and dismissed the appeals.

14. The majority of these appeals concern priority given for medical conditions and as the Housing Allocations Scheme specifies that medical priority is determined by the Council's Medical Adviser, the Panel had little discretion.

15. Current members and substitutes of the HARP have discussed the matter and asked us to agree that such appeals should no longer come within their terms of reference and that the right of appeal should end with one of the Assistant Directors of Housing.

16. We agree with the views of the HARP and the Overview and Scrutiny Committee hold the same view. Accordingly, we recommend as set out the commencement of this report.

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Report to the Council

Committee: Constitution and Members' Services Scrutiny Panel **Date:** 27 March 2012

Chairman: Councillor David Stallan

REVIEW OF FINANCIAL REGULATIONS

Recommending:

That the schedule of amendments to Financial Regulations set out in Appendix 1 to this report be approved and pages G9 -11 be deleted from the Constitution.

Report:

1. We have considered a report on a review of the Council's Financial Regulations. The report dealt with the annual review of Financial Regulations which is conducted by a cross Directorate Officer Working Party.
2. The report contained recommendations for one change to Financial Regulations and one consequential amendment to the Budget Procedure Rules in the Constitution.
3. Appendix 1 to this report set out the proposed amendment arising from this year's review. The Appendix excludes minor textual changes (renumbering, typographical errors and various cross references) which can be made by officers when the Financial Regulations are prepared for publication.
4. The proposed change relates to virement limits, a virement being a transfer of funding from one budget heading to another.
5. Currently Financial Regulations set out the arrangements for approval of virements against certain financial limits:
 - (a) **Up to £5,000** – by Directors subject to no virement between portfolio budgets, to the virement being within the Director's own budgets and to the transfer being within "cost centres";
 - (b) **Up to £10,000** – by Portfolio Holders, subject to the budget concerned being within the Portfolio and to the other conditions as set out in (a) above;
 - (c) **£10,000-£100,000** – Cabinet approval;
 - (d) **£100,000** – Cabinet and Council approval
6. All virements are supervised by the Director of Finance and ICT.
7. We believe that there should be no change to the procedure for virements up to £5,000, save that the term "cost centre" should be amended. We recommend that the use of this term should be discontinued and the term "budget heading under the same budget page" should be substituted.

8. This will allow officers a greater degree of flexibility in managing their budgets. The current restriction of increments to within cost centres only is felt to be overly restrictive and necessitates Portfolio Holder involvement for insignificant changes to budgets. Expanding this to budget headings under the same page ensures that the money is still used for a similar purpose. A wider expansion of movement of funding within a Directorate as a whole is not proposed as this would allow funds to be used for very different purposes.

9. We attach a typical budget sheet to our report for illustrative purposes (Appendix 2).

10. As to the other virement limits, no changes are proposed for 2.3(d) but for 2.3(b) and (c), we recommend that the limit for Portfolio Holder approval be increased to £25,000. This recognises the role of Portfolio Holders and reduces references to the Cabinet. Use of Portfolio Holder decision making is more flexible which, coupled with the redefinition of “cost centres,” will make arrangements easier to operate.

11. All proposed virements will be reviewed by the Director of Finance and ICT and it should be remembered that, as with other Portfolio business, Cabinet members can refer a proposed virement to the Cabinet if need be.

12. The virement rules are published both in Financial Regulations and as an appendix to the Budget Procedure Rules of the Constitution (Pages G9-11). We consider it advisable to publish the information in only one place to avoid confusion. We therefore propose that the Appendix to the Budget Procedure Rules be deleted.

13. The overview and Scrutiny Committee accepted our proposals as set out at the commencement of this report and we recommend them to Council.

REVIEW OF FINANCIAL REGULATIONS 2011/12

Fin Reg Ref	Subject Matter/Present Wording	Proposed Amendments/Comments
	<p data-bbox="819 403 1279 432">Responsibilities of Chief Officers</p> <p data-bbox="819 472 1417 906">4.4 A Chief Officer may exercise virements on budgets under his control for cumulative amounts up to £5,000 between detailed account codes within the same cost centre during the year, subject to the agreement of the Chief Finance Officer (for this purpose ‘cost centre’ refers to the budget book sub-heading, e.g. for Accommodation Services the cost centres are Office Accommodation, Superintendents, Duty Officers and catering).</p> <p data-bbox="819 946 1417 1142">4.5 Where a virement is required, the Chief Officer (or other Officer delegated by them) must send a signed written request to Accountancy detailing the amount and detailed cost codes involves.</p> <p data-bbox="819 1182 1323 1211">Responsibilities of Portfolio Holders</p> <p data-bbox="819 1251 1402 1377">4.6 A Portfolio Holder, in consultation with the appropriate Chief Officer, may exercise virements on budgets under their control, within the same cost</p>	<p data-bbox="1447 472 1906 501">DELETE: “Cost Centre” throughout.</p> <p data-bbox="1447 541 2033 601">SUBSTITUTE: “Budget Heading on the same Budget Page”</p> <p data-bbox="1447 1251 1995 1279">Amend “£10,000” to “£25,000” throughout.</p>

	<p>centre or between cost centres, for cumulative amounts up to the greater of £10,000 or 2% of gross cost centre expenditure during the year, following notification to the Chief Finance Officer, and subject to the conditions at 4.9 below. These limits are inclusive of amounts vired under 4.4 above, not in addition to.</p> <p>4.7 Cumulative amounts greater than £10,000 or 2%, whichever is the greater, within the same cost centre or between cost centres during the year require the approval of the Cabinet, following a report to the relevant Portfolio Holder in conjunction with the Chief Finance Officer and the Chief Officer. The report must specify the proposed expenditure and the source of funding and must explain the implications in the current and future financial year.</p> <p>Responsibilities of the Chief Finance Officer</p> <p>4.8 To prepare jointly with the relevant Chief Officer a report to the Cabinet or Council as appropriate, where revenue virements within the same cost centre, or between cost centres within the same portfolio, in excess of the greater of £10,000 or 2% of gross cost centre expenditure are proposed.</p>	<p>Amend “£10,000” to “£25,000” in line 2.</p> <p>Amend “£10,000” to “£25,000”</p>
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	<p>To maintain a list of approved budget headings.</p> <p>To maintain a register of all approved virements.</p> <p>To monitor that any allocation of an approved budget that is a lump sum budget or contingency intended for allocation during the year is in accordance with the purposes for which it was established and the Cabinet approved scheme for its release. Where any proposed allocation falls outside of these conditions, the allocation will be deemed to be a virement and treated accordingly.</p> <p>Responsibilities of Cabinet and Council</p> <p>4.9 Cumulative virements within a Portfolio greater than £100,000 or 2% of the total portfolio, whichever is the greater, require the approval of the Council, following a report of the Cabinet in conjunction with the Chief Finance Officer and the relevant Chief Officer(s). The report must specify the cumulative expenditure and sources of funding and must explain the service delivery implications in the current and future financial year.</p>	
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BUDGET 2011/12

Spending Control and Code Book

Cost Centre Code	DR150				
Cost Centre Name	CIVIC & MEMBER EXPENDITURE				
Spending Control Officer	I Willett			A: Accountancy Use Only	
Class	Type	Code	Job	Job Cost	Budget
Employee Expenses	Staff Related Insurance	A			390
					<u>390</u>
Supplies And Services	Equipment - New	3010			280
	Nursery Recharge	A			5,170
	Photocopying	3300			260
	Books & Publications	3350			1,020
	Publicity	3360			3,330
	Postage	3510			2,790
	Members Courses & Conferences	3632			6,550
	Misc Insurances	A			2,470
	Civic Hospitality	3840			2,770
					<u>24,640</u>
Support Services	Office Accommodation	A			204,880
	Managerial & Professional	A			521,450
	Computers - Central	A			12,410
	Website	A			6,980
	Office Services	A			46,320
	Telephones	A			5,770
	Planning Policy Group	A			6,600
	Chief Executive Policy Group	A			4,710
	Dep Chief Executive Policy Grp	A			11,260
					<u>820,380</u>
Internal Recharges	Other Recharges	9630	RE01	Hra Contribution	(185,990)
	Other Recharges	9630	RE02	Bldg Control Fee Ac Cont	(2,110)
	Other Recharges	9630	RE03	On-Street Parking Cont	(4,230)
					<u>(192,330)</u>
					<u><u>653,080</u></u>

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Report to the Council

Committee: Constitution and Members' Services Scrutiny Panel **Date:** 27 March 2012

Chairman: Councillor David Stallan

OFFICER DELEGATION – 2011/12 REVIEW

Recommending:

- (1) That that the schedule of changes to Council delegation as set out in the attached Appendix be approved; and**
 - (2) That changes to executive delegations to be incorporated in the Constitution, once these have been signed off by the Leader of the Council, be noted.**
-

Report:

- 1 We have considered a report on Officer Delegation.
- 2 Each year a cross-Directorate Working Party of Officers carries out a review of Financial Regulations, Contract Standing Orders and Officer Delegation. Every second year a review of Contract Standing Orders is also undertaken. These reviews are designed to keep these documents up-to-date and to reflect current statutory requirements and operational needs.
- 3 Delegated authorities are agreed in one of two ways:
 - (a) approval by the Council in respect of Council (i.e. non-executive and regulatory) functions; or
 - (b) approval of the Leader of the Council for Executive (or Cabinet) functions.
- 4 This report brings forward updates to the delegation schedule, including those which have already been approved during the last 12 months.

Proposed Changes

- 5 The only new change in delegation relates to the detailed wording on tree preservation. The remainder are executive delegations and have already been approved by the Cabinet and/or Portfolio Holders and will be incorporated in the Constitution once the Leader of Council has reviewed and approved the overall schedule.
- 6 The Overview and scrutiny Committee accepted our proposal as set out at the commencement of this report and we recommend accordingly.

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REVIEW OF OFFICER DELEGATION 2011/12

Delegation Ref	Subject	Existing Wording/ Delegation	Proposed Amendments/ Comment
Schedule 2 Forward Planning and Related Functions Paragraph (2)	Protection of Trees	<p>“Amend, confirm or revoke such orders (i.e. TPOs), subject to reporting any objections regarding the making of the order to the relevant Area Planning Sub Committee for this decision”.</p> <p>Delegated to:</p> <p>Director of Planning and Economic Development.</p>	<p>ADD: the words “decide not to confirm” after “amend, confirm” in the first line.</p> <p>DELETE the words: “subject to reporting any decision not to confirm a contested order” and REPLACE with “subject to reporting any objections regarding the making of the order” in lines 2-4.</p> <p>Comment:</p> <p>Current wording does not reflect the present delegation which requires a report to a Sub Committee to be made if a contested order is not confirmed. The current report implies only reporting of objections.</p>

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Report to the Council

Committee: Epping Forest District
Standards Committee

Date: 27 March 2012

Chairman: Richard Crone (Independent Chairman)

1. LOCALISM ACT 2011 – NEW STANDARDS ARRANGEMENTS

Proper Officer

(1) That the Monitoring Officer be appointed as proper officer for the purposes of Sections 26 – 37 of the Localism Act 2011 with the Deputy Monitoring Officer authorised to act in the Monitoring Officer's absence.

Standards Committee

(2) That the Council determine whether to appoint a Standards Committee to assume responsibility for the new standards arrangements which will come into operation on 1 July 2012;

(3) That the Monitoring Officer submit proposals to the Council before 1 July 2012 on the following:

(a) the terms of reference and Constitution for a Standards Committee including the number of councillors to serve on this Committee and the number of executive members to be appointed;

(b) that, in principle, the Council approves the adoption of a model form of Standards Committee constitution currently being developed by the Essex Public Legal Partnership (PLP); and

(c) the results of consultation with parish and town councils in the District on whether those councils are to participate in any Standards Committee established by this Council.

Code of Conduct

(4) That the Council agrees, in principle, to adopt the Model Code of Conduct being developed by the PLP so as to ensure that there is a uniform Code across the region, which takes account of the statutory definition of disclosable pecuniary interests and any other interests which Councils jointly agree should be included in the Code of Conduct;

(5) That the Monitoring Officer be authorised to carry out further consultation with parish and town councils as to their wishes in regard to a uniform Code of Conduct within the District and to report back to the Council before 1 July 2012.

Arrangements for Dealing with Complaints

(6) That the Council agrees, in principle, to adopt model complaints procedures under Section 28 of the Act currently being developed by the PLP;

- (7) That the Monitoring Officer report back on the details of the complaints procedure before 1 July 2012;**
- (8) That the Monitoring Officer be authorised under the proposed complaints arrangements when adopted to:**
- (a) determine whether a complaint merits formal investigation after consultation with the independent person;**
 - (b) to arrange any such investigation;**
 - (c) to seek resolution of complaints without formal investigations wherever practicable;**
 - (d) to submit regular reports to the Standards Committee on the exercise of this delegated authority under (a), (b) and (c) above;**
 - (e) to refer decisions on whether to investigate any complaint to the Standards Committee, if it is considered that this is appropriate;**
 - (f) to close any complaint where an investigation finds no breach of the Code of Conduct, subject to the report and the findings from the investigation being provided to the subject councillor, the independent person and to the Standards Committee;**
 - (g) to seek local resolution of any complaint where an investigation finds evidence of a failure to comply subject to the following:**
 - (i) consultation with the independent person and the complainant;**
 - (ii) a summary report being made to the Standards Committee on the action taken; and**
 - (h) to refer any investigation report where local resolution is not possible to a hearing Sub-Committee of the Standards Committee for consideration.**

The Independent person(s)

- (9) That the Council agrees in principle to support the creation of a register of independent persons in the event that the existing independent members of the present Standards Committee are precluded from carrying out this role;**
- (10) That, in the event that the Localism Act 2011 is amended by Government regulations so as to permit existing independent members to become independent persons, the Council authorises the Monitoring Officer to place a public advertisement inviting applicants for these positions from among the existing independent members of the Standards Committee and other suitably qualified members of the public;**
- (11) That the Council determine at this meeting how many independent persons are to be recruited;**
- (12) That an appointments panel be created in order to interview applicants for the position of independent person, this panel to have five members appointed on a cross-party basis (i.e. Conservative: 3, LRA: 1 and Liberal Democrat: 1);**

(13) That the Council determine whether the positions of independent persons should be remunerated on the same basis as the existing independent members of the Standards Committee (i.e. £ 500 + travel/subsistence);

Register of Members' Interests

(14) That the Monitoring Officer be authorised to prepare, maintain and publish registers of members' interests in respect of this Council and all Parish and Town Councils in the District and to make these available for public inspection at the Civic Offices, Epping, on the District Council's website and (where appropriate) on the websites of parish and town councils;

(15) That, in principle, the format for the registration of members' interests be adopted on the basis of proposals being developed by the PLP on which the Monitoring Officer will submit a further report before 1 July 2012;

Standing Order Requiring Members of Councils to Leave Meetings in respect of Disclosable Pecuniary Interests

(16) That the following new Council Procedure Rule (to be numbered (3)) be included in the Constitution:

"(3) Any member of the Council who has registered a disclosable pecuniary interest or has a pending notification of such interest in any items of business to be considered by the authority, must withdraw from the Council Chamber (or other meeting room) including the public gallery during the whole consideration of that item except if he or she is permitted to remain as a result of a dispensation.

Such requirements shall also apply to any Cabinet members with a disclosable pecuniary interest (including a pending notification) who shall be debarred from determining any matter which they would otherwise have dealt with as a portfolio holder under delegated authority.

Where a member of the Council has not registered such an interest or does not have a pending notification, they shall declare the existence and nature of that interest and withdraw from the meeting during discussion of any relevant item of business."

(17) That Council Procedure Rule 25 be amended so as to apply the new rule (3) above to all meetings of the Council.

(18) That the Monitoring Officer report back on any further amendments to the proposed Council procedure rule changes which arise from the adoption of a Code of Conduct dealing with other pecuniary and non-pecuniary interests;

Dispensations

(19) That the Monitoring Officer be authorised to determine all applications for dispensations from the effect of Section 31(4) of the Localism Act 2011 (exclusion as a result of a disclosable interest) unless it is the decision of this Council to appoint a Standards Committee;

(20) That, in the event that the Council decides at this meeting to appoint a Standards Committee, the Monitoring Officer report back on those dispensations which would be more appropriate for consideration by a

Standards Committee and those which could be dealt with by the Monitoring Officer under delegated authority.

Final Agreement of New Standards Proposals

- (21) **That the Council give consideration to holding an additional Council meeting in June 2012 in order to receive further reports on the new Standards regime so as to enable the arrangements to come into operation on 1 July 2012 as required by the Localism Act 2011.**

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1. We have considered the changes made to the regulation of standards of conduct for elected and co-opted councillors which will come into effect under the Localism Act 2011 on 1 July 2012. Some aspects of the present regime have already changed, notably that from 31 January 2012 Standards for England ceased to operate its regulatory functions and will be abolished no later than 31 March 2012 whilst the current Standards Committees (including the Epping Forest Committee) and other aspects of the current regime will also be abolished from 1 July 2012.
 2. From 1 July 2012, the Council must have in place arrangements for standards in accordance with the requirements of the 2011 Act.
 3. The purpose of this report is to highlight those areas where decisions can be made now on the new arrangements and others where further work is required which should be the subject of further reports to the Council. Mention is made in our report of a considerable amount of work being undertaken by the Public Legal Partnership for this area (PLP) to ensure that there are uniform procedures adopted by County, District and Parish Councils so as to ensure consistency of approach.

Duties to Promote and Maintain High Standards of Conduct

4. Councils remain under a statutory duty to promote and maintain high standards of conduct for its elected and co-opted members. The current 10 general principles of ethical behaviour in public office and the Model Code of Conduct are repealed and the declaration of acceptance of office which members have to give will no longer include an undertaking to comply with a Code of Conduct.

Standards Committees

5. The current arrangements (introduced under the Local Government Act 2000) are repealed. This means that the current statutory Standards Committee will cease to operate from 1 July 2012 but there remains after that date an option for the Council to appoint a Standards Committee on a discretionary basis.
6. If the Council decides to adopt such a Standards Committee it will have the following features:
 - (a) a membership which will be governed by proportionality unless the Council votes otherwise with no member voting against;
 - (b) the present restriction to one member of the Executive serving on the Standards Committee will cease to operate;
 - (c) the current co-opted independent members will cease to hold office;
 - (d) any non-councillor co-opted onto such a Standards Committee will not have

voting rights.

Parish and Town Councils

7. The District Council will continue to have a responsibility for dealing with Standards complaints against elected and co-opted members of Parish Councils but the current Parish Council representatives who serve on the Standards Committee will no longer hold office. If a joint Standards Committee were created under the new arrangements the District Council would have a choice of whether to involve Parish Council representatives in some way but such representatives would not have voting powers unless a formal Joint Committee were established.
8. At our meeting parish representatives indicated that active consideration will be given to a Standards Committee for all the parish and town councils in the District, and if this comes about, this will mean that the District Council will only need to decide whether or not it wishes to have its own Committee.

The Code of Conduct

9. Any Council must adopt a new Code of Conduct which must govern both elected and co-opted members when acting in that capacity. A new Code of Conduct must, viewed as a whole, be consistent with the following seven principles:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
10. Some elements of the new Codes of Conduct are stipulated by the Act, most notably matters related to the registration and disclosure of a new "disclosable pecuniary interest" (DPI) which broadly equates to current prejudicial interests and are of a financial nature. The new code must make provision for requirements for the registration (and disclosure) of DPIs and other pecuniary and non-pecuniary interests. At this stage, it is not possible to draft a Code of Conduct which reflects, as they must, a definition of DPIs. This is because the Government intends at some point before 1 July 2012 to issue regulations which define DPIs in some detail. However, it is possible for any Code of Conduct to include reference to other interests (i.e. non DPIs) and how these should be dealt with at meetings and elsewhere. Therefore new Codes of Conduct could cover matters such as general conduct rules similar to the paragraphs 3 – 7 of the existing Code (e.g. disrespect, etc) and other kinds of interests.

Dealing with Complaints about Councillors' Misconduct

11. The Act requires the Council to adopt "arrangements" for dealing with complaints about breaches of the Code of Conduct by District Council and Parish Council members. These "arrangements" must set out the process for dealing with the complaints and actions which may be taken against a member who is found not to have complied.
12. The current arrangements for dealing with complaints are repealed. There will no longer be initial assessment hearings, reviews and adjudication sub-committees but nevertheless the Council must establish its own processes including delegation of decision-making where necessary. It will be necessary, if the Council decides to

have a Standards Committee, to delegate appropriate powers to that Committee to deal with complaint matters and also to delegate some aspects of the complaints regime to the Monitoring Officer.

13. These arrangements must include proposals:
 - (a) For how to reach a decision on whether to investigate a complaint;
 - (b) Action which arises from an investigation which finds no breach of the Code;
 - (c) Investigations which result in a finding of breach of the Code; and
 - (d) What penalties can be applied if a failure to comply with the Code has been determined.
14. The Council should note that the present arrangements whereby a member can be suspended or partially suspended for a period of up to six months by a Standards Committee have been rescinded and the range of penalties now are radically different and might include "naming and shaming" or discretionary recommendations about training, conciliation or addressing breaches of the Code by restricting Council bodies on which any member can serve. Such action could be a matter for the Council or for a leader of a political group.
15. There is no procedure for appeals and it is presumed that any challenge to a determination of a breach of the code would be dealt with through the Courts.

Independent Person(s)

16. The Localism Act creates a new position of "independent person", the powers of whom is considerably less than those for the existing independent members of Standard Committees. The independent person or persons must be appointed as a result of a public advertisement, with a defined application procedure and a positive vote of a majority of all the members of the District Council not just those present and voting at any meeting.
17. The Act continues restrictions on who can be appointed as an independent person, based on any connection with the Council in an elected capacity, as an officer or through family or social relationship with anyone in the Council. Such restrictions can be waived but only after a period of five years has elapsed.
18. The independent person must be consulted by the authority before it makes a finding on whether a member has failed to comply with the Code of Conduct or decides on action to be taken in respect of that member. The independent person may also be consulted by the authority in respect of a standards complaint at any other stage and may be consulted by a member or co-opted member of the District Council or of a parish council against whom a complaint has been made.
19. There is potential for a conflict of interest if one member is dealing both with consultation with the Monitoring Officer regarding a particular complaint and also with the subject member which may create a case for having more than one independent person with a clear division of roles to avoid conflicts of interest.
20. Initially, it was reported to us that the existing independent members of the Standards Committee could not become "independent persons". However, since our meeting it appears that the Government may be reviewing the legislation so as to remove the independent persons from the effect of past links with the Council.

Remuneration

21. The independent person will not be a member of the authority or any of its committees even if co-opted to a discretionary Standards Committee. That person is therefore outside the scope of the Council's own Remuneration Panel and if any payment is to be made for the services this should be dealt with by the Council itself.
22. The consensus of opinion about the role of the independent person seems to be that it is less onerous than what was expected of the independent members of the present Standards Committee and in particular of the Chairman of that Committee.

Register of Members' Interests

23. We draw to the Council's attention that the Localism Act 2011 has abolished personal and prejudicial interests. These will be replaced by DPIs. The requirement to register these interests will cover not just the members' own interests but also those of the members' spouse, civil partner or someone living with the member in a similar capacity, assuming that these interests are known to the Councillor concerned. The Council's Code of Conduct must also contain appropriate requirements for the registration (and disclosure) of other pecuniary interests and non pecuniary interests. However, until the Government has defined DPIs it is not really possible to speculate on what those other pecuniary interests might be.

Disclosure of Interests and Withdrawal from Meetings

24. The duty to disclose and withdraw from a meeting arises whenever a member attends a meeting of the Council, a Committee, a sub-committee, the Cabinet, a Cabinet Committee, a Panel or any other such body. This duty arises when the member concerned has a DPI in any matter which is being considered at that meeting and the member must therefore disclose the interest to the meeting unless, in a change from the current requirements, the member has already registered the DPI or has sent off a request to the Monitoring Officer to register (known as a "pending notification").
25. Where a member declares an interest which is unregistered, he or she must also disclose the nature of the interest and then notify it to the Monitoring Officer within the next 28 days so that it may be added to the register.
26. Depending on the final content of the Council's Code of Conduct, the requirement to withdraw from a meeting in respect of a DPI, or indeed any other interest which has been included in the Code, could be reinforced by a Standing Order of the Council. The most appropriate place for such a rule is in the Council's Procedure Rules which would then be applied to any other meeting within the Council where business is transacted. This would also apply to any portfolio holder who would be acting alone under delegated authority from the Cabinet or the Leader of Council. A suggested wording is set out in recommendations (15) and (16) at the commencement of this report.

Sensitive Interests

27. There is no fundamental change in the procedure whereby the Monitoring Officer can agree proposals from members to exclude certain interests from a public registration document on grounds that might be subject to threats of intimidation or violence as a result of the details being placed in the public domain.

Dispensations

28. The Localism Act changes the procedure for dispensations so that these may be granted in the following circumstances:
- (a) where so many members of the decision-making body have DPIs in the matter that it would "impede the transaction of business";
 - (b) when, without the dispensation the representation of different political groups on the body transacting the business will be affected such that the outcome of a vote on the matter would be influenced;
 - (c) when the dispensation is "in the interests of persons living in the local authority's area";
 - (d) when, without a dispensation, no member of the Cabinet will be able to participate; and
 - (e) that the authority considers that it is "otherwise appropriate" to grant a dispensation.
29. Such dispensations must specify how long they are to be in place up to a maximum of four years.
30. The Act allows either a Standards Committee (or a sub-committee thereof) or the Monitoring Officer to make decisions on dispensation. We feel that some may be more suitable for a Standards Committee to deal with while others are purely factual in nature and might be dealt with by the Monitoring Officer. We recommend that a further report is made on this.

Collaborative Working – Eastern Regional Public Law Partnership

31. We are very clear that many of the discretionary features of the new Standards arrangements would benefit from a consistent approach across local authorities on matters such as the Code of Conduct, complaints procedures, recruitment of independent persons, declarations of acceptance of office, registration of interests, etc. We have been made aware that the PLP has been carrying out a great deal of work to try and prepare common arrangements with a view to all relevant Councils adopting these models. This work is progressing well has not been finalised and it will be seen from our recommendations that it will be necessary for the Council to consider these detailed documents before 1 July 2012.
32. We would emphasise the importance of ensuring that adjoining Local Authority areas deal with these matters on a consistent basis to be fair to all elected members and to avoid a public perception of the differing standards.

Recommendations in this report

33. In submitting this report to Council we have tried to clarify those areas where the Council could make decisions now on some of the detail of the new standards arrangements. We are also seeking decisions in principle on discretionary aspects of the new arrangements so that when the PLP completes its work and has a portfolio of common procedures in place the Council will be able to adopt these for the future. No doubt there will be opportunities in the future to review the discretionary arrangements in the light of experience but we would like to stress that these new arrangements must be in place by 1 July 2012.

34. We also consider that a special Council meeting before 1 July 2012 will be needed to adopt these PLP proposals.

Executive Summary of Recommendations

35. To assist the Council in considering what are a large number of quite complex recommendations the following commentary on each of the recommendations at the commencement of this report is set out below:

Recommendation 1

A proper officer is required in order to be responsible for the provisions of the Localism Act and this must be the Monitoring Officer. This is a decision which can be taken now.

Recommendation 2

The Council is being asked whether it wishes to appoint a Standards Committee on a discretionary basis on 1 July 2012.

Recommendation 3

Subject to the Council agreeing a new Standards Committee, this recommendation is seeking a further report from the Monitoring Officer on the terms of reference, etc. of that Committee and the results of consultation with town and parish councils as to their plans for Standards Committee arrangements.

Recommendation 4

This recommendation is proposing that in principle the Council should adopt the model code of conduct currently being developed by the PLP.

Recommendation 5

Is proposing that a further report should be submitted by the Monitoring Officer on liaison with parish and town councils as to their wishes.

Recommendation 6

Proposes that the Council should agree in principle to adopt the model complaints procedure being developed by the PLP.

Recommendation 7

Ask the Monitoring Officer to report back before 1 July 2012 on the details of the finally agreed PLP complaints procedure.

Recommendation 8

Is seeking authority for the Monitoring Officer to have delegated powers with certain aspects of the complaints procedure which are already clear. This decision can be made now.

Recommendation 9

This asks the Council to agree in principle to support a register of independent persons in the event that the present independent members of the Standards

Committee are no longer able to carry out this new role.

Recommendation 10

This recommendation raises the alternative option to (a) depending on the Government deciding that the existing independent members of the Standards Committee would not be debarred from becoming independent persons under the new arrangements.

Recommendation 11

This asks the Council to determine the appropriate number of independent persons which should be appointed, bearing in mind the possibility that this role may create conflicts of interest in the complaints process.

Recommendation 12

This seeks the establishment of a Panel to recruit the appropriate number of independent persons.

Recommendation 13

This seeks a decision from the Council about whether independent persons should be remunerated at the same rate as the independent members of the present Standards Committee.

Recommendation 14

This proposes that the Monitoring Officer be granted delegated powers to deal with the published registers of interests for this Council and Parish and Town Councils in the District.

Recommendation 15

This proposes an in principle decision on adopting the PLP format for the register.

Recommendation 16

This proposes a Council Procedure Rule to reinforce the requirement in relation to DPIs that members should leave meetings where such interests will arise.

Recommendation 17

This proposes a further change to the Council's Procedure Rules to apply recommendation (13) to other meetings of the Council and to individual portfolio holders acting alone.

Recommendation 18

This authorises a report on further amendments to the constitution.

Recommendation 19

Would authorise the Monitoring Officer to deal with all dispensations if the Council has decided it does not wish to appoint its own Standards Committee.

Recommendation 20

Requires the Monitoring Officer to report back on those requests for dispensation which might be dealt with by a Standards Committee if the Council has opted to appoint one and those which could be dealt with by the Monitoring Officer under a delegated authority.

Recommendation 21

Proposes a special Council meeting before 1 July 2012 to finalise these arrangements.

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Report to the Council

Committee: Committee for the Appointment of a Chief Executive

Date: 27 March 2012

Chairman: Councillor J M Whitehouse

1. CHIEF EXECUTIVE POST – PROGRESS REPORT ON RECRUITMENT

Recommending:

- (1) That the current position concerning the recruitment of a Chief Executive as set out in this report be noted;**
 - (2) That an Extraordinary Council meeting be held on 18 June 2012 in order to confirm an appointment to the position of Chief Executive; and**
 - (3) That, in order to provide continuity throughout the recruitment process and subject to the results of the May District Council elections, the Council agrees that the current Chairman, Vice Chairman and members of the Committee be re-appointed at the Annual Council meeting.**
-

1. This report is designed to bring members up to date about the work we have undertaken since the last Council meeting.

HR Consultant

2. At our meeting on 19 January 2012, we authorised the Director of Corporate Support Services in consultation with the Chairman of the Committee, and the Leader and Deputy Leader of the Council, to appoint a recruitment consultant to assist the Council in securing an appointment. Those three members met on 23 February 2012 to consider the proposals which had come forward.
3. A project brief was circulated to the Essex County Council Framework and six separate bids were received, five through the Essex Framework and one from the East of England Local Government Association. Four of these proposals were ruled out primarily on value for money grounds. As we had included reference in our project brief to consideration of quality aspects of consultancy proposals, members looked carefully at the two lowest bids received and reached a view as to which of the two bids (which were comparable in price) showed the best record in Chief Executive level recruitment and the best level of service.
4. The three members informed the Director of Corporate Support Services that they favoured the appointment of the second lowest bidder, GatenbySanderson. This bid was approximately £2,000 more than the lowest bid. The recommendation was subject to a further informal meeting between Committee members and a representative of the company on 28 February 2012 so as to assess in person whether the Council could work comfortably with the company in question. The opportunity was also taken to have an informal discussion on a number of issues which needed to be clarified before the recruitment could be launched.

5. Following that meeting, Committee members endorsed the view that GatenbySanderson should be appointed.

Job Description and Person Specification

6. On 6 March 2012, we discussed with the consultant the essential attributes the Council wishes to find for its Chief Executive. We agreed the following broad features:
 - (a) a Chief Executive who would be capable of ensuring that the Council can achieve its major policy and strategic objectives in the short and medium terms;
 - (b) a Chief Executive who can articulate a vision for the Council within those objectives and commit others (both inside and outside the Council) to achieving those objectives;
 - (c) a Chief Executive who would be capable of delivering new ways of working where required; and
 - (d) a Chief Executive who would be an effective advocate for the Council's interests in a wide range of external forums.
7. Having agreed these principles, we re-examined the draft job description and person specification which we had previously considered and modified these on points of detail.

Salary

8. We are aware of the sensitivities around salaries paid to local authority Chief Executives at the present time. We therefore asked the consultant to report to us on current levels of salary in other councils. We asked for this information to be analysed by local authority area populations and budget data. We asked for a wide range of comparisons so that we could obtain a real understanding of the current market.
9. We listened to the advice of the consultant about the market place and considered in detail the comparative information circulated. We were advised by the consultant that the choice of salary would influence the kind of applicant that could be expected. After discussion we decided to advertise at a salary range of £95,000-£115,000. This, we felt, would attract a wide range of applicants including established figures and potentially aspirant candidates from larger local authorities.

Advertising

10. We have approved arrangements for advertising the vacancy. The approach is factual, not over-elaborate and balances information on the post and on the District generally. A microsite on the internet will provide additional information for potential candidates. We noted that the consultant had been able to negotiate an arrangement with the Municipal Journal which gives the vacancy high visibility in the market place and includes online advertising. We were advised by the consultant that a balanced approach needed to be taken in the recruitment process. This will include direct approaches to potentially suitable candidates (Executive Search) by the Council's Consultant.

Timetable

11. We are conscious that the Council directed that an appointment to the Chief

Executive position should be made by 31 August 2012 when the current contract of the Acting Chief Executive comes to an end.

12. We have decided that to meet the Council's wishes we should aim to make the appointment (which will have to be a decision of the full Council) in June 2012. Achieving this timetable will require the Committee to carry out some work between the District Council elections on 3 May 2012 and the Annual Council meeting on 22 May 2012. In order to facilitate this, we are recommending continuity of Committee membership throughout the recruitment process (paragraphs 17-19 below).

Selection Process

13. We have delegated the preparation of a long list of suitable candidates to our recruitment consultant. We will be formally short listing as a committee in May and then holding interviews in early June in time for a Council meeting on 18 June 2012. We will be receiving summary reports from the consultant during the process and have asked that all members and staff should be kept up to date with how things are progressing..
14. The consultant has advised on elements of the assessment process including psychometric testing, exercises designed to test key features of the person specification and formal interviews. We have agreed:
 - (a) a two day selection process;
 - (b) an external venue for the selection event;
 - (c) involvement of appropriate external partners; and
 - (d) technical advice from a peer Chief Executive of an equivalent size Council with a high performance rating between the long and short list stage.

Continuity of Membership

15. Our consultant has emphasised the importance for the Council of continuity of membership for the Committee during the entire recruitment process. We are well aware that both the May elections and the Annual Council meeting take place during this timetable. Four members of our Committee are due to stand for election in May 2012.
16. The Council cannot control whether all four are re-elected but we feel that, if they are, the same membership should be retained to see through the process.
17. We are therefore recommending that, if those four members are re-elected, they should continue to serve alongside the other three Councillors. If any of our members are not to serve as members this will mean that nominations for membership and Chairman/Vice Chairman should be made at the Annual Council meeting, assuming that there has not been a major change in the overall pro rata calculation.
18. We are still working on the detailed timetable for the recruitment but as soon as this is finalised it will be published in the Council Bulletin so that all members are aware of progress. We hope to be able to report to the 18 June Council meeting that we have completed the process with a recommendation for a Chief Executive. However, if unforeseen circumstances arise during the recruitment process we reserve our position to report on any further action the Council might need to take at that stage.

19. We recommend as set out at the commencement of this report.