



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(23 March 2017)

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 2016/17

- (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 2016/17

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

Contact Officer

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WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Civic Offices Review	To review the current & alternative uses of the Civic Offices, and consider the potential for relocation. To consider the feasibility report on the favoured option.	Yes	9 March 2017 15 June 2017	Cabinet Cabinet	YES, paragraph (3)	Bob Palmer 01992 564279	Previous reports to Cabinet on Transformation
Customer Contact	To consider options to improve the main Reception at the Civic Offices.	Yes	9 March 2017	Cabinet		Simon Hill 01992 564249	Transformation Programme Customer Contact Reports
Key Action Plan 2016/17 - Q3 Progress	To review progress in Quarter 3 to achieve the Key Action Plan for 2016/17.	No	9 March 2017	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20
Transformation Programme 2016-17	To monitor the progress of the Programme and consider any business cases.	Yes	9 March 2017 6 April 2017	Cabinet Cabinet		Glen Chipp 01992 564758 David Bailey 01992 564105	
Project and Programme Management	To consider options to improve the management of projects and programmes.	Yes	15 June 2017	Cabinet		David Bailey 01992 564105	Transformation Programme reports

WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017**PORTFOLIO - PLANNING POLICY**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Results of Local Plan Public Consultation	To review the initial results of the public consultation on the Section 18 Local Plan.	Yes	9 March 2017	Cabinet		Alison Blom-Cooper 01992 564066	

WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Discretionary Business Rate Relief	Policy on use of additional Government funding.	Yes	15 June 2017	Cabinet		Bob Palmer 01992 564279	
Local Council Tax Support Scheme 2018/19	Review of the Scheme for 2018/19:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments.		11 July 2017	Cabinet			
	2...Finalise Scheme.		7 December 2017	Cabinet			
	3...Approve Scheme.		21 December 2017	Council			

WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017**PORTFOLIO - ENVIRONMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste and Recycling Policies	Update to Waste & Recycling Policies	Yes	2 February 2017	Cabinet		Kim Durrani 01992 564055	None

WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Hillhouse Development , Waltham Abbey	Appropriation of EFDC land for planning purposes and release of covenants for ECC land.	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	Financial Appraisal of the Development Viability
Materials Supply Chain - Housing Service	To appoint a new materials supplier.	Yes	10 March 2017	Housing Portfolio Holder		Paul Pledger 01992 564248	
CHBP Modular Accommodation	To consider a pilot scheme for the provision of modular accommodation for single vulnerable homeless people as part of the Council Housebuilding Programme.	Yes	9 March 2017	Cabinet Agenda Planning Group Cabinet		Alan Hall 01992 564004	
Stage 1 HRA Financial Options Review	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	6 March 2017 6 April 2017	Finance and Performance Management Cabinet Committee Cabinet		Alan Hall 01992 564004	
CHBP Progress Report	To receive a progress report on the Council Housebuilding Programme.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Financial Report	To receive a financial monitoring report on the Council Housebuilding Programme.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Unsuitable Sites	To agree the future of sites considered unsuitable for development as part of the Council Housebuilding Programme.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Annual Report	To approve the Annual Report on the Council Housebuilding Programme.	Yes	Before 3 April 2017 15 June 2017	Council Housebuilding Cabinet Committee Cabinet		Paul Pledger 01992 564248	

CHBP Appropriations	To agree the closure of appropriations of land.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Risk Register	To agree the Risk Register for the Council Housebuilding Programme.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Project Plan	To receive the Project Plan.	Yes	Before 3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Rent Cap for New Council Properties	To consider ceasing having a Rent Cap for new Council properties charged affordable rents.	Yes	14 April 2017	Housing Portfolio Holder		Alan Hall 01992 564004	
Oakwood Hill Depot	To agree the co-location of Housing Repairs and Grounds Maintenance at the Oakwood Hill Depot.	Yes	15 June 2017	Cabinet		Alan Hall 01992 564004	
Housing Strategy	To adopt a new Housing Strategy.	Yes	26 September 2017	Council		Alan Hall 01992 564004	
Sheltered Housing Assets	To agree a Strategy for the future provision of individual housing schemes.	Yes	7 September 2017	Cabinet		Alan Hall 01992 564004	
CAB Debt Advisors	To consider further funding for the two Debt Advisor posts.	Yes	16 November 2017	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
Limes Centre, Chigwell	To review the fees and charges for the Limes Centre.	No	16 November 2017	Finance and Performance Management Cabinet Committee		Julie Chandler 01992 564214	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	7 December 2017	Cabinet		Roger Wilson 01992 564419	
Private Sector Housing Enforcement Strategy	To review and update the Strategy.	Yes	5 January 2018	Housing Portfolio Holder		Sally Devine 01992 564149	
Review of Housing Allocations Scheme & Tenancy Policy	To agree a new Housing Allocations Scheme and Tenancy Policy.	Yes	1 February 2018	Cabinet		Roger Wilson 01992 564419	
Houses in	To adopt a new HMO	Yes	1 February 2018	Cabinet		Sally Devine	

Multiple Occupation (HMO)	Licensing Policy in the light of new legislation.					01992 564149	
Housing Assistance Policy	To review the Housing Assistance Policy.	Yes	8 March 2018	Cabinet		Paul Duguid 01992 564287	

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WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017**PORTFOLIO - SAFER, GREENER AND TRANSPORT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Off Street Car Parking Enforcement Policy	Off street car parking enforcement policy and associated decisions to enable the new arrangements with NSL to operate effectively.	Yes	9 March 2017	Cabinet		Kim Durrani 01992 564055	Previous reports to Cabinet & Portfolio Holder Advisory Group

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WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Shopping Park	Authority to enter into lease agreements with retail tenants. Update report on progress with the project.	Yes	6 April 2017 13 April 2017	Cabinet Asset Management and Economic Development Cabinet Committee	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
Sale of Council Owned Sites	To seek guidance on the marketing of two Council owned sites, namely Pyrles Lane Nursery & Lindsay House.	Yes	9 March 2017	Cabinet		Derek Macnab 01992 564050	Previous reports to Cabinet
Potential Purchase of Waltham Abbey Police Station	To agree the purchase of the building formerly used as Waltham Abbey Police Station.	Yes	6 April 2017	Cabinet	YES, paragraph (3)	Derek Macnab 01992 564050	

WORK PROGRAMME - 23 MARCH 2017 TO 24 JULY 2017**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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	2 June 2017	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None