



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(18 October 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 Chief Financial Officer 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 2018/19

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2018/19

| | |
|-----------------|---|
| Chris Whitbread | Leader of the Council |
| Syd Stavrou | Deputy Leader and Housing |
| 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 |
| Nigel Avey | Environment |

Contact Officer

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Senior Democratic Services Officer

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WORK PROGRAMME - 18 OCTOBER 2018 TO 17 FEBRUARY 2019

PORTFOLIO - LEADER

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|---|--|---------------------------|------------------------------------|--|
| Service Accommodation Review | <p>To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.</p> <p>To consider the feasibility report on the favoured option.</p> <p>To consider the detailed feasibility and costings report for the preferred option, including the Customer Contact Centre..</p> | Yes | <p>10 December 2018</p> <p>20 December 2018</p> | <p>Cabinet</p> <p>Council</p> | YES, paragraph (3) | Georgina Blakemore 01992 564279 | Previous reports to Cabinet on Transformation |
| Corporate Plan Progress Report Q1 - 2018-19 | To consider the progress of the Corporate Plan for Quarter 1, 2018-19. | Yes | 13 September 2018 | Finance and Performance Management Cabinet Committee | | David Bailey 01992 56 4105 | |
| People Strategy | <p>To establish the Council's new Common Operating Model as part of the People Strategy.</p> <p>To consider further details for the implementation of the Council's People Strategy.</p> | Yes | 10 December 2018 | Cabinet | | Derek Macnab 01992 564050 | PID P170 - People Strategy Common Operating Model - Management Structure |
| Capital Programme Review | Capital programme review report. | No | 10 December 2018 | Cabinet | | Derek Macnab 01992 564050 | |

WORK PROGRAMME - 18 OCTOBER 2018 TO 17 FEBRUARY 2019

PORTFOLIO - PLANNING & GOVERNANCE

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|-------------------------|-----------------------|-------------------------|-------------------------------------|--|
| Governance Arrangements for Local Plan Implementation | To agree the proposed governance arrangements for implementation of the Local Plan including masterplans and planning applications for the GT sites. | Yes | 18 October 2018 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | Previous report to Cabinet on Masterplanning on 15 June 2017 |
| Epping Forest SAC - Interim Mitigation Strategy | To agree an interim mitigation strategy to address the impact of visitor pressure on the Forest as a result of residential development in order to determine planning applications within 6.2km of the Forest. | Yes | 18 October 2018 | Cabinet | | Alison Blom-Cooper 01992 564066 | |
| Garden Town Spatial Vision and Design Charter | To endorse the documents as a material planning consideration in considering planning applications/proposals in the Harlow and Gilston Garden Town. | Yes | 10 December 2018 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | Spatial Vision, design Charter and Consultation report |
| Local Plan / Budget Update | Local Plan Budget update report. | Yes | 10 December 2018 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | |
| District Electoral Review | Gain approval for an Electoral Review of the District Council. | Yes | 7 March 2019 | Cabinet | | Simon Hill 01992 564249 | |

WORK PROGRAMME - 18 OCTOBER 2018 TO 17 FEBRUARY 2019

PORTFOLIO - FINANCE

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|---|--|-------------------------|------------------------------------|--------------------------|
| Corporate Plan Progress Report Q2 2018-19 | To consider the progress of the Corporate Plan for Quarter 2, 2018-19. | Yes | 15 November 2018 | Finance and Performance Management Cabinet Committee | | Simon Hill 01992 564249 | |
| Corporate Plan Progress Report Q3 - 2018-19 | To consider the progress of the Corporate Plan for Quarter 3, 2018-19. | Yes | 24 January 2019 | Finance and Performance Management Cabinet Committee | | Simon Hill 01992 564249 | |
| Local Council Tax Support Scheme 2019/20 | To review the Scheme for 2019/20: 1...Consider amendments. 2...Finalise Scheme. 3...Approve Scheme. | Yes | 7 February 2019 28 February 2019 | Cabinet Council | | Janet Twinn 01992 564215 | |
| Corporate Plan Progress Report Q4 2018/19 | To consider the progress of the Corporate Plan for Quarter 4, 2018-19. | Yes | June 2019 | Finance and Performance Management Cabinet Committee | | Simon Hill 01992 564249 | |
| Council's Budget | Annual Budget report to Cabinet and then to Council. | Yes | 7 February 2019 | Cabinet | | Peter Maddock 01992 564602 | |

WORK PROGRAMME - 18 OCTOBER 2018 TO 17 FEBRUARY 2019**PORTFOLIO - ENVIRONMENT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|-------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Fleet Operations | Review of fees and charging structure. | Yes | 7 February 2019 | Cabinet | | Qasim Durrani 01992 564055 | |
| Waste Management Review | Review of the Waste and Recycling service and the costs of the dry recycling sacks. | Yes | 7 February 2019 | Cabinet | | Qasim Durrani 01992 564055 | |
| Private Water Supplies | Review of charging regime under the 2018 Regulations | Yes | 7 February 2019 | Cabinet | | Qasim Durrani 01992 564055 | |

WORK PROGRAMME - 18 OCTOBER 2018 TO 17 FEBRUARY 2019

PORTFOLIO - HOUSING

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|---|-------------------------|------------------------------------|--------------------------|
| Council Housebuilding Programme | To award the contracts for the Housebuilding works. | Yes | 1 November 2018 | Council Housebuilding Cabinet Committee | | Paul Pledger 01992 564248 | |
| Fire Safety Policy - Residential Properties | Adoption of the Policy. | Yes | 14 November 2018 | Housing Portfolio Holder | | Paul Pledger 01992 564248 | |
| Housing Strategy 2018 | To approve a new Housing Strategy Acton Plan 2018/19. | Yes | 1 November 2018 | Housing Portfolio Holder | | Alan Hall 01992 564004 | |
| Sheltered Housing Assets | To receive the Communities Select Committee's views on the initial scope of a project to review the Council's Sheltered Housing Assets. To consider the development potential of Sheltered Housing assets. | Yes | 7 February 2019 | Cabinet | | Alan Hall 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 | |

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|--|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Gymnastics Centre - North Weald Airfield | Gymnastics centre for North Weald Airfield | Yes | 8 November 2018 | Cabinet | | Julie Chandler 01992 564214 | |

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|------------------------------|--|--------------|------------------|----------------|------------------|----------------------------------|-------------------|
| Local Highways Match Funding | To agree match funding contribution for the Local Highways Panel. | Yes | 18 October 2018 | Cabinet | | Qasim Durrani 01992 564055 | |
| Car Parking Tariffs | Further report on recommendation for funding to improve and enhance car parks. | Yes | 8 November 2018 | Cabinet | | Qasim Durrani 01992 564055 | |
| Vere Road Car Park | To create new car parking provision in the Vere Road car park. | No | 10 December 2018 | Cabinet | | Qasim Durrani 01992 564055 | |
| CCTV Strategy | Review and update of the Council's CCTV Strategy. | Yes | 7 March 2019 | Cabinet | | Caroline Wiggins 01992 564122 | |

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| Epping Forest Shopping Park | Update report on progress with the project. | Yes | 25 October 2018 | Asset Management and Economic Development Cabinet Committee | YES, paragraph (3) | Derek Macnab 01992 564050 | Report by Colliers International Previous reports to the Cabinet |
| Review of Estates and Valuation | Future structure of the Council's Asset Management resources. | Yes | 10 December 2018 | Cabinet | | Derek Macnab 01992 564050 | |
| Future of St John's School Site | A report on the future of the St John's Road | Yes | 10 December 2018 | Cabinet | | Derek Macnab 01992 564050 | |