



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 7 September 2017

Date of Publication:	15 September 2017
Call-In Expiry:	21 September 2017

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 7 September 2017, 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:

Gary Woodhall
Senior Democratic Services Officer
Governance Directorate

Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

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 of the Cabinet, held on 11 July 2017, be taken as read and signed by the Leader as a correct record.

7. ASSET MANAGEMENT & ECONOMIC DEVELOPMENT CABINET COMMITTEE - 6 JULY 2017

Decision:

(1) That the minutes from the meeting of the Asset Management & Economic Development Cabinet Committee, held on 6 July 2017, be noted.

8. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 20 JULY 2017

Decision:

Financial Issues Paper

(1) That the establishment of a new budgetary framework, outlining the budget guidelines for 2018/19 be set, with the following elements:

(a) the ceiling for Continuing Services Budget net expenditure to be no more than £12.92million including net growth;

(b) the ceiling for District Development Fund expenditure to be no more than £929,000;

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

(d) the District Council Tax not be increased with the charge for a Band 'D' property remaining at £148.77 per annum;

(2) That a revised Medium Term Financial Strategy for the period to 2020/21 be developed accordingly;

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

(4) That the reductions in the Parish Support Grants in equal stages to achieve complete removal by 2019/20 be continued; and

Corporate Plan 2018-23

(5) That the revised Corporate Plan for the period 2018-23 be recommended to the Council for approval.

9. NATIONAL POLICE AIR SERVICE - POTENTIAL RELOCATION TO NORTH WEALD AIRFIELD

Decision:

(1) That a lease, under the proposed general terms outlined within the report, be entered into with the National Police Air Service for an operational base at North Weald Airfield; and

(2) That agreement of the final detailed terms of the lease be delegated to the Portfolio Holder for Asset Management & Economic Development, in consultation with the Director of Neighbourhoods.

10. TRANSFORMATION PROGRAMME MONITORING REPORT - JUNE & JULY 2017 & THE PEOPLE STRATEGY

Decision:

(1) That the progress of Projects and Programmes within the Transformation Programme for June & July 2017, alongside the planned actions for August 2017, be noted;

(2) That the definition of the People Strategy Programme be noted and the initiation of the projects within the Programme be agreed;

(3) That, in order to fund the external support for the production of the Council's new Common Operating Model, an allocation of £25,000 from the Transformation Programme Prototype Fund be agreed; and

(4) That the progress of the Customer Service Programme be noted.

11. STAFFING STRUCTURAL ADJUSTMENTS WITHIN DEVELOPMENT MANAGEMENT

Decision:

(1) That a Continuing Services Budget growth bid in the sum of £25,820 be made for 2018/19 for the establishment of a new post of Compliance Officer commencing on 1 April 2018;

(2) That a revenue supplementary estimate in the sum of £109,760 be recommended to the Council for approval to convert the existing temporary posts of Technical Officer (Validations), Technical Officer (Systems) and two Assistant Planning Officers to permanent posts, effective from 1 October 2017; and

(3) That District Development Funding in the sum of £40,720 be re-allocated for the temporary Local Land Charges Officer post, Grade 5 on a fixed term basis for 18 months, and the Clerical Officer post, Grade 2 on a fixed term basis for 12 months.

12. RELOCATION OF HOUSING REPAIRS AND HOUSING ASSETS TO OAKWOOD HILL DEPOT

Decision:

(1) That the Housing Repairs Service and the Housing Assets Team be relocated to the Oakwood Hill Depot, Loughton to co-locate with the existing Fleet Operations and Grounds Maintenance Services at an estimated cost of the works (excluding fees) of £755,000 funded from the Housing Revenue Account (HRA);

(2) That the Capital costs of the relocation be funded from the existing

budget allocation of £3.2million for the provision of the Repairs and Maintenance Hub;

(3) That, once assessed by Price Waterhouse Coopers as part of the Stage 2 Accommodation Review, the fit-out costs of the open plan area, based on an agile working environment, be also funded from the existing Capital budget provision;

(4) That the remaining existing Capital budget provision be deleted from the Capital Programme to realise a Capital saving;

(5) That a separate report be considered by the Housing Portfolio Holder on the appointment of a multi-discipline Consultancy Service to oversee the detailed design, procurement process and contract management, with any fees being funded from the existing Capital provision;

(6) That the Council's Country Care Service and Nursery Service no longer be relocated to the Oakwood Hill Depot as previously planned and that an alternative venue be sought elsewhere in the District for these services;

(7) That a planning application be submitted for the required off-site parking for staff and visitors at the Oakwood Hill Depot during working hours;

(8) That the off-site parking be made available to residents of the Oakwood Hill Estate and visitors to the Roding Valley Nature Reserve free of charge outside office hours; and

(9) That a report be submitted to a future meeting of the Cabinet by the Director of Neighbourhoods on the most appropriate future use for the Council's land at Blenheim Way in North Weald.

13. LEGAL SERVICES - STAFFING RESOURCES

Decision:

(1) That a Continuing Services Budget growth bid in the sum of £31,000 for 2018/19 be made to convert the existing temporary Contracts Paralegal post to a permanent Contracts Officer post, effective from 1 April 2018, at Grade 6 subject to job evaluation; and

(2) That the transfer of certain practice management duties from the Senior Lawyer to the Senior Legal Officer and Contracts Officer, effective from 1 April 2018, be noted.