



# Epping Forest District Council

## **GOVERNANCE SELECT COMMITTEE** **Tuesday, 4th April, 2017**

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

**Committee Room 1, Civic Offices, High Street, Epping**  
**on Tuesday, 4th April, 2017**  
**at 7.15 pm .**

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

**Democratic Services**  
**Officer**

S. Tautz  
Tel: (01992) 564243 Email:  
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### **Members:**

Councillors N Avey (Chairman), G Chambers (Vice-Chairman), D Dorrell, L Hughes, S Jones, S Kane, H Kauffman, M McEwen, L Mead, B Rolfe, D Stallan, B Surtees, H Whitbread and D Wixley

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#### **1. APOLOGIES FOR ABSENCE**

#### **2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Director of Governance) To report the appointment of any substitute members for the meeting.

#### **3. NOTES OF PREVIOUS MEETING (Pages 3 - 20)**

(Director of Governance) To agree the notes of the meeting of the Select Committee held on 31 January 2017.

#### **4. DECLARATIONS OF INTEREST**

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

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary 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 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. TERMS OF REFERENCE & WORK PROGRAMME (Pages 21 - 26)**

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the attached Terms of Reference for the Select Committee for 2017/18.

The updated work programme for the Select Committee for 2017/18 is also attached. The Committee is requested to review current progress with the achievement of the work programme.

**6. GOVERNANCE DIRECTORATE - REVIEW OF ENFORCEMENT ACTIVITIES (Pages 27 - 30)**

(Director of Governance) To consider the attached report arising from the work programme for the Select Committee for 2017/18.

**7. PLANNING APPLICATION VALIDATION CHECKLIST & VIABILITY GUIDANCE FOR AFFORDABLE HOUSING (Pages 31 - 90)**

(Director of Governance) To consider the attached report arising from the work programme for the Select Committee for 2017/18.

**8. KEY PERFORMANCE INDICATORS 2017/18 - REVIEW & TARGETS (Pages 91 - 94)**

(Director of Governance) To consider the attached report.

**9. OVERVIEW & SCRUTINY COMMITTEE - REPORTS TO NEXT MEETING**

To consider any reports to be made to the next meeting of the Overview and Scrutiny Committee.