



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 5 February 2009

Date of Publication:	13 February 2009
Call-In Expiry:	19 February 2009

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 5 February 2009, 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 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 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:

9. CONTINUED USE OF COUNSEL - COMPLIANCE WITH CONTRACT STANDING ORDERS

Decision:

(1) That, in accordance with Contract Standing Order C1(10) value of orders placed with one contractor in one directorate in a single year not to exceed a threshold for competitive quotations and tenders, the report of the Director of Corporate Support Services be noted: and

(2) That, in relation to the current financial year, Contract Standing Order C3 be waived in respect of Richard Banwell of Counsel, enabling the Director of Corporate Support Services to continue to instruct him on behalf of this Council in relation to cases in which he has had current or previous involvement.

10. GYPSY & TRAVELLER DPD - EXTENSION OF CONSULTANCY CONTRACT

Decision:

(1) That the extension of the consultancy contract for the Gypsy and Traveller consultation until April 2009 be noted;

(2) That a report be submitted to the Cabinet meeting scheduled for 20 April 2009 reviewing the Local Development Framework budget for the current year;

(3) That, as the value of this consultancy will exceed £50,000 before 31 March 2009, the following Contract Standing Orders be waived at the appropriate time in order to permit this consultancy to continue:

(a) Contract Standing Order C1(10) – value of orders placed with one contractor in one directorate in a single year not to exceed a threshold for competitive quotations and tenders; and

(b) Contract Standing Order C5 - requirement for submission of tenders for any contract exceeding £50,000 in value or amount.

11. EXTENSION OF CONSULTATION PERIOD FOR GYPSIES AND TRAVELLERS OPTIONS CONSULTATION

Decision:

That a two-week extension to the consultation period for the Gypsies and Travellers Consultation on Options be approved, such that the revised end date would now be Friday 20 February 2009 at 5.00pm.

(Please note that the Chairman of Council has agreed to waive the call-in period for this decision in accordance with Overview and Scrutiny Rule 21 – Special Urgency).

12. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 26 JANUARY 2009

Decision:

Risk Management – Updated Corporate Risk Register

(1) That the score for the risk relating to Key Contracts (risk 20) be increased from C2 (Significant Likelihood, Critical Impact) to B2 (High Likelihood, Critical Impact);

(2) That the score for the risk relating to Sickness Absence (risk 15) be increased from E3 (Very Low Likelihood, Marginal Impact) to C3 (Significant Likelihood, Marginal Impact);

(3) That a further new risk be identified in relation to the potential loss of income from the Council's Investments, Building Control and Local Land Charges, to be considered at the next meeting of the Cabinet Committee;

(4) That the current tolerance line on the risk matrix be considered satisfactory and not be amended; and

(5) That, incorporating the above agreed changes, the amended Corporate Risk Register be approved;

Risk Management – Strategy, Policy Statement and Terms of Reference

(6) That the updated Risk Management Strategy and Policy Statement be adopted; and

(7) That the updated Terms of Reference for the Risk Management Group be noted; and

Council Budgets 2009/10

(8) That the recommendations of the Finance & Performance Management Cabinet Committee in respect of the Council Budgets for 2009/10 be noted.

13. REPORT OF THE CUSTOMER TRANSFORMATION TASK & FINISH PANEL

Decision:

(1) That, given the increasing importance of the Council's Website for communication, information and electronic interactions, the level of dedicated resource to the maintenance and development of the Council's Website be increased;

(2) That a District Development Fund bid be made to fund an additional Grade 5 Website Support Officer on a three-year fixed term contract as part of the budget process for 2009/10, at an estimated cost of £25,000 per annum subject to job evaluation; and

(3) That the Task and Finish Panel on Customer Transformation be requested to reconvene and further prioritise the remaining seven recommendations of the original report.

14. OUT OF HOURS LAND DRAINAGE STANDBY SERVICE

Decision:

(1) That the continuation of the Land Drainage Out of Hours Standby Service by the Council be agreed; and

(2) That a District Development Fund bid of £8,400 be made for the continued provision of the Land Drainage Out of Hours Standby Service from April 2009 onwards.

15. CALENDAR OF COUNCIL MEETINGS 2009/10

Decision:

That, as attached at Appendix 1 of the report, the draft Calendar of Council Meetings for the period May 2009 to May 2010 be recommended to the Council for adoption, subject to amending the date of the Finance & Performance Management Cabinet Committee, currently scheduled for 28 September 2009, to 5 October 2009.

16. KEY PRIORITY OBJECTIVES 2009/10

Decision:

(1) That, as listed in Appendix 1 of the report, the Council's key priority objectives for 2009/10 be agreed;

(2) That a new key priority objective be added for the Leader's Portfolio to work with Essex County Council, Epping Forest College and local schools to further the educational opportunities and facilities for the local young people; and

(3) That a new key priority objective be added for the Civil Engineering & Maintenance Portfolio to complete all the outstanding parking reviews within the District.

17. FURNITURE EXCHANGE SCHEME - USE OF PREMISES AT WALTHAM ABBEY

Decision:

(1) That the establishment of a furniture exchange scheme by Voluntary Action Epping Forest (VAEF) be supported to assist people at an economic disadvantage in procuring good quality furniture;

(2) That, in the event of VAEF successfully bidding for the tenancy of 15 Market Square, Waltham Abbey, a District Development Fund Bid in the sum of £20,000 be made to cover the annual rental costs of the new premises, subject to the submission and agreement of an appropriate grant application; and

(3) That the trading position of the Furniture Exchange Scheme be reviewed annually, with a view to the Council's subsidy being reduced as the scheme progresses towards financial self-sustainability.

18. COUNCIL BUDGETS 2009/10

Decision:

(1) That, following consideration of the Council's 2009/10 General Fund budgets, the following be recommended to the Council for adoption:

(a) the revised revenue estimates for 2008/09, including £10,000 of District Development Funding brought forward from 2009/10 to deal with costs from a Planning Injunction, which were anticipated to increase the General Fund balance by £541,000;

(b) an increase in the target for the 2009/10 Continuing Services Budget from £17.9m to £18.1m (including growth items);

(c) an increase in the target for the 2009/10 District Development Fund net spend from £0.7m to £1.25m;

- (d) an increase of 2.5% in the District Council Tax for a Band 'D' property to raise the charge from £143.01 to £146.61;
 - (e) the estimated reduction in General Fund balances in 2009/10 of £704,000;
 - (f) the four year capital programme 2009/10 – 12/13;
 - (g) the Medium Term Financial Strategy 2009/10 – 12/13; 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 the 2009/10 Housing Revenue Account budget, including the revised revenue estimates for 2008/09, be recommended to the Council for agreement;
 - (3) That the application of the rent increases and decreases for 2009/10 in accordance with the Government's rent reforms and the Council's approved rent strategy be noted by the Council;
 - (4) That the established policy of capitalising 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;
 - (5) That the Council's Prudential Indicators and Treasury Management Strategy for 2009/10 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 2009/10 budgets and the adequacy of the reserves be noted.

19. EXCLUSION OF PUBLIC AND PRESS

Decision:

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 No</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
17	North Weald Airfield - Market	3
18	Pest Control Service – Revised Arrangements	3

20. NORTH WEALD AIRFIELD - MARKET

Decision:

- (1) That the issuing of a temporary licence under the delegated authority of the Director of Corporate Support Services to Hughmark Continental

Limited to run the Market at North Weald Airfield for the four weeks (five markets) from Saturday 31 January 2009 to Saturday 28 February 2009 be noted;

(2) That, subject to a satisfactory performance and payment record, the Director of Corporate Support Services be authorised to negotiate towards the assignment of the Licence from Rondeau (General Markets) Ltd trading as Hughmark International to Hughmark Continental Limited for the remainder of its existing term until 9 August 2010;

(3) That, if the Administrators for Rondeau decide to disclaim the market licence, a new licence on comparable terms as the existing licence be granted to Hughmark Continental Limited until 9 August 2010; and

(4) That a further report be submitted to the Cabinet in due course on proposals for the way forward.

21. PEST CONTROL SERVICE - REVISED ARRANGEMENTS

Decision:

(1) That the action taken following Predator Limited going into administration be noted;

(2) That Contract Standing Orders C3(4) and C4 be waived for a period of nine months from 6 December 2008 in order to allow, subject to continued satisfactory performance, orders to be placed for pest control services on a monthly basis with Connaught Predator Limited on the same terms as the current contract;

(3) That negotiations be undertaken to return to the payment methods under the previous contract, with payments from residents for pest control services handed directly to the Council by the Contractor;

(4) That, if during the nine-month period stipulated above the Council is satisfied as to the governance arrangements within Connaught Predator Limited, the Director of Environment & Street Scene be authorised, following consultation with the Environment Portfolio Holder and the Director of Corporate Support Services, to either to assign or novate the existing contract to Connaught Predator; and

(5) That, in the event of the governance arrangements proving to be unsatisfactory, the procurement of a new pest control contract be initiated.