



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(16 November 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**

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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**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
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
Key Objectives 2015/16 Q2 Progress	Progress report for Quarter 2 of 2015/16.	No	3 December 2015	Cabinet		Barbara Copson 01992 564042	
Transformation Project	To consider the scope of the Transformation Project.	Yes	11 January 2016	Cabinet		Glen Chipp 01992 564758	
Greater Essex Devolution	To consider the Council's position on Devolution for the Greater Essex area.  Update on the latest position concerning Devolution for the Greater Essex area.	Yes	8 October 2015  4 February 2016	Cabinet  Cabinet		Glen Chipp 01992 564758	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the Constitution Working Group

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Plan Budget Update	To provide an update on expenditure incurred to date and future funding requirements.	No	3 December 2015	Cabinet		Amanda Thorn 01992 564543	

**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
Council Budget 2016/17	The Budget setting process for 2016/17, including: 1...Financial Issues Paper  2...Fees & 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	
Use of Cash Kiosks	Consideration of wider use of kiosks for cash collection	No	5 November 2015	Cabinet		Rob Pavey 01992 564211	
Policy on Use of Penalties	Consideration of use of penalties against people providing false information which affects their benefits or Council Tax	Yes	5 November 2015	Cabinet		Rob Pavey, Janet Twinn 01992 564211/564215,	
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	



Corporate Risk Updates 2015-16	Quarterly update of the Corporate Risk Register	Yes	21 January 2016  4 February 2016	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
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**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
Water and Pollution Control Officer	Approval to create a new substantive post	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Waste and Recycling	Update to Waste & Recycling Policies	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	None
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy
Review of the Waste Management Contract	To consider the Scrutiny review of the new Waste Management Contract and any recommendations therein.	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
Tenders for Gas Servicing Contract	To agree the tenders	Yes	5 November 2015	Cabinet		Paul Pledger 01992 564248	
Housing Repairs and Maintenance Hub	To consider the relocation of Housing Repairs & Housing Assets from the Epping Depot & Civic Offices to vacate the Depot site & free up accommodation at the Civic Offices.	Yes	5 November 2015	Cabinet		Paul Pledger 01992 564248	
Housing Service Standards	Review and amendments to the Service Standards	Yes	6 November 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Designated Properties for Older People	To agree the de-designation of properties specially suitable for older people	Yes	6 November 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Housing Related Support Plan 2016	To agree the approach to increasing Housing Related Support Charges in future	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
C.A.B. Debt Advisors	To consider whether grant funding should continue for a further year for the employment of 2 C.A.B. Debt Advisors.	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
"Invest to Save" Proposal	To consider a proposal to fund additional rental loans for homeless people, to avoid housing benefit costs.	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
Open Market Shared Ownership Scheme	To consider whether to undertake Phase 3 of the Scheme.	Yes	3 December 2015	Cabinet		Alan Hall 01992 564004	
S106	To enter into an agreement	Yes	3 December 2015	Cabinet	<b>Yes, Paragraph (3)</b>	Paul Pledger	

Affordable Housing - Barnfield, Roydon	with Linden Homes to purchase 8 properties for affordable housing.					01992 564248	
HMO Licensing	To agree the future approach to the licensing of HMO properties.	Yes	18 December 2015	Housing Portfolio Holder		Sally Devine 01992 564149	
Phase II - Council Housebuilding Programme	To approve the tender for works for Phase II of the Programme at Burton Road, Loughton.	Yes	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Phase III - Council Housebuilding Programme	To consider options for the procurement of the works contractor.	No	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House, North Weald, currently occupied by temporary chalets.	No	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	4 February 2016	Cabinet		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	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	3 March 2016	Cabinet		Roger Wilson 01992 564419	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	June 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Museum Refurbishment - Capital Costs	To agree additional capital expenditure for the Museum re-development project due to the uplift in the main building contract price.	Yes	3 December 2015	Cabinet		Julie Chandler 01992 564214	
Youth Engagement Review	To consider the recommendations of the Overview & Scrutiny Committee regarding the recent review of Youth Engagement, including bids for additional CSB funding.	Yes	3 December 2015	Cabinet		Julie Chandler 01992 564214	
Museum Development Trust	To consider the Consultant's report on the feasibility of establishing a Museum Development Trust.	Yes	4 February 2016	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
Bus Shelters	Options for the provision of advertising & maintaining bus shelters	Yes	5 November 2015	Cabinet		Kim Durrani 01992 564055	None
CCTV Strategy	Report on the future strategy for CCTV in the Epping Forest District	Yes	23 July 2015	Cabinet		Julie Chandler 01992 564214	
	To agree a CCTV Strategy for EFDC and associated funding plan		3 December 2015	Cabinet			
NEPP - Off Street Parking	To consider alternative options for the provision of the Off Street parking arrangements in the District	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	6 October 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest College	Modification of Epping Forest College title covenants.	No	5 November 2015	Cabinet		Derek Macnab 01992 564051	Request from EF College
Epping Forest Shopping Park	Update report on progress with the project.  To agree the award of the contracts for the Main Build and Section 278 works.	Yes	3 December 2015  11 January 2016	Cabinet  Cabinet	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
New North Weald Airfield Market Contract	To agree the award of the new contract for the provision of a Market or other such facility at North Weald Airfield.	Yes	3 December 2015	Cabinet		Derek Macnab 01992 564050	
Development s and Parking at Vere Road, Loughton	To agree a co-ordinated approach to the provision of affordable housing developments and public car parking in Vere Road.	No	10 December 2015	Asset Management and Economic Development Cabinet Committee		Alan Hall 01992 564004	
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	11 January 2016	Cabinet		Derek Macnab 01992 564050	



**WORK PROGRAMME - 16 NOVEMBER 2015 TO 12 FEBRUARY 2016**

**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>
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	8 January 2016	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