



Epping Forest District Council

DECISIONS

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

Date of Publication:	14 December 2017
Call-In Expiry:	20 December 2017

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

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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 of the Cabinet, held on 9 November 2017, be taken as read and signed by the Leader as a correct record.

**7. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE -
16 NOVEMBER 2017**

Decision:

Fees and Charges 2018/19

- (1) That the value of the Consumer Prices Index as at November 2017 of 3% be used as a guide for any proposed increases of the Council's Fees and Charges for 2018/19;
- (2) That the proposed Fees and Charges for 2018/19, as set out in the Appendices to the minutes of the meeting of the Finance & Performance Management Cabinet Committee held on 16 November 2017, be approved;
- (3) That the proposed schedule of Housing Revenue Account Fees and Charges for 2018/19 be approved;
- (4) That the Council's fee for a MOT vehicle test be increased to the maximum permitted VOSA charge, currently at £54.85;
- (5) That the discount rate of 50% for Council's fees for bulk waste be applied to residents on housing benefits and those of pensionable age; and
- (6) That the long stay car parking charges in the Council-owned car parks be reviewed, in light of the changes to the charges levied by Transport for London at their car parks within the District.

8. PROVISION OF A CRECHE AT LOUGHTON LEISURE CENTRE

Decision:

- (1) That, given the level of ongoing subsidy required for a relatively small number of customers and the alternative new opportunities being provided by Places for People, the provision of a crèche at Loughton Leisure Centre be not supported; and
- (2) That provision be made in the Capital Programme in the sum of £324,000 for 2018/19 to fund the refurbishment of the Changing Village at Loughton Leisure Centre.

9. LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19

Decision:

- (1) That the responses to the consultation on the scheme for 2018/19 be noted;
- (2) That the scheme be amended to set six-monthly fixed period assessments for people receiving Universal Credit;
- (3) That the scheme be amended to disregard Bereavement Support Payments in line with other welfare benefits and the Local Council Tax Support scheme for people of pension age;
- (4) That the scheme be amended to allow a decision made by the DWP

concerning other benefits to be disregarded when it was clear that their decision was incorrect; and

(5) That the amended Local Council Tax Support scheme for 2018/19 be recommended to Council for approval.

10. HOMELESSNESS REDUCTION ACT 2017 - GRANT FUNDING

Decision:

(1) That in order to assist with meeting the additional duties introduced under the Homelessness Reduction Act 2017, a new Post of (1 FTE) Homelessness Strategy Officer be created on a temporary contract for 2 years and 8 months from April 2018 at cost of around £134,000 (£50,300 per annum) based on Grade 9 of the Council's Pay Structure at mid-point subject to Job Evaluation including on-costs, funded from the total amount of the Government's Homelessness Reduction Act Grant.

11. CORPORATE PLAN 2018-23

Decision:

(1) That the Council's proposed new Corporate Plan for the period 2018/19 to 2022/23 be agreed, superseding the Corporate Plan 2015-20;

(2) That the proposed Corporate Specification for 2018/19 be agreed;

(3) That the Corporate Plan 2018-2023 and the Corporate Specification for 2018/19 be recommended to the Council for adoption;

(4) That the Leader of the Council, in consultation with the Chief Executive, be authorised to agree any further changes to the Corporate Plan and Corporate Specification following its approval by the Council;

(5) That the Overview and Scrutiny Committee and Select Committees be requested to review the key benefits and performance indicator set; and

(6) That, following consultation with the Overview and Scrutiny Committee and Select Committees, the Finance and Performance Management Cabinet Committee in consultation with the Head of Transformation, be authorised to agree further changes to the key benefits and performance indicator set.

12. PEOPLE STRATEGY COMMON OPERATING MODEL BUDGET PROVISION

Decision:

(1) That a provision of £2 million be included in the Budget for 2018/19 for redundancy and pension strain costs to facilitate the implementation of the Common Operating Model;

(2) That a provision of £34,000 be included in the Budget for 2018/19 for the programme of 'recruit to stay' activity for Officers at Director and Assistant Director level in the new Common Operating Model;

(3) That a provision of £35,000 be included in the Budget for 2018/19 for outplacement services;

(4) That Section 10 of the Council's Procurement Rules be waived to enable Aylesbury Vale District Council to be the Council's nominated supplier for the provision of advice on the 'recruit to stay' process and necessary assessments;

(5) That Solace be appointed as the Council's nominated supplier for the provision of recruitment advice to the Senior Management Selection Panel;

(6) That Section 10 of the Council's Procurement Rules be waived to enable Hays to be the Council's nominated supplier for the provision of outplacement services; and

(7) That a report be submitted to a future meeting of the Cabinet by the Chief Executive on the details of the Council's new Common Operating Model.

13. TRANSFORMATION PROGRAMME MONITORING REPORT - OCTOBER 2017 AND TRANSFORMATION BUDGET

Decision:

(1) That the progress of the Projects and Programmes within the Transformation Programme for October 2017 be noted, alongside the planned actions for November 2017;

(2) That a District Development Fund bid in the sum of £135,000 be made to support process mapping and organisational redesign activity within Transformation projects;

(3) That a Continuing Services Budget growth bid in the sum of £20,000 be made to commission the annual customer satisfaction survey, with the understanding that appropriate compensatory savings within the Continuing Services Budget would be found;

(4) That a District Development Fund bid in the sum of £59,000 be made to re-establish the Senior Project Improvement Officer, 24 months fixed-term at Grade 9, if an internal secondment exercise was not successful at filling the forthcoming vacancy; and

(5) That the Council's Invest to Save fund be brought within the auspices of the Transformation Programme and realigned to match the aims and objectives of the Corporate Plan.

14. CAPITAL REVIEW 2017/18 -2021/22

Decision:

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

(2) That the intention to spend all usable capital receipts in their year of receipt, where possible, be approved;

(3) That external borrowing of an estimated £28,382,000, necessary to

support the General Fund Capital Programme, be noted;

(4) That the following amendments to the Capital Programme be recommended to the Council for approval:

- (a) a supplementary capital estimate in the sum of £741,000 for the Epping Forest Shopping Park development;
- (b) a supplementary capital estimate in the sum of £52,000 for the surrender of a lease by Glyn Hopkins Ltd in Waltham Abbey; and
- (c) a supplementary capital estimate in the sum of £20,000 for the installation of CCTV systems in Council-owned car parks during 2017/18;

(5) That the following additional amendments to the Capital Programme be approved:

- (a) an additional allocation in the sum of £161,000 for Grounds Maintenance vehicles in 2018/19;
- (b) an additional allocation in the sum of £13,000 for Flood Alleviation schemes in 2018/19;
- (c) an additional allocation in the sum of £350,000 for further investment in the superfast broadband network in 2019/20, subject to a further report to the Cabinet upon completion of the tender process;
- (d) the identified savings in the sum of £308,000 for 2017/18 and in the sum of £24,000 for 2018/19 for General Fund projects;
- (e) virements in 2017/18 in respect of:
 - (i) £48,000 within the General Fund car parking allocation to upgrade to LED lights from the Lee Valley Car Park and 4G Pay-and-Display installation budgets; and
 - (ii) £15,000 to CCTV systems from Planned Maintenance and Flood Alleviation Schemes budgets;
- (f) the identified additional allocations, savings and virements in respect of the Council's Housebuilding and Conversion programme and other Housing Revenue Account capital schemes;
- (g) carry forwards totalling £1,956,000 from 2017/18 to 2018/19 in respect of the General Fund Capital schemes listed below:

(i)	Planned Maintenance	£583,000;
(ii)	General ICT	£101,000;
(iii)	Hillhouse Development	£130,000;
(iv)	Town Mead Depot	£130,000;
(v)	Car Parking Schemes	£161,000;
(vi)	NWA Vehicle Compound	£12,000;

- (vii) Flood Alleviations Schemes £19,000;
- (viii) CCTV Systems £57,000;
- (ix) Housing Estate Parking Schemes £510,000; and
- (x) Parking Review Schemes £253,000;

(h) carry forwards totalling £5,553,000 from 2017/18 to 2018/19 in respect of the Housing Revenue Account Capital schemes listed below:

- (i) New Housebuilding £3,207,000;
- (ii) Structural Schemes £475,000;
- (iii) Housing Estate Parking Schemes £431,000;
- (iv) Oakwood Hill Estate £200,000;
- (v) Oakwood Hill Depot £1,090,000; and
- (vi) Front Door Replacements £150,000; and

(i) in respect of Ground Maintenance vehicles within the General Fund, a sum of £10,000 to be brought forward to 2017/18.

15. RESOURCING THE DELIVERY OF THE LOCAL PLAN

Decision:

(1) That the establishment of a Strategic Sites Implementation Team be agreed to ensure the effective delivery of the required growth in housing and employment with supporting infrastructure, as proposed in the new Local Plan;

(2) That a District Development Fund bid be made for two years in the sum of £278,010 per annum for 2018/19 budget, subject to review in 2019/20 for the 2020/21 budget once the ongoing revenue requirements were fully established, taking into consideration income streams realised;

(3) That suitable Job Descriptions be developed and Job Evaluation undertaken to enable recruitment to commence for the new roles as soon as possible after resourcing agreed, in order to demonstrate commitment and progress at the Examination in Public; and

(4) That the location of the new Strategic Sites Implementation Team within the Council's management structure be determined as part of the Council's new People Strategy.

16. PROPOSAL FOR INCREASED POLICING OR UNIFORMED PRESENCE IN THE DISTRICT

Decision:

(1) That further discussion be undertaken with Essex Police to fully determine the options and implications of the Council funding two Police Officers as part of a hybrid model of operation to improve levels of policing in the District;

(2) That, as a short term measure, Parkguard security company be appointed to provide regular uniformed patrolling of the District during the period 2 January 2018 to March 31 2018, subject to further review, and that Sections 5 and 10 of the Council's Procurement Rules be waived accordingly;

(3) That a District Development Fund supplementary estimate in the sum of £25,000 for 2017/18 be recommended to the Council for approval to cover the costs of the appointment of Parkguard security company; and

(4) That appropriate budget provision be made for the commissioning of a service on a longer-term basis from 2018/19.

17. YOUTH COUNCIL PROJECT BUDGET

Decision:

(1) That a District Development Fund bid in the sum of £8,000 be made to enable the Epping Forest Youth Council to deliver targeted projects during 2018/19, including the MiLife emotional health & wellbeing programme, refresher workshops and assemblies in all local secondary schools within the District.

18. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 2 PROGRESS

Decision:

(1) That, as part of the Council's Corporate Plan for the period 2015/16 – 2019/20, the progress made with the achievement of the Council's Key Action Plan for 2017/18 at the end of Quarter 2 be noted.

19. BEHAVIOURAL INSIGHTS PROJECT

Decision:

(1) That a bid in the sum of £25,000 to the Local Government Association for a Behavioural Insights Programme be supported by match funding from the 'Invest to Save' fund; and

(2) That, in the event the bid to the Local Government Association was unsuccessful, the full sum of £50,000 for the Behavioural Insights Programme be funded from the 'Invest to Save' fund.

