



## Epping Forest District Council

### DECISIONS

<b>Committee:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>Thursday, 1 February 2018</b>

<b>Date of Publication:</b>	<b>9 February 2018</b>
<b>Call-In Expiry:</b>	<b>15 February 2018</b>

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 1 February 2018, 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)

<b>Decision No:</b>
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### **3. MINUTES**

#### **Decision:**

- (1) That the minutes of the meeting of the Cabinet, held on 7 December 2017, be taken as read and signed by the Leader as a correct record.

## **7. REVIEW OF HOUSING ALLOCATIONS SCHEME**

### **Decision:**

- (1) That the recommendations of the Communities Select Committee be accepted, as per Appendix A of the report;
- (2) That one change to the draft Scheme be agreed in response to comments made by Nazeing Parish Council following the outcome of the consultation exercise with the Tenants and Leaseholders Panel, local residents, partner agencies, Parish and Town Councils and Housing Association partners, as set out at Appendix B of the report;
- (3) That the four changes made to the Housing Allocations Scheme (subsequent to consideration by the Communities Select Committee) be agreed in accordance with the advice received from the external legal advisor, as set out at Appendix C of the report;
- (4) That under the penalties for refusals of offers of accommodation (Paragraph 18.9 of the Scheme refers) the numbers of offers within any period before any penalty was applied be increased from three to four for existing tenants of the Council who were under-occupying accommodation and wished to move to smaller Council accommodation with their application being deferred for a period of twelve months; and
- (5) That the Communities Select Committee be requested to review the Housing Allocations Scheme again after 3 years of operation.

## **8. TRANSFORMATION PROGRAMME MONITORING REPORT - NOVEMBER 2017**

### **Decision:**

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

## **9. OPTIONS AND IMPLICATIONS OF THE COUNCIL FUNDING THE EMPLOYMENT OF POLICE OFFICERS IN THE EPPING FOREST DISTRICT**

### **Decision:**

- (1) That £215,000 per annum budget provision be made in the District Development Fund (DDF) for 3 years, to fund the following provision, for a pilot period of three years from April 2018 to March 2021:
  - (a) the employment of three full-time Police Officers by Essex Police, including a Sergeant and two Police Constables, to be tasked and directed by the Council;
  - (b) the commissioning of Parkguard security company to undertake targeted patrolling and youth engagement work; and
  - (c) the delivery of additional, targeted sessions at Crucial Crew

and Reality Roadshow;

(2) That a Service Level Agreement (SLA) be drawn up with Essex Police to set out the detailed requirements and arrangements relating to decision 1(a) above, in line with the Heads of Terms for the SLA set out in the report;

(3) That the cost of £215,000 per annum be funded by increasing the Council Tax by £3.69 (2.5%) per annum for a band 'D' property; and

(4) That regular monitoring reports be submitted to the Communities Select Committee every six months by the Community Safety Team throughout the life of this initiative.

## **10. RATIONALISATION OF SHELTERED HOUSING ASSETS - INITIAL SCOPING REPORT**

### **Decision:**

(1) That further consideration be given to reducing the amount of low-demand sheltered housing in the Council's ownership and developing the resultant vacant land or buildings to provide either general needs housing, temporary homelessness accommodation and/or more appropriate accommodation for older people in order to help meet the housing needs of local people registered on the Housing Register in the future;

(2) That the "Sheltered Housing Standard", attached at Appendix 1 of the report, be adopted - with an objective of all sheltered housing schemes retained in the long term meeting the Standard over a reasonable period of time;

(3) That a further report be submitted to a future meeting of the Communities Select Committee with:

(a) recommendations about which sheltered housing schemes should be decommissioned over a period of time and their site(s) redeveloped;

(b) an initial proposed approach to decanting the existing residents;

(c) a Communication Strategy for the Project;

(d) initial redevelopment proposals for each of the identified sites;

(e) indicative budget costs; and

(f) an Equalities Analysis;

(4) That the following criteria be used for the assessment of sheltered housing schemes considered most suitable for redevelopment:

(a) the number of bedsits;

(b) the lettable, demand and location of the scheme;

(c) the long term costs of improvements/repairs;

- (d) the amount of sheltered housing within the locality;
- (e) the number of lettings to local residents compared to applicants on the Supplementary Waiting List; and
- (f) the demand for general needs housing in the locality; and

(5) That a further report from the Select Committee be submitted to the Cabinet with its recommendations, after it had considered the further report in decision (3) above from Officers.

#### **11. PAY POLICY STATEMENT 2018/19**

**Decision:**

(1) That the Pay Policy Statement for 2018/19, attached at Appendix 1 of the report, be recommended to the Council for approval.

#### **12. CALENDAR OF COUNCIL MEETINGS 2018/19**

**Decision:**

(1) That, as attached at Appendix 1 of the report, the draft Calendar of Council Meetings for 2018/19 be recommended to the Council for adoption.

#### **13. TREASURY MANAGEMENT STRATEGY STATEMENT 2018/19**

**Decision:**

- (1) That the following be recommended to the Council for approval:
- (a) Treasury Management Strategy Statement 2018/19;
  - (b) Minimum Revenue Provision (MRP) Strategy;
  - (c) Treasury Management Prudential Indicators for 2018/19 to 2020/21;
  - (d) The rate of interest to be applied to any inter-fund balances; and
  - (e) Treasury Management Policy Statement.

#### **14. ANY OTHER BUSINESS**

**Decision:**

(1) That, as agreed by the Leader of Council and in accordance with Section 100B(4) of the Local Government Act 1972, the following items of urgent business be considered following the publication of the agenda:

- (a) Waste Contract Recycling Income;
- (b) Asset Management & Economic Development Cabinet

Committee – 11 January 2018; and

(c) Finance & Performance Management Cabinet Committee – 18 January 2018.

**15. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 18 JANUARY 2018**

**Decision:**

Risk Management – Corporate Risk Register

- (1) That the Vulnerability, Controls and Management Actions for Risk 1, Local Plan, be updated;
- (2) That the Effectiveness of Controls/Actions for Risk 2, Strategic Sites, be updated;
- (3) That the revised Key Date for Risk 4, Finance Income, be updated;
- (4) That the Vulnerability for Risk 7, Business Continuity, be updated;
- (5) That the revised Key Date for Risk 9, Safeguarding, be updated;
- (6) That a new risk, Transformation Programme, be agreed as Risk 11 with the Vulnerability, Triggers and Consequence along with supporting controls as set out, and a score of B1 (High Likelihood/Major Impact); and
- (7) That the amended Corporate Risk Register be approved.

Detailed Directorate Budgets 2018/19

- (8) That the detailed Directorate budget for the Office of the Chief Executive be approved;
- (9) That the detailed Directorate budget for Communities be approved;
- (10) That the detailed Directorate budget for Governance be approved;
- (11) That the detailed Directorate budget for Neighbourhoods be approved;
- (12) That the detailed Directorate budget for Resources be approved; and
- (13) That the detailed budget for the Housing Revenue Account (HRA) be approved; and

Council Budgets 2018/19

- (14) That the following guidelines for the Council's General Fund Budgets in 2018/19 be recommended to the Council for adoption:
  - (a) the revised revenue estimates for 2017/18, and the anticipated increase in the General Fund balance by £0.76million;
  - (b) a decrease in the target for the 2018/19 Continuing Services Budget (CSB) from £12.92million to £11.71million (including growth items);

- (c) an increase in the target for the 2018/19 District Development Fund (DDF) net spend from £0.93million to £3.87million;
  - (d) no change in the District Council Tax for a Band 'D' property to retain the charge at £148.77;
  - (e) the estimated increase in General Fund balances in 2018/19 of £1.10million;
  - (f) the five year capital programme 2017/18 – 21/22;
  - (g) the Medium Term Financial Strategy 2017/18 – 21/22; and
  - (h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement.
- (15) That the Housing Revenue Account (HRA) budget for 2018/19, including the revised revenue estimates for 2017/18, be recommended to the Council for approval;
- (16) That the rent reductions proposed for 2018/19, with an average overall fall of 1%, be noted;
- (17) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2018/19 budgets and the adequacy of the reserves be noted; and
- (18) That the Director of Resources be authorised to make minor amendments and corrections to the figures above.

## **16. COUNCIL BUDGETS 2018/19**

### **Decision:**

- (1) That the following guidelines for the Council's General Fund Budget in 2018/19 be recommended to the Council for adoption:
- (a) the revised revenue estimates for 2017/18, which were anticipated to increase the General Fund balance by £0.53million;
  - (b) a decrease in the target for the 2018/19 Continuing Services Budget (CSB) from £12.92million to £11.91million (including growth items);
  - (c) an increase in the target for the 2018/19 District Development Fund (DDF) net spend from £0.93million to £3.91million;
  - (d) an increase of 2.48% in the District Council Tax for a Band 'D' property to raise the charge from £148.77 to £152.46;
  - (e) the estimated increase in General Fund balances in 2018/19 of £0.99million;
  - (f) the five year Capital Programme for the period 2017/18 – 21/22;

(g) the Medium Term Financial Strategy for the period 2017/18 – 21/22; and

(h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement;

(2) That the Housing Revenue Account (HRA) budget for 2018/19, including the revised revenue estimates for 2017/18, be recommended to the Council for approval;

(3) That the Council be requested to note that the rent reductions proposed for 2018/19 would give an average overall fall of 1%; and

(4) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2018/19 budgets and the adequacy of the reserves be noted.

**17. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 11 JANUARY 2018**

**Decision:**

(1) That the minutes of the meeting of the Asset Management & Economic Development Cabinet Committee, held on 11 January 2018, be noted.

**18. EXCLUSION OF PUBLIC AND PRESS**

**Decision:**

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business set out below as they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated, and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
18	Waste Contract Recycling Income	3

**19. WASTE CONTRACT RECYCLING INCOME**

**Decision:**

(1) That the inclusion of a contingency sum, as set out within the report, be included in the 2018/19 Budget in the event Biffa were successful in their claim regarding the Recycling Income Unit Rate;

(2) That, as part of the negotiation with Biffa, mitigation of the potential costs to the Council be sought by Officers and expert external advice be sought if required in support of this outcome;

(3) That the fundamental changes to the importation of waste recyclable

materials announced by the Chinese Government be kept under close review;  
and

(4) That an item be included in the Council's Corporate Risk Register to reflect the potential impact on the Council of its Waste Management Contract with Biffa Municipal.