



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(9 November 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 2017/18**

- (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 2017/18**

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

**Contact Officer**

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**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018**

**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>
Transformation Programme 2017-18	To monitor the progress of the Transformation Programme.	Yes	9 November 2017 7 December 2017	Cabinet Cabinet		David Bailey 01992 564105	
People Strategy Common Operating Model	To establish the Council's new Common Operating Model as part of the People Strategy.	Yes	7 December 2017	Cabinet		Glen Chipp 01992 564758	PID P170 - People Strategy Common Operating Model - Management Structure
Corporate Plan 2018-23	To consider the Corporate Plan 2018-23 and objectives for 2018/19.	Yes	7 December 2017 21 December 2017	Cabinet Council		David Bailey 01992 564105 01992 564105	
Service Accommodation Review	To consider the detailed feasibility and costings report for the preferred option.	Yes	7 December 2017 21 December 2017	Cabinet Council	<b>YES, paragraph (3)</b>	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	1 February 2018	Cabinet		Simon Hill 01992 564249	Transformation Programme Customer Contact Reports
Corporate Equalities	To agree the proposed new Equalities objectives for the period 2017-21.	Yes	8 March 2018	Cabinet		Susan Lewis 01992 564508	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018****PORTFOLIO - PLANNING & GOVERNANCE**

<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	24 November 2017	Planning & Governance Portfolio Holder		Alan Hall 01992 564004	None
Local Plan Resources	To agree staff resources for the continuing development of the Local Plan.	Yes	7 December 2017	Cabinet		Alison Blom-Cooper 01992 564066	
Draft Local Plan	To adopt the Regulation 19 draft Local Plan for the District.	Yes	14 December 2017	Council		Alison Blom-Cooper 01992 564066	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018**

**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>
Local Council Tax Support Scheme 2018/19	Review of the Scheme for 2018/19:  1...Consider amendments.  2...Finalise Scheme.  3...Approve Scheme.	Yes	11 July 2017  7 December 2017  21 December 2017	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	
Capital Review 2017-22	To seek approval for the revised 5 year Capital Programme and funding forecast.	Yes	7 December 2017  21 December 2017	Cabinet  Council		Teresa Brown 01992 564604	
Budget 2018/19	1...Executive Approval  2...Final Approval	Yes	1 February 2018  22 February 2018	Cabinet  Council		Bob Palmer 0199 564279  01992 564279	



**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018****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>
Waste Management Review	Review of the Waste and Recycling service and the costs of the dry recycling sacks.	Yes	7 December 2017	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018**

**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>
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	
Homeless	Further use of Flexible Homelessness Support Grant.	Yes	7 December 2017	Cabinet		Roger Wilson 01992 564419	
Refurbishment of Passenger Lifts at Limes Farm	Complete replacement of 1 passenger lift & refurbishment of 8 other passenger lifts.	Yes	8 December 2017	Housing Portfolio Holder		Haydn Thorpe 01992 564162	Consultant's Report
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	
Restructure of the Housing Older Peoples Services Section	To agree the future approach to the Service.	Yes	1 February 2018	Cabinet		Roger Wilson 01992 564419	
Corporate Enforcement Strategy	To produce a new corporate strategy.	Yes	1 February 2018	Cabinet		Robin Ray 01992 564004	
CHBP Progress Report	To receive a progress report on the Council Housebuilding Programme.	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Financial Report	To receive a financial monitoring report on the Council Housebuilding Programme.	Yes	1 February 2018	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	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	

	Council Housebuilding Programme.						
CHBP Appropriations	To agree the closure of appropriations of land.	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Risk Register	To agree the Risk Register for the Council Housebuilding Programme.	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Project Plan	To receive the Project Plan.	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Council Housebuilding Purchase	To consider an offer to purchase the site at Whitehills Road, Loughton.	Yes	1 February 2018	Council Housebuilding Cabinet Committee	<b>YES, paragraph 3.</b>	Alan Hall 01992 564004	
Council Housebuilding Development	To agree the tenders for development at London Road, Stanford Rivers.	Yes	1 February 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Annual Report	To approve the Annual Report on the Council Housebuilding Programme.	Yes	8 March 2018	Cabinet		Paul Pledger 01992 564248	
Sheltered Housing Assets	To agree a Strategy for the future development/provision of individual housing schemes.	Yes	8 March 2018	Cabinet		Alan Hall 01992 564004	
Housing Assistance Policy	To review the Housing Assistance Policy.	Yes	8 March 2018	Cabinet		Paul Duguid 01992 564287	
Private Sector Housing	To consider the adoption of the Essex Amenity Standards for Houses in Multiple Occupation (HMO).	Yes	14 June 2018	Cabinet		Sally Devine 01992 564149	
Homelessness Strategy 2018	To approve a new Homelessness Strategy.	Yes	12 July 2018	Cabinet		Roger Wilson 01992 564419	
Housing Strategy 2018	To approve a new Housing Strategy Acton Plan 2018/19.	Yes	11 October 2018	Cabinet		Alan Hall 01992 564004	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018****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>
Loughton Creche	To consider the provision of a crèche extension at Loughton Leisure Centre.	Yes	7 December 2017	Cabinet		Jim Nolan 01992 564083	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018****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>
Vere Road Car Park	To create new car parking provision in the Vere Road car park.	No	7 December 2017	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018****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>
ICT Strategy and Capital Requirements	Approval of new ICT Strategy and associated capital budgetary requirements.	Yes	9 November 2017	Cabinet		David Newton 01992 564780	

**WORK PROGRAMME - 9 NOVEMBER 2017 TO 9 MARCH 2018**

**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>
Review of Estates and Valuation	Future structure of the Council's Asset Management resources.	Yes	7 December 2017	Cabinet		Derek Macnab 01992 564050	
Epping Forest Shopping Park	Update report on progress with the project.	Yes	11 January 2018	Asset Management and Economic Development Cabinet Committee	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet