

## **Overview and Scrutiny Committee Tuesday, 18th October, 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.

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 who request it..

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#### **1. WEBCASTING INTRODUCTION (Pages 7 - 10)**

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. MINUTES (Pages 11 - 22)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 6 September 2011.

**5. 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.

**6. REVIEW OF SECONDARY AND PRIMARY EDUCATION IN THE DISTRICT**

To receive a presentation from Geoff Mangan, the Epping Forest Schools 14-19 co-ordinator for Epping Forest Secondary Schools and is also the West Essex Secondary Schools Facilitator with the West Children’s Commissioning and Delivery Board for Essex County Council.

**7. SCRUTINY OF CABINET FORWARD PLAN (Pages 23 - 36)**

**Recommendation:**

**To discuss the Cabinet priorities for the year ahead and the forward work programme for 2011/12.**

The Overview and Scrutiny rules state that this Committee should "... arrange meetings with the Leader and other Portfolio Holders to discuss their plans for the year ahead and ... agree with them on any items for inclusion in the work programme which may be undertaken by the Committee on the cabinet's behalf".

Accordingly, attached is the latest Executive Work Programme incorporating the Forward Plan.

The Cabinet has determined that its Corporate Priorities for 2011-12, are:

- (1) To review the Council's commercial landholdings in order to coordinate competing land use proposals, fulfil operational requirements, achieve value for money, and provide additional capital & revenue income for the Council.
- (2) To utilise existing resources to support the Government's vision for the 'Big Society', where individuals and communities have power and responsibility to create better neighbourhoods and local services.
- (3) To work in partnership with Essex County Council and other statutory & voluntary agencies, to ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children and young people.
- (4) To seek continuous performance improvement and the best use of resources, against the background of diminishing public expenditure.
- (5) To achieve the level of net savings necessary to maintain the Council's sound financial position, and to provide the best level of service possible with reduced resources.
- (6) To maximize the provision of affordable housing within the District.
- (7) To help mitigate the impact of the current economic conditions on local people and businesses, where resources permit and value for money can be achieved from the Council's activities.
- (8) To deliver a sound Core Planning Strategy, to guide development in the District up to 2031, as part of the Local Development Framework.

**8. PROPOSED MERGER OF BARTS AND THE LONDON, WHIPPS CROSS AND NEWHAM NHS TRUSTS (Pages 37 - 38)**

At the September 2011 meeting, Councillor Chana was appointed to attend the upcoming conference to discuss this proposed merger. Attached is his written report for consideration.

**9. CHILDREN'S SERVICES TASK AND FINISH PANEL (Pages 39 - 42)**

Attached is a report updating the Committee on last year's Children's Services Task and Finish Panel.

**10. REPORT OF DISTRICT REMUNERATION PANEL (Pages 43 - 54)**

(Assistant to the Chief Executive) To consider the attached report.

**11. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS (Pages 55 - 80)**

(Assistant to the Chief Executive) To consider the attached report.

**12. WORK PROGRAMME MONITORING (Pages 81 - 100)**

**(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.

**13. CABINET REVIEW**

**RECOMMENDATION:**

To consider any items to be raised by the Chairman at the Cabinet meeting on 24 October 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 24 October 2011 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

**14. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of

business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

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

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

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

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

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

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

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**EPPING FOREST DISTRICT COUNCIL**

**PROTOCOL FOR WEBCASTING OF  
COUNCIL AND OTHER MEETINGS**



## **Introduction**

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

### **Main provisions:**

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.

2. No exempt or confidential agenda items shall be webcast.

3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.

4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services



## **Agenda Front Sheets and Signage at Meetings**

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

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### **Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings**

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

### **Conduct of Meetings**

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery."

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## EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

<b>Committee:</b>	Overview and Scrutiny Committee	<b>Date:</b>	Tuesday, 6 September 2011
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.30 - 10.05 pm
<b>Members Present:</b>	Councillors R Bassett (Chairman) D Wixley (Vice-Chairman) Ms R Brookes, K Chana, D Jacobs, Mrs S Jones, S Murray, Mrs M Sartin, D Stallan and G Waller		
<b>Other Councillors:</b>	Councillors K Angold-Stephens, R Barrett, Mrs D Collins, Ms J Hart, P Keska, Mrs M McEwen, G Mohindra, J Philip, Mrs P Smith, P Spencer, Mrs L Wagland, C Whitbread and Mrs J H Whitehouse		
<b>Apologies:</b>	Councillors D C Johnson		
<b>Officers Present:</b>	T Carne (Public Relations and Marketing Officer), J Chandler (Assistant Director (Community Services and Customer Relations)), S G Hill (Senior Democratic Services Officer), W MacLeod (Elections Officer), D Macnab (Acting Chief Executive), J Nolan (Assistant Director (Environment & Neighbourhoods)), J Preston (Director of Planning and Economic Development), C Wiggins (Safer Communities Manager), I Willett (Assistant to the Chief Executive), A Hendry (Democratic Services Officer) and M Jenkins (Democratic Services Assistant)		
<b>By Invitation:</b>	A Jackson (North Weald and Nazeing) and S Williams (Essex Police)		

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### 23. 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.

### 24. SUBSTITUTE MEMBERS

There were no substitute Members for the meeting.

### 25. DECLARATIONS OF INTEREST

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

### 26. MINUTES

#### RESOLVED:

That the minutes of the last meeting of the Committee held on 12 July 2011 be agreed.

The Chairman promised to add a short report to this set of minutes, updating members on minute item 21, on his meeting with Essex Scrutiny Chairmen, held on 29 July 2011 (attached).

## 27. REFORM OF THE POLICE SERVICE IN ESSEX

The Chairman welcomed Chief Superintendant Simon Williams, Essex Police and County Councillor Anthony Jackson, Chairman of Essex Police Authority. They were there to inform the Committee on their 'Blueprint for Essex Policing', the future of policing in Essex.

The 'Blueprint' was to reconfigure the operational services across the force to improve productivity, increase availability and reduce cost. The changes were to be in place by March 2012.

They are tasked with making reoccurring revenue savings of approximately £41 million per year by 2014/15 and have already made savings of £20 million. The main facts were that even though the plan was to have 388 fewer officers by 2014 with reorganisation it is envisaged that there will be about an extra 55 officers in the front line of the Local Policing Areas. Essex Police are also in collaboration in joint working practices with Kent Police. They have a joint IT department, procurement team, joint head of transport and plans to extend this to other support services. They are looking to make further savings in such area as uniforms and transport. Such a scale of savings would inevitably mean a reduction in the number of police officers and PCSOs and backroom staff.

The 'Blueprint' will put into effect five commands, these will be:

- Territorial Policing (delivering neighbourhood policing and community safety partnership workshops);
- Public protection (responsible for a wide range of area including domestic abuse, child protection, sex offender management and protecting vulnerable victims);
- Investigations (dedicated officers responsible solely for investigations);
- Operational Support (including response & patrol providing 24 hour response to emergency and priority calls); and
- Criminal justice (working with partners on integrated offender management).

Significant improvements can be made by borderless policing, better use of technology, better use of intelligence, better matching of resources to demand and reduced management costs (looking for 25% reduction in senior management costs).

Geographically, they will create three Local Policing Areas (LPAs); LPA North; LPA South and LPA West. Stansted Airport will have its own command. Each will be under the command of a Superintendant who will be responsible for neighbourhood policing, community safety and partnership working. This would provide focus, delivering high quality neighbourhood policing services and excellence in working with local authorities and other community safety partners. They would respond to general policing duty incidents and would create new Community Safety Units. New 'Youth Officers' will replace the Safer Schools Partnership officers and will be given a wider role in making early interventions to prevent costly enforcement later. The LPAs will be proactive in dealing with anti social behaviour in the community. New Community Safety Units will be created, headed by an Inspector with responsibility for the Youth Officers, Licensing, Crime Reduction Officers, Essex Watch, Anti-Social Behaviour Officers and other vital partnership functions.

Under the 'Blueprint' there will be dedicated officers responsible solely for investigations. These officers will be based locally but operate within a single force wide command. They will split into the following teams: Area Investigation Teams will investigate offences such as criminal damage, theft and minor assault. Target Offender Teams will respond to and investigate burglaries and street robberies. Finally, Serious Crime Teams will deal with a range of offences that fall outside the remit of specialist units.

In collaboration with Kent Police they have the Kent and Essex Serious Crime Directorate leading on Major Crime, serious organised Crime, Forensics, covert human intelligence sources and covert support including surveillance.

Also in collaboration with Kent Police they will share support services such as procurement, a joint IT department, and joint Heads of Transport, Finance, HR and Training for both forces.

Police Officers from PCs to Chief Inspectors will increase by 12%, from 472 to 527, unfortunately PCSOs numbers will drop from 465 to 362, hopefully managed by natural wastage. In total the 'Blueprint' will make a reduction of about 400 officers in Essex.

The meeting was then opened out for questions.

**Q:** It had been said recently that there are too many officers are employed as backroom staff and not enough are on the street. How will this balance out?

**A:** We will make better use of IT for backroom work. Police Officers are required to take statements and examine a crime scene. We are investing in tablets that hold the forms electronically, and has signature capture. We can also put some technology in their cars making it more of a mobile office.

**Q:** Where will the proposed extra officers come from?

**A:** They are changing the job description of the uniformed officers, freeing up their time and putting in special response officers who will not have case work to take forward, making their response times quicker.

**Q:** I note you are looking at 14 to 15% reductions by 2015 and take your word that the proposed structural changes will work. Would be better if you could implement these changes and not make the reductions in staff?

**A:** I agree, but savings have to be made and it has given us the opportunity to examine our working practices.

**Q:** Would the numbers of PCSOs that we partly fund be maintained?

**A:** We need to manage the numbers by natural wastage. If it is a part funded post they will be maintained.

**Q:** Acknowledging that savings had to be made, there seems to be an enormous reduction in officer numbers. This perception will be very difficult to explain to residents and although now the police have an excellent relationship with the public it would be difficult to maintain. The perception is too many backroom officers and not enough front line staff. Forces are now top heavy, how would the new structure improve the service?

**A:** There will be a 12% increase in the lower ranks (PCs to Chief Inspectors). Civilian roles will be examined; we have already slimmed down in this area. Essex Police has saved £20 million by doing this and we have ploughed this money back. The new role of response officers would enable us to work more efficiently.

**Q:** Your best resources are members of the public I hope this will not change.

**A:** As do I.

**Q:** Essex Police is the best performing force in terms of cost per head of population – has this been recognised by the government, in that less efficient forces should take bigger cuts. And, will this 'Blueprint' be reviewed in the future?

**A:** The Government had applied a broad brush cut across all the forces and have not taken into account past spending or savings. As for a review, it is more efficient to review each function as a continuing process. Also a Police and Crime Commissioner (PCC) will be introduced next year who will be monitoring performance. The Police Authority would set a budget and the PCC will be reviewing it.

**Q:** What guarantee do we have that the PCC will agree this 'Blueprint' outlined here tonight, and will we have to go through this again next year?

**A:** We are not sure how the PCC will work as yet, but there will be no change to the operational independence of the Chief Constable. He is the one who decides how to organise his force. The PCC can say they want to change the priorities but not the organisation.

**Q:** What reassurance would you give on the closures of police stations.

**A:** Any services currently being delivered will still be delivered in another guise, things will just look a bit different.

**Q:** Will Loughton Police Station shut down?

**A:** No, it will not be closing.

**Q:** I understand that you are working with Kent Police, but what about our other boarders, with Hertfordshire and the Metropolitan Police. Will there be a time when we have borderless policing with Herts. and the Met. areas.

**A:** We already have the capacity to cross border police. We have protocols in place where we share intelligence with the Met Police. This will not disappear under the new terms.

**Q:** The police spend a vast amount of time in direct contact with the public, and there is a wish to see more police but they also want a more responsible use of their time. Is there too much form filling nowadays?

**A:** We are constantly reviewing what we need to record. Officers need to record evidence and intelligence; these are elements that we can never get away from.

**Q:** I represent a rural area and I am concerned about your coverage in rural areas. Also, is Stansted Airport fully public funded?

**A:** The BAA pay for Stansted. As for rural areas, we have maintained patrols that have designated patrol areas based on crime hot-spots.

**Q:** Loughton Police Station, it is right to say that it is not closing but it is reducing its opening hours?

**A:** The station will continue to have officers based there 24 hours a day. But the front counter service will be reduced in opening hours, from 12noon to 6pm. Most people tend to report a crime over the phone. They had surveyed and prioritised the use made of front counters and found that very few people use them. We are just responding to this survey and opening when people want to use it. We will always respond to emergency calls.

**Q:** Parking and speeding seem to be low priorities; it would make a difference to see someone doing something about this. Parking on pavements is a police matter.

**A:** This is not just a policing issue, parking has been decriminalised, however if there's a crime or an obstruction to the highway we will act.

**Q:** Traffic Division provision had not been mentioned as yet, what changes will happen to this section?

**A:** This has not gone away; it will fall within our Response Control Command. We are developing more officers to be involved in this specialism.

**Q:** You have told us about front counter closures at Waltham Abbey and Ongar, but what about Limes Farm. Also, how would you measure the success of the reforms?

**A:** As I said Epping and Loughton will continue to operate from 12 to 6pm, however Waltham Abbey and Ongar will close, but we are exploring using other buildings such as fire stations, Libraries, Supermarkets or mobile Police stations. As for Limes Farm, it is not a permanently staffed Police Station, it's an office in a house, and this will not change.

As for measuring success, we will use KPIs and regularly review our Action Plans.

**Q:** Buckhurst Hill currently has a Neighbourhood Action Plan meeting at the Waitrose Store, will it continue?

**A:** Yes.

**Q:** I represent a rural area. My fear is that with borderless policing, the police will be drawn to the heavily populated areas. Will these changes be phased in or done all at once.

**A:** Areas will still have their dedicated officers, only the additional support is borderless. We have started the changes in the Thurrock area, with extra support going in as and when necessary, this is being closely monitored. So we are phasing the changes in.

**Q:** Will Essex Police still be in a position to be able to respond in times of civil unrest.

**A:** We have a national commitment around the number of officers that need to be trained around public disorder issues. We already train above this national requirement and will continue to do so and will be able to deal with a variety of unrest.

The Chairman closed this item and thanked Chief Superintendent Simon Williams and Councillor Anthony Jackson for spending quite some time answering questions. It was much appreciated.

## **28. REVISING THE CHARGES AT THE DARTFORD - THURROCK RIVER CROSSING**

The Director of Planning and Economic Development, John Preston, introduced the report on the government consultation on revising charges at the Dartford-Thurrock river crossing.

It was noted that the present bridge and tunnel had been paid for by 2003. The charges were originally set up as a Toll and has since 2003, been designated as a congestion charge.

The consultation concerned proposals for the short, medium and long term. In the short term, charges would be increased in November 2011 and then again in April 2012. Increase use of the Dart Tag would also be encouraged. In the medium term a free flow charging regime would be introduced, where the payment would be made electronically and not manually. In the longer term the Government was considering

additional crossing capacity. Development of these options would be partially funded from the increased charges for the existing crossings.

The South East Local Enterprise Partnership has considered the consultation and objected to the proposals for a number of reasons, that:

- the charges create congestion in their own right and should be dispensed with as soon as possible.
- in any event adjustment to increases charges cause substantial delays at the booths and a two stage increase is therefore twice the problem (very few such journeys are by locals)
- 10 miles of queues before freeing up the booths was too high a threshold representing in the order of 2 hours to get over the river.
- fast track technology was essential before any increase.

On consideration the Committee amended the draft response in the report to read:

- i. It is our preferred preference that all congestion charges in respect of this crossing should be ceased as soon as possible. This would reduce the environmental impacts of queuing traffic, reduce congestion, and assist businesses.
- ii. That, if a new further crossing needs to be designed with new technology, and has new tolls to pay for its construction, then this is acceptable.
- iii. If the Government will not cease charges, then charges should only rise after new technology allowing free flowing use of the crossing is introduced, (which could allow up to 1800 vehicles per lane per hour) and that any further increases in such charges should be introduced infrequently thereafter, and not in such frequent successive stages.
- iv. That variable message signs, rather than fixed signs indicating what the charges are should be introduced.
- v. That, if for any reason the queue associated with the crossing reaches Junction 30 southbound or Junction 2 northbound, that the charges should be suspended until the queue has reduced to Junction 31 southbound and Junction 1 northbound.
- vi. That the three local Members of Parliament, the Local Enterprise Partnership and the Federation of Small Businesses are copied this Council's response.
- vii. That as soon as information is available that there is a problem on the crossing that the variable message signs, in particular on the M11 approaching the M25 southbound, should indicate this so that drivers can choose a different route so that they are better informed to avoid congestion.

**RESOLVED:**

That the above points be relayed to the Government on the Dartford Crossing Charges consultation.

**29. SINGLE INDIVIDUAL VOTER REGISTRATION - GOVERNMENT CONSULTATION**

Ian Willett, the Assistant to the Chief Executive and Returning/Registration Officer introduced the Governments proposals for single voter registration. The White Paper proposes that each elector register to vote individually rather than as households as happens at the moment. It will also mean that voter registration would become a matter of voter's choice, and that it was the responsibility of the voter to let us know of any changes.



The new system will make it easier for voters to register by looking to modernise the system of registration. The current system had not kept pace with technological advances and is largely paper based. It is hoped that the new system will be more accurate and help reduce fraud and it will also give the Police more time to investigate fraud from one year to two years, This system is due to come into effect by 2015 with transitional arrangements in place before the next general election.

In registering, the voter will have to produce identification such as a NI Number and Date of Birth. After registration the NI Number would be deleted from the system, but the Date of Birth would continue to be held.

The annual householder canvas will continue for the time being to capture any changes in households.

The total costs to move to Individual Electoral Registration (IER) was estimated at £108million; this had been funded as part of the spending review settlement and includes £85million resource funding in 2014/15 to fund registration officers to make contact with each potential elector to invite them to register in 2014.

After 2015 only IER voters would be on the register, voters who have not registered under IER by 2015 are removed from the register. However, safeguards will be put in place for the General Election in 2015 so that existing electors who fail to register under IER in 2014 are not removed.

The Committee noted that no recommendations had been attached to this report; the government had set out their plans and would get these changes through parliament, as a District Council we have to concentrate on how we implement these changes and leave it to the government to sort out the details.

The Chairman asked how many forms are sent out each year and was told that 54,000 householder forms were sent out annually. He asked if the Government paid for this and was told that that we had to pay for this annual canvass. And, with this extra paperwork for IER coming our way, would we still have to pay, Mr Willett replied that the government had created a 'fighting fund' we could draw on, to help bring these changes in; this would be proportional to our electoral roll. It would cost more for us in the long run, but the costs would come after the transition period.

The Chairman asked if the initial data matching would need people authorised to do it. He was told that it would.

Councillor Sartin asked why the table of figures for international electoral results were only for the year 2000. Mr Willett did not know but noted that a lot of other countries had already moved to individual voter registration.

Other Councillors made the following comments:

- Training would be needed on how this new system worked;
- People disliked form filling, so fewer people would choose to register;
- There was a need for more accuracy to combat fraud.

The Chairman noted that if any other councillor had any comments to make, to let Mr Willett know and he would pass it on to the government.

**RESOLVED:**

That the Single Individual Voter Registration Government Consultation be noted.

### **30. COUNCIL PROCEDURE RULES - REPORTS ON OUTSIDE ORGANISATIONS**

Councillor Stellan the Chairman of the Constitution and Member Services Standing Scrutiny Panel, introduced their report proposing the amendment to Council procedure rules on reports on Outside Organisations and the future work programme for the Panel. The constitution did not stipulate if a report given on outside bodies should be written or oral. The Panel thought that the reports should be in writing and circulated with the Council agenda in advance of the meeting so that other Councillors could ask questions without notice. The Committee agreed; they also noted the Panels additions to their work programme.

#### **RESOLVED:**

(1) That Council Procedure Rule 2 be amended by substituting the existing paragraph (ix) with the following:

“(ix) receive from Council representatives written reports circulated in advance with the agenda for the meeting concerned 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 by adding the following new rule (to be numbered (x)):

“(x) request written reports from representatives on joint arrangements and external organisations for future meetings;

and that the following sub paragraphs of Rule 2 be renumbered accordingly.

(2) That the Committee noted that the Panel intended to conduct further reviews during the current Council year on:

- (a) outside organisations on which the Council is represented; and
- (b) arrangements for circulation of written material to Councillors.

### **31. WORK PROGRAMME MONITORING**

#### **(a) Work Programme**

##### **(i) Overview and Scrutiny Committee**

Noted that item 3, Scrutiny of Epping Forest Local Strategic Partnership, had been deferred to the October meeting.

##### **(ii) Housing Standing Panel**

Noted their work programme was on target.

##### **(iii) Constitution and Member Services Standing Panel**

Noted that this had been dealt with by the previous agenda item.

**(iv) Safer Cleaner Greener Standing Panel**

Noted that there was a cross Panel item under section 10 of the Planning Services work programme on 'Environment Agency Consultation'.

**(v) Planning Services Standing Panel**

Noted that the Panel was reviewing their terms of reference and that a report would be brought to a future meeting of the main O&S Committee.

**(vi) Finance and Performance Management Standing Panel**

Noted their work programme.

**32. PROPOSED MERGER OF BARTS AND THE LONDON, WHIPPS CROSS AND NEWHAM NHS TRUSTS**

The Committee noted that the Council had been invited to engage in discussions on the proposed merger of Barts and the London, Whipps Cross and Newham NHS Trusts at a meeting to be held on 15 September. They also noted that a representative had to be appointed to attend on behalf of the Council and that this representative should report back to the next O&S Committee on the outcome and on any future consequences for the District.

**RESOLVED:**

That Councillor K Chana be appointed the Council representative to the meeting on the proposed merger of Barts and the London, Whipps Cross and Newham NHS trusts.

**33. REPORT OF EXTERNAL AUDITOR - CONTRACT FOR FORMER CHIEF EXECUTIVE**

The Committee noted that the Council meeting on 26 July 2011 passed a resolution relating to the contract to the previous Chief Executive saying:

"That the Council refers for review by the Overview and Scrutiny Committee the detail of procedures for reporting such complex and sensitive contacts to Councillors and the procedure to be followed in the event that the Council is considering entering into such contracts."

The Committee agreed that a Task and Finish Panel be set up to review these procedures. They agreed that it should be a small, forward looking Panel, working quickly and reporting back by the end of this year. They noted that the Audit and Governance Committee would also need sight of this report.

**RESOLVED:**

- (1) That a Task and Finish Panel be established to review the procedures for the granting of a fixed term employment contract for a future Chief Executive;
- (2) That the following Councillors be appointed to the Panel: Councillors K Angold-Stephens (Chairman), A Grigg, Jon Whitehouse, R Bassett and D Stellan; and
- (3) That the Panel should report back to the Committee by the end of 2011 if possible.

**34. CABINET REVIEW**

The Committee reviewed the Cabinets agenda for their 12 September meeting but there were no specific items that the Committee wanted to be brought to their attention.

**CHAIRMAN**

## **Report from the Essex Scrutiny Officer and Chairman Network meeting – 29 July 2011**

A networking meeting for the Chairs of Overview and Scrutiny functions and their officers was held at Chelmsford. The purpose was to create a network for the Scrutiny function and to share best practices or information on how the Scrutiny function can work across district boundaries.

The following points were raised and discussed:

- County informed the group that would devolve Local Health issues from County Scrutiny if appropriate.
- We discussed Partnership Scrutiny where councils share functions or services and how this could be achieved.
- The issue of Localism cropped up. There were no clear guidelines issued by the Government as yet. There was likely to be an impact on Greenbelt land if a Council did not have a clear LDF in place, explicitly mentioning Greenbelt land and what could be done with it. Authorities would benefit from sharing their experiences of problems raised by the new Localism Bill.
- Under the proposed 'New Planning Guidance' it was noted that authorities may be asked to go back to or "protect" their old 'Local Plan' instead of developing a new LDF. This was still in flux. A letter from Greg Clark, Minister for Decentralisation and Cities, dated 25<sup>th</sup> July has subsequently been received and they have asked for views on the draft 52 page policy document which was issued at the same time.
- The issue of Safeguarding Children was raised. Were authorities aware of their responsibilities and were they doing enough to train their Members and Officers in recognising these problems. We drew the attention of the meeting to the recent T&F Children Services Panel just completed at EFDC and promised to send the minute taker a copy so we could include it in the final set of minutes.
- Training for Members: members needed experience, knowledge and education to act as efficient O&S members. Providing an external Trainer was very expensive, but would be manageable if several authorities pooled their resources and had joint training sessions. It was noted the EFDC recorded some of their training sessions and made them available for members who could not attend a particular training session. We have already been approached by Harlow to see if we can run joint O&S training for members which is being progressed.
- It was noted that good Overview and Scrutiny was not party dependant, working better as critical friend without party loyalties.
- The meeting discussed the webcasting of meetings and were they worth the outlay. Noted that EFDC were now getting around 20,000 hits per annum of their webcasts; it was good for transparency and for letting the public view any specific item they wished to. ECC were very interested in this and asked for further information.

- The proposed new Police and Crime Commissioner – the various authorities were still unsure of what this would mean to them and the police service they would get. EFDC noted that Chief Superintendent Simon Williams and Cllr Anthony Jackson would be at the 6 September Overview and Scrutiny Committee meeting to talk about the new Police Service and the way the proposed budget cuts would affect them. Members from other authorities were welcome to come and listen to the Superintendent or they could watch it on line via the webcast.
- Armchair Auditors – this touched upon community engagement with councils and their publication of any spending on their websites.
- Under Any Other Business, the proposed demise of the Highway Panels was discussed. It was noted that they were not disappearing but would be subsumed into the new Locality Panels. It may be that adjoining Districts would be put together under one meeting to rationalise the work of highway officers, as roads crossed boundaries. The make up of the new Locality Panels would be agreed with County and Districts on how they would be organised. More information would be sent out as and when County had made more detailed plans.

The Chairman asked any feedback be given to County on what the current 'hot' O&S topics were; what problems they faced and any type of good practice that could or should be shared with other authorities.

It was suggested that we arrange these meetings regularly and it was suggested every six months which was agreed.

Cllr Richard Bassett  
EFDC, Chairman Overview and Scrutiny



**Epping Forest  
District Council**

**THE EXECUTIVE WORK PROGRAMME**

**INCORPORATING THE FORWARD PLAN**

**(COVERING STATUTORY PERIOD 1 October 2011 – 31 January 2012)**

## **The Forward Plan**

There is a legal requirement for local authorities to publish a Forward Plan setting out the key decisions to be made in the four-month period ahead. Each successive Forward Plan has to be published and available for public inspection at least two weeks before the first day of the first month of the four-month period. Copies of the Forward Plan are available for inspection at the Council's information offices throughout the District, as well as on the Council's website in the Local Democracy section.

## **The Executive Work Programme**

The Executive (i.e. the Cabinet) is required by the Constitution to have a work programme, which indicates how the aims and objectives set out in the Council will be achieved. The work programme covers the year ahead, and by law the Council is required to state:

- Who will make the decision;
- When it is likely to be made;
- Arrangements for consultation and representations; and
- Background documents used.

As all the items in the work programme involve key decisions, it has been agreed to merge the two into *The Executive Work Programme incorporating the Forward Plan*.

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## **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and



(vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director for Finance and ICT are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;
- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

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**Contact Officer**

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## **Executive Priorities 2011-12**

The Cabinet has determined that its Corporate Priorities for 2011-12, are:

- (1.) To review the Council's commercial landholdings in order to coordinate competing land use proposals, fulfil operational requirements, achieve value for money, and provide additional capital & revenue income for the Council.
- (2.) To utilise existing resources to support the Government's vision for the 'Big Society', where individuals and communities have power and responsibility to create better neighbourhoods and local services.
- (3.) To work in partnership with Essex County Council and other statutory & voluntary agencies, to ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children and young people.
- (4.) To seek continuous performance improvement and the best use of resources, against the background of diminishing public expenditure.
- (5.) To achieve the level of net savings necessary to maintain the Council's sound financial position, and to provide the best level of service possible with reduced resources.
- (6.) To maximize the provision of affordable housing within the District.
- (7.) To help mitigate the impact of the current economic conditions on local people and businesses, where resources permit and value for money can be achieved from the Council's activities.
- (8.) To deliver a sound Core Planning Strategy, to guide development in the District up to 2031, as part of the Local Development Framework.

## **Cabinet Membership 2011-12**

Lesley Wagland	Leader of the Council & Legal
John Philip	Deputy Leader and Planning & Technology
Gagan Mohindra	Finance & Economic Development
John Knapman	Environment
Penny Smith	Safer, Greener & Highways
Maggie McEwen	Housing
Ricki Gadsby	Leisure & Wellbeing
John Wyatt	Support Services

**WORK PROGRAMME - 1 OCTOBER 2011 TO 31 JANUARY 2012**

**PORTFOLIO - LEADER & LEGAL**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Annual Report of the Executive 2011/12	Annual report upon the activities of the Cabinet for the municipal year 2011/12.	No	22 May 2012	Council	Cabinet Members & Management Board	Chris Overend 01992 564247	None
Members' Allowance Scheme 2012/13	Report of the independent Remuneration Panel following a review of the current scheme.	Yes	22 May 2012	Council	Group Leaders	Graham Lunnun 01992 564244	File papers in Democratic Services
Overview & Scrutiny Annual Report 2011/12	Annual report on the activities of Overview & Scrutiny for the previous year.	No	22 May 2012	Council	Overview & Scrutiny Committee	Simon Hill 01992 564249	None.
Standards Committee Annual Report 2011/12	Annual report on the activities of the Standards Committee for the previous year.	No	22 May 2012	Council	Standards Committee	Ian Willett 01992 564243	None

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Core Strategy Issues and Options Consultation	Draft vision, aims & objectives for discussion.	Yes	1 August 2011	Local Development Framework Cabinet Committee		Amanda Thorn 01992 564543	None
	Draft consultation document for discussion.		3 October 2011	Local Development Framework Cabinet Committee			
	To agree the draft consultation document for public consultation.		24 October 2011	Cabinet			

**WORK PROGRAMME - 1 OCTOBER 2011 TO 31 JANUARY 2012**

**PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Statutory Statement of Accounts 2010/11	Approval of Annual accounts & out-turn reports. Statutory requirement to be agreed by 30 September.	Yes	22 September 2011  27 September 2011	Audit and Governance Committee  Council	Corporate Governance Group.	Bob Palmer 01992 564279	File papers in Accountancy
Q1 Internal Audit Monitoring Report 2011/12	To note progress & consider governance issues.	No	22 September 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Treasury Outturn	To note the Treasury Outturn and compliance with the Treasury Strategy.	No	26 September 2011	Finance and Performance Management Cabinet Committee	Audit and Governance Committee.	Bob Palmer 01992 564279	File Papers in Accountancy
Corporate Risk Update	Quarterly update of corporate risks.	Yes	26 September 2011	Finance and Performance Management Cabinet Committee	Risk Management Group.	Bob Palmer 01992 564279	File papers in Accountancy
Q1 Financial Monitoring Report 2011/12	Monitoring of Expenditure against Budget.	Yes	26 September 2011	Finance and Performance Management Cabinet Committee	Service Directors. Finance Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy.
Budget 2012/13	The Budget setting process for 2012/13, including:  1. Financial Issues Paper  2. Fees & Charges  3. Draft Budget Lists	Yes	26 September 2011  21 November 2011  16 January 2012	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and	Management Board.	Bob Palmer 01992 564279	File papers in Accountancy

				Performance Management Cabinet Committee			
	4. Executive Approval		30 January 2012	Cabinet			
	5. Final Approval		14 February 2012	Council			
North Weald Airfield Bund	The Safety of the Bund that runs beside the M11 that is within the Airfield boundary. Recommendations for the future monitoring and request for funding to provide that monitoring.	No	24 October 2011	Cabinet	Corporate Risk Management Group	Laura MacNeill 01992 564223	Consultant Reports
Capital Programme Review	Annual Full Update of Programme.	Yes	24 October 2011	Cabinet	Spending Control Officers.	Teresa Brown 01992 564605	File Papers in Accountancy
Condition Survey of Operational Property - 2012-17	A survey to determine the condition of all operational property and the level of planned, preventative maintenance required during the period 2012 to 2017.	No	24 October 2011	Cabinet	Portfolio Holders Deputy Portfolio Holders Management Board	Mike Tipping 01992 564280	None.
Planned Preventative Maintenance Programme 2012-17	A report making recommendations on planned, preventative maintenance for operational & commercial property, and seeking the necessary budgetary provision.	Yes	24 October 2011	Cabinet	Portfolio Holders Deputy Portfolio Holders Management Board	Mike Tipping 01992 564280	None.
Q2 Internal Audit Monitoring report 2011/12	To note progress and consider governance issues.	No	10 November 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers Internal Audit.
Q2 Financial Monitoring Report 2011/12	Monitoring of Expenditure against Budget.	Yes	21 November 2011	Finance and Performance Management Cabinet Committee	Service Directors. Finance and Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy.
Q3 Internal Audit Monitoring report 2011/12	To note progress and consider governance issues.	No	9 February 2012	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	None.

Q3 Financial Monitoring Report 2011/12	Monitoring of expenditure against budget	Yes	19 March 2012	Finance and Performance Management Cabinet Committee	Service Directors, Portfolio Holders & FPM Scrutiny Panel	Peter Maddock 01992 564602	File Papers in Accountancy
Q4 Financial Monitoring Report 2011/12	Monitoring of expenditure against budget	Yes	18 June 2012	Finance and Performance Management Cabinet Committee	Service Directors, Portfolio Holders & FPM Scrutiny Panel	Peter Maddock 01992 564602	File Papers in Accountancy
Annual Governance Statement 2011/12	Part of the Statutory Statement of Accounts.	Yes	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File Papers in Internal Audit
Q4 Internal Audit Monitoring Report 2011/12	To note progress & consider any governance issues	Yes	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File papers in Internal Audit
Internal Audit Annual Report 2011/12	To approve the report and consider the effectiveness of Internal Audit.	No	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File Papers in Internal Audit

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Door Step Textile Collections	Allocation of funding to Council Chairman's charities.	No	24 October 2011	Cabinet		Kim Durrani 01992 564055	None
Recycling of Street Cleansing Arisings	Seek permission to carry out a trial of recycling street cleansing arisings in the District and, if successful, allow to take part in a county-wide procurement for the recycling service.	Yes	1 November 2011	Environment Portfolio Holder		Kim Durrani 01992 564055	None
Collection of Recycling from Bring Bank sites throughout the District	Outcome of tendering exercise for award of a contract for collection of those recycling materials that generate a profit from Bring Bank Sites throughout the District.	No	12 March 2012	Cabinet		David Marsh 01992 564192	None
Waste Management Depot	Transfer of Refuse Vehicle depot from Langston Road to North Weald Airfield. Deferred at the request of the Portfolio Holder for further review.	Yes	12 March 2012	Cabinet		John Gilbert 01992 564062	None



**WORK PROGRAMME - 1 OCTOBER 2011 TO 31 JANUARY 2012**

**PORTFOLIO - HOUSING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Off Street Parking Programme	To consider future funding and whether the latest design schemes can be approved.	Yes	24 October 2011	Cabinet	None.	Paul Pledger 01992 564248	Housing Policy File H127
Waiver of Contract Standing Orders	To agree waivers of Contract Standing Orders, required on an annual basis.	No	5 December 2011	Cabinet		Paul Pledger 01992 564248	None.
Council House-Building Programme	To agree the approach to the new programme.	Yes	5 December 2011	Cabinet	Housing Scrutiny Panel	Alan Hall 01992 564004	Housing Policy File H496
HRA 30-Year Financial Plan	To agree a revised indicative Financial Plan.	Yes	5 December 2011	Cabinet	Housing Scrutiny Panel Tenants & Leaseholders Federation	Alan Hall 01992 564004	Housing Policy File H876
Open Market Shared Ownership Scheme	To consider whether to move to Phase 2	Yes	12 March 2012	Cabinet	Broxbourne Housing Association	Alan Hall 01992 564004	Housing Policy File H701
Leader Lodge, North Weald	To consider the outcome of the Planning for Real Exercise and to agree the proposed development plan.	No	12 March 2012	Cabinet	Hastoe Housing Association Local residents Local businesses North Weald Parish Council	Alan Hall 01992 564004	Housing Policy File H758
Homelessness Strategy	To review and update the Strategy.	Yes	12 March 2012	Cabinet	No external consultees	Roger Wilson 01992 564419	None.
Private Sector Housing Strategy	To review the current Strategy and approve a new Strategy.	Yes	12 March 2012	Cabinet	Stakeholders	Lyndsay Swan 01992 564146	Private Sector House Condition Survey
HRA Business Plan 2012/13	To approve the Business Plan.	Yes	31 March 2012	Housing Portfolio Holder	Tenants and Leaseholders Federation / Housing Scrutiny Panel.	Alan Hall 01992 564004	None.

**WORK PROGRAMME - 1 OCTOBER 2011 TO 31 JANUARY 2012**

**PORTFOLIO - LEISURE & WELLBEING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Grant Aid 2011/12 - September 2011	Applications for determination and allocation of budget	No	30 September 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2011/12 - November 2011	Applications for determination and allocation of budget	No	30 November 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Lowewood Museum, Hoddesdon	Proposal to enter into an agreement with Broxbourne Borough Council to manage Lowewood Museum in Hoddesdon.	Yes	5 December 2011	Cabinet		Julie Chandler 01992 564214	Draft Service Level Agreement
Grant Aid 2011/12 - February 2012	Applications for determination and allocation of budget	No	29 February 2012	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2011/12 - April 2012	Applications for determination and allocation of budget	No	30 April 2012	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Community Transport Scheme	To consider arrangements for the remainder of 2011/12 and determine District Council funding for the scheme.	Yes	1 October 2011	Safer and Greener Portfolio Holder	VAEF Essex County Council District Council Members and Officers	Chris Overend 01992 564247	None.
Off-Street Parking Enforcement	TUPE and other staffing related impacts, including the extent of client requirements to manage the operation of off-street parking enforcement throughout the District by NEPP.	Yes	5 December 2011	Cabinet		Kim Durrani 01992 564055	Cabinet Report 12-Sep-11
Car Wash & Other Businesses in Council Car Parks	Deferred pending the outcome of the Price Waterhouse review on revenue optimisation.	Yes	Not before 5th December, 2011	Cabinet		Kim Durrani 01992 564055	None.

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of Electoral Register Costs	To respond to an earlier request for a review during the current budget cycle of the cost of preparing the Register of Electors.	No	21 November 2011	Finance and Performance Management Cabinet Committee		Ian Willett 01992 564243	None
Freedom of Information Publication Scheme	To review the Council's current scheme.	No	30 November 2011	Support Services Portfolio Holder	Directors, FOI Representatives, Deputies and Reviewers, Data Management Policy Working Group members	Graham Lunnun 01992 564244	Current Publication Scheme  Review Explanatory Note  Information Commissioner's Definition Document for Principal Local Authorities

## REPORT

### **BARTS AND EAST LONDON HEALTHCARE MERGER PROJECT.**

I attended a presentation regarding the proposed Merger of Barts and the London NHS Trust, Whipps Cross university Hospital NHS Trust and Newham University Hospital NHS Trust on 15<sup>th</sup> September 2011 held at West Ham United Hotel at Green Street London E13.

The merger project anticipates an ambition to sustain and develop world-class healthcare services for local people in East London. The constituent hospitals would keep their individual names.

The new trust would be large enough to invest in a range of new initiatives that will bring better education, more jobs and greater prosperity.

I was pleased to see this a vision for the future. The vision is to offer acute, specialist and community services that are tailored to meet the needs of its local communities and to be recognised locally, nationally and internationally for outstanding clinical services, research and education. There will be better focus on medicine, care and science. There will be opportunity to take advantage of the new developments in healthcare and technology and also to invest in research and specialised services that would otherwise be uneconomic for one trust.

The merger journey is as follows.

- Full Business case submission and decision making: November / December 2011.
- Submission to NHS transaction board / Secretary of State: December 2011.
- Proposed merger date: April 2012.
- Foundation trust application 2013.
- Foundation trust authorisation: March 2014.

Kewal Chana

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

**Date of meeting: 18<sup>th</sup> October 2011**

**Portfolio: Leisure & Wellbeing**

**Subject: Children's Services Task & Finish Review**

**Officer contact for further information: Julie Chandler Extn. 4214**

**Committee Secretary: Adrian Hendry Extn. 4246**

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#### **Recommendations/Decisions Required:**

Overview and Scrutiny Committee is asked to consider the Essex County Council responses to the respective recommendations of the Children's Services Task & Finish Review Panel and to decide on the best form of response to these.

#### **Report:**

The Children's Services Task & Finish Review Panel was instigated in 2010 and was chaired by Cllr. Mrs Wagland. The Panel included; Cllr. Rose Brookes – Vice Chair, Cllr. Pat Brooks, Cllr. Tessa Cochrane, Cllr. Ricky Gadsby, Cllr. Janet Hedges and Cllr. John Knapman supported by the Assistant Director Community Services & Customer Relations.

Throughout the review which took place from September 2010 to April 2011, the Panel sought to investigate the effectiveness of children's and young people's services and safeguarding arrangements, provided through Essex County Council; the Council's own services and local partners. To accomplish this a range of methods were utilized, including receiving presentations from council officers, site visits to various activity sessions, attendance at Epping Forest Children's Partnership meetings, one to one interviews with staff and a Question and Answer session with representatives from Essex County Council.

At the end of the Children's Services Review, the Task and Finish Panel identified 10 x key recommendations for Overview and Scrutiny Committee to consider and half of these related specifically to Essex County Council. Therefore, following presentation of the final report of the Children's Services Review to Overview and Scrutiny Committee in April 2011, it was agreed that these recommendations be forwarded to the Director of Children's Services Commissioning (Wendi Ogle-Welbourn) at Essex County Council for her comments.

The following information sets out these recommendations, reasons why these were made and responses received from Wendi Ogle-Welbourn.

#### **Findings and Recommendations:**

1. The Panel identified that West Essex Statutory and Voluntary partners were confident that better, more cost effective services could be delivered to meet the needs of local residents, as opposed to Essex County Council centrally commissioned services. The recommendation made in light of this was:

**That the Council formally recommends to Essex County Council that Epping Forest, Harlow and Uttlesford District Council's are in a position to and prepared to undertake commissioning of activities and programmes for children, young people and families, in order to improve health and well**

**being.**

The response received from Wendi Ogle-Welbourn stated "Essex County Council has devolved substantial funding to Local Children's Commissioning and Delivery Boards, including West Essex Children's Partnership, to ensure that the services commissioned for children, young people and families match the local needs identified by partners through the needs assessment process. This includes the commissioning of the Early Intervention fund and Tier 2 Child and adolescent Mental Health Services (CAMHS). Board members have the opportunity to be involved in the commissioning process where there is no conflict or interest".

2. The review highlighted the fact that Essex had announced 50% savings from its' Youth Services budget and that there was a real concern amongst statutory and non-statutory partners across the District in respect of the potential impact of this on anti-social behaviour and youth nuisance. The panel therefore recommended that:

**That the Council formally approaches Essex County Council with an offer to undertake management of local Youth Services in Epping Forest, following the redundancy of Youth Service Managers in July 2011. And, that the Council formally tenders for delivery of the service from March 2012.**

Wendi Ogle-Welbourn responded to this recommendation by saying that "Partners around the West Essex Children's Partnership table, including Epping Forest, Harlow and Uttlesford District Councils, have identified the resources they invest in services for children, young people and families through the 'resource envelope'. In the absence of formal joint commissioning, the intention is that all partners will align resources around shared priorities and agreed commissioning intentions, in order to address local needs and improve health and wellbeing for children, young people and families in West Essex.

Essex County Council is currently refocusing and remodeling the Integrated Youth Service to target vulnerable young people across the County. There is no opportunity currently available to separate the management of an individual District's services. However, local partners, including Epping Forest District council, will have the opportunity to influence local provision through the Epping Forest Children's Partnership and West Essex Children's Partnership.

Essex County Council has no immediate plans to undertake a procurement exercise in relation to the Youth service. We will inform Epping Forest District Council, along with any other potential providers of any future opportunity to tender for the management and provision of the Youth Service.

3. One of the particular areas looked at as part of the review focused on vulnerable children and young people, including those 'Looked After'. The Panel agreed that the Council needed more information regarding issues and data in this area and this led to the following recommendation:

**That Essex County Council is asked to provide regular statistics and data to the district council on numbers of children and young people 'Looked After' (in care) and other vulnerable children including those with disabilities living within Epping Forest District, and details of children from the district who have been placed 'in care' outside of the district.**

Wendi Ogle-Welbourn's response stated that "Data on Looked After and other vulnerable children and young people at West Essex and District level are provided, through the Essex Safeguarding Children Board performance report, on a quarterly basis to the West Essex Children's Partnership Stay Safe group. It is suggested that Epping Forest District



Council reviews the information provided and highlights any gaps in the data. Essex County Council will endeavour to provide any additional information requested, subject to its availability and information sharing protocols.

4. The review also highlighted the fact that Councillors experiences of working with Essex County Council in regard to vulnerable families and child protection issues had been varied and on several occasions very negative. It was agreed that there was need for guidance on the role that Councillors can play to support constituents; the processes in place to ensure that the right professional support is acquired and details of the expected communication exchange between Essex County Council and individual Councillors. The panel therefore recommended that:

**i) That Essex County Council is formally asked to develop a 'guidance note' for elected members, to assist them in dealing effectively and appropriately with potential safeguarding and social care issues in relation to families within their constituency.**

**ii) That the County Council Social Care Service is asked to acknowledge a) its accountability to District Elected Members in regard to effective Corporate Parenting and b) that Councillors can be used as a resource to articulate on behalf of constituents.**

Wendi Ogle-Welbourn agreed to discuss this request with the Director of Children's Social care and return to the Council with a detailed response to this recommendation.

5. The Panel agreed that there was a need to further strengthen the ongoing working relationship between the Council and Essex County Council and enable the opportunity to highlight any areas of best practice or concern. The Panel therefore recommended that:

**That Essex County Council be requested to commit to meet with the Overview and Scrutiny Committee of the District Council in respect of Children's Services on an annual basis, with attendance of the Director of Children's Commissioning.**

Wendi Ogle-Welbourn agreed to fulfill this request without question.

### **Summary**

Overview and Scrutiny Committee is asked to consider the Essex County Council responses to the respective recommendations of the Children's Services Task & Finish Review Panel and to decide whether it wishes the Chairman of the Panel to enter into a further dialogue with Essex County Council on these matters.

### **Reason for decision:**

For Overview and Scrutiny Committee to agree on whether to pursue any course of action to with Essex County Council, following it's response to the findings and recommendations of the Children's Services Task & Finish Review.

### **Options considered and rejected:**

To accept Essex County Council's response, without considering potential options.

### **Consultation undertaken:**

Previous consultation undertaken with internal and external partners, as part of the Children's Services Review process.

### **Resource implications:**

Budget provision: NIL

Personnel: Member & Officer time  
Land: N/a

Community Plan/BVPP reference: Our Partnership Approach; On the Horizon – The Local Response

Relevant statutory powers:N/a

Background papers: Children's Services Task & Finish Review final report.  
Environmental/Human Rights Act/Crime and Disorder Act Implications:  
Key Decision reference: (if required)

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

**Date of meeting: 18 October 2011**

**Report of:** Constitution and Member Services SSP

**Subject:** Annual Report of the Remuneration Panel  
2010/11

# SCRUTINY



**Officer contact for further information:** I Willett (01992 564243)

**Committee Secretary:** A Hendry (01992 564246)

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### **Recommendations:**

(1) That the following recommendation (numbered (11) in the report of the Remuneration Panel) be adopted and submitted to the Council for approval:

“That the reference to first class rail return fare in the current scheme in relation to travel to meetings outside the District or by members resident outside the District be removed from the scheme”; and

(2) That for the purposes of the next review of member remuneration, the Panel be requested to review the following:

(a) the SRA payable to the Chairman of the Overview and Scrutiny Committee in the light of recent changes to reporting at Council meetings;

(b) the IT Connectivity Allowance: eligibility and payment levels; and

(c) review of wording in respect of an assessment of hours worked by Councillors as a basis for calculating the Basic Allowance by reference to the national minimum wage.

### **1. Introduction**

1.1 We asked the Committee to review the most recent report of the Remuneration Panel on members' allowance. Our request was agreed at the meeting on 12 July 2011. This followed earlier consideration at the Council meeting in June.

### **2. Review**

2.1 We have now completed our review. In this, we were grateful to two members of the Remuneration Panel (Stephen Lye and Rosie Kelly) who attended our meeting on 4 October and answered questions.

2.2 Our discussions were wide-ranging but the only substantive recommendation is shown at (1) at the commencement of this report. This was included in the report made by the Panel at the June Council meeting. We feel that this should be adopted as part of the scheme. This change is already part of the officer scheme for reimbursement of expenses and in the current climate, the option for first class rail should not be available to members.

2.3 Recommendation (2) reflects other matters we discussed with the Panel which we would like them to consider as part of their next review. In addition a number of points of clarification were raised which would be examined by officers as these will not directly affect the remuneration payable to members.

2.4 We would like a review of the hours dedicated by members to Council work so as to clarify the Basic Allowance. We recommend also that the IT Connectivity Allowance be examined to see if it meets its objectives.

### **3. Recommendation**

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

Z:/C/OVERVIEW AND SCRUTINY COMMITTEE\18 OCT 11 – ANNUAL REPORT OF REMUNERATION PANEL

**EPPING FOREST DISTRICT  
REMUNERATION PANEL  
SIXTH ANNUAL REPORT 2010/11**

## **Introduction**

This is the sixth annual report of the District Remuneration Panel for the Epping Forest District. The report summarises the Panel's work during the year 2010/11 and indicates further matters for review in the future.

## **Legal Background**

We were established under the Local Government Act 2000, which requires the Council to establish a Remuneration Panel to advise on payment of allowances and expenses to District Councillors.

Remuneration schemes agreed under these arrangements are subject to public notification and copies of Remuneration schemes once agreed must be made available to the public for scrutiny as must the payments actually made at the end of each financial year.

## **Membership**

The Panel currently comprises three independent members, namely:

David Jackman  
Rosemary Kelly  
Stephen Lye

## **2010/11 Review**

Details of our review undertaken and our recommendations for implementation follow.

### **Recommendations:**

#### **Basic Allowance**

- (1) That, having regard to the difference between the current amount in the adopted scheme (£4,300 per annum); and
  - (a) the average amount paid to similar Councils in the same region (£4,500);
  - (b) the amount (£4,625) achieved by applying the current Minimum Adult Wage of £5.53 per hour to a 15 hour week; and
  - (c) the lack of any increase in staff salaries since 2009/10;

no change be made to the amount of basic allowance;

- (2) That the Council again be encouraged to review its level of implementation of the Basic Allowance, currently £3,150 per annum, as it is clear that this is considerably less than the amounts paid to Councillors in similar authorities in the same region and it is considered there is a danger of undervaluing the role which may make it more difficult to attract potential candidates to stand for election in the future;

(3) That at this time no steps be taken to introduce a supplement to the Basic Allowance to be paid to Councillors attending a specified number of meetings/training sessions in view of:

(a) the difficulty of drawing up a workable scheme which complies with statutory requirements and can be monitored efficiently; and

(b) the review being undertaken by the Council of member training including the possible introduction of e-learning;

### **Special Responsibility Allowances**

(4) That no Special Responsibility Allowance be paid to Deputy Portfolio Holders at the current time as they were only appointed in December 2010 and there has been little time to assess the roles being undertaken;

(5) That, based on consultations with the current six Licensing Sub-Committee Chairmen and attendance by members of the Panel at a Sub-Committee training session and as observers at two Sub-Committee meetings, it is considered there are grounds for granting a Special Responsibility Allowance for the role of Licensing Sub-Committee Chairmen;

(6) That, as it is considered the role of Licensing Sub-Committee Chairmen is similar to the role undertaken by Area Plans Sub-Committee Chairmen, a Special Responsibility Allowance be paid totalling £3,225 per annum to be divided equally between the six Licensing Sub-Committee Chairmen;

(7) That the Council determine the level of implementation of the allowance for the Chairmen of the Licensing Sub-Committee taking account of the current implementation level of £2,362 per annum for Chairmen of Area Plans Sub-Committees;

(8) That no further change be made to the amounts of Special Responsibility Allowances, having regard to the similarities in amounts of Special Responsibility Allowances in the Council's current adopted scheme and those of similar authorities in the same region as the Council;

### **Member Role Accountability Statements**

(9) That the steps being taken to revise Member Role Accountability Statements of the various member roles undertaken at the Council be noted;

### **Co-optee Allowances**

(10) That, pending clarification of the timescale for the abolition of the current complaints regime and the future role, if any, agreed by the Council for a Standards Committee, further work on a review of allowances to the independent members of the Standards Committee be deferred;

### **Travelling Allowances**

(11) That the reference to first class rail return fare in the current scheme in relation to travel to meetings outside of the District or by members resident outside of the District be removed from the scheme;

(12) That no change be made to the other aspects of travelling allowances;

## **Subsistence Allowance**

(13) That in order to continue to mirror the rates paid to officers, subsistence payments be revised as follows:

Breakfast up to £3;

Lunch up to £5 (less the average meal cost of £3.50);

Evening meal up to £11.77 (less the average meal cost of £3.50);

## **Carers' and Childcare Allowances**

(14) That no change be made to the scheme in respect of Carers' and Childcare Allowances;

## **State Benefits**

(15) That the attention of Councillors be drawn to the availability of the booklet published by the Local Government Information Unit entitled "Councillors' Tax and Benefits".

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## **Report:**

### **Background:**

1. The present legislative framework for Members' Allowances Schemes is contained in the Local Authorities (Members' Allowances) (England) Regulations 2003. Councils are required to establish and have regard to the recommendations of local Remuneration Panels in setting and reviewing their Allowance Schemes. There are no national limits set. However, whilst acknowledging the value of local flexibility and independence provided by Remuneration Panels, the Government feel that it is important that Panel decisions are informed by good practice elsewhere.

2. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory advice. A summary is given below:

#### **(a) Basic Allowance:**

Each local authority must make provision for a basic, flat rate allowance payable to all members; the allowance must be the same for each councillor and can be paid as a lump sum or in instalments;

#### **(b) Special Responsibility Allowances (SRAs):**

Each authority may make provision for the payment of Special Responsibility Allowances for those councillors who have significant responsibilities; the Panel recommends the responsibilities and the levels of allowances;

#### **(c) Co-optees' Allowance:**

Each authority may make provision for the payment of an allowance to co-optees for attending meetings, conferences and seminars;



**(d) Childcare and Dependant Carers' Allowances:**

Local authorities may make provision for the payment for an allowance to those councillors who incur expenditure on the care of children or dependant relatives whilst undertaking particular duties;

**(e) Travel and Subsistence:**

Each authority may determine the levels of travel and subsistence allowances and the duties to which they should apply;

**(f) Pensions:**

Each local authority may specify which councillors, if any, should be eligible for inclusion in the Local Government Pension Scheme and which allowances (Basic and/or Special Responsibility) should be pensionable;

**(g) Indexation:**

Each local authority may determine its allowances should be increased in accordance with the specified index and can identify the index and set the number of years (not exceeding four) for which it should apply;

**(h) Backdating:**

Each local authority may determine that, where amendments are made to an Allowances Scheme, the allowances as amended may be backdated.

3. The Epping Forest District Council's Members' Allowances Scheme was initially approved by the Council in December 2002 following consideration of a report from this Panel. The scheme has since been reviewed several times by the Panel with recommendations being considered by the Council.

4. Since 2002, the Council, for budget reasons, has not paid the full amounts of allowances recommended by the Panel as set out in the Council's adopted scheme. At its meeting in May 2008, the Council decided to implement a Basic Allowance at a figure of £3,150 per annum (approximately 73%) of the amount of Basic Allowance set out in the scheme - £4,300 per annum.

5. Similarly the Council implemented Special Responsibility Allowances at amounts less than those included in the approved scheme.

**Benchmarking**

6. In undertaking this review we have taken account of a survey conducted in the Spring/Summer 2008 on behalf of the Local Government Association and the Improvement and Development Agency. A total of 324 (83.9%) of 386 authorities responded to the survey which collected information on Basic Allowance, Special Responsibility Allowances and other allowances paid to members. This is the latest national survey undertaken.

**Current Scheme**

7. The Council's current scheme includes all of the key elements which the regulations allow, including admission of councillors to the Local Government Pension Scheme, child and carers' allowances, travel and subsistence expenses.

## **Basic Allowance**

8. Basic Allowance is payable to all members to reflect the time and effort required to attend meetings, site visits and to deal with constituent problems and queries. It should also cover any incidental costs, e.g. telephone calls, paper, envelopes. It should also be borne in mind that the allowance recognises that there is a voluntary element to the work undertaken by members and that it does not set out to fully compensate all work undertaken. It is generally considered that the time spent on Council and political business should be “discounted” by between 25-50% in recognition of the public service element. Anything beyond 50% and councillors could be seen to be giving most of their time as public service, i.e. unremunerated, or anything less than 25% could give the impression that councillors are reluctant to recognise the public service element.

9. As advised earlier, this Council’s adopted scheme provides for a Basic Allowance of £4,300 per annum with current implementation being £3,150 per annum. In addition members signing an agreement under the Member Connectivity Scheme receive £500 per annum in their first year of office and £250 in subsequent years.

10. The survey undertaken in 2008 although a little outdated now, showed that the average payment made by other shire districts/boroughs in the same region was £4,505 per annum.

11. The current minimum adult wage of £5.93 per hour applied to a 15 hour week results in an allowance of approximately £4,625.

12. We have noted that there has been no increase in Council staff salaries recently and the option of increasing Basic Allowance in line with a staff increase is not therefore open to us.

13. Having regard to the current amount in the adopted scheme, the average amount paid to similar Councils in the same region, the amount achieved by applying the current minimum adult wage to a 15 hour week and the lack of any increase in staff salaries since 2009/10 we are recommending that no change be made to the amount of Basic Allowance.

## **Supplement to Basic Allowance – Attendance at Meetings/Training Sessions**

14. The Council requested the Panel as part of this review to consider inclusion in the Remuneration Scheme of a supplement to the Basic Allowance to be paid to members attending a specified number of meetings/training sessions. This followed the decision not to introduce voluntary claw back where a member is considered to have failed to fulfil their role.

15. We have concluded that there are difficulties in drawing up a workable scheme and we note that the Council has yet to agree a member training programme for 2011/12. We understand that it is possible that future member training will contain an element of “e-learning” which could be undertaken in members’ homes at a time to suit them.

16. We have been unable to find any other authority which makes provision for a supplement for attending meetings/training sessions. Some authorities have tackled poor attendance at training sessions by introducing personal development plans for individual members which are monitored by Group Leaders or a Member Panel.

17. In view of the difficulty of drawing up a workable scheme which complies with statutory requirements which could be monitored efficiently we are recommending that at this time no steps be taken to introduce a supplement to the Basic Allowance, in relation to attendance.

### **Implementation**

18. We have again discussed the Council's level of implementation of the Basic Allowance, currently £3,150 per annum and we are again recommending that this be reviewed by the Council as this sum is considerably less than the amounts paid to councillors in similar authorities in the same region. Whilst we appreciate the need for restraint in setting the Council's budget and the need to make savings in the current economic climate, we are of the opinion that by paying a Basic Allowance considerably less than similar authorities, there is a danger of undervaluing the role and that this could make it more difficult to attract potential candidates to stand for election in future. Accordingly, we are again inviting the Council to review the level of implementation.

### **Special Responsibility Allowances (SRAs)**

19. The Council's scheme identifies SRAs in common with other authorities, e.g. for the Leader, Cabinet Portfolio Holders, Chairmen of Committees, Panels. The amounts recommended by us in 2008 resulted from multipliers being applied to the recommended amount of the Basic Allowance.

#### **(a) Deputy Portfolio Holders**

20. The Council on 2 November 2010 when approving the creation of Deputy Portfolio Holders resolved that the application of SRAs for those positions should be deferred until 2011/12 to allow time for these new positions to be assessed in their initial period of operation.

21. Although the Council made its decision on 2 November 2010 we have noted that councillors were only appointed to the positions on 14 December 2010 and there has been little time therefore to assess the roles being undertaken. We have noted the model job description agreed with the Council for these positions. We are proposing that no Special Responsibility Allowance be paid to Deputy Portfolio Holders at present and that the position be reviewed again in the future when the role being undertaken can be assessed.

#### **(b) Licensing Sub-Committee Chairmen**

22. As part of our last review, we resolved that having regard to the increased number of meetings of Licensing Sub-Committees and the nature of business undertaken at those meetings, the Council be asked to give further consideration to the way in which the Chairmen of the Sub-Committees were elected to enable consideration to be given to the payment of a Special Responsibility Allowance.

23. In response the Council decided to appoint a Panel of six Licensing Sub-Committee Chairmen from among members of the Licensing Committee to preside over Sub-Committee meetings by rota.

24. We have been informed that since the appointment of six members at the Annual Council meeting in May 2010 there have been nine meetings of Licensing Sub-Committees and five of the six members have presided over meetings. One member has presided over three meetings, two members have each presided over two meetings and two members have each presided over one meeting. At the time of preparing our report one

member had yet to preside over a meeting but was due to undertake the role at the next scheduled meeting.

25. We have attended meetings of Sub-Committees during recent months to witness the role of Chairmen at these meetings. One Member of the Panel has also attended a training session for members and officers on Licensing law etc.

26. We initially met Councillor Richard Morgan, an experienced Magistrate to discuss the former role of JPs and the current role of councillors in relation to licensing issues.

27. We came to the conclusion that there were grounds for granting a Special Responsibility Allowance for this role. However, we remained undecided about the size and distribution of any SRA and decided to consult the six Licensing Sub-Committee Chairmen to seek their views on the role of being undertaken and the manner in which any SRA might be allocated.

28. The average payment to the Chairmen of Licensing Sub-Committees in the same region is £3,820. Amounts paid by other Essex authorities vary between £1,579 and £8,226. Some of the authorities have Sub-Committees which are not reflected in the 2008 survey and in some authorities the Chairman of the Licensing Committee is also the Chairman of the Sub-Committee.

29. We have concluded that the role of Licensing Sub-Committee Chairmen is similar to the role of an Area Plans Sub-Committee Chairman. Accordingly, we are recommending a total SRA of £3,225 per annum. Taking account of the views of the current six Licensing Sub-Committee Chairmen we are further recommending that the amount be allocated equally between the six members appointed as Chairmen.

30. If the Council adopt our recommendation for the payment of an SRA it will be necessary to decide the level of implementation having regard to the fact that Area Plans Sub-Committee Chairmen currently receive £2,362 per annum.

### **Special Responsibility Allowances**

31. Apart from recommending a Special Responsibility Allowance for Licensing Sub-Committee Chairmen we are proposing that no change be made to the amounts of other Special Responsibility Allowances having regard to the similarities and amounts of Special Responsibility Allowances in the Council's current adopted scheme and those of similar authorities in the same region as the Council.

### **Member Role Accountability Statements**

32. We have been informed that the Council's Constitution and Members' Services Scrutiny Panel at a meeting on 9 November 2010 considered revised draft Member Role Accountability Statements for the various member roles undertaken at the Council.

33. We understand that the Scrutiny Panel agreed that statements based on models produced by the Improvement and Development Agency should be adopted and that the statements which were submitted to the meeting on 9 November 2010 should be revised for consideration at a future meeting of the Scrutiny Panel. We have noted that once the statements have been adopted by the Council they will be referred to us to assist in making recommendations in relation to future allowances.

## **Co-optee Allowances**

34. The Council on 20 April 2010 adopted our recommendation that the allowance paid to the Chairman of the Standards Committee and other independent members of that Committee who chair Sub-Committees should be reviewed in order to recognise the new local assessment regime and the increased workload arising therefrom.

35. However, shortly after the General Election, the Coalition Government announced that it would abolish Standards for England (the national body). At that time it was assumed the announcement related to the central body only but it is now clear that the proposal is to abolish the whole standards regime applicable to councillors in England including the Members' Code of Conduct, Standards Committees in their current guise, Standards for England and the First Tier Tribunal (Local Government Standards for England).

36. The timescale is uncertain as the proposal requires legislation which is included in the Localism Bill currently before Parliament. If and when the proposals are enacted, the determination of all outstanding cases at whatever level at that time will be the responsibility of Standards Committees. Once those cases have been determined the current standards regime will cease. We understand that the Council will be able to continue with the Standards Committee if it wishes but that the role of that Committee will be significantly different as there will be no requirement to include any independent members on the Committee.

37. Pending clarification of the timescale for the abolition of the current complaints regime and the future role, if any, agreed by the Council for a Standards Committee we have deferred undertaking any further work in relation to reviewing the allowances paid to independent members of the Standards Committee.

## **Travelling Allowances**

38. The Council's current scheme applies the same rates as those paid to officers, in common with many other authorities. These are reviewed nationally on an annual basis. At present the rates are 46.9p per mile for use of a vehicle not exceeding 999cc; 52.2p per mile for use of a vehicle not exceeding 1199cc; and 65p per mile for use of a vehicle exceeding 1199cc. The Council's scheme also provides for the payment of some extra pence per mile for carrying passengers. The scheme makes provision for a bicycle allowance of 65p per mile.

39. Travelling allowances are payable in respect of "approved" duties which are defined in the scheme.

40. The current scheme provides that in relation to travel to meetings outside of the District or by members' resident outside the District, claims irrespective of the mode of travel shall not exceed the lower of:

- (a) first class return fare plus underground and other fares from station to destination; or
- (b) the appropriate car mileage.

41. We have been informed that following a request for information under the Freedom of Information Act, a local resident has suggested that reference to first class rail travel is inappropriate in the current economic climate. He continued that Council taxpayers should be confident that they do not have to fund unnecessary costs or extravagance at the present time.

42. We agree with the views of the local resident and are recommending that reference to first class rail return fare should be removed from the Council's scheme.

### **Subsistence Allowance**

43. The Council's current rates mirror the rates paid to officers which are: not exceeding £6.72 for breakfast; not exceeding £9.28 for lunch; not exceeding £3.67 for tea; not exceeding £11.49 for evening meal. These officer rates have previously been reviewed annually and changes have been reflected in the Council's scheme.

44. We were advised that following a review of the rates of subsistence paid to officers new rates are to apply as follows:

Breakfast up to £3;

Lunch up to £5 (less the average meal cost of £3.50);

Evening meal up to £11.77 (less the average meal cost of £3.50).

45. We are recommending that the subsistence payments to councillors should continue to mirror the officers' rates and are recommending accordingly.

### **Carers' and Childcare Allowances**

46. The Council's scheme provides for a childcare/dependant carers' allowance payable at a rate of £8.39 per hour with a maximum of four hours imposed on any one claim. Allowances are not payable in respect of carers who are members of the councillor's immediate and close family, i.e. parents, children, spouses, co-habitees or members of the same household as the councillor.

47. We have been informed that to date no member of the Council has received this allowance and we see no need to review the amount provided in the scheme.

### **State Benefits**

48. The Council asked us to consider and report on the effect of Member Allowances on State Benefits.

49. The Local Government Information Unit publish a booklet entitled "Councillors' Tax and Benefits". This clearly states the law which is that 'The Basic Allowance and any SRA, co-optees/childcare/dependant carers' allowance' received by a councillor count as earnings for benefit purposes and taxable income for income tax purposes.

50. We wish to draw the attention of councillors to this publication, a copy of which has been placed in the Members' Room.



## SCRUTINY



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

**Date of meeting: 18 October 2011**

**Portfolio:** Leader

**Report of:** Constitution and Members' Services SSP

**Subject:** Review of Polling Districts, Polling Places and Polling Stations

**Officer contact for further information:** I Willett (01992 564243)  
G Lunnun (01992 564244)  
W Macleod (01992 564023)

**Committee Secretary:** M Jenkins (01992 564532)

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#### **Recommendations:**

**That a report be submitted to the Council recommending that:**

- (a) the proposals for polling districts and places as set out in the Appendix to this report be approved; and**
- (b) the proposals be published and copies made available for inspection by the public at the Civic Offices, in at least one place in each parliamentary constituency covering the Epping Forest District and on the Council's website.**

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#### **Introduction**

1. The Electoral Administration Act 2006 introduced a duty for all polling districts and polling places to be reviewed at least every four years and a review has to be completed by the end of 2011. As the Register of Electors for 2012 has to be published on 1 December 2011 the review needs to be approved by full Council at its meeting on 1 November 2011 so that any changes can be incorporated in the new register. If this timescale is not met it will be necessary to publish a register on 1 December 2011 and then completely re-publish the register on completion of the review.
2. A polling district is the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors. A polling place is the building or area to which polling stations will be selected by the Returning Officer. A polling station is the room or building chosen by the Returning Officer where the poll takes place.
3. Local authorities are required to divide their area into polling districts for the purposes of parliamentary elections, designate polling places for these polling districts and keep these under review. Polling districts and places for local government elections are not automatically part of the review. However, the polling districts and places for parliamentary and local government elections should always be the same.

## **Aim of the Review**

4. Authorities must:
  - (a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and
  - (b) seek to ensure that so far as is reasonable and practicable, the polling places for which they are responsible are accessible to all electors, including those who are disabled.

## **Review Process**

5. The review is a function of the Council and not the Electoral Registration Officer or the Returning Officer.
6. As part of the review a consultation exercise was undertaken between 25 May and 25 June 2011. As this Council currently elects by thirds, the officers have been looking continuously at the choice of polling districts and places and therefore proposed no changes for this review. Members, local MPs, agents and interest groups and the public were consulted. In addition the Returning Officers for the Brentwood and Ongar and Harlow Parliamentary Constituencies were consulted. Returning Officers are required to comment on all existing polling stations and any new polling stations. As the proposals incorporated the views of the Returning Officer for the Epping Forest Parliamentary Constituency it was not necessary to undertake specific consultation with him.
7. The location of the proposed polling districts and polling places are the responsibility of the Council and the location of polling stations is the responsibility of the Returning Officers.

## **Results of Consultation**

8. A resident of Buckhurst Hill referred to two polling stations in the Buckhurst Hill East Ward, the Woollard Centre in Loughton Way and the Roding Valley Hall in Station Way. He expressed the view that whilst the Woollard Centre is well placed, the Roding Valley Hall is on the edge of the ward necessitating a long walk or travel by car for many electors. He suggested that the Health Centre in Buckhurst Way would be more convenient for the majority of electors. Officers had concerns about this alternative location due to the lack of off street parking and the difficulty of parking on-street on what is a busy road. However, contact was made with the Health Centre to check the extent of accommodation available and the possibility of using the Centre as a polling station. The Health Centre responded that the building is used as a clinic every day and could not be made available without severe disruption to the services offered. There is no other suitable building in the locality and whilst the Roding Valley Hall is on the edge of the ward it is still within easy walking distance for many electors. We are proposing therefore that no change be made.
9. Councillor Sandler drew attention to the possibility of the Council converting Faversham Hall, Faversham Close, Chigwell Row into flats and the lack of any other suitable building in Chigwell Row for use as a polling station. The Cabinet has agreed that officers should seek tenders from housing associations for the conversion of 20 bedsits into 10 flats in Marden Close (adjacent to Faversham Hall) and that, as part of the tender exercise housing associations should also be asked to provide an optional tender price for converting Faversham Hall into two flats. However, the process has been delayed and the Director of Housing has advised that he envisages the Hall still being available for use as a polling station in May 2012. It may be necessary to look



for an alternative location for use after 2012 but for the time being no change is proposed.

10. Councillor Waller expressed the view that the use of part of the bar area in the Railway Hotel in Lower Sheering as a polling station is not ideal as it is on the very edge of the ward and county boundary, it is two miles from some electors, different entrances to the public house make it difficult for tellers and some electors may adopt a principled stance which makes them unwilling to enter licensed premises. He recognises, however, that there is no other suitable building in Lower Sheering and that the Railway Hotel represents the best available option and is preferable to the alternative of a portakabin. Accordingly, he supports a continuation of the current arrangements and we are proposing that no change be made.
11. Ongar Town Council advised that they are happy with the current arrangements. Brentwood Borough Council, Theydon Bois Parish Council and the Brentwood and Ongar Liberal Democrats all advised that they had no comments on the proposals. No other responses were received.

### **Views of Members of the Panel**

12. In addition to considering the results of the consultation exercise, the Panel has discussed matters raised at our meeting by members. The only change that we agreed to the submitted proposals was to change the proposed polling station for the Theydon Bois ward from the Village Hall to the Church Hall. The Returning Officer accepted this change as the buildings are in close proximity and the Church Hall has been used as a polling station at some recent elections. The Church Hall meets the reasonable requirements of electors and the access criteria. Using the Church Hall also has the benefit of officers being able to prepare the Village Hall for counts during the day of elections rather than at the close of poll which can lead to a delay in counting.

### **Final Proposals following Review**

13. The proposals following our consideration are attached as an Appendix. The only change to the previous arrangements is in respect of the polling station for Theydon Bois. The polling districts have been in place for several years and are considered to provide all electors with reasonable facilities to be able to vote.
14. In cases where the polling stations are not within the polling district this is due solely to the lack of any suitable venue within the designated area.
15. In recommending as set out at the commencement of this report we have had regard to:
  - (a) the reasonable requirements of the electors in the constituencies; and
  - (b) the accessibility for disabled persons to the polling stations within the polling places.
16. Following approval of proposals by the full Council, it is necessary to publish the proposals and make copies available for inspection.
17. We recommend as set out at the commencement of this report.

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## DISTRICT OF EPPING FOREST – SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2011

## JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER

## (EPPING FOREST PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Buckhurst Hill East	Buckhurst Way	AA	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (nos 2-24 evens), Birch Close, Buckhurst Way, Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road, Maple Close, Station Way, Walnut Way, Willow Close	The polling district	No change	Roding Valley Hall, Station Way	1676
Buckhurst Hill East	Loughton Way	AB	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District	The polling district	No change	Woollard Centre, Loughton Way	1778
Buckhurst Hill West	St Johns	AC	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane, Brook Road, Chandos Close, Chequers Hills Road, Church Road, Devon Close,	The polling district	No change	St John's Church, High Road	2648

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 29-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway, The Stables, Trent Road, Tuttlebee Lane				
Buckhurst Hill West	Westbury	AD	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St John's Polling District	The polling district	No change	Buckhurst Hill Baptist Church, Palmerston Road	2553
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish	The polling district	No change	Faversham Hall, Faversham Close	1818
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish comprising the roads – Brunel Road, Chigwell Park, Chigwell Park Drive, Chigwell Road,	The polling district	No change	St John's Special School, Turpins Lane	1697

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road, (Little West Hatch, School House, Cedar Park, Bungalow Chigwell Nursery, 221-187 odd numbers, Charlesworth 120-156 even numbers, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, New Barns Farm Lane, New Barns Way, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane				
Chigwell Village	Chigwell Village	AG	That part of the Chigwell Village parish ward of Chigwell parish not included in the St John's Polling District	The polling district	No change	St Mary's Parish Rooms, High Road	1527
Grange Hill	Limes Farm	AH	That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede	The polling district	No change	Limes Farm Hall, Limes Avenue	1862

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Grange Hill	St Winifreds	AJ	That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District	The polling district	No change	St Winifred's Church Hall, Manor Road	2970
Epping Hemnall	Allnutts	AK	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Coopersale Street, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages, Stonards Farm and Birds Green), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield	The polling district	No change	Allnutts Institute, Allnutts Road	1143
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Brickfield Road, Chevely Close, Coopersale Common, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	No change	Coopersale Social Institute, Institute Road	804
Epping Hemnall	Hemnall	AM	That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts	The polling district	No change	Pelly Court, Hemnall Street	2899

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Epping Lindsey and Thornwood Common	Lindsey North	AN	That part of the Epping St John's ward of Epping Town Council comprising the roads – Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odd numbers, 2-114 even numbers), Beaconfield Way, Beulah Road, Birch View, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Rayfield (1-25 odd numbers), Severns Field, Shaftesbury Road (7-49 odd numbers, 2-76 even numbers), St Margaret's Hospital, Stonards Hill, The Plain, The Woodyard, Thornwood Road, Tidys Lane, Woodbury Down, Woodmeads	The polling district	No change	Epping United Reformed Church, Lindsey Street	1934
Epping Lindsey and Thornwood Common	Lindsey South	AO	That part of the Epping St John's ward of Epping Town Council not included in the Lindsey North Polling District	The polling district	No change	Conference Room, Epping Town Council Offices, St John's Road	2212
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	No change	Thornwood Village Hall, Weald Hall Lane	749

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Loughton Alderton	Barfields	AQ	That part of the Loughton Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill, Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney	The polling district	No change	Murray Hall, Borders Lane	2715
Loughton Alderton	Oakwood	AR	That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District	The polling district	No change	Oakwood Hill Senior Citizens Clubrooms	620
Loughton Broadway	Willingale	AS	That part of the Loughton Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington	The polling district	No change	The Nursery Unit, The Thomas Willingale Primary School, The Broadway	1785



Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Green, Barrington Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road, Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 even numbers, 247-297 odd numbers)				
Loughton Broadway	Hereward	AT	That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District	The polling district	No change	St Thomas More RC Church, Willingale Road	1418
Loughton Fairmead	Fairmead	AU	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odd numbers), Colebrook Path, Conyers Way, Droveway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close,	The polling district	No change	Grosvenor Hall, Grosvenor Drive	1566

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Pyrles Green, Pyrles Lane (2-132 even numbers), Swanshope, Sycamore Close				
Loughton Fairmead	Colebrook	AV	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road, Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road	The polling district	No change	Trinity Church Hall, Mannock Drive	978
Loughton Fairmead	Hillyfields	AW	That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts	The polling district	No change	Loughton Town Council Meeting Room, Rectory Lane	680
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	No change	Lincoln Hall, High Road	3379
Loughton Roding	Barncroft	AY	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 even numbers, 73-123 odd numbers), River Way (57-153 odd numbers, 62-156 even numbers)	Loughton Oakwood	No change	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	438

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Loughton Roding	Whitebridge	AZ	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 even numbers, Hubbard Court, 59-125 odd numbers, Parndon House), Witham Close	The polling district	No change	Whitebridge Junior School, Greensted Road	1023
Loughton Roding	St Michaels	BA	That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts	The polling district	No change	St Michaels and All Angels Church Hall, Roding Road	2020
Loughton St Johns	Loughton St Johns	BB	The Loughton St Johns ward of Loughton Town Council	The polling district	No change	St John's Church Hall, Church Lane	3348
Loughton St Marys	St Marys	BC	That part of the Loughton St Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, Staples Road, Station Road, The Drive, Traps Hill	The polling district	No change	St Mary's Parish Centre, High Road	1836

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			(nos 3-69 odd numbers), Tycehurst Hill, Woodland Road, York Crescent, York Hill				
Loughton St Marys	Whitehills	BD	That part of the Loughton St Mary's ward of Loughton Town Council not included in the St Mary's Polling District	Loughton Alderton	No change	Murray Hall, Borders Lane (outside Polling District)	1600
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	No change	Church Hall, Coppice Row	3272
Waltham Abbey High Beach	High Beach	BF	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill	The polling district	No change	High Beech Village Hall, Avey Lane	468
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Bury Road, Butlers Drive, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, Mill Lane, Mott Street, (Daines Nursery, The Bungalow, Brooklyn Lodge, Lira, Magnolia Cottage, Old Plough Cottage, Rose	The polling district	No change	Field Station at Gunpowder Park, Sewardstone Road	709

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Cottage, Cedar Lodge, Netherhouse Cottages), Sewardstone Green, Sewardstone Road, Woodman Lane				
Waltham Abbey High Beach	Upshire	BH	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill	The polling district	No change	Upshire Village Hall, Horseshoe Hill	323
Waltham Abbey High Beach	Woodbine Close	BJ	That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts	The polling district	No change	Room at Woodbine Close Social Club	278
Waltham Abbey Paternoster	Ninefields	BK	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court,	The polling district	No change	Ninefields Community Centre, Hillhouse	1611

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Hill House, Loughton Court, Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court				
Waltham Abbey Paternoster	Paternoster	BL	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District	The polling district	No change	King Harold School, Broomstick Hall Lane	1723
Waltham Abbey Honey Lane	Leverton	BM	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton Court, Harrier Way, Hawk Close, Haywood Court, Honey Lane, (119-207 odd numbers, Honey Lane House, Skillett Hill Cottages, Skillett Hill Farm, Upshire Hall Lodge, 104-176 even numbers, Honeylands, Honeylands Cottage,	The polling district	No change	The Leverton Infant and Nursery School, Honey Lane	1935

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Cobmead), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court, Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Old Shire Lane, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Horseshoe Close				
Waltham Abbey Honey Lane	Brookways	BN	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Holecroft, Honey Lane (30-100 even numbers), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway, Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close	The polling district	No change	Brookways, Roundhills	1491

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Waltham Abbey Honey Lane	Honey Lane	BO	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District	The polling district	No change	Old Peoples Day Centre, adj. To Ninefields Community Centre, Hillhouse	1161
Waltham Abbey North East	Breach Barns	BP	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue	Waltham Abbey South West	No change	Waltham Abbey Town Hall, Highbridge Street (outside Polling District)	430
Waltham Abbey North East	Monkswood	BQ	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District	The polling district	No change	Community Centre, Saxon Way	2770
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council	The polling district	No change	Waltham Abbey Town Hall, Highbridge Street	3045
Broadley Common, Epping Upland and Nazeing	Upland North	BS	That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk, Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The	The polling district	No change	Epping Upland Primary School, Carters Lane	604



Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Magpies, Thornwood Common, Upland Road				
Broadley Common, Epping Upland and Nazeing	Upland South	BT	That part of the Epping Upland parish not included in the Upland North Polling District	Epping Lindsey South	No change	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	59
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	No change	The Leisure Centre, Bumbles Green	432
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	No change	Craner Produce Farm, Common Road	528

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**DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2011**

**JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER**

**(BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY)**

<b>Ward</b>	<b>Polling District</b>	<b>Letters</b>	<b>Description of Polling District</b>	<b>Existing Polling Place</b>	<b>Proposed Polling Place</b>	<b>Proposed Polling Station</b>	<b>Electorate</b>
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	No change	North Weald Village Hall, High Road	3571
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	No change	Budworth Hall, High Street	1329
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	No change	Budworth Hall, High Street (outside Polling District)	583
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	No change	St James Church Hall, St James Avenue	1405
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	No change	Community Room, Shelley Primary School	1705
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	No change	High Ongar Village Hall, Mill Lane	486

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
High Ongar, Willingale and The Rodings	Norton Mandeville	CC	The Norton Mandeville parish ward of the High Ongar parish	High Ongar Village	No change	High Ongar Village Hall, Mill Lane (outside Polling District)	147
High Ongar, Willingale and The Rodings	Paslow Common	CD	The Paslow Common parish ward of the High Ongar parish	High Ongar Village	No change	High Ongar Village Hall, Mill Lane (outside Polling District)	349
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	No change	Willingale Village Hall	411
High Ongar, Willingale and The Rodings	Abbess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	No change	Room in the Rodings, Dunmow Road	365
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	No change	New Village Hall, Ongar Road	1359
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	No change	Parish Rooms, Lambourne End	223
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	No change	Moreton Village Hall (outside Polling District)	214

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Moreton and Fyfield	High Laver East	CK	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Little Laver Road, Matching Green, Mill Lane, Moreton Road	The polling district	No change	St Edmunds Church Rooms, Matching Green	223
Moreton and Fyfield	High Laver West	CL	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District	Magdalen Laver Village	No change	Magdalen Laver Village Hall (outside Polling District)	115
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Matching Green Village	No change	St Edmunds Church Rooms, Matching Green (outside Polling District)	69
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	No change	Moreton Village Hall, Church Road	265
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	No change	Magdalen Laver Village Hall, Church Road	190
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	No change	Fyfield Village Hall	656

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling districts for Hare Street and Toot Hill combined to form one polling district for the whole parish	No change	Toot Hill Village Hall	618
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	No change	Stapleford Abbots Village Hall, Stapleford Road	832
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	No change	The Old Rectory, Stapleford Tawney	93
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	No change	The Gatehouse, All Saints Church, Theydon Garnon	99
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	No change	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	147

DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2007

JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER

(HARLOW PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Page 79	Hastingwood North	CV	That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane, Threshers Bush, Harlow Common, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Mill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	No change	St Mary Magdalen Church, Potter Street	284
	Hastingwood South	CW	That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District	The polling district	No change	Hastingwood Village Hall, Glovers Lane	170
	Matching	CX	The Parish of Matching	The polling district	No change	Matching Village Hall	516
	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	No change	Sheering Village Hall, The Street	697

<b>Ward</b>	<b>Polling District</b>	<b>Letters</b>	<b>Description of Polling District</b>	<b>Existing Polling Place</b>	<b>Proposed Polling Place</b>	<b>Proposed Polling Station</b>	<b>Electorate</b>
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	No change	Area in the bar at Railway Hotel, Station Road	1738
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	No change	St Giles Hall, Nazeing	2393
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	No change	St Giles Hall, Nazeing (outside Polling District)	818
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	No change	St Christopher's Hall, Dobbs Weir Road	389
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	No change	St Peter's Church Hall, High Street	1355



## Overview and Scrutiny Work Programme – October 2011

<b>Overview and Scrutiny Committee</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Scrutiny of London Underground Ltd	Completed July 2011	<b>Completed</b> - Came in July 2011. To invite back sometime in 2012/13	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 2012 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	November 2011	Last completed - came 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	<b>Completed in April 11.</b> 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	Looking to January 2012 meeting	To receive a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest ' to be invited as well.	NEW

<p>(12) Police and Fire Rescue Services – To also ask British Transport Police to attend.</p>	<p>Looking to March or April 2012 meeting.</p> <p>BTP to April meeting to update us on their plans for the Olympics.</p>	<p>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.</p>	<p>NEW</p>
<p>(13) Key Objectives 2010/11</p>	<p>Outturn report went to the 31 May 2011 meeting.</p>	<p><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.</p>	
<p>(14) Key Objectives 2011/12</p>	<p>Progress report to go to the November 2011 meeting</p>	<p>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.</p>	
<p>(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.</p>	<p>For the November 2011 meeting</p>	<p>Useful to look at this towards the end of the year. Noted that County were also looking at this topic.</p>	
<p>(16) To review the Lea Valley Regional Park Authority and the Olympics.</p>	<p>Completed – went to July 2011 meeting</p>	<p><b>Completed</b> – Report to go to the July 2011 meeting.</p>	

(17) Police Reform Proposals for Essex	September 2011	<b>Completed</b>	
(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	
(19) Council Procedure Rules – reports on Outside Organisations	<b>Completed</b> – September 2011	Recommendation from the Constitution and Member Services Scrutiny Standing Panel – July 2011	

<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>COMPLETED</b>	19 July 2011; 25 October; 28 November 2011 Extra-Ordinary Joint Meeting with Finance & Performance Management Scrutiny Standing Panel; 31 January 2012; and 13 March
(2) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2011	<b>COMPLETED</b>	
(3) HouseMark Benchmarking Report of Housing Services	July 2011	<b>COMPLETED</b>	
(4) Annual Ethnic Monitoring Review of Housing Applicants	July 2011	<b>COMPLETED</b>	
(5) Housing Performance Indicators – 2010/11 Out-turn (Tenant-Selected & KPIs)	July 2011	<b>COMPLETED</b>	
(6) 12-Month Progress Report on Housing Strategy Action Plan 2010/11	July 2011	<b>COMPLETED</b>	
(7) Housing Strategy Action Plan 2011/12	July 2011	<b>COMPLETED</b>	
(8) Performance against Housing Service Standards and Review	July 2011	<b>COMPLETED</b>	
(9) Feed-In Tariff Scheme for Council Housing Stock	July 2011	<b>Deferred to October 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>Deferred to October 2012</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) HRA 30-Year Financial Plan in Preparation for HRA Self-Financing	October 2011	<b>Not yet due</b>	
(18) Review of Private Sector Housing Strategy	January 2012	<b>Not yet due</b>	
(19) Briefing on the proposed Council rent increase for 2010/11	January 2012	<b>Not yet due</b>	

(20) Six-monthly Progress report on Housing Strategy Action Plan 2011/12	January 2012	<b>Not yet due</b>	
(21) Housing Service Strategy on Home Ownership (Review and Update)	January 2012	<b>Not yet due</b>	
(22) Housing Service Strategy on Housing and Estate Management (Review and update)	March 2012	<b>Not yet due</b>	
(23) Housing Service Strategy on Rent Administration (Review and update)	March 2012	<b>Not yet due</b>	
(24) 12-Monthly Progress Report on Housing Business Plan Action Plan	March 2012	<b>Not yet due</b>	
(25) Housing Service Strategy on Older peoples Housing (Review and Update)	March 2012	<b>Not yet due</b>	
(26) HRA Business Plan 2012/13	March 2012	<b>Not yet due</b>	
<b>Items added after the original Work Programme was agreed</b>			
(27) Provision of smoke detectors in Communal blocks or Council properties	October 2011		
(28) Outcome report on the implementation of new licences for park home sites	March 2012		

(29) Review of the HRA	28 November 2011	Meeting to be held with members of the Finance and Performance Management Stand Panel	
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<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	<b>COMPLETED</b>	<del>30 June 2011;</del> <del>27 July;</del> <del>4 October;</del> 8 November; and 20 February 2012
(2) Review of Referendum/Elections – May 2011	June 2011	<b>COMPLETED</b>	
(3) Complaints Panel – Terms of Reference	June 2011	<b>COMPLETED</b>	One extra meeting required March/April 2012
(4) Substitutions at Meetings	June 2011	<b>COMPLETED</b>	
(5) Council Meetings – Member reports on outside bodies	June 2011	<b>COMPLETED</b>	
(6) Review of Membership of Audit and Governance Committee Deputy Portfolio Holder	8 November 2011	Preliminary scoping at July meeting	

(7) Report of District Remuneration Panel	4 October 2011	<b>COMPLETED</b>	
(8) Report on Webcasting	4 October 2011	Scoping report discussed. A further report will be submitted.	
(9) Planning/Covenants – Council Responsibilities	4 October 2011	<b>Scoping report considered on 4 October 2011. Further report requested on consultation changes.</b>	
(10) Statutory Review of Polling Stations	4 October 2011	<b>COMPLETED</b>	
(11) Review of Petitions – Change in Legal Requirements	8 November 2011		
(12) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011	Preliminary scoping at the meeting in July 2011	
(13) Member's Dispatch - Review	8 November 2011		
(14) Review of Officer Delegation	20 February 2012		
(15) Review of Financial Regulations	20 February 2012		
(16) Review of Annual Council arrangements	20 February 2012		
(17) Review of Member's representation on Outside Bodies	20 February 2012		
(18) Report of External Auditor (dependent on OS Committee decision on 6.9.11)	TBA		
(19) Housing Appeals Review Panel – Order of business at meetings	TBA	New Item	
(20) Housing Appeals Review Panel – Council Accommodation Banding	TBA	New Item	

**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 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 to January '12 meeting</p> <p>(b) To put data to the January '12 meeting</p> <p>(c) To put to the January '12 meeting</p>	<p>7 July 2011;  <del>11 October</del>            Cancelled;            17 October Extra-Ordinary Meeting;            10 January 2012;            21 February; and            10 April 2012</p> <p>Crime and Disorder</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>
<p>(2) Community Safety</p> <p>(a) CCTV action plan – half yearly report</p> <p>(b) Receive reports from Community Safety Scrutiny meetings</p> <p>(c) Progress against strategic assessment</p> <p>(d) Progress towards appointment of Police &amp; Crime Commissioner.</p> <p>(e) Monitoring of Police resources relative to the Olympic Games</p>	<p>(a) To January 2012 meeting</p> <p>(b) To January and April 2012 meetings</p> <p>(c) To January 2012 meeting</p> <p>(d) To report when information available</p> <p>(e) To report when information available</p>	<p>(a) Data to January '12 meeting</p> <p>(b) Report to be considered at January '12 meeting</p> <p>(c) Data to January '12 meeting</p> <p>(d) Awaiting outcome of House of Lords amendments and referral back to the Commons.</p> <p>(e) Data not yet available</p>	<p>Scrutiny meetings – the 2 meeting dates are <del>October 2011</del> and February 2012</p>
<p>(3) Essex Waste Partnership Inter Authority Agreement</p> <p>(a) Receive notes/minutes of Member Partnership Board</p>	<p>(a) To receive notes/minutes when available</p>	<p>(a) A meeting is likely to be held in November 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>
(b) Receive notes/minutes of Inter Authority Member Group	(b) To receive notes/minutes when available	(b) Draft notes (unapproved) of meeting held on 7 June 2011 submitted to 17 October Panel meeting.	
(4) Waste Management Partnership Board  (a) Receive minutes of Partnership Board	(a) To receive notes / minutes when available	(a) Draft notes of meeting held on 16 June 2011.	
(5) Green and Carbon Reduction Measures  (a) Nottingham Declaration Progress against pledges – half yearly reports  (b) Carbon Reduction Strategy update	(a) January 2012.  (b) January 2012.	(a) Last went to the July 2011 meeting  (b) Last went to the July 2011 meeting.	

<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>
(6) Bobbingworth Tip			
(a) Receive reports on availability for public access	(a)	(a) Nature Reserve formally opened on 15 July 2011.	
(b) Receive notes/minutes of management/liaison group	(b) To January 2012 meeting	(b) Draft notes of meeting held on 25 May 2011.	
(7) Ad hoc report asked for on improving recycling in flats and houses of multiple occupation	TBA		
(8) Ad hoc report asked for on the use of Solar Panels on Council owned properties.	TBA	Currently subject to a review by Price Waterhouse Coopers as part of income generation assessment	
(9) Roding River Catchment Environment Agency Consultation	17 October 2011	Extra-Ordinary Panel meeting to discuss the Environment Agency consultation on the Roding River, previously discussed by the Planning Services Scrutiny Standing Panel in September.	

Planning Services Standing Panel (Chairman – Cllr H Ulkan)			
Work Programme 2011-12			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(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		14 June 2011; <del>13 September;</del> <del>3 October</del> 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 2010/11 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	A new draft CIL Strategy will be submitted in December 2011	
(9) Draft New Terms of Reference	To be announced	Requested by Councillor A Lion	
(10) Environment Agency Consultation – Roding River Area	September 2011	Considered at September 2011 Panel meeting. Referred to Safer, Cleaner, Greener Scrutiny Standing Panel for an Extra-Ordinary meeting of that Panel.	



(11) Sustainable Framework for UK Aviation: Scoping Document	September 2011	<b>COMPLETED</b>	
(12) Essex County Council Minerals Development Document – Further Site Allocations Issues and Options Paper	September 2011	<b>COMPLETED</b>	
(13) Fee Setting – Development Control	September 2011	<b>COMPLETED</b>	
(14) New Draft National Policy Framework - Consultation	October 2011	<b>COMPLETED</b>	
(15) Local Planning Regulations (CLG) - Consultation	October 2011	<b>COMPLETED</b>	

<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.	21 June 2011; <del>20 September;</del> 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 went to the June '11 meeting.	<b>Completed</b> - Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2011 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	Went to the June '11 meeting	<b>Completed</b> - Last considered at the June 2011 meeting	
(10) Provisional revenue Outturn 2010/11	Went to the June '11 meeting	<b>Completed</b> - Last considered at the June 2011 meeting	
(11) Fee and Charges	To consider at the November 11 or January 12 meeting	Last went to December 2010 meeting.	

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