



NOTICE OF ANNUAL COUNCIL MEETING

You are hereby summoned to the annual meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 21 May 2013 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

Glen Chipp
Chief Executive

**Democratic Services
Officer:**

Council Secretary: Ian Willett
Tel: 01992 564243 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those that request it.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

BUSINESS

1. WEBCASTING INTRODUCTION

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

2. The Chief Executive will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

2. FORMER DISTRICT COUNCILLOR FITZHERBERT HAREWOOD

The Council is invited to stand for a minute’s silence in tribute to the memory of former District Councillor Fitzherbert Harewood who died recently.

Fitzherbert Harewood was a District Councillor for four years representing the Paternoster Ward from 1995 until 1999.

3. DISTRICT COUNCIL BY-ELECTION - 2 MAY 2013

The Chairman to welcome Councillor Rod Butler elected on 2 May 2013 to represent the Waltham Abbey Honey Lane Ward until May 2014.

4. ELECTION OF CHAIRMAN

To elect a Chairman of the Council for the municipal year 2013/14. Nominations received will be tabled. The new Chairman will then make a declaration of acceptance of office.

5. APPOINTMENT OF VICE-CHAIRMAN

To appoint a member to be a Vice-Chairman of the Council for the municipal year 2013/14. Nominations received will be tabled. The new Vice-Chairman will then make a declaration of acceptance of office.

6. MINUTES (Pages 7 - 26)

To approve as a correct record and sign the minutes of the meeting held on 23 April 2013 (attached).

7. DECLARATIONS OF INTEREST

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

8. ANNOUNCEMENTS

(a) Apologies for Absence

(b) Announcements

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

9. REPORT OF THE APPOINTMENTS PANEL

Report to follow regarding:

- (a) Notice of Constitution of Political Groups, Group Leaders and Deputies;
- (b) Appointments made by the Leader to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions;
- (c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);
- (d) Appointments to Outside Organisations carrying out Council, Regulatory or non-Cabinet Functions.

The Council will need to vote on (c) and (d) where the number of nominations exceeds the number of places available.

10. DIRECTORATE RESTRUCTURING PANEL - TERMS OF REFERENCE (Pages 27 - 32)

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

11. SCHEME OF OFFICER DELEGATION - COUNCIL AND REGULATORY FUNCTIONS

The Constitution requires that the scheme of delegation be agreed at the Annual meeting – to follow.

12. SCHEME OF OFFICER DELEGATION - EXECUTIVE FUNCTIONS

To note new and revised officer delegation in respect of Executive Functions approved by the Leader of the Council following the 2012/13 review – to follow.

13. COUNCIL MEETINGS - 2013/14**Recommendation:**

That during 2013/14 ordinary meetings of the Council be held on the following dates:

**30 July 2013
26 September 2013 (Thursday)
5 November 2013
17 December 2013
18 February 2014
20 February 2014 (Thursday)(reserve date for budget meeting)
22 April 2014
20 May 2014 (Annual meeting)**

At its meeting on 18 December 2012, the Council adopted a calendar of meetings for the period from May 2013 to May 2014 which included ordinary meetings of the Council for the year.

It is a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the annual meeting of the Council. The dates set out above are those adopted on 18 December 2012.

14. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

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

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

completion of the private part of the meeting, including items submitted for report rather than decision.

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

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

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