



Overview and Scrutiny Committee Tuesday, 16th September, 2014

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 16th September, 2014
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

Simon Hill, Assistant Director, Governance and Performance,
Directorate of Governance
email:democraticservices@eppingforestdc.gov.uk Tel: 01992
564249

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers, K Chana, T Church, D Dorrell, L Girling, P Keska, Mrs J Lea, A Mitchell MBE, S Murray, B Rolfe, Mrs M Sartin, Ms G Shiell, B Surtees, A Watts and D Wixley

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

WEBCASTING NOTICE

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

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

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.

1. WEBCASTING INTRODUCTION

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

2. The Chairman will read the following announcement:

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

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

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

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

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

4. MINUTES (Pages 7 - 18)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 1st July 2014.

5. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any items on the agenda.

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

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

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

6. CORPORATE PLAN KEY OBJECTIVES 2014-15 - QUARTER 1 PROGRESS (Pages 19 - 30)

(Director of Governance) To consider the attached report.

7. REVIEW OF CABINET FORWARD PLAN (Pages 31 - 48)

To review the Cabinet Forward Plan (Key Decision List) on a meeting by meeting basis.

8. LOCAL ELECTIONS - 22 MAY 2014 (Pages 49 - 54)

(Returning Officer) to consider the attached report.

9. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS (Pages 55 - 86)

(Returning Officer) to consider the attached report.

10. CONSULTATION - LONDON INFRASTRUCTURE DELIVERY PLAN (Pages 87 - 88)

(Chairman Planning Services Scrutiny Panel) to consider the attached report.

11. WORK PROGRAMME MONITORING (Pages 89 - 106)

(a) To consider the updated work programme

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

(b) Reserve Programme

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

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

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

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

(c) PICK Forms Received

Officers have received two PICK forms:

- one from Councillor Sandler on the review of the Planning sub-committees (attached); and
- one from Councillor Kane on a review of the Grant Aid Scheme (attached) – this arose from the a request from the Cabinet.

The Committee is asked to review these forms and make appropriate recommendation

on how they should be treated.

A third PICK form has been received from Councillor Shiell but more information was requested by officers before this could be considered by this committee.

12. CONSTITUTION AND MEMBER SERVICES SCRUTINY PANEL - NOMINATION

RECOMMENDATION:

That Councillor D Dorrell be appointed to sit on the Constitution and Member Services Standing Panel.

At this Committee's last meeting there was still a vacancy in the Constitution and Member Services Standing Panel for a member not of the Conservative, Liberal Democrat or LRA group. Since then, Councillor D Dorrell has indicated that he would like to sit on this Panel and to this end, the Committee is asked to agree his membership to this Panel.

13. PLANNING SERVICES SCRUTINY PANEL - REPLACEMENT CONSERVATIVE MEMBER

To agree a Conservative Group replacement for the Planning Services Scrutiny Panel to replace Councillor S Watson.

14. AMENDMENT OF TERMS OF REFERENCE FOR THE FINANCE AND PERFORMANCE MANAGEMENT SCRUTINY PANEL (Pages 107 - 110)

(Chairman/Lead Officer) to consider the attached report.

15. AMENDMENTS TO THE PLANNING SERVICES SCRUTINY PANEL TERMS OF REFERENCE (Pages 111 - 116)

(Chairman/Lead Officer) to consider the attached report.

16. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

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

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

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

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

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

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EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee: Overview and Scrutiny Committee **Date:** Tuesday, 1 July 2014

Place: Council Chamber, Civic Offices, **Time:** 7.30 - 9.10 pm
High Street, Epping

Members Present: Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) G Chambers, K Chana, D Dorrell, L Girling, P Keska, Mrs J Lea, A Mitchell MBE, S Murray, Mrs M Sartin, Ms G Shiell, B Surtees, A Watts and D Wixley

Other Councillors: Councillors R Bassett, W Breare-Hall, R Butler, Mrs A Grigg, Ms H Kane, S Neville, J Philip, D Stallan, Ms S Stavrou and G Waller

Apologies: Councillors B Rolfe

Officers Present: G Chipp (Chief Executive), D Macnab (Director of Neighbourhoods), S G Hill (Assistant Director (Governance & Performance Management)), A Hendry (Democratic Services Officer) and M Jenkins (Democratic Services Assistant)

By Invitation: P Morgan (Epping Forest College)

1. WEBCASTING INTRODUCTION

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

2. SUBSTITUTE MEMBERS

There were no substitute Members for the meeting.

3. MINUTES

RESOLVED:

That the minutes of the meeting held on 01 April 2014 be signed by the Chairman as a correct record.

4. DECLARATIONS OF INTEREST

Councillor W Breare-hall declared a non pecuniary interest in agenda item 6 – presentation on the strategic direction of Epping Forest College, by virtue of being the Chairman of Governors for Epping Forest College. He advised that he would remain in the meeting for the duration of the item.

5. PRESENTATION ON THE STRATEGIC DIRECTION OF EPPING FOREST COLLEGE

The Chairman welcomed Penny Morgan, the recently appointed Principal of Epping Forest College; she was appointed in December 2013. She was there to speak on the strategic direction of the college, its vision for the future and its relationship with the Community. She noted that she was working with the governors to create a long and short term strategy for the college. The college had made great strides over the last five years, taking in over 3,500 students each year and had hundreds of visitors that come in to use the college for various events etc. Over 85% of the students live within 10 miles of the college. The college was also a major employer for local people, over 59% of staff live within 10 miles of the college, thus contributing to the local economy.

They provided a wide range training, skills and educational provision, such as Business, Childcare, Construction, Media and Music, IT, Maths and English and Sport, ensuring that they were giving students the best opportunity to become work ready and gain employment. They also work with local employers and help to provide apprenticeships in local businesses, an achievement they were very proud off.

They had a 93.4% retention rate, putting them in the top 5% of FE Colleges in the country and an 87.7% success rate, putting them in the top 10% of FE colleges in the country. They were always striving to improve on the range of courses and opportunities offered to their clients whilst additional demands were placed on them by the government. They had about 417 students currently sitting their English and Maths GCSE and over 1800 students sitting functional skills. Needless to say Ofsted had included this in their grading for colleges. They will also continue with their 'A' level programme that compliments their full time courses, the students would need these 'A' levels to move on to university.

When the college was redeveloped some years ago the Debden library was situated just off the main reception area. The opening hours were somewhat limited and some members of the local community were not comfortable coming into such a busy area. Clearly they would want to assist as many people as possible to have access and are therefore considering a space that would give the library its own entrance and provide special offers at their restaurant and other facilities.

They were also forging closer ties with the Loughton Youth Centre establishing a whole breath of activities with the local community and were involved in a number of new joint initiatives with the LSP and other local organisations.

They were currently writing a report on the future of the college, targeting 2017; this had still to be submitted their board of governors for their consideration and as such she could not share its contents with the meeting just yet.

The meeting was then opened out to questions from the members of the committee.

Councillor Angold-Stephens asked that in view of the potential creation of the new 6th form consortium in the area involving Roding Valley High School, Debden Park School, King Harold School and St. Johns School, how did she see the future for 'A level' provision in the College going forward? Ms Morgan replied that she had looked at the post codes of the students attending her college and noted that there were about 50 'A' level students but only four were from local schools.

Councillor Murray noted that there would almost certainly be a 6th form consortium for the schools mentioned. As the bulk of students would not want to do 'A' levels, how

would you let them know that you also do vocational courses? Ms Morgan said that this was a big challenge for the college. They have a full time officer who goes to the schools to get the college's message across to the children about what they had to offer; but they were not always sure that they got their message across.

Councillor Lea asked what did she envisage for the future of the playing field opposite the College in Borders Lane and in what timescale? Ms Morgan noted that their growth area was sport, this also applied to the participation of the community. This area will have to go to the board of governors for discussion on its future.

Councillor Girling noted that the playing field had fallen into a state of disrepair over the years. Could she reassure the local residents that even without any development, that the area would be kept up? Ms Morgan said that this would form part of their discussion on the green.

Councillor Murray added that when this document was agreed by the governors, would it be acted upon or would it firstly go out to consultation. His advice was that it had never been public land but it had always been used as such. He would like to see sort of buffer strip of land put in for community use. Ms Morgan replied that it would be consulted upon and it would indeed include some form of communal land on it.

Councillor Sartin said that she had visited the College last year for an art exhibition and the opening of the hair salon and was impressed with the high standards. The achievements and standards of the College had risen significantly in recent years with the last Ofsted inspection rating the College as 'good'. Did she intend to continue the approach of her predecessor to improve standards still further or was she looking towards a change in focus for the College. Also, in the presentation you stated that the college had an 87% success rate, what did this mean? Ms Morgan replied that it meant that of the 93% retention rate, 87% were retained and had achieved their programme. They have now reviewed and developed strategic aims for the college. Two of these aims were focused around continuing to improve the quality of teaching and learning within the organisation.

Councillor Wixley noted that some years ago the relationship between the College and local residents was poor. In recent years the College had made strenuous efforts, including a zero tolerance approach towards bad behaviour, in order to improve relations and significant progress had been made but there were still some lingering tensions which will take time to be resolved. Do you have any initiatives in mind to further break down barriers and continue to improve relations with residents? Ms Morgan noted that they were always working on this and continued to engage with the community. They are on the Duke of Edinburgh Award scheme and are involved in local projects and local youth groups such as E15.

Councillor Angold-Stephens asked if Ms Morgan could enlarge on the problem of the library. When the College was re-developed there was, it was thought, a good initiative to bring gown and town more together by locating the library in the College. Unfortunately this had not worked and it has proved difficult to get local people to step over the College threshold in order to enter the library even though it was more welcoming than its previous incarnation and they can even use the café if they wished! There are thought to be a number of reasons, including elderly people (who are likely to be amongst the biggest users) not feeling comfortable in the presence of younger, more boisterous people but also poor signage. Many local people do not seem to be aware that the library exists and that they would be welcome to enter without going through security. Although this was not a College responsibility, did you have any ideas on how this can be improved? Ms Morgan noted that the library

now has its own entrance and there was also an opportunity to move the library to the other end of the restaurant to give it its own entrance and also to use the Student Ambassadors to go out into the community to promote the use of the facilities.

Councillor Surtees commented that local social interaction was important in Loughton, but could she also engage with the local communities beyond Loughton. Ms Morgan agreed with the sentiment and added that part of their courses was to do voluntary work around the district and they were definitely encouraging that.

Councillor Girling noted that the upper site of the college was being developed and residents had reported some problems in the past about anti-social behaviour in the evenings; how had this been addressed? Ms Morgan agreed that the site had been vandalised and that they now have security guards that patrol the site. This area will form part of their upcoming accommodation strategy.

Councillor Wixley wanted to know what the college's current financial position was. Ms Morgan replied that they were not in deficit but it was challenging as funding had been reduced by about £600,000 over the year. They needed to grow and develop and look to the provision of part time courses and other new ways of providing their services.

Councillor Murray commented that had put paid to the much lauded governments policy to protect the education budget. He had an idea that could help the college in that residential development brought in money and that the district was desperate for 2 and 3 bedroom accommodation.

Councillor Sartin commented that it was pleasing to note that we now have a student from the college sitting on our Youth Council as an independent. We are looking forward to the 6th form consortium that may be part of future elections. Ms Morgan said she looked forward to that.

Councillor Surtees asked if she could say something about how multi-faith issues were dealt with within the college and also would she welcome a liaison between a multi-faith forum, this council and the students, with the aim of publicising the forum and getting people together, especially young people. Ms Morgan agreed they would like to do that and they did, through their 'enrichment team' work with multi-faith groups and anything we can do to grow that work and encourage joint partnership working.

Councillor Bassett made a personal statement on the work done by the food task force. He found it quite informative when the college worked with us to identify job opportunities and create the jobs and also working on creating the NVQ that went with it. Also they worked with the local employers and the schools and the Department of Works and Pensions and helped them work with young people and hopefully produce some 300 jobs over the next couple of years within the food industry. I would like to thank the college for the work they had done on this.

Ms Morgan said it was just one example of how the college wants to change and broaden what it offers. We want to work with local industry and the local task force groups and with the Lea Valley growers to develop career opportunities for the young people.

Councillor Mitchell wanted to know what the college's induction courses were for new pupils. Ms Morgan replied that they have an officer who went out to talk to schools and arrange try out days on Saturdays for pupils to try out the college facilities.

Councillor Breare-Hall noted that the quality of the college was paramount to the governing body. They also wished to see the college developing at the heart of the local community and were very aware of local feelings particularly about Luctons fields and we will consult about this.

The Chairman thanked Ms Morgan for her excellent presentation and for answering all the questions put to her.

6. REVIEW OF CABINET FORWARD PLAN

In the absence of the Leader, the Deputy Leader, Councillor Stavrou introduced the Cabinet's Forward Plan and Key Objectives for the coming year.

She noted that the Cabinet took an interest in the work of the Overview and Scrutiny Committee and appreciated the important role scrutiny played in providing checks and balances to the Executive. Last year the Overview and Scrutiny Committee had agreed that the Leader would attend to provide details of the Cabinet's work programme and Key Objectives for 2014/15 to advise the Committee of their future work and identify mutual areas of interest where the O&S Committee could assist the Cabinet in undertaking bespoke pieces of review.

It was noted that attached to the agenda was the Cabinet's Key Objectives for 2014/15. They are presented under a number of broad themes and these constitute the priorities of the Cabinet over the next municipal year. Progress against last year's key objectives was reported elsewhere in the agenda. It was noted that a number of items are an extension of last year's programme. Also attached is the Cabinet's work programme listing all the Key Decisions that they would be making over the next four months in order to deliver their Key Objectives.

She noted that the local plan was probably the most significant document that the Council would produce for many years. It would determine the future character of our District and help us deliver benefits to our residents in terms of homes and employment. All key decisions in relation to the Local Plan will be taken by the Cabinet, but they wish to be as consultative in their approach as possible. She noted that the Scrutiny Panel on Planning was responsible for scrutinising the Local Plan and this was an area where she hoped the Cabinet and Scrutiny could work together.

Councillor Stavrou highlighted that the Council was keen to embark on a Council House-building Programme and the Housing Portfolio Holder had established a Cabinet Committee to advise him. With tenders being received for the first phase this was an exciting initiative for the Council.

The Council had also embarked on the development of a new Leisure and Cultural Strategy, which would not only clarify the role that the Council would play in future provision, but also determine the best way to procure the new Leisure Management Contract. A draft report would be going to this Committee in September and she would welcome the Committee's input into its conclusions.

The performance of the KPI's was now being considered by the individual Scrutiny Panels and she would welcome any feedback about how this worked in practice.

Finally she noted that the Cabinet would like the assistance of Overview and Scrutiny. The Council operated a Grant Aid Scheme to support the valuable work of the voluntary sector. To date they had managed to protect the level of funding; however as financial pressure built, it was important that the most was gained from the council's resources. Councillor Kane the new Leisure and Communities Portfolio

Holder would like scrutiny to undertake a review of the Grant Aid policies and procedures and asked that Overview and Scrutiny undertake this work on the Cabinet's behalf, by possibly establishing a Task and Finish Panel.

She would be happy to answer any questions from the Committee.

Councillor Watts commented that the table for Key objectives for 2014/15 shown on page 23 of the agenda had a column entitled "Targets/How Measured". A lot of these were not targets or were measurable, but were deliverables. Such as the 'Community Engagements' section which indicated that the programme of community focussed consultation would be delivered by 31 March 2015. But this was not a target. It should focus on what outcomes we were trying to achieve and what outcomes we could measure. This also applied to the Local Plan section and the outcome of local plans. Successful outcomes would be something not challenged by the inspector.

The Director of Neighbourhoods noted his concerns that he would like to make the targets smarter; we could ask management board to look at this. The Chief Executive was happy to do this and work with any suggestions for improvements, although we did need to know we were successful in delivering our objectives.

Councillor Murray thanked Councillor Stavrou for her presentation and was happy to endorse the way the Council House-building programme was to be progressed. Also if a review of Community Grant Aid was to be had I would endorse a one off Task and Finish Panel to do this. He was also glad to see the item on the refurbishment of the 'Charlie Moules Footbridge' in the Roding Valley Recreational Area, as this was important to local residents.

Councillor Murray noted that listed under 'Community Engagement' was the stated aim of safeguarding frontline services. What was under threat? Safeguarding front line services should be a given.

Also one of the objectives was to have the lowest Council Tax in Essex; I'm sure we were all in favour of this but, I'm not sure you can agree to just having the lowest Council Tax, especially if this threatens our front line services. Can you comment on this and also on your stated aims of providing a more commercial approach service delivery?

Councillor Stavrou replied that the front line services were important to us and so we kept it in the forefront of our policies, which is why we keep mentioning it. A low Council Tax was not a bad aspiration; there was nothing wrong with wanting this. We need targets to aim for. As for a more commercial approach to service delivery I'll ask an officer to comment.

The Chief Executive, Glen Chipp, noted that they were safeguarding the front line services and reorganising officers. By doing this they had saved about £1million last year and had saved the front line services. As for a commercial approach, a lot of councils were in the same position. Central Government grants will continue to reduced and so we would need to find alternatives for this by other means and to look at generating revenue streams from our services.

Councillor Waller noted that the 'Charlie Moules Footbridge' fell within the remit of Country Care. Complications held up repairs for over a year. Loughton Town Council had been involved in this and has also held up repairs. Councillor Breare-Hall will be bringing a report on this to Cabinet in October.

Councillor Angold-Stephens commented that it was a bland statement to have the lowest Council Tax in Essex and was fairly meaningless. It was better to say the lowest Council Tax in Essex while maintaining a high level of services, or were we just after low Council Taxes. Councillor Philip said this is a measure of what we should achieve; it was an admirable aim, to do as much as we can with what we have.

Councillor Chambers welcomed the Cabinet's Forward Plan and in particular the suggestion that we look at Grant Aid procedures.

Councillor Wixley asked where we were on the league table for Council Tax in Essex. Councillor Stavrou said we were the second lowest.

Councillor Surtees noted that the issue of low Council Tax was important as it affected all residents. It was important that we have an understanding that it affects everybody. We should recognise that in parts of our district we have significant areas of poverty. I would like to see a low Council Tax, but high enough to look after our residents.

Councillor Sartin proposed that a Task and Finish Panel be set up to look at Grant Aid policies and procedures. This was agreed by the Committee. A PICK form was to be submitted.

RESOLVED:

That at their next meeting a Task and Finish Panel be set up to review the Council's Grant Aid policies and procedures.

7. CORPORATE PLAN KEY OBJECTIVES 2013/14 - OUTTURN

Councillor Stavrou introduced the report setting out the year end outturn of the Corporate Plan Key Objectives for 2013/14. A range of key objectives for 2013/14 was adopted by the Cabinet in March 2013; progress in relation to individual actions and deliverables are reviewed on a quarterly basis. Performance for the first nine months of the year was considered by this Committee at its meeting on 25 February 2014.

At the end of the year, 23 (42.6%) of the individual deliverables or actions supporting the key objectives had either been completed or achieved. Some 20 (37.0%) deliverables or actions were not completed by year-end. A further 11 (20.3%) deliverables or actions were on-hold at year end, as a result of external circumstances.

It was noted that this report was considered by the Cabinet on 23 June 2014. The committee then considered the outturn of each objective as set out.

Councillor Murray noted that the new Tenant Scrutiny Panel had just completed its first service review.

Councillor Watts noted that the Development of Council's Economic Development Strategy status was said to be 'behind schedule'. Did this imply they would not complete this task? Councillor Grigg replied that the target date was now September 2014. They had employed consultants to look at this. Councillor Watts asked if it was therefore under control. Councillor Philip noted that this was an historical document and at that time it was behind schedule, but now it was under control.

RESOLVED:

That the end of year position in relation to the achievement of the Council's Key Objectives for 2013/14 be noted.

8. APPOINTMENT OF MEMBERSHIP TO SCRUTINY PANELS

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

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

RESOLVED:

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

9. APPOINTMENT OF OVERVIEW AND SCRUTINY TASK AND FINISH PANEL

The Committee considered the membership of an Overview and Scrutiny Task and Finish Panel to review the future structure of the Scrutiny Panels. They agreed that it should mirror the previous Overview and Scrutiny Review Task and Finish Panel in terms of membership.

RESOLVED:

That the membership of the Overview and Scrutiny Task and Finish Panel reviewing the future structure of the Scrutiny Panels be:

K Angold-Stephens (Chairman) LRA;
R Gadsby (Con);
A Grigg (Con);
M Sartin (Con);
D Stallan (Con); and
J H Whitehouse (Lib Dem).

10. OVERVIEW AND SCRUTINY ANNUAL REPORT 2013/14

The Committee received the amended annual Overview and Scrutiny Report for 2013/14 incorporating comments made at their meeting of 1 April 2014.

Councillor Murray thought it was a very good report and wanted to give his thanks to the Scrutiny Housing Panel members and officers, and his special thanks to his vice-Chairman. He thought that the case study was a particularly good example of scrutiny work carried out by the Housing Standing Panel.

RESOLVED:

That the Annual Overview and Scrutiny Report for 2013/14 be agreed and submitted to the Full Council at its meeting on 29 July 2014.

11. WORK PROGRAMME MONITORING

a) Work Programme

The Committee considered their work programme for the coming year. They noted that in order to submit a request for new work, members would need to submit a PICK form. Publicity was also being put in place to enable members of the public to submit a simplified form on our website. Officers will also be going to a Local Councils Liaison Meeting to ask them if they had any suggestions for scrutiny to consider.

They noted that the Standing Panels would be agreeing their work programmes at their first meetings.

b) Reserve Programme

It was noted that a PICK form may be submitted asking O&S to look at the operation of the Planning Committee and its sub-committees.

CHAIRMAN

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Scrutiny Panel Nominations for 2014/15

Constitution and Member Services Scrutiny Panel

Chairman: M Sartin

Vice Chairman: A Watts

Conservative Group (7): M Sartin / A Watts / J Philip / D Stallan / G Waller / M McEwen / J Lea

Liberal Democrats Group (1): J H Whitehouse

LRA Group (2): Caroline Pond / S Weston

Other Nominations (1):

Finance and Performance Management Scrutiny Panel

Chairman: T Church

Vice Chairman: A Mitchell

Conservative Group (7): T Church / A Mitchell / E Webster / J Knapman / G Mohindra / S Watson / H Ulkun

Liberal Democrats Group (1): J M Whitehouse

LRA Group (2): K Angold-Stephens / H Mann

Other Nominations (1): D Dorrell

Housing Scrutiny Panel

Chairman: S Murray

Vice Chairman: G Shiell

Conservative Group (7): G Shiell / S Jones / J Lea / H Ulkun / B Rolfe / R Gadsby / K Chana

Liberal Democrats Group (1): J H Whitehouse

LRA Group (2): T Thomas / C Roberts

Other Nominations (1): S Murray

Safer Cleaner Greener Scrutiny Panel

Chairman: J Lea

Vice Chairman: H Brady

Conservative Group (7): J Lea / H Brady / Y Knight / E Webster / M Sartin / R Gadsby / K Chana

Liberal Democrats Group (1): B Surtees

LRA Group (2): R Jennings / L Mead

Other Nominations (1): S Neville

Planning Services Scrutiny Panel

Chairman: G Chambers

Vice Chairman: Y Knight

Conservative Group (7): G Chambers / Y Knight / M McEwen / B Sandler / A Watts / G Shiell / S Watson

Liberal Democrats Group (1): B Surtees

LRA Group (2): H Kaufman / D Wixley

Other Nominations (1): D Dorrell

Report to Overview and Scrutiny Committee

Date of meeting: 16 September 2014



Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Objectives 2014/15 – Quarter 1 Progress

Responsible Officer: S. Tautz (01992 564180)

Democratic Services Officer: A. Hendry (01992 564246)

Recommendations/Decisions Required:

That the Committee review progress in relation to the achievement of the key objectives for 2014/15, for the first quarter of the year.

Executive Summary:

1. The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the four-year period from 2011/12 to 2014/15, with strategic themes reflecting those of the Community Strategy for the district. Updates to the Corporate Plan are published annually, to reflect the key objectives for each year of the plan period and progress against the achievement of objectives for previous years.
2. The annual identification of key objectives provides an opportunity for the Council to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered during the year. The key objectives are intended to provide a clear statement of the Council's overall intentions for each year, and are supported by a range of actions and deliverables designed to achieve specific outcomes.
3. A range of key objectives for 2014/15 was adopted by the Cabinet in April 2014. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

4. It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents three-month (1 April to 30 June 2014) progress against the key objectives for 2014/15.

Other Options for Action:

5. No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives and to consider corrective action where necessary, could have negative implications for the Council's reputation and judgements made about its progress, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

6. The Corporate Plan for 2011/12 to 2014/15 translates the vision for the district set out by the Community Strategy, into the Council's strategic direction, priorities and the most important outcomes that it wants to achieve. The Corporate Plan helps to prioritise resources to provide quality services and value for money.
7. The key objectives adopted for each year of the Corporate Plan represent the Council's high-level initiatives and over-arching goals for the year. The objectives are not intended to reflect everything that the Council does, but instead focus on national priorities set by the Government and local challenges arising from the social, economic and environmental context of the district.
8. The key objectives for 2014/15 were adopted by the Cabinet at its meeting on 7 April 2014. The achievement of the objectives is supported by a range of individual deliverables and actions, with target dates spread throughout the year (and beyond in some instances). Some of the deliverables can only be achieved incrementally or are dependent upon the completion of other actions, and are intended to be fluid to reflect changes in priorities and other influencing factors.
9. Progress against the key objectives was an area of focus in former corporate inspection processes, in order to assess the Council's success in improving the services that it delivers, and to identify and reflect plans to secure improvement. Whilst such external assessment processes have generally ceased, it remains important to review progress against the key objectives, and to take appropriate corrective action where necessary in areas of slippage or under-performance. Progress towards the achievement of individual deliverables and actions is therefore reviewed on a quarterly basis, in order to ensure the timely identification and implementation of appropriate corrective action.
10. A schedule detailing three-month progress against the individual deliverables and actions designed to support the achievement of each of the key objectives, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the current cumulative position for each individual deliverable or action:

Achieved (Green) - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

On-Target (Green) - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

Under Control (Amber) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

Behind Schedule (Red) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

Pending (Grey) - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

11. At the end of the first quarter of the year, 37 (68%) of the individual deliverables or actions supporting the key objectives had either been completed or achieved, or are anticipated to be completed/achieved in accordance with in-year targets. Some 6 (11%) deliverables or actions are anticipated to be completed/achieved in accordance with revised targets and 8 (15%) may not be completed or achieved by year-end. A further 3 (5.5%) are currently on-hold as a result of external factors.
12. The Cabinet is requested to review current progress against the key objectives for 2014/15. This report will also be considered by the Overview and Scrutiny Committee on 16 September 2014.

Corporate Plan 2015/16-2018/19

13. The current Corporate Plan comes to an end in March 2015. Management Board has agreed that an externally facilitated session be held with Cabinet members in the near future to develop a new iteration of the Plan for the next four years, with a view to a new Corporate Plan being agreed by the Council in February 2015. The Chief Executive will be leading on this approach..

Resource Implications:

Resource requirements for actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Consultation Undertaken:

Progress against actions to achieve specific key objectives for 2013/14 as set out in this report, has been submitted by each responsible service director. Current progress in respect of each of the key objectives for 2014/15 has been reviewed by Management Board (20 August 2014) and will be considered by the Overview and Scrutiny Committee on 16 September 2014.

Background Papers:

Three-month progress submissions for the key objectives for 2014/15 and relevant supporting documentation held by responsible service directors/chief officers.

Impact Assessments:

Risk Management

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Equality:

There are no equality issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2013/14 will have been identified by the responsible service director/chief officer.

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KEY OBJECTIVES 2014/15 – QUARTER 1 PROGRESS

1. Proactively promote the policies and reputation of the Council internally and externally

Action	Lead Director	Target Date	Status	Progress
(a) - Communicate information about the waste contract	Director of Neighbourhoods	Not specified	On Target	(Q1 2014/15) - The Council appointed its new Contractor, Biffa, in May 2014 who is in their mobilisation phase with handover planned first week in November. The new Contractor and the Council will be developing a communication plan to inform the public of the planned 4 day collection arrangements due to start in April 2015.
(b) - Communicate information about the Local Plan	Director of Neighbourhoods	Not specified	On Target	(Q1 2014/15) - The Local Development Scheme published in July 2013 is due to be updated and published in July 2014.
(c) - Communicate information regarding welfare reforms	Director of Resources	Not specified	On Target	(Q1 2014/15) - There have been no significant announcements to publicise in the first quarter of 2014/15.

2. Engage with communities to put them at the centre of the Council's policy development and service design

Action	Lead Director	Target Date	Status	Progress
(a) - Development programme for areas with identified health inequalities	Director of Communities	Tue-31-Mar-15	On Target	(Q1 2014/15) Community Services have undertaken a wide range of work to address community engagement in Super Output Areas during the first quarter. This has included consultation with user groups of all ages and abilities and delivery of a significant number of community wellbeing initiatives in the Limes Farm (Chigwell), Waltham Abbey, Shelley, and Oakwood Hill and Willingale Road (Loughton) areas.
(b) - (i) Undertaking a consultation exercise on gypsy & traveller site licences	Director of Communities	Thu-31-Jul-14	On Target	(Q1 2014/15) The Housing Portfolio Holder agreed draft site licence conditions in June 2014 (based on the previously-agreed conditions for permanent residential sites) for consultation. The consultation exercise is in progress and a report will be considered by the Cabinet in September 2014 on the proposed final version of the Conditions, following which new site licences will be issued.
(b) - (ii) Introduction of gypsy & traveller site licences and licence conditions	Director of Communities	Sun-31-May-15	On Target	(Q1 2014/15) See 2(b)(i) above.

(c) - (i) Undertaking a consultation exercise on proposed car park tariffs	Director of Neighbourhoods	Fri-31-Oct-14	On Target	(Q1 2014/15) The off-street parking survey has commenced and is due to finish at the end of July 2014. The survey has been targeted to obtain the views of shoppers, local businesses, residents and commuters. Results to be available to inform a Cabinet decision around tariffs planned for October 2014.
(c) - (ii) Adoption of off-street car parking strategy and parking tariffs by 31 March 2015	Director of Neighbourhoods	Tue-31-Mar-15	On Target	(Q1 2014/15) Consultation work on tariff review commenced.

3. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the district

Action	Lead Director	Target Date	Status	Progress
(a) (i) - Publication of Local Plan Preferred Options Consultation	Director of Neighbourhoods	Fri-31-Oct-14	Behind Schedule	(Q1 2014/15) The proposed new Local Development Scheme subject to agreement in July 2014 predicts that the revised date for the preferred options consultation will take place from mid-May 2015.
(a) (ii) - Publication of Local Plan	Director of Neighbourhoods	Wed-30-Sep-15	On Target	(Q1 2014/15) Following the preferred options consultation, the new draft Local Plan should be published in the autumn of 2015.

4. Promote cultural change to breakdown silo working, and implement new, flexible ways of working

Action	Lead Director	Target Date	Status	Progress
(a) - Develop overarching Organisational Development Plan	Chief Executive	Wed-31-Dec-14	On Target	Completion of Organisational Development Plan dependent on achievement of related actions. Completion scheduled for end of third quarter.
(b) - (i) Agreement of Phase 2 organisational structure	All Directors	Tue-30-Sep-14	Behind Schedule	(Q1 2014/15) Phase II reviews in progress and being conducted by each Assistant Director, although unlikely to have all been agreed by the end of September 2014. Restructure of ICT and Forward Planning completed, but outcome of the Debt Working Party awaited to inform resource requirements for review of Legal Services.
(b) - (ii) Implementation of Phase 2 organisational structure	All Directors	Tue-31-Mar-15	Behind Schedule	(Q1 2014/15) See 4(b)(i) above.

(c) - (i) Development of action plan to embed values & behaviours	Chief Executive	Mon-31-Mar-14		On Target	(Q1 2014/15) Draft designs for poster campaigns considered by Leadership Team. Roll-out anticipated in September 2014.
(c) - (ii) Assessment of performance against values & behaviours	Director of Resources	Wed-31-Dec-14		On Target	(Q1 2014/15) Human Resources are completing the analysis of the initial trial and this will be used to inform the rollout later in the year.
(d) - (i) Adoption of customer centric approach to service delivery	Chief Executive	Tue-30-Sep-14		On Target	(Q1 2014/15) Potential service areas for pilot study considered by Leadership Team. Possible external partners for the development of a service review methodology to be investigated.
(d) - (ii) Generation of increased revenue by traded services	Chief Executive	Tue-31-Mar-15		On Target	Parking review underway and report anticipated in October 2014. Presentation by East of England Local Government Association on commercialisation of local authority services to be made to Leadership Team in September 2014. Proposals for the commercialisation of the Council's MOT and vehicle servicing facilities via a controlled company able to generate profit, being investigated. Trade waste service to be provided as part of new Waste Management Contract.
(e) - Review of outsourced Out Of Hours Call Handling Service	Director of Communities	Sun-31-May-15		Achieved	(Q1 2014/15) The new call handling service operated by Mears was successfully introduced in April 2014. Some teething problems have been identified which are being resolved and a formal review of the new arrangements will be undertaken later in the year.
(f) - (i) Investigation of options for flexible working	Chief Executive	Tue-30-Sep-14		On Target	ICT capability has been identified to enable flexible working opportunities and a bid for capital funding is to be made as part of budget process for 2015/16. The trialling of a number of options has taken place and appropriate service areas to pilot flexible working approaches are to be identified.
(f) - (ii) Adoption of flexible working strategies	Chief Executive	Tue-31-Mar-15		On Target	(Q1 2014/15) See 4(f)(i) above.
(g) - Implementation of National Land & Property Gazetteer	Director of Resources	Thu-31-Jul-14		Achieved	(Q1 2014/15) - All major issues have been resolved but work is continuing to eliminate some duplicate references.
(h) - (i) Review of Allocation Scheme and Tenancy Policy	Director of Communities	Tue-30-Dec-14		On Target	(Q1 2014/15) Officers have identified a number of proposed changes to both the Housing Allocations Scheme and Tenancy Policy, following the introduction of the new Schemes in September 2013. Following informal discussion with Cabinet Members, the Housing Portfolio Holder will make a Portfolio Holder Decision on proposed changes in principle, which will be considered in detail by the Housing Scrutiny Panel in October 2014.
(h) - (ii) Implementation of any changes required to Tenancy Policy	Director of Communities	Tue-31-Mar-15		On Target	(Q1 2014/15) Following consideration of the proposed changes to the Housing Allocations Scheme and the Tenancy Policy by the Housing Scrutiny Panel in October 2014, and the subsequent required statutory consultation process, Cabinet will be asked to agree the proposed changes in January 2015, for implementation from 1st April 2015.

(i) - Implementation of Child and Adult Safeguarding Policy	Director of Communities	Tue-31-Mar-15	Achieved	(Q1 2014/15) Following the appointment to the new posts of Safeguarding Officer and Safeguarding Administration Assistant, good progress is being made with delivering the identified actions within the action plan, produced following the safeguarding audit in 2013, in accordance with the Council's Child and Adult Safeguarding Policy. A full training programme commenced in April 2014 which has been provided to 80 staff and 25 Members. Work has commenced on a full review of the Council's Safeguarding Policy.
(j) - Determination of the Council's Housing Strategy for 2013-2016	Director of Communities	Wed-31-Dec-14	Behind Schedule	(Q1 2014/15) The Housing Portfolio Holder has previously agreed that the new Housing Strategy should be deferred until the production of the Preferred Options for the Local Plan, due to the inter-relationship between the two documents and the significant influence that the Local Plan will have on the Housing Strategy. Due to the extension of the timescale for production of the Preferred Options for the Local Plan being extended, the production of the new Housing Strategy has been similarly delayed.
(k) - Development of Council's Economic Development Strategy	Director of Governance	Tue-30-Sep-14	Behind Schedule	(Q1 2014/15) Progress in formulating a draft Economic Development Strategy has continued alongside work on economic development activities. The Waltham Abbey Town Centre Economic Development Plan has been presented to the Asset Management & Economic Development Cabinet Committee and further geographic and thematic plans are being formulated. However the target timescale for the development of the Council's Economic Development is unrealistic in light of current staffing resources available.
(l) - Development of Council's Waste Strategy	Director of Neighbourhoods	Tue-31-Mar-15	Under Control	(Q1 2014/15) - The Council's new Waste Strategy will be influenced by the work that is currently underway with respect to the review of the Inter Authority Agreement at a County level. This may lead to some slippage.
(m) - Development of Council's Leisure, Culture and Community Strategy	Director of Communities Director of Neighbourhoods	Thu-31-Jul-14	Behind Schedule	(Q1 2014/15) - Draft Strategy due to be considered by Portfolio Holder Advisory Group in September 2014, with final adoption by Cabinet in November 2014.
(n) - Development of Council's Operational Property Strategy	Chief Executive	Tue-30-Sep-14	On Target	Recent improvements in the Council's wireless capability will facilitate the development of the Operational Property Strategy. A review of potential partners to carry out a workspace review is to be undertaken.

5. Deliver key priorities within budget

Action	Lead Director	Target Date	Status	Progress
(a) (i) - Achievement of target for all KPIs	All Directors	Tue-31-Mar-15	Under Control	(Q1 2014/15) At the end of the first quarter of the year, 61% of the key performance indicators for 2014/15 had achieved target performance.
(a) (ii) - Achievement of specified deliverables for key objectives	All Directors	Tue-31-Mar-15	On Target	(Q1 2014/15) At the end of the first quarter of the year, 68% of the individual deliverables or actions supporting the key objectives for 2014/15 had either already been achieved or were anticipated to be completed in accordance with in-year targets.
(b) - Consumption of resources within budget	Director of Resources	Tue-31-Mar-15	On Target	(Q1 2014/15) It is very early in the year to make predictions about the outturn. At this time there are no reasons to believe that overall expenditure will not be contained within the budget.
(c) - Setting low District Council Tax & maintaining services	Director of Resources	Tue-31-Mar-15	On Target	(Q1 2014/15) The current Medium-Term Financial Strategy assumes that Members will continue with their policy of freezing the Council Tax.
(d) - (i) Review of sample processes	Chief Executive	Tue-30-Sep-14	On Target	Appropriate sample processes for review to be identified in the second quarter of the year.
(d) - (ii) Realignment of key performance indicator set	Chief Executive	Tue-30-Sep-14	On Target	Realignment of indicator set to be considered in the second quarter of the year.

6. Prepare for changes arising from the transfer of public health responsibilities

Action	Lead Director	Target Date	Status	Progress
(a) - Provision of services to meet health and wellbeing needs	Director of Neighbourhoods	Thu-31-Jul-14	Behind Schedule	(Q1 2014/15) Draft Health and Wellbeing Strategy prepared and due to be finally considered by West Essex Health and Wellbeing Committee in October 2014, with adoption by the respective partner authorities in November 2014.

7. Maximise the potential of the Council's key development sites

Action	Lead Director	Target Date	Status	Progress
(a) - (i) Completion of a development agreement with the owner of the T11 site	Director of Governance	Tue-31-Mar-15	Under Control	(Q1 2014/15) Negotiations between the Council and Polofind Ltd, and respective specialist legal and tax advisers in respect of the Langston Road (Epping Forest Shopping Park) site, has led to a proposal for the optimum way of owning and managing the new shopping park. This will be reported to the Cabinet in October 2014. Marketing of the site to secure anchor tenants of quality is underway. Confidential oral updates of such commercially sensitive information will be given when available.
(a) - (ii) Facilitation of a detailed planning application for the T11 site	Director of Governance	Not specified	Under Control	(Q1 2014/15) See 7(a)(i) above.
(a) - (iii) Commencement of development at the T11 site	Director of Governance	Thu-31-Mar-16	Under Control	(Q1 2014/15) See 7(a)(i) above.
(b) - Preparation of development brief for North Weald Airfield	Director of Neighbourhoods	Tue-31-Mar-15	On Target	(Q1 2014/15) The North Weald Bassett masterplanning exercise is due for completion and consideration by Members, for incorporation into the Local Plan evidence base, in October 2014.
(c) - Development of plans for the disposal of all or part of the St. Johns Road site	Director of Governance	Not specified	Under Control	(Q1 2014/15) Heads of Terms for mixed use development have been agreed by the Council, not objected to by Epping Town Council and are being considered by Essex County Council. Relocation of the Housing Depot is a pre-requisite to the development. Potential sites are subject to the outcome of Member decisions on related sites.
(d) - Disposal of the Nursery Service from the Pyrles Lane site	Director of Governance	Wed-30-Sep-15	Pending	(Q1 2014/15) Work has continued with a view to the submission of a planning application in October 2014.
(e) - (i) Detailed planning application for depot provision	Director of Governance	Sun-30-Jun-13	Behind Schedule	(Q1 2014/15) The planning application has been referred to the District Development Control Committee and an outcome is awaited (NB. Application agreed at 13 August 2014 meeting). A Member decision in relation to the Fleet Operations relocation/future requirements will be taken into consideration in the design and development of the site.
(e) - (ii) Detailed design & development of the Oakwood Hill	Director of Governance	Thu-30-Oct-14	Pending	(Q1 2014/15) See 7(e)(i) above.
(e) - (iii) Commencement of Oakwood Hill development	Director of Governance	Tue-31-Mar-15	Pending	(Q1 2014/15) See 7(e)(i) above.

(f) - (i) Start on site Phase 1 housebuilding programme	Director of Communities	Sun-31-Aug-14		On Target	(Q1 2014/15) Tenders have been sought from five contractors from the East Thames Contractors Framework or from contractors registered on Constructionline in May 2014. These have been evaluated by the Council's Development Agent and the Council Housebuilding Cabinet Committee will appoint the contractor in August 2014. Since it is a Design and Build Contract, the appointed Contractor will require a 3-month lead-in for design and mobilisation. Start on site will be around November 2014
(f) - (ii) Obtain investment partner status for HCA funding	Director of Communities	Wed-31-Dec-14		On Target	(Q1 2014/15) The Council learnt in July 2014 that its bid for Affordable Housing Grant was approved by the Homes & Communities Agency (HCA) and the next stage is to achieve Development Partner Status. Once details on how to achieve Investment Partner Status are available, East Thames will prepare and submit an application on behalf of the Council.
(f) - (iii) Start on site at Phase 2 housebuilding programme	Director of Communities	Tue-31-Mar-15		On Target	(Q1 2014/15) Following detailed consideration of three feasibility studies and consultation with ward members, the Council Housebuilding Cabinet Committee has agreed to seek the development of 56 affordable rented homes at the Burton Road, Loughton as Phase 2 of the house-building Programme. Following consultation by Pellings, the architects appointed by the Council's Development Agent, some changes to proposed layouts have had to be made to incorporate planning officers' comments in relation to overlooking issues. This has resulted in a slight reduction from 56 to 52 new homes. The planning application for Phase 2 is due to be submitted by the end of August 2014. Assuming planning approval is granted, Phase 2 will commence on site around May 2015.
Phase 2 P2 - Conversion of difficult-to-let bedsits into self-contained flats	Director of Communities	Thu-30-Apr-15		On Target	(Q1 2014/15) In July 2014 the Housing Portfolio Holder agreed the appointment of PA Finley Ltd to undertake the design and build contract for the conversion of 20 bedsits at Marden Close and the ground floor of Faversham Hall into 12 self-contained 1-bed flats. The contract is currently being drawn up and a date of possession is estimated to be around the beginning of September 2014 after the detailed design has been completed by the Contractor. Completion is estimated to be 12-months later around September 2015.
(h) - Extension and refurbishment of Epping Forest District Museum	Director of Communities	Thu-30-Apr-15		On Target	(Q1 2014/15) Following a long period of time to agree the terms of the lease for the first floor over the library with Essex County Council, the lease was signed in June 2014. This enabled the opening up works to commence and in turn allow the architects and engineers to commence with the detailed design in consultation with the Listed Building Officer at ECC. In the meantime, the Pre-qualification Questionnaire has been issued to a long list of contractors with a view to agreeing a short list for inclusion on a tender list. Tenders are due to be issued and returned by October 2014 with works due to start on site around December 2014 and completing around June 2015. This will be followed by a short period of around 12-weeks for fitting out the Museum before reopening in September 2015.

(i) - Undertake Environmental Estate Improvement Scheme at Oakwood Hill	Director of Communities	Tue-31-Mar-15		On Target	(Q1 2014/15) The Cabinet has allocated £200,000 towards the Environmental Improvement Scheme, which has been match-funded by £200,000 from Essex County Council for footpath and highway works. An Oakwood Hill Environmental Task Force has been formed, chaired by the Housing Portfolio Holder and comprising local residents, which first met in July 2014 and suggested improvements for further consideration including footpath improvements, the creation of a public space, off-street parking, landscaping, CCTV, and cleaned/replaced fascias and soffits. The Council's total budget allocation of £200k for the improvements is spread equally between 2014/15 and 2015/16.
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8. Prepare and plan for the effects of welfare reforms in an effective and co-ordinated way

Action	Lead Director	Target Date		Status	Progress
(a) - Implementation of updated scheme of local support for Council Tax	Director of Resources	Wed-31-Dec-14		On Target	(Q1 2014/15) The Cabinet has agreed the key items to be included in the consultation and the consultation will commence in August 2014.
(b) - Retention of adequate resources to ensure the threat of fraud is effectively managed	Director of Resources	Wed-31-Dec-14		On Target	(Q1 2014/15) The Chief Internal Auditor and the Assistant Director of Resources (Benefits) are working on reports for future consideration by the Cabinet, which will set out the amended structures and resources required for both a Corporate Fraud Unit and the Benefits Service.
(c) - Retention of adequate resources to ensure the benefit function is effectively operated	Director of Resources	Wed-31-Dec-14		On Target	(Q1 2014/15) It remains unclear when Universal Credit will be implemented in the district and the role that this Council will have. At this point staff retention has not become a significant issue.



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(7 August 2014)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

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

Borrowing or lending decisions undertaken under delegated authority by the Director of Resources are not defined as a key decision.

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

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Key Objectives 2014/15

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
4. Promote cultural change to breakdown silo working and implement new flexible ways of working.
5. Deliver key priorities within budget.
6. Prepare for changes arising from the transfer of Public Health responsibilities.
7. Maximise the potential of the Council's key development sites.
8. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

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Cabinet Membership 2014/15

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance
Richard Bassett	Planning Policy
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Governance & Development Management
Alan Lion	Technology & Support Services

Contact Officer

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Democratic Services Officer

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
North Weald Bassett Masterplanning Study	To accept the study into the Evidence Base for the draft Local Plan.	No	8 September 2014	Cabinet		Anna Cronin 01992 564119	
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	8 September 2014	Cabinet		Anna Cronin 01992 564119	Strategic Flood Risk Assessment Stage I
Essex Gypsy, Traveller and Travelling Show People Accommodation Assessment	To accept the study into the Evidence Base for the draft Local Plan	Yes	8 September 2014	Cabinet		Ian White 01992 564066	Planning Policy for Traveller Sites (CLG 2012) Essex GTAA (July 2014)

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Risk Update	Quarterly update of the corporate risk register	Yes	28 July 2014 8 September 2014	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279 01992 564279	
Budget 2015/16	The Budget setting process for 2015/16, including: 1...Financial Issues Paper 2...Fees & Charges 3...Draft Budget Lists 4...Executive Approval 5...Final Approval	Yes	28 July 2014 13 November 2014 19 January 2015 2 February 2015 17 February 2015	Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Cabinet Council		Bob Palmer 01992 564279	
Council Bailiff	Review of the internal Bailiff service	Yes	8 September 2014	Cabinet		Rob Pavey 01992 564211	None
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	13 November 2014 1 December 2014	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
Local Council Tax	Scheme setting process for 2015/15, including:	Yes				Janet Twinn 01992 564215	

Support Scheme	1...Consider amendments;		21 July 2014	Cabinet			
	2...Finalise scheme; and		1 December 2014	Cabinet			
	3...Approve scheme.		16 December 2014	Council			
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 January 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			2 February 2015	Cabinet			

WORK PROGRAMME - 3 SEPTEMBER 2014 TO 31 DECEMBER 2014

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Dry Recycling Sacks	To award the contract for the supply of dry recycling sacks in the interim period and before the commencement of the new waste contract.	Yes	22 August 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Reallocation of Waste Management Budgets	To reallocate budgets within the Waste Management service to carry out necessary changes to the Council's ICT systems to facilitate commencement of the new contract with Biffa.	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	
Staffing Matters in Waste Management	To seek a decision on the continuation of existing temporary staffing arrangements in the Waste Management Team until the new contract with Biffa had bedded down.	No	26 September 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Condition Survey of the River Roding and Bridges in the Roding Valley Recreation Area	Carry out a survey of the River Roding where it flows through Council owned land and assess the need for any repairs.	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Review of Fleet Operations Service	Consideration of operating the in-house Fleet Operations Service as an arms-length management	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	

organisation (ALMO).

WORK PROGRAMME - 3 SEPTEMBER 2014 TO 31 DECEMBER 2014

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Electrical Heating	To approve the tender	Yes	4 July 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	
Charges for Depositing Park Home Site Rules	To agree the charges	Yes	21 July 2014	Cabinet		Lyndsay Swan 01992 564146	
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	21 July 2014	Cabinet		Paul Pledger 01992 564248	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	25 July 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Over Payment of Rents	To agree the arrangements for reimbursing tenants that have overpaid their rent.	No	15 August 2014	Housing Portfolio Holder		Lyndsay Swan 01992 564146	
Phase 1 - Council Housebuilding Programme	To agree the Works tenders	Yes	8 September 2014	Cabinet		Paul Pledger 01992 564248	Tender report
Licence Conditions for Gypsy, Roma and Traveller Sites	To agree the licence conditions following consultation	Yes	8 September 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Housing Development Strategy	To approve an updated Strategy	Yes	8 September 2014	Cabinet		Paul Pledger 01992 564248	
Delegation of Land Drainage Powers from	To enter into an agreement with ECC to accept delegated powers under the Land Drainage Act under	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	

ECC	revised arrangements						
Off Street Parking Programme	To appoint the Council's Off-Street Parking Consultant.	Yes	7 November 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Document
	To agree the future programme.		2 February 2015	Cabinet			
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	2 February 2015 21 April 2015	Cabinet Council		Alan Hall 01992 564004	
Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Housing Improvements and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	8 June 2015	Cabinet		Alan Hall 01992 564004	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
EF Museum Redevelopment & Extension	To agree the award of the building contract	Yes	8 September 2014	Cabinet		Julie Chandler 01992 564214	
3G Astroturf Pitch - Town Mead, Waltham Abbey	Status of income received from joint provision of 3G pitch with WA Town Council.	No	Before 31 October 2014	Leisure & Community Services Portfolio Holder		James Warwick 01992 564350	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Criteria for award of Contract for small Street Furniture Maintenance	Agree award criteria and term of contract for installation and maintenance of small street furniture across the District.	Yes	Before 27 June 2014	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Parking Strategy & New Pay-and-Display Machines	Report outcome of public consultation on parking strategy and seek additional capital allocation for the introduction of any changes required, including new Pay-and-Display parking meters.	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Enveloping Machine	Bid for supplementary capital finance for essential machinery.	Yes	8 September 2014	Cabinet		Paula Maginnis 01992 564536	
ICT Capital Programme	Review of the ICT capital schemes covering current & future years.	Yes	6 October 2014	Cabinet		Bob Palmer 01992 564279	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Signing of Development Agreement for St John's Road, Epping	To sign an agreement for the development of the St John's Road area in Epping	Yes	29 August 2014	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	
Superfast Broadband		Yes	8 September 2014	Cabinet		Chris Pasterfield 01992 564214	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Polling Districts, Places and Stations	To review UK Parliamentary Polling Districts, Places & Stations	No	30 September 2014	Council		Simon Hill 01992 564249	Consultation Responses

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Report to the Overview and Scrutiny Committee

Date of meeting: 16 September 2014



Portfolio Holder: Leader (Local Returning Officer's/
Returning Officer's Report)

Subject: Local Elections – 22 May 2014

Officer Contact for further Information: Simon Hill (01992 56 4249)
Wendy MacLeod (01992 56 4023)

Democratic Services Officer: Mark Jenkins (01992 56 4607)

Recommendation:

To consider this review of the elections held on 22 May 2014

Introduction

1. The following elections were held on 22 May 2014:
 - (a) election of seven members of the European Parliament for the Eastern Region of the UK;
 - (b) 19 District Council wards (returning one councillor for each);
 - (c) one Parish Council by-election for the Parish of Buckhurst Hill West (returning one councillor).

Responsibility

2. Responsibility for the three elections was as follows:
 - (a) European Parliamentary Election – I Willett as Local Returning Officer on behalf of Mr S Packham, Regional Returning Officer (Chelmsford City Council);
 - (b) District Council Elections – I Willett as Returning Officer;
 - (c) Parish Council By-Election – I Willett as Returning Officer.

Statistics

3. Voter turnout at the various elections ranged between 44% in respect of those entitled to vote in the Buckhurst Hill East ward and 28% in respect of the Waltham Abbey Paternoster ward. The turnout for the European Parliamentary Election in the District was 35.58 % compared with a turnout of 35.90% across the whole region.
4. The total number of postal votes issued for the elections was 8309. Only eight packs failed to reach the electors in the post and had to be re-issued. 73% were returned which equates well with previous elections. 24 postal votes were handed in at polling stations. In the Council's post on the days immediately following polling day a total of 20 postal vote packages were received. A few were returned as undelivered because electors had moved or died and the Elections Office had not been notified.

Nomination Process

5. The statutory timescale provided for the receipt of nominations for candidates by not later than 4pm on 24 April 2014. One nomination paper delivered on 24 April, when informally checked by the Elections Office did not have the necessary consent to include a political party logo on the ballot paper and the agent had insufficient time to rectify this error before the submission deadline.
6. It should be noted that the nomination process in respect of the European Parliamentary election was solely the responsibility of the Regional Returning Officer.

Arrangements

7. A Project Plan and a Risk Register for the combined elections were prepared in December 2013 and updated on a regular basis. An Engagement Strategy was prepared for the European Parliamentary election. Meetings were held with the Regional Returning Officer who issued a number of directions to Local Returning Officers regarding the conduct of the European Parliamentary election and count.

Polling Stations

8. 80 established Polling Stations were provided in 64 different buildings. This required the appointment of 72 presiding officers and around 125 poll clerks. Sufficient staff were appointed including standby staff some of whom had to be called upon at short notice.
9. All of the polling stations were opened on time without incident. No issues were raised regarding the layout or access to polling stations. In one building in which two polling stations were situated some electors went to the wrong one as the street lists directing electors could not be seen if a number of electors were queuing for their ballot papers. This was particularly noticeable at Murray Hall, Loughton. Whilst the staff were able to redirect the electors this did lead to some delay and congestion which if repeated next year at the Parliamentary election when the turnout is expected to be higher could present problems. Consideration will be given to improving the ways in which electors can be directed when initially entering such buildings.

Postal Votes

10. The issue of postal votes went reasonably smoothly. At the initial opening session the software and scanners used for checking personal identifiers (signature and date of birth) did not work well and it was necessary to get Xpress (the software providers) to change settings remotely. Once this had been done the sessions went smoothly. There was no evidence of any postal vote fraud although 196 postal votes were rejected for various reasons. Over 60 of these because the pack did not contain a ballot paper or a postal voting statement. Others were rejected because of mismatched signature or date of birth or both. In relation to those rejected due to mismatched signature or date of birth, regulations made under the Electoral Registration and Administration Act 2013 now require the Electoral Registration Officer to inform electors, after a poll, that their postal vote identifiers have been rejected (unless fraud is suspected). This should help electors who submit their postal ballot packs in good faith to avoid their vote being rejected at future elections.

Ballot Papers

11. The proofs of all District Council and Parish Council by-election ballot papers were scrutinised carefully and all ballot papers were printed in the correct format. Due to a misunderstanding, the logo for the LRA Group (the letters LRA) was not reproduced as agreed following the elections in 2013. A proof has now been agreed with the LRA agent before the next election to ensure that the logo is reproduced in the agreed font. In addition a manual check was made of each printed ballot paper prior to election day to ensure that books were printed correctly and that all papers included the official mark. All of the papers were printed by the Council's Reprographics Section which again provided an excellent service bearing in mind the tight timescale for printing.
12. There were no reports from polling stations of printing errors on the papers which suggests that the checks made before polling day were accurate.
13. Due to the size and number of ballot papers required for the European Parliamentary election it was necessary to engage an external printer. This printer produced papers for several of the Essex authorities and no errors were found.

Spoilt Papers

14. The number of ballot papers rejected in respect of the District Council Elections varied between 47 in the Grange Hill ward and one in the Waltham Abbey Paternoster ward. The majority of papers were rejected for being unmarked or wholly void for uncertainty. 185 European Parliamentary election ballot papers were rejected, 181 of which being unmarked or void for uncertainty or voting for more than one candidate.

Verification and Counts

15. Verification and counting of ballot papers took place at Theydon Bois Village Hall on 23 May and 25 May. Although it took some time to verify due to the need to sort and count District Council and the large European Parliamentary election papers the process went smoothly. The District Council elections and the Parish Council by-election counts were completed very quickly.
16. The timing of the European Parliamentary election count on 25 May was dictated by the need to ensure that the results would not be announced until after voting had closed throughout the 28 member states of the European Union. In this District the count commenced at 5.30pm and was completed by 8.30pm. However, staff were required to remain at the count centre until 10pm until authorised to leave by the Regional Returning Officer.
17. In view of the limited car parking available at the Theydon Bois Village Hall arrangements were made with the North Essex Parking Partnership to relax the enforcement of parking restrictions on single yellow lines in the vicinity of the Hall on 23 May for staff, candidates, agents etc. attending the verification/count. All of those expected to attend were reminded of the need to display the notice provided on the dashboard of their vehicle.

Police Liaison

18. Discussions were held with the Police prior the election. Polling Stations received visits during the day. There were no instances requiring immediate Police presence outside of the regular visits. There was also Police support provided at the Count Centre. From a policing prospective the elections gave little cause for concern

although one incident at a polling station which could have justified police presence was ultimately dealt with by polling station staff. Police visits during polling day were well received by Polling Station staff.

Complaints and Queries Received in the Elections Office

19. There were few telephone calls made to the Elections Office on 22 May by electors.

Review of Procedures

20. An evaluation has been undertaken of the processes outlined in the Project Plan and Risk Register.
21. A Project Team comprising the Local Returning Officer/Returning Officer, Deputy Returning Officers, Public Relations and Marketing Officer and the Returning Officer designate met regularly between November 2013 and May 2014 to ensure that the processes were undertaken at the appropriate times.
22. Sufficient resources were allocated to the elections.
23. The levels of staffing for polling stations, verification and counts were adequate. Assumptions made about the level of staff required for the issue and opening of postal votes proved correct as these proceedings were all completed in good time. Directors were helpful in making officers available for all of the processes.
24. Poll cards and ballot papers for the District Council elections and Parish Council by-election were printed internally by the Reprographics Section within the specified timescales. Being in-house it was easy for officers to liaise with the printers and achieve speedy turnaround times for approving drafts etc.
25. Training was provided for presiding officers, poll clerks and senior count staff.
26. Using established polling stations ensured that buildings were suitable.
27. Theydon Bois Village Hall again proved to be a good venue for the verification and counts although consideration will need to be given to an alternative larger venue next year capable of accommodating the Parliamentary Election count.
28. An adequate level of police support was provided. A meeting was held with the Single Point of Contact (SPOC) officer and agreement reached on the level of support.
29. Once the District Council ballot papers had been printed a system was put in place to ensure that they were securely stored and free from interference at all times. Staff checking books of ballot papers ensured that the papers were not left unsupervised at any time.
30. The Council's Public Relations and Marketing Officer supported by the Website Officer ensured that appropriate publicity was made available at all stages with links to the Council's website. Social media was also used to spread the message.
31. Stationery and equipment levels were checked at an early stage and adequate supplies obtained.
32. Nomination forms were informally checked when received and with one exception this enabled agents to correct errors before the close of nominations. Agents were

provided with detailed guidance about the various processes.

33. All of the statutory timescales were met.
34. Throughout the election period the Elections Office was staffed for the handling of queries from electors, agents and candidates.

Lessons Learned

35. Broadly speaking there were no key issues arising at the May 2014 elections. Generally all practices were completed successfully.
36. Further discussions will be held with the software providers to ensure that the settings are set correctly to read signatures and dates of birth on postal vote statements.

Future Elections

37. In May 2015 there will be the Parliamentary election, elections for a third of the District Council seats and parish council elections in approximately half of the parish/town councils. The Parliamentary election count has to be undertaken on the same night as voting closes (ie Thursday). This will necessitate finding an alternative counting centre for that evening as the Theydon Bois Village Hall is not considered large enough for verification of the ballot papers and the Parliamentary election count. Contact will be made with secondary schools which have a large hall. However, a school hall will not be available on the following day for the District Council count and this will probably be held at Theydon Bois Village Hall. Consideration will also need to be given to the timing of parish/town council counts as there may not be sufficient time to complete them on the day following the election.
38. The Faversham Hall will no longer be available for use as a polling station and the Returning Officer will shortly commence a search for a suitable alternative building at Chigwell Row.
39. The Returning Officer will also give consideration to ways of improving how electors can be directed when initially entering buildings housing more than one polling station.
40. A reminder will be given next year to political parties and agents of the importance of proper supervision of poll cards collected from electors at polling stations. At one station a batch of poll cards was left unattended. It will also be stressed again that, in accordance with the protocol agreed with local political parties, tellers should only ask electors for their details or their poll card on the way out of polling stations. There were instances again this year of electors being asked for their details on their way into the polling station.

Members' Views

41. Members at the Constitution and Member Services Scrutiny Panel on 28 July, expressed concern about the potential difficulties regarding the forthcoming May 2015 General, District and Parish elections where verification will take place at the same time. Although it had been acknowledged that more counters will be needed, Members continued to support using Theydon Bois Village Hall as the counting venue. The Panel suggested that more space can be utilised at the hall by using the stage and moving press representatives to another area and proposed providing refreshments for visitors/guests. The Returning Officer agreed to factor these issues into a review on the adequacy of this venue for future elections.

The Returning Officer also agreed to review the implications of using different staff rotas for the polling day and the count. The Panel requested a protocol with all parties to advise on the correct procedure for the disposal of poll cards collected by tellers at polling stations.

Report to Overview and Scrutiny Committee and Council

**Dates of meetings: 16 September
and 30 September 2014**

Portfolio: Leader's

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

Officer contact for further information: S Hill (01992 56 4249)

Committee Secretary: M Jenkins (01992 56 4023)



Recommendations:

That a report be submitted to the Council recommending:

- (a) that, following a review, the proposals for Polling Districts and Polling Places in the Epping Forest District as set out in Appendix 1 to this report and the reasons therefore as set out in Appendix 2 to this report be approved;**
 - (b) that the proposals be published and copies made available for inspection by the public at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;**
 - (c) that the intention of the Electoral Registration Officer to reflect in the revised electoral register to be published on 1 December 2014 any alterations required as a result of the review be noted; and**
 - (d) that the (Acting) Returning Officer when determining the location of Polling Stations for future elections, take account of the comments made about Polling Stations during the consultation period.**
-

Introduction:

1. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. In accordance with the provisions of that Act a compulsory review must be started and completed between 1 October 2013 and 31 January 2015. Subsequent reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

Roles and Responsibilities

2. The statutory responsibility for reviewing Parliamentary polling districts and polling places rests with the District Council for so much of any constituency as is situated within its area. It is therefore necessary for the Council to consider polling districts and polling places in the Epping Forest Parliamentary constituency and those parts of the Brentwood and Ongar and Harlow Parliamentary constituencies which are situated within the Epping Forest District.

3. Where the Council makes any alterations to the polling districts within its area, the Electoral Registration Officer must amend the register of electors accordingly.
4. The (Acting) Returning Officer for each relevant constituency must comment during any review on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

Definition of Terms

5. A polling district is a geographical area created by the sub-division of a UK Parliamentary Constituency for the purposes of a UK Parliamentary election. Each parish should be a separate polling district, unless there are special circumstances, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district.
6. A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from places across the polling district. It has been the practice at this Council to designate the entire polling district as the polling place although the Electoral Commission is of the view that polling places should be defined more specifically, for example, by designating a particular building or area and its environs. As the Council's approach has not been an issue in the past it is proposed that it be continued and this is reflected in the proposals.
7. A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

Scope of Compulsory Reviews

8. Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the district should be taken into account as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

Accessibility

9. As part of a review the Council must seek to ensure (a) that all electors in a constituency in the district have such reasonable facilities for voting as are practicable in the circumstances and (b) that so far as is reasonable and practicable every polling place and polling station is accessible to electors who are disabled.

Review Process

10. Notice of a review together with details of the existing polling districts, polling places and polling stations was given on 24 March 2014. Copies were made available at the Civic Offices and at the libraries at Buckhurst Hill, Loughton, Ongar and Waltham Abbey. Details were also published on the Council's website. District Councillors were consulted via the Council Bulletin. Details were sent to the three local Members of Parliament, Eastern Region members of the European Parliament, Parish and

Town Councils, local County Councillors, local political party agents, the Returning Officers for the three Parliamentary Constituencies covering the District and those with specific experience of assessing access to persons with different disabilities. A press release was issued and social media used to publicise the review.

11. The consultation period ran from 24 March 2014 until 30 May 2014. The consultation stage provides for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage: (a) submissions from the (Acting) Returning Officers of the UK Parliamentary constituencies which on receipt have to be published by the Council so that others can take account of those views and (b) submissions from electors and other interested persons and bodies.

Results of the Consultation Exercise

12. Epping Town Council drew attention to the fact that Homefield Close, Epping is currently split between two polling districts with electors occupying numbers 1-6 in polling district AN voting at the United Reformed Church, Lindsey Street and those occupying 7-19 in polling district AO voting at Epping Hall, St John's Road. This has been the case for many years and surprising has not led to any comments being made by the electors in that road. However, it is more logical for all of the electors in the road to be in the same polling district and it is recommended that house numbers 7-19 be transferred to polling district AN with the result that the polling station for all electors in the road will be the United Reformed Church.
13. The (Acting) Returning Officer for the Epping Forest Constituency highlighted three issues:-
 - (a) He drew attention to the parking difficulties in the vicinity of the Allnutts Institute, Allnutts Road, Epping polling station but said that no suitable alternative location could be found within the polling place. He pointed out that in recent years the Council had funded works at the Institute to make the entrance safer and more user friendly;
 - (b) In relation to the Hastingwood Village Hall polling station, the (Acting) Returning Officer drew attention to the purchase by the Council of a portable ramp to make access easier for wheelchair users; and
 - (c) The third issue on which he drew attention was the outcome of the community governance review which had taken place in 2012 in respect of Matching Green Village. He pointed out that whilst the review had changed the boundaries for parish, district and county council elections there had been no opportunity to change the Parliamentary constituency boundaries. As a result for the Parliamentary election in 2015 some voters in the Brentwood and Ongar Constituency would be using a polling station situated in the Harlow Constituency. Whilst acknowledging that this is not ideal he indicated that the situation could be managed and stated that careful publicity would need to be given stressing there would be two polling stations at Matching Village Hall, one for electors from the part of Matching Green Village in the Brentwood and Ongar Constituency and a second for the remainder of the polling district in the Harlow Constituency.
14. In accordance with the requirements of the polling districts, polling places and polling stations review, the representations of the (Acting) Returning Officer for the Epping Forest Constituency were made available to the public during the week commencing 21 April 2014. No representations were received from the public in respect of the

(Acting) Returning Officer's representations. No representations were made by the (Acting) Returning Officers for the Brentwood and Ongar and Harlow Constituencies.

15. The Harlow Constituency Labour Party stated that they are content with the present arrangements and see no case for change.
16. No other representations were made in relation to polling districts or polling places but the following comments were received in relation to polling stations. As advised earlier in this report, polling stations are chosen by the Returning Officer not the Council and the following comments and views thereon will be taken into account by the (Acting) Returning Officer:-
 - (a) District Councillor Gavin Chambers advised that he would like to see a different venue for the polling station for the Buckhurst Hill West district ward and suggested the use of the Library in Queen's Road. There are currently two polling stations serving that ward, St John's Church Hall, High Road and Buckhurst Hill Baptist Church, Palmerston Road. On receipt of Councillor Chambers' representations an approach was made to Essex County Council regarding the possible use of the Library. The Library Service responded stating that the library is open to the public on Thursdays (election day) and it is their busiest day so they would not be willing to close it denying access to the public. They continued that the public area is quite limited and it would not be possible to have the library and a polling station running at the same time;
 - (b) The Stapleford Abbots Parish Council advised that the one polling station at the Village Hall is adequate for that Parish;
 - (c) The Loughton Town Council pointed out that redevelopment works proposed for the buildings adjacent to the polling station at St Mary's Parish Centre, High Road, Loughton could disrupt access for electors requiring consideration of an alternative location;
 - (d) The Moreton, Bobbingworth and the Lavers Parish Council requested that the polling stations for the High Laver East and Little Laver polling districts be changed from Matching Village Hall to Magdalen Laver Village Hall; and
 - (e) An elector living at The Windsors, Buckhurst Hill who currently votes at the Woollard Centre advised that she previously had voted at the Church Hall at the top of Lower Queen's Road which is more convenient, especially for elderly electors living in the vicinity of The Windsors. The Woollard Centre has been the polling station for many years and the Church Hall was only used when the Woollard Centre was being renovated.
17. The (Acting) Returning Officer will also secure new polling stations where necessary, for example, at Chigwell Row where the existing polling station is due to be demolished before the next election.

Proposals following Review

18. Attached as Appendix 1 to this report are the proposals following consideration of the responses to the consultation exercise. The only change proposed is the transfer of numbers 7-19 Homefield Close, Epping from polling district AO to polling district AN resulting in the polling station for those electors being the United Reformed Church, Lindsey Street instead of Epping Hall, St John's Road.
19. Since the last compulsory review, all polling places and polling districts have been kept under consideration and an evaluation of their suitability carried out after each election. No changes have been identified in relation to polling places. Changes have been made to polling stations by the (Acting) Returning Officer when necessary.

20. The (Acting) Returning Officer has reviewed the accessibility for disabled persons of polling stations at each election in recent years and has arranged for works to be undertaken where required. It is considered that all of the existing polling stations are fully accessible.
21. Attached as Appendix 2 to this report are the suggested reasons for the proposals.
22. The Electoral Registration Officer proposes that the necessary alterations to the electoral register resulting from any changes to polling districts agreed by the Council will be reflected in the revised register published on 1 December 2014 following the annual canvass.
23. Electors affected by the review will be made aware of changes to the place where they vote, for example, when they receive poll cards for the next election.

Publishing the conclusions of the Review

24. Once the Council has agreed the proposals, details of the new polling districts and polling places must be made available to the public at the Civic Offices, in at least one conspicuous place in each of the three Parliamentary Constituencies and on the Council's website.
25. Along with the reasons for the decisions on the review and the designation of polling districts and polling places as a result of the review, the following must also be published at that time:
 - (a) correspondence sent to the (Acting) Returning Officers;
 - (b) correspondence sent to any person with particular expertise in relation to access to premises or facilities for disabled people;
 - (c) representations received by the Council;
 - (d) the minutes of the Council meeting at which consideration is given to the review;
 - (e) details of the places where the results of the review have been published.

The Appeals Process

26. It is possible that representations could be made to the Electoral Commission claiming that the review process has not been conducted correctly. As a result the Commission may require the Council to make further amendments.

This report is recommended for approval from the Constitution and Member Services Scrutiny Panel where it was discussed on 28 July 2014.

Reason for decision:

The Council must complete a review by not later than 31 January 2015.

Options considered and rejected:

There are no other options

Resource implications:

Budget provision: From existing provision provided the process is completed before 1 December 2014 when the new register of electors is published following the annual review. If

this deadline is missed the register will need to be republished when the process is completed necessitating a supplementary estimate for printing etc.

Personnel: From existing provision

Land: N/A

Consultation undertaken:

District Councillors, local County Councillors, Parish and Town Councils, local MPs, Eastern Region MEPs, local political party agents, Returning Officers for the three Parliamentary Constituencies covering the district, groups with experience of assessing access to persons with different disabilities, the public via press release, social media, the Council's website, and places where documents were available for inspection.

Legal and Governance Implications:

It is a requirement of the Electoral Registration and Administration Act 2013 that a review is completed by not later than 31 January 2015.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations in respect of the Council's commitment to Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Background papers: Consultation letters and emails and responses

Risk Management: Failure to meet the reasonable requirements of the electors may result in the Electoral Commission directing the Council to make alterations or making them on behalf of the Council.

Equality: Account has been taken of the need to make polling places and polling stations accessible for all electors.

DISTRICT OF EPPING FOREST – SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

PROPOSED POLLING DISTRICTS AND POLLING PLACES

(EPPING FOREST PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing 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 (Wentworth Court and nos 2-24 evens), Birch Close, Buckhurst Way (51-71 odds, Honeysuckle Court and 2-182 evens), 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 (2-90 evens), Maple Close, Station Way, Walnut Way, Willow Close	The polling district	Roding Valley Hall, Station Way	1743
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	Woollard Centre, Loughton Way	1832
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,	The polling district	St John's Church Hall, High Road	2652

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Brook Road, Chandos Close, Chequers Hills Road, 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, 31-79 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 (odds), 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	Buckhurst Hill Baptist Church, Palmerston Road	2663
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish	The polling district	To be decided	1886
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish	The polling district	St John's Special School, Turpins	1721

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			comprising the roads – Brunel Road, Chigwell Park, Chigwell Park Drive, Chigwell Road, Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road (Little West Hatch, Cedar Park, Chigwell Nursery, 187-221 odds, 118-152 evens, 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		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	St Mary's Parish Rooms, High Road	1556
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	Limes Farm Hall, Limes Avenue	2052

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing 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	St Winifred's Church Hall, Manor Road	3060
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 and Birds Green), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield	The polling district	Allnutts Institute, Allnutts Road	1175
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Brickfield Road, Chevely Close, Coopersale Common, Coopersale Street, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	Coopersale Social Institute, Institute Road	811
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	Pelly Court, Hemnall Street	2984

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing 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 – Aragon Mews, Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odds, 2-114 evens), Beaconfield Way, Beulah Road, Birch View, Boleyn Row, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, King Henrys Walk, Kingswood Park, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Rayfield (1-25 odds), Severns Field, Seymour Chase, Shaftesbury Road (7-49 odds, 2-76 evens), St Margaret's Hospital, Stonards Hill (Redgrove House, 1-7 odds, Old Pastures), The Plain, Thornwood Road, Tidy's Lane, Woodbury Down, Woodmeads	The polling district	Epping United Reformed Church, Lindsey Street	2086
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	Conference Room, Epping Town Council Offices, St John's Road	2188

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	Thornwood Village Hall, Weald Hall Lane	783
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 (71A and 73), 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	Murray Hall, Borders Lane	2773
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	Senior Citizens Clubroom Oakwood Hill	643
Loughton	Willingale	AS	That part of the Loughton	The polling district	The Nursery Unit,	1812

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Broadway			Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington 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 evens, 249-297 odds)		The Thomas Willingale Primary School, The Broadway	
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	St Thomas More RC Church, Willingale Road	1459
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 odds), Colebrook Path, Conyers Way, Droveaway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor	The polling district	Grosvenor Hall, Grosvenor Drive	1641

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close, Pyrles Green, Pyrles Lane (2-132 evens), 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	Trinity Church Hall, Mannock Drive	957
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	Loughton Town Council Meeting Room, Rectory Lane	735
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	Lincoln Hall, High Road	3442
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 evens, 73-123 odds), River Way (57-153 odds, 62-	Loughton Oakwood	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	446

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			156 evens)			
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 evens, Hubbard Court, 59-123 odds, Roxwell House, Parndon House), Witham Close	The polling district	Whitebridge Junior School, Greensted Road	1081
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	St Michaels and All Angels Church Hall, Roding Road	2072
Loughton St Johns	Loughton St Johns	BB	The Loughton St Johns ward of Loughton Town Council	The polling district	St John's Church Hall, Church Lane	3404
Loughton St Marys	St Mary's	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, St Mary's Close, Staples Road,	The polling district	St Mary's Parish Centre, High Road	1922

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Station Road, The Drive, Traps Hill (nos 1-69 odds), 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	Murray Hall, Borders Lane (outside Polling District)	1838
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	St Mary's on the Green Hall, Coppice Row	3332
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	High Beech Village Hall, Avey Lane	449
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Baden Drive, Bury Road, Butlers Drive, Cornwall Place, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, King George Way, Mill Lane, Mott Street,	The polling district	Gilwell Community Centre, Gilwell Hill, Sewardstone Road	916

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			(Mill Lodge, Mill House, Willow Tree Lodge, Daines Nursery, The Bungalow, Lira, Magnolia Cottage, Old Plough Cottage, Rose Cottage, Cedar Lodge, Beechside Bungalow, Netherhouse Cottages), Powell Drive, 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	Upshire Village Hall, Horseshoe Hill	321
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	Room at Woodbine Close Social Club	286
Waltham Abbey Paternoster	Ninefields	BK	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council	The polling district	Ninefields Community Centre, Hillhouse	1699

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, 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	King Harold School, Broomstick Hall Lane or Ninefields Community Centre, Hillhouse	1761
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	The polling district	The Leverton Infant and Nursery School, Honey Lane	1990

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Lane, (119-207 odds, Honey Lane Care Home, Upshire Hall Lodge, Skillett Hill Cottages, Skillett Hill Farm, Upshire Hall Lodge, 102-176 evens, Cobmead), Honeylands, 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, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Farthingale Lane, Wren Drive			
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, Gilisland, Greenleas, Heronswood, Holecroft, Honey Lane (30-100 evens), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway,	The polling district	Brookways, Roundhills	1446

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close			
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	Old Peoples Day Centre, adj. to Ninefields Community Centre, Hillhouse	1180
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	Waltham Abbey Town Hall, Highbridge Street (outside Polling District)	413
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	Community Centre, Saxon Way	2879
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council	The polling district	Waltham Abbey Town Hall, Highbridge Street	3118
Broadley Common, Epping Upland and	Upland North	BS	That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk,	The polling district	Epping Upland Primary School, Carters Lane	642

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Nazeing			Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The Magpies, Thornwood Road, 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	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	54
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	The Leisure Centre, Bumbles Green	446
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	Craner Produce Farm, Common Road	565

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DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

PROPOSED POLLING DISTRICTS AND POLLING PLACES

(BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	North Weald Village Hall, High Road	3726
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	Budworth Hall, High Street	1453
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	Budworth Hall, High Street (outside Polling District)	601
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	St James Church Hall, St James Avenue	1437
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	Community Centre, Cripsey Avenue	1758
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	High Ongar Village Hall, The Street	513

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing 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	High Ongar Village Hall, The Street (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	High Ongar Village Hall, The Street (outside Polling District)	365
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	Willingale Village Hall	409
High Ongar, Willingale and The Rodings	Abbess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	Room in The Rodings, Dunmow Road	358
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	New Village Hall, Ongar Road	1297
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	Parish Rooms, Lambourne End	197
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	Moreton Village Hall (outside Polling District)	220

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing 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, Mill Lane, Moreton Road	The polling district	Matching Village Hall, Matching Tye	60
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	Magdalen Laver Village Hall, Church Road (outside Polling District)	116
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Matching Green Village	Matching Village Hall, Matching Tye (outside Polling District)	71
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Moreton Village Hall, Church Road	300
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Magdalen Laver Village Hall, Church Road	199
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	Fyfield Village Hall	669
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling districts for Hare Street and Toot Hill combined	Toot Hill Village Hall	645

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
				to form one polling district for the whole parish		
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	Stapleford Abbots Village Hall, Stapleford Road	837
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	St Mary's Church Hall, Tawney Road, Stapleford Tawney	108
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	The Gatehouse, All Saints Church, Theydon Garnon	106
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	145

DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

PROPOSED POLLING DISTRICTS AND POLLING PLACES

(HARLOW PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Page 81	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, Hill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	St Mary Magdalen Church Hall, Potter Street	314
	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	Hastingwood Village Hall, Glovers Lane	180
	Matching(1)	CX	The Parish of Matching of Matching comprising the roads – Carters Green, Church Lane, Clifford Close, Downhall Road, Harlow Road, Harlow Tye, High Lane, Hobbs Cross Road,	The polling district	Matching Village Hall, Matching Tye	553

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Page 82			Homefields, Housham Tye, Matching Green (The Cherry Tree, Lascelles Cottage, Lascelles Lodge, Wingates, Martinsfield, The Leys, Martins Cottage, Kingstons Cottages, Mulberry Cottage, Lilac Cottages, Lavender Cottage, Karensa, Scathes, Little Honington House, Beeches, Forge Cottage, Blackwood House, Moat House, Saddlers Cottage, Maytrees, The Limes, Pear Tree House, Pond House, The Old Exchange, The Maltings, The Malt Barn, Albion House, Green Edge Cottage) , Matching Hall, Matching Road, Moor Hall Road, New Way Lane, Newmans End, Potash Road, Rainbow Road, The Green, Threshers Bush			
	Hastingwood, Matching and Sheering Village	Matching(2)	CX	The Parish of Matching of Matching comprising the roads High Laver Road, Little Laver Road, Matching Green (Rose Cottage, Little Watermans, Willow Cottage, Horsegate, Brick Cottages, Jasmin Cottage, North Cottage, Chestnut Cottage, The Lilacs, Elem House, Little Elm Cottage, Maple House, Elms	The polling district	Matching Village Hall, Matching Tye

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Farm House, Home Meadow Barns), Watery Lane			
Hastingwood, Matching and Sheering Village	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	Sheering Village Hall, The Street	693
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	Area in the bar at Railway Hotel, Hatfield Heath Road	1717
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	St Giles Church Hall, Nazeing	2473
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	St Giles Church Hall, Nazeing (outside Polling District)	836
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	St Christopher's Hall, Dobbs Weir Road	425
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	St Peter's Church Hall, High Street	1399

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Reasons for Decision

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 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 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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Report to Overview and Scrutiny Committee

Date of meeting: 16 September 2014

Subject: Consultation – London Infrastructure Delivery Plan

SCRUTINY



Officer contacts for further information: Anna Cronin (Assistant Director Forward Planning and Economic Development) (Ext 4119) and Shanaz Zaman (Principal Planning Officer)

Committee Secretary: Adrian Hendry (Ext 4246)

Recommendations/Decisions Required:

- (1) That the committee agree the District Council's response to the London Infrastructure Development Plan (IDP) consultation highlighting the following:**
 - (a) That the District Council supports the prioritization of transport schemes on the West Anglia lines and Central Line because it assists in facilitating job growth in Central London, delivering commuters and its importance to the lower end of the London-Stansted-Cambridge Corridor but greater infrastructure was needed particularly for car parking at stations;**
 - (b) That the District Council supports the Mayor of London's approach to London's growth by keeping it within current boundaries without encroaching on Green Belt and protected open spaces up to the full London Plan Review in 2025; and**
 - (c) That the Mayor of London is encouraged to engage fully with cross boundary partnerships in the medium and longer term, as the IDP includes increasing densities in South East London to meet housing and transport requirements.**

Report:

1. At the Planning Scrutiny Panel on 2 September, Members discussed the Mayor of London's consultation for the London Infrastructure Delivery Plan (IDP) which made the case for better infrastructure provision in London. The Mayor of London has published a number of key policy reports making the case for better infrastructure as follows:

(a) The Independent London Finance Commission Report argues for the full devolution of property taxes to London government with associated increases in borrowing levels to enable London government to increase investment in its own infrastructure.

(b) The Mayor's 2020 Vision document identifies world class infrastructure provision which meets the city's needs;

(c) The Further Alterations to the London Plan (FALP) document sets out the scale of the housing challenge to 2036 with planning policies to address it, including identified housing capacity to 2025. There are a range of other proposals about infrastructure and the environment to ensure good quality sustainable development.

(d) The London First Infrastructure Commission examines the challenges faced by the capital because of growing population and workforce, an ageing infrastructure and demanding fiscal context. The commission looks at all solutions to planning, delivery and financing for the future, specifically calling for stronger city wide strategic infrastructure planning with greater coordination across sectors.

2. The Panel was advised that the London Infrastructure Delivery Plan does not set out how policies will be delivered, implemented and monitored. Instead, it made a business case for London to control its own finances through fiscal devolution.

3. The Panel supports the prioritization of transport schemes, such as the four tracking of the West Anglia lines along the whole of the Upper Lee Valley and Central Line because of:

- (a) Predicted job growth in Central London;
- (b) The Central Line's importance in delivering commuters to this area; and
- (c) Its particular importance to the lower end of the London-Stansted-Cambridge corridor.

Members were interested in obtaining more details on car parking facilities around train stations as there was already a congestion problem there.

4. Members supported the Mayor's approach to London's growth in that it should take place within its current boundaries without encroaching on the Green Belt, up to the full London Plan Review undertaken in 2015. However, the IDP also includes increasing densities in South East London to meet housing and transport requirements. It is important that the Mayor of London engages fully and effectively with cross boundary partnerships in the medium to longer term. Any longer term trends for high population growth are likely to be seen in the context of improving public transport accessibility.

The consultation ends on 31 October 2014.

The consultation document can be accessed via this link:

<https://www.london.gov.uk/sites/default/files/London%20Infrastructure%20Plan%202050%20%E2%80%93%20consultation%20document.pdf>

Reason for decision:

To endorse the Council's response to the London infrastructure Delivery Plan in support of the draft Further Alterations to the London Plan, timetabled for examination in Public from 1 September to 18 September 2015.

Options considered and rejected:

Not to approve the Council's response to the London Infrastructure Delivery Plan. This would mean that the opportunity of influencing the delivery of key transport projects outlined in the FALP and relevant to Epping Forest District Council and its forthcoming Preferred Options Local Plan would be lost.

Consultation undertaken:

N/A

Resource implications:

Budget provision: N/A

Personnel: N/A

Land: N/A

Community Plan/BVPP reference:

Relevant statutory powers:

Background papers: Further Alterations to the London Plan 2013

Formal EFDC Response attached

Environmental/Human Rights Act/Crime and Disorder Act Implications: N/A

Key Decision reference: (if required)

Overview and Scrutiny Work Programme – September 2014

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Review/ Annual Report	July 2014	Final report went to the July 2014 meeting.	01 July 2014; 16 Sept.; 14 October; 10 Nov; 12 January 2015; 10 February; 23 March; and 27 April.
(2) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	2014	Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder.	
(3) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	For November 2014	Last completed in November 2013	
(4) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	July 2014	The new Principal of Epping Forest College addressed the July 2014 meeting.	

(5) To receive a presentation from Youth Council members	November 2014	Members of the Youth Council to attend with an update on their programme of work.	
(6) Key Objectives 2014/15	Outturn report to July 2015 meeting	Outturn report for 2014/15. Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(7) Key Objectives 2014/15	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Sept. 2014 (Qtr 1), Nov 2014 (Qtr 2) and March 2015 (Qtr 3).	
(8) Mental Health Services in the District.	For February 2015	Came in February 2014 to update the Committee on the state of the Mental Health Services in the District – asked to return in 2015 and update the committee on progress made.	
(9) To establish a Task and Finish Panel on Scrutiny Panels	July 2014	Established a Task and Finish Panel to look at the future of Scrutiny Panel.	

Scrutiny Panels

Housing Scrutiny Panel (Chairman – Cllr Murray)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	July 2014	COMPLETED	22 July 2014 16 October (Extra-Ordinary Meeting) 21 October 2014 20 January 2015 24 March 2015
(2) 12-Month Progress Report on Housing Strategy Action Plan 2013/14	October 2014		
(3) Housing Strategy Action Plan 2014/15	October 2014		
(4) Annual Review of the Housing Allocations Scheme and Tenancy Policy	October 2014		
(5) Annual Diversity Report of Housing Applicants	October 2014		
(6) Housing Key Performance Indicators (KPI) – Quarter 1	October 2014		
(7) Six-Month Review of the HRA Financial Plan	October 2014		

(8) Six-monthly Progress Report on Housing Business Plan Action Plan	October 2014		
(9) Private Sector Housing Strategy Action Plan – Annual Progress Report	October 2014		
(10) Housing Key Performance Indicators (KPI) – Quarter 2	January 2015		
(11) Briefing on the proposed Council rent increase for 2015/16	January 2015		
(12) Proposed housing service improvements and service enhancements – 2015/16	January 2015		
(13) Housing Key Performance Indicators (KPI) – Quarter 3	March 2015		
(14) HRA Business Plan 2015/16	March 2015		
(15) 12-monthly Progress Report on Housing Business Plan Action Plan	March 2015		
Special (Planned) Items – Including Updated Housing Service Strategies			

(16) Housing Service Strategy on the Private Rented Sector (Review and Update)	July 2014	COMPLETED	
(17) Consideration of the Government's "Pay to Stay" Policy (DCLG Guidance on Social Housing Rents)	July 2014	COMPLETED	
(18) Housing Under Occupation Officer post – 1 Year Review	July 2014	COMPLETED	
(19) EFDC Tenant Profile Report	July 2014	COMPLETED	
(20) Housing Service Strategy on Rent Arrears (Review and Update)	July 2014	Deferred to October 2014 Meeting – Due to other workload commitments and priorities	
(21) Presentation from Family Mosaic on their Floating Support Service to vulnerable people to help prepare/sustain their tenancies	October 2014		
(22) Housing Service Strategy on Harassment (Review and Update)	October 2014		
(23) Possible operation of operating a "Sinking Fund" for new leaseholders in new or existing flat blocks where there are no existing leaseholders	October 2014		
(24) Housing Strategy 2015-2018	January 2015		

(25) Homelessness Strategy 2015-2018	January 2015		
(26) Housing Service Strategy on Anti-Social Behaviour (Review and Update)	January 2015		
(27) Housing Service Strategy on Older Peoples Housing (Review and Update)	March 2015		
(28) Housing Service Strategy on Housing and Estate Management (Review and Update)	March 2015		
(29) Housing Service Strategy on Empty Properties (Review and Update)	March 2015		
(30) Report of the Tenant Scrutiny Panel on its Service Review of Tenant Involvement	March 2015		
(31) Review of Housing Management Staffing Levels following the introduction of Universal Credit	2015/16		

Constitution and Member Services Scrutiny Panel (Chairman – Cllr Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of Polling Stations	28 July 2014	COMPLETED	28 July 2014; 23 September;
(2) Review of Elections	28 July 2014	COMPLETED	18 November Changed to 27 November 2014;
(3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff	TBA		13 January 2015; and 17 March
(4) Review of the Council's Constitution		To be completed by March 2016.	

Safer, Cleaner, Greener Scrutiny Panel (Chairman – Cllr Lea)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2013	Six monthly report to Panel	15 July 2014
(2) CCTV action plan review	July 2014	Six monthly report to Panel – last went to October '13 meeting	07 October 2014;
(3) CSP scrutiny review meetings	April 2015	Report last went to April 2014 meeting.	06 January 2015;
(4) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt – the January '14 meeting received notes of 24 October 2013 meeting	24 February 2015;
(5) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt – October '13 meeting received notes of 15 July 2013 meeting	28 April 2015
(6) Progress against Climate Local Agreement	July 2014	Six monthly report to Panel	Crime & Disorder Scrutiny meeting – April 2015?
(7) Progress against carbon reduction strategy	July 2014	Six monthly report to Panel – Once a charter of EFDC environmental commitments has been established and agreed, a strategy will need to be written based around achieving the aims that are signed up to.	
(8) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt – the July meeting received notes of the 17 April 2014 meeting.	

Safer, Cleaner, Greener Scrutiny Panel (Chairman – Cllr Lea)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(9) Recycling in flats and multi-occ dwellings		A verbal report was given to the October 13 meeting	
(10) Monitor Local Highways Panel	As Appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel – January '14 meeting received minutes from the November 2013 meeting.	
(11) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received minutes of the November 2013 meeting	
(12) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt – January '14 meeting received notes from the August '13 meetings.	
(13) Highway Accident statistics	Presentation went to the July 14 meeting.	Initial report went to April 2013 meeting. A presentation from Police Casualty Reduction Manager went to the July '14 meeting.	
(14) To monitor the minutes of the Police and Crime Panel	As Appropriate		

Planning Services Scrutiny Panel (Chairman – Cllr Chambers)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
1. To consider and Review Measures taken to Improve Performance within Development Management	To be confirmed	The Panel would review 5 Key Performance Indicators	8 July 2014; 2 September 2014; 9 December 2014; 26 February 2015 Extra-Ordinary Meeting and 14 April
2. To monitor and receive reports/updates on the delivery of the Local Plan: a. To report on the progress of the Local Plan b. To provide further updates on the Local Plan c. Community Infrastructure Levy	To be updated at every Panel meeting		
3. To monitor and receive reports/updates on the Planning Electronic Document Management System	2 September 2014 and 14 April 2015	Received report on 2 September 2014	
4. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required	2 September 2014	Received update on Electronic Records Document Management Systems at the 2 September 2014 meeting	

5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required.	9 December 2014		
6. To consider and report on any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.	To be discussed prior to December 2014 Panel	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
7. To receive urgent or other consultations and consider what response to give on behalf of the Council.	As and when required to meet consultation deadline		
8. S106 Agreements Monitoring Report (Annually)	8 July 2014	COMPLETED	

Finance and Performance Management Scrutiny Panel (Chairman – Cllr Church)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – 2013/14 - Outturn	Outturn KPI performance (all indicators) considered at the first meeting of each municipal year.	Outturn KPI performance report for 2013/14 (all indicators) considered at meeting on 16 July 2014.	16 July 2014; 09 September; 11 November;
(2) Key Performance Indicators – 2014/15 – Quarterly Performance Monitoring	Quarterly KPI performance (specified indicators only) considered on a three-monthly basis.	Quarterly KPI performance report for 2014/15 (specified indicators) to be considered at the meetings to be held in September 2014 (qtr. 1), November 2014 (qtr. 2) and March 2015 (qtr. 3).	20 January 2015 – jointly with Fin. Cabinet Cttee; and 10 March.
(3) Proposed Key Performance Indicators – for 2015/16	Draft indicator set considered alongside review of third quarter KPI performance for 2014/15.	Proposed KPIs for 2015/16 to be considered at March 2015 meeting.	
(4) Financial Monitoring 2014/15	Quarterly budget monitoring reports considered on a three-monthly basis.	Quarterly budget monitoring reports for 2014/15 to be considered at the meetings on September '14 (qtr. 1), November '14 (qtr. 2) and March '15 (qtr. 3).	
(5) Annual Consultation Plan	Consultation plan considered on an annual basis at first meeting in each municipal year.	Consultation Plan was considered at July 2014 meeting.	

(6) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual review of portfolio budgets to be considered at joint meeting with the Cabinet Finance & Performance Management Committee on January 2015.	
(7) Equality Objectives 2012-2016 - Progress	Progress against equality objectives considered on a six-monthly basis. .	Half yearly progress reports for 2014/15 to be considered at meetings on November 2014 and March 2015.	
(8) Provisional Capital Outturn 2013/14	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	Provisional outturn for 2013/14 was considered at meeting on 16 July 2014	
(9) Provisional revenue Outturn 2013/14	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	Provisional outturn for 2013/14 was considered at meeting on 16 July 2014	
(10) Fees and Charges 2015/16	Proposed fees and charges considered on an annual basis each November.	Proposed fees and charges for 2015/16 to be considered at meeting on 11 November 2014	
(11) Sickness Absence	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis.	Half yearly progress reports for 2014/15 to be considered at meetings on 9 September 2014 and 10 March 2015.	

(12) ICT Strategy Progress	Progress against ICT Strategy considered on an annual basis each September.	Progress report to be considered at the 9 September 2014 meeting.	
(13) Key Performance Indicators – Commercial Premises	Comprehensive report on current performance against KPI 11 (Rent) and actions to improve performance	Report to be made to meeting on 9 September 2014 (Minute 44 – 11 March 2014)	
(14) Call response/handling performance indicator	Report on options following introduction of new telephony system.	Report to be made to meeting on 9 September 2014 (Minute 42 – 11 March 2014)	
(15) Use/cost of Consultants	Report on value and benefit derived from the use of consultancy services across the Council services.	Report to be made to meeting during 2014/15 (minute 40 – 11 March 2014)	

**Request by Member for Scrutiny Review
2014/15 Work Programme**



Please complete the form below to request consideration of your issue by the
Overview and Scrutiny Committee

Proposers Name:	Date of Request
Councillor Brian Sandler	04 July 2014
Supporting Councillors (if any):	
Councillor J Knapman	
Summary of Issue you wish to be scrutinised:	
<p>I would like the following reviewed by the Overview and Scrutiny Committee:</p> <p>(i) The operation of the speaking arrangements and deadlines for submission of material for the Planning subcommittees as currently contained within the rules for participation on planning matters to include:</p> <ul style="list-style-type: none"> (a) Classes and types of speakers, duration and registration arrangements and deadlines; (b) The extent of Chairman's discretion on such matters; (c) Procedure for other submissions and photographic material; <p>(ii) The terms of reference of the Planning subcommittees and District Development Control Committee to include:</p> <ul style="list-style-type: none"> (a) definitions of applications of major importance; (b) clarification of the mechanism for referrals from Planning Subcommittees (c) the role of the Leader as currently defined in the DDCC's terms of reference. (d) How the Council's own applications are dealt with. 	
NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION	
Public Interest Justification:	
<p>The operation of the Planning function has been subject to complaint from the public. Given that it is some years since the arrangements were put in place, a review is timely.</p>	

Impact on the social, economic and environmental well-being of the area:	
Applications for planning consent can have both positive and negative impact upon the well-being of the District. It is important the procedures for deciding on applications are consistent and fair.	
Council Performance in this area (if known: Red, Amber, Green):	
The Council has over 40 planning Committee meetings a year and performance against targets is good. However, complaints have been made in relation to the operation of planning committees over time.	
Keep in Context (are other reviews taking place in this area?)	
None known	
Office Use:	
Pick score:	Considered By OSCC:

Request by Member for Scrutiny Review



Please complete the form below to request consideration of your issue by the Overview and Scrutiny Committee

Proposers Name: LYNDSAY SWAN	Date of Request August 2014
Supporting Councillors (if any): COUNCILLOR HELEN KANE	
Summary of Issue you wish to be scrutinised: A review of the Council's Grant Aid Scheme for Sports, Arts, Leisure and Community Groups in terms of the overall policy/guidance and procedures for Major Grants and Service Level Agreements including those for the determination of applications, and those for the pre and post determination stages (as requested by Councillor Syd Stavrou, on behalf of the Cabinet, at the meeting of the Overview and Scrutiny Committee on 1 July 2014).	
NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION	
Public Interest Justification: The voluntary and community sector is vital to the prosperity and well-being of the Epping Forest District. It has a long tradition of providing services directly, and in partnership with the Council, to the community and to specific client groups. It has built a reputation for diversity and innovation. The Council wishes to maintain its respect for the independence of voluntary and community organisations whilst providing opportunities for increasing their role and scope. The review will increase the knowledge and understanding of Panel Members regarding the 'Third Sector' and the Members can, in turn, impart that to other Councillors and residents. The review will also provide assurances that the policies and practices of the Grant Aid Scheme continue to meet local needs to an acceptable standard.	
Impact on the social, economic and environmental well-being of the area: The voluntary and community sector makes a valuable contribution to the economic and social well-being of the District. Funding approved under the Scheme tends to enhance equality and diversity as many of the applicant groups and their clients suffer the effects of being socially excluded or disadvantaged. The Scheme's aims are in common with those of the Groups receiving support and, indeed, the Council's wider objectives in terms of finance	

and value for money, culture and heritage, a healthy lifestyle and support to younger and older people. Locally the Council has a long history of supporting, working and consulting with individual voluntary groups and VAEF the 'umbrella' body for the voluntary sector in the District. The review will provide an opportunity to ensure that the strategic and operational linkages between the voluntary and community sector, the Council and other partner bodies are strengthened further.

The sector plays key roles as follows:

- Building 'social capital' by promoting self-organised communities and by encouraging volunteering and active citizenship;
- Providing services to local people and to particular groups in the community, thereby meeting social and individual needs;
- Advocacy on behalf of communities;
- Contributing expertise on policy formulation through dialogue with the Council and the wider statutory sector;
- Providing employment and income, thereby contributing to economic output; and,
- Delivering public services and offering greater customer choice.

Council Performance in this area (if known: Red, Amber, Green):

Green

Keep in Context (are other reviews taking place in this area?)

There is an internal review of the Scheme taking place at present which has already identified a number of areas for potential enhancement. Indeed, the officers responsible for the Scheme monitor it and other similar schemes, both those of other local authorities and a variety of funding bodies such as the National Lottery, on an ongoing basis to identify areas of 'good practice'. However, it is always good to have the perspective from those 'outside' the operation of the Scheme, and any comments and suggestions they make can be used to indicate where further improvements might be made.

Since the recent Corporate restructure the new Communities Directorate is now responsible for the Grant Aid Scheme. There are plans in place to extend the ISO and Customer Service Excellence accreditations held by the former Housing Directorate to all parts of the new Communities Directorate by 2016.

Office Use:

Pick score:

Considered By OSCC:



Report to Overview and Scrutiny Committee

Date of meeting: 16 September 2014

Subject: Amendment of Terms of Reference for Finance and Performance Management Scrutiny Panel

SCRUTINY



Officer contact for further information: S Tautz

Committee Secretary: A Hendry

Recommendations/Decisions Required:

The Committee is asked to agree the amendments updating the Terms of Reference for the Finance and Performance Management Scrutiny Panel.

Report:

1. At their first meeting of the year held on 16 July 2014 the Finance and Performance Management Scrutiny Panel considered their terms of reference and noted that it needed updating to include the new responsibilities in scrutinising future KPIs as proposed by the Overview and Scrutiny Review Task and Finish Panel.
2. This also adjusts some of the time scales for some of the other items in the terms of reference.
3. All changes are indicated in bold and underlined.

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TERMS OF REFERENCE - STANDING PANEL

Title: Finance and Performance Management

Status: Standing Panel

Terms of Reference:

Performance Management

1. To review **relevant** Key Performance Indicator (KPI) outturn results for the previous year, at the commencement of each municipal year;
2. To identify on an annual basis, subject to the concurrence of the Finance and Performance Management Cabinet Committee:
 - (a) a basket of KPIs important to the improvement of the **relevant service areas for which the Panel has scrutiny responsibility, the** Council's services and the achievement of its key objectives; and
 - (b) the performance targets **for those** and ~~monitoring frequency of the~~ KPIs for each year;
3. To review performance against the ~~adopted~~ KPIs on a quarterly basis throughout each year, and to make recommendations for corrective action in relation to areas of slippage or under performance;

Public Consultation and Engagement

4. To develop arrangements as required, for the Council to directly engage local communities in shaping the future direction of its services, to ensure that they are responsive to local need;
5. To annually review details of the consultation and engagement exercises undertaken by the Council over the previous year;

Finance

6. To consider the draft portfolio budgets for each year, and to evaluate and rank proposals for enhancing or reducing services where necessary, whilst ensuring consistency between policy objectives and financial demands;
7. To review key areas of income and expenditure for each portfolio on a quarterly basis throughout the year;

Information and Communications Technology

8. To monitor and review progress on the implementation of all major ICT systems;

Value For Money

9. To consider ~~a regular analysis of~~ the Council's comparative value for money

'performance', and to recommend as required to the Finance and Performance Management Cabinet Committee, in respect of areas where further detailed investigation may be required; and

Equality

10. To annually review six monthly progress towards the achievement of the Council's equality objectives for 2012/13 to 2015/16, and progress in relation to other equality issues and initiatives.

Chairman: Cllr T Church



SCRUTINY



Report to Overview and Scrutiny Committee

Date of meeting: 16 September 2014

Subject: Amendments to Terms and Reference for Planning Scrutiny Panel

Officer contact for further information: N Richardson, Assistant Director of Governance (Development Control) (Ext 4110)

Committee Secretary: M Jenkins (Ext 4607)

Recommendations/Decisions Required:

That the Committee support the amendments to the Planning Scrutiny Panel's Terms of Reference.

Report:

At the Planning Services Scrutiny Panel on 8 July 2014 Members reviewed their Terms of Reference and Work Programme.

The attached appendices show the amendments made which are also summarised below:

Terms of Reference

Item 1 (b) Benchmarking of Services (**Remove from Terms of Reference**)

The Panel felt that benchmarking referred to an earlier period in the Panel's history.

Item 2 Consider and review Business Processes, Value for Money and Staffing arrangements for the Directorate focusing on (**Remove from Terms of Reference**):

- (a) Development Control, Appeals and Enforcement.
- (b) Forward Planning, Economic Development, Conservation, Trees and Landscape.
- (c) Building Control and Planning Support Team (Remove)

The Panel felt that this should be removed with a proviso that Value for Money could be discussed.

The Panel requested these extra items for its Terms of Reference:

- (i) Response to planning related consultations;
- (ii) Receiving feedback from Chair and Vice Chair of Development Control meetings; and
- (iii) Business Plans Review of Development Control within Directorate of Governance and Forward Planning within Directorate of Neighbourhoods

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TERMS OF REFERENCE - STANDING PANEL

Title: Planning Services

Status: Standing Panel

Terms of Reference:

1. To consider and review Measures taken to Improve Performance within the Directorate concerning;
 - a) Performance standards and monitoring,
 - b) ~~Benchmarking of Services~~
 - c) Other Reviews
2. ~~To consider and review Business Processes, Value for Money and Staffing arrangements for the Directorate focusing on;~~
 - a) ~~Development Control, Appeals and Enforcement.~~
 - b) ~~Forward Planning, Economic Development, Conservation and Trees and Landscape~~
 - c) ~~Building Control and the Planning Support Team~~
3. To monitor and receive reports/updates on the delivery of the Local Plan
4. To monitor and receive reports/updates on the Planning Electronic Document Management Information System. To provide information regarding the progress and availability of planning information held on i-Plan.
5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year;
6. To report to the Overview and Scrutiny Committee at appropriate intervals on the above. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate.
7. Response to Planning Consultations.
8. Receiving feedback from Chair and Vice Chair of Development Control meetings.
9. Business Plans Review Development Control – Governance and Forward Planning – Neighbourhoods.

Chairman: Councillor G Chambers

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TERMS OF REFERENCE - STANDING PANEL

Title: Planning Services

Status: Standing Panel

Terms of Reference:

1. To consider and review Measures taken to Improve Performance within the Directorate concerning;
 - a) Performance standards and monitoring; and
 - b) Other Reviews
2. To monitor and receive reports/updates on the delivery of the Local Plan;
3. To monitor and receive reports/updates on the Planning Electronic Information System. To provide information regarding the progress and availability of planning information held on i-Plan.
4. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year;
5. To report to the Overview and Scrutiny Committee at appropriate intervals on the above. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate;
6. Response to Planning Consultations;
7. Receiving feedback from Chair and Vice Chair of Development Control meetings; and
8. Business Plans Review Development Management – Governance and Forward Planning - Neighbourhoods

Chairman: Councillor G Chambers

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