



DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 4 February 2008

Date of Publication:	12 February 2008
Call-In Expiry:	18 February 2008

This document lists the decisions that have been taken by the Cabinet held on Monday, 4 February 2008, 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 Council for..." are not eligible for call-in. The wording used will 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 any matters referred to in this decision sheet then please contact:

Gary Woodhall
Democratic Services Officer
Tel: 01992-564470
Email: gwoodhall@eppingforestdc.gov.uk

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

Decision No:

**7. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE -
28 JANUARY 2008**

Decision:

That the minutes of the Finance and Performance Management Cabinet Committee, held on 28 January 2008, be noted.

8. CORPORATE RESTRUCTURE

Decision:

(1) That the actions taken in relation to the corporate restructuring, including the holding of vacancies to achieve savings and the ring fencing of posts to displaced staff be noted;

(2) That the consultation comments received from staff and the trade unions and the responses from the Directors or Deputy Chief Executive (DCE) be noted;

(3) **The Deputy Chief Executive's Office:**

(a) That the following posts be deleted from the establishment:

- (i) LHO/04 Community and Cultural Services Manager;
- (ii) LSS/09 Admin Assistant (18 hours part time); and
- (iii) ICT/212 Senior Website Officer / Business Analyst;

(b) That the following posts be added to the establishment:

- (i) Assistant Director (Community Services and Customer Relations); and
- (ii) Youth Council Administrator (18 hours part time);

(c) That the Assistant Director (Community Services and Customer Relations) post be ring fenced to the postholder of LHO/04 Community and Cultural Services Manager;

(d) That the principle of a rotating annual lead officer for Community and Culture on a temporary basis be accepted, with an additional responsibility payment, equivalent to 2 incremental points;

(e) That the PMU/04 Market Research and Consultation Officer post be transferred from the Performance Management Unit to Public Relations and Marketing;

(f) That the LSS/20 Marketing and Events Manager and LSS/22 Marketing and Events Assistant posts be transferred to Public Relations and Marketing;

(g) That the LCA/05 Assistant Arts Officer post be amended from 36 hours to 22 hours;

(h) That the LSS/22 Marketing and Events Assistant post be amended from 36 hours to 28 hours; and

(i) That the overall structure for the Deputy Chief Executive's Office be agreed as set out in the structure chart attached to the report;

(4) **The Environment and Street Scene Directorate:**

(a) That the following posts be deleted from the establishment:

- (i) LSS/01 Leisure Development Manager;
- (ii) LSS/02 Administrative Manager;
- (iii) LSS/03 Clerical Assistant;
- (iv) LSS/10 IT Systems Manager;

- (v) EAA/01 Office Manager;
 - (vi) EAA/03 Finance and Technical Officer;
 - (vii) EAA/05 Team Leader;
 - (viii) EAA/09 Team Leader;
 - (ix) EHW/01 Assistant Head of Service (Highways);
 - (x) EHW/xx Area Waste Management Officer;
 - (xi) EHW/xx Area Waste Management Officer;
 - (xii) EHWxx Area Waste Management Officer;
 - (xiii) EHW/20 Development Control Engineer;
 - (xiv) EHW/38 Administrative Assistant;
 - (xv) EEG/14 Senior Engineer;
 - (xvi) EEG/03 Assistant Engineer;
 - (xvii) EHG/02 Principal Team Leader (Customer Protection);
 - (xviii) EHG/03 Principal Team Leader (Environmental Protection);
 - (xix) EEG/02 Principal Team Leader;
 - (xx) EHG/23 Technical Team Coordinator;
 - (xxi) EHG/24 Technical Officer;
 - (xxii) EHG/25 Technical Officer;
 - (xxiii) EHG/26 Technical Officer;
 - (xxiv) EHG/27 Technical Officer;
 - (xxv) EEG/01 Engineering Services Manager;
 - (xxvi) EHG/01 Environmental Health Manager;
 - (xxvii) EHG/04 Environmental Health Support Officer;
 - (xxviii) LH0/03 Assistant Head of Leisure Services;
 - (xxix) EHG/13 Licensing Enforcement Officer (vacant); and
 - (xxx) EAA/10 Secretarial Supervisor (job share);
- (b) That the following posts be added to the establishment:
- (i) Performance & Quality Manager;
 - (ii) Finance & Procurement Manager;

- (iii) Systems Manager;
- (iv) Administration & Office Services Manager;
- (v) CSO Team Leader;
- (vi) Finance Officer;
- (vii) Finance Officer;
- (viii) Public Health Manager;
- (ix) Neighbourhoods Manager;
- (x) Drainage Manager;
- (xi) Engineer;
- (xii) Waste Service Development Officer;
- (xiii) Recycling Officer;
- (xiv) Neighbourhood Officers (6);
- (xv) Assistant Director (Technical);
- (xvi) Assistant Director (Neighbourhoods);
- (xvii) Assistant Director (Performance & Operations);
- (xviii) Performance & Quality Support Officer; and
- (xix) Senior Management Secretary (job share);

(c) That the following ring fenced arrangements be agreed:

- (i) Finance and Procurement Manager, Administration & Office Services Manager and CSO Team Leader to posts LSS/02, EAA/05 or EAA/09;
- (ii) Public Health Manager to posts EHG/02 or EHG/03;
- (iii) Neighbourhoods Manager to posts EHG/02, EHG/03 or EHG/23;
- (iv) Waste Service Development Officer and Recycling Officer to the Area Waste Management Officer posts;
- (v) Environment & Neighbourhood Officer to Waste Management Officer post;
- (vi) Assistant Director (Technical) to posts EEG/14, EHG/02 or EHG/03;
- (vii) Drainage Manager to posts EEG/14, EHG/02, EHG/03 or EHG/23; and

(viii) Engineer to post EEG/03;

(d) That the overall structure for the Environment and Street Scene Directorate be agreed as set out in the structure charts attached to the report; and

(e) That the design of the proposals to accommodate further structural change as a result of the Safer, Cleaner and Greener initiative be noted;

(5) **The Corporate Support Services Directorate:**

(a) That the following posts be deleted from the Establishment:

(i) ASB/01 Secretarial Manager;

(ii) ALE/05 Legal Officer;

(iii) ALE/08 Legal Executive;

(iv) ALE/09 Legal Executive;

(v) ALC/06 Local Land Charges Officer;

(vi) HR/03 Human Resources Manager;

(vii) HR/07 Human Resources Officer;

(viii) HR/06 Administrative Assistant;

(ix) HR/08 Human Resources Assistant;

(x) HR/09 Human Resources officers and an administrative Assistant.

(b) That the following posts be added to the Establishment:

(i) Senior Legal Officer;

(ii) 2 Legal Officer posts;

(iii) Licensing Enforcement Officer post (0.7FTE);

(iv) Assistant Human Resources Officer;

(v) Human Resources Officer (0.5FTE);

(vi) Administrative Assistant (0.5FTE); and

(vii) Facilities Manager;

(c) That the following ring fenced arrangements be agreed:

(i) 2 Legal Officer and 1 Senior Legal Officer to posts ALE/05, ALE/08 and ALE/09;

(ii) Assistant Director (Human Resources) to post HR/03;

(iii) HR Operations Manager HR/04 to post HR/07;

- (d) That the AEV/03 Valuer post be amended from 1.0FTE to 0.6FTE;
- (e) That the AEV/08 Estate Management Administrator post be amended from 0.5FTE to 0.8FTE;
- (f) That the Fleet Operations Section within the current Works Unit be transferred to the Corporate Support Services Directorate with effect from 1 May 2008;
- (g) That the overall structure for the Corporate Support Services Directorate be agreed as set out in the structure charts attached to the report;
- (6) **The Housing Directorate:**
 - (a) That the Building Maintenance Section within the current Works Unit be transferred to the Housing Directorate with effect from 1 May 2008;
 - (b) That the following posts be deleted from the Establishment:
 - (i) HHN/16 Housing Options Officer; and
 - (ii) HMT/17 Clerical Assistant (Assets);
 - (c) That, reporting to the Assistant Director (Private Sector Housing & Resources), a part-time post of Private Housing Manager (Technical) (0.5 FTE) be created through the re-designation / upgrading of one of the existing 5 posts within the private housing technical team;
 - (d) That the Assistant Director (Private Sector Housing & Resources) post be ring fenced to posts EHG/02, EHG/03 or EHG/23;
 - (e) That, in order to help with the absorption of the administration and support requirements of staff transferring from other directorates, the working hours of part-time posts HCL/15 Clerical Assistant and HCL/08 Housing Information and Strategy Assistant be increased by 10 hours and 7 hours per week respectively;
 - (f) That the Private Sector Housing & CARE Manager post be re-designated Private Housing Manager (Policy, Grants and CARE);
 - (g) That, subject to it being possible to appoint to the post of Private Housing Manager (Technical) through the re-designation of one of the posts within the private housing technical team, Post EHG/51T be made a permanent part-time post devoting all its time to private sector housing;
 - (h) That the EAA/07 Senior Architectural Assistant and the temporary Services Engineer posts be incorporated within the Housing Assets Section;
 - (i) That the overall structure for the Housing Directorate be agreed as set out in the structure charts attached to the report; and
 - (j) That a Review of Scheme Management for Older People be undertaken by the Assistant Director (Operations) when the next Scheme Manager vacancy arises and reported to the Housing Portfolio Holder:
 - (i) on the most effective way to reduce the number of scheme managers by 1 FTE; and

(ii) to re-allocate the sheltered and designated properties amongst the remaining scheme managers;

(7) **The Finance and ICT Directorate:**

(a) That the following posts be deleted from the establishment:

- (i) ICT/06 Management Assistant;
- (ii) ICT/210 Clerical Assistant;
- (iii) ICT/211 Trainee Business Analyst;
- (iv) ICT/305 Technical Support Analyst;
- (v) FAA/01 Secretarial Supervisor;
- (vi) FAA/02 Administrative Assistant; and
- (vii) FAC/16 Exchequer Services Manager;

(b) That the following ring fenced arrangements be agreed:

- (i) Senior Procurement and Administration Officer to post ICT/06;
- (ii) Administrative Supervisor to post FAA/01; and
- (iii) Office Administrator (0.7FTE) to posts FAA/02 or ICT/210; and

(c) That the overall structure for the Finance and ICT Directorate be agreed as set out in the structure charts attached to the report;

(8) **The Planning and Economic Development Directorate:**

(a) That the following posts be deleted from the establishment:

- (i) PPE/12 Planning Officer (Forward Planning);
- (ii) PAD/17 Development Control Filing Assistant (P/T);
- (iii) PAD/10 and PAD/11 Administrative Assistants; and
- (iv) One of the PAD/04 or PAD/05 Administration Supervisor posts;

(b) That the following posts are added to the establishment:

- (i) Principal Officer (Forward Planning); and
- (ii) Gazetteer/Scanning Officer P/T (x2);

(c) That the PAD/13 Appeals Officer post be amended to Appeals and Development Control Officer; and

(d) That the overall structure for the Planning and Economic Development Directorate be agreed as set out in the structure charts attached to the report;

(9) That the Office of the Chief Executive be created, consisting of the

amended Research and Democratic Services function under the Assistant to the Chief Executive, and the existing Internal Audit function under the Chief Internal Auditor, with both posts reporting directly to the Chief Executive;

(10) That the re-investment of the net savings from these restructuring proposals into the Council's frontline service delivery be agreed; and

(11) That a contingency sum of £30,000 be set aside for any salary increases arising from the job evaluation process.

9. CORPORATE RESTRUCTURE - ACCOMMODATION WORKS

Decision:

(1) That a carry forward of £14,500 unspent District Development Fund allocation from 2007/08 to 2008/09 for accommodation works be approved; and

(2) That a revenue District Development Fund growth bid in the sum of £55,500 be made for 2008/09 to fund the required accommodation works as a result of the Corporate Restructure.

10. INTERNAL AUDIT - PROPOSED WAIVER OF CONTRACT STANDING ORDERS

Decision:

That, in order to support the completion of the Internal Audit Plan for 2007/08, Contract Standing Order C4 (Competitive Quotations) be waived and Deloitte & Touche Public Sector Internal Audit Ltd be engaged to undertake further audit work up to the revised budget of £13,410.

11. TELECOMMUNICATIONS MAST - HONEY LANE, WALTHAM ABBEY

Decision:

(1) That the procedures previously in place to deal with applications for prior approval were deficient and have been replaced by revised procedures be noted;

(2) That the apology to residents be repeated;

(3) That urgent measures be taken by the Director of Planning and Economic Development to commence enforcement action against this particular mast and defend any appeal that arises as the first action;

(4) That Essex County Council be urged by the Director of Planning and Economic Development to consider:

(a) how such masts are licensed; and

(b) whether or not the highway land is over land in other ownership(s) when such equipment is erected in the public highway; and

(5) That, if planning enforcement action not be successful in removing this mast, a further report be submitted to the Cabinet to consider any possible Planning Discontinuance Notice and compensation, or compensation to the local residents most closely impacted.

12. CHANGE OF STATUS - COTTIS LANE SHORT STAY AND BAKERS LANE LONG STAY CAR PARKS

Decision:

(1) That, with effect from 1 April 2008, the status of the Cottis Lane short stay car park and the Bakers Lane long stay car park be changed to the combined tariff; and

(2) That, as part of this arrangement, the Cottis Lane car park be included within the present free Saturday parking regime.

13. PARKING CONCESSIONS FOR KEY PUBLIC HEALTH SERVICE PROVIDERS

Decision:

(1) That, subject to appropriate proof of need, concessionary parking permits be made available to:

- (a) General Practitioners;
- (b) District nurses and midwives;
- (c) Pharmacists; and
- (d) Approved carers;

(2) That a fee of £25.00 per annum be levied for the issue of each concessionary parking permit; and

(3) That the operation of the scheme be reviewed after six months.

14. GRANT AID 2007-08 - WALTHAM ABBEY COMMUNITY ASSOCIATION

Decision:

That funding from the Grant Aid Scheme for 2007/08 totalling £5,000 be awarded to Waltham Abbey Community Association.

15. CALENDAR OF COUNCIL MEETINGS 2008-09

Decision:

(1) That the introduction of a three-week cycle for the Area Plans Sub-Committees being recommended by Overview and Scrutiny be noted; and

(2) That, subject to the outcome of the above review, the draft Calendar of Meetings for the period May 2008 to May 2009 be recommended to the Council for adoption.

16. POSSIBLE PURCHASE - BUCKHURST HILL AMBULANCE STATION, KNIGHTON LANE

Decision:

That, as no operational requirement has been identified, the opportunity to

purchase the Buckhurst Hill Ambulance Station in Knighton Lane be declined and the London Ambulance Service NHS Trust be advised accordingly.

17. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY (TRIENNIAL REVIEW)

Decision:

(1) That, as a result of the triennial review of the Council's Statement of Licensing Policy under the Licensing Act 2003, the responses received during the consultation period be noted; and

(2) That the revised Statement of Licensing Policy be adopted for the next three years.

18. WORK PLACEMENTS - PERMANENT SUPERNUMARY POST

Decision:

(1) That, with the aim of successfully recruiting increased numbers of staff with disabilities, the part funding of a permanent supernumerary post be agreed;

(2) That any additional funding be met from the Recruitment and Retention budget;

(3) That, with the aim of supporting the disabled member of staff into permanent employment within the Council during this period, the initial contract of employment be temporary for 6 months with the option of extending to 12 months; and

(4) That the supernumerary post be a 'floating' post, which may be utilised across the Council.

19. CORPORATE INITIATIVE 2008-09 - SAFER, CLEANER AND GREENER

Decision:

(1) That, in support of the Safer, Cleaner and Greener initiative, approval be given to:

(a) the following additions to the establishment of:

(i) one CCTV Operations Officer;

(ii) two Anti-Social Behaviour Investigation Officers;

(iii) one Environment & Neighbourhood Officer; and

(iv) a Rapid Response Unit;

(b) the associated proposals for training, service branding, equipment, vehicles and on-going running and maintenance costs; and

(c) the continued development of the waste and recycling service to include a review of the garden waste collection service and the collection of food waste as a recyclable material;

(2) That approval be given to the following for inclusion in the 2008/09 budget:

(a) a revenue Continuing Services Budget growth bid in the sum of £250,000;

(b) a revenue District Development Fund growth bid in the sum of £30,450; and

(c) a capital growth bid in the sum of £23,000; and

(3) That the Overview and Scrutiny Committee be invited to consider the most appropriate means of monitoring the Safer, Cleaner and Greener initiative.

20. CIVIC OFFICES - TOWER PASSENGER LIFT

Decision:

(1) That a capital growth bid in the sum of £25,000 be approved for 2008/09 for the acquisition and installation of a new lift controller and ancillary components to the main passenger lift in the Civic Offices;

(2) That Contract Standing Order C5 be waived in relation to obtaining 3 quotations and the contract for the supply, installation and commissioning of this equipment be placed with Amalgamated Lifts Limited;

(3) That, in view of the urgency to restore the lift to working order, authority be given to place an immediate order for this equipment due to the long lead time for its manufacture; and

(4) That the irrevocable commitment of this funding for the 2008/09 budget be noted and accepted.

21. COUNCIL BUDGETS 2008/09

Decision:

(1) That, in respect of the Council's 2008/09 General Fund budgets, the following be recommended to the Council for adoption:

(a) the revised revenue estimates for 2007/08, with an anticipated increase in the General Fund balance of £116,000;

(b) an increase in the target for the 2008/09 Continuing Services Budget (CSB) from £16.8m to £16.828m (including growth items);

(c) an increase in the target for the 2008/09 District Development Fund (DDF) net spend from £1m to £1.078m;

(d) an increase of 2.5% in the District Council Tax to raise the charge for a Band 'D' property from £139.50 to £143.01;

(e) the estimated increase in General Fund balances in 2008/09 of £219,000;

(f) the four year Capital Programme for 2008/09 – 11/12;

- (g) the Medium Term Financial Strategy for 2008/09 – 11/12; and
- (h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement;
- (2) That, including the revised revenue estimates for 2007/08, the 2008/09 Housing Revenue Account budget be recommended to the Council for agreement;
- (3) That the application of the rent increases and decreases for 2008/09 in accordance with the Government's rent reforms and the Council's approved rent strategy be recommended to the Council for approval;
- (4) That the capitalisation of increase in deficiency payments to the pension fund in accordance with the Capitalisation Direction request made to the Department for Communities and Local Government be recommended to the Council for approval, with these payments to be funded from the Pension Fund Capital Reserve that was established with the transfer of £2.5m from the Usable Capital Receipts Account;
- (5) That the Council's Prudential Indicators and Treasury Management Strategy for 2008/09 be recommended to the Council for approval; and
- (6) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2008/09 budgets and the adequacy of the reserves be noted.

22. HOUSING RENTS INCREASE 2008/09

Decision:

That, in accordance with the Council's approved Rent Strategy, an average increase in housing rents for 2008/09 of 6.69% be recommended to the Council for approval.

23. EXCLUSION OF PUBLIC AND PRESS

Decision:

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated and the exemption is considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item No</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
25	Employer's Liability Claim - Asbestos	1

24. EMPLOYER'S LIABILITY CLAIM - ASBESTOS

Decision:

- (1) That the current position on this claim be noted;
- (2) That the offer to settle this case in the sum of £190,000 made by the claimant's solicitors be rejected;
- (3) That the appointment of a barrister by the external solicitors appointed to handle this claim on behalf of the Council be endorsed; and
- (4) That the barrister be authorised to appear on the Council's behalf in any court proceedings.

