



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(9 June 2014)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director for Finance and ICT are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Contact Officer**

Gary Woodhall  
Democratic Services Officer

Tel: 01992 564470  
Email: [gwoodhall@eppinigforestdc.gov.uk](mailto:gwoodhall@eppinigforestdc.gov.uk)

## **Corporate Key Objectives 2013/14**

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Review the strategic direction of the Council to ensure a clear and consistent set of priorities to facilitate decision-making in constrained times.
4. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
5. Promote cultural change to breakdown silo working and implement new flexible ways of working.
6. Deliver key priorities within budget.
7. Prepare for changes arising from the transfer of Public Health responsibilities.
8. Maximise the potential of the Council's key development sites.
9. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

## **Cabinet Membership 2013/14**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance & Technology
Richard Bassett	Planning
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Haluk Ulkun	Support Services
Gary Waller	Safer, Greener & Transport
Elizabeth Webster	Leisure & Wellbeing

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
-------------	--------------------	-------------------------	-----------------------------	---------------------------	-----------------------------	--	------------------------------

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - PLANNING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Local Plan Draft Plan Consultation	To agree the draft consultation document for public consultation.	Yes	21 July 2014	Cabinet		Amanda Thorn 01992 564543	
Local Development Scheme Update	To update the Local Development Scheme, the high level project plan for the Local Plan, and resourcing issues.	Yes	21 July 2014	Cabinet		Anna Cronin 01992 564119	Local Development Scheme, published July 2013
Theydon Bois Neighbourhood Plan	To designate a Neighbourhood Plan area for Theydon Bois.	Yes	21 July 2014	Cabinet		Anna Cronin 01992 564119	Correspondence form Theydon Bois Parish Council
Local Plan Submission Plan Consultation	To agree the document for submission to the Planning Inspectorate and for further public consultation.	Yes	1 December 2014 16 December 2014	Cabinet Council		Amanda Thorn 01992 564543	

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - FINANCE & TECHNOLOGY**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Council Bailiff	Review of the internal Bailiff service	Yes	21 July 2014	Cabinet		Rob Pavey 01992 564211	None
Local Council Tax Support Scheme	Scheme setting process for 2015/15, including: 1...Consider amendments; 2...Finalise scheme; and 3...Approve scheme.	Yes	21 July 2014	Cabinet		Janet Twinn 01992 564215	
			1 December 2014	Cabinet			
			16 December 2014	Council			
Corporate Risk Update	Quarterly update of the corporate risk register	Yes	28 July 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			8 September 2014	Cabinet			
Budget 2015/16	The Budget setting process for 2015/16, including: 1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval	Yes	28 July 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			13 November 2014	Finance and Performance Management Cabinet Committee			
			19 January 2015	Finance and Performance Management Cabinet Committee			
			2 February 2015	Cabinet			

	5...Final Approval		17 February 2015	Council		
ICT Capital Programme	Review of the ICT capital schemes covering current & future years.	Yes	6 October 2014	Cabinet		Bob Palmer 01992 564279
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	13 November 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279
			1 December 2014	Cabinet		
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 January 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279
			2 February 2015	Cabinet		



**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - ENVIRONMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	
Refurbishment of 'Charlie Moules' Footbridge, Roding Valley Recreation Area	Ensure repairs are completed to maintain safe access across the River Roding. Roding Valley is subject to a lease agreement with Loughton Town Council, with whom the costs might be shared.	No	6 October 2014	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - HOUSING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	23 June 2014	Cabinet		Paul Pledger 01992 564248	
Council Housebuilding Programme	To receive the annual report from the Council Housebuilding Cabinet Committee on progress and costs of the programme.	Yes	23 June 2014	Cabinet		Paul Pledger 01992 564248	
Charges for Depositing Park Home Site Rules	To agree the charges	Yes	23 June 2014	Cabinet		Lyndsay Swan 01992 564146	
Policy of Use of Undevelopable Surplus Sites	To agree a policy	Yes	23 June 2014	Cabinet		Alan Hall 01992 564004	
Housing Service Strategy - Social Housing Fraud	To adopt the Strategy.	No	Before 27 June 2014	Housing Portfolio Holder	<b>YES, paragraph (7)</b>	Roger Wilson 01992 564419	
Electrical Heating	To approve the tender	Yes	4 July 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	25 July 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Phase 1 - Council Housebuilding Programme	To agree the Works tenders	Yes	4 August 2014	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	Tender report

Licence Conditions for Gypsy, Roma and Traveller Sites	To agree the licence conditions following consultation	Yes	8 September 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Housing Development Strategy	To approve an updated Strategy	Yes	8 September 2014	Cabinet		Paul Pledger 01992 564248	
Off Street Parking Programme	To appoint the Council's Off-Street Parking Consultant.	Yes	7 November 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Document
	To agree the future programme.		2 February 2015	Cabinet			
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	2 February 2015	Cabinet		Alan Hall 01992 564004	
			21 April 2015	Council			
Council Housebuilding Programme Review	Annual review of sequencing/phasing of sites.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Housing Improvements and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - LEISURE & WELLBEING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
-------------	--------------------	-------------------------	-----------------------------	---------------------------	-----------------------------	--	------------------------------

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014**

**PORTFOLIO - SAFER, GREENER AND TRANSPORT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Criteria for award of Contract for small Street Furniture Maintenance	Agree award criteria and term of contract for installation and maintenance of small street furniture across the District.	Yes	Before 27 June 2014	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Criteria for tender for purchase of Pay and Display Machines	Invite tenders for the purchase of Pay and Display Machines in Council car parks that have reached the end of their useful life.	Yes	Before 27 June 2014	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Parking Strategy	Report outcome of parking strategy consultation and any changes required.	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014****PORTFOLIO - SUPPORT SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Polling Districts, Places and Stations	To review UK Parliamentary Polling Districts, Places & Stations	No	30 September 2014	Council		Graham Lunnun 01992 564244	Consultation Responses

**WORK PROGRAMME - 9 JUNE 2014 TO 3 OCTOBER 2014****PORTFOLIO - ASSET MANAGEMENT & ECONOMIC DEVELOPMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Lindsay House, Epping	Sale of freehold interest.	Yes	23 June 2014	Cabinet		Mark Scott 01992 564407	Case File