



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(25 June 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 Aims & Key Objectives 2015/16

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
 - (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
 - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
 - (i) The Epping Forest Shopping Park, Loughton;
 - (ii) The Council Housebuilding Programme;
 - (iii) The St John's Redevelopment Scheme, Epping; and
 - (iv) North Weald Airfield;
 - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
 - (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
 - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
 - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
 - (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
 - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

Cabinet Membership 2015/16

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|------------------|---|
| 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

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WORK PROGRAMME - 25 JUNE 2015 TO 25 SEPTEMBER 2015**PORTFOLIO - LEADER**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--|
| Corporate Plan Key Action Plan 2016/17 | To agree the Corporate Plan Key Action Plan for 2016/17 | Yes | 8 October 2015 | Cabinet | | Barbara Copson 01992 564042 | Corporate Plan 2015-20 |
| 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 - 25 JUNE 2015 TO 25 SEPTEMBER 2015

PORTFOLIO - PLANNING POLICY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|-------------|--------------------|-------------------------|-----------------------------|---------------------------|-----------------------------|--|------------------------------|
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WORK PROGRAMME - 25 JUNE 2015 TO 25 SEPTEMBER 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 | 18 June 2015 23 July 2015 | Finance and Performance Management Cabinet Committee Cabinet | | Bob Palmer 01992 564279 | |
| Council Budget 2016/17 | The Budget setting process for 2016/17, including: 1...Financial Issues Paper 2...Fess & Charges 3...Draft Budget Lists 4...Executive Approval 5...Final Approval | Yes | 20 July 2015 12 November 2015 21 January 2016 4 February 2016 16 February 2016 | Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Cabinet Council | | Bob Palmer 01992 564279 | |
| 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 - 25 JUNE 2015 TO 25 SEPTEMBER 2015**PORTFOLIO - ENVIRONMENT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|-------------------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Water and Pollution Control Officer | Approval to create a new substantive post | Yes | 3 September 2015 | Cabinet | | Kim Durrani 01992 564055 | |
| Waste and Recycling | Update to Waste & Recycling Policies | Yes | 5 November 2015 | Cabinet | | Kim Durrani 01992 564055 | None |

WORK PROGRAMME - 25 JUNE 2015 TO 25 SEPTEMBER 2015

PORTFOLIO - HOUSING

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|---|---------------------|-------------------------|---|-------------------------|------------------------------------|--------------------------|
| Tenders for Choice Based Lettings Agency | To approve the tender to be selected. | Yes | 19 June 2015 | Housing Portfolio Holder | | Roger Wilson 01992 564419 | |
| Tenders for Gas Servicing Contract | To agree the tenders | Yes | 3 July 2015 | Housing Portfolio Holder | | Paul Pledger 01992 564248 | |
| Housing Service Standards | Review and amendments to the Service Standards | Yes | 3 July 2015 | Housing Portfolio Holder | | Alan Hall 01992 564004 | |
| Housing Providers Community Fund | To agree to the introduction and the arrangements | Yes | 3 July 2015 | Housing Portfolio Holder | | Alan Hall 01992 564004 | |
| Annual Review of Waivers to Contract Standing Orders | To agree required waivers to Contract Standing Orders. | No | 23 July 2015 | Cabinet | | Paul Pledger 01992 564248 | |
| Phase I - Council Housebuilding | To consider options for the resolution of delays with Phase I of the Council Housebuilding Programme and to agree action. | Yes | 27 July 2015 | Council Housebuilding Cabinet Committee | | Paul Pledger 01992 564248 | |
| HMO Licensing | To agree the future approach to the licensing of houses in multiple occupation (HMO) | Yes | 3 September 2015 | Cabinet | | Sally Devine 01992 564149 | |
| Private Sector Housing Enforcement | To agree the policy on future private sector housing enforcement | Yes | 3 September 2015 | Cabinet | | Sally Devine 01992 564149 | |
| Homelessness Strategy | Adoption of the new Strategy | Yes | 4 September 2015 | Housing Portfolio Holder | | Roger Wilson 01992 564419 | |

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|--|---|-----|-----------------|--------------------------|--|------------------------------|--|
| Council Housebuilding Programme Annual Report | Annual report on progress and costs. | Yes | 8 October 2015 | Cabinet | | Alan Hall 01992 564004 | |
| Sheltered and Other Housing for Older People | To agree the future approach to sheltered housing and properties designated for older people | Yes | 6 November 2015 | Housing Portfolio Holder | | Roger Wilson 01992 564419 | |
| Charges for Gardening Service to Non-Council Tenants | To consider and agree the introduction of charges for the Gardening Service to non-Council tenants | Yes | 3 December 2015 | Cabinet | | Lyndsay Swan 10992 564146 | |
| 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 - 25 JUNE 2015 TO 25 SEPTEMBER 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 - 25 JUNE 2015 TO 25 SEPTEMBER 2015

PORTFOLIO - SAFER, GREENER AND TRANSPORT

| 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 | 22 May 2015 | Safer, Greener and Transport Portfolio Holder | | Kim Durrani 01992 564055 | |
| Safeguarding Strategy | Adoption of Safeguarding Strategy & Action Plan | No | 23 July 2015 | Cabinet | | Julie Chandler 01992 564214 | |
| Prevent Policy | Approval of Prevent Policy | No | 23 July 2015 | Cabinet | | Julie Chandler 01992 564214 | |
| Safeguarding Resources | Future Safeguarding staffing resources | No | 23 July 2015 | Cabinet | | Julie Chandler 01992 564214 | |
| CCTV Strategy | Report on the future strategy for CCTV in the Epping Forest District | Yes | 23 July 2015 | Cabinet | | Julie Chandler 01992 564214 | |
| Bus Shelters | Options for the provision of advertising & maintaining bus shelters | Yes | 3 September 2015 | Cabinet | | Kim Durrani 01992 564055 | None |
| North Essex Parking Partnership | To consider alternative options for the provision of the Off Street parking arrangements in the District | Yes | 3 December 2015 | Cabinet | | Kim Durrani 01992 564055 | |

WORK PROGRAMME - 25 JUNE 2015 TO 25 SEPTEMBER 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 - 25 JUNE 2015 TO 25 SEPTEMBER 2015

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|--|---------------------------|------------------------------------|---|
| 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 | 11 June 2015 | Cabinet | | Derek Macnab 01992 564051 | Request from EF College |
| Epping Forest Shopping Park | Update report on progress with project. | Yes | 23 July 2015 | Cabinet | YES, paragraph (3) | Derek Macnab 01992 564050 | Report by Colliers International Previous reports to the Cabinet |

WORK PROGRAMME - 25 JUNE 2015 TO 25 SEPTEMBER 2015

**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|--|-------------------------|------------------------------------|--------------------------|
| Vacant Building Credit | To approve local planning guidance for the application of the recent Planning Policy Guidance on Vacant Building credits | Yes | 3 July 2015 | Governance and Development Management Portfolio Holder | | Alan Hall 01992 564004 | None |
| Affordable Housing Viability Appraisals | To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing | Yes | 7 August 2015 | Governance and Development Management Portfolio Holder | | Alan Hall 01992 564004 | None |
| Equality Scheme & Equality Objectives 2016-20 | To review the Equality Scheme & agree the Equality Objectives for 2016-20 | Yes | 3 March 2016 | Cabinet | | Barbara Copson 01992 564042 | None |