



***CABINET***  
***Monday, 21st October, 2013***

You are invited to attend the next meeting of **Cabinet**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping**  
**on Monday, 21st October, 2013**  
**at 7.00 pm .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services**  
**Officer**

Gary Woodhall  
The Office of the Chief Executive  
Tel: 01992 564470  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

Members:

Councillors C Whitbread (Leader of the Council) (Chairman), Ms S Stavrou (Deputy Leader and Finance and Technology Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, Mrs A Grigg, D Stallan, H Ulkun, G Waller and Mrs E Webster

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<p><b>PLEASE NOTE THE START TIME OF THE MEETING</b></p>
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**1. WEBCASTING INTRODUCTION**

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

**2. APOLOGIES FOR ABSENCE**

(Assistant to the Chief Executive) To be announced at the meeting.

**3. DECLARATIONS OF INTEREST**

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

**4. MINUTES**

To confirm the minutes of the last meeting of the Cabinet held on 9 September 2013 (previously circulated).

**5. REPORTS OF PORTFOLIO HOLDERS**

To receive verbal reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

**6. PUBLIC QUESTIONS**

To answer questions asked by members of the public after notice in accordance with the motion passed by the Council at its meeting on 19 February 2013 (minute 105(iii) refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

**7. OVERVIEW AND SCRUTINY**

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

(b) To consider any matters that the Cabinet would like the Council's Overview and Scrutiny function to examine as part of their work programme.

**8. TRANSFER OF FLOOD RISK ASSETS FROM THE ENVIRONMENT AGENCY TO THE COUNCIL (Pages 7 - 12)**

(Environment Portfolio Holder) To consider the attached report (C-037-2013/14).

**9. PLANNED MAINTENANCE PROGRAMME 2014/15 TO 2017/18 - CIVIC OFFICES, COMMERCIAL PROPERTY AND OTHER OPERATIONAL BUILDINGS (Pages 13 - 82)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-038-2013/14).

**10. 94/94A LAWTON LANE, LOUGHTON (Pages 83 - 90)**

(Asset Management & Economic Development Portfolio Holder) To consider the

attached report (C-043-2013/14).

**11. ICT STRATEGY (Pages 91 - 96)**

(Finance & Technology Portfolio Holder) To consider the attached report (C-047-2013/14).

**12. ICT CAPITAL REQUIREMENTS (Pages 97 - 106)**

(Finance & Technology Portfolio Holder) To consider the attached report (C-048-2013/14).

**13. CIVIC OFFICES - COMMITTEE ROOM TABLES (Pages 107 - 112)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-039-2013/14).

**14. ADDITIONAL STAFFING RESOURCE FOR ESTATES AND VALUATION SECTION (Pages 113 - 118)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-044-2013/14).

**15. VARIATION OF CONTRACTS - GROVE COURT HALL, WALTHAM ABBEY (Pages 119 - 124)**

(Housing Portfolio Holder) To consider the attached report (C-045-2013/14).

**16. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

**17. OUT OF HOURS CALL HANDLING SERVICE (Pages 125 - 142)**

(Housing and Asset Management and Economic Development Portfolio Holders) To consider the attached report (C-040-2013/14).

**18. 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
19	Management of the Civic Offices – Out of Hours Mitigation Plan	7
20	Waste Management Contract – Outcome of the First Stage of Competitive Dialogue	3
21	Second Floor, Bridgeman House, Waltham Abbey	3

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.

**19. MANAGEMENT OF THE CIVIC OFFICES - OUT OF HOURS MITIGATION PLAN  
(Pages 143 - 152)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-041-2013/14).

**20. WASTE MANAGEMENT CONTRACT - OUTCOME OF THE FIRST STAGE OF  
COMPETITIVE DIALOGUE (Pages 153 - 176)**

(Environment Portfolio Holder) To consider the attached report (C-046-2013/14).

**21. SECOND FLOOR, BRIDGEMAN HOUSE, WALTHAM ABBEY (Pages 177 - 182)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-042-2013/14).