Decision by Portfolio Holder

Report reference: PAG-008-2017/18
Date of report: 15 November 2017

Epping Forest District Council

Portfolio: Planning & Governance

Author: S. Tautz   (Ext 4180)   **Democratic Services:** J. Leither

Subject: Epping Forest Local Highways Panel - Administrative Support Arrangements

Decision:

That the Director of Governance reinstates the provision of administrative support services to the Epping Forest Local Highways Panel, with effect from the meeting of the Panel to be held on 16 January 2018.

ADVISORY NOTICE: *A Portfolio Holder may not take a decision on a matter on which he/she has declared a prejudicial interest.* *A Portfolio Holder with a personal interest must declare that interest when exercising delegated powers.*
I have read and approve/~~do not approve~~ (delete as appropriate) the above decision: Comments/further action required: Signed: Councillor J Philip   Date: 16th November 2017

Personal interest declared by Portfolio Holder/ conflict of interest declared by any other consulted Cabinet Member: None	*Dispensation granted by Standards Committee:* Yes/No or n/a N/A
Office use only: Call-in period begins: 24th November 2017	Expiry of Call-in period: 30th November 2017

After completion, one copy of this pro forma should be returned to
*Democratic Services **IMMEDIATELY***

Reason for decision:

1.   Essex County Council (as Highway Authority) has established Local Highway Panels (LHP) in each of the Borough/City/District area across the County. The panels are responsible for making recommendations and setting priorities for highway schemes in local areas. Administrative support services for the LHPs, comprising the production of agenda and minutes of meetings, are generally provided by the relevant Borough, City or District Council.

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2. From the establishment of the Epping Forest LHP, this Council duly provided appropriate administrative support services to the Panel. However, since the start of municipal year 2015/16Chigwell Parish Council took over responsibility for providing administrative support to the Panel

3. The Leader of the Council has been appointed as Vice-Chairman of the Epping Forest Local Highways Panel for 2017/18, in his capacity as a member of Essex County Council. The Leader has recently requested that this Council now reconsider providing administrative support for the LHP, given the aspirations for partnership working of both authorities.

4. The reinstatement of support for the Panel is supported by the Chief Executive. However, given that the original decision that the Council should cease support for the LHP was made with the agreement of the Cabinet, it is felt that any decision to now reinstate the provision of such support should be considered and agreed by the Portfolio Holder.

5. If the Portfolio Holder supports the reinstatement of the provision of administrative support services to the Epping Forest Local Highways Panel, this would commence with effect from the meeting of the Panel to be held on 16 January 2018.

Resource Implications:

The Council's previous claim (June 2014) relating to support for the LHP was £2,235.00 per annum. Although this amount will have increased in the intervening period, the provision of accommodation at the Civic Offices for meetings of the LHP has continued. The remaining costs associated with the provision of support for the LHP can be met from current Democratic Services budgets.

Legal and Governance:

Essex County Council has adopted terms of reference for the Local Highway Panels, which are bound by its governance arrangements.

Safer, Cleaner and Greener:

There are no Safer, Cleaner and Greener implications arising from the recommendations of this decision.

Consultation Undertaken:

None required.

Background Papers: None

Impact Assessments:

Risk Management:

There are no risk management implications arising from the recommendations of this decision.

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Equality:

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

Key Decision Reference (Y/N): N/A

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