



## Epping Forest District Council

### DECISIONS

<b>Committee:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>Monday, 23 April 2012</b>

<b>Date of Publication:</b>	<b>1 May 2012</b>
<b>Call-In Expiry:</b>	<b>8 May 2012</b>

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 23 April 2012, 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 might 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](http://www.eppingforestdc.gov.uk/local_democracy)

Decision No:
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### **3. MINUTES**

#### **Decision:**

- (1) That the minutes of the meeting held on 12 March 2012 be taken as read and signed by the Chairman as a correct record.

## **7. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 19 MARCH 2012**

### **Decision:**

#### Corporate Risk Documents

- (1) That the current risk 9, Depot Accommodation, be split into two separate risks:
  - (a) risk 9A, Depot Manager, and scored as 'Significant Likelihood, Critical Impact' (C2); and
  - (b) risk 9B, Depot Accommodation, and scored as 'Very Low Likelihood, Critical Impact' (E2);
- (2) That the score for risk 17, Significant Amounts of Capital Receipts spent on Non-Revenue Generating Assets, be reduced to 'Low Likelihood, Critical Impact' (D2);
- (3) That risk 32, Loss of On-Street Civil Parking Enforcement, be deleted as the function had now been transferred to the North Essex Parking Partnership;
- (4) That the updated Risk Management Strategy be adopted;
- (5) That the updated Risk Management Policy Statement be adopted;
- (6) That the updated terms of reference for the Risk Management Group be noted;
- (7) That the current tolerance line on the risk matrix be considered satisfactory and not be amended; and
- (8) That, incorporating the above agreed changes, the amended Corporate Risk Register be approved;

#### Procurement Update

- (9) That the updated Procurement Strategy be adopted; and
- (10) That the current performance of the Council's procurement and the Essex Procurement Hub be noted.

## **8. HOUSING IMPROVEMENTS & SERVICE ENHANCEMENTS - HRA FINANCIAL PLAN**

### **Decision:**

- (1) That mains-powered smoke detectors be installed in 2012/13 in all Council properties that would not have other planned electrical work undertaken within the next four or five years, in order to accelerate the Installation Programme;
- (2) That a free Handyperson Scheme be introduced at the Council's sheltered housing schemes for all tenants (irrespective of their means), through the employment of a multi-skilled operative by the Council's Housing Repairs Service and that, if necessary, authority be given to recruit to the post externally;
- (3) That an annual grant of £36,000 per annum be made available to Voluntary Action Epping Forest (VAEF), initially for a three-year period, to fund a Handyperson Scheme to provide a similar free service as that proposed for sheltered housing schemes for an additional 4.6 days per week for:

- (a) Council tenants with defined physical disabilities, who have nobody without any defined physical disabilities living with them; and
  - (b) Council tenants over 60 years of age, who have nobody of working-age living with them;
- (4) That the Disabled Adaptations Budget be increased by a one-off sum of £75,000 in 2012/13, to replenish the cost of undertaking large adaptations required in that year and to enable the same number of non-major adaptations to be undertaken as usual;
- (5) That the existing toilet facilities in the communal areas of the following sheltered housing schemes and community halls be converted to incorporate disabled toilets:
- (a) Frank Bretton House, Ongar;
  - (b) Jubilee Court, Waltham Abbey;
  - (c) Hedgers Close, Loughton;
  - (d) Barrington Hall, Loughton;
  - (e) Oakwood Hill Hall, Loughton;
  - (f) Pelly Court Hall, Epping;
  - (g) Brookways Hall, Waltham Abbey; and
  - (h) Grove Court, Waltham Abbey.
- (6) That the common room and kitchen area at Jessopp Court, Waltham Abbey be refurbished as a second lounge, following their return from Essex County Council's use and the remodelling of Jessopp Court from a very sheltered housing scheme to a conventional sheltered housing scheme;
- (7) That the existing Council play area on the Princesfield Estate, Waltham Abbey be increased in size, with additional and improved play equipment provided;
- (8) That the additional costs of making the existing Housing Officer (Social Housing Fraud) full-time and permanent be funded from the Housing Improvements and Service Enhancements Budget;
- (9) That a new post of Senior Housing Officer (Social Housing Fraud) be created with immediate effect and that, if necessary, authority be given to recruit the post externally;
- (10) In light of the successful Pilot Scheme, the installation and use of Key Safes be extended free of charge for all residents living in the Council's remaining sheltered and grouped housing schemes;
- (11) That a new post of Housing Under-occupation Officer be created with immediate effect and if necessary authority be given to recruit the post externally, to:
- (a) provide practical assistance to vulnerable under-occupying Council tenants who have insufficient family support to transfer to smaller Council accommodation; and
  - (b) generally seek to reduce under-occupation in the Council's housing

stock;

(12) That the Estate Improvements and Enhancements Budget be doubled to £40,000 per annum, to enable additional estate improvements and enhancements to be provided across the District;

(13) That the funding provided to Voluntary Action Epping Forest (VAEF) for the Garden Maintenance Scheme for Older and Disabled Tenants be increased by £20,000 per annum for two years from 2012/13, in order to increase the number of vulnerable Council tenants benefitting from the Service;

(14) That the success and future funding of the Garden Maintenance Scheme be reviewed by the Housing Portfolio Holder during 2013/14;

(15) That, over the next year, the level and standard of service provided to tenants under the Garden Maintenance Scheme be reviewed by Officers and the additional costs that would be involved if a higher level of service was provided be assessed by Officers;

(16) That the outcome of the Officer review and whether the level/standard of service should be increased from 2013/14 - funded from extra budget provision from the housing improvements and service enhancements budget – be considered by the Housing Scrutiny Panel and that their recommendations be considered by the Housing Portfolio Holder as part of the review referred to in (17) above;

(17) That an additional 21 dog waste bins be provided and regularly emptied on Council housing estates across the District;

(18) That a one-grant of £10,000 be made to the proposed Home2Home Furniture Recycling Scheme, subject to the grant not being provided until there is surety and sufficient evidence provided that the Scheme will become operational and sustainable;

(19) That an In-Year Housing Improvements and Enhancements Fund be set aside and used to undertake small additional housing improvements and enhancements identified during the course of the year by Members and Officers that benefit tenants;

(20) That the Director of Housing be authorised to determine the use of the Housing Improvements and Enhancements Fund for further housing improvements and enhancements, subject to Portfolio Holder approval required for any individual one-off projects above £10,000 or any additional schemes requiring ongoing annual funding;

(21) That the Housing Scrutiny Panel's approved list of Housing Improvements and Service Enhancements, as set out above, be funded from the £770,000 per annum budget included within the 30-Year HRA Financial Plan as a result of the HRA self-financing arrangements;

(22) That the Housing Scrutiny Panel be requested to consider the effectiveness of the new posts agreed above after a period of twelve months; and

(23) That, at its meeting in January 2013, the Housing Scrutiny Panel be requested to consider and recommend to the Cabinet the use of both the remaining and any additional funding available within the HRA Financial Plan for housing improvements and service enhancements in 2013/14 and future years, after consultation with the Tenants and Leaseholders Federation.

## **9. DEVELOPMENT AGENT FOR COUNCIL HOUSE BUILDING PROGRAMME - SELECTION CRITERIA FOR TENDERS**

### **Decision:**

(1) That the Selection Criteria to be used for the tenders received to undertake the role of Development Agent for the Council's Housebuilding Programme, attached as an Appendix to the report, be approved, subject to the following amendments to the Quality Assessment weightings:

(a) increasing the weighting for 'Approach to achieving HCA Development Status for the Council' from 5.0% to 7.5%; and

(b) reducing the weighting for 'The Development Team...' from 12.5% to 10.0%; and

(2) That a provision be included within the contract with the appointed Development Agent for an incentive payment of £5,000 if the Development Agent was successful with its application to the Homes and Communities Agency (HCA), on behalf of the Council, for the Council to achieve Development Partner status with the HCA.

## **10. PRIVATE SECTOR HOUSING STRATEGY 2012-15**

### **Decision:**

(1) That the Private Sector Housing Strategy for the period 2012-2015 be formally adopted;

(2) That the Strategy be implemented with effect from 1 July 2012; and

(3) That the Housing Scrutiny Panel be requested to consider progress with the Strategy's Action Plan, in accordance with its Terms of Reference, on an annual basis.

## **11. DOG CONTROL ORDER AREAS**

### **Decision:**

(1) That consultation be undertaken on the introduction of Dog Control Orders in respect of:

(a) the fouling of land by dogs and removal of dog faeces;

(b) the putting, and keeping a dog on the lead when directed to do so by an authorised officer; and

(c) limiting the number of dogs which a person may take onto any land to four.

## **12. SUCCESSION TO A SECURE TENANCY**

### **Decision:**

(1) That, with effect from 1 April 2012, all of the Council's secure tenants be granted the following additional succession rights in addition to those set out in the new Localism Act if, at the time of the tenant's death, the dwelling-house was not occupied by a spouse or a civil partner of the tenant as their only or principal home;

(a) Provided there was no under-occupation, a family member would be

allowed to succeed to the tenancy provided they met all of the succession rules set out under the Housing Act 1985 Part 1V and had been residing at the property as their only or principal home for over three years;

(b) Where the property was under-occupied by a family member, if the family member met all of the succession rules set out under the Housing Act 1985 Part 1V and had been residing at the property as their only or principal home for over three years, they be made one offer of suitable alternative accommodation and if the successor tenant refused to move then the Council would take Court action to seek possession under Ground 16 of the Act; and

(c) Where the property was under-occupied by a family member who had resided at the property for less than three years then they be required to vacate and if the occupier refused to vacate then the Council would take Court action to seek possession in the normal way;

(2) That the Council's Standard Tenancy Agreement for all post-Localism Act tenancies be amended and applied retrospectively to commence from 1 April 2012 to include all of the conditions set out above; and

(3) That the Council's current discretionary succession policy also be applied retrospectively to commence from 1 April 2012 to all post-Localism Act secure tenants.

### **13. PLANNING SUPPORT BUDGET UNDERSPEND - £25,000**

#### **Decision:**

(1) That authority be granted to carry forward a £25 000 underspend from 2011/12 to 2012/13 from the Planning Support Budget 37 100 – 3342 Document Scanning as a District Development Fund Saving;

(2) That the underspend carried forward be spent in 2012/13 on the development of document and microfiche scanning, as detailed in the Electronic Records Management Progress Plan in Appendix Two of the 2012/13 Business Plan; and

(3) That the need to recruit a relevant member of staff to support this be noted, and if a third attempt at internal recruitment was unsuccessful, then external recruitment be permitted for this specific role.

### **14. TRANSFER OF PRIVATE SECTOR SEWERS TO THE WATER & SEWERAGE COMPANIES - IMPACT ON THE PRIVATE SECTOR DRAINAGE TEAM**

#### **Decision:**

(1) That the post ETD/02 (Drainage Co-ordinator) be retained on the establishment; and

(2) That a revised job description and person specification be submitted to the Council's Job Evaluation Panel under the existing Maintenance Policy.

### **16. EXCLUSION OF PUBLIC AND PRESS**

#### **Decision:**

(1) 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:

<b><u>Agenda Item No</u></b>	<b><u>Subject</u></b>	<b><u>Exempt Information Paragraph Number</u></b>
18	Transfer of Private Sector Sewers to the Water & Sewerage Companies – Impact on The Private Sector Drainage Team	1
19	Epping Forest District Museum Service	3
20	Sports Development & Active Health	1

**17. TRANSFER OF PRIVATE SECTOR SEWERS TO THE WATER & SEWERAGE COMPANIES - IMPACT ON THE PRIVATE SECTOR DRAINAGE TEAM**

**Decision:**

(1) That the Resource Implications in not retaining post ETD/02 (Drainage Coordinator) on the Council's establishment be noted.

**18. EPPING FOREST DISTRICT MUSEUM SERVICE**

**Decision:**

(1) That the acquisition of the long lease of the first floor of 37 Sun Street, Waltham Abbey and the redevelopment of the Epping Forest District Museum, as part of a Heritage Lottery Funded project to provide an enhanced fully accessible service for local residents, be supported; and

(2) That a supplementary capital estimate, in a sum as reported at the meeting, be recommended to the Council for approval as match funding for the potential purchase of the lease of the first floor of 37 Sun Street, to demonstrate the Council's commitment to the project and therefore increase the success of the Heritage Lottery Fund Bid.

**19. SPORTS DEVELOPMENT & ACTIVE HEALTH**

**Decision:**

(1) That a District Development Fund carry forward in a sum as reported at the meeting from the Sports and Health Development Budget be agreed, for redundancy costs for the Active Health Development Officer originally expected at 31 March 2012 but now required at the end of a temporary externally funded contract at 31 March 2013.

