



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(17 May 2018)

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 2018/19

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Housing
TBA	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

Gary Woodhall
Senior Democratic Services Officer

Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Transformation Programme 2018-19	To monitor the progress of the Transformation Programme.	Yes	14 June 2018	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		Derek Macnab 01992 564050	PID P170 - People Strategy Common Operating Model - Management Structure
	To consider further details for the implementation of the Council's People Strategy.		10 April 2018	Cabinet			
			14 June 2018	Cabinet			
Corporate Plan 2018-2023 Progress reporting & Performance Indicator Set	To consider the proposed performance indicator set for the new Corporate Plan and the proposed reporting format.	Yes	21 June 2018	Finance and Performance Management Cabinet Committee		David Bailey 01992 564105	
Service Accommodation Review	To consider the detailed feasibility and costings report for the preferred option, including the Customer Contact Centre..	Yes	14 June 2018	Cabinet	YES, paragraph (3)	David Bailey 01992 564105	Previous reports to Cabinet on Transformation
			6 September 2018	Cabinet			
			25 September 2018	Council			

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018**PORTFOLIO - PLANNING & GOVERNANCE**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
District Electoral Review	Gain approval or an Electoral Review of the District Council.	Yes	7 March 2019	Cabinet		Simon Hill 01992 564249	

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Council Tax Support Scheme 2019/20	To review the Scheme for 2019/20:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments.		6 September 2018	Cabinet			
	2...Finalise Scheme.		7 February 2019	Cabinet			
	3...Approve Scheme.		28 February 2019	Council			

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Management Recycling	To consider options arising from the Chinese Government's decision to restrict imports from UK recycling processing plants.	Yes	14 June 2018	Cabinet		Kim Durrani 01992 564055	
Grounds Maintenance	Purchase of vehicle for front line maintenance operations.	No	27 April 2018	Environment Portfolio Holder		Phil Hawkins 01992 564267	
Waste Management Review	Review of the Waste and Recycling service and the costs of the dry recycling sacks.	Yes	14 June 2018	Cabinet		Kim Durrani 01992 564055	
Fleet Operations	Review of fees and charging structure.	Yes	14 June 2018	Cabinet		Kim Durrani 01992 564055	

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Housing Assistance Policy	To review the Housing Assistance Policy.	Yes	22 May 2018	Housing Portfolio Holder		Paul Duguid 01992 564287	
Fire Safety Policy - Residential Properties	Adoption of the Policy.	Yes	25 June 2018	Housing Portfolio Holder		Paul Pledger 01992 564248	
Corporate Enforcement Strategy	To produce a new corporate strategy.	Yes	17 July 2018	Cabinet		Robin Ray 01992 564004	
Homelessness Strategy 2018	To approve a new Homelessness Strategy.	Yes	20 July 2018	Housing Portfolio Holder		Roger Wilson 01992 564419	
Private Sector Housing Enforcement Policy	To approve the Policy.	Yes	31 July 2018	Housing Portfolio Holder		Robin Ray 01992 564146	
Council Housebuilding Programme	To award the contracts for the Housebuilding works.	Yes	1 August 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Private Sector Housing	To consider the adoption of the Essex Amenity Standards for Houses in Multiple Occupation (HMO).	Yes	6 September 2018	Cabinet		Sally Devine 01992 564149	
Housing Strategy 2018	To approve a new Housing Strategy Acton Plan 2018/19.	Yes	11 October 2018	Cabinet		Alan Hall 01992 564004	
Review of the West Essex Tenancy Strategy and the Council's Tenancy Policy	To agree the revised West Essex Tenancy Strategy and the Council's Tenancy Policy when the Government's Statutory Guidance has been issued.	Yes	7 February 2019	Cabinet		Roger Wilson 01992 564419	
Sheltered	To receive the Communities	Yes	1 February 2018	Cabinet		Alan Hall	

Housing Assets	Select Committee's views on the initial scope of a project to review the Council's Sheltered Housing Assets. Consideration of development potential.		7 February 2019	Cabinet		01992 564004 01992 564004	
Council Housebuilding Programme Annual Report	To receive the annual report on the Council Housebuilding Programme.	Yes	11 April 2019	Cabinet		Paul Pledger 01992 564248	

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - LEISURE & COMMUNITY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Receipt of Petition - Future of Epping Sports Centre		No	14 June 2018	Cabinet		Derek Macnab 01992 564050	

WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - SAFER, GREENER AND TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Vere Road Car Park	To create new car parking provision in the Vere Road car park.	No	14 June 2018	Cabinet		Kim Durrani 01992 564055	
Car Parking Tariffs	To review options for the car parking tariff structure in Council car parks, especially the impact of the increase in LUL parking charges.	Yes	6 September 2018	Cabinet		Amanda Hoadley 01992 562252	
CCTV Strategy	Review of the Strategy.	Yes	11 October 2018	Cabinet		Caroline Wiggins 01992 564122	

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WORK PROGRAMME - 16 MAY 2018 TO 17 SEPTEMBER 2018

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of Estates and Valuation	Future structure of the Council's Asset Management resources.	Yes	10 April 2018	Cabinet		Derek Macnab 01992 564050	
Epping Forest Shopping Park	Update report on progress with the project.	Yes	5 July 2018	Asset Management and Economic Development Cabinet Committee	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet