



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(16 March 2015)

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

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Democratic Services Officer

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WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015**PORTFOLIO - LEADER**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Plan 2015-20	To approve the Corporate Plan 2015-20.	Yes	9 March 2015 21 April 2015	Cabinet Council		Barbara Copson 01992 564042	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the CMS Scrutiny Panel

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015**PORTFOLIO - PLANNING POLICY**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	11 June 2015	Cabinet		Kassandra Polyzoides 01992 564119	Strategic Flood Risk Assessment Stage I

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 March 2015 13 April 2015	Finance and Performance Management Cabinet Committee Cabinet		Bob Palmer 01992 564279	
Council Bailiff	Review of the internal Bailiff service	Yes	23 July 2015	Cabinet		Rob Pavey 01992 564211	None
Local Council Tax Support Scheme 2016/17	Review of the Scheme for 2016/17: 1...Consider amendments 2...Finalise Scheme 3...Approve Scheme	Yes	 23 July 2015 3 December 2015 15 December 2015	 Cabinet Cabinet Council		Janet Twinn 01992 564215	

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015**PORTFOLIO - ENVIRONMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Tree Works Contract	Two year extension of contract for major tree works	No	10 April 2015	Environment Portfolio Holder		Kim Durrani 01992 564055	
Waste Management Partnership Board 2015	Approve the formation and Terms of Reference off the new Board to oversee the new Waste Management contract with Biffa	Yes	13 April 2015	Cabinet		Kim Durrani 01992 564055	

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Development Packages - Council Housebuilding Programme	To agree which are developed and in what order	Yes	5 March 2015	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
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	
Revision of the Housing Allocations Scheme 2015	Amendments to the Housing Allocations Scheme after 12 months operation	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	Equality Impact Assessment Legal Advisor's Report
Review of the Tenancy Policy	Amendments to the Tenancy Policy after 12 months operation	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Double Glazing Installations in Blocks with Leaseholders	To agree the tenders	Yes	13 March 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Report
De-Designation of Older People's Properties	To determine if/which properties designated for older people should be de-designated for general needs	Yes	20 March 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Annual Review of Waivers to Contract	To agree required waivers to Contract Standing Orders.	No	13 April 2015	Cabinet		Paul Pledger 01992 564248	

Standing Orders							
Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	13 April 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Gas Servicing Contract	To agree the tenders	Yes	17 April 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Development Package I - Council Housebuilding Programme 2015/16	To agree which sites are developed and in which order.	Yes	1 June 2015	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Homelessness Strategy	Adoption of the new Strategy	Yes	19 June 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Tenders for Choice Based Lettings Agency	To approve the tender to be selected.	Yes	19 June 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	23 July 2015	Cabinet		Alan Hall 01992 564004	
Housing Service Standards	Review and amendments to the Service Standards	Yes	31 July 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	
Housing Improvements & Service Enhancements 2016/17	To agree the list of new Housing improvements and service enhancements to be undertaken in 2016/17.	Yes	3 March 2016	Cabinet		Alan Hall 01992 564004	

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - LEISURE & COMMUNITY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - SAFER, GREENER AND TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Safeguarding Self-Assessment Audit	To consider the outcome of the Audit from January 2015 and adoption of updated Safeguarding Policy	No	9 March 2015	Cabinet		Julie Chandler 01992 564214	
Schemes for nomination to NEPP	Nomination of minor parking schemes to NEPP (delegation of authority to Portfolio Holder)	No	9 March 2015	Cabinet		Kim Durrani 01992 564055	

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - TECHNOLOGY & SUPPORT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Shopping Park	Update report on progress with project. Update report on progress with project.	Yes	9 March 2015 13 April 2015	Cabinet Cabinet	YES, paragraph (3)	Colleen O'Boyle 01992 564475	Report by Colliers International
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	10 April 2015	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	
Epping Forest College	Modification of Epping Forest College title covenants.	No	13 April 2015	Cabinet		Derek Macnab 01992 564051	Request from EF College
Oakwood Hill Depot	To agree the award of the tender for the construction of the new Depot.	Yes	11 June 2015	Cabinet		Derek Macnab 01992 564051	Previous Cabinet Reports
North Weald Market	Review of the impact of revised Licence terms previously agreed.	Yes	11 June 2015	Cabinet	YES, paragraph (3)	Derek Macnab 01992 564051	Previous Cabinet reports

WORK PROGRAMME - 16 MARCH 2015 TO 12 JUNE 2015

**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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