



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 19 April 2010

Date of Publication:	26 April 2010
Call-In Expiry:	4 May 2010

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 19 April 2010, 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:

3. MINUTES

Decision:

That the minutes of the meeting held on 8 March 2010 be taken as read and signed by the Chairman as a correct record.

8. E-LEARNING

Decision:

(1) That, as endorsed by the Joint Consultative Committee, the implementation of the proposed E-Learning project be agreed; and

(2) That the underspend in the sum of £8,000 from the 2009/10 Training Continuing Services Budget be carried forward to 2010/11 and restricted for the development of E-Learning modules only.

9. ANNUAL LEAVE

Decision:

(1) That, as endorsed by the Joint Consultative Committee, the revised Annual Leave Policy be adopted; and

(2) That the staggering of the Annual Leave Year amongst Employees be referred back to the Joint Consultative Committee for further consideration.

10. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 11 MARCH 2010

Decision:

Planning Advisory Service Diagnostic on the Local Development Framework

(1) That the following recommendations, listed in order of priority, made by the Planning Advisory Service in relation to the preparation of the Local Development Framework be adopted:

(a) That steps be taken to ensure that the Leader and the Chief Executive were engaged with the partnership work with East Herts and Harlow to champion the development of joint or coordinated work and documents in a timely way;

(b) That an engagement plan be produced identifying the key stakeholders across the area, including internal services, and how best to engage with them throughout the preparation of the joint or coordinated Development Plan Document;

(c) That a joint briefing/awareness programme for key internal partners and Members be developed, including the organisation of joint seminars, to improve understanding of the benefits of the Local Development Framework;

(d) That non-executive Members be involved as part of the visioning and objective setting process to increase ownership of the Local Development Framework;

(e) That the issues connected with the sharing of information, monitoring of the core (strategy) Development Plan Document, consultation processes and evaluation, including the need for ICT systems, be addressed and planned for;

(f) That Councillors be encouraged to seek support through the Planning Advisory Service Planning Members' and Leaders' networks; and

(g) That further support be sought from the Epping Forest Local Strategic Partnership on best practice and sign-posting to information; and

(2) That the concerns expressed by the Cabinet Committee over the lack of Member involvement in the initial interview process be noted; and

11. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 12 APRIL 2010

Decision:

Sustainability Assessment Scoping Report – Consultation Arrangements

(1) That the draft Sustainability Appraisal Scoping Report be published for a five-week period of public consultation between 17 May and 18 June 2010.

12. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 15 MARCH 2010

Decision:

Risk Management – Updated Corporate Risk Register

(1) That the vulnerability for the risk relating to Depot Accommodation be updated to include the lack of an overall Depot Manager at the site;

(2) That possible risks to the Council arising from the 2012 London Olympics be further considered and reported back to the Cabinet Committee;

(3) That the rating for the risk relating to the Failure of Key Partnerships be reviewed and reported back to 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.

13. AWARD OF THE MAJOR TREE WORKS CONTRACT

Decision:

That, being the company who achieved the highest score on the overall Price and Quality Criteria in the Tender evaluation for this contract, the award of the five-year Major Tree Works Contract from August 2010 to Gristwood and Toms (Tree Contractors) Ltd be agreed.

14. FORMATION OF LOCAL HOUSING COMPANY - LEGAL & FINANCIAL APPRAISALS

Decision:

(1) That, following consideration of the financial implications, the proposal for the Council to form a Local Housing Company be pursued no further; and

(2) That the Local Government Association be advised of the outcome of the Council's Feasibility Study.

15. INTERIM SHARED OWNERSHIP POLICY - SIX-MONTH REVIEW

Decision:

That the Council's agreement to the use of "Rent Now – Buy Later" Schemes by Housing Associations, for affordable housing developments which provide shared ownership, be incorporated as a permanent feature of the Council's Shared Ownership Policy.

16. NEW LICENSING OFFICER POST

Decision:

That, provided the post can be self funded, the addition of a new part time post in the Licensing section be approved.

17. MEDIUM TERM AIMS 2010/11 - 2013/14 AND KEY OBJECTIVES 2010/11

Decision:

That the Council's Medium-Term Aims for the period 2010/11 to 2013/14 and specific Key Objectives for 2010/11 be agreed, subject to the replacement of the proposed action to consider the feasibility of the formation of a Local Housing Company with other actions to increase the amount of affordable housing within the District, to be proposed by the Housing Portfolio Holder and Director of Housing.

18. CONSERVATION RESOURCES & PLANNING DELIVERY GRANT

Decision:

(1) That a one year fixed term Technical Officer post in the Conservation section (Grade 5 post) be created and filled via a secondment;

(2) That the new post would ensure progress was made on the existing Conservation Area Appraisals and Management Plans but would not allow for work to commence on considering whether other areas merit designation in the District be noted;

(3) That the funding for the new post be allocated from existing monies in the sum of £25,200 within the Planning Delivery Grant 4, already reserved for Planning Policy & Conservation staffing purposes; and

(4) That the Forward Planning Continuing Services Budget (CSB) underspend from 2009/10 in the sum of £10,000 be carried forward into 2010/11 to:

(a) support the existing printing budget;

(b) fund emerging projects resulting from the ongoing completion of Conservation Area Management Plans;

(c) deliver tree related projects; and

(d) commence a strategic review of Tree Preservation Orders for the District.

19. SUNDRY INCOME & DEBT POLICY

Decision:

That the updated Sundry Income and Debt Policy be adopted.

20. WASTE CONTAINERS - PROVISION OF REPLACEMENTS AND SPARE PARTS

Decision:

(1) That, in order to purchase replacement waste and recycling containers and their spare parts, the estimated underspend in the sum of £8,000 within the 2009/10 Continuing Services Budget for waste and recycling be converted to District Development Funding and carried forward to 2010/11;

(2) That expenditure on the replacement and repair of containers be monitored during 2010/11; and

(3) That a further report setting out future funding arrangements be considered at a future meeting of the Cabinet.

21. WEST ESSEX WASTE MANAGEMENT JOINT COMMITTEE

Decision:

(1) That the dissolution of the West Essex Waste Management Joint Committee be agreed;

(2) That the proposal to create a Waste Partnership Member Board and Inter Authority Member Working Group be agreed;

(3) That the appointment of the Cabinet Portfolio Holder with responsibility for Waste Management as the Council's representative on the new Board and Member Group be recommended to the Council for approval;

(4) That the appointment of a Deputy for the new Board and Member Group be deferred until the Annual Meeting of the Council;

(5) That, to incorporate the above changes, the Council's Constitution be amended accordingly and recommended to the Council for approval; and

(6) That consideration be given to making this appointment a Leader Delegated Decision in future by the Council.

22. LIMES FARM HALL DEVELOPMENT

Decision:

(1) That the Council's success in securing £270,000 of external funding towards the proposed Limes Farm Hall development be noted; and

(2) That, on the basis of the reduced level of Capital now required for the project, the provision of £802,000 towards the development of the Council's preferred scheme at Limes Farm Hall, by means of a reallocation from the Customer Transformation Programme, be approved.

23. TENDER FOR INSURANCE POLICIES

Decision:

- (1) That, following a tender exercise in accordance with Contract Standing Orders, a three year agreement for the Council's insurance policies be entered into with Zurich Municipal; and
- (2) That no changes be made to the Council's current excess levels.

