



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(4 November 2013)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director for Finance and ICT are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Contact Officer**

Gary Woodhall  
Democratic Services Officer

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## **Corporate Key Objectives 2013/14**

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Review the strategic direction of the Council to ensure a clear and consistent set of priorities to facilitate decision-making in constrained times.
4. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
5. Promote cultural change to breakdown silo working and implement new flexible ways of working.
6. Deliver key priorities within budget.
7. Prepare for changes arising from the transfer of Public Health responsibilities.
8. Maximise the potential of the Council's key development sites.
9. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

## **Cabinet Membership 2013/14**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance & Technology
Richard Bassett	Planning
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Haluk Ulkun	Support Services
Gary Waller	Safer, Greener & Transport
Elizabeth Webster	Leisure & Wellbeing

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Directorate Restructuring	A new Directorate structure for the Council, including realignment of service responsibilities and reallocation of statutory Officer roles	Yes	9 September 2013  17 December 2013	Cabinet  Council		Glen Chipp 01992 564758	Ernst & Young Consultancy report
Members' and Parish Allowances Schemes 2013/14	Reports of the Independent Remuneration Panel following a review of the current schemes	Yes	17 December 2013	Council		Graham Lunnun 01992 564244	

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - PLANNING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Population Projections and Strategic Housing Market Assessment	To accept into the Evidence Base work by: - Edge Analytics on the future population of the District; and - ORS on the Strategic Housing Market Assessment.	Yes	2 December 2013	Cabinet		Anna Cronin 01992 564119	None
Local Plan Draft Plan Consultation	To agree the draft consultation document for public consultation.	Yes	3 February 2014	Cabinet		Amanda Thorn 01992 564543	
Local Plan Submission Plan Consultation	To agree the document for submission to the Planning Inspectorate and for further public consultation.	Yes	1 December 2014  16 December 2014	Cabinet  Council		Amanda Thorn 01992 564543	

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - FINANCE & TECHNOLOGY**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Corporate Risk Update	Quarterly update of the corporate risk register.	Yes	19 September 2013	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
Budget 2014/15	The budget setting process for 2014/15, including:  1. Financial Issues Paper  2. Fees and Charges  3. Draft Budget Lists  4. Executive Approval  5. Final Approval	Yes	19 September 2013  14 November 2013  20 January 2014  3 February 2014  18 February 2014	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
ICT Capital Projects	ICT capital requirements for 2014/15.	Yes	21 October 2013	Cabinet		David Newton 01992 564580	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	14 November 2013	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	None
Treasury Management	Treasury Management & Prudential Indicators mid-year report 2013/14	Yes	14 November 2013	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	None
Council Tax	Possible changes to discounts for 2014/15.	Yes	2 December 2013	Cabinet		Rob Pavey 01992 564211	

Council Bailiff	Review of the internal Bailiff service	Yes	2 December 2013	Cabinet		Rob Pavey 01992 564211	None
Local Council Tax Support Scheme	Scheme setting process for 2014/15, including:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments		22 July 2013	Cabinet			
	2...Finalise scheme		2 December 2013	Cabinet			
	3...Approve scheme		17 December 2013	Council			



**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - ENVIRONMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Temporary Staffing Arrangement in Waste & Recycling Team	Waiver of Contract Standing Orders to allow the continued appointment of an agency member of staff in the Waste & Recycling Team.	Yes	30 August 2013	Environment Portfolio Holder		Kim Durrani 01992 564055	
Waste Management (etc) Contract III	To agree the outcome of the Invitation to Submit Outline Solutions (ISOS).	Yes	21 October 2013	Cabinet		John Gilbert 01992 564062	
Transfer of Flood Risk Assets from the Environment Agency to the Council	The Environment Agency has requested the Council to take back responsibility for Flood Warning Telemetry systems and other flood risk assets	Yes	21 October 2013	Cabinet		Kim Durrani 01992 564055	
Sand Bag Policy	Formalise a Council-wide policy on deployment of Sand Bags in flooding emergencies.	Yes	25 October 2013	Environment Portfolio Holder		Kim Durrani 01992 564055	
Rationalisation of Bring Bank sites across the District	Award of contract for management of Council Bring Bank Schemes for the collection of glass, paper & textiles	Yes	25 October 2013	Environment Portfolio Holder		David Marsh 01992 564192	
Waste Management Contract IIIa	To agree the outcome of the Invitation to Submit Detailed Solutions (ISDS)	Yes	3 February 2014	Cabinet	<b>YES, paragraph (3)</b>	John Gilbert 01992 564062	
Refurbishment of 'Charlie Moules' Footbridge, Roding Valley Recreation Area	Ensure repairs are completed to maintain safe access across the River Roding. Roding Valley is subject to a lease agreement with Loughton Town Council, with whom the costs might be shared.	No	3 March 2014	Cabinet		Kim Durrani 01992 564055	

Waste Management Contract IV	Appointment of the new Waste Management Contractor	Yes	23 June 2014 29 July 2014	Cabinet Council	<b>YES, paragraph (3)</b>	John Gilbert 01992 564062	
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**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - HOUSING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Review of the Out-of-Hours Call Handling Service	To agree new arrangements for the delivery of the Out-of-Hours service	Yes	21 October 2013	Cabinet		Alan Hall 01992 564004	
Waiver of Contract Standing Orders	Annual report to agree the waiver of Contract Standing Orders in certain circumstances for Housing contracts.	No	2 December 2013	Cabinet		Paul Pledger 01992 564248	
Electrical Heating	To approve the tender	Yes	6 December 2013	Housing Portfolio Holder		Paul Pledger 01992 564248	
Gas Metering & Pipework - Ninefields, Waltham Abbey	To approve the tender	Yes	6 December 2013	Housing Portfolio Holder		Paul Pledger 01992 564248	
Flat and Pitched Roofing	To approve the tender	Yes	6 December 2013	Housing Portfolio Holder		Paul Pledger 01992 564248	
10 Newmans Lane, Loughton	To consider options for the future use of the Council-owned building.	No	6 December 2013	Housing Portfolio Holder	<b>YES, paragraphs (2) (3) &amp; (5)</b>	Paul Pledger 01992 564248	
Annual Review of Affordable Rent Cap	To determine the rent cap for 2014/15	Yes	2 January 2014 3 February 2014	Council Housebuilding Cabinet Committee Cabinet		Alan Hall 01992 564004	
Standard Periodic Tenancies - Tenancy Conditions	To adopt the Tenancy conditions	Yes	3 February 2014	Cabinet		Roger Wilson 01992 564419	
Housing Improvements and	To agree a programme of housing improvements and service enhancements from	Yes	3 March 2014	Cabinet		Alan Hall 01992 564004	

Service Enhancements	2014/15						
HRA Business Plan 2014/15	To approve the Business Plan	Yes	28 March 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	25 July 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	1 December 2014  16 December 2014	Cabinet  Council		Alan Hall 01992 564004	

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014****PORTFOLIO - LEISURE & WELLBEING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
New Safeguarding Posts	Budget growth item for a Safeguarding Officer and Administration Assistant.	No	2 December 2013	Cabinet		Julie Chandler 01992 564214	Safeguarding Audit - October 2013

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - SAFER, GREENER AND TRANSPORT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Street Furniture Maintenance Contract	One year extension of contract for the maintenance of street furniture on the public highway.	Yes	5 July 2013	Safer, Greener and Transport Portfolio Holder		David Oxborrow 01992 564082	
Car Park Maintenance Contract	Agree criteria for award of contract for maintenance of Council-owned car parks.	Yes	2 August 2013	Safer, Greener and Transport Portfolio Holder		David Oxborrow 01992 564082	
Off Street Car Parking	Review of long stay tariffs	Yes	2 December 2013	Cabinet		John Gilbert 01992 564062	

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014****PORTFOLIO - SUPPORT SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Polling Districts, Places and Stations	To review UK Parliamentary Polling Districts, Places & Stations	No	30 September 2014	Council		Graham Lunnun 01992 564244	Consultation Responses

**WORK PROGRAMME - 4 NOVEMBER 2013 TO 7 MARCH 2014**

**PORTFOLIO - ASSET MANAGEMENT & ECONOMIC DEVELOPMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Civic Offices and Other Operational/ Commercial Property	Annual report on planned & preventative maintenance	Yes	21 October 2013	Cabinet		Mike Tipping 01992 564280	None
Civic Offices	Implementation Migration Plan	No	21 October 2013	Cabinet	<b>YES, paragraph (7)</b>	Mike Tipping 01992 564280	None
94/94a Lawton Lane, Loughton	Release of EFDC covenant and right of pre-emption interest in ECC owned education property to permit conversion to student residential accommodation	Yes	21 October 2013  5 November 2013	Cabinet  Council		Mark Scott 01992 564407	None
Bridgeman House, Waltham Abbey	Acquire the long leasehold interest in the 2 <sup>nd</sup> floor Offices of Bridgeman House, Waltham Abbey & convert to small suites.	Yes	21 October 2013  5 November 2013	Cabinet  Council		Chris Pasterfield 01992 564124	None
Estates and Valuation Staffing Resource	To request approval for additional resource for Estates & Valuation section	Yes	21 October 2013	Cabinet		Colleen O'Boyle 01992 564475	
Corporate Cleaning and Window Cleaning Contract	To award a new contract for a period of 5 years from 4-Apr-14	No	2 December 2013	Cabinet		Mike Tipping 01992 564280	Tender Submission Documents Consultants' Evaluation report
Council Property Assets Strategy	Approve a budget to employ consultants to ensure Council property asset income & values are maximised.	Yes	2 December 2013	Cabinet		Chris Pasterfield 01992 564124	
2-8 Torrington Drive	Proposed purchase of Head Lease.	Yes	2 December 2013	Cabinet	<b>YES, paragraph (3)</b>	Chris Pasterfield 01992 564124	



Langston Road Retail Park	To accept a capital sum in return for the Council to release the purchasers of the T11 site from a clawback provision relating to the development use	Yes	2 December 2013	Cabinet	<b>YES, paragraph (3)</b>	Colleen O'Boyle 01992 564475	Report by Colliers International
Car Park, Church Hill, Loughton	The freehold sale of the Car Park site.	Yes	14 June 2013  2 December 2013	Asset Management and Economic Development  Cabinet		Chris Pasterfield 01992 564124	