



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(8 September 2014)**

## **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 of Resources 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.

## **Corporate Key Objectives 2014/15**

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. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
4. Promote cultural change to breakdown silo working and implement new flexible ways of working.
5. Deliver key priorities within budget.
6. Prepare for changes arising from the transfer of Public Health responsibilities.
7. Maximise the potential of the Council's key development sites.
8. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

## **Cabinet Membership 2014/15**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance
Richard Bassett	Planning Policy
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Governance & Development Management
Alan Lion	Technology & Support Services

## **Contact Officer**

Gary Woodhall  
Democratic Services Officer

Tel: 01992 564470  
Email: [gwoodhall@eppinigforestdc.gov.uk](mailto:gwoodhall@eppinigforestdc.gov.uk)

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 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>
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**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014**

**PORTFOLIO - PLANNING POLICY**

<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>
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	8 September 2014	Cabinet		Anna Cronin 01992 564119	Strategic Flood Risk Assessment Stage I
Essex Gypsy, Traveller and Travelling Show People Accommodation Assessment	To accept the study into the Evidence Base for the draft Local Plan	Yes	8 September 2014	Cabinet		Ian White 01992 564066	Planning Policy for Traveller Sites (CLG 2012) Essex GTAA (July 2014)
North Weald Bassett Masterplanning Study	To accept the study into the Evidence Base for the draft Local Plan.	No	6 October 2014	Cabinet		Anna Cronin 01992 564119	Final Study Report

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014**

**PORTFOLIO - FINANCE**

<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	28 July 2014  8 September 2014	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Budget 2015/16	The Budget setting process for 2015/16, including:  1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	28 July 2014  13 November 2014  19 January 2015  2 February 2015  17 February 2015	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Treasury Management Strategy	Update of the 2014/15 Strategy.	Yes	18 September 2014  6 October 2014  4 November 2014	Finance and Performance Management Cabinet Committee  Cabinet  Council		Simon Alford 01992 564455	
Council Bailiff	Review of the internal Bailiff service	Yes	3 November 2014	Cabinet		Rob Pavey 01992 564211	None

Capital Programme	Annual review of the Capital Programme.	Yes	3 November 2014	Cabinet		Teresa Brown 01992 564604	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	13 November 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			1 December 2014	Cabinet			
Local Council Tax Support Scheme	Scheme setting process for 2015/16, including:  1...Consider amendments;  2...Finalise scheme; and  3...Approve scheme.	Yes	21 July 2014	Cabinet		Janet Twinn 01992 564215	
			1 December 2014	Cabinet			
			16 December 2014	Council			
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 January 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			2 February 2015	Cabinet			



**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 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>
Dry Recycling Sacks	To award the contract for the supply of dry recycling sacks in the interim period and before the commencement of the new waste contract.	Yes	26 September 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Reallocation of Waste Management Budgets	To reallocate budgets to carry out necessary changes to the Council's ICT systems to facilitate commencement of the new contract with Biffa.	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	
Staffing Matters in Waste Management	To continue existing temporary staffing arrangements in the Waste Management Team until the transition from Sita to Biffa has been successfully implemented.	No	26 September 2014	Environment Portfolio Holder		Kim Durrani 01992 564055	
Condition Survey of the River Roding and Bridges in the Roding Valley Recreation Area	Carry out a survey of the River Roding where it flows through Council owned land and assess the need for any repairs.	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Delegation of Land Drainage Powers from ECC	To enter into an agreement with ECC to accept delegated powers under the Land Drainage Act under revised arrangements	Yes	6 October 2014	Cabinet		Kim Durrani 01992 564055	
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	

Review of Fleet Operations Service	Consideration of operating the in-house Fleet Operations Service as an arms-length management organisation (ALMO).	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	
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**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 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>
Phase 1 - Council Housebuilding Programme	To agree the Works tenders	Yes	8 September 2014	Cabinet		Paul Pledger 01992 564248	Tender report
Licence Conditions for Gypsy, Roma and Traveller Sites	To agree the licence conditions following consultation	Yes	8 September 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Over Payment of Rents	To agree the arrangements for reimbursing tenants that have overpaid their rent.	No	19 September 2014	Housing Portfolio Holder		Lyndsay Swan 01992 564146	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	26 September 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	3 November 2014	Cabinet		Paul Pledger 01992 564248	
Off Street Parking Programme	To appoint the Council's Off-Street Parking Consultant.	Yes	7 November 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Document
	To agree the future programme.		2 February 2015	Cabinet			
Housing Development Strategy	To approve an updated Strategy	Yes	1 December 2014	Cabinet		Paul Pledger 01992 564248	
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	2 February 2015	Cabinet		Alan Hall 01992 564004	
			21 April 2015	Council			

Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Housing Improvements and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	8 June 2015	Cabinet		Alan Hall 01992 564004	

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014****PORTFOLIO - LEISURE & COMMUNITY 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>
EF Museum Redevelopment & Extension	To agree the award of the building contract	Yes	1 December 2014	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 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>
Criteria for award of Contract for small Street Furniture Maintenance	Agree award criteria and term of contract for installation and maintenance of small street furniture across the District.	Yes	Before 12 September 2014	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Parking Strategy & New Pay-and-Display Machines	Report outcome of public consultation on parking strategy and seek additional capital allocation for the introduction of any changes required, including new Pay-and-Display parking meters.	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	
Nomination of Schemes for NEPP	To review criteria for nomination of schemes to the North Essex Parking Partnership (NEPP).	Yes	1 December 2014	Cabinet		David Oxborrow 01992 564182	
Safeguarding Self-Assessment Audit	Outcome of the Audit.	No	1 December 2014	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014****PORTFOLIO - TECHNOLOGY & 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>
Enveloping Machine	Bid for supplementary capital finance for essential machinery.	Yes	8 September 2014	Cabinet		Paula Maginnis 01992 564536	
ICT Capital Programme	Review of the ICT capital schemes covering current & future years.	Yes	6 October 2014	Cabinet		Bob Palmer 01992 564279	
Payroll System	Bid for Capital allocation in 2015/16 for a new system.	Yes	6 October 2014	Cabinet		Paula Maginnis 01992 564536	

**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014**

**PORTFOLIO - ASSETS & 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>
Signing of Development Agreement for St John's Road, Epping	To sign an agreement for the development of the St John's Road area in Epping	Yes	29 August 2014	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	
Superfast Broadband		Yes	8 September 2014	Cabinet		Chris Pasterfield 01992 564214	



**WORK PROGRAMME - 8 SEPTEMBER 2014 TO 5 DECEMBER 2014****PORTFOLIO - GOVERNANCE & DEVELOPMENT  
MANAGEMENT**

<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		Simon Hill 01992 564249	Consultation Responses