

# **EPPING FOREST DISTRICT COUNCIL ANNUAL COUNCIL MINUTES**

**Committee:** Council **Date:** 15 May 2008

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 10.20 pm

**Members Present:** Councillors Mrs C Pond (Chairman), J Knapman (Vice-Chairman), K Angold-Stephens, R Barrett, R Bassett, D Bateman, A Boyce, R Brookes, Mrs P Brooks, K Chana, Mrs S Clapp, M Cohen, Miss R Cohen, J Collier, M Colling, Mrs A Cooper, Mrs D Collins, D Dodeja, R Frankel, Mrs R Gadsby, A Green, Mrs A Grigg, Mrs A Haigh, Mrs H Harding, J Hart, Ms J Hedges, D Jacobs, R Law, Mrs J Lea, J Markham, Mrs M McEwen, G Mohindra, R Morgan, S Murray, J Philip, G Pritchard, W Pryor, Mrs P Richardson, B Rolfe, Mrs M Sartin, B Sandler, D Stallan, Ms S Stavrou, J Sutcliffe, P Turpin, H Ulkun, Mrs L Wagland, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and J Wyatt

**Apologies:** Councillors P Gode and P Spencer

**Officers Present:** P Haywood (Chief Executive), D Macnab (Deputy Chief Executive), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director Democratic Services), T Carne (Public Relations and Marketing Officer), S Mitchell (PR Website Editor), S G Hill (Senior Democratic Services Officer), P Seager (Chairmans Secretary) and P Tredgett (Information Assistant)

## **1. WEBCASTING INTRODUCTION**

Councillor Mrs Pond 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. NEWLY ELECTED COUNCILLORS**

Councillor Mrs Pond welcomed those present, particularly those members re-elected on 1 May 2008: namely: Councillors K Angold-Stephens, D Bateman, Mrs D Collins, J Hart, J Knapman, Mrs J Lea, Mrs M McEwen, Mrs P Richardson, B Sandler, C Whitbread, J M Whitehouse and herself.

Councillor Mrs Pond announced one by one alphabetically newly elected members and invited them to enter the Chamber. The following members entered the Chamber, were met by Councillor Mrs Pond and took their allocated seats: Councillors R Barrett, A Boyce, Ms R Brookes, Miss R Cohen, J Collier, D Dodeja, J Philip, W Pryor, Ms J Sutcliffe and D Wixley.

## **3. RETIRING CHAIRMAN OF COUNCIL - YEAR OF OFFICE**

Councillor Mrs Pond addressed the Council on her year in office.

She thanked the Council for affording her the privilege of being elected Chairman of the Council for the past very enjoyable year.

Councillor Mrs Pond reported that she had attended 147 engagements and had visited many parts of the district, driving 2,100 miles during the year. She drew attention to some of the most memorable events:

- (a) the Race for Life where hundreds of women had run or walked around North Weald Airfield raising money for Cancer Research and other charities;
- (b) meeting the aviator, Polly Vacher at North Weald Airfield;
- (c) the 21<sup>st</sup> International Scout Jamboree where for three weeks Hylands Park in Chelmsford had become the third largest settlement in Essex and North Weald Airfield had been used as a hub for the event;
- (d) the group of Buddhists and local people who had planted trees in Theydon Bois;
- (e) the Sikhs sports tournament in Chigwell;
- (f) the Church Service at Loughton Methodist Church;
- (g) the lunch at Gaynes Park, Coopersale for the Chairmen of other authorities;
- (h) the Awards Dinner again held at Gaynes Park in March 2008;
- (i) meeting the Duke of Gloucester at St John's School, Buckhurst Hill;
- (j) meeting the Duke of Kent at Windsor for the Scouts St George's Day Parade where she had also met Peter Duncan, Chief Scout and former Blue Peter presenter;
- (k) her last engagement at Epping Forest Burial Park where she had met Kate Adie, BBC correspondent.

Councillor Mrs Pond advised that whilst she had enjoyed meeting celebrities throughout the year the real pleasure had been meeting volunteers across the district who did so much work for the community.

Councillor Mrs Pond also reported on her attendance at Council arranged events where she had met many staff and developed a better understanding of the Council's Services including opening exhibitions at the Museum and attending events arranged by Housing Officers, Community Development Officers, Human Resources and the Countrycare Team. She referred to the exhibition which she had opened regarding 50 Favourite Trees in the District which was shortly to be featured in a BBC2 programme. A book had been produced in relation to this project and copies were now available in exchange for a donation to her charity.

Councillor Mrs Pond thanked councillors for their support during the year, particularly past Chairmen Ann Haigh, Brian Sandler and Richard Morgan and her Vice-Chairman, John Knapman. She also paid tribute to the support she had received from her husband Chris throughout the year.

Councillor Mrs Pond thanked the Chief Executive, Peter Haywood the Deputy Chief Executive, Derek Macnab, the Assistant to the Chief Executive, Ian Willett and the Assistant Director, Democratic Services, Graham Lunnun for their advice at Council meetings which she had enjoyed chairing throughout the year. She also thanked Tom Carne, Public Relations and Marketing Officer and the Public Relations Team, Simon Hill, Senior Democratic Services Officer and the Democratic Services Team

for their help through the year especially at the various civic events. She thanked the Office Superintendents for assisting with the provision of refreshments after Council meetings. Councillor Mrs Pond paid special tribute to the support she had received from Pat Seager, Chairman's Secretary pointing out that the Council was fortunate to have such an efficient and capable officer.

In conclusion, Mrs Pond again thanked members for giving her the opportunity of being Chairman of the Council.

Councillors S Murray, K Angold-Stephens, J M Whitehouse, Mrs D Collins and the Chief Executive, P Haywood (on behalf of the staff) expressed their appreciation for the hard work and enthusiasm shown by Councillor Mrs Pond during her year of office.

#### **4. ELECTION OF CHAIRMAN**

The nomination of Councillor J Knapman for the office of the Chairman of the Council having been formally moved, it was:

**RESOLVED:**

That Councillor J Knapman be elected Chairman of the Council for the ensuing year.

Councillor J Knapman thereupon made a declaration of acceptance of the office of Chairman and thanked the Council for his election. Councillor Knapman paid tribute to the way in which Councillor Mrs C Pond had performed the role of Chairman of the Council during the past year.

#### **COUNCILLOR J KNAPMAN IN THE CHAIR**

#### **5. PAST CHAIRMAN'S BADGE**

The new Chairman presented Councillor Mrs C Pond with a past Chairman's Badge of Office.

#### **6. APPOINTMENT OF VICE-CHAIRMAN**

The nomination of Councillor Mrs P Smith for the office of Vice-Chairman of the Council having been formally moved, it was:

**RESOLVED:**

That Councillor Mrs P Smith be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Mrs P Smith thereupon made a declaration of acceptance of the office of Vice-Chairman and thanked the Council for her appointment.

**7. MINUTES****RESOLVED:**

The minutes of the Council meeting held on 22 April 2008 be taken as read and signed by the Chairman as a correct record.

**8. DECLARATIONS OF INTEREST**

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

**9. ANNOUNCEMENTS****(a) Announcements by the Chairman****(i) Former Members**

The Chairman acknowledged the contributions made to the Council by:

- former Councillor Bob Church who had not been re-elected after two years service
- former Councillor Tom Richardson who had not been re-elected after four years service;
- former Councillor Tony Frankland who had not been re-elected after nine months service; and
- former Councillor Doug Kelly who had not been re-elected after 12 years service.

The Chairman presented an award to Councillor Kelly for his 12 years service.

Councillors Mrs D Collins, Mrs H Harding, R Law, R Morgan, S Murray, Mrs A Grigg, Mrs C Pond, and Mrs L Wagland spoke in appreciation of the work undertaken by former Councillor D Kelly. Councillor Kelly addressed the Council thanking members, officers and his family for the support they had given him over the years.

**(ii) Chairman's Charities**

Councillor Knapman reported that during his year as Chairman of the Council he proposed to raise funds for the provision of a "Wow Room" at Jubilee Lodge, Chigwell which would enable the severely disabled to enjoy the experience of activities such as horse-riding. He also proposed to raise funds for St Clare Hospice at Hastingwood for the purchase of mattresses and pump injection kits. In addition he proposed to give one morning a week of his time to charity throughout his year of office by assisting at Chigwell Riding Trust for Special Needs. He advised that he was also hoping to be able to support the introduction of some bereavement counselling.

**(iii) Flowers**

The Chairman announced that the floral display from tonight's meeting would be sent to St Clare Hospice at Hastingwood.

**(b) Announcements by Portfolio Holders****(i) Loughton Town Centre Enhancement**

Councillor Mrs A Grigg, Portfolio Holder for Planning and Economic Development reported on a recent meeting with County Councillor N Hume, Highways and Transportation Portfolio Holder. She advised that they had discussed the planting of trees in Loughton High Road and he had agreed to liaise with the County Council's Legal Department with a view to making progress. He had also made some positive comments regarding the provision of some funding for Phases 3 and 4 of the Enhancement Scheme.

**10. LOCAL GOVERNMENT AND HOUSING ACT 1989 - NOTICE OF CONSTITUTION OF POLITICAL GROUPS, GROUP LEADERS AND DEPUTIES****(a) Notice of Constitution of Political Groups**

The Council noted, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups on the Council as set out in Appendix 1 to these minutes.

**(b) Notification of Group Leaders and Deputies**

The Council noted the names of members who have signed notices as indicated above and who would act as Group Leaders and Deputy Group Leaders.

**11. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS****First Motion moved by Councillor Mrs D Collins and Seconded by Councillor C Whitbread**

"That, with effect from the Council year 2008/09:

- (a) the number of Cabinet seats be increased to nine councillors;
- (b) the responsibilities for the eight existing Portfolios, the duties of the new ninth Portfolio (to be entitled "Corporate Support and ICT Services") and changes to ancillary matters be amended as set out in the Appendix to this motion;
- (c) the creation of specified Portfolio Holders as champions for cross-cutting themes be approved as set out in the Appendix to this motion;
- (d) the Constitution be amended to reflect these changes; and
- (e) the Portfolio Holders consider a report to the Cabinet on how they intend to carry out their champion roles, where allocated, including the establishment of Cabinet Committees if appropriate".

**Carried**

**Second Motion Moved by Councillor Mrs D Collins and Seconded by Councillor C Whitbread**

"That the Council's decision on 21 February 2006 (Minute 81) to appoint five cross-party representatives) (including the Portfolio Holder for Leisure and Young People)

to the Leisure Management Contracts Monitoring Board be amended to provide for six members to be appointed as follows:

- (a) Conservative Group (3): Portfolio Holders for Finance and Performance Management, Leisure and Young People and Civil Engineering and Maintenance;
- (b) Liberal Democrats Group: one member;
- (c) LRA Group: one member; and
- (d) BNP Group: one member;

and that the Portfolio Holder for Finance and Performance Management be appointed Chairman of the Board.”

**Carried**

**RESOLVED:**

- (1) That, with effect from the Council year 2008/09:
  - (a) the number of Cabinet seats be increased to nine members;
  - (b) the responsibilities for the eight existing Portfolios, the duties of the new ninth Portfolio (to be entitled “Corporate Support and ICT Services”) and changes to ancillary matters be amended as set out in Appendix 2 to these minutes;
  - (c) the creation of specified Portfolio Holders as champions for cross-cutting themes be approved as set out in Appendix 2 to these minutes;
  - (d) the Constitution be amended to reflect these changes; and
  - (e) the Portfolio Holders consider and report to the Cabinet on how they intend to carry out their champion roles where allocated, including the establishment of Cabinet Committees if appropriate;
- (2) That the Council’s decision on 21 February 2006 (Minute 81) to appoint five cross-party representatives (including the Portfolio Holder for Leisure and Young People) to the Leisure Management Contracts Monitoring Board be amended to provide for six members to be appointed as follows:
  - (a) Conservative Group (3): Portfolio Holders for Finance and Performance Management, Leisure and Young People and Civil Engineering and Maintenance;
  - (b) Liberal Democrats Group: one member;
  - (c) LRA Group: one member; and
  - (d) BNP Group: one member;

and that the Portfolio Holder for Finance and Performance Management be appointed Chairman of the Board;

(3) That the Leader, Deputy Leader, Portfolio Holders and Members of the Cabinet, Committees, Sub-Committees, Panels and Groups be as set out in Appendix 3 to these minutes; and

(4) That the Chairmen and Vice-Chairmen of the Cabinet, Committees, Sub-Committees, Panels and Groups be as set out in Appendix 3 to these minutes.

## 12. STANDARDS COMMITTEE

The Council considered nominations for the two councillors to form a committee together with three independent members and a local council representative.

### RESOLVED:

That Councillors B Rolfe and Mrs P Smith be appointed to the Standards Committee for 2008/09.

## 13. AUDIT AND GOVERNANCE COMMITTEE

The Council considered nominations for the three councillors to form a committee together with two co-opted persons appointed by the council.

### RESOLVED:

That Councillors Mrs A Haigh, J Knapman and A Watts be appointed to the Audit and Governance Committee for 2008/09.

## 14. SCHEME OF DELEGATION

The Council noted that the Constitution required that the Scheme of Delegation be agreed at the Annual meeting. The attention of members was drawn to a report to be made later at the meeting by the Constitution and Members' Services Scrutiny Panel.

### RESOLVED:

That the Scheme of Delegation be considered later at the meeting as part of the report of the Constitution and Members' Services Scrutiny Panel.

## 15. COUNCIL MEETINGS - 2008/09

The Council was informed that at its meeting on 19 February 2008, it had adopted a calendar of meetings for the period May 2008-May 2009 which had included ordinary meetings of the Council for the year. It was noted that it was a requirement of the Constitution for the programme of ordinary meetings of the Council be approved at the Annual meeting of the Council.

### RESOLVED:

(1) That during 2008/09 ordinary meetings of the Council be held on the following dates:

26 June 2008 (Thursday)  
29 July 2008  
28 October 2008

16 December 2008  
17 February 2009  
19 February 2009 (Thursday) (reserve date for budget meeting)  
28 April 2009  
21 May 2009 (Thursday) (Annual meeting); and

(2) That the officers report to the next meeting with a revised date for the meeting scheduled to be held on 30 September 2008.

#### **16. APPOINTMENTS TO OUTSIDE ORGANISATIONS**

The Council considered a schedule of nominations by the political groups for Council representation on outside organisations. Voting took place in accordance with the Council Procedure Rules where nominations exceeded available places.

##### **RESOLVED:**

(1) That representation on outside organisations for 2008/09 be determined as set out in Appendix 4 to these minutes;

(2) That the schedule of representatives on outside bodies with terms of office expiring after the current year as set out in Appendix 5 to these minutes be noted; and

(3) That the officer appointments to outside organisations listed in Appendix 6 be noted.

#### **17. WORK PROGRAMMES**

The Committee noted that the Constitution required that the Executive and Overview and Scrutiny should both submit an annual work programme each year on their strategies for the coming year. It was noted that work programmes were being prepared and would be circulated to all members of the Council when completed.

##### **RESOLVED:**

That work programmes for the both the Executive and Overview and Scrutiny be circulated to members shortly.

#### **18. EXECUTIVE ANNUAL REPORT**

**(Mover: Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet)**

Councillor Mrs D Collins submitted the annual report of the Executive for 2007/08.

Report as first moved **ADOPTED**

##### **RESOLVED:**

That the annual report of the Executive for 2007/08 be noted.

#### **19. STANDARDS COMMITTEE - ANNUAL REPORT**

The Council noted that the Chairman of the Standards Committee was unable to attend the meeting to present this report.



**RESOLVED:**

That the work undertaken by the Standards Committee during the past municipal year as detailed in the annual report 2007/08 be noted.

**20. EPPING FOREST DISTRICT MEMBERS' REMUNERATION PANEL - FOURTH ANNUAL REPORT 2006/7 AND 2007/8**

**(Mover: S Lye, Chairman of the Remuneration Panel)**

Mr S Lye, Chairman of the Independent Remuneration Panel submitted the fourth annual report of the Panel.

**Motion moved by Councillor C Whitbread and seconded by Councillor Mrs D Collins**

"That this Council -

- (a) adopts the revised remuneration scheme proposed by the Remuneration Panel for 2008/9;
- (b) resolves to implement the proposals for allowances contained in the new scheme as follows:

<b>New Scheme Maximum Per annum</b>	<b>Implementation Figure</b>
(i) Basic Allowance	
£4,300 p.a.	£3,150
Connectivity Basic	
£500 p.a. (year 1)	£500 p.a. (year 1)
£250 (subsequent)	£250 p.a. (subsequent)
(ii) Special Responsibility (SRA) – Leader	
£10,750	£7,875
(iii) SRA – Cabinet Members	
£6,450	£6,300 (2 x Basic Allowance)
(iv) SRA – Overview and Scrutiny Chairman	
£4,300	£3,150
(v) SRA – 5 x Standing Scrutiny Panels Chairmen	
£2,150 pa	£2,150

- |        |   |               |
|--------|---|---------------|
| (vi)   | SRA – Area Plans Subs Chairmen (3)                    |               |
|        | £3,225  | £2,362        |
| (vii)  | SRA – District Development Control Committee Chairman |               |
|        | £3,225  | £2,362        |
| (viii) | SRA - Complaints Panel Chairman                       |               |
|        | £1,075  | £270          |
| (ix)   | Housing Appeals and Review Panel Chairman SRA         |               |
|        | £1,075  | £1,075 (100%) |
| (x)    | SRA - Staff Appeals Panel Chairman                    |               |
|        | £1,075  | £270          |
| (xi)   | SRA - Audit and Governance Committee Chairman         |               |
|        | £2,150  | £2,150        |
- (c) That recommendations (3), (4), (5), (7), (9), (12), (15), (16), (17), (18), (19), (21) and (22)-(31) of the Remuneration Panel be adopted;
- (d) That the Panel be asked to develop proposals under their recommendation (4) for limiting Basic Allowance in cases where 70% attendance and/or other performance criteria are not met;
- (e) That the total budget requirement for 2008/9 be noted as £267,820 and the additional expenditure in excess of the budget of £255,480 be funded from General Fund contingencies;
- (f) That the Council's appreciation of the work of the Remuneration Panel and its comprehensive report be recorded."

**Amendment moved by Councillor J M Whitehouse and seconded by Councillor D Jacobs**

"That the report of the Remuneration Panel be referred to the Constitution and Members' Services Scrutiny Panel for in-depth consideration and report back to the Council".

**Lost**

Motion as first moved **ADOPTED**

**RESOLVED:**

That this Council -

- (a) adopts the revised remuneration scheme proposed by the Remuneration Panel for 2008/9;
- (b) resolves to implement the proposals for allowances contained in the new scheme as follows:

<b>New Scheme Maximum Per annum</b>	<b>Implementation Figure</b>
(i) Basic Allowance	
£4,300 p.a.	£3,150
Connectivity Basic	
£500 p.a. (year 1)	£500 p.a. (year 1)
£250 (subsequent)	£250 p.a. (subsequent)
(ii) Special Responsibility (SRA) – Leader	
£10,750	£7,875
(iii) SRA – Cabinet Members	
£6,450	£6,300 (2 x Basic Allowance)
(iv) SRA – Overview and Scrutiny Chairman	
£4,300	£3,150
(v) SRA – 5 x Standing Scrutiny Panels Chairmen	
£2,150 pa	£2,150
(vi) SRA – Area Plans Subs Chairmen (3)	
£3,225	£2,362
(vii) SRA – District Development Control Committee Chairman	
£3,225	£2,362
(viii) SRA - Complaints Panel Chairman	
£1,075	£270
(ix) SRA - Housing Appeals and Review Panel Chairman	
£1,075	£1,075



applicable to the independent and co-opted members of the Audit and Governance Committee and the Standards Committee (namely an annual payment of £500 per annum plus travelling, subsistence and other expenses at the rate specified in the scheme and according to the same terms and conditions).

### **23. REPORT OF THE CONSTITUTION AND MEMBERS SERVICES SCRUTINY PANEL**

**(Mover: Councillor R Morgan, Chairman of the Overview and Scrutiny Committee)**

Councillor Morgan submitted the final report of the Constitution and Member Services Scrutiny Panel for 2007/08 under authority granted by the Overview and Scrutiny Committee. Councillor Morgan advised that the report dealt with three annual reviews which the Council was required to carry out in order to satisfy the Audit Commission's expectations as to the Council's governance arrangements.

**Amendment moved by Councillor Mrs J H Whitehouse and seconded by Councillor J M Whitehouse.**

"That Paragraph (1)(h) of the Officer Delegation in respect of Planning Applications (Ref P4) be amended to read:

"Applications which any member requests within four weeks of the date of receipt by members of the relevant list of weekly Planning Applications should be the subject of consideration by the relevant Committee".

**Carried**

Report as amended **ADOPTED**

#### **RESOLVED:**

##### **Officer Delegation - Annual Review 2007/08**

(1) That the proposed revisions to officer delegation outlined in the report of the Panel be approved and incorporated in the Council's Constitution, subject to Paragraph (1)(h) of the officer delegation in relation of Planning Applications (Ref P4) being amended to read - applications which any member requests within four weeks of the date of receipt by members of the relevant list of weekly Planning Applications should be the subject of consideration by the relevant Committee;

(2) That once the Council has approved the changes the format of the schedule be altered to create two new schedules as follows:

(a) Executive functions - for approval by the Leader of the Council in compliance with the Local Government and Public Access to Health Act 2007; and

(b) Council/Regulatory Functions - for approval by the Council;

(3) That these arrangements be put in place for the next annual review of officer delegation;

- (4) That, over the forthcoming year, each of the new formats set out in (1) and (2) above, be restructured to provide a list of delegations for each Chief Officer based on statutory and non-statutory delegated powers; and
- (5) That the revised officer delegations in respect of Planning Applications (Ref P4) be reviewed as part of the 2008/09 review;

**Contract Standing Orders - Annual Report 2007/08**

- (6) That the proposed revisions to Contract Standing Orders as set out in the Appendix to the report of the Panel be approved and incorporated into the Council's Constitution;

**Financial Regulations - 2007/08 Review**

- (7) That the proposed revisions to Financial Regulations as set out in the Appendix to the report of the Panel be approved and incorporated in the Council's Constitution; and
- (8) That the revised delegated authority in respect of bad debts for the Director of Finance and ICT be monitored over the next year and brought forward for consideration at the next review.

**CHAIRMAN**