

EPPING FOREST DISTRICT COUNCIL CABINET MINUTES

Committee: Cabinet **Date:** 8 March 2018

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.25 pm

Members Present: C Whitbread (Chairman), A Grigg, H Kane, A Lion, J Philip, G Mohindra and S Kane

Other Councillors: R Brookes, M Sartin and J M Whitehouse

Apologies: S Stavrou and W Breare-Hall

Officers Present: D Macnab (Acting Chief Executive), D Bailey (Head of Transformation), K Durrani (Assistant Director (Technical Services)), S Hill (Assistant Director (Governance)), P Maddock (Assistant Director (Accountancy)), G J Woodhall (Senior Democratic Services Officer) and T Carne (Webcasting Officer)

118. WEBCASTING INTRODUCTION

The Leader of Council made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

119. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

120. MINUTES

Decision:

(1) That the minutes of the meeting of the Cabinet, held on 1 February 2018, be taken as read and signed by the Leader as a correct record.

121. REPORTS OF PORTFOLIO HOLDERS

There were no verbal reports made by Members of the Cabinet on current issues affecting their areas of responsibility.

122. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

The Cabinet noted that no public questions or requests to address the Cabinet had been received for consideration at the meeting.

In response to a question from Cllr M Sartin, the Portfolio Holder for Leisure & Community Services stated that an appeal had been launched to fund the purchase of the medieval ring found within the District by the Museum. The Acting Chief Executive undertook to clarify whether donations to the fund could be gift aided.

123. OVERVIEW AND SCRUTINY

The Chairman of the Overview & Scrutiny Committee reported that the following items of business had been considered at its meeting held on 27 February 2018:

- (a) a presentation from the Principal of Epping Forest College on the steps being taken to address the issues raised by the OFSTED inspection in 2017;
- (b) an update of the progress made by the Council's Customer Service Programme; and
- (c) preparation for the visit of the Chief Executive of the East of England Ambulance Service at the next meeting of the Committee in April 2018.

The Cabinet's agenda was reviewed but there were no specific issues identified on any of the items being considered.

124. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 29 JANUARY 2018

In the absence of the Housing Portfolio Holder, the Leader of Council presented the minutes of the meeting from the Council Housebuilding Cabinet Committee, held on 29 January 2018.

The Cabinet Committee had made recommendations to the Cabinet concerning New Development Sites. Other issues considered by the Cabinet Committee included: Delivery of Future Phases of the Housebuilding Programme; Progress Report for Phases 1 – 6; Financial Position; Change of Name at Queens Road, North Weald Development; and Request to Purchase Potential Development Site at Whitehills Road, Loughton. The Acting Chief Executive added that East Thames had decided to focus on their core business activities, hence they had requested a termination of their contract to act as Development Agents on behalf of the Council.

Decision:New Development Sites

- (1) That authority be delegated to the Director of Communities to identify new Council Housebuilding development sites and to undertake feasibility studies and viability studies, in consultation with the Housing Portfolio Holder, which would then be presented to the Cabinet Committee for consideration; and
- (2) That the terms of reference for the Cabinet Committee be amended to allow the Cabinet Committee to agree any new development sites that might be added to the Council Housebuilding programme.

Reasons for Decision:

The Cabinet was satisfied that the Cabinet Committee had fully addressed all of the relevant issues.

Other Options Considered and Rejected:

The Cabinet was content that the Cabinet Committee had considered all of the relevant options and that there were no further options to consider.

125. WASTE MANAGEMENT POLICIES

In the absence of the Environment Portfolio Holder, the Leader of Council presented a report on the update of some of the Council's Waste Management Policies.

The Leader reported that the Council had in place a number of waste management policies, previously introduced at the time of implementation of the original wheeled bin service and substantively updated in September 2009 and February 2017. Amendments were necessary from time to time to provide clarity to both residents and the Council's contractor and two policies had been revised: Policy 7 – Exception Policy; and Policy 10 – Supply of Waste & Recycling Services.

The Leader stated that Policy 7 dealt with the various exceptions, for example residents who were unable to present a bin at the boundary of the property would get their bin collected from their premises. The amendments to the policy were to allow a reassessment after three years, to ensure that if the circumstances causing the grant of the exception were to change then the exception could be withdrawn. Using the example of an assisted collection, if the residents moved then the exception would not be applicable and the property would benefit from normal services.

The Leader explained that Policy 10 had been agreed last year, and the intention was to enable the provision of waste and recycling collection services at a dwelling that was paying Council Tax. The amendments proposed were to clarify the operational arrangements, for example the onus was on the home owner to contact the Council and ask for the provision of waste and recycling services.

Both Cllr G Mohindra (Finance) and Cllr R Brookes questioned the automatic removal of the larger wheeled bin for families when their children reached 3 years of age, as some children required the use of nappies until they were 5 or 6 years of age and this should be a decision for the parents not the Council. Both Councillors felt that the Policy could seem draconian. The Leader responded that the old Policy was to automatically remove the larger wheeled bin when all of the children in the household had reached the age of 3, whereas the revised Policy would assess whether there was still a need when the children reached the age of 3. The Assistant Director of Neighbourhoods (Technical Services) confirmed that if any of the children in the household still required nappies then the larger wheeled bin would be kept, regardless of their age.

Cllr M Sartin enquired about a potential charge for the collection of clinical waste, as the Council could see such waste in the residual waste stream if this happened. The Assistant Director reassured the Cabinet that the Council would collect such waste free of charge initially until some idea of the scale of the issue was known, but the Council might have to charge for the collection of clinical waste in the future. The Assistant Director also undertook to correct the typographical and grammatical errors within the Policies.

Decision:

(1) That the amended Waste Management Policies 7, Exception Policy, and 10, Supply of Waste & Recycling Services Policy, be adopted.

Reasons for Decision:

It was necessary to update the Policies to clarify the operation of waste management services.

Other Options Considered and Rejected:

The alternative options were to retain existing policies and not approve any changes, rescind the above policies and manage the service with no additional capacity or assisted collections for any residents, or not mention the standard frequency of services. However, these options would be contrary to the already adopted Essex Joint Municipal Waste Management Strategy, would present operational difficulties, hinder achievement of local performance indicator measures and adversely impact waste reduction and recycling targets that the Council aspired to achieve.

126. TRANSFORMATION PROGRAMME MONITORING REPORT - DECEMBER 2017

The Leader of Council presented a report outlining the progress made by the Transformation Programme during December 2017, alongside the planned actions for January 2018.

The Leader reminded the Cabinet that regular highlight reports on the progress of the Transformation Programme were presented to the Cabinet. This was the monitoring report for December 2017 and covered the progress made for all chartered projects of Medium and High Risk Potential, as well as key aspects of the Transformation Programme. The Cabinet noted that, overall, the progress indicators for 'cost' and 'benefits' were Green for this period. The status indicator for 'time' was reported as Amber to highlight that 9 actions (from a total of 75) were overdue on their deadline, when compared with planned timelines. Project and Programme Managers had actions in place to deal with any potential negative effects. Progress would be kept under review and it was anticipated that the status of the majority of these items would return to Green in the next report.

The Leader added that good progress was being made with the Transformation Programme.

Decision:

(1) That the progress of Projects and Programmes within the Transformation Programme for December 2017 be noted, alongside the planned actions for January 2018.

Reasons for Decision:

To inform the Cabinet of the progress with the Transformation Programme, including work streams, programmes and projects.

Other Options Considered and Rejected:

No other options were available as failure to monitor and review the progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost.

127. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 3 PROGRESS

The Leader of Council presented a report on the progress in Quarter 3 with the Corporate Plan Key Action Plan for 2017/18.

The Leader reminded the Cabinet that the Corporate Plan was the Council's key strategic planning document, setting out its priorities over the five-year period from

2015/16 to 2019/20. The priorities or Corporate Aims were supported by Key Objectives, which provided a clear statement of the Council's overall intentions for these five years. The Key Objectives were delivered by an annual Action Plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual Action Plans contained a range of actions designed to achieve specific outcomes and were working documents and therefore were subject to change and development to ensure the actions remained relevant and appropriate, and opportunities to secure further progress or improvement were identified.

The Leader reported that, at the end of the third quarter of 2017/18: 40 Key Actions (80%) had been achieved or were on target; 5 Key Actions (10%) were under control; 4 Key Actions (8%) were behind schedule; and 1 Key Action (2%) was pending. The Key Action Plan for 2017/18 had been adopted by the Council at its meeting on 27 September 2016, and progress in relation to individual actions and deliverables was reviewed by the Cabinet, and the Overview and Scrutiny Committee, on a quarterly and outturn basis.

Cllr J Philip (Planning & Governance) reminded Members of the Local Plan Briefing scheduled for 15 March 2018. There had been announcements from the Government regarding the generation of Local Plans, but it did not affect the aim of the Council to submit the draft Local Plan to the Planning Inspectorate by the end of this month.

Decision:

(1) That, as part of the Council's Corporate Plan for the period 2015/16 – 2019/20, the progress made with the achievement of the Council's Key Action Plan for 2017/18 at the end of Quarter 3 be noted.

Reasons for Decision:

It was important that relevant performance management processes were 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. The Council had previously agreed arrangements for the review of progress against the key objectives.

Other Options Considered and Rejected:

No other options were 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 might mean that opportunities for improvement were lost.

128. ANY OTHER BUSINESS

It was noted that there was no other urgent business for consideration by the Cabinet.

129. EXCLUSION OF PUBLIC AND PRESS

The Cabinet noted that there was no business which necessitated the exclusion of the public and press from the meeting.

CHAIRMAN