



DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 2 December 2013
Date of Publication:	10 December 2013
Call-In Expiry:	16 December 2013

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 2 December 2013, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being “recommended to the Council...”, or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 21 October 2013 be taken as read and signed by the Chairman as a correct record.

7. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 19 SEPTEMBER 2013

Decision:

Corporate Risk Update

- (1) That the revised Corporate Risk Register be noted;
- (2) That no new risks were incorporated into the Corporate Risk Register be noted; and
- (3) That further clarification for Risk 3, Welfare Reform, be noted.

Budget 2014/125 – Financial Issues Paper

- (4) That the establishment of a new budgetary framework, including the setting of budget guidelines for 2014/15, be set including:
 - (a) the ceiling for Continuing Services Budget net expenditure be no more than £14.069million including net growth;
 - (b) the ceiling for District Development Fund expenditure be no more than £142,000;
 - (c) the balances continue to be aligned to the Council's net budget requirement and that balances be allowed to fall no lower than 25% of the net budget requirement; and
 - (d) the District Council Tax not be increased, with the charge for a Band 'D' property remaining at £148.77;
- (5) That a revised Medium Term Financial Strategy for the period to 2017/18 be developed accordingly;
- (6) That communication of the revised Medium Term Financial Strategy to staff, partners and other stakeholders be undertaken;
- (7) That a detailed review of fees and charges, specifically parking charges, be undertaken; and
- (8) That reductions of 13.6% and 14.1% in parish support, in line with the reductions in the central funding received by this Council, be taken forward.

8. THE SALE OF CHURCH HILL CAR PARK, LOUGHTON

Decision:

- (1) That the sale of land known as Church Hill Car Park to the highest bidder, Constable Homes Ltd, for £858,000, plus the Council's reasonable legal costs, on an unconditional basis be agreed.

9. POTENTIAL STRATEGY OPTIONS FOR COUNCIL PROPERTY ASSETS

Decision:

- (1) That a District Development Fund growth bid in the sum of £160,000 for

2014/15 be approved to cover specialist consultant feasibility costs for various different projects.

10. LOCAL COUNCIL TAX SUPPORT SCHEME 2014/15

Decision:

- (1) That the responses to the consultation on the scheme for 2014/15 be noted;
- (2) That in view of the consultation responses and experience of the 2013/14 scheme so far, no changes be made to the scheme for 2014/15; and
- (3) That the proposed Local Council Tax Support Scheme for 2014/15 be recommended to the Council for approval.

11. POOLING OF NON-DOMESTIC RATES

Decision:

- (1) That the previous in principle decision to join the Essex Region Business Rates Pool be confirmed; and
- (2) That authority be delegated to the Director of Finance & ICT, in consultation with the Finance & Technology Portfolio Holder, to approve and sign the detailed pooling agreement.

12. LOCAL PLAN EVIDENCE BASE - UPDATED POPULATION FORECASTING WORK AND STRATEGIC HOUSING MARKET ASSESSMENT

Decision:

- (1) That the updated population forecasting report from Edge Analytics be noted, and accepted into the Local Plan Evidence Base;
- (2) That the updated Strategic Housing Market Assessment be noted, subject to the proviso that it would need to be further revised in light of the population forecasting report from Edge Analytics referred to above.

13. UPDATE OF THE CAPITAL PROGRAMME 2013/14 - 2017/18

Decision:

- (1) That the latest five-year forecast of capital receipts be noted;
- (2) That the level of usable capital receipts, currently predicted to be £6.611million at 31 March 2018, be noted;
- (3) That the following amendments to the Capital Programme be approved or, where relevant, recommended to Council to approve:
 - (a) carry forwards totalling £888,000 from 2013/14 to 2014/15 in respect of General Fund capital schemes as outlined in the report;
 - (b) a carry forward of £150,000 from 2013/14 to 2014/15 in respect of the Open Market Shared Ownership initiative;

(c) re-phasing of the Disabled Facility Grant budget by bringing forward an allocation of £94,000 to 2013/14 from future years;

(d) virements within the Housing Revenue Account in respect of the categories of work identified in the report;

(e) re-phasing of the Housebuilding Programme, Planned Maintenance Programme and Off Street Parking initiative financed within the Housing Revenue Account as identified in the report.

14. CORPORATE PLAN KEY OBJECTIVES 2013/14 - QUARTER 2 PROGRESS REPORT

Decision:

(1) That the progress in relation to the achievement of the Key Objectives for 2013/14 for the first six months of the year be noted.

15. CORPORATE CLEANING AND WINDOW CLEANING CONTRACT 2014-19

Decision:

(1) That a contract for cleaning and window cleaning at the Civic Offices, Hemnall Street Offices, Epping Depot, Langston Road Depot, Town Mead Depot and the Epping Forest District Museum, when it re-opens in 2015, be awarded to Comprehensive Cleaning Services for a period of five years from 1 April 2014 at a cost of £92,829.68 for the first year; and

(2) That Comprehensive Cleaning Services were the first ranked company following an evaluation based on price and quality but had the second lowest tender on price alone be noted.

16. SAFEGUARDING AUDIT AND RESOURCE REQUIREMENTS

Decision:

(1) That the new and emerging issues relating to the Safeguarding of Children, Young People and Vulnerable Adults, and the increased responsibilities of District and Borough Councils in relation to this be noted;

(2) That the findings of the Council's Safeguarding self assessment audit submitted on 25 October 2013 be noted; and

(3) That a District Development Fund growth bid for 2014/15 in the sum of £88,000 for the appointment of a full-time senior level Safeguarding Officer post and a part time Administration Assistant post, both for a fixed term period of two years, be made.

17. BUDGET ARRANGEMENTS TO FACILITATE DIRECT ENFORCEMENT ACTION

Decision:

(1) That the taking of direct action by the Council using section 178 of the Town and Country Planning Act (as amended) be confirmed as being delegated to the Director of Planning & Economic Development;

- (2) That the costs of taking such action be met from the existing District Development Fund budget for Appeals and Contingencies; and
- (3) That the costs of taking such direct action be placed as a charge on the land or property, in order to be eventually recouped.

18. REVIEW OF LICENSING - STAFFING AND BUDGET

Decision:

- (1) That the inclusion of a growth item in the 2014/15 Continuing Services Budget in the sum of £ 54,780 be approved in principle in respect of:
- (a) one additional post of Licensing Officer at a cost of £28,810 per annum (including on costs);
 - (b) one additional post of Democratic Services Assistant at a cost of £21,170 per annum (including on costs); and
 - (c) other associated costs (such as Committee Allowances, printing costs and GIS expenses) of £4,800 per annum;
- (2) That, in relation to recommendation (1) above, the existing temporary positions of Licensing Officer and Democratic Services Assistant approved by the Council at its meeting on 23 April 2013 (minute 127(vii) refers) for the purpose of a nine month trial of new licensing arrangements be made permanent;
- (3) That recommendations (1) and (2) above be subject to the outcome of the following reviews of the trial licensing arrangements:
- (a) by the Constitution and Member Services Scrutiny Panel and the Overview and Scrutiny Committee of member meeting arrangements for hearing licensing applications; and
 - (b) by the Licensing Committee of matters relating to the review that affect licensing policy; and
- (4) That a further report be made to the next Cabinet meeting on the outcome of the reviews set out in the recommendations above so that a final decision on whether or not the Continuing Services Budget growth item was to be incorporated in the budget could be made.

19. CALENDAR OF COUNCIL MEETINGS - 2014/15

Decision:

- (1) That the revision of the dates for the Overview and Scrutiny Committee, as advised by the Chairman of the Committee, be noted; and
- (2) That, as attached at Appendix 1 of the report, the draft Calendar of Council Meetings for 2014/15 be recommended to the Council for adoption, subject to the following amendments:
- (a) the revision of the meeting dates for the Overview and Scrutiny Committee, referred to above;
 - (b) the Cabinet meeting scheduled for 12 May 2015 being revised to 19

May 2014; and

(c) the addition of a provisional meeting of the Council on 16 June 2014.

21. EXCLUSION OF PUBLIC AND PRESS

Decision:

(1) That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
23	Purchase of the Leasehold Interest in 2-8 Torrington Drive, Loughton	3
24	Release of Clawback Covenant – T11 site, Langston Road, Loughton	3
25	Waste Management Contract – Outcome of ISDS Dialogue	3

22. PURCHASE OF THE LEASEHOLD INTEREST IN 2-8 TORRINGTON DRIVE

Decision:

(1) That a supplementary capital estimate in the sum of £3.484million, including stamp duty land tax, for the purchase of the long leasehold Head Lease interest of 2 - 8 Torrington Drive, Debden including the Sainsbury store, car park and 0.121 acre car park in Burton Road, be recommended to the Council for approval.

23. RELEASE OF CLAWBACK COVENANT - T11 SITE, LANGSTON ROAD, LOUGHTON

Decision:

(1) That Polofind Ltd be released by the Council from the terms of the clawback clause relating to the sale of the former T11 site in return for a payment of £2.25million payable three months after the practical completion of the Langston Road retail park.

24. WASTE MANAGEMENT CONTRACT - OUTCOME OF INVITATION TO SUBMIT DETAILED SOLUTIONS DIALOGUE

Decision:

(1) That for the purposes of the Invitation to Submit Detailed Solutions (ISDS) Competitive Dialogue process, the following be agreed in principle:

(a) the availability of part of the proposed Oakwood Hill depot site to the waste contractor for street cleansing operations;

(b) the inclusion of the 'extended working week' as a service delivery option;

(c) the extent of exposure through the 'risk and reward' arrangement on commodities, as set out in the revised clause 22 produced by the Council's

Waste Management Consultant; and

- (d) the assessment of tender price be based upon the “as is” service; and
- (2) That the review of the Fleet Operations service currently being undertaken, prior to its move to the Oakwood Hill Depot site, be noted.

