



DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 4 September 2006

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This document lists the decisions that have been taken by the Cabinet held on Monday, 4 September 2006, 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. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

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

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Call –in procedure

If you wish to call-in any of the decisions taken at this meeting you should complete the call-in form and return it to the proper officer 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

Agenda item:

4. TENDER ACCEPTANCE - ELECTRICAL REWIRING PROGRAMME

Decision:

That, being the lowest and second lowest tenders received, T A Horn Limited and Complete Building Services (Herts) Limited each be awarded a four-year programme of work for electrical rewiring and remedial electrical works to Council properties, based upon a schedule of rates tender in the sum of £5,016.25 for T A Horn Limited and £5,070.20 for Complete Building Services (Herts) Limited.

7. VIOLENCE AT WORK

Decision:

That, as recommended by the Joint Consultative Committee, the

Violence at Work Policy be approved and implemented.

8. AGE DISCRIMINATION REGULATIONS

Decision:

(1) That, as recommended by the Joint Consultative Committee, the Council's interim policy on the employment of staff over the age of 65 be replaced by the statutory provisions which come into effect on 1 October 2006;

(2) That the draft procedure for making a request to work beyond the age of 65 be agreed;

(3) That the Redeployment and Redundancy Procedure be revised to remove any reference to service related criteria for redundancy selection; and

(4) That, pending review in two years time, the 'date of birth' information be retained on the application form.

9. CHILD PROTECTION POLICY

Decision:

(1) That the Child Protection Policy be agreed; and

(2) That the supplementary policy for carrying out disclosure checks on existing staff be agreed.

10. WORK EXPERIENCE POLICY

Decision:

That, as recommended by the Joint Consultative Committee, the Work Experience Policy be agreed.

11. STAFF CODE OF CONDUCT

Decision:

(1) That, following consultation with the Joint Consultative Committee, the proposed Staff Code of Conduct be recommended to the Council for approval;

(2) That, following approval of the proposed Staff Code of Conduct by the Council:

(a) all staff in politically restricted posts be required to complete a form declaring outside interests which may have a bearing on their employment;

(b) all other staff be invited to complete a declaration form on a voluntary basis, unless they have an outside interest which requires them to do so; and

(c) the existing Officer/Member Protocol be rescinded, as its provisions have been included in the proposed Staff Code of Conduct.

12. INTERNET USAGE POLICY

Decision:

That, as recommended by the Joint Consultative Committee, the Internet Acceptable Usage Policy be agreed.

13. DATA QUALITY AND VALUE FOR MONEY - AUDIT AND STRATEGY

Decision:

(1) That, in respect of the 'Data Quality' assessment to be undertaken by the Audit Commission, the Council's self-assessment submission be endorsed;

(2) That, as endorsed by the Finance and Performance Management Scrutiny Panel, the draft Data Quality and Value For Money Strategies be adopted; and

(3) That, in respect of the annual 'Value For Money' assessment to be undertaken by the Audit Commission, the Council's self-assessment submission be considered and agreed by the Finance and Performance Management Cabinet Committee.

14. GRANT AID 2006/07 - KING HAROLD DAY SOCIETY

Decision:

That funding from the Grant Aid Scheme totalling £2,500 be awarded to the King Harold Day Society.

15. SMALL LOANS SCHEME

Decision:

That the following criteria for a Small Loans Scheme using the existing balance on the Small Loans account be established and agreed:

(a) loans will only be given subject to available resources and will not exceed £1,000;

(b) the applicant must be a homeowner or private sector tenant, and each applicant shall only receive one loan, with preferential treatment

given to older people;

(c) the interest rate applied will be in line with the Standard National Rate, and the term of repayment shall not exceed four years;

(d) repayments will be made monthly by Standing Order;

(e) loans may only be given for work that is wholly necessary and, where other assistance is not available to top-up Small Works or Decent Homes Assistance, Thermal Comfort Grant or Handyman Service work, or for work that is not grant-aidable;

(f) the work that is the subject of the loan must be carried out by a contractor from the C.A.R.E. Preferred Contractor List or other approved Contractor;

(g) that the Head of Environmental Services be authorised to approve Small Loans subject to the applicant having received and understood the guidelines set out in (i) to (iii) below:

(i) that the terms of the loan may not be the best available and better terms may be available from an alternative lender;

(ii) that the client should seek independent financial advice before agreeing to the loan; and

(iii) that they should discuss the loan with their family; and

(h) a status report shall be given at each C.A.R.E. Advisory Panel meeting.

16. CIVIC OFFICES - REFUSE COLLECTION AND DISPOSAL ARRANGEMENTS

Decision:

(1) That, in order to replace the existing eurobins, a portable skip type compactor be purchased for the collection of trade refuse and recycling material from the Civic Offices site; and

(2) That, in order to enable the purchase to proceed, a supplementary capital estimate in the sum of £15,500 for 2006/07 be recommended to the Council for approval.

17. MESSENGER VEHICLES

Decision:

(1) That a growth bid be made for capital provision in the sum of £16,000 for 2007/08 for the purchase of two new messenger vehicles; and

(2) That consideration be given as to whether the service could be provided by only one vehicle.

18. CIVIL CONTINGENCIES ACT 2004 - EMERGENCY PLANNING OFFICER NEW POST

Decision:

That, in order to fund the shortfall over existing budget provision for the creation of a new full-time post of Emergency Planning Officer, a CSB growth bid in the sum of £19,200 for 2007/08 be made.

19. TREASURY MANAGEMENT - POLICIES AND INVESTMENT PRACTICES

Decision:

- (1) That the 2005/06 outturn for Prudential Indicators be approved;
- (2) That the Treasury Management Stewardship Report 2005/06 be noted; and
- (3) That Butlers, the Council's professional treasury advisers, be invited to give a presentation and recommend any other investments that might provide a higher return for the Council.

20. COUNCIL TAX DISCOUNTS - LONG-TERM EMPTY PROPERTIES

Decision:

That the discount for Class C properties (Long-Term Empty Properties) within the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003:

- (a) remains at 50% for six months; and
- (b) thereafter be removed.

21. REPLACEMENT OF THE LOCAL TAXATION AND BENEFITS ICT SYSTEM

Decision:

- (1) That, in accordance with the Corporate ICT Strategy, the ICT system for the Local Taxation and Benefits Service be replaced;
- (2) That quotations be obtained using the Catalist system managed by the Office of Government Commerce; and
- (3) That, after quotations have been obtained, a detailed report covering the financial implications of replacing the ICT system, including the cost of bespoking the Council's current system, be

submitted to the Cabinet.

22. FISHERMAN'S CAR PARK, CHIGWELL - RESURFACING AND MAINTENANCE

Decision:

(1) That, in order to undertake remedial works to the Fisherman's Car Park in the Roding Valley Recreation Ground, a supplementary DDF estimate for 2006/07 in the sum of £7,000 be recommended to the Council for approval; and

(2) That, following approval of the supplementary estimate by the Council, the Head of Leisure Services be authorised to undertake a competitive tendering exercise in accordance with Contract Standing Orders.

23. WALTHAM ABBEY SPORTS CENTRE - INSTALLATION OF DISABLED TOILET

Decision:

That, in order to enable the re-location of the District Sportability Club to Waltham Abbey Sports Centre, a supplementary DDF estimate for 2006/07 in the sum of £10,000 be recommended to the Council for approval for the installation of a disabled toilet.

24. ONGAR LEISURE CENTRE PLAYING FIELDS - PROPOSED IMPROVEMENTS

Decision:

(1) That the range of improvements proposed for the Playing Fields at the rear of Ongar Leisure Centre, providing a multi-sports site offering quality facilities and maximising participation in sport by people of all ages and abilities, be supported in principle;

(2) That a further report be submitted to a future meeting providing further details on the projected cost of each option to include:

(a) revenue consequences; and

(b) the level of external financial support being made available to support the project; and

(3) That, dependent upon the outcome of the further feasibility work, a bid for resources to be made available within the Council's capital programme to meet any short-fall in external funding be considered.

25. PLANNING SERVICES - CONSERVATION AND LANDSCAPE TEAM

Decision:

- (1) That the staffing, budget and work programme issues in the Conservation and Landscape Team be noted;
- (2) That the proposed change in the method of prioritisation for the Conservation Grants budget be agreed in principle;
- (3) That the need for a specific budget to deal with claims against the Council for subsidence to properties affected by preserved trees be noted and a supplementary DDF estimate in the sum of £5,000 for 2006/07 be recommended to the Council for approval;
- (4) That the need to undertake an urgent review of the wildlife sites within the District be noted, but that this review be deferred until 2007/08;
- (5) That the Head of Planning and Economic Development be authorised to sign management agreements on behalf of Countrycare:
 - (a) including those with financial commitments, up to a maximum of £1,250 per agreement per annum; and
 - (b) all previously signed agreements be retrospectively approved.

26. SINGLE NON-EMERGENCY NUMBER - ESSEX SINGLE NON-EMERGENCY NUMBER PARTNERSHIP

Decision:

That, due to the deadline for the Single Non-Emergency Number submission to the Home Office not being compatible with the Cabinet cycle of meetings, the Customer Services, Media, Communications and ICT Portfolio Holder be authorised to make a Portfolio Decision on the final SNEN Essex Partnership proposal.

27. CIVIC OFFICES ENVIRONMENTAL IMPROVEMENTS - COMFORT COOLING

Decision:

- (1) That, following the asbestos removal works, the current position implementing the Civic Offices comfort cooling works during 2006/07 be noted; and
- (2) That further works to improve environmental conditions during the summer months by the provision of comfort cooling for the Civic Offices be deferred until March 2007.

28. WASTE MANAGEMENT CONTRACT - FLEET & RECYCLATES

Decision:

That the following recommendations of the Portfolio Holder Advisory Group on the Waste Management contract be agreed:

- (a) the fleet should remain the responsibility of the waste management service provider; and
- (b) the marketing of and responsibility for collected recyclables shall in principle remain with the waste management service provider, subject to a later review following the soft market testing exercise.

29. REVIEW OF THE CAPITAL PROGRAMME 2006/07 - 2010/11

Decision:

- (1) That the latest four-year forecast of capital receipts be noted;
- (2) That, as at 31 March 2011, the currently predicted level of usable capital receipts of £15,765,000 be noted;
- (3) That the revised Capital Programme 2006/07 to 2010/11 be approved;
- (4) That, as quotations are still to be obtained for the proposed replacement Local Taxation and Benefits ICT system, this item has not yet been included in the programme;
- (5) That the revised payment to be made to Home Group Limited (Warden Housing) on completion of the legal agreements for the small-scale stock transfer of Wickfields, Chigwell in the sum of £790,000, which represented a saving of around £310,000 based upon the original budget estimate, be noted;
- (6) That the following be approved or, where necessary, be recommended to the Council for approval:
 - (a) a supplementary capital estimate for 2006/07 in the sum of £15,500 for a waste compactor;
 - (b) a supplementary capital estimate for 2006/07 in the sum of £8,000 for the car park upgrade works being carried out at Queen's Road, Buckhurst Hill;
 - (c) an increase of £65,000 on the Loughton High Road Town Centre Enhancement Scheme to be financed from Section 106 monies;
 - (d) an increase of £33,000 within the Finance, Performance Management and Corporate Support Services Portfolio for a Countrycare replacement vehicle (£13,000) and accommodation improvements within Planning Services (£20,000);

(e) virements within the HRA for 2006/07 in the sum of £566,000 to heating and rewiring projects and £88,000 to other planned maintenance from:

- (i) cost reflective repairs (£428,000);
- (ii) structural schemes (£120,000); and
- (iii) cyclical maintenance (£106,000);

(f) a virement within the HRA for 2006/07 in the sum of £46,000 to Springfields Improvements out of the savings from the Wickfields stock transfer;

(7) That the Head of Housing Services be authorised to buy-back the seven leasehold properties at Springfields at a cost of £596,000 made up of:

- (a) £550,000 within the existing Capital Programme; and
- (b) the virement of £46,000 agreed in resolution (6)(f) above;

(8) That the financing of the additional £500,000 contribution to affordable housing approved by the Cabinet and consequent savings elsewhere in the Capital Programme be considered and identified as part of the Capital Strategy Review in October 2006;

(9) That the estimated HRA expenditure of £5,081,000 to be spent on the authority's own affordable housing and regeneration projects in 2006/07 be approved; and

(10) That the Loughton High Road Town Centre Enhancement Scheme phases III and IV (estimated at £2,000,000) be considered as part of the Capital Strategy Review in October 2006.

30. DRAFT EAST OF ENGLAND PLAN - REPORT OF PANEL OF INSPECTORS

Decision:

(1) That, as set out in the attached letter, the Council's responses to the Panel's report be endorsed concerning:

- (a) North Weald;
- (b) District housing and employment provision;
- (c) Harlow urban extensions and infrastructure;
- (d) Green Belt boundaries; and
- (e) Car use; and

- (2) That the attached letter be forwarded as soon as possible to:
 - (a) The Secretary of State for Communities and Local Government;
 - (b) Local members of Parliament;
 - (c) the Government Office for the East of England (GO-East);
 - (d) The East of England Assembly; and
 - (e) Copied to the following Councils:
 - (i) Harlow Council;
 - (ii) Brentwood Borough Council; and
 - (iii) Essex County Council.

