

**ANNUAL COUNCIL MEETING - 21 MAY 2009**

- (a) Leader – Councillor D Collins**
- (b) Deputy Leader – Councillor C Whitbread**
- (c) Other Cabinet Members/ Allocations of Portfolios**

Portfolio Title	Portfolio Holder 2009-10
Leader	D Collins
Finance and Economic Development	C Whitbread
Leisure and Wellbeing	H Harding
Community Safety and Transport	S Stavrou
Performance Management	R Bassett
Environment	M Sartin
Housing	D Stallan
Legal and Estates	M Cohen

**Appendix 1a**

**Constitution Part 3(3)  
(Responsibilities for Functions)**

**DEFINITIONS OF EXECUTIVE PORTFOLIOS (rev 2009)**

Portfolio	Other Responsibilities
<b>1. Leader</b> <b>Councillor Collins</b>	
Chairman of Cabinet	CEF/MB Liaison

Local Strategic Partnership	PDR for Chief Executive
Forward Planning	Staff Monitoring
Democratic Services	Section 106 Agreements
Media and Website	
Constitutional Matters	
Council Plan	
Customer Services	
Major Property Development Proposals	
Local Plan	

<b>2. Finance and Economic Development</b>	
<b>Councillor Chris Whitbread</b>	
Financial Management/Investment	
External Funding	
Procurement	
Benefits	
North Weald Airfield	
Accountancy	
Audit	
Budget (inc Capital Programme)	
Business Prosperity	
Cashiers	
Council Tax/NNDR	
Insurance	
Economic Development	
<b>3. Leisure and Wellbeing</b>	
<b>Councillor Heather Harding</b>	
Leisure Centre Management	
Young People and Youth Council	
Grant Aid	
Voluntary Sector Champion	
Voluntary Action Epping Forest	

Health and Health Inequalities	
Supporting People Initiative	
Equality and Diversity	
Health Improvement Programme	
Holiday Schemes	
Museum Services	
Arts Development	
Community Development	

<b>4. Community Safety and Transport</b> <b>Councillor Syd Stavrou</b>	
Crime and Disorder	
Community Transport	
Concessionary Fares	
Highways and Roads	
Furniture Exchange Scheme	
Lee Valley Park	
Olympic Legacy	
Car Parking	
Public Transport	
Transport for London Liaison	
Public Conveniences	

<b>5. Performance Management</b> <b>Councillor Richard Bassett</b>	
Performance Management	Outsourcing/VFM
Risk Management	IT Advice
Human Resources (including Payroll and Pensions)	Highways Panel (Interim)
Emergency Planning	
Building Maintenance (Non HRA)	
Compliments and Complaints	
Facilities Management	
Fleet Management	
Health and Safety	

<b>6. Environment</b>	
<b>Councillor Mary Sartin</b>	
Waste Management and Board	
Environment Co-ordination/Sustainability	
Environmental Health	
Food, Home and Water Safety	
Licensing Act 2003 (Policy)	
Statutory and Other Nuisances	
Land Drainage/Sewerage	
Pest Control	
Town Centre Enhancement Schemes	
Town Centre Partnerships/Management	
Conservation and Landscape/Trees	
Building Control/Dangerous Structures	
Animal Welfare	
Air Quality	
Abandoned Vehicles	
Contaminated Land	
Countryside	
Dangerous Waste/Asbestos	
Grounds Maintenance	
Energy Conservation	
Pollution (Noise and Others)	
Rural Issues	
Roding Valley Nature Reserve	

<b>7. Housing</b> <b>Councillor David Stallan</b>	
Estate Management (Council Housing)	
Works Unit and Repairs	
Private Sector Housing (inc Empty Properties)	
Fuel Poverty/Insulation	
Decent Homes	
Care and Repair (CARE)	
Careline Emergency Alarm	
Council House Sales/Right to Buy	
Homelessness	
Housing Needs	
Housing Investment Programme	
Social Housing Applications	
Warden Assisted/Sheltered Housing	
Transfers and Mutual Exchanges	
National Mobility Scheme	
Adaptations for Disabled	
Caravan Sites	
Garages	
Elderly Persons' Garden Maintenance (Tenants)	
Housing Maintenance	
Affordable Housing Development	

<b>8. Legal and Estates</b> <b>Councillor Mitch Cohen</b>	
Legal services	Regulatory Oversight
Local Land Charges	Planning (Appeals and Enforcement)
Estates (Land Acquisition/Sales)	Licensing/Food (Enforcement)
ICT	Advocate for Members
Asset Management	
Depots	

**Cabinet Committee Memberships (not part of pro rata allocations)**

**(i) Finance and Performance Management Cabinet Committee**

Finance Portfolio Holder  
Performance Management Portfolio Holder  
Leader  
Environment Portfolio Holder  
Community Safety and Transport Portfolio Holder  
Housing Portfolio Holder

**(ii) North Weald Airfield Strategy Cabinet Committee**

Leader  
Environment Portfolio Holder  
Finance  
Legal and Estates  
Housing Portfolio Holder

**(iii) LDF Cabinet Committee**

Leader  
Leisure and Wellbeing Portfolio Holder.  
Environment Portfolio Holder  
Performance Management Portfolio Holder  
Legal and Estates  
Community Safety and Transport Portfolio Holder

**Cabinet Committee Chairmen (ex-officio - not part of pro rata allocations)**

Finance and Performance Management Cabinet Committee – Finance Portfolio Holder

North Weald Airfield Strategy - Finance Portfolio Holder.

LDF Cabinet Committee – Leader

**Representation on Outside Organisations  
Organisations Carrying Out Executive Functions**

**MINUTES APPENDIX 3  
21.5.09**

In accordance with the Council's decision made under Minute 121 of the Council meeting held on 17 February 2009, the following outside body appointment have been made by the leader.

<b>Organisation and Allocation Category</b>		<b>Nominations for 2009/10</b>
1.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee (Executive)	S Stavrou
2.	Crime and Disorder Strategy Panel (Executive)	Ms S Stavrou M Cohen (Deputy)
3.	East of England Regional Assembly (Executive)	D Collins
4.	Enfield Essex Herts Border Liaison Group (Executive/Local)	R Bassett Mrs P Smith J Wyatt (Mrs J Lea, Mrs M Sartin, as Deputies)  <b>1 Deputy Vacancy</b>
5.	Epping Forest District Local Strategic Partnership (Executive)	Mrs A Grigg Mrs D Collins
6.	Epping Forest Local Strategic Partnership – Homes and Neighbourhoods Action Group (Executive)	D Stallan
7.	Essex Development and Regeneration Agency (Executive)	Defunct no nomination required. This body will be subject to report at a later meeting.
8.	Essex On-Line Partnership (Executive)	Mrs D Collins
9.	Essex Prosperity Forum (and West Essex Sub Group) (Executive)	Defunct not required
10.	Essex Supporting People Commissioning Body (Executive)	D Stallan Mrs H Harding (Deputy)
11.	Highways Panel (West Area) (Executive)	S Stavrou Mrs P Smith (Deputy)
12.	Local Government Association - General Assembly (Executive)	Mrs D Collins , C Whitbread (Deputy)
13.	Local Government Information Unit Management Committee (Executive)	Mrs D Collins, C Whitbread (Deputy)

**Representation on Outside Organisations - Appointments Held by Officers**  
**Organisations Carrying Out Executive Functions**

The following appointments have been made by the Leader of Council in accordance with Council minute 121 – 17 February 2009 as they fall within the ‘Executive’ category.

<b>Number:</b>	<b>Organisation and Committee Responsible</b>	<b>Representative</b>
1	Access Group – Joint Management Team	Special Needs Manager
2	Essex Archaeological and Historical Congress	Epping Forest District Museum Officer
3	Museum Service (South Eastern)	Epping Forest District Museum Officer
4	National Society for Clean Air (SE Division)	Director of Environment and Street Scene (or representative)
5	Standing Conference - Investigation of Air Pollution	Director of Environment and Street Scene (or representative)



**ANNUAL COUNCIL MEETING - 21 MAY 2009**

**Committees, Sub-Committees and Panels – Memberships**

<b>Double Aggregated Committees and Panels</b>	
<b>(i)</b>	<b>Licensing Committee (15 members)</b>
	<p>Conservative Group (8): M Cohen, Mrs R Gadsby, J Hart, Ms J Hedges, Mrs M McEwen, B Rolfe, Mrs P Smith, J Wyatt</p> <p>Liberal Democrats Group (2): Mrs P Brooks, D Dodeja</p> <p>LRA Group (1): K Angold-Stephens</p> <p>BNP Group (2): Ms S Clapp, Mrs P Richardson</p> <p>Independent Member (1): R Morgan (nominated by the Conservative Group)</p> <p><b>Vacancy</b></p>
<b>(ii)</b>	<b>Housing Appeals and Review Panel (5 members and 5 substitutes)</b>
	<p>Conservative Group (3): Mrs R Gadsby, B Rolfe, J Wyatt (Substitutes – Ms J Hedges, Mrs J Lea, B Sandler)</p> <p>Liberal Democrats Group (1): Ms J Sutcliffe (Substitute – Mrs J H Whitehouse)</p> <p>LRA Group (1): Mrs C Pond (Substitute – K Angold-Stephens)</p>
<b>(iii)</b>	<b>Staff Appeals Panel (5 members and 5 substitutes)</b>
	<p>Conservative Group (3): B Rolfe, B Sandler, J Wyatt (Substitutes – A Boyce, Mrs P Smith, Mrs E Webster)</p> <p>Liberal Democrats Group (1): J M Whitehouse (Substitute – P Spencer)</p> <p>Independent Member (1): P Gode</p>
<b>(iv)</b>	<b>Complaints Panel (Pool of 11 members)</b>
	<p>Conservative Group (7): K Chana, Ms J Hedges, G Mohindra, J Philip, B Rolfe, B Sandler, Mrs L Wagland</p> <p>Liberal Democrats Group (2): Mrs P Brooks, Mrs A Haigh</p> <p>LRA Group (1): D Wixley</p> <p>BNP Group (1): Mrs P Richardson</p>

<b>(v)</b>	<b>District Development Control Committee (15 members)</b>
	<p>Conservative Group (9): K Chana, M Colling, Mrs R Gadsby, A Green, J Hart*, G Mohindra, B Sandler, Mrs L Wagland, J Wyatt</p> <p>Liberal Democrats Group (2): R Frankel, Mrs A Haigh*</p> <p>LRA Group (2): J Markham*, C Pond</p> <p>BNP Group (1): P Turpin*</p> <p>Independent Member (1): R Morgan</p>
<b>Aggregated Committees and Panels</b>	
<b>(vi)</b>	<b>Overview and Scrutiny Committee (11 members)</b>
	<p>Conservative Group (6): M Colling, A Green, A Grigg, J Knapman, G Mohindra, Mrs L Wagland</p> <p>Liberal Democrats Group (2): D Jacobs, A Haigh</p> <p>LRA Group (1): K Angold-Stephens</p> <p>BNP Group (1): R Law</p> <p>Independent Member (1): R Morgan (nominated by the Conservative Group)</p>
<b>(vii)</b>	<b>Joint Consultative Committee (9 members plus 9 staff side representatives)</b>
	<p>Conservative Group (5): R Bassett, M Cohen, Mrs D Collins, G Mohindra, C Whitbread</p> <p>Liberal Democrats Group (1): Mrs P Brooks, J H Whitehouse</p> <p>LRA Group (1): Ms R Brookes</p> <p>BNP Group (1): Mrs P Richardson</p>
<b>(viii)</b>	<b>Essex Localism Initiative – Local Highways Panel **NEW**</b>
	<p>Conservative Group: R Bassett, A Boyce, K Chana, J Hart, J Philip, S Stavrou, E Webster</p> <p>Liberal Democrats Group: R Frankel, G Sutcliffe</p> <p>LRA Group: K Angold-Stephens</p> <p>BNP Group: Mrs P Richardson</p>

<b>Area Planning Subcommittees</b>	
<b>(ix)</b>	<b>Area Plans Sub-Committee South (currently 23 members – all local ward councillors opting -in)</b>
	<p>Conservative Group (10): D Bateman, K Chana, M Cohen, Miss R Cohen, J Hart, J Knapman, G Mohindra, B Sandler, H Ulkun, Mrs L Wagland*</p> <p>Liberal Democrats Group (4): D Dodeja, Mrs A Haigh, P Spencer*, Ms J Sutcliffe</p> <p>LRA Group (5): K Angold-Stephens*, R Barrett, J Markham, Mrs C Pond, D Wixley</p> <p>BNP Group (4): Mrs S Clapp, R Law, Mrs P Richardson*, P Turpin</p>
<b>(x)</b>	<b>Area Plans Sub-Committee East (19 members - all local ward members)</b>
	<p>Conservative Group (13): A Boyce, M Colling, Mrs D Collins, A Green, Mrs A Grigg, Mrs H Harding, Ms J Hedges, Mrs M McEwen, J Philip, G Pritchard, B Rolfe*, D Stallan, C Whitbread</p> <p>Liberal Democrats Group (4): R Frankel*, D Jacobs, Mrs J H Whitehouse, J M Whitehouse</p> <p>Independent Member (1): R Morgan</p> <p>Labour (1): P Gode</p>
<b>(xi)</b>	<b>Area Plans Sub-Committee West (14 members - all local ward members)</b>
	<p>Conservative Group (12): R Bassett, J Collier, Mrs R Gadsby, Mrs J Lea, W Pryor, Mrs M Sartin, Mrs P Smith*, Ms S-A Stavrou, A Watts, Mrs E Webster, J Wyatt</p> <p>Liberal Democrats Group (1): Mrs P Brooks*</p> <p>Independent Member (1): Mrs A Cooper</p> <p>1 Vacancy</p>
<b>(xii)</b>	<b>West Essex Waste Management Joint Committee</b>
	<p>Conservative Group:</p> <p>Environment Portfolio Holder: M Sartin Leader (Deputy): D Collins</p>

<b>(xiii)</b>	<b>Waste Management Partnership Board (2 members plus 2 officers and 4 representatives of the Council's Waste Management Contractor)</b>
	Environment Portfolio Holder (Chairman): M Sartin Leader – D Collins Director of Environment and Street Scene Council's representative under contract (officer)
<b>(xiv)</b>	<b>Waste Management Advisory Board</b>
	Environment Portfolio Holder : M Sartin Leader: D Collins
<b>(xv)</b>	<b>Leisure Management - Contract Monitoring Board</b>
	Conservative Group: R Bassett, Mrs H Harding, C Whitbread Liberal Democrats Group: J M Whitehouse LRA Group: D Wixley BNP Group: P Turpin
<b>(xvi)</b>	<b>Audit and Governance Committee</b>
	Conservative Group: A Green, A Watts Liberal Democrats Group: Mrs A Haigh
<b>(xvii)</b>	<b>Standards Committee</b>
	Conservative Group: P Smith B Rolfe Liberal Democrats Group: J H Whitehouse

**Committees, Sub-Committees and Panels - Chairmanships and Vice-Chairmanships**

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Licensing Committee	Mrs P Brooks (Liberal Democrats Group)	Mrs P Richardson (BNP Group)
Housing Appeals and Review Panel	Mrs C Pond (LRA Group)	Mrs R Gadsby (Conservative Group)
Staff Appeals Panel	J M Whitehouse (Liberal Democrats Group)	K Chana (Conservative Group)
Complaints Panel	Mrs P Richardson (BNP Group)	J Philip (CONS)
District Development Control Committee	B Sandler (Conservative Group)	M Colling (Conservative Group)
Overview and Scrutiny Committee	R Morgan (Independent Member –nominated by the Conservative Group)	K Angold-Stephens (LRA)
Joint Consultative Committee	Staff side nomination 2009-10	R Bassett (Conservative Group)
Local Highways Panel <b>**NEW**</b>	R Bassett (Conservative Group)	S Stavrou (Conservative Group)
Area Plans Sub-Committee South	J Hart (Conservative Group)	Mrs L Wagland (Conservative Group)
Area Plans Sub-Committee East	M Colling (Conservative Group)	G Pritchard (Conservative Group)
Area Plans Sub-Committee West	J Wyatt (Conservative Group)	Mrs P Brooks (Liberal Democrats Group)
Audit and Governance Committee	A Green (Conservative Group)	Ms M Rickman - Co-opted member

**Representation on Outside Organisations  
Organisations Carrying Out Council Regulatory or Non-Cabinet Functions**

**MINUTES APPENDIX 7  
21.5.09**

<b>Organisation and Allocation Category</b>		<b>Nominations for 2009/10</b>
1.	Care and Repair - Management Committee (Optional)	Mrs P Brooks Mrs A Grigg S Murray
2.	Epping Forest Citizens' Advice Bureaux	K Chana Mrs R Gadsby  (D Bateman, Mrs J Hedges, Mrs J Lea Deputies)
3.	Campaign to Protect Rural England (Essex Branch) (Optional)	G Pritchard (B Rolfe Deputy)
4.	Epping Forest College – Observer at Board Meetings	D Collins
5.	Epping Forest Children and Young Peoples' Strategic Partnership (CYPSP) – Management Board (Optional)	Mrs H Harding Mrs A Haigh
6.	Epping Forest Community Transport Steering Group (Optional)	S Stavrou
7.	Epping Forest Housing Aid Committee (Optional)	J Wyatt
8.	Essex County Council – Task and Finish Panel on West Essex Health Services	Mrs E Webster
9.	Lee Valley Regional Park Authority (Optional)	M Sartin Ms S A Stavrou (J Wyatt and R Bassett deputies)
10.	Leisure Centres Liaison Groups (Local)  - Ongar Sports Centre  - Epping Sports Centre  - Loughton Leisure Centre  - Waltham Abbey Swimming Pool	Mrs A Grigg G Pritchard  M Colling B Rolfe  Miss R Cohen J Hart R Law  J Collier W Pryor
11.	Local Councils' Liaison Committee	Mrs P Smith (Chairman of Council) Mrs A Grigg (Vice-Chairman of Council) R Morgan Mrs J H Whitehouse Mrs A Haigh

Organisation and Allocation Category		Nominations for 2009/10
12.	Local Government Association - Rural Commission	A Boyce (Voting Member) Vacancy
13.	Museums in Essex Committee (Optional)	Mrs R Gadsby
14.	Police and Community Consultative Group – Epping Forest (Local)	D Bateman G Pritchard
15.	Princess Alexandra Hospital - Partnership Governor	H Harding
16.	Roding Valley Meadows Local Nature Reserve (Management Committee) (Local)	M Sartin S Murray D Dodeja  (K Angold-Stephens, P Spencer - Deputies – one deputy vacancy)
17.	Stansted Airport Consultative Committee (Optional)	Mrs M Sartin G Pritchard (Deputy)
18.	Stansted Airport Community Trust Fund (Optional)	R Morgan
19.	Town Centre Partnerships (Local) (a) Buckhurst Hill Town Centre Partnership  (b) Epping Town Centre Partnership  (c) Loughton Broadway Town Centre Partnership  (d) Loughton High Road Town Centre Partnership  (e) Ongar Town Forum - Steering Group  (f) Waltham Abbey Town Partnership	R Church Mrs L Wagland <b>Representation on this Organisation to be reconsidered at the next meeting</b>  Ms J Hedges J M Whitehouse  K Angold-Stephens Mrs P Richardson  J Hart R Barrett  G Pritchard D Jacobs  Mrs R Gadsby Mrs J Lea
20.	Voluntary Action Epping Forest (Optional)	Ms J Hedges
21.	Waltham Abbey Royal Gunpowder Mills Ltd (Optional)	W Pryor
22.	Waltham Abbey Tourist Information Centre - Joint Management Committee (Local)	Mrs R Gadsby Mrs J Lea J Wyatt
23.	Waste Management and Street Cleansing – Loughton Stakeholders' Group (Local)	R Barrett R Cohen S Murray

<b>Organisation and Allocation Category</b>		<b>Nominations for 2009/10</b>
24.	West Essex Area Forum (Executive)	Mrs D Collins
25.	West Essex Economic Strategy (Optional)	None required - Defunct



**ANNUAL COUNCIL MINUTES  
APPENDIX 8  
(21.5.09)**

**Representation on Outside Organisations - Appointments Held by Officers  
Organisations Carrying Out Council Regulatory or Non-Executive Functions**

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

<b>Number:</b>	<b>Organisation and Committee Responsible</b>	<b>Representative</b>
1	East Anglian Home Safety Committee	Director of Environment and Street Scene (or representative)
2	Essex Water Safety Liaison Committee	Director of Environment and Street Scene (or representative)
3	Victoria County History Association	Epping Forest District Museum Officer
4	Voluntary Action Epping Forest (see also member appointments schedule)	Policy Officer (+ 1 member delegate)

**APPENDIX 9  
21.5.09**

**Representation on Outside Organisations Carrying Out Council Regulatory or Non-Cabinet Functions**

A list of organisations with representatives whose terms of office expire after the current year is set out below. Organisations not normally requiring an appointment to be made this year but which require a serving councillor to be the representative are highlighted in this Appendix.

<b>Organisation and Allocation Category</b>	<b>No. of reps.</b>	<b>Present Representative(s)</b>	<b>Term of Office expires on:</b>
1. Grange Farm Managing Trustees (Optional)	3	C Huckle Mrs P Smith R Church	17.12.11