

## **Overview and Scrutiny Committee Tuesday, 12th July, 2011**

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive  
email:democraticservices@eppingforestdc.gov.uk Tel: 01992 564249

### **Members:**

Councillors R Bassett (Chairman), D Wixley (Vice-Chairman), Ms R Brookes, K Chana, D Jacobs, D C Johnson, Mrs S Jones, S Murray, Mrs M Sartin, D Stallan and G Waller

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **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.

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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

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## **1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman 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. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

**4. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. MINUTES (Pages 7 - 16)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 31 May 2011.

**6. LONDON UNDERGROUND LIMITED**

(Acting Chief Executive) To receive a presentation from Peter Tollington, General Manager of the Central and Waterloo Line and Stephen Jones, from London Underground Limited. They will give a presentation updating their latest work plans for the District and will also be taking questions from the Committee and other members in attendance.

**7. LEA VALLEY REGIONAL PARK AUTHORITY AND THE OLYMPICS (Pages 17 - 24)**

(Acting Chief Executive) To consider the attached report.

**8. REFERENDUM AND ELECTIONS 5 MAY 2011**

(Councillor D Stallan – Chairman, Constitution and Member Services Scrutiny Panel)  
Because the Panel had not met as this agenda went to print, the report for this item will follow.

**9. COMPLAINTS PANEL - LIMITS OF JURISDICTION**

(Councillor D Stallan – Chairman, Constitution and Member Services Scrutiny Panel)  
Because the Panel had not met as this agenda went to print, the report for this item will follow.

**10. SUBSTITUTIONS AT MEETINGS**

(Councillor D Stallan – Chairman, Constitution and Member Services Scrutiny Panel)  
Because the Panel had not met as this agenda went to print, the report for this item will follow.

**11. WORK PROGRAMME MONITORING (Pages 25 - 42)**

**(a) To consider the updated work programme**

The current Overview and Scrutiny work programme is attached for information.

**(b) Reserve Programme**

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

**12. CABINET REVIEW**

**RECOMMENDATION:**

To consider any items to be raised by the Chairman at the Cabinet meeting on 18 July 2011.

(Assistant to the Chief Executive). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The

Chairman is also required to report on such discussions to the Cabinet.

The Committee is asked to consider the 18 July 2011 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

### 13. 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 OVERVIEW AND SCRUTINY MINUTES

**Committee:** Overview and Scrutiny Committee      **Date:** Tuesday, 31 May 2011

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.30 - 9.16 pm

**Members Present:** Councillors R Bassett (Chairman) D Wixley (Vice-Chairman) Ms R Brookes, K Chana, D Jacobs, D C Johnson, Mrs S Jones, S Murray, Mrs M Sartin, D Stallan and G Waller

**Other Councillors:** Councillors R Barrett, A Boyce, Mrs M McEwen, G Mohindra, J Philip, Mrs P Smith, Mrs L Wagland and C Whitbread

**Apologies:**

**Officers Present:** D Macnab (Acting Chief Executive), J Gilbert (Director of Environment and Street Scene), J Chandler (Assistant Director (Community Services and Customer Relations)), S G Hill (Senior Democratic Services Officer), A Hendry (Democratic Services Officer), S Mitchell (PR Website Editor) and M Jenkins (Democratic Services Assistant)

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### 1. WEBCASTING INTRODUCTION

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

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES

#### RESOLVED:

The minutes of the last meeting of the Committee held on 11 April 2011 be agreed subject to the inclusion of Councillor Jennie Hart and noting the misspelling of Councillor Philip's name under minute item 99 (b).

### 4. KEY OBJECTIVES 2010/11 - OUT TURN REPORT

The Committee considered the outturn report for the range of Key Objectives for 2010/11. Performance for the Key Objectives for the year is reviewed by the Cabinet and the Overview and Scrutiny Committee.

The Committee went through the objectives one at a time and made the following comments:

**Key Objective 1** – *To maintain the Council's sound financial position:* the Committee were pleased to see the latest figures and gave credit to the Finance Directorate for this.

**Key Objective 2** – *To seek Continuous performance improvement and the best use of resources:* it was noted that this was still important and was linked to achieving value for money. They also noted the big improvement in the Housing Repair Services.

**Key Objective 3** – *To work with the Epping Forest Safer Communities Partnership...:* the Committee noted that the crime figures had gone up slightly and that this would be something for the Safer Cleaner Greener Standing Panel to look at during the year. They noted that there was also financial pressures on the Police and it was important to find out if there was anything the Council could do to help.

**Key Objective 5** – *...help mitigate the impact of the current economic conditions...:* the Committee hoped that the car parking charges could be kept low again this year to help local businesses. There were also concerns raised that the free parking areas get filled very quickly and not necessarily by shoppers, nullifying the vale of the initiative.

**Key Objective 7** – *To improve the performance of the benefits Service:* the Committee complimented staff on their hard work in bringing down the average number of days for processing new claims to 22.96 days. They also noted that changes were being proposed to bring in a 'universal credit' and were unsure how this would ultimately affect the staff.

**Key Objective 9** – *To achieve the level of savings identified within the Council's Medium Term Financial Strategy:* Noted that the Council had done well in their saving strategy but there were still savings to be made in the coming year.

**Key Objective 11** – *To continue to increase the Council's recycling performance:* the Committee noted that the government were thinking about changing from the two weekly collections to a weekly one. The council would then have to consider what impact this would have on recycling. They also wanted to congratulate the officers on meeting their targets despite the exceptional bad weather experienced during the winter months.

**Key Objective 12** – *To review the Council's commercial Landholdings...:* they noted the Council's Commercial landholdings was something to be kept under scrutiny during the year.

**RESOLVED:**

That the Committee noted and commented on the Outturn Performance in relation to the Council's Key Objectives for 2010/11.

**5. CHILDREN SERVICES TASK AND FINISH PANEL - FINAL REPORT**

The Chairman of the Children's Services Task and Finish Panel, Councillor Mrs Wagland, introduced her Panel's report, giving a brief history of the Panel and the work carried out. She thanked the members and officers who had helped her carry out this investigation and asked the Committee to endorse the recommendations made and refer it up to the Cabinet.



Councillor Murray agreed with the Panel's recommendations, noting that the report was well worth reading as it was an important document and one of the best bits of scrutiny he had read.

Councillor Stellan agreed that it was an important document and would like the report to go on the Council's website and to all members.

Councillor Mrs Sartin thought it was an excellent report and wondered in relation to their recommendation 5, when Essex County Council would come to this Committee. Mrs Wagland suggested it should be the tail end of the year after their Scrutiny Panel had looked at this topic as well.

The Chairman noted that as there were little of costs and resources in the report and these would be useful to know as an indicator of what the Council needed to do. Councillor Mrs Wagland replied that the costs as was known, were in the report. Detailed figures would be needed to be worked out and it would be important to prioritise our actions. Julie Chandler, Assistant Director Community Services, added that the officers involved tended to deal with a whole range of different duties and so it was difficult to pinpoint officer input, time and costs.

In all, the Committee agreed that this was an excellent report.

**RESOLVED:**

- (1) That the recommendations of the Children's Services Task and Finish Panel be endorsed and the report be referred on to Cabinet; and
- (2) That Essex County Council's Director of Children's commissioning, be requested to meet with the Overview and Scrutiny Committee in respect of Children's Services on an annual basis.

**6. OVERVIEW AND SCRUTINY ANNUAL REPORT FOR 2010/11**

The Committee received the amended annual Overview and Scrutiny Report for 2010/11 incorporating comments made at their meeting of 11 April 2011.

**RESOLVED:**

That the Annual Overview and Scrutiny Report for 2010/11 reporting the work undertaken during the past municipal year be agreed and submitted to the Full Council at its meeting on 28 June 2011.

**7. APPOINTMENT OF MEMBERSHIP TO STANDING PANELS**

The Committee were asked to make appointments to Standing Panels in accordance with the Overview and Scrutiny rules. The Committee were reminded that the Council had agreed pro rata applied to Standing Panels and that membership should be kept to a minimum to allow each Group to have representation. It was noted that on this basis it had been agreed by group leaders that Panels would consist of 11 Members, including any independent member that wished to be a member of a Panel.

It was reported that nominations to Chairman and Vice Chairman to Standing Panels were excluded from the pro rata calculation rules required for such positions contained in the Council's constitution.

**RESOLVED:**

That the appointments to Standing Panels annexed to these minutes be adopted.

**8. WORK PROGRAMME MONITORING**

**(a) Work Programme**

The Committee considered their work programme for the coming year. They noted that the Standing Panels would be agreeing their work programmes at their first meetings.

**O&S Work Programme**

**Item 8** – *Review of Secondary and Primary education in the District...* - Councillor Murray was pleased to see it on the work programme and suggested that officers could contact the consortiums of Primary School Heads and Secondary School Heads and ask them to send a representative each to the appropriate O&S meeting.

**Item 11** – *Corporation of London* – noted that there were concerns raised about the forest and members were pleased to have it on the programme. It was suggested that a representative from 'Friends of Epping Forest' be invited to that meeting.

The Committee also wanted to consider the new organisational make up of the PCT/ West Essex Health Service and any progress made on the commissioning of local health services. It would be helpful if they could come at the end of the year to talk to the Committee. It was noted that the County were establishing a Panel to look at this. Also, that the Bill was presently on pause so it would be more appropriate to look at this in the autumn.

The Committee also wanted to look at what the state of play was on the Lea Valley Regional Park Authority and the Olympics. Officers said that a report could be brought to the next meeting on the progress so far.

The role of the Transport Police was brought up, what their jurisdiction was and any data on criminal activity over the last four years. Also, was their data compatible with the County Police's data handling systems and could they share data electronically. It was thought useful to have the Transport Police and the Essex Police there at the same meeting and this should be added to item 12 of the Work Programme.

**9. UPCOMING VISIT FROM LONDON UNDERGROUND**

The Committee considered the upcoming visit from London Underground at their next meeting. They wished to consider:

- Capacity on Trains;
- Train stock improvements;
- Engineering works, how much is refurbishment;

- Refurbishments at Mile End – can't see the destination boards, the ceiling height is too low and staffing levels at the station;
- Oyster Cards, will the scheme be extended; there have been reports in the press that they were not working as they should and people were being overcharged;
- Parking issues around the stations and the road outside Epping Station as the Council did not own or enforce parking on it;
- The disabled exit at Epping Station, could they advise people at Theydon Bois on what side of the station the train was to stop at so that people could decide what to do;
- Litter in the car parks;
- Impact of the Olympic games –
  - we are a commuter town what will happen to our commuters during the Olympic period and how would LUL manage this problem;
  - Also would there be an increased staff presence during the games or increased opening hours of the stations;
  - would there be a link from Loughton to Waltham Abbey to save people travelling into central London and then out again; had this been considered; and
- Security at unmanned stations.

## 10. CABINET REVIEW

The Committee were concerned about the amount of recovery time for agenda item 11, 'ICT disaster Recovery Policy'. It was thought that a 40 day recovery period was too long and substantial improvements was needed on this.

The Committee then went into privates session to discuss any concerns they had about cabinet agenda item 16, Review of Grounds Maintenance and Nursery Services, when they expressed concern about potential loss flexibility due to any outsourcing.

**CHAIRMAN**

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## Scrutiny Standing Panels Nominations for 2011/12

### Standing Panels

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#### Constitution and Member Services Panel

**Members –**

**Conservative Group (7):**

D Stallan; Mrs M Sartin; D Johnson; J Philip; Mrs S Watson; Mrs M McEwan; B Rolfe

**Liberal Democrats Group (1):**

Mrs J H Whitehouse

**LRA Group (2):**

R Cohen; J Markham

**Other Nominations (1):**

R Morgan

**Chairman – D Stallan**

**Vice-Chairman – D Johnson**

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#### Finance and Performance Management

**Members –**

**Conservative Group (7):**

P Keska; R Bassett; W Pryor; James Hart; G Waller; K Chana; Ms S Packford

**Liberal Democrats Group (1):**

D Jacobs

**LRA Group (2):**

K Angold-Stephens; R Cohen

**Other Nominations (1):**

S Murray

**Chairman – D Jacobs**

**Vice-Chairman – G Waller**

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## **Housing**

### **Members -**

#### **Conservative Group (7):**

Mrs A Mitchell; D Stallan; Mrs A Grigg; K Chana; Mrs S Jones; H Ulkan; W Pryor

#### **Liberal Democrats Group (1):**

Mrs J H Whitehouse

#### **LRA Group (2):**

Jennie Hart; Ms R Brookes

#### **Other Nominations (1):**

S Murray

**Chairman – S Murray**

**Vice-Chairman – Mrs A Mitchell**

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## **Safer, Cleaner, Greener**

### **Members**

#### **Conservative Group (7):**

Mrs M Sartin; G Mohindra; K Avey; Mrs L Webster; Mrs A Mitchell; W Breare-Hall;  
Ms Y Knight

#### **Liberal Democrats Group (1):**

P Spencer

#### **LRA Group (2):**

Ms T Cochrane; Mrs C Pond

#### **Other Nominations (1): Vacancy**

**Chairman - Mrs M Sartin**

**Vice-Chairman – Mrs C Pond**

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## **Planning Services**

### **Members –**

#### **Conservative Group (7):**

H Ulkan; A Watts; Ms Y Knight; A Boyce; P Keska; B Sandler; A Lion

#### **Liberal Democrats Group (1):**

Mrs J Sutcliffe

#### **LRA Group (2):**

C Finn; J Markham

#### **Other Nominations (1): Vacancy**

**Chairman – H Ulkan**

**Vice Chairman – A Watts**

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## **Report to the Overview & Scrutiny Committee**

**Date of meeting:** 12 July 2011



**Portfolio:** Leisure and Wellbeing

**Subject:** Legacy Benefits of the 2012 Olympics and Paralympic Games

**Responsible Officer:** Derek Macnab (01992-564051).

**Democratic Services Officer:** Adrian Hendry (01992-564246)

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### **Recommendations:**

**To note the work undertaken with a range of partners, to include the Lee Valley Regional Park Authority, to maximise the legacy benefits for the District, of the 2012 Olympic and Paralympic Games.**

### **Executive Summary:**

The East of England was one of the foremost supporters of the London 2012 Olympic Bid, with Essex being a strong contributor in helping the Region to register the highest level of public support across the whole of the United Kingdom. The Economic Impact Study prepared as part of the Olympic Bid submission, projected that the benefit to the County could be in the region of £139M.

In addition to the economic benefits, the experience of other host cities, indicate that there are equally significant social benefits to be realised. This is with respect to increased sports participation, volunteering, tourism and cultural opportunities and the inspirational effect of the games, in particular, for young people.

This report summarises the range of initiatives that Epping Forest District Council, along with partners, are engaged in, to ensure that the legacy benefits of the Games are maximised. The report has also recently been to Audit & Governance Committee, who were also seeking an assurance that Legacy benefits were being maximised.

### **Reasons for Proposed Decision:**

Overview and Scrutiny Committee at their last meeting requested a report on what the District Council and partners, in particular, the Lee Valley Regional Park Authority, were doing to maximise the benefit of the 2012 Olympic Games.

### **Other Options for Action:**

None

### **Report:**

1. Epping Forest is well placed geographically in terms of access to the main Olympic Park in Stratford and, in particular, the Lee Valley White Water Centre, located only some 150 metres across the County border between Waltham Abbey and Waltham Cross. Essex will also

host the Olympic Mountain Bike Event at Hadleigh Castle in Castle Point. Therefore, whilst there are a number of ongoing concerns around congestion, particularly in relation to the Central Line, (where officers are liaising with the London Underground), the District is well placed to take advantage of the 2012 Games.

2. Whilst Epping Forest from the outset, has been involved in a pan Essex approach to Olympic and Paralympics Legacy, through the work of the Essex Working Group and the Nation and Regions East Group, (the Acting Chief Executive is a Member of the Essex Legacy Board) inevitably due to its close proximity, much of the focus has been around the Lee Valley White Water Centre, which will be hosting the Canoe Slalom Events. The Lee Valley Regional Park Authority has played a lead role in the establishment of the venue and, in addition, to part funding the Centre, will undertake responsibility for its management and financial performance of the facility.

3. The following sections of the report, which have been broken down under a number of thematic headings are intended to give an insight into current Olympic related initiatives across the District.

### **Construction and Procurement Opportunities**

4. The Olympic Delivery Agency (ODA) are responsible for the provision of all the Olympic Games Venues whereas the London Organising Committee for the Olympic Games (LOCOG) are responsible for the organisation and management of the event. The ODA therefore has let the majority of construction and infrastructure contracts, whilst the LOCOG are still focusing on procuring services for the needs of the event itself, from sports equipment to catering.

5. In January 2008, the District Council in conjunction with Business Link East, organised a well attended Business Breakfast to introduce local companies to the CompeteFor website. This key website is where games related contract opportunities are advertised, as well as the means of expressing interest in ongoing opportunities through the supply chain and registering as a sub-contractor. A number of West Essex Companies have been successful in winning Olympic construction contracts for example, Camfaud Concrete Pumps based in Thornwood, Blockwork Manufacturer Lignacite, in Roydon and Hoppings Softwood Products in Harlow. Other companies such as LCDR Ltd in Brentwood/Ongar have been successful in winning Management Consultancy Services.

6. In terms of capitalising on the remaining opportunities becoming available through LOCOG for games time related services, the Council's Town Centre Manager in liaison with officers from Herts, Essex and Broxbourne, recently organised a Business Seminar on the 16 March at the Waltham Abbey Marriott. At the event local businesses were able to participate in a range of seminars designed to assist them, not only in competing for Olympic related opportunities, but also on how to capitalise on any post games legacy opportunities.

7. A further event "London 2012 and Essex Procurement Business Breakfast" was held on 30<sup>th</sup> June. This event was run in partnership with Harlow and Uttlesford District Councils, Essex County Council, the Federation of Small Businesses and Essex Chamber of Commerce.

### **Employment and Training**

8. The ODA has given a commitment to all the host Boroughs, that employment and training opportunities would be made available for local people. This has been true of the Lee Valley White Water Centre, where the main contractor, Morrisons Construction, has offered a number of apprenticeships to young people. The White Water Centre, uniquely amongst Olympic Venues, has been opened for use by the public pre-games, primarily for White Water Rafting, where currently approximately 500 people per week are participating. A range of full time and part-time workers are employed by the Lee Valley Regional Park Authority at the Centre, ranging from rafting guides to administration and catering staff.

## **Volunteering**

9. In addition to paid employment, the management of the 2012 Olympic Games will involve in the region of 70,000 volunteers. A number of these volunteers will need to have specific skills, such as medical staff etc, but the majority will be trained to undertake a wide range of roles from marshalling to general welcome guides. Many of the volunteering opportunities will not necessarily be in the Olympic Park but in Central London and at the major gateways to the Country. For example, Essex volunteers will meet and greet visitors to Stansted Airport and Harwich Port. It is the intention that a number of specific event volunteers will be recruited locally to support the actual operation of the Olympic Canoe Event at Waltham Abbey. This will provide an excellent experience for local people to become engaged. Further details are awaited from LOCOG.

## **Economic Development and Regeneration**

10. The Lee Valley White Water Centre, constructed at a cost of some £33M represents a significant investment in the local economy, and should have ongoing economic benefits to the local area, given the anticipated 70,000 visitors per annum and the potential to act as a catalyst for further regeneration. In order to ensure that the potential of the Centre will be maximised, an Olympic Legacy Board has been established. This multi-agency partnership, Chaired by the Leader of Broxbourne Borough Council, has membership from Epping Forest District Council (Olympic Champion Councillor Elizabeth Webster and the Acting Chief Executive), Essex County Council and Hertfordshire County Council Members and Lead Officers, the Chairman and key Officers of the Lee Valley Regional Park Authority, East of England Development Association, Enfield Council and Waltham Abbey Town Council.

11. The main Board has a number of active sub-groups namely Community Engagement and Consultation, Environmental Regeneration, Economic Development, Tourism and Visitors and Sports Development. The Groups are responsible to the Board and report regularly on progress against their work programmes.

12. In order to provide focus and capacity, the Board created a temporary 2 year Olympic Officer post, to maximise the legacy potential and development opportunities created in the area by the hosting of the Olympics, and the building of the Lee Valley White Water Centre. Funding for the post was provided by Broxbourne Borough Council £20,000 p.a. Hertfordshire County Council £20,000 p.a. and Epping Forest District Council £10,000 p.a. The Olympic Officer, Max Houseago, took up the position on the 13 December 2010. The officer is based within Broxbourne Council, but works collaboratively across all funding partners and with other partner agencies, to ensure delivery of a number of key projects, as outlined below:

### **Lee Valley White Water Centre Economic Development Study:**

13. An Economic Development Study has been commissioned to identify the regeneration and economic legacy benefits that could be provided by the Lee Valley White Water Centre. As owners of the facility, the Lee Valley Regional Park Authority were given the lead in procuring consultants, along with the Olympic Officer, representatives from Epping Forest District Council, Essex County Council, and Hertfordshire County Council, coming together as members of a steering group.

14. A brief with invitation to tender was sent out to 15 consultants in November 2010. The responses were evaluated by the steering group and four consultants were short listed. Following interviews on the 17 December 2010, Nathaniel Lichfield and Partners were appointed.

15. Nathaniel Lichfield & Partners have been looking explicitly at how the White Water Centre can be part of, and contribute to, a popular visitor destination. They will be providing advice on the opportunities of attracting further leisure attractions into the area. They also are looking at ways in which to maximise visitor numbers and spend in the area, and how local people can benefit from this through job and training opportunities. They have also been tasked to establish where the development opportunities are, both physically and sector wise, for business that will support the development of the area economically.

16. With regard to consultation the consultants have engaged with relevant local council economic development departments, commercial property agents, chambers of commerce that can provide avenues for inward investment, tourism, sports and business organisations (i.e. Gunpowder Mills) which could provide potential pointers to future potential. Contact has also been made with operators of similar sports/leisure venues/developments elsewhere to identify planned initiatives or experience of developments linked to the venues.

17. The Olympic Regeneration Officer has been providing updates to key parties such as Town Centre Partnerships and Town Councils on the progress of the Study.

18. The consultants Nathaniel Lichfield were also present at the business seminar event at Waltham Abbey on the 16 March, where local businesses and Members had the opportunity to put forward their ideas about how development and regeneration opportunities might be created for the wider area.

19. The consultants have produced some initial research findings. However, the draft final report will not be presented to the Legacy Board until the 30 May 2011.

20. It is not anticipated that the completed report will be published before late June, although a verbal update can be given, if required, to the Overview and Scrutiny Committee on the latest position.

### **World Championships 2015**

21. The Olympic Officer has been supporting the British Canoe Union in their successful bid to host the 2015 World Slalom Canoe Championships. The Centre is now recognised as the premier facility in the world and has the distinct advantage in that it can guarantee an event being run as it is not weather dependent. This international event, which has far greater multi-national participation than the Olympics, will be hosted in September 2015, with the ensuing international media coverage. A number of training camps will proceed the event with a number of teams re-locating to the area. The British Canoe Union estimate the value to the local economy of the event as some £1.7M.

### **Waltham Abbey Regeneration**

22. The District Council has already agreed to grant Waltham Abbey Town Council £160K to undertake amenity improvements in the Town, largely geared towards making Waltham Abbey more attractive to visitors. This will build on the existing attractions such as the Royal Gunpowder Mills, Abbey Church and the Museum. Waltham Abbey is well placed to capitalise on the 70,000 visitors per annum anticipated at the White Water Centre. The District and Town Councils are keen to encourage these visitors to visit Waltham Abbey and other parts of the District, to benefit traders and businesses.

23. The Olympic Officer in liaison with other District Council staff is developing a bid to the Heritage Lottery Fund, Townscape Heritage Initiative, for Waltham Abbey. If successful, this could result in some £2M of funding to improve the environment and street scene in the Town. It is considered that the Olympic Venue will be a unique selling point for the bid.

## **Sports Participation**

24. A number of Olympic and Paralympic athletes, hopeful of being selected for the Games, are based in the District. The Council has supported these young athletes through the Leisure Bursary and Grants Schemes. In addition, it is anticipated that there will be a general increase in participation throughout London who are hosting the Games. The Council's Sports and Health Development Team in conjunction with the Schools Sports Partnership have been engaged in a number of initiatives, utilising the Olympics to encourage people to be more active.

## **Cultural Olympiad**

25. The Cultural Olympiad is a celebration of the games through arts and festival events that will be running up to the Games. The District Council's staff have been encouraging local groups to get involved and register their events on the Cultural Olympiad. In addition, the Council's staff are promoting a number of Cultural Olympiad Events. Details of some of these currently are listed below:

### **Open Weekend 2011**

26. Epping Forest District Council's Community Services, in partnership with Waltham Abbey Town Council, will be organising a festival event for young people aged 11 to 19 years on Sunday 24 July 2011. The W Fest has been registered via the Open Weekend website and will be held at the Town Mead Recreation Ground in Waltham Abbey, close to the Olympic White Water Centre. W Fest will be widely publicised via social media sites, locally distributed flyers and through the Council's Summer Activities brochure. The free event will include a skate and BMX jam, sessions with Tottenham Hotspur Foundation football coaches and freestylers, screenings of the films "Street Dance" and "Lords of Dog Town", dance workshops, henna, hair braiding and DJs.

### **Limes Farm Hall Art Project 2011**

27. Artists are working with local residents at Limes Farm in Chigwell to create artworks for their new community centre. The work, which is inspired by Chinese cultural artefacts, will also create pieces made by the community for inclusion in the China in the East travelling exhibition in 2012.

### **Cultural Olympiad 2012**

28. Leap Festival is a 7 month celebration of the people and places, and events happening in West Essex and East Hertfordshire, and around the Lee Valley White Water Olympic Venue during 2012. The festival aims to highlight the diversity of cultural activities for Hertfordshire and Essex residents as well as visitors to the London 2012 Olympic and Paralympic Games. The programme, inspired by the London 2012 Festival, will include small scale community events, specially commissioned performance pieces, touring exhibitions and family days.

### **Make a Move! 2011-12**

29. Epping Forest Arts (EFDC) will be working with a wide range of community and dance groups throughout 2011 and 2012 to create a mass community dance event which will take place at the Waltham Abbey Town Show in June 2012, linking into the Sparks will Fly event.

### **Sparks Will Fly 2012**

30. Waltham Abbey Town Show in June 2012 was visited by one of the large creatures, created by Walk the Plank, and commissioned by Essex County Council. The two creatures will be travelling across Essex meeting local residents and communities in the summer of 2012

before meeting up for a large scale event in Chelmsford. EFDC and WATC are working in partnership in the Waltham Abbey event.

## **Conclusion**

31. The Olympic and Paralympic Games have been called the greatest shown on earth. The financial and social benefits of other previous Games pay testimony to what can be achieved. A key selling point of the London Bid was Legacy. This report has sought to give an insight, not only into what work is being undertaken prior to the 2012 Games, but also some of the ongoing potential Legacy benefits for the District.

## **Resource Implications**

The District Council has co-funded the appointment of the Olympic Officer post and the Regeneration Study is detailed within the report.

Although the LOCOG will not be paying a licence fee for the use of North Weald Airfield for park and ride for the White Water Canoe Event, the council will recover its costs.

There may be a need to seek additional funding “for Look and Feel” i.e. branding and dressing the Olympic route, although details are still awaited.

## **Legal and Governance Implications:**

No specific implications identified, although there has been risks identified with respect to potential commuter congestion during the period of the Games.

## **Safer, Cleaner and Greener Implications:**

London 2012 has aimed to be the most sustainable Games ever held with a number of initiatives undertaken to reduce their Carbon Footprint.

## **Consultation Undertaken:**

Corporate Governance Group

## **Background Papers:**

Minutes of Legacy Board, Sub Groups and Internal Working Party

**Impact Assessments:**

Risk Management

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?

All Olympic Games Venues are accessible. The Paralympics are the major event in the Disability Sports calendar and provide an international showcase for Disability Sport, which encourages increased participation.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

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## Overview and Scrutiny Work Programme – June 2011

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	July 2011	Last completed - Came in June 2010. To invite back sometime in 2011/12	31 May 2011; 12 July; 6 September; 18 October; 29 November; 24 January 2012; 6 March; and 17 April
(2) OS Annual Review/ Annual Report	April 2012	2011/12 Final Report to go to April 2meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	September 2011	Last completed - in July 2010 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	Progress report in October 2011	Last looked at in November 2010; to review again when Cabinet next consider their forward plan.	
(5) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	November 2011	Last completed in November 10	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	April 2012	Last Completed in April 11. Principal of Epping Forest College addressed the April 2011 meeting.	
(7) Budget Report	January 2012	Last completed January 2011	
(8) Review of Secondary and Primary education in the District and to focus on the link between Education and deprivation in the District.	In October 2011	To ask the appropriate County Officer or Portfolio Holder to attend a future meeting. Also to ask representatives from the consortiums of Primary Schools and Secondary Schools.	
(9) To receive a presentation from Youth Council members	November 2011	As last year, members of the Youth Council will attend with proposals for their funding bid for 2012/13 and give an update on their developing programme.	
(10) Broadband access in the District	TBA – An Interim report went to the February '11 meeting. Now waiting to get Service providers to a 2011/12 meeting.	BT and one other service provider to be asked to address the O&S Committee on access to broadband and speeds for the Epping Forest District Area.	
(11) Corporation of London	TBA - Sometime in 2011/12	To receive a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest ' to be invited as well.	NEW

(12) Police and Fire Rescue Services – To also ask British Transport Police to attend.	Towards end of 2011	With the current financial difficulty for statutory services, the Committee would like to see representatives of the Police and the Fire and Rescue Services address the meeting regarding the implications of their budget reductions – this to be arranged for the end of 2011 to give them time to assess the effects.	NEW
(13) Key Objectives 2010/11	Outturn report went to the 31 May 2011 meeting.	<b>Completed.</b> Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee. Outturn report for 2010/11 submitted to the May 2011 Meeting.	
(14) Key Objectives 2011/12	Progress report to go to the October 2011 meeting	Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2011/12 to be submitted to the 18 October 2011 meeting.	
(15) To review the new organisational make up of the PCT/ West Essex Health Service and the progress made on the commissioning of local health services.	For the October or November meeting	Useful to look at this towards the end of the year. Noted that County were also looking at this topic.	
(16) To review the Lea Valley Regional Park Authority and the Olympics.		Report to go to the July 2011 meeting.	

(17) Police Reform Proposals for Essex	September 2011		
(18) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	Early 2012	Recommendation taken from the Children Services Task and Finish Panel	

<b>Standing Panels</b>			
<b>Housing Standing Panel (Chairman – Cllr S Murray )</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Presentation by Mears on proposed approach to Repairs Management Contract	July 2011	<b>Due to be considered at July meeting</b>	19 July 2011; 25 October; 31 January 2012; and 13 March
(2) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2011	<b>Due to be considered at July meeting</b>	
(3) HouseMark Benchmarking Report of Housing Services	July 2011	<b>Due to be considered at July meeting</b>	
(4) Annual Ethnic Monitoring review of Housing Applicants	July 2011	<b>Due to be considered at July meeting</b>	
(5) Housing Performance Indicators – 2010/11 Out-turn (Tenant-Selected & KPIs)	July 2011	<b>Due to be considered at July meeting</b>	
(6) 12-Month Progress Report on Housing Strategy Action Plan 2010/11	July 2011	<b>Due to be considered at July meeting</b>	
(7) Housing Strategy Action Plan 2011/12	July 2011	<b>Due to be considered at July meeting</b>	
(8) Performance against Housing Service Standards and Review	July 2011	<b>Due to be considered at July meeting</b>	
(9) Feed-In Tariff Scheme for Council Housing Stock	July 2011	<b>Due to be considered at July meeting</b>	

(10) HRA Self-Financing – Financial Plan	October 2011	<b>Not yet due</b>	
(11) Annual review of the Housing Allocations Scheme	October 2011	<b>Not yet due</b>	
(12) Housing Service Strategy on Empty Properties (Review and Update)	October 2011	<b>Not yet due</b>	
(13) Six-Monthly Progress Report on Housing Business Plan Action Plan	October 2011	<b>Not yet due</b>	
(14) Housing Service Strategy on Repairs and Maintenance (New)	October 2011	<b>Not yet due</b>	
(15) Housing Service Strategy on Energy Efficiency (Review and Update)	October 2011	<b>Not yet due</b>	
(16) Approach to future Council House-Building Programme	October 2011	<b>Not yet due</b>	
(17) Review of private Sector Housing Strategy	January 2012	<b>Not yet due</b>	
(18) Briefing on the proposed Council rent increase for 2010/11	January 2012	<b>Not yet due</b>	
(19) Six-monthly Progress report on Housing Strategy Action Plan 2011/12	January 2012	<b>Not yet due</b>	

(20) Housing Service Strategy on Home Ownership (Review and Update)	January 2012	<b>Not yet due</b>	
(21) Housing Service Strategy on Housing and Estate Management (Review and update)	March 2012	<b>Not yet due</b>	
(22) Housing Service Strategy on rent Administration (Review and Update)	March 2012	<b>Not yet due</b>	
(23) 12 Monthly Progress report on Housing Business Plan Action Plan	March 2012	<b>Not yet due</b>	
(24) Housing Service Strategy on Older Peoples Housing (Review and Update)	March 2012	<b>Not yet due</b>	
(25) HRA Business Plan 2012/13	March 2012	<b>Not yet due</b>	

<b>Constitution and Member Services Standing Panel (Chairman – Cllr D Stallan)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) New panel meeting dates for 2011/12	June 2011		30 June 2011;
(2) Review of Referendum/Elections – May 2011	June 2011		Provisional dates, as follows:
(3) Complaints Panel – Terms of Reference	June 2011		27 July; 8 November; and 20 February 2012
(4) Review of Petitions – Change in Legal Requirements			
(5) Review of Officer Delegation			
(6) Review of Financial Regulations			



(7) Planning/Covenants – Council Responsibilities			
(8) Substitutions at Meetings			
(9) Review of Annual Council arrangements			
(10) Review of the membership of the Audit and Governance Panel.			
(11) Review of the membership of the O&S Committee.			

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(1) Safer, Cleaner, Greener strategy</p> <p>(a) Enforcement activity – half yearly report</p> <p>(b) Half yearly report on Strategy Action Plan</p> <p>(c) Agree action plan for 2012/13</p>	<p>(a) To July 2011 and January 2012 meeting</p> <p>(b) To July 2011 and January 2012 meeting</p> <p>(c) To January 2012 meeting</p>	<p>(a) To put data for the period October 2010 to March 2011 on agenda</p> <p>(b) To put data for the period October 2010 to March 2011 on the agenda</p> <p>(c) Not required until January 2012 meeting</p>	<p>7 July 2011;            11 October;            10 January 2012;            21 February; and            10 April 2012</p> <p>Crime and Disorder Scrutiny meetings – the 2 meeting dates are October 2011</p>

<b>Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)</b>			
<b>Work Programme 2011-12</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(2) Community Safety  (a) CCTV action plan – half yearly report  (b) Receive reports from Community Safety Scrutiny meetings  (c) Progress against strategic assessment  (d) Progress towards appointment of Police & Crime Commissioner.  (e) Monitoring of Police resources relative to the Olympic Games	(a) To July 2011 and January 2012 meetings  (b) To January 2012 and April 2012 meetings  (c) To July 2011 and January 2012 meetings  (d) To report when information available  (e) To report when information available	(a) Data for the period October 2010 to March 2011 to July meeting  (b) Report to be considered at January 2012 meeting  (c) Data for the period October 2010 to March 2012 to July meeting  (d) Awaiting outcome of House of Lords amendments and referral back to the Commons.  (e) Data not yet available	and February 2012
(3) Essex Waste Partnership Inter Authority Agreement  (a) Receive notes/minutes of Member Partnership Board	(a) To receive notes/minutes when available	(a) No meetings held yet	

<b>Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)</b>			
<b>Work Programme 2011-12</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(b) Receive notes/minutes of Inter Authority Member Group	(b) To receive notes/ minutes when available	(b) Notes of meetings held on 25 January and 1 march 2011 available. Awaiting notes for 5 April 2011.	
(4) Waste Management Partnership Board  (a) Receive minutes of Partnership Board	(a) To receive notes / minutes when available	(a) Notes of the meetings held on 20 October 2010, 12 January & 6 April to July meeting	
(5) Green and Carbon Reduction Measures  (a) Nottingham declaration Progress against pledges – half yearly reports  (b) Carbon Reduction Strategy update	(a) July 2011  (b) July 2011	(a) last went to the January 2011 meeting  (b) Last went to the January 2011 meeting.	

**Safer, Cleaner, Greener Standing Panel (Chairman Mrs M Sartin)**  
**Work Programme 2011-12**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(6) Bobbingworth Tip</p> <p>(a) Receive reports on availability for public access</p> <p>(b) Receive notes/minutes of management/liaison group</p>	<p>(a) For future meeting</p> <p>(b) To July 2011 meeting</p>	<p>(a) Formal opening of the Nature Reserve scheduled for 15 July 2011.</p> <p>(b) Notes of meeting held on 23 March 2011 for July '11 meeting.</p>	

<b>Planning Services Standing Panel (Chairman – Cllr H Ulkan)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Reports to each meeting on: (a) Regional Plan (b) Local Development Framework (c) Current Staffing (d) Improvement Plan (e) Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	Regular updating reports	(c) Request of Panel Chairman, report regarding staffing situation since the Freeze on External Recruitment	14 June 2011; 13 September; 20 December; 7 February 2012; and 24 April
(2) Value for Money Provision: (a) Administration & Customer Support (b) Building Control (c) Development Control (including Appeals) (d) Economic Development (e) Enforcement (f) Environment Team (g) Forward Planning (h) Performance	Provide a report after the end of Quarter 4 on 2(c) + 2(e) and periodically on the other areas		
(3) To review a selection of controversial planning decisions to see if lessons can be learnt from their consideration.		This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	

(4) To consider whether the reporting arrangements for Terms of Reference sections and those from the Section 106s (including how they are negotiated agreed and implemented strategically to secure community benefit), and appeals are sufficient (including how new legislation impacts on these) and recommend accordingly		This item has been extracted from the Terms of Reference of the Provision for Value for Money within Planning Services Task and Finish Panel and the current Panel.	
(5) Contributions to affordable housing (S106 Agreements)	Item carried forward from last year's Panel Work Programme	<b>COMPLETED</b>	
(6) Liaise with other planning authorities to learn from their work.	New Item	Quarterly meeting with other Essex Authorities discuss and share working practices. Benchmarking underway as part of local fee setting and charging of planning application fees.	
(7) CLG Consultation – Planning for Traveller Sites	New Item – June 2011	<b>COMPLETED</b>	
(8) Community Infrastructure Levy	New Item - June 2011 Panel meeting	<b>COMPLETED</b>	
(9) District Tree Strategy	New Item – September 2011		
(10) Draft New Terms of Reference	September 2011	Requested by Councillor A Lion	

<b>Finance and Performance Management Standing Panel (Chairman – Cllr D Jacobs)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Key Performance Indicators – Performance Outturn 2010/11	Outturn KPI performance report considered at the first meeting of the Scrutiny Panel in each municipal year.	<b>Completed</b> - KPI outturn report for 2010/11 to be considered at the meeting held on 21 June 2011.	<b>21 June 2011;</b> 20 September; 15 November; <b>16 January 2012;</b> and 20 March
(2) Key Performance Indicators – Performance Monitoring 2011/12	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2011/12 to be considered at the meetings to be held in September 2011(qtr 1), November 2011 (qtr 2) and March 2012 (qtr 3).	
(3) Key Performance Indicators – Development of indicators set for 2012/13	Draft indicator set to be considered on the basis of third quarter KPI performance for 2011/12.	KPI proposals to be considered at the meeting to be held on 20 March 2012.	
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '11, 2 <sup>nd</sup> quarter in January '12 and 3 <sup>rd</sup> quarter figures at the March '12 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report to the June '11 meeting.	Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2010 meeting,	



(6) Detailed Portfolio Budgets	Had last been considered at the January 2011 meeting of the Cabinet Finance Committee.	Considered at the January '11 of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets. To go again to the January 2012 meeting.	
(7) Medium Term Financial Strategy	To go to the January 2012 meeting	To review the Council's medium term financial strategy - January 2012.	
(8) Equality and Diversity - Monitoring and Progress	Progress report considered at the first meeting of the Scrutiny Panel in each municipal year.	<b>Completed</b> - Progress report for the 2010/11 to be considered at the meeting to be held on 21 June 2011.	
(9) Capital Outturn 2010/11 and use of transitional relief in 2010/11	For the June '11 meeting.	Last considered at the June 2010 meeting	
(10) Provisional revenue Outturn 2010/11	For the June '11 meeting.	Last considered at the June 2010 meeting	
(11) Fee and Charges	To consider at the November or January meeting	Last went to December 2010 meeting.	

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