

Scrutiny Standing Panel Agenda



Constitution and Members Services Scrutiny Standing Panel Tuesday, 4th October, 2011

Place: Committee Room 1

Time: 7.00 pm

Democratic Services Officer: M Jenkins - The Office of the Chief Executive
Tel: 01992 564607
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors D Stallan (Chairman), D C Johnson (Vice-Chairman), R Cohen, J Markham, Mrs M McEwen, R Morgan, J Philip, B Rolfe, Mrs M Sartin, Ms S Watson and Mrs J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE:

18:00

1. APOLOGIES FOR ABSENCE

2. NOTES OF THE LAST MEETING (Pages 5 - 10)

To agree the notes of the last meeting of the Panel held on 27 July 2011 (attached).

3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

4. DECLARATION OF INTERESTS

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

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

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or

Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

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

5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 11 - 14)

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

The OSC is about to formulate next years OS work plan incorporating a programme for this Panel. In view of this, the Panel may wish to bring forward suggestions/ideas on topics for inclusion in its work programme for next year.

6. REPORT OF DISTRICT REMUNERATION PANEL (Pages 15 - 44)

1. (Assistant to the Chief Executive) The Panel has agreed to carry out a review of the 2010/11 Annual Report of the District council Remuneration Panel as part of its work programme for this year.

2. This addition to the work programme was approved by the Overview & Scrutiny Committee at its July meeting.

3. A copy of the Panel's report is attached as submitted to the June Council meeting (Appendix 1) . At the latter meeting, the Council adopted proposals for the adoption of a new SRA in respect of the Panel of Licensing Sub Committee Chairmen. The Panel's proposal was agreed, namely a Special Responsibility Allowance (SRA) of £3225 per annum divided between the 6 Licensing Sub Chairman. The Council decided that implementation should be at £2362 per annum, divided in the same way.

4. The Panel asked for all members of the Council to be given an opportunity to comment on remuneration so that any views can be taken into account of the Panel's review. Other members have also been invited to attend this meeting if they prefer to comment direct.

5. Rosie Kelly and Stephen Lye, 2 of the 3 members of the Remuneration Panel will attend this meeting to answer questions on their last report.

6. The Scrutiny Panel is reminded that the Council may not change its remuneration scheme unless it has received and considered a report of the Remuneration Panel. If the scheme is amended by the council on the recommendation of the Panel, it remains for the Council to decide on implementation.

7. Currently, the Council's Remuneration Scheme (Appendix 2) is not fully implemented at the levels recommended by the Panel. It has also not been updated in respect of the changes mentioned above (Licensing Sub Committee).

7. REPORT ON WEBCASTING (Pages 45 - 48)

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

8. PLANNING/COVENANTS - COUNCIL RESPONSIBILITIES (Pages 49 - 52)

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

9. STATUTORY REVIEW OF POLLING STATIONS (Pages 53 - 86)

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

10. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

11. FUTURE MEETINGS

The next programmed meeting of the Panel will be held on Tuesday 8 November 2011 at 7.00 in Committee Room 1 and then on:

Monday 20 February 2012

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF CONSTITUTION AND MEMBERS SERVICES SCRUTINY
STANDING PANEL
HELD ON WEDNESDAY, 27 JULY 2011
IN COMMITTEE ROOM 1
AT 7.00 - 9.15 PM**

Members Present: D Stallan (Chairman), R Cohen, J Markham, Mrs M McEwen, R Morgan, J Philip, B Rolfe, Mrs M Sartin, Ms S Watson and Mrs J H Whitehouse

Other members present: A Watts

Apologies for Absence: D C Johnson

Officers Present I Willett (Assistant to the Chief Executive) and M Jenkins (Democratic Services Assistant)

10. NOTES OF THE LAST MEETING

RESOLVED:

That the notes of the last meeting of the Panel held on 30 June 2011 be agreed.

11. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

There were no substitute members present at the meeting.

12. DECLARATION OF INTERESTS

Pursuant to the Council's Code of Member Conduct, Councillor Mrs S Watson, declared a personal interest in the following item of the agenda by virtue of being a Deputy Portfolio Holder and Member of the Audit and Governance Committee. The Councillor stated that her interest was not prejudicial and that she would remain in the meeting during the consideration on the item but would abstain from voting:

Item 6 Audit and Governance Committee - Membership

13. TERMS OF REFERENCE / WORK PROGRAMME

The Panel's Terms of Reference were noted.

The Panel received updates to the Work Programme as follows:

(a) Item 8 Report on Webcasting

The report on Webcasting would be submitted in October 2011. It was advised that following discussion with the Panel member requesting the item, there was no need for a scoping report.

(b) Item 16 Report of External Auditor (dependant on Council decision 26 July 2011)

The Panel were advised that a report would be scheduled into the Work Programme if the Council called for this review and Overview and Scrutiny Committee allocated this to the Panel.

Members requested two extra items: a report concerning the Member's Dispatch arrangements and reporting by Representatives on Outside Bodies. These items would be added to the Work Programme.

RESOLVED:

That the Overview and Scrutiny Committee be advised that items will be added to the Work Programme regarding the Member's Dispatch, and Member Representatives on Outside Bodies.

14. AUDIT AND GOVERNANCE COMMITTEE - MEMBERSHIP

The Panel received a report from Mr I Willett, Assistant to the Chief Executive, regarding Audit and Governance Committee Membership.

The report had originated from the Independent Members of the Audit and Governance Committee and the officers on the Corporate Governance Group. There was concern that Deputy Portfolio Holders should not be members of the Audit and Governance Committee as their conflict of interest may be construed as prejudicial.

Audit and Governance Committee – Present Position

The Audit and Governance Committee (AGC) comprised 5 members as follows:

- (1) 3 Councillors appointed annually at the Annual Council meeting; and
- (2) 2 co-opted members appointed following public advertisement and interview.

The three Councillors may not include:

- (a) Any member of the Cabinet;
- (b) Any member of a Cabinet Committee; and
- (c) Any Panel appointed by the Overview and Scrutiny Committee responsible for reviewing the Council's finances of financial procedures.

The Chairman of the AGC was appointed from among the three Councillors whilst the Vice Chairman was appointed from one of the two co-opted members.

Since the establishment of the Committee, Deputy Portfolio Holder positions had been created. The Terms of Reference for the AGC make no mention on whether these deputies should be members.

Deputy Portfolio Holder (DPHs)

DPH's functions were as follows:

- to support the Cabinet members in their portfolios.

- positions which assisted succession planning by giving deputies experience of Cabinet work.
- not decision making.
- not voting at Cabinet meetings, Cabinet Committees or signing Portfolio Holder Decisions.
- in the absence of the Cabinet member, the Leader would allocate that matter to another Portfolio Holder.
- assist with preparing reports or Portfolio Holder Decisions.

The Audit Role

In Overview and Scrutiny, the Code of Conduct imposed restrictions on member, being directly involved in reviewing decisions with which they were previously involved.

The AGC was not involved in decision making but reviewed and ought assurance that proper processes were fit for purpose.

Views of the Council's External Auditors

The views of the Council's external auditors had been obtained. The Panel commented as follows:

- there was no current legislation relating to audit committees.
- the CIPFA Guide stated in respect of independence: "To be effective the audit committee needed to be independent from executive and scrutiny." It could be "compromised by too much cross-membership."
- it was highly preferable that DPHs should not be members of the AGC.
- there should be rules about declarations of interest
- the title Deputy Portfolio Holder is misleading, Portfolio Holder Assistant was preferable.

Some members felt that the main issue regarding DPHs sitting on AGC was public perception. Members can attend all meetings to give comments. It was difficult demonstrating independence for a DPH. However other members advised that there was currently exclusion on members sitting on both the Audit and Governance Committee and the Finance and performance Management Scrutiny Standing Panel. There were declarations of interest that should be made, excluding a DPH from participating in an AGC decision.

The Panel supported allowing Deputy Portfolio Holders to remain as members, but subject to declaration of prejudicial interests relating to Cabinet business and excluding the Finance Deputy specifically.

RECOMMENDED:

- (1) That the comments of the Council's External Auditors on membership of the Audit and Governance Committee be noted;
- (2) That the Audit and Governance Committee be consulted on the following options concerning Deputy Portfolio Holders:

- (a) allowing Deputy Portfolio Holders, except a Deputy Portfolio Holder involved in the Finance Portfolios, to remain as members but subject to declaration of personal or prejudicial interests relating to Cabinet matters;
 - (b) these proposals to be reviewed after one year or if there is a change in the roles and of Deputy Portfolio Holders or the Audit and Governance Committee; and
 - (c) the designation “Deputy Portfolio Holder” be changed to “Portfolio Holder Assistant.”
- (3) That the views of the Audit and Governance Committee be reported back to the October meeting of this Panel.

15. REVIEW OF MEMBER REMUNERATION AND ROLE OF SCRUTINY PANEL CHAIRMEN - SCOPING

The Panel received a report from Mr I Willett, Assistant to the Chief Executive, regarding the Review of Member Remuneration and the Role of Scrutiny Panel Chairmen in presenting reports at Council meetings.

The Overview and Scrutiny Committee had agreed to four additional items in the Panel’s Work Programme for this year. Two of these were reviews which required scoping discussions beforehand, namely:

- (a) the Annual Report 2010/11 of the District Remuneration Panel which was submitted to the June Council meeting; and
- (b) the Review of the Overview Scrutiny Rules with regard to Panel Chairmen, presenting recommendations at Council meetings.

RESOLVED:

- (1) That for the Review of Member Remuneration members of the remuneration Panel be invited to attend the October 2011 meeting and in the meantime all Councillors be invited to comment via the Council Bulletin.
- (2) That for the review of the Role of Scrutiny Panel Chairmen in presenting reports at Council meetings, those Chairmen be invited to attend the November 2011 meeting or express their views by email and that the same invitation be made to the Chairman of the Overview and scrutiny Committee.

16. COUNCIL PROCEDURE RULES - REPORTS ON OUTSIDE ORGANISATIONS

The Panel received a report from Mr I Willett, Assistant to the Chief Executive, regarding Council Procedure Rules – Reports on Outside Organisations.

Under Council Procedure Rule 2, Paragraph ix stated that the Council would “receive reports about and receive questions and answers on the business of joint arrangements and external organisations.”

Although the nature of the report was not specified, the Panel’s attention was drawn to reports by the Overview and Scrutiny Committee Chairman and Portfolio Holders at Council meetings which were required to be in writing and therefore circulated with

the Council agenda. This was because those reports were subject to questions without notice by other councillors. The Panel was advised that these proposed amendments would need approval from the Overview and Scrutiny Committee and the Council.

Members were in favour of written reports being submitted on outside bodies as long as they were received beforehand.

RECOMMENDED:

That written reports by representatives on outside bodies be circulated in advance of Council meetings and Council Procedure Rule 2 (ix) amended accordingly and to allow Council members to request reports for future meetings.

17. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

The only report being recommended to the Overview and Scrutiny Committee was Council Procedure Rules – Reports on Outside Organisations. The next Committee was on 6 September 2011.

18. FUTURE MEETINGS

It was necessary to book two extra meetings because of the Panel's workload. The next meeting of the Panel would be Tuesday 4 October 2011. In addition, the members were supplied with three further dates in March/April 2012 which were:

- Monday 26 March 2012; or
- Thursday 29 March; or
- Tuesday 3 April

Members would formally book one of these dates nearer the time.

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Agenda Item 5

TERMS OF REFERENCE - STANDING PANEL

Title: Constitution and Member Services
Status: Standing Panel
Terms of Reference: 1. To undertake reviews of constitutional, civic, electoral and governance matters and services for members on behalf of the Overview and Scrutiny Committee. 2. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate.
Chairman: Cllr Mrs M McEwen

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Constitution and Member Services Standing Panel 2011/12 (Chairman – Cllr D Stallan)			
Item	Report Deadline/Priority	Progress / Comments	Programme of Future Meetings
(1) New panel meeting dates for 2011/12	30 June 2011	COMPLETED	30 June 2011; 27 July; 4 October (Extra-Ordinary Meeting); 8 November; and 20 February 2012 One extra meeting required: March/April 2012
(2) Review of Referendum/Elections – May 2011	30 June 2011	COMPLETED	
(3) Complaints Panel – Terms of Reference	30 June 2011	COMPLETED	
(4) Substitutions at Meetings	30 June 2011	COMPLETED	
(5) Council Meetings – Member reports on outside bodies	27 July 2011	COMPLETED – for submission to OS Committee on 6 September 2011 and Council on 27 September 2011	
(6) Review of Membership of Audit and Governance Committee - Deputy Portfolio Holders Report back on views of A & G Committee	8 November 2011	Preliminary scoping at July meeting	
(7) Report of District Remuneration Panel	4 October 2011	The Panel carried out a scoping review at its July meeting. Full review to be undertaken at 4 October 2011 meeting with Remuneration Panel in attendance and views of councillors to be submitted.	

(8) Report on Webcasting	4 October 2011		
(9) Planning/Covenants – Council Responsibilities	4 October 2011		
(10) Statutory Review of Polling Stations	4 October 2011		
(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 representation on Outside Bodies	20 February 2012		
(18) Report of External Auditor (dependant on OS Committee decision on 6.9.11)	TBA		

**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".

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.

PART 6

MEMBERS' ALLOWANCES SCHEME

SCHEME OF MEMBERS' ALLOWANCES

STATEMENT CONCERNING IMPLEMENTATION 2009/10

The following scheme has been agreed for the period 21 May 2009 to 20 May 2010

The Council decided at its meeting on 17 February 2009 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

Basic Allowance: £3,150 per annum per Councillor plus a supplementary basic allowance of £500 (for first year in office) and £250 (in subsequent years) for Member Connectivity (see Appendix 1).

The amounts set out below show the amounts of Special Responsibility Allowance (SRA) payable during the year:

DUTY	ANNUAL AMOUNT OF SRA
Leader	£7,875
Cabinet members (8)	£6,300 each
Chairman of District Development Control Committee	£2,362
Chairmen of Area Plans Sub-Committees	£2,362 each
Chairman of Overview and Scrutiny Committee	£3,150
Chairmen of Complaints and Staff Appeals Panels	£ 270 each
Chairman of Housing Appeals and Review Panel	£1,075
Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 each

The amounts payable during the year for independent members are:

Chairman of the Standards Committee	£1,000
Co-opted members other than the Chairman of the Standards Committee	£ 500

In addition the Council has resolved to pay the sum of £500 per annum to the three Independent Members of the Remuneration and Parish Remuneration Panels equivalent to the co-optees allowance.

A copy of the full scheme is available on request from Democratic Services, Civic Offices, Epping.

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period 21 May 2009 to 24 May 2010.

2. **In this scheme:**

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"independent member" means (a) a member of the Standards Committee who is not an elected councillor or (b) a co-opted member of an Overview and Scrutiny Committee, or the Audit and Governance Committee who is not an elected councillor;

"year" means the 12 months ending with 24 May 2010.

3. **Basic Allowance**

Subject to paragraph 7, £4,300 shall be paid to each Councillor. An annual supplementary basic allowance of £500 per Councillor (in the first year of office) and £250 per Councillor (for each subsequent year of office) shall be payable in accordance with Appendix 1 to this scheme.

4. **Special Responsibility Allowances**

(1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.

(2) Subject to paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

5. **Travelling and Subsistence (including Cycle Allowance)**

(1) These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.

(2) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).

6. **Child Care and Dependant Carers' Allowances**

(1) The maximum rate for this allowance shall be set at a rate equivalent to the Adult National Minimum Wage (currently £5.73 per hour).

(2) A member of the Council shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.

(3) The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the Adult National Minimum Wage.

(4) The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.

(5) All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

A councillor or independent member may by notice in writing given to the Assistant to the Chief Executive elect to forego any part of his entitlement to an allowance under this scheme.

8. Part-year Entitlements

(1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable:

(2) If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

(3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a Councillor subsists bears to the number of days in that period.

(5) Where a Councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

(1) Payments shall be made in respect of basic and special responsibility allowances, subject to subparagraph (2), in instalments of one quarter of the amount specified in this scheme on the last Wednesday of each third month;

(2) Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

(3) Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependant carers.

11. Co-optees' Allowance

Co-optees' allowance will be payable to independent members as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

12.1 If any councillor or independent member is wholly suspended or partially suspended under Part III of the Local Government Act 2000, or regulations made under that part, the Council shall be entitled to withhold any payments of Basic and Special Responsibility or Travelling and Subsistence Allowances in respect of that period of suspension or partial suspension.

- 12.2 Where any councillor or independent member has already received a payment in respect of any period during which they have been:
- (a) suspended or partially suspended from their responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part; or
 - (b) ceased to be a member of the Authority; or
 - (c) not entitled in any other way to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

- 13.1 Remuneration payable to councillors of the Epping Forest District Council under this scheme shall be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if they opt in to the Essex Superannuation Scheme.
- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

14. Further Guidance

Further guidance on this scheme can be found in Appendix 2.

SCHEDULE 1

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL AMOUNT OF SRA
Leader of Council	£10,750
Cabinet members	£6,450 (each)
Chairman, District Development Control Committee	£3,225
Chairmen of Area Plans Sub-Committees	£3,225 (each)
Chairman of Overview and Scrutiny Committee	£4,300
Chairmen of Complaints, Staff Appeals and Housing Appeals and Review Panels	£1,075 (each)
Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 (each)

SCHEDULE 2 APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
- (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the Authority provided that:
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) duties relating to the supervision of tender opening as required by the Council's Standing Orders;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, Deputy Chief Executive or a Service Director including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a Councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a Councillor at the invitation of the Local Government Commissioner for Administration for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;

(m) site visits arranged by Area Plans Sub-Committees or the District Development Control Committee;

(n) informal site visits by individual Councillors in respect of their duties as members of an Area Plans Sub-Committee.

2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.

3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3 CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.

Appropriate subsistence and travelling expenses (first class ordinary return rail fare or car mileage at the appropriate rate whichever is the less if travel outside the Epping Forest District is required).

Conferences and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the Councillors normal place of residence of one or more nights.

Appropriate subsistence and travelling expenses (first class rail fare or car mileage, whichever is the less if travelling outside the Epping Forest District is required).

SCHEDULE 4 OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

**SCHEDULE 5
CO-OPTEEES' ALLOWANCE**

Chairman of the EFD Standards Committee:	£1,000 per annum
Independent Members of the EFD Standards Committee:	£ 500 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£ 500 per annum
Co-opted members of the Audit and Governance Committee	£ 500 per annum

Member Remuneration Scheme

Members Connectivity Scheme – Agreement between Epping Forest District Council and Members of the Council

Basic Allowances paid to Councillor by Epping Forest District Council (“the Council”) are made in accordance with Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000.

Relevant regulations applied in formulating this agreement are The Local Authorities (Members Allowances)(England) Regulations 2003.

Grants in respect of the Member Connectivity Scheme have been considered and agreed by the Council’s Independent Remuneration Panel on 12 October 2005, as being a supplement to the Basic Allowance.

Terms and Conditions of Agreement

1. In signing this agreement the Councillor undertakes to:
 - (i) provide IT equipment to enable them to view agenda and minutes documents, forward plan and such other documents that may be put on the Council’s extranet or internet site;
 - (ii) abide by the Connectivity Scheme (Annex 1) and Standards Committee Guidance on the use of ICT (Annex 2); the Council’s other adopted ICT related policies including the security of any data and remote working policies; and the provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A (or other exemption categories that may be enacted) outside of the Council and any internal meeting, all of which should be considered confidential until published for public consumption;
 - (iii) treat any contact information relating to officers and members that does not appear on the Council’s public website as confidential;
 - (iv) cease to receive paper copies of minutes and agenda for those Committees, Sub-committees and Panels **of which he/she is not a member.**
2. The Council undertakes to provide:
 - (i) An ‘extranet’ (a private intranet) connection to the Council’s IT network using a ‘token’ scheme to control access and a user name and password for each member;
 - (ii) Training on the use of the system;
 - (iii) ICT support relating to 2(i) above and advice from Democratic Services (DS) on 2(ii) above;
 - (iv) A paper copy of the agenda to members of Council, each Committee, Sub-committee or Panel (unless the member indicates in writing otherwise);

- (v) Email notification of publication of agenda and minutes to all members;
- (vi) Headed paper and envelopes for use by members for Councillor correspondence.

Payment of Allowances

3. The addition to the Basic Allowance will be paid to each Councillor entering into this agreement quarterly in arrears (currently £500 per annum for the first year in office and £250 per annum for subsequent years).

4. The Council may review the payment of such allowances from time to time as necessary and may change or cease payment upon resolution at Full Council.

Acceptance

I confirm that I have read and accepted the terms and conditions of this agreement.

Signed by Councillor:	Dated:
Name (Please print):	
Signed on behalf of the Council:	Dated:
Ian Willett Assistant to the Chief Executive	

Member Connectivity Scheme

This document provides information on the Member Connectivity Scheme.

Introduction

The Connectivity Scheme has been introduced to enable members to receive electronic notification of and Internet access to papers for Council meetings and associated information. The scheme has been made possible following the introduction of the Committee Management System (CoMS) which publishes our publicly available agenda to the Internet via the Council's website. The Connectivity Scheme will, however, provide members with access to a wider range of information including agenda planning, up-to-date notification of publication, call-in and portfolio holder decision-making.

The Agreed Scheme

The Connectivity Scheme provides members with an additional allowance (payable as part of the existing Scheme of Members Allowances) towards acquiring computer equipment and to use this equipment to access information on the Council's Agendas and Minutes via the Internet.

Members would be expected to use this system to access all agenda and minutes information **and** cease to receive hard copy agenda (except for those of which they are a member or required to attend by virtue of a position).

Under the scheme you will receive £500 per annum (payable normally quarterly in arrears) in your first year of service as a Councillor from which members will be expected to assist with the cost of a Personal Computer (PC) (if necessary); Internet connection and any consumables. This sum will be subject to tax and National Insurance. After the first year, the payment will be £250 per annum as it is designed to assist you with the cost of consumable items for your personal computer.

Equipment Specification

The minimum specification required for PC equipment is:

- (i) A PC that can access the Internet;
- (ii) A broadband connection to your home;
- (iii) A valid email account;
- (iv) Internet Browser software; and
- (v) A printer capable of printing A4 pages.

Data and Equipment Security and Use Guidance

The equipment is the individual member's property and can be used for non-council activities. Members must adhere to:

- (i) The User Policy Statement for the CoMS system;
- (ii) Issued Standards Committee Guidance on the Use of IT by Members;
- (iii) The Council's other adopted ICT related policies including the security of any data and remote working policies;
- (iv) The provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A outside of the Council.

What the Council will provide:

The Council will:

- (i) Provide an 'extranet' (a private intranet) connection using a 'token' scheme to control access and a user name and password for each member;
- (ii) Training on the use of the system;
- (iii) ICT support relating to (i) above and advice from DS on (ii) above;
- (iv) A paper copy of the agenda to members of each Committee (unless the member indicates in writing otherwise);
- (v) Email notification of publication of agenda and minutes to all members;
- (vi) Headed paper and envelopes for use by members for Councillor correspondence.

What the Council will not provide:

The Council will **not**:

- (i) Provide ICT support for PC's or any peripherals purchased by members under the scheme;
- (ii) Advise on purchase of equipment or choice of ISP.
- (iii) Provide a paper copy of agenda for other Committees if you are not a member. Paper copies of Agenda will be available at the meeting in small quantities.
- (iv) Plain paper and print cartridge consumables.

Glossary of Terms used in this document

Broadband – a system of connecting to the Internet that allows voice, data, and video to be broadcast over the same medium at the same time. They may also allow multiple data channels to be broadcast simultaneously. It is much faster than traditional dial-up methods of connection.

Browser – Software that allows a computer user to find and view information on the Internet.

Committee Management System – A computer system used by EFDC to publish and archive all Agenda and Minutes of Council meetings and publish these to the Internet and Intranet.

Email account – An account provided by your ISP by which you can receive email. Your current or chosen ISP will be able to provide details of how you can set an account up.

Extranet - An extension of the Council's Intranet giving authorised people controlled access to the Intranet from outside of the Council's network.

Exempt Business – Items of business on an agenda that are confidential to the Council and should not be disclosed to third parties.

Internet – A network that links computer networks all over the world by satellite and telephone, connecting users with service networks such as e-mail and the World Wide Web.

Internet Browser – See Browser.

ISP - Internet service provider. A company that provides Internet connection services

IT helpdesk – The Council provides a helpdesk to support its applications. Its contact number is 01992 564321

Password – In this case means a word that when entered on the password screen allows access to the extranet

Peripherals – A piece of computer hardware such as a printer or a disk drive that is external to but controlled by a computer's central processing unit.

Personal Computer (PC) – A computer with its own operating system and a wide selection of software, intended to be used by one person.

Portfolio holder decision-making – Means an executive decision made by a member of the Cabinet

DS – Democratic Services at EFDC.

Remote working – Is another way of describing someone accessing the Council's network from outside of the building i.e. remotely.

Token – A piece of equipment that provides a secondary form of identification when accessing the Council's extranet.

User name – In this instance means your name on the system. Normally a combination of your initials and your surname.

Extract from the protocol on use of Council Facilities by members:

Guidance on the Use of IT by Councillors

1. Purpose of Guidance

- 1.1 The Council provides Councillors with an allowance towards the costs of providing and maintaining equipment, software or other consumables necessary to allow them to access the Committee Management System. This protocol gives advice on use of computer equipment in order to minimise risks to both the Council and to individual Councillors.

2. Security

- 2.1 Under the terms of the Connectivity Scheme, Councillors are responsible for:
- (i) ensuring that their password and secondary authentication equipment remain accessible only by themselves;
 - (ii) abiding by the Council's published ICT policies and standards relating to security of systems and data and remote working;
 - (iii) meeting the requirements of the Local Government Act 1972 and any subsequent Act in relation to exempt and confidential information; and
 - (iv) adhering to specific user policies for systems they are given access to.

3. Use of Equipment

- 3.1 Councillors should be mindful of the onus placed upon them under 2 above. They should ensure that any material down-loaded via the Intranet is kept securely at any remote location. Councillors should ensure that if the computer is shared, proper arrangements are made to limit access to materials stored by the member, that fall into exempt and confidential categories. Such material will be routinely endorsed "Restricted".
- 3.2 Councillors should not store or download any material which:
- (i) causes the Council to be brought in to disrepute;
 - (ii) contravenes the Access to Information or Data Protection Acts or similar legislation;
 - (iii) is illegal or inconsistent with the high standards expected of those in public office;
 - (iv) is defamatory; or
 - (v) breaches the Council's Code of Conduct (including confidentiality).

- 3.3 If a Councillor uses their computer for the preparation of any material of a personal or political nature, he/she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication. Similarly, a Councillor should not express views on any matter relating to the Council without expressly indicating that the views are personal and not those of the Authority.
- 3.4 Councillors should be aware that the internet is a completely unregulated medium and they are not protected in any way from viruses etc.
- 3.5 The Council accepts no responsibility for Councillors' use of IT equipment.

For more information see the Member Connectivity Scheme and related ICT Policies.

MEMBER REMUNERATION SCHEME

EPPING FOREST DISTRICT COUNCIL GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out elsewhere in the Constitution binder. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE (INCLUDING SUPPLEMENTARY BASIC ALLOWANCE)

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.
- 2.2 A grant of £500 per annum per member (first year of service) and £250 per annum (second and subsequent years) as a supplement to the basic allowance will be payable to assist members in receiving electronic notification of and Internet access to papers for Council meetings and associated information subject to the member signing an agreement to undertake to meet the terms and conditions set out in the Members' Connectivity Scheme (set out in Appendix 1 attached).

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties.

4.2 Car Travel

The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the reverse of the claim form and are reviewed annually.

4.3 Shortest Distance

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for

additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

4.4 Travel Direct from Workplace etc

For claims involving direct travel from a Councillor's place of work (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

4.5 Travel Outside the District – Limit on Amount Claimable

For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:

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

This is subject to consideration of any special circumstances as set out in 4.6 below.

4.6 Travel over Long Distances – Special Circumstances

If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Assistant to the Chief Executive in advance for advice on what would constitute a reasonable claim in the circumstances.

4.7 Use of Public Transport within Epping Forest District

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). Where more than one class of fare is available, the first class fares may be claimed. A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

4.8 Cycle Allowance

This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

4.9 Child and Dependant Carer's Allowance

This allowance may be claimed at a rate equivalent to the current rate for the Adult National Minimum Wage. Certain conditions are set out in the Scheme.

5. **SUBSISTENCE EXPENSES**

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which

is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.

- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at Conferences and payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases.
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving An Absence from Home)

Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Assistant to the Chief Executive with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

- 7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available from the Director of Finance and ICT.

8. ALTERATION OF CLAIMS

- 8.1 All claim forms submitted by members are checked by Democratic Services. The Assistant to the Chief Executive (or the Assistant Director - Democratic Services

acting on his behalf) is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members' claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

Report to Constitution and Members Services Standing Scrutiny Panel

Date of meeting: 4 October 2011

Subject: Webcasting Review

Officer contact for further information: Simon Hill ext 4249

Committee Secretary: Mark Jenkins



Decisions Required:

- (1) To receive a background information report on the webcasting activities of the Council; and
- (2) To consider what further information is required by members;

Introduction

1. (Senior Democratic Services Officer) At the meeting of the Panel in June members requested a report on webcasting. This report provides information about the contract and the Council's webcasting activities.

Background

2. The Council has been webcasting its meetings and events since 2006. The initial period was funded by central government technology grant called 'Implementing Electronic Government' or IEG grant. Since that time over 300 webcasts have been recorded. The Council is acknowledged, within the context of authorities that webcast, to be one of the most effective in the Country.

Contract and renewal process

3. The Council currently has a contract with Public-I limited, based in Brighton, for providing leased equipment, an integrated Content Management System, monitored webcasts, maintenance and webcast archive hosting and streaming. This contract started on 1 April 2011 and ends on 31 March 2015. Our contract covers 15 hours webcasting per month.

4. The contract with the provider was reached by a formal open tender procedure and shortlisting for an Essex Procurement Hub framework contract. The current contract was let under this arrangement by Portfolio Holder Decision in August 2010.

5. This decision was made on the following basis:

(i) The supplier had confirmed that they willing to enter into a further four year contract term at the same fixed cost per year agreed in 2008 without price increases. Indeed there had been an undertaking from the supplier that some expected changes to the software used by the Council and changes to its microsite (i.e. the Webcast website used to host our webcast content) required by the Council during our website re-launch would not be charged for during the extension period. The supplier has also agreed favourable terms for webcast extensions and provision of a new microsite for the Council.

(ii) The four year contract period was permitted under the current Framework agreement. This longer term contract provided greater value in securing a fixed price contract until 2015 at which time it is expected that the Hub Framework will have been re-tendered. The webcasting contract also provides for a mid-term break clause. The annual cost of the contract is £20,400 and is met from ICT systems budgets.

(iii) The current contractor has supplied a tested reliable product which has proved successful and popular with the public.

(iv) There have been no new Local Government Webcasting solutions suppliers enter the market since the original letting of the framework.

6. This decision (LE-003-2010/11) was published 9 August 2010 and implemented on 20 August 2010.

7. The work to renew the Essex Procurement HUB framework agreement has commenced and is expected to be completed by 31 March 2012. The new framework will be a national one rather than restricted to Essex Authorities.

Equipment and Use

8. The Council currently possesses two sets of webcasting equipment. One fixed unit mounted permanently in the Council Chamber and a portable unit, used for meetings based either at other locations (ie Plans South in Loughton) or in the Committee Rooms where a live internet feed has been installed. The portable equipment is also used for other types of event, supplemented by two further video cameras owned by the Council.

9. This equipment is operated by officers of Democratic Services, Public Relations and occasionally staff from other services. It is not a contractual requirement on staff to undertake this work. They do so on a volunteer basis.

10. The policy for webcasting meetings was set by the Corporate Executive Forum in August 2008. At that time it was agreed that a limit be put on the number and types of webcast meetings to stay within our contracted hours.

11. As a matter of course we webcast:

Council, Cabinet, Overview and Scrutiny, District Development Control, Area Plans meetings, Audit and Governance and Budget meetings (ie could be Cabinet or OS Subcommittees and Panels).

12. Over time the equipment has been used successfully at other events and there has been an increased use of video either based on our own you-tube channel or via the webcast player. Examples this year have included the North Weald Airfield Open day, Armed Forces Day flag raising; the Safer Community Conference and the Civic Awards. We have also recorded some member training sessions.

13. The Webcast system operates by combining audio from the microphone system with video images captured by the Cameras into one set of data which is then transmitted to Public-I who then in-turn make different qualities of streaming available to the world wide web. The system allows us to display other contextual information about the meeting for example, agenda points, report links for each item, presentation slides shown in live synch.

14. The system has been set up to enable the Committee Management System to supply agenda/reports and booking information to the webcast system without human intervention, thus saving resources.

15. In recent months the Council has undertaken an update of its player to incorporate new functionality relating to sharing and now is able to embed video straight into news stories on our own website.

16. At each webcast meeting one member of staff operates the webcast system. At Area Planning Subcommittee South two members of staff attend due to the need to set up cameras and audio in a short period of time and due to the weight and size of the equipment involved.

Hits and views

17. The summary below shows usage over time of the Council's service. The average annual level of viewers is around 20,000. Despite trying a number of different approaches the level of live viewers has remained at between 7-10% of the total viewing level. For information the 'all' category shows the level of access to all parts of the system including slides and related documents. A comparison to website 'hits'.

Summary Of Webcast Usage

	live+archive	live	all
yr to end Aug 07	17277	1233	21990
yr to end Aug 08	22381	1096	72073
yr to end Aug 09	20249	1253	81185
yr to end Aug 10	19212	1932	120923
yr to end Aug 11	20087	1710	91294
Totals	99206	7224	387465

18. It is very apparent that there is a direct relationship between the level at which we actively promote a webcast and the level of viewing. For example, active promotion of a recent visit by the Police to Overview and Scrutiny meant that 189 people tuned in live to watch. The homepage presence is critical.

19. Officers are able to report on comparator statistics verbally at the meeting.

Requests for webcasts – charge or not to charge

20. The Council receives requests from the public and professionals for copies of webcasts. This is normally in support of a planning appeal. Details of the number of requests are shown in the table below:

Year	Number of requests for webcasts
2011	15
2010	13
2009	14
2008	16
2007	11
Total	69

21. The view has been taken by officers that the level of income that could be generated by making a 'reasonable' charge for providing copies is low and goes against the presumption of openness that webcasting itself provides. Additionally webcast copies have been effectively used in both Standards Committee complaints, complaints against the Council and to assist other services in providing background for appeals etc.

22. The Council has approached the Essex Records Office with a view to them taking some of the DVD backup copies of meetings. They have expressed interest in taking a cross section of our archived material for their permanent record.

Consultations with members

23. As part of the process of this review an item has been placed in the Bulletin seeking views on the system. The issues that have arisen have been about technical issues related to viewing. For example lip syncing and using other browsers to view the webcasts.

24. Simon Hill will attend the Panel meeting to discuss the information provided and seek an indication from the Panel as to whether further information is required by members.

Report to the Constitution and Members Services Standing Scrutiny Panel



Date of meeting:
4 October 2011

Portfolio Holder: Leader

Subject: Council Landowner and Planning Authority Roles

Officer Contact for further Information: Ian Willett (01992 564243)

Democratic Services Officer: Mark Jenkins (01992 564607)

Recommendations:

- (1) To consider the issue of property roles and regulatory responsibilities of the Council;
- (2) To consider asking the Standards Committee to review:
 - (a) existing advice on member interests concerning planning so as to reinforce the difference between those roles;
 - (b) the need for similar advice for the Council's licensing responsibilities;
- (3) To ask for a further report on any amendments to the constitution needed to clarify these roles;
- (4) To ask all Directorates to review their dealings with the public to ensure that the difference between property decisions and regulatory matters are separate and that a decision by the Council as landowner does not mean that any relevant regulatory decision will automatically follow.

Introduction

1. Over several meetings during the past year, concern has been expressed by the Leader of the Council about the importance of distinguishing between the landowner and planning roles of the Council in dealing with property matters. The Overview and Scrutiny Committee asked in April 2010 asked for a report to be submitted to this Panel on the implications of this issue.
2. In recent discussions within the Council, this issue has arisen in connection with covenants on land but will also be relevant to the Council's general role as landowner, particularly where the Council seeks to realise property assets. Cases involving covenants included Epping Forest College and 35 Denny Avenue, Waltham Abbey. The latter case also raised the issue of the Council's dual roles of planning and housing authority.
3. As the Cabinet is actively involved in a number of possible transactions regarding the Council's property portfolio and these questions may arise again. Similar issues have arisen in regard to its licensing functions.
4. In summary, the Council is a regulatory body (e.g. planning and licensing) which differ

from the Council its status as landowner and service provider.

Implications of the Different Council Roles

5. Recognising these differing roles is key to the Council decision making. Decisions by the Council on service provision must be made on the basis of legality, probity and financial and technical considerations. The regulatory framework takes account of different considerations such as planning and licensing policy and the discretions which may be exercised requires a completely different approach by decision-makers.

6. The Council's role as landowner is also distinct from the regulatory framework. Decisions on its property holdings should not imply that supporting regulatory decision must follow. Separate processes are followed and the outcome of regulatory decisions should not have any regard to the Council's property role.

7. Apart from decision making, these roles bring with them probity considerations. This has been apparent in discussions about member interests and the public perception of service or property decisions affecting regulatory ones.

Covenants

8. Covenants are legal obligation imposed in a deed by a seller of land or property on the purchaser. The legal obligation is to do (or not do) something. These obligations frequently attach to the land and are enforceable on the buyer (including subsequent owners). Generally these covenants are registered for Land Charge searches. Such covenants can also be included in leases.

9. In commercial properties, covenants can seek to control the use of premises, the type of commercial activities undertaken, preventing certain types of trading and avoiding nuisances. In residential properties, covenants are generally included to ensure the management objectives of the seller (e.g. alterations, maintenance standards and the appearance of the residence).

10. In the case of 35 Denny Avenue, the covenants debated by the Council reflected the Council's management requirements of the Council as housing authority. In the case of Epping Forest College, the covenants were concerned with the type of activities which would be carried out there.

Enforcement and Challenge – Property and Regulatory Functions

11. With covenants and other property matters, the route to enforcement and challenge to decisions taken by the Council as landowner is through the Lands Tribunal and/or the Courts. Such actions are always linked to interests in the land and remedies include injunctions and damages.

12. Regulatory decisions in respect of Planning or Licensing matters are made pursuant to statutory powers which usually allow some discretion to be exercised within limits. These decisions may be subject to a statutory appeal process or be open to challenge by way of Judicial Review. In relation to planning applications/enforcement applications, appeals are made to the Planning Inspectorate in the first instance. None of these decisions directly affect title to the property but may have an effect on the use to which the property can be put

Constitution

13. Fundamental to the Local Government Act 2000 is the distinction between the Executive and Regulatory roles of the Council. This Act established the basis of the Authority's current constitution.

14. As a result, the Council's regulatory functions (including planning and licensing) are specifically excluded from the duties and responsibilities of the Cabinet. Thus, the Council may seek, for example, planning consent for any site in its ownership but it will not be the Cabinet which considers whether approval is given. The same situation applies to other service decisions which have regulatory implications.

15. The Council's own planning applications are referred to in the terms of reference of the appropriate Area Plans Sub-Committee. They are not dealt with by officers under delegated powers and must be referred to the appropriate Sub committee. This reflects the constitutional position but is also designed to make such decisions transparent where the public is concerned. This requirement is reflected in the Planning Protocol, it is not reflected in the Constitution proper.

Code of Conduct

16. Local authorities are unusual in that property ownership and regulatory responsibilities exist within the same organisation. For Councillors this creates difficulties in terms of separating these roles. For Cabinet members advice in the Planning Protocol states that involvement in decisions which result in planning applications should be considered a prejudicial interests so far as the planning decision is concerned. This is because there would be a clear connection between the outcome of a planning application and the Cabinet decision thereby raising concerns about "fettered discretions". Cabinet responsibility might influence other portfolio holders not to take part in such decisions but this is not covered.. Current guidance focuses on the Portfolio Holder with responsibility for the service decision concerned (see Section 7 of the Protocol).

17. Section 24 of the Protocol sets out the distinction between landowner roles and the planning process.

Further Action

18. It may be useful if the Panel considered the following reviews:

- :
- (a) the Planning Protocol – this is under review by the Standards Committee.
 - (b) the Constitution – this is a matter which would fall within the terms of reference of this Panel.

19. The Panel may like to consider the following action:

- (a) asking the Standards Committee to expand advice in the planning protocol on the Council's property role in respect of member interests;
- (b) asking the Standards Committee to look specifically at the interests in relation to the Licensing Committee and Sub Committees;
- (c) asking the Standards Committee to review existing advice in the Planning Protocol in terms of the collective responsibility for decisions which have regulatory implications;
- (d) to seek a further report to this Panel on any proposals for clarifying in the constitution on the Council's property role in planning and licensing; and
- (e) ask directorates to review their correspondence with the public so as to make sure that they are aware that a decision of the Council as property owner does not mean that a related regulatory decision automatically follows (e g shops).

Report to Constitution and Members' Services Standing Scrutiny Panel

Date of meeting: 4 October 2011

Portfolio: Leader's Portfolio



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)

Democratic Services Assistant: M Jenkins (01992 564532)

Recommendations:

That a report be submitted to the Council recommending that:

- (a) the proposals for polling districts and places as set out in Appendix 3 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 and on the Council's website.**

Introduction

1. The Electoral Administration Act 2006 introduced a duty for all polling districts and polling places to be reviewed by the end of 2011.
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. A review of polling districts and polling places must be conducted by the end of 2011 and at least every four years after that.
6. The review is a function of the Council and not the Electoral Registration Officer or the Returning Officer.
7. As part of the review a consultation exercise was undertaken between 25 May and 25 June 2011 in relation to the proposals set out in Appendix 1. These proposals represent the existing arrangements. Any change must be supported by a reason.
8. Members, local M.P's and interest groups 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.
9. 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.
10. As this Council currently elects by thirds, the Returning Officer for the Epping Forest Constituency has been looking continuously at the choice of polling stations and therefore proposed no changes for this review.

Results of Consultation

11. 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 for 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 waking distance for many electors. No change is proposed therefore.
12. 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.
13. 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.

14. 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.
15. A list of those responding to the consultation exercise is attached as Appendix 2.

Final Proposals following Review

16. Attached as Appendix 3 are the proposals following consideration of the responses received to the consultation exercise. No changes are proposed.
17. 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.

Appeals Process

18. It is possible that representations could be made to the Electoral Commission, claiming that the review process has not been conducted correctly.
19. There are only two grounds on which a representation can be made:
 - (a) the local authority has failed to meet the reasonable requirements of the electors in the constituency;
 - (b) the local authority has failed to take sufficient account of accessibility to disabled persons of the polling stations within a polling place.
20. In the event of the Commission deciding to change a polling district, the Council would need to republish its electoral register to incorporate the new changes.
21. The proposals for polling districts, polling places and polling stations are set out in Appendix 3 attached.
22. Appendix 4 sets out the reasons for the proposed polling districts and polling places.

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				APPENDIX 1
PD	EPPING FOREST	WARD	ELECTORATE	POLLING STATION
AA	Buckhurst Way	Buckhurst Hill East	1676	Roding Valley Hall, Station Way
AB	Loughton Way	Buckhurst Hill East	1778	Woollard Centre, Loughton Way
AC	St Johns	Buckhurst Hill West	2648	St Johns Church Hall, High Road
AD	Westbury	Buckhurst Hill West	2553	Buckhurst Hill Baptist Church, Palmerston Rd
AE	Chigwell Row	Chigwell Row	1818	Faversham Hall, Faversham Close
AF	St Johns	Chigwell Village	1697	St Johns RC School, Turpins Lane
AG	Chigwell Village	Chigwell Village	1527	St Marys Parish Rooms, High Road
AH	Limes Farm	Grange Hill	1862	Limes Farm Hall, Limes Avenue
AJ	St Winifreds	Grange Hill	2970	St Winifreds Church Hall, Manor Road
AK	Allnutts	Epping Hemnall	1143	Allnutts Institute, Allnutts Road
AL	Coopersale	Epping Hemnall	804	Coopersale Social Institute, Institute Road
AM	Hemnall	Epping Hemnall	2899	Pelly Court, Hemnall Street
AN	Lindsay North	Epping Lindsay & Thornwood Common	1934	Epping United Reform Church
AO	Lindsay South	Epping Lindsay & Thornwood Common	2212	Conference Room at Epping Town Council
AP	Thornwood	Epping Lindsay & Thornwood Common	749	Thornwood Village Hall, Weald Hall Lane
AQ	Barfields	Loughton Alderton	2715	The Murray Hall, Borders Lane
AR	Oakwood	Loughton Alderton	620	Senior Citizens Clubroom, Oakwood Hill
AS	Willingale	Loughton Broadway	1785	Thomas Willingale School Nursery
AT	Hereward	Loughton Broadway	1418	St Thomas More RC Church Hall
AU	Fairmead	Loughton Fairmead	1566	Grosvenor Hall, Grosvenor Drive
AV	Colebrook	Loughton Fairmead	978	Trinity Church Hall, Mannock Drive
AW	Hillyfields	Loughton Fairmead	680	Loughton Town Council Meeting Room
AX	Loughton Forest	Loughton Forest	3379	Lincoln Hall, High Road
AY	Barncroft	Loughton Roding	438	Senior Citizens Clubroom, Oakwood Hill
AZ	Whitebridge	Loughton Roding	1023	Whitebridge School, Greensted Road
BA	St Michaels	Loughton Roding	2020	St Michaels Church Hall, Roding Road
BB	Loughton St Johns	Loughton St Johns	3438	St Johns Church Hall, Church Lane
BC	St Marys	Loughton St Marys	1836	St Marys Parish Centre, High Road
BD	Whitehills	Loughton St Marys	1600	The Murray Hall, Borders Lane
BE	Theydon Bois	Theydon Bois	3272	Theydon Bois Village Hall or St Marys Hall
BF	High Beach	Waltham Abbey High Beach	468	High Beach Village Hall, Avey Lane
BG	Sewardstone	Waltham Abbey High Beach	709	Field Station at Gunpowder Park

BH	Upshire	Waltham Abbey High Beach	323	Upshire Village Hall, Horseshoe Hill
BJ	Woodbine Close	Waltham Abbey High Beach	278	Room at Woodbine Close Social Club
BK	Ninefields	Waltham Abbey Paternoster	1611	Ninefields Community Centre, Hillhouse
BL	Paternoster	Waltham Abbey Paternoster	1723	King Harold School, Broomstickhall Road
BM	Leverton	Waltham Abbey Honey Lane	1935	Leverton Infant & Nursery School, Honey Lane
BN	Brookways	Waltham Abbey Honey Lane	1491	Brookways, Roundhills
BO	Honey Lane	Waltham Abbey Honey Lane	1161	Old Peoples Day Centre, Hillhouse
BP	Breach Barns	Waltham Abbey North East	430	Town Hall, Highbridge Street
BQ	Monkswood	Waltham Abbey North East	2770	Community Centre, Saxon Way
BR	Abbey	Waltham Abbey South West	3045	Town Hall, Highbridge Street
BS	Upland North	Broadley Common & Epping Upland	604	Epping Upland CP School, Carters Lane
BT	Upland South	Broadley Common & Epping Upland	59	Conference Room @ Epping Town Council
BU	Bumbles Green	Broadley Common & Epping Upland	432	The Leisure Centre, Bumbles Green
BV	Broadley Common	Broadley Common & Epping Upland	528	Craner Produce Farm, Common Road

PD	BRENTWOOD & ONGAR	WARD	ELECTORATE	POLLING STATION
BW	Village	North Weald	3571	North Weald Village Hall, High Road
BX	Chipping Ongar	Chipping Ongar Greensted & Marden Ash	1329	Budworth Hall, High Street
BY	Greensted	Chipping Ongar Greensted & Marden Ash	583	Budworth Hall, High Street
BZ	Marden Ash	Chipping Ongar Greensted & Marden Ash	1405	St James Church Hall, St James Avenue
CA	Shelley	Shelley	1705	Shelley Community Centre, Cripsey Avenue
CB	High Ongar	High Ongar Willingale & The Rodings	486	High Ongar Village Hall, Mill Lane
CC	Norton Mandeville	High Ongar Willingale & The Rodings	147	High Ongar Village Hall, Mill Lane
CD	Paslow Common	High Ongar Willingale & The Rodings	349	High Ongar Village Hall, Mill Lane
CE	Willingale	High Ongar Willingale & The Rodings	411	Willingale Village Hall, The Street
CF	AB & BR	High Ongar Willingale & The Rodings	365	Room in the Rodings, Dunmow Road
CG	Abridge	Lambourne	1359	Abridge New Village Hall, Ongar Road
CH	Lambourne End	Lambourne	223	Parish Rooms, Lambourne End
CJ	Bobbingworth	Moreton & Fyfield	214	Moreton Village Hall, Church Road
CK	High Laver East	Moreton & Fyfield	223	St Edmunds Church Committee Room
CL	High Laver West	Moreton & Fyfield	115	Magdalen Laver Village Hall, Church Road
CM	Little Laver	Moreton & Fyfield	69	St Edmunds Church Committee Room
CN	Moreton	Moreton & Fyfield	265	Moreton Village Hall, Church Road
CO	Magdalen Laver	Moreton & Fyfield	190	Magdalen Laver Village Hall, Church Road
CP	Fyfield	Moreton & Fyfield	656	Fyfield Village Hall
CQ	Stanford Rivers	Passingford	618	Toot Hill Village Hall
CR	Stapleford Abbots	Passingford	832	Stapleford Village Hall, Stapleford Road
CS	Stapleford Tawney	Passingford	93	The Old Rectory, Tawney Lane
CT	Theydon Garnon	Passingford	99	The Gatehouse, All Saints Church
CU	Theydon Mount	Passingford	147	The Gatehouse, All Saints Church

PD	HARLOW	WARD	ELECTORATE	POLLING STATION
CV	Hastingwood North	Hastingwood Matching & Sheering Village	284	St Mary Magdalen Church Hall, Potter Street
CW	Hastingwood South	Hastingwood Matching & Sheering Village	170	Hastingwood Village Hall, Glovers Lane
CX	Matching	Hastingwood Matching & Sheering Village	516	Matching Village Hall, Matching Tye
CY	Sheering Village	Hastingwood Matching & Sheering Village	697	Sheering Village Hall, The Street
CZ	Lower Sheering	Lower Sheering	1738	The Railway Hotel, Area in the bar
DA	Nazeingbury	Lower Nazeing	2393	St Giles Church Hall, Nazeingbury
DB	Riverside	Lower Nazeing	818	St Giles Church Hall, Nazeingbury
DC	Dobbs Weir	Roydon	389	St Christophers Hall, Dobbs Weir Road
DD	Roydon Village	Roydon	1355	St Peters Church Hall, High Street

Responses to Consultation Exercise

1. E-mail sent 26 May 2011 by Ongar Town Council
2. E-mail sent 2 June 2011 by Theydon Bois Parish Council
3. E-mail sent 2 June 2011 by Brentwood and Ongar Liberal Democrats
4. E-mail sent 5 June 2011 by a Buckhurst Hill resident.
5. Email sent 6 June 2011 by Councillor B Sandler
6. Email sent 14 June 2011 by Councillor G Waller
7. Letter dated 22 June 2011 from Brentwood Borough Council
8. Email sent 22 June 2011 by Ongar Town Council

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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,	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
			Church Road, Devon Close, 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	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
			Park Drive, Chigwell Road, 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	Theydon Bois Village 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,	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
			Old Plough Cottage, Rose 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,	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
			Fullers Close, Geisthorp Court, 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,	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
			Honeylands Cottage, 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	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
			Hill, Rye Hill Road, The 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)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
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 83	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

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
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

Decisions on Polling Districts and Polling Places

Polling Districts

Polling districts are based on parishes or parish wards except where these are considered too large in which case they have been split into smaller districts.

The proposed polling districts have been in place for several years and are considered to provide all electors with reasonable facilities to be able to vote.

Polling Places

Polling places are within the polling district except where it is not possible to find a suitable place within the area.

In making the above decisions regard has been had to:

- (a) the reasonable requirements of the electors in the constituency; and
- (b) the accessibility for disabled persons to the polling stations within the polling places.

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