



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the CONFERENCE SUITE - CIVIC OFFICES at 7.00 pm on Thursday, 16 December 2021 for the purpose of transacting the business set out in the agenda.

A handwritten signature in blue ink, appearing to read 'G Blakemore'.

Georgina Blakemore
Chief Executive

Democratic Services
Officer:

Gary Woodhall / J Leither Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Conference Suite you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Democratic and Electoral Services Team Manager will read the following announcement:

“The Chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

It is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should speak to the webcasting officer before the meeting.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

4. MINUTES (Pages 7 - 24)

To approve as a correct record and sign the minutes of the meeting held on the 28 October 2021, as attached.

5. ANNOUNCEMENTS

(a) Chairman’s Announcements

6. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

(a) to the Leader of the Council;

(b) to any Portfolio Holder; or

(c) to the Chairman of the Overview and Scrutiny Committee.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

7. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained within the Council’s rules in Part 4 of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

(a) to the Chairman of the Council;

- (b) to the Leader of the Council;
- (c) to any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

The Council's rules provide that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

8. REPORTS FROM THE LEADER & MEMBERS OF THE CABINET (Pages 25 - 116)

To receive reports and any announcements from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Community and Regulatory Services Portfolio Holder (attached);
- (c) Report of the Corporate Services Portfolio Holder (attached);
- (d) Report of the Customer and Partnerships Portfolio Holder (attached);
- (e) Report of the Environmental and Technical Services Portfolio Holder (attached);
- (f) Report of the Finance, Qualis Client and Economic Development Portfolio Holder (attached);
- (g) Report of the Housing Services Portfolio Holder (attached); and
- (h) Report of the Planning and Sustainability Portfolio Holder (attached).

9. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Council's rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its

inhabitants.

The Council's rules provide that answers to questions without notice may take the form of:

- (a) a direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Service Director.

In accordance with the Council's rules, a time limit of thirty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further ten minutes at their discretion.

10. MOTIONS

To consider any motions, notice of which has been given under the Council's rules.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

Reports of the Cabinet

11. LOCAL GOVERNMENT COUNCIL SIZE AND BOUNDARY WARD REVIEW (Pages 117 - 126)

(Leader) To receive a report recommending that the report of the Leader be noted and that the Council resolves whether to continue with elections by "thirds" or whether to commence public consultation on moving to a 4 yearly "all out" election cycle.

12. TREASURY MANAGEMENT OUTTURN 2020/21 (Pages 127 - 144)

(Finance, Qualis Client and Economic Development) To consider and note the Treasury Management Outturn report for 2020/21, (Appendix A).

13. TREASURY MANAGEMENT MID-YEAR UPDATE 2021/22 (Pages 145 - 158)

(Finance, Qualis Client and Economic Development) To consider and note the Treasury Management Mid-Year update for 2021/22, (Appendix A).

14. APPOINTMENT OF EXTERNAL AUDITOR (Pages 159 - 162)

(Finance, Qualis Client and Economic Development) To consider a report of the Audit and Governance Committee to Council recommending that the Council continues to participate in the national procurement process led by Public Sector Audit Appointments (PSAA) for the appointment of external auditors.

15. LOCAL COUNCIL TAX SUPPORT SCHEME 2021/22 (Pages 163 - 164)

(Customer and Partnerships) To receive a report from the Cabinet recommending that Council note the Local Council Tax Support scheme for 2021/22 will continue unchanged for 2022/23.

16. PAY POLICY STATEMENT 2022/23 (Pages 165 - 172)

(Corporate Services) To consider a report from Cabinet recommending the Pay Policy Statement to Council be noted.

17. CALENDAR OF MEETINGS 2022/23 (Pages 173 - 176)

(Customer and Partnerships) To consider a report from Cabinet recommending that the Council adopts the Calendar of Meetings for the 2022/23 municipal year.

18. CONSTITUTION WORKING GROUP (Pages 177 - 184)

To receive the report of the Chairman of the Constitution Working Group and to recommend a review of Article 4, The Full Council Terms of Reference sub-paragraph 1(c).

19. OVERVIEW AND SCRUTINY COMMITTEE (Pages 185 - 186)

To receive the report of the Chairman of the Overview and Scrutiny Committee and to answer any questions without notice asked in accordance with Council Rules.

20. ANTI-FRAUD AND CORRUPTION STRATEGY (Pages 187 - 218)

(Chairman of the Audit & Governance Committee) To consider a report of the Audit & Governance Committee recommending that the Anti-Fraud and Corruption Strategy be approved.

21. JOINT ARRANGEMENTS & EXTERNAL ORGANISATIONS

(a) To receive from Council representatives the reports (attached - if any) on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and

(b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

22. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the

exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.