



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 22 October 2012

Date of Publication:	30 October 2012
Call-In Expiry:	5 November 2012

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 22 October 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

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 10 September 2012 be taken as read and signed by the Chairman as a correct record.

7. LOCAL PLAN CABINET COMMITTEE - 3 SEPTEMBER 2012

Decision:

(1) That the minutes, and decisions therein, of the Local Plan Cabinet Committee meeting held on 3 September 2012 be noted.

8. NORTH WEALD AIRFIELD AND ASSET MANAGEMENT CABINET COMMITTEE - 5 SEPTEMBER 2012

Decision:

The Broadway Regeneration Action Plan

(1) That, following consideration of the views of the local ward members for Loughton Broadway, The Broadway Regeneration Action Plan be adopted; and

(2) That further reports on the proposed way forward for each of the Council-controlled sites within the Action Plan be the subject of separate detailed reports to the Cabinet at the appropriate times.

9. WELFARE REFORM MITIGATION ACTION PLAN

Decision:

(1) That the main provisions of the Welfare Reform Act 2012 affecting the Council and residents in the District be noted;

(2) That the Key Findings of the Study by the Chartered Institute of Housing (CIH) into the implications of the Welfare Reforms on the Council, Council tenants, private tenants and homelessness, attached as an extract of the CIH Report at Appendix 1 of the report, be noted;

(3) That the proposed Welfare Reform Mitigation Action Plan, attached at Appendix 2 of the report, be adopted;

(4) That The Housing Scrutiny Panel be requested to monitor progress with the Action Plan at its quarterly meetings;

(5) That two additional Housing Management Officers be appointed, with immediate effect, and approval be given to recruit externally if necessary, in order to help minimise the anticipated increased level of rent arrears in 2013/14 and, initially, to help minimise the effect of the welfare reforms on Council tenants, funded from the Housing Revenue Account as follows:

(a) 2012/13 - from Housing Revenue Account (HRA) salary under-spends; and

(b) 2013/14 onwards - from the HRA's Housing Improvements and Service Enhancements Fund;

(6) That Housing Management staffing levels be reviewed during 2013/14 in the light of the actual level of increased rent arrears;

(7) That approval be given to the appointment of two temporary members of staff for approximately 6 weeks in early 2013/14, and approval be given to recruit externally if necessary, in order to input Council property household data obtained from the proposed Census of Tenants onto the Housing IT System, funded from the HRA's Housing Improvement and Service

Enhancement Fund; and

(8) That a report be submitted by the Housing Portfolio Holder to the next meeting of the Cabinet on how the recently-allocated funding from the Department of Communities & Local Government (DCLG) of £112,000 per annum for the next two years to prevent and mitigate homelessness should be spent, including a proposal that part of the funding be used to appoint 1FTE additional Homelessness/Prevention Officer, to avoid any increased cost to the General Fund.

10. LOCALISATION OF COUNCIL TAX SUPPORT

Decision:

(1) That, subject to the Local Government Finance Act 2012 receiving Royal Assent, the Local Council Tax Support scheme - as set out in the report - be recommended to the Council for approval; and

(2) That any existing delegations in the Constitution be amended to include reference to Local Council Tax Support as well as Council Tax Benefit.

11. GUARANTEED INVESTMENT - SPORTS AND LEISURE MANAGEMENT

Decision:

(1) That the proposal from Sports and Leisure Management of a reduction in their management fee of £88,200 per annum in lieu of the Council providing capital of £240,000 in respect of their contractually required guaranteed investment be accepted; and

(2) That a supplementary capital estimate in the sum of £240,000 for 2012/13 to enable the proposed works to be completed by the end of the 2012 calendar year be recommended to the Council for approval.

12. PLANNED MAINTENANCE PROGRAMMES 2013/14 TO 2016/17 - CIVIC OFFICES, OTHER OPERATIONAL BUILDINGS AND COMMERCIAL PROPERTY

Decision:

(1) That the Five Year Planned Maintenance Programme 2013–2017 for Operational and Commercial Properties be approved;

(2) That the progress with works approved for 2012/13, both capital and revenue funded and detailed in Appendix 1 of the report, be noted;

(3) That, as detailed in Appendix 2 of the report, the following levels of expenditure for essential and planned maintenance at the Civic Offices, other operational buildings and commercial property be approved for 2013/14:

(a) Capital expenditure in the sum of £367,000, which represented an increase of £67,000 on the previously agreed budget;

(b) District Development Fund (DDF) expenditure in the sum of £153,900, which represented a saving of £11,250 on the previously agreed budget;

(c) Continuing Services Budget (CSB) expenditure in the sum of £118,000, previously agreed; and

(d) Housing Revenue Account (HRA) expenditure in the sum of £16,250, previously agreed;

(4) That, as detailed in Appendix 3 of the report, the current projected levels of expenditure for essential and planned maintenance at the Civic Offices, other operational buildings and commercial property for the period 2014/15 to 2016/17 be noted; and

(5) That, as detailed in Appendices 4 and 5 of the report, the Capital and Revenue spending profiles for essential and planned maintenance works at the Civic Offices, other operational buildings and commercial property for the five-year period 2012/13 to 2016/17 be noted.

13. REVIEW OF THE CAPITAL PROGRAMME 2012/13 - 2016/17

Decision:

(1) That the latest five-year forecast of capital receipts be noted;

(2) That the level of usable capital receipts currently predicted to be £8,082,000 at 31 March 2017 be noted;

(3) That Section 106 monies for affordable housing be allocated to finance the Council's house building programme from 2013/14 onwards;

(4) That the revised Capital Programme for the period 2012/13 to 2016/17 be approved;

(5) That the following amendments to the Capital Programme be approved or recommended to Council to approve:

(a) carry forwards totalling of £6,865,000 from 2012/13 to 2013/14 and 2014/15 in respect of capital schemes as outlined in the report;

(b) a supplementary capital estimate of £15,000 for the purchase of a second-hand land rover for use at North Weald Airfield;

(c) a supplementary capital estimate of £40,000 for Limes Farm Hall;

(d) an additional allocation of £17,000 for grounds maintenance vehicles resulting from the trade-in of an old tractor and revenue contributions;

(e) savings of £154,000 as detailed in the report;

(f) a further saving of £26,000 in 2013/14 currently allocated to repair the roof at Waltham Abbey Swimming Pool;

(g) a virement from savings on the Bobbingworth Tip scheme to flood alleviation capital projects; and

(h) virements within the Housing Revenue Account in respect of the categories of work identified in the report.

14. PLANNING APPEAL COMPENSATION BUDGET

Decision:

(1) That a District Development Fund Supplementary Estimate in the sum of £90,000 for 2012/13 be recommended to the Council for approval for the Planning Compensations budget in respect of Planning Appeals in the Development Control budget; and

(2) That any underspend in 2012/13 be carried forward into successive years until it be spent.

15. HOME OWNERSHIP GRANTS SCHEME

Decision:

(1) That the Home Ownership Grant Scheme, set up in 2008/09 but suspended in 2011/12 and 2012/13, be discontinued permanently.

16. WEST ESSEX TENANCY STRATEGY - ADOPTION

Decision:

(1) That the West Essex Tenancy Strategy, attached at Appendix 1 of the report, be adopted; and

(2) That the Director of Housing be authorised to make any minor amendments to the final version if necessary, as a result of any minor changes requested by either Harlow or Uttlesford District Councils when they consider the adoption of the Tenancy Strategy.

17. NON DOMESTIC RATES - NNDR1 FORM

Decision:

(1) That the delegation of authority to the Finance & Technology Portfolio Holder to approve the NNDR1 form, in consultation with the Chairman of the Overview and Scrutiny Committee, be recommended to the Council for approval.

18. MEMBERSHIP OF THE ESSEX COUNTY TRAVELLER UNIT

Decision:

(1) That consideration of membership of the Essex County Travellers Unit and a revised Code for Unauthorised Encampments in Epping Forest be deferred pending further legal advice.

19. WEST ESSEX WELLBEING JOINT COMMITTEE

Decision:

(1) That participation in a West Essex Wellbeing Joint Committee with Harlow and Uttlesford District Councils be agreed, with the membership and terms of reference as outlined in the report; and

(2) That the Council be requested to appoint two members to represent the Epping Forest District on the West Essex Wellbeing Joint Committee.

20. ANNUAL REPORT ON THE WAIVER OF CONTRACT STANDING ORDERS - HOUSING CONTRACTS

Decision:

(1) That the requirements of Contract Standing Orders C6 – C12 continue to be waived to allow the Housing Directorate to:

(a) continue to use specialist contractors to undertake a variety of specialist repairs work to Council properties, or other related services on behalf of the Housing Directorate without undertaking the full tendering processes required by Contract Standing Orders, subject to - in respect of all individual jobs exceeding £1,000 in value - either:

(i) quotes being obtained; or

(ii) works being benchmarked and let based on a reduction against the current schedule of rates used by the Housing Repairs Service; and

(b) continue to use the specialist service providers listed in the report for services in excess of £25,000 without competition, for the reasons given in the report; and

(2) That, in accordance with good practice, the use of specialist contractors and suppliers by the Housing Directorate in 2011/12 be noted where Contract Standing Orders C6 – C12 were not followed (as previously agreed by the Cabinet), for the reasons identified in the report.

21. ANY OTHER BUSINESS

Decision:

(1) That in accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules, the Leader of the Council had permitted the following item of urgent business to be considered following the publication of the agenda:

(a) Finance & Performance Management Cabinet Committee – 20 September 2012.

22. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 20 SEPTEMBER 2012

Decision:

Budget 2013/14 – Financial Issues Paper

(1) That the 2013/14 budget guidelines be set in accordance with the revised four-year forecast as follows:

(a) the ceiling for Continuing Services Budget net expenditure be no more than £14.91million including net growth;

(b) the ceiling for District Development Fund expenditure be no more than £560,000;

(c) the balances continue to be aligned to the Council's net budget requirement and that balances be allowed to fall no lower than 25% of the net budget requirement; and

(d) the District Council Tax not be increased, with the Council Tax for a band 'D' property remaining at £148.77;

(2) That a revised Medium Term Financial Strategy for the period to 2016/17 be developed accordingly; and

(3) That communication of the revised Medium Term Financial Strategy to staff, partners and other stakeholders be undertaken.

