
COUNCIL

BULLETIN

Issued Week Ending Friday, 30 April 2021

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Member Services

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PART A - FORWARD DIARY

Key to abbreviations:

CC	Council Chamber	Cab Off	Cabinet Office
CR1	Committee Room 1	CONF	Conference Room (1st floor)
CR2	Committee Room 2	CH OFF	Chairman of Council's Office
MR	Members' Room	TR RM	Training Room
TBD	To be decided	HEM	Hemnall Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	VM	Virtual Meeting
DPCC	Debden Park Community Centre	NWA	North Weald Airfield

Other venues are shown in full.

Currently meetings are subject to change, postponement or cancellation.

Many meetings will be held virtually but Democratic Services will advise arrangements for individual meetings.

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday	4 2.00 pm Cabinet Agenda Planning Group 04/05	5	6	7
10 3.00 pm Council Agenda Planning Group 10/05	11	12 5.00 pm - 7.30 pm Member Training - New and Re-elected Member Welcome and Induction 12/05	13 10.00 am Licensing Sub Committee 13/05	14 9.00 am - 10.30 am Member Training - Connectivity Help 14/05 10.30 am - 11.30 am Member Training - How th Council Works 14/05 11.45 am - 1.00 pm Member Training - Code of Conduct 14/05 1.30 pm - 3.00 pm Member Training - Data Protection 14/05 3.00 pm - 5.00 pm Member Training - Planning 14/05
17	18 10.00 am - 12.30 pm Member Training - Chairmanship of Area Plans Sub- Committee and District Development Committee 18/05 7.00 pm Appointments Panel 18/05	19 7.30 pm Area Planning Sub-Committee South 19/05	20	21
24	25 7.30 pm Council 25/05	26 7.30 pm Area Planning Sub-Committee East 26/05	27	28 10.00 am - 12.00 pm Qualis - Cabinet Workshop 28/05
31 Bank Holiday	1	2 7.30 pm Area Planning Sub-Committee West 02/06	3	4

PART B - ESSENTIAL INFORMATION

New Process for raising IT issues

1. Members should raise IT issues by contacting Member Contact via email at MemberContact@eppingforestdc.gov.uk. Minimum information required; a full detailed explanation of the symptoms, preference for contact details, an appropriate time for IT to contact, and any screenshots of the issues experienced (if appropriate).
2. Member Contact will raise the incident on behalf of the member with the ICT service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
3. The Service Desk member will create an incident on behalf of the Member, with the full details. Please note that there may be occasions when further information is required in order for the service desk to progress the ticket, In this instance the service desk will advise and support Member Contact and postpone the progress of the ticket until the appropriate information is provided.
4. IT will then accept ownership of the issue and create a ticket. During the lifecycle of the ticket there may be occasions where further information and collaboration is needed with the members directly, ICT will contact the member directly at the stipulated time on the appropriate number provided in the ticket. Updates on the Tickets will be emailed directly to the member reporting the issue.
5. In the event that IT have attempted to reach the member on 2 separate occasions and are unable to make contact the ticket will be resolved and escalated to MemberContact@eppingforestdc.gov.uk. Member Contact or the Member will then have 10 days to reach out to the service desk in order to re-open the ticket and resolve the issue.
6. Members are still able to raise tickets directly via the service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
7. Any IT issues being reported to Democratic Services will be emailed to MemberContact@eppingforestdc.gov.uk

Use of Council email address

This is a polite reminder that when undertaking Council business, **you must only use your Council email address** due to GDPR legislation.

If you are experiencing issues with accessing your Council email account, please following the new process to raise IT issues so our ICT Team can assist.

Member Contact

Please be aware that all Member queries should be logged using https://eppingforestdc-self.achieveservice.com/service/Member_Contact as this will ensure that your query or question is properly logged and chased up if you have not received a response within 5 days.

Modern.Gov App Tutorial

A video tutorial is available from Civica on YouTube for using the Modern.Gov iOS app. The video is approximately 12 minutes long and can be accessed via the following link:

Modern.Gov new iOS App Tutorial =
<https://www.youtube.com/watch?v=F23xhEdH5vc>

Committee Management System

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforetexttranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

Constitution

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

ECC Highways Portal

Up to date details of all Highways work is available at:

<https://www.essexhighways.org/Transport-and-Roads.aspx>

PART C - GENERAL INFORMATION

- 1. ESSEX POLICE ORGANISED CRIME NEWSLETTER 1 - APRIL 2021 (Pages 11 - 14)**

Please see attached.

- 2. MEMBER TRAINING PROGRAMME 2021/22 (Pages 15 - 36)**

Please find attached the 2021/22 Members Training Programme Prospectus.

Established Member are invited to book an appointment at the Induction on 12 May if they would like 1-2-1 assistance with iPad issues.

If you would like to sign up to any sessions please advise Kim Partridge,
kpartridge@eppingforestdc.gov.uk

- 3. WEBCAST TOP 10 26APR (002) (Pages 37 - 38)**

Please see attached.

- 4. AREA PLANS WEST CANCELLED**

Members are advised that the next meeting of Area Plans West on 12 May is cancelled with the Chairman's permission as there is no business for the agenda.

(Further information: V Messenger ext 4243)

- 5. EFDC STRUCTURE - APRIL 2021 (Pages 39 - 40)**

Please see attached.

- 6. CHAIRMAN'S DIARY**

None this week

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

EPF/2500/20 – 11 Tower Road Epping CM16 5EL - Proposed loft conversion with a rear dormer, rooflight windows and x 3no. petite dormers facing east.- Householder appeal – Zara Seelig ext. 4379

EPF/2606/20 – Orchard Leigh House Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for existing use of a residential dwelling without compliance with agricultural tie – Public Inquiry – Alastair Prince Ext. 4462 (Linked with EPF/2607/20)

EPF/2607/20 – Messengers Nursery Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for Existing use of site for storage or Distribution – Public Inquiry – Caroline Brown ext.4182 (linked with EPF/2606/20)

2. Forthcoming Planning Inquiries/Hearings -

27th April 2021 - Billingsbourne Barn (land beyond) Millers Lane Chigwell IG7 6FG - Certificate of Lawful Development for existing works of conversion carried out at land formerly known as Billingsbourne Barn (land beyond), Millers Lane, Chigwell IG7 6FG

(a) fall within the provisions of Schedule 2, Part 3 Paragraph Q.2(1) of the Town and Country Planning (General Permitted Development) (England) Order 2105 (GPDO) for the change of use of the agricultural building to a dwelling house (Class C3); and

(b) are in accordance with the prior approval granted by Inspector Emerson on 16th February 2016 under appeal reference number APP/J1535/W/15/137417 – Virtual Public Inquiry

EPF/0695/19 - Langley and Mile Nurseries Crooked Mile, Waltham Abbey EN9 2ER - Outline planning application for a residential development comprising up to x 52 no. dwellings (including 40% affordable housing) with vehicular access from Crooked Mile, associated open space, children's play area and ancillary works- date to be arranged

EPF/2790/20 –Land North of Heathlands Willingale Road Ongar CM5 0QH - Change of use of land for the creation of 9 Gypsy/Traveller pitches comprising the siting of 1 mobile home, 1 touring caravan, and the erection of 1 utility building per pitch – Mo Rahman ext. 4415 – Public Inquiry - Date to be arranged

EPF/2606/20 – Orchard Leigh House Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for existing use of a residential dwelling without compliance with agricultural tie – Public Inquiry - Date to be arranged (Linked with EPF/2607/20)

EPF/2607/20 – Messengers Nursery Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for Existing use of site for storage or Distribution – Public Inquiry – Date to be arranged (linked with EPF/2606/20)

EPF/1649/17 – White Rose Curtis Mill Lane Stapleford Abbots RM3 1HS – Re determination appeal by new Inspector- date to be arranged

3. Enforcement Appeals

None this week

4. Appeal Decisions

None this week

5. Tree Preservation Orders

None this week

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PORTFOLIO HOLDER DECISIONS

The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

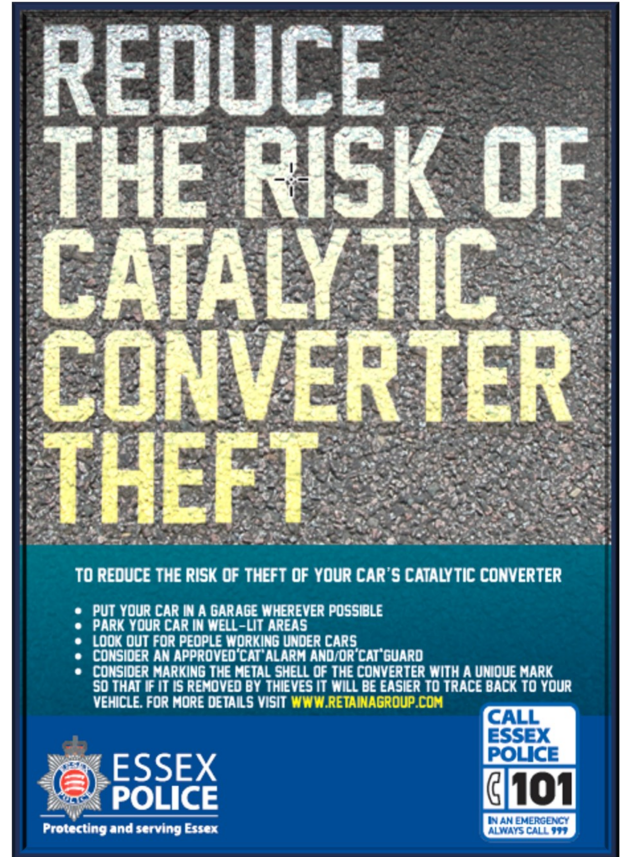
23rd April 2021

Catalytic Converter Thefts

Due to the increase in the value of scrap metal, organised criminals are turning their attention to making money through metal theft. In particular they are targeting the theft of Catalytic Converters due to the three precious metals found within, two of which are worth more than gold. National in 2020 there was a 75% increase

It takes less than 2 minutes to steal a Catalytic Converter and only requires a car jack and an angle-grinder or similar tool for cutting the exhaust pipe quickly in two places. The criminals then drive off looking for their next target.

The criminals will then sell the stolen Catalytic Converters to garages, scrap metal dealers or even sell them abroad.



Vehicles Targeted

The thieves will be on the look out for suitable vehicles that have high ground clearance, to aid their access to the Catalytic Converter. The top five vehicles targeted are:

- Honda Jazz
- Toyota Prius
- Toyota Auris
- Lexus RX
- Mercedes Sprinter



If you have any information about possible organised crime, victims of such crime or vulnerable people subject of exploitation, please inform Essex Police or CrimeStoppers on 0800 555111




Where & when do Catalytic Converter thefts occur?

Traditionally these thefts were occurring at night but as thieves are becoming more proficient at this type of crime, many are now happening in broad daylight.

Most thefts are taking place in car parks, such as railway stations, hospitals and supermarkets. They are also stolen from vehicles parked on roads and even peoples driveways.

How can I reduce my chances of being a victim?

- Park your car in a locked garage or in a well-lit and well-populated area.
- Park with exhaust close to fences, walls or a kerb to make theft more difficult.
- Avoid parking your vehicle half on the pavement and half on the road, as this may make it easier for thieves to access the catalytic converter.
- If parking in a public car park, park alongside other cars and facing you bonnet towards the wall if possible.
- If you park on a drive way, installation of low-cost security lighting and CCTV could deter any potential thief. If the design of your drive way allows consider installation of a motion activated alert.
- If there is a fleet of vehicles, park the low clearance vehicles to block the high clearance vehicles. This will obstruct access underneath.
- If your catalytic converter is bolted on, you can ask for your local garage to weld the bolts to make it more difficult to remove.
- Have a prevention device fitted, like a tilt sensor alarm, or a CAT cage, lock or strap.
- You can also etch your post code or registration number on the converter.



Having your Cat stolen, will stop your vehicle purring...

CATALYTIC CONVERTER THEFT IS OCCURING IN YOUR AREA

Vehicles which have a high ground clearance, vans, 4x4, Pickups and People Carriers are particularly vulnerable. Catalytic converter's are very expensive to replace.

Police are looking for information and intelligence in relation to who is committing the thefts, and ask that members of the public are vigilant, and report any people and vehicles acting suspiciously.



**ESSEX
POLICE**
Protecting and serving Essex



**CALL
ESSEX
POLICE**
101
IN AN EMERGENCY
ALWAYS CALL 999



If you have any information about possible organised crime, victims of such crime or vulnerable people subject of exploitation, please inform Essex Police or CrimeStoppers on 0800 555111

What do I do if I see someone acting suspiciously or have information about Catalytic Converter thefts or other forms of organised crime?



- If you believe that you are witnessing a crime taking place, then please call the Police on “999” and report what you have seen. This will include your location, a description of the thieves and if possible details of their vehicle and those of the vehicle being attacked (registration number, colour, make and model).
- Where possible and only if safe to do so, take a photo of the suspects or even video it on your mobile phone.
- If the crime is not taking place there and then or you are not sure if a crime was being committed or not, then please contact the Police via “101” or online at Essex.Police.UK
- If you have any information about Catalytic Converter thefts or any other type of organised crime, then again please contact Essex Police on “999” if urgent or there is an immediate risk to anyone. If not the use “101” or the Essex Police website.
- If you want to remain anonymous, then there is always reporting the information via CrimeStoppers on 0800 555111

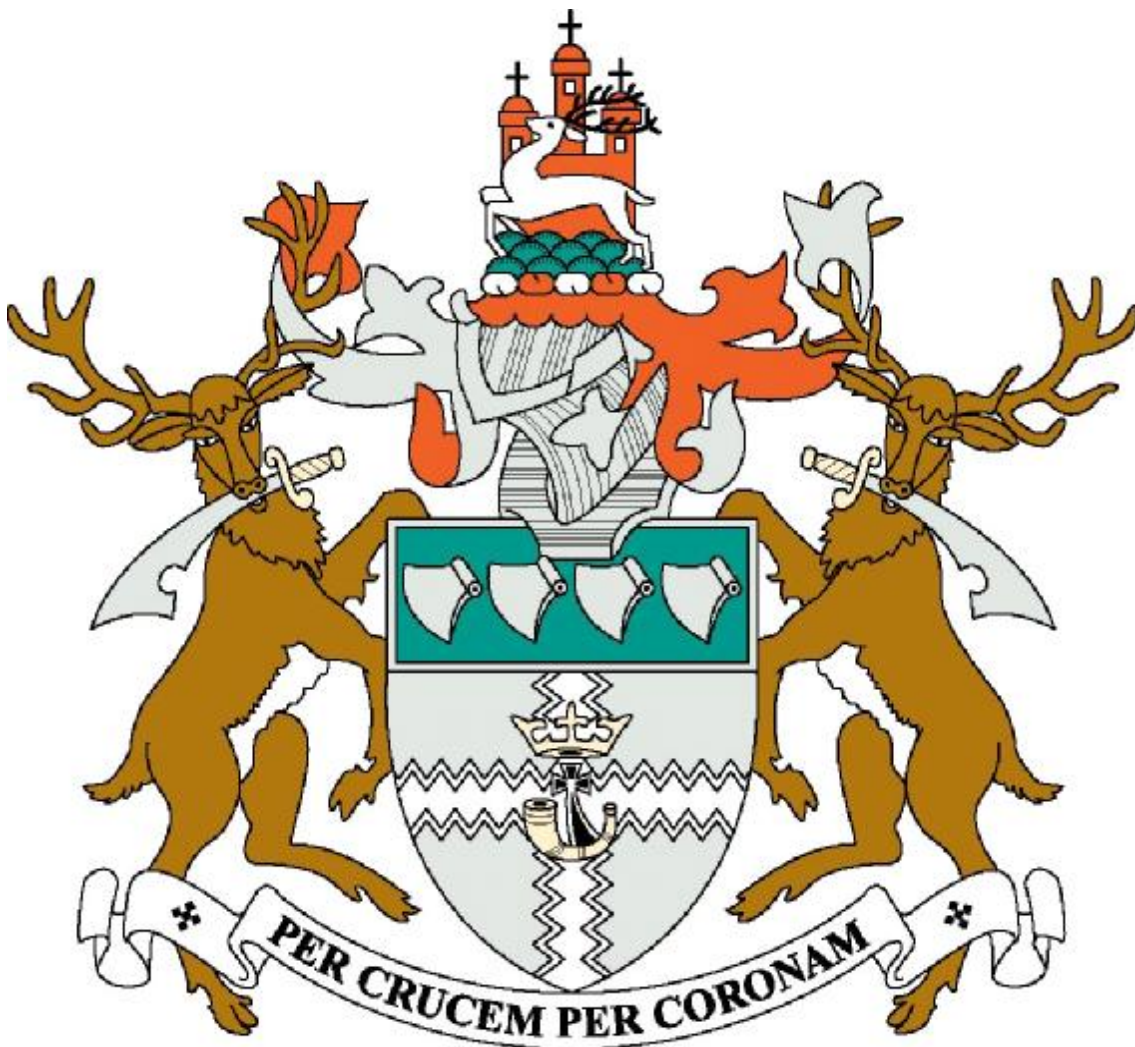


If you have any information about possible organised crime, victims of such crime or vulnerable people subject of exploitation, please inform Essex Police or CrimeStoppers on 0800 555111

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Councillor Development Programme 2021/22 Prospectus

Epping Forest District Council
www.eppingforestdc.gov.uk



Councillors' Training Programme 2021/22

Introduction

- Welcome to the Councillors' training programme for 2021/22. In the prospectus which follows, you will find a range of courses designed to increase your knowledge and awareness of the Council, both locally and in national context.
- Some are designed to impart information, others to develop personal skills and the remainder to train you in essential tasks you will undertake as a Councillor.
- Some are run by Council staff and others by external specialists. Some are strongly participative, others more traditional in format. All are designed to be informal and to foster exchanges of views and questions.
- Some are available to your colleague Councillors from Parish and Town Councils. This is to make the best use of resources and to reflect the fact that in many aspects of local government, all Councillors have common needs.
- Where sessions are open to Town and Parish Councillors, all booking must come from the relevant Clerk. This is to ensure that the Clerk maintains local training records.
- This year due to COVID restrictions many sessions will be held virtually by Zoom.
- Some are designated "Mandatory". This means that, for relevant Councillors, attendance is a necessary pre-requisite to becoming involved in a specific activity or serving on a member body. In other words, members will be unable to undertake those roles without this training. This designation is of relevance to newly-elected Councillors.
- If designated "desirable", this recognises that established members may have already attended the course. However, regular repeats will often help to refresh members' knowledge. "Optional" courses or those marked as being "of interest" are those which may not be a direct requirement but which members may find useful and increase your background knowledge of the Council.
- Please email Kim Partridge, kpartridge@eppingforestdc.gov.uk to confirm your attendance at training, remember to book yourself onto the courses which are Mandatory.
- EFDC Councillors qualify for reimbursement of travel and subsistence costs except, in the case of subsistence, where catering is provided by the Council as part of the course.
- Depending on demand, repeat courses can be arranged on an ad hoc basis.
- If having booked a course, you are unable to attend, please notify Kim Partridge email kpartridge@eppingforestdc.gov.uk. This will enable your place to be offered to someone else.

Please note – that training attendances by individual District Councillors are published on the Council's website.

Session Designations for District Councillors

New and Re-elected Member Welcome and Induction	Mandatory for ALL Councillors elected or re-elected
Planning	Mandatory for all new Councillors / Biennially for all other Members
How the Council Works	Mandatory for New Members / Once per term thereafter
Code of Conduct	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors
Paperless Agenda, Accessing Documents and Apps	Mandatory for New Members / Once per term thereafter
Data Protection	Mandatory for New Members / Once per term thereafter
Licensing Committee - Introduction	Mandatory for all Licensing Committee members
Overview and Scrutiny	Mandatory for all O&S Committee members
Chairmanship Skills	Mandatory for Chairmen and Vice-Chairmen
Local Authority Finance and Budget Process	Mandatory for Members of Audit & Governance or Finance & Performance Management
Constitution	Mandatory for New Members / Once per term thereafter
Risk Management	Mandatory for Members of Audit & Governance or Finance & Performance Management
Treasury Management	Mandatory for Members of Audit & Governance or Finance & Performance Management

List of Members' Training Courses

Course Title	Date / Time	Session Designation	Page
New and Re-elected Member Welcome and Induction Essential housekeeping for new and re-elected members	12 May 2021 By appointment	Mandatory for ALL Councillors elected or re-elected	7
Full Day Seminar	14 May 2021 (Friday)	Mandatory for ALL Councillors elected or re-elected	
Connectivity Help	9am ~ 10.30am		8
How the Council Works Overview of the various committees	10.30am ~ 11.30am		9
		Comfort Break 11.30am ~ 11.45am	
Code of Conduct Outline of the Government's ethical framework and the duties and responsibilities of Councillors	11.45am ~ 1pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	10
		Lunch 1pm ~ 1.30pm	
Data Protection	1.30pm ~ 3.00pm	Mandatory for New Members / Once per term thereafter	11
Planning	3.00pm~ 5.00pm	Mandatory for all new Councillors / Biennially for all other Members	12
Chairmanship of Area Plans Sub-Committee and District Development Committee	18 May 2021 10.00am ~ 12.30pm	Desirable for Chairman and Vice Chairman of Area Plans Sub-Committees and DDMC	14
Licensing	TBA 9.30am ~ 5.00pm	Mandatory for all Licensing Committee members	13
Planning Enforcement	29 June 2021 6.00pm ~ 8.00pm	Mandatory for New Members / Once per term thereafter	14

Local Authority Finance and Budget Process	2 July 2021 2.00pm ~ 4.00pm	Mandatory for members of Audit & Governance or Finance & Performance Management Committees	15
Code of Conduct (Repeat) Outline of the Government's ethical framework and the duties and responsibilities of Councillors	9 July 2021 6.00pm ~ 8.30pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	16
Safeguarding	7 September 2021 6.30pm~ 9.00pm	Mandatory for all new Councillors / Biennially for all other Members	17
Effective Ways to Contact the Council	27 September 2021 7.00pm ~ 9.00pm	Mandatory for New Members / Once per term thereafter	18
Constitution	7 October 2021 6.00pm ~ 8pm	Mandatory for New Members / Once per term thereafter	19
Risk Management	17 January 2022 6.00pm ~ 7.00pm	Members of Audit & Governance or Finance & Performance Management	22

SUBJECT: New and Re-elected Member Welcome and Induction

DATE(S) 12 May 2021

VENUE: Civic Offices – Appointment Only

TIME/DURATION: TBC

SUMMARY OF COURSE CONTENT

- Signing of Declarations of Acceptance of Office
- Issue of iPads
- Personal Registration Details
- Issue of office entry cards
- Photographs for publicity purposes
- How to contact the Council – Website or Member Contact?

This session is specifically for newly elected or re-elected Councillors.

Due to COVID restrictions an appointment system will be necessary.

COURSE TUTOR(S)

Georgina Blakemore – Chief Executive

SUITABLE FOR:

Mandatory for New and Re-elected Councillors

HOUSEKEEPING DETAILS: NA

NB. Not suitable for Town and Parish Councils

SUBJECT: Connectivity Help
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 9.00am ~ 10.30am

WHY YOU SHOULD COME TO THIS COURSE:

You have now been issued with technology. If you have any issues please contact ICT on 01992 564888 so that you can be given assistance to get you online and ready for accessing the essential Member Training.

COURSE TUTOR:

Maryvonne Hassall - ICT Manager
Members and Delivery Points Manager
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

HOUSEKEEPING DETAILS:

NA

NB. Not suitable for Town and Parish Councils

SUBJECT: How the Council Works
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 10.30am ~ 11.30am

WHY YOU SHOULD COME TO THIS COURSE:

It is easy to be confused by the workings of the Council's committees and they change regularly. This course seeks to explain how the Cabinet works in conjunction with the other committees on the Council and how you can make the best use of the constitutional rules.

SUMMARY OF COURSE CONTENT

(1) To describe the respective roles of the Council, the Cabinet and Overview & Scrutiny in decision making which will cover topics such as:

- Executive (Cabinet) functions
- Council Functions (Non Cabinet functions)
- The policy and budget framework
- Call in by Overview & Scrutiny
- Portfolio Holder decisions
- Role of Leader.

(2) To outline the conventions and protocol regarding meetings of the full Council including:

- speaking;
- raising motions;
- asking questions;
- moving amendments
- the role of the Chairman of the Council and the Vice Chairman.

COURSE TUTOR:

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

HOUSEKEEPING DETAILS:

NA

Join Zoom Meeting

<https://us02web.zoom.us/j/84548365359>

Meeting ID: 845 4836 5359
Passcode: 589747

SUBJECT: Code of Conduct
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 11.45am ~ 1pm

WHY YOU SHOULD COME TO THIS COURSE:

Understand the Government’s ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

SUMMARY OF COURSE CONTENT

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
 - Responsibilities of Councillors
 - Standards Committees
 - Registration of Interests
 - Acceptance of Office
 - Gifts and Hospitality
 - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
 - Declarable Pecuniary Interests
 - Other interests
 - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

COURSE TUTOR(S)

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

Join Zoom Meeting

<https://us02web.zoom.us/j/84548365359>

Meeting ID: 845 4836 5359

Passcode: 589747

SUBJECT: Data Protection
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 1.30pm ~ 3.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This course will provide members with an introduction to data protection requirements and the implications for the Council and their individual role as elected community representatives, in terms of the processing of personal information. The course will also ensure that members understand the policies and practices operated by the Council to protect the personal information and the rights of data subjects that it works with.

SUMMARY OF COURSE CONTENT

- the background and context of the General Data Protection Regulation and the Data Protection Act 2018 ('the Act');
- the aims and requirements of the Act;
- key data protection terms and definitions;
- the data protection principles;
- key data protection provisions and their implication for the work of the Council and elected members;
- the rights of data subjects, including the right of subject access;
- exemptions to the Act;
- data protection offences and enforcement, including the role of the Information Commissioner; and
- the Council's approach to data protection, including its Data Protection Policy.

COURSE TUTOR:

Nathalie Boateng - Data Protection Officer

COURSE DESIGNATION:

Mandatory for all

HOUSEKEEPING DETAILS:

NA

Join Zoom Meeting
<https://us02web.zoom.us/j/84548365359>

Meeting ID: 845 4836 5359
Passcode: 589747

SUBJECT: Planning
DATE(S) 14 May 2021
VENUE: Virtual Meeting via Zoom
TIME/DURATION: 3.00pm ~ 5.00pm

WHY YOU SHOULD ATTEND THIS COURSE

To understand:

- the important role that members play in the planning application process,
- the context of the new Local Plan,
- master planning and pre-application considerations
- how decisions are made by members.
- the new planning code of practice and your obligations under the Code of Conduct.

Introduction

- What is Planning
- Understanding the Planning System
- Local Plan, its context and considerations

Dealing with applications

- Pre-application discussions and master planning
- What happens before a decision is made?
- Application types and validation procedures
- Who makes the Decisions?
- Officer delegation - how these decisions are taken and when they are taken
- the weekly list and how members can call applications into Subcommittee
- Avoiding the pitfalls of public canvassing
- Important role of Councillors
- So what is it like being a member of a planning subcommittee
- Application of Planning Policy
- What are Material Considerations?
- Non-Planning Matters
- Site visits - when they are appropriate and when to ask for one.
- Making a Decision
- Types of Planning Permissions
- Contact with applicants, developers and interested persons
- Lobbying;
- Dealing with Officers

Member determination and Planning Code

- Attendance and participation at public meetings
- Site visits
- Officer reports and recommendations;
- Conduct during public meetings
- Decision-making;
- Decisions contrary to the officer recommendation;
- The role of the District Development Management Committee

After a decision is made

Planning Appeals
Top Tips

COURSE TUTOR(S)

Nigel Richardson – Service Director – Planning
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all
Open to Parish and Town Councils

HOUSEKEEPING

DETAILS:

NA

Join Zoom Meeting

<https://us02web.zoom.us/j/84548365359>

Meeting ID: 845 4836 5359

Passcode: 589747

SUBJECT: Chairmanship of Area Plans Sub-Committee and District Development Management Committee

DATE(S) 18 May 2021

VENUE: Virtual Meeting via Zoom

TIME/DURATION: 10.00am ~ 12.30pm

WHY YOU SHOULD COME TO THIS COURSE:

To understand the most frequent constitutional and procedural requirements relating to the chairmanship of the Sub-Committees

SUMMARY OF COURSE CONTENT

- procedural requirements for meetings (webcasting, apologies for absence, minutes etc.);
- constitutional requirements (voting, motions, decisions contrary to officer recommendations etc.);
- provision of advice during a meeting (the role of the Democratic Services Officer and Planning Officer);
- presentation of planning applications;
- public speaking (and further speaking/clarification);
- site visits;
- management of 'difficult' meetings;
- conditions/reasons for refusal (particularly decisions contrary to officer recommendations etc.); and
- identification of 'way forward' (when applications refused).

COURSE TUTOR(S)

Nigel Richardson – Service Director – Planning

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Desirable for Chairmen and Vice Chairmen of Area Plans Sub-Committee and District Development Management Committee

Desirable for all

HOUSEKEEPING

DETAILS:

NA

Join Zoom Meeting

<https://us02web.zoom.us/j/85993925891>

Meeting ID: 859 9392 5891

Passcode: 974387

NB. Not suitable for Town and Parish Councils

SUBJECT: Licensing

DATE(S) TBA

VENUE: TBA

TIME/DURATION: 9.30am ~ 5.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To ensure members of the Licensing Committee and Sub-Committees are kept up to date with licensing law and procedures of the Panel.

SUMMARY OF COURSE CONTENT

To be advised.

COURSE DESIGNATION:

Mandatory for all Licensing Committee Members

**HOUSEKEEPING
DETAILS:**

Lunch in Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Introduction to Planning Enforcement

DATE(S) 29 June 2021

VENUE: Virtual Meeting via Zoom

TIME/DURATION: 6.00pm ~ 8.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To understand the authorities planning enforcement role in investigating and prosecuting against unauthorised development or changes of use.

To give members an understanding of the circumstances when the council would take enforcement action

SUMMARY OF COURSE CONTENT

The following elements will be covered during the course:

- An overview of the planning enforcement system – its purpose, its powers and legal status.
- How enforcement complaints are investigated – role of officers, what is a complaint, how is it dealt with, time taken to investigate.
- The expectations and possible actions to be taken, enforcement notices, planning contravention notices, stop-notices, prosecutions and injunctions. Right of Appeal and process.

COURSE TUTOR(S)

Jerry Godden – Principal Planning Officer (Enforcement)

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all
Open to Parish and Town Councils

**HOUSEKEEPING
DETAILS:**

NA

Join Zoom Meeting
<https://us02web.zoom.us/j/89099407869>
Meeting ID: 890 9940 7869
Passcode: 873122

SUBJECT: Local Authority Finance and Budget Process

DATE(S) 2 July 2021

VENUE: TBA

TIME/DURATION: 2.00 pm ~ 4.00pm

WHY YOU SHOULD COME TO THIS COURSE:

To enhance Member's knowledge of Local Authority financing and budgeting.

SUMMARY OF COURSE CONTENT

Explanation of key terms and concepts

- General Fund
- Housing Revenue Account
- Capital and Revenue expenditure
- Sources of Funding

Budgeting Process

- Budget Cycle and Timetable
- Continuing Service Budgets - CSB
- District Development Fund - DDF
- Medium Term Financial Strategy

COURSE TUTOR(S)

Andrew Small - S151 Officer

COURSE DESIGNATION:

Desirable for all

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

SUBJECT: Code of Conduct (Repeat)

DATE(S) 9 July 2021

VENUE: TBA

TIME/DURATION: 6.00pm ~ 8.30pm

WHY YOU SHOULD COME TO THIS COURSE:

Understand the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

SUMMARY OF COURSE CONTENT

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
 - Responsibilities of Councillors
 - Standards Committees
 - Registration of Interests
 - Acceptance of Office
 - Gifts and Hospitality
 - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
 - Declarable Pecuniary Interests
 - Other interests
 - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

COURSE TUTOR(S)

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

SUBJECT: Safeguarding (Child Protection) and Promoting the Welfare of Children and Young People

DATE(S) 7 September 2021

VENUE: TBA

TIME/DURATION: 6.30pm ~ 9.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This training includes a two-hour introductory safeguarding course and offers the following learning objectives:

- § Understanding of the structure of Safeguarding Children in Essex
- § Awareness of the Council's responsibilities under Section 11 of the Children Act 2004
- § Awareness of significant harm and different types of abuse and how to recognise signs.
- § Understanding of relevant legislation
- § Knowledge of what to do when child abuse is suspected
- § Knowledge of the procedures and the Councillor's role in safeguarding and promoting the welfare of children

The training will include some group work and case studies and has been endorsed by the Essex Safeguarding Children Board

SUMMARY OF COURSE CONTENT

- The Council's responsibilities and duty of care
- Child Protection Legislation
- Foundation Training in Child Protection and promoting the welfare of children and young people
- EFDC Policy and procedures
- Making referrals to the Police and Social care
- Question and Answers

COURSE TUTOR(S)

Caroline Wiggins

COURSE DESIGNATION:

Mandatory for all then biennially

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Effective Ways to Contact the Council

DATE(S) 27 September 2021

VENUE: TBA

TIME/DURATION: 7.00pm ~ 9.00pm

WHY YOU SHOULD COME TO THIS COURSE:

This session is designed to introduce the Members how to contact the Council and how to signpost residents to the most appropriate contact point to ensure that you receive the most effective response.

SUMMARY OF COURSE CONTENT

- We will look at the roles of the Contact Centre vs Member Contact.
- The Council's website and online forms
- Out of hours contacts
- When things go wrong – Member Contact or EFDC Complaints Process

COURSE TUTOR(S)

Members and Delivery Points Manager

COURSE DESIGNATION:

Mandatory for all then once per term

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in the Members' Room

NB. Not suitable for Town and Parish Councils

SUBJECT: Constitution
DATE(S) 7 October 2021
VENUE: TBA
TIME/DURATION: 6:00pm ~ 8pm

WHY YOU SHOULD COME TO THIS COURSE:

Our Constitution changed radically in 2016 from 650 pages to 390. This course will help you navigate the rules and procedures of the Council more easily and give some detail on the rules that apply to its meetings.

SUMMARY OF COURSE CONTENT

1. Introduction to the new Constitution
Why we have done this
What are the principles involved?
2. New Structure
3. The Council rules – How they work and FAQ's
4. Articles – what's new?
 - § Access to Information (Article 17)
 - § Overview and Scrutiny (Article 6)
 - § Decision making (Article 14)
 - § Area Plans Sub-Committees – Operation – (Article 10)
5. How the scheme of delegation works
6. Your questions answered

COURSE DESIGNATION:

Mandatory for all New and Re-elected Members
Desirable for all

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer

HOUSEKEEPING DETAILS:

Tea and Coffee in the Members' Room

SUBJECT: Risk Management

DATE(S) 17 January 2022

VENUE: TBA

TIME/DURATION: 6.00 pm – 7.00 pm

WHY YOU SHOULD COME TO THIS COURSE:

Risk Management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and/or responding to them. It is not an end in itself. Rather, risk management is a means of minimising the costs and disruption to the organisation caused by undesired events.

To manage risk effectively, the risk associated with each policy option or service delivery method needs to be systematically identified, analysed, prioritised, controlled and monitored. This process is referred to as the risk management cycle and the course will consider each part of the cycle drawing on practical examples from the Council's Corporate Risk Register.

COURSE DESIGNATION:

Mandatory for Members of the Audit & Governance Committee and Members of the Finance & Performance Management Cabinet Committee
Desirable for all

HOUSEKEEPING DETAILS:

Tea and coffee in Members' Room

Webcast views

Over the last 28 days to 26 April 2021

All Epping Forest District Council webcasts are available to watch on the microsite for 2 years after the live date. Go to the [Watch a meeting](#) page on the website for links to all our public webcast meetings.

Top 10 webcast views

There were 3,088 views of all our webcasts over the last 28 days to 26 April 2021.

The table below shows the Top 10 webcasts of public meetings. This does not include internal meetings or training sessions.

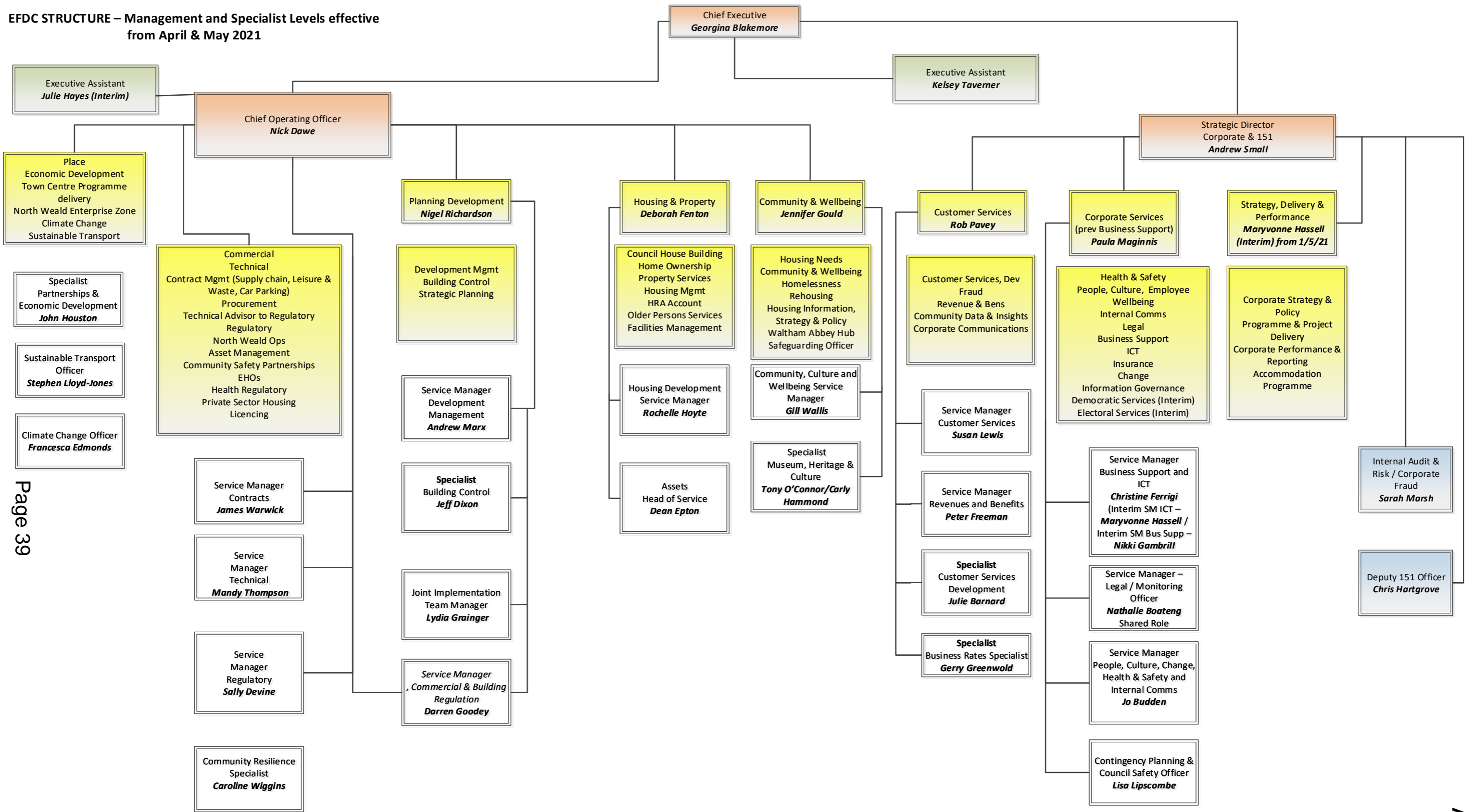
Webcast title	Live date	All views	Live views	Archive views	Times shared
Overview & Scrutiny Committee	15/04/2021 19:00	138	37	101	0
Cabinet	20/04/2021 19:00	106	41	65	0
Area Planning Sub-Committee West	07/04/2021 19:00	91	26	65	0
Area Planning Sub-Committee South	21/04/2021 19:00	88	35	53	0
Licensing Sub Committee	06/04/2021 10:00	82	25	57	0
Stronger Place Select Committee	29/03/2021 19:00	80	14	66	0
Area Planning Sub-Committee East	31/03/2021 19:00	70	10	60	0
Stronger Council Select Committee	13/04/2021 19:00	50	18	32	0
Council	25/02/2021 19:00	42	0	42	0
Stronger Communities Select Committee	22/04/2021 19:00	41	8	33	0

What is a view?

A view is the number of times a webcast has been played and must be for a minimum of 1 minute.

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EFDC STRUCTURE – Management and Specialist Levels effective from April & May 2021



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EPPING FOREST DISTRICT COUNCIL

Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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