

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF GOVERNANCE SELECT COMMITTEE  
HELD ON TUESDAY, 26 MARCH 2019  
IN COUNCIL CHAMBER - CIVIC OFFICES  
AT 7.15 - 7.25 PM**

- Members Present:** G Chambers (Chairman), D Dorrell (Vice-Chairman), R Brookes, L Burrows, S Jones, H Kauffman, M McEwen, H Whitbread, J M Whitehouse and R Baldwin
- Other Members Present:** J Philip
- Apologies for Absence:** L Hughes, M Sartin, J Share-Bernia and D Wixley
- Officers Present:** N Richardson (Service Director, Planning), M Chwiedz (Senior Project Manager) and J Leither (Democratic Services Officer)

**31. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

The Select Committee noted that Councillor R Baldwin substituted for Councillor D Wixley.

**32. NOTES OF PREVIOUS MEETING**

**RESOLVED:**

That the notes of the last meeting of the Governance Select Committee held on 27 November 2018 be agreed.

**33. DECLARATIONS OF INTEREST**

There were no declarations of interest made pursuant to the Members' Code of Conduct.

**34. TERMS OF REFERENCE & WORK PROGRAMME**

(1) Terms of Reference

The Committee noted the Terms of Reference.

(2) Work Programme

The Committee noted the current Work Programme.

**35. CORPORATE PLAN 2018-2023 - PERFORMANCE REPORT Q3 2018/19**

The Senior Project Manager presented a report on the Corporate Plan 2018-2023, Performance Report for Quarter 3 (2018/19). The Corporate Plan 2018-2023 was the authority's key strategic planning document. The Plan laid out the journey the Council would take to transform the organisation to be 'Ready for the Future'. The plan linked the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions:

- Stronger Communities;
- Stronger Place; and
- Stronger Council.

A Corporate Specification for each year (previously called the Key Action Plan) detailed how the Corporate Plan was being delivered through operational objectives, with these in turn linked to annual Service Business Plans.

The success of the Corporate Plan was assessed through the achievement of a set of benefits, each measured through one or more performance indicators, which focussed on what the Council achieved for customers. Strategic Board, Cabinet and Scrutiny Committees had overview and scrutiny roles to drive improvement in performance and ensure corrective action was taken where necessary.

Councillor J M Whitehouse referred to page 17 of the agenda 8.1.1 Gain approval for electoral review and asked if he could have clarity on how the 75% progress was made up.

The Senior Project Manager advised in Q1 the progress was 25%, Q2 50% and this now Q3 75% and was therefore time elapsed rather than progress made.

### **36. EQUALITY OBJECTIVES 2018-2022 (2018/19) - 6 MONTH REPORT**

The Senior Project Manager presented a report on Equality Objectives 2018-2022 (2018/19) – 6 monthly reporting and compliance with the public sector equality duty. The Equality Act 2010 placed a number of responsibilities on the Council, including a Public Sector Equality Duty (PSED) to have due regard to equality in the exercise of its functions, with the need to eliminate discrimination, to advance equality of opportunity and to foster good relations between persons who shared a relevant characteristic and those who do not. Further specific responsibilities were introduced requiring the adoption of equality objectives to improve equality for service users and employees, to carry out equality analysis, and to publish equality information.

In April 2018, the Cabinet agreed four equality objectives for the four years from 2018 to 2022, designed to help the Council meet the aims of the PSED. This report reflects progress against these objectives at the beginning of March 2019 and other work to ensure compliance with the Council's equality duty.

She highlighted action 1. on page 30 which was marked red. This action was behind schedule as it was on the action plan for the Customer Services Development role with a medium priority due for completion in June 2019.

Councillor J M Whitehouse highlighted action 4. Page 28, and asked what were the outcomes from the equality training available for all employees.

The Senior Project Manager replied that all diversity awareness and diversity for Managers, as well as an introduction to equalities through e learning were all part of the regular training programme for staff.

Councillor J M Whitehouse asked what percentage of staff had done the equality and diversity training.

The Service Director, Planning advised that they did not have the figures to hand but he would find out and report back either through these minutes or in the Council Bulletin.

**37. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW & SCRUTINY COMMITTEE**

The Chairman reported that there were no reports to be made to the next O&S Committee on 16 April 2019.

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