

# Supplementary Committee Agenda



## Overview & Scrutiny Committee Thursday, 3rd June, 2021

**Place:** Conference Suite - Civic Offices, Epping

**Time:** 7.00 pm

**Democratic Services Officer:** Vivienne Messenger Tel: (01992) 564243  
Email: democraticservices@eppingforestdc.gov.uk

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### 10. CABINET BUSINESS (Pages 3 - 20)

#### Recommendation:

**That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the overview and scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.**

Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the overview and scrutiny work programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;
- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;

(f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or

(g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

The Executive's current programme of **Key Decisions of 1 June 2021** is attached as an Appendix to this report.

**12. OVERVIEW & SCRUTINY SELECT COMMITTEES - MEMBERSHIP 2021/22 (Pages 21 - 26)**

To consider nominations for the appointment to membership of the select committees for the current municipal year and to make appointments to the position of chairman and vice-chairman of each select committee (report to follow).



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 June 2021)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Chief Financial Officer are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Corporate Aims & Key Objectives 2019/20**

### **Stronger Communities**

- (1) People live longer, healthier and independent lives:
  - (a) supporting healthy lifestyles; and
  - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
  - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
  - (a) enabling Communities to support themselves;
  - (b) Providing culture and leisure opportunities; and
  - (c) Keeping the District safe.

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### **Stronger Place**

- (1) Delivering effective core services that people want:
  - (a) Keeping the District clean and green; and
  - (b) Improving the District housing offer;
- (2) A District with planned development:
  - (a) Planning development opportunities; and
  - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

#### Stronger Council

- (1) Customer satisfaction:
  - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
  - (a) Robust local democracy and governance;
- (3) A culture of innovation:
  - (a) Enhancing skills and flexibility of our workforce; and
  - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
  - (a) Efficient use of our financial resources, buildings and assets; and
  - (b) Working with commercial partners to add value for our customers.

**Cabinet Membership 2019/20**

Chris Whitbread	Leader of the Council
John Philip	Finance . Qualis Client & Economic Development
Aniket Patel	Community & Regulatory Services
Sam Kane	Customer & Partnerships
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing Services
Nigel Avey	Environmental & Technical Services
Darshan Sunger	Corporate Services
Les Burrows	Programmes & Projects (Cabinet Member without Portfolio)

**Contact Officer**

Adrian Hendry  
Democratic Services Officer

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**WORK PROGRAMME - 1 JUNE 2021 TO 30 SEPTEMBER 2021**

**PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	20 April 2021	Cabinet		Georgina Blakemore 01992 56 4233	
Peoples Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy.  To consider further details for the next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Qualis Four Year Business Plan	To agree the Qualis four-year business plan for 2021-2025.	Yes	12 July 2021	Cabinet		Sacha Jevans	
Civic Accommodation	To agree lease/license charges for Community Partners co-locating within the Civic Offices.	Yes	13 September 2021	Cabinet		Georgina Blakemore 01992 56 4233	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Implementation of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes		Cabinet		Alison Blom-Cooper 01992 564066	
HGGT Transport Strategy	To approve and endorse the HGGT Transport Strategy for Publication. To be a wider project update and delivery model linking in with partners.	Yes	Later in the Year	Cabinet		David Burt, Anna Rowell	

**WORK PROGRAMME - 1 JUNE 2021 TO 30 SEPTEMBER 2021**

**PORTFOLIO - FINANCE, QUALIS CLIENT AND ECONOMIC DEVELOPMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes		Cabinet		Andrew Small 01992 564278	
Town Centre Regeneration - Loughton, Epping & Buckhurst Hill		Yes	08 June 2021	O&S Cttee or Select Cttee		Nick Dawe 01992 56 4000 (2541)	
			21 June 2021	Cabinet			
Transfer of Services to Qualis	To consider the business case for the transfer of Corporate Asset management service to Qualis.	Yes	12 July 2021	Cabinet		Andrew Small 01992 56 4278	
Sale of Pyrles Lane to Qualis	To agree the sale of the site to Qualis for development.	Yes	08 June 2021	O&S Cttee.		Andrew Small 01992 56 4278	
			26 July 2021	Cabinet			

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Charging for EIR	To consider charging for Environmental Information Regulation requests. May become part of Service Charging Review in Autumn 22/23.	Yes	Later in Year	Cabinet		Mandy Thompson 01992 564705	
Transfer of Services to Qualis	To consider the business case for the transfer of MOT, Fleet and Grounds maintenance.	Yes	13 September 2021	Cabinet		Andrew Small 01992 56 4055,	

**WORK PROGRAMME - 1 JUNE 2021 TO 30 SEPTEMBER 2021**

**PORTFOLIO - HOUSING SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
Disposal of Assets	Policy on the disposal of assets and land.	Yes	2 Feb 2021  21 June 2021	O&S Cttee. & Audit & Gov. Cttee  Cabinet		Deborah Fenton 01992 564221	
Housing Regeneration Programme	Approval of stage of 1 (regeneration of Limes estate).	Yes	21 June 2021	Cabinet		Deborah Fenton 01992 564221	
New Policy (Trees)	New Policy on our approach to trees which are impacting on safety of our assets.	Yes	3 June 2021 21 June 2021	O&S Cttee. Cabinet		Deborah Fenton 01992 564221	
New Housing Management System	Recommendation to appoint provider.	Yes	7 June 2021	Cabinet		Deborah Fenton 01992 564221	
Sheltered Upgrade Scheme	Recommendation to agree leasing programme for sheltered housing.	Yes	March 2021 21 June 2021	O&S Cttee Cabinet		Deborah Fenton 01992 564221	
Social Housing White Paper	An overview of the White Paper and the impact on EFDC.	Yes	15 June 2021	Stronger Communities Select Committee		Deborah Fenton 01992 564221	
Older persons services	Upgrade of Communal Areas.	Yes		Cabinet		Deborah Fenton 07988860412	
New Fees and Charges	Report requiring a decision regarding charging for non-statutory services.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Proposed Change to Service Charges RTB Receipts - New Policy	Policy outlining who we allocate right to buy receipts.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Waltham Abbey Community	To approve the final business case for the project that combines Epping Forest	Yes	12 July 2021	Cabinet		Jennifer Gould 01992 564073	

and Cultural Centre	District Museum (39-41 Sun Street) with Waltham Abbey Library (37 Sun Street) to create a vibrant multi-purpose community and visitor attraction and resource.  To note that this project is key in regenerating Waltham Abbey alongside the High Street improvement plan and other projects and developments currently being reviewed.						
Allocations Policy	Current allocations policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Tenancy Policy	Current tenancy policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in March 2022.	Yes	7 March 2022	Cabinet		Deborah Fenton, Jennifer Gould 01992 564073/564221,	
Homelessness and Rough Sleeping Strategy	EFDC's current Homelessness and Rough Sleeping Strategy reaches end of life in March 2022. A revised strategy will need to	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	

be taken through governance structure ahead of formal adoption in March 2022.						
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion.	Yes	12 July 2021	Cabinet		Nick Dawe 01992 56 4000 (2541)	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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**WORK PROGRAMME - 1 JUNE 2021 TO 30 SEPTEMBER 2021**

**PORTFOLIO - PROGRAMMES AND PROJECTS (CABINET MEMBER WITHOUT PORTFOLIO)**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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## SCRUTINY



### **Report to the Overview and Scrutiny Committee**

**Date of meeting: 3 June 2021**

**Subject: Overview & Scrutiny Select Committees – Membership 2021/22**

**Responsible Officer: Gary Woodhall (01992 564470)**

**Democratic Services: Gary Woodhall (01992 564243)**

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#### **Recommendations/Decisions Required**

**(1) That the Committee make appointment to membership of the following Select Committees for the 2021/22 municipal year, in accordance with the Overview and Scrutiny rules of the Council's Constitution:**

- (a) Stronger Communities Select Committee;**
- (b) Stronger Council Select Committee; and**
- (c) Stronger Place Select Committee; and**

**(2) That the Committee make appointment to the positions of Chairman and Vice-Chairman of each of the Select Committees for 2021/22.**

#### **Report**

##### Introduction

1. An Overview and Scrutiny framework based on a structure of three new Select Committees was established from the commencement of the 2019/20 municipal year. The responsibilities of each Select Committee reflect the themes of the Corporate Plan for 2018-2023.
2. The Overview and Scrutiny rules set out within Article 6 of the Council's Constitution require that the Committee determine the number of Select Committees and review whether they should continue in being, at its first meeting of each municipal year. Additionally, the membership of the Select Committees is to be appointed by the Overview and Scrutiny Committee at the first meeting each year, as such appointments are reserved to the Committee and not made by the Council at its annual meeting.
3. The Overview and Scrutiny rules of the Constitution provide that membership of the Select Committees must reflect pro rata requirements and the lowest number of members necessary to achieve cross-party representation, whilst also allowing for the inclusion of members who are not members of a political group or the Overview and Scrutiny Committee. Membership of the Select Committees has traditionally been based pro rata on eleven members.

##### Select Committee Membership

4. The Committee is reminded that the Constitution (Article 11, Paragraph 8 (Eligibility for Membership - Councillor Members)), provides that Councillors appointed to the Audit

and Governance Committee may not also be members of any Select Committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures. For the purposes of the Council's current Overview and Scrutiny framework, this provision relates directly to the Stronger Council Select Committee.

5. Nominations to the Select Committees that have been submitted by Group Leaders are set out in the schedule attached as Appendix 1 to this report. Any further nominations will be reported at the meeting. If the number of nominations exceeds the available places, the Committee will be required to vote on these appointments. The Committee is requested to make appointment to membership of the Select Committees for 2021/22, in accordance with the Overview and Scrutiny rules of the Council's Constitution.

#### Select Committees - Chairmen and Vice-Chairmen

6. Appointment to the positions of Chairman and Vice-Chairman of each of the Select Committees are also reserved to the Overview and Scrutiny Committee. These appointments are excluded from the calculation arising from the existing protocol on the allocation of Chairman and Vice-Chairman positions for other Committees, Sub-Committees and Panels.
7. The Committee is requested to make appointments to the position of chairman and vice-chairman of each select committee for 2020/21. Nominations for the respective chairman and vice-chairman submitted by Group Leaders are also set out in Appendix 1 and any further nominations will be reported at the meeting. Where more than one nomination is received for each position, the Committee will be required to vote on these appointments.

#### **Resource Implications:**

The recommendations of this report seek to enable membership of the Select Committees to achieve cross-party representation, whilst also allowing for the inclusion of members who are not members of a political group or the Overview and Scrutiny Committee.

#### **Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its Overview and Scrutiny responsibilities.

#### **Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the District.

#### **Consultation Undertaken:**

None required.

#### **Background Papers:**

None

#### **Impact Assessments:**

#### ***Risk Management***

The Council's Constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.

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## OVERVIEW & SCRUTINY SELECT COMMITTEES

### APPOINTMENTS 2021/22

<b>Stronger Communities Select Committee (11)</b>
<b>Chairman:</b> J Lea <b>Vice-Chairman:</b> R Balcombe
<b>Conservative Group:</b> R Balcombe, H Brady, I Hadley, J Lea, S Rackham, K Williamson <b>Green Party Group:</b> D Plummer <b>Liberal Democrat Group:</b> J H Whitehouse <b>Loughton Residents Association Group:</b> D Wixley, C Nweke <b>Independent Members:</b> S Murray

<b>Stronger Council Select Committee (11) *</b>
<b>Chairman:</b> P Bolton <b>Vice-Chairman:</b> T Matthews
<b>Conservative Group:</b> R Bassett, P Bhanot, P Bolton, H Brady, H Kane, T Matthews, R Morgan. <b>Green Party Group:</b> S Neville <b>Liberal Democrat Group:</b> J M Whitehouse <b>Loughton Residents Association Group:</b> R Brookes, J Jogia <b>Independent Members:</b> -

\*Councillors appointed to the Audit and Governance Committee may not also be members of the Cabinet or any select committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures (Constitution – Article 11). For the purposes of the Council's current Overview and Scrutiny framework, this provision relates directly to the Stronger Council Select Committee.

**Stronger Place Select Committee (11)**

**Chairman:** A Lion

**Vice-Chairman:** R Morgan

**Conservative Group:** R Balcombe, R Bassett, J Share-Bernia, I Hadley, S Heather, A Lion, R Morgan

**Green Party Group:** S Heap

**Liberal Democrat Group:** C McCredie

**Loughton Residents Association Group:** M Owen, J Jennings

**Independent Members:** -