



### NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Thursday, 20 December 2018 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'D Macnab'.

Derek Macnab  
Acting Chief Executive

Democratic Services  
Officer:

Council Secretary: Simon Hill  
Tel: 01992 564249 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 Chamber and using the lower public seating area, 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 members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

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 Service Director (Governance and Member Services) 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).

If you are seated in the lower public seating area 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 move to the upper public gallery.”

### **2. MINUTES (Pages 7 - 14)**

To approve as a correct record and sign the minutes of the meeting held on 1 November 2018 (attached).

### **3. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

### **4. ANNOUNCEMENTS**

- (a) Apologies for Absence
- (b) Chairman's Announcements

### **5. 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.

### **6. MEMBER REMUNERATION PANEL - ANNUAL REPORT (Pages 15 - 38)**

To consider the attached report.

### **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 AND MEMBERS OF THE CABINET (Pages 39 - 66)**

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 Business Support Services Portfolio Holder (attached);
- (c) Report of the Contract and Technical Services Portfolio Holder (attached);
- (d) Report of the Commercial and Regulatory Services Portfolio Holder (attached);
- (e) Report of the Community and Partnership Services Portfolio Holder (attached);
- (f) Report of the Customer Services Portfolio Holder (attached);
- (g) Report of the Housing and Property Services Portfolio Holder (attached);
- (i) Report of the Planning Services Portfolio Holder (attached); and
- (j) Report of the Strategic Projects Portfolio Holder.

## **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 Council Rules.

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

## REPORTS OF THE CABINET

To consider any reports from the Cabinet meeting on 10 December 2018. (To follow).

## 11. STANDARDS COMMITTEE - APPOINTMENT OF INDEPENDENT PERSONS

### **Recommending:**

**That, on the recommendation of the Committee, the Council endorse the appointment of Mr. A. Brooks and Mrs. J. Clare to the current vacancies for Independent Persons on the Standards Committee.**

(Chairman of Standards Committee) The Localism Act 2011 places a duty on the Council and the local councils in the district, to promote and maintain high standards of conduct for elected and co-opted members. This includes the requirement to have a Code of Conduct with which members must comply. The Act also requires that authorities adopt arrangements for dealing with complaints about breaches of the Code of Conduct by members, including making provision for the appointment of at least one Independent Person to support arrangements for dealing with standards matters.

The Standards Committee has recently undertaken recruitment activity to fill current

vacancies for Independent Persons and interviews for these positions were held on 5 November 2018. On the recommendation of the Committee, the Council is requested to endorse the appointment of Antony Brooks and June Clare as Independent Persons. The Committee considers that Mr. Brooks and Mrs. Clare will each bring relevant skills and experience to its role and responsibilities.

**12. ANTI-FRAUD AND CORRUPTION STRATEGY (Pages 67 - 96)**

(Chairman of the Audit and Governance Committee) To consider the attached report.

**13. LICENSING ACT 2003 STATEMENT OF POLICY - PERIODIC REVIEW (Pages 97 - 114)**

(Chairman of the Licensing Committee) To consider the attached report.

**14. CONSTITUTIONAL WORKING GROUP (Pages 115 - 128)**

To consider the attached report.

**15. APPOINTMENT OF MONITORING OFFICER, RETURNING OFFICER AND OTHER OFFICER DELEGATIONS (Pages 129 - 200)**

(Monitoring Officer) To consider the attached report.

**16. OVERVIEW AND SCRUTINY COMMITTEE (Pages 201 - 202)**

(a) 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.

(b) Reports of the Overview and Scrutiny Committee (if any);

**17. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 203 - 204)**

(a) To received the attached report from Councillor C Whitbread, on the Local Strategic Partnership Board following the request for an update from Councillor J H Whitehouse;

(b) To receive from Council representatives any other reports 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

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

**18. 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 Paragraph Number	Information
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.