



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 May 2019 - Revised)

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 | Housing & Property Services |
| Anne Grigg | Commercial & regulatory Services |
| Helen Kane | Customer Services |
| John Philip | Planning Services |
| Alan Lion | Strategic Projects |
| Gagan Mohindra | Business Support |
| Sam Kane | Community & Partnership Services |
| Nigel Avey | Contract & Technical Services |

Contact Officer

Adrian Hendry
Senior Democratic Services Officer

Tel: 01992 564246
Email: ahendry@eppingforestdc.gov.uk

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - LEADER**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--|
| People Strategy - Ongoing | To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the implementation of the Council's People Strategy. | Yes | | Cabinet | | Derek Macnab 01992 564050 | PID P170 - People Strategy Common Operating Model - Management Structure |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - PLANNING SERVICES**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|------------------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|-------------------------------------|--------------------------|
| Local Plan / Budget Update | Local Plan Budget update report. | Yes | 10 December 2018 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | |
| Statement of Community Involvement | To agree the updated statement of Community Involvement for consultation. | Yes | 13 June 2019 | Cabinet | | Alison Blom-Cooper 01992 564066 | |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - BUSINESS SUPPORT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|-------------------------|--|-------------------------|------------------------------------|--------------------------|
| 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 | | Georgina Blakemore 01992 564233 | |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - CONTRACT AND TECHNICAL SERVICES**

| 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 | 5 September 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 | 5 September 2019 | Cabinet | | Qasim Durrani 01992 564055 | |
| Private Water Supplies | Review of charging regime under the 2018 Regulations | Yes | 5 September 2019 | Cabinet | | Qasim Durrani 01992 564055 | |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019

PORTFOLIO - HOUSING AND PROPERTY SERVICES

| 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 | |
| Housing Strategy 2018 | To approve a new Housing Strategy Acton Plan 2018/19. | Yes | 1 November 2018 | Housing & Property Services Portfolio Holder | | Paul Pledger 01992 564248 | |
| Options Appraisal for the future delivery of the EFDC responsive repairs service | The contract with the company that currently manages the Council in house repairs service is coming to an end in April 2020. There are no further provisions for contract extension at the end of this period. The Council need to consider the best way to deliver the service going forward. The report provides a feasibility study of the different options for the future model. | Yes | 11 July 2019 | Cabinet | | Sacha Jevans 01992 56 4229 | |
| Fire Safety Policy | To endorse the Fire Safety Policy. | Yes | 11 July 2019 | Cabinet | | Paul Pledger 01992 564248 | |
| Service Company & Development Company | Proposal for the creation of a new company structure that will facilitate the setup of a council owned services trading company, a development company and a local housing company. | Yes | 11 July 2019 | Cabinet | | Sacha Jevans 01992 56 4229 | |
| Sheltered Housing Assets | To receive the Communities Select Committee's views on the initial scope of a project | Yes | 5 December 2019 | Cabinet | | Paul Pledger 01992 564248 | |

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|---|--|--|--|--|--|--|
| to review the Council's Sheltered Housing Assets. | | | | | | |
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|--|--|--|--|--|--|--|
| To consider the development potential of Sheltered Housing assets. | | | | | | |
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WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - COMMUNITY AND PARTNERSHIP SERVICES**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--------------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| CCTV Strategy | Review and update of the Council's CCTV Strategy. | Yes | 5 September 2019 | Cabinet | | Caroline Wiggins 01992 564122 | |
| Economic Strategy and Staffing | To review the findings of the Council's Economic Development Strategy Consultation and consider staff resourcing. | Yes | 13 June 2019 | Cabinet | | Julie Chandler 01992 564214 | |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019

PORTFOLIO - STRATEGIC PROJECTS

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|-------------|--------------------|-------------------------|-----------------------------|---------------------------|-----------------------------|--|------------------------------|
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WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019**PORTFOLIO - CUSTOMER SERVICES**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---------------------------|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| District Electoral Review | Gain approval for an Electoral Review of the District Council. | Yes | 26 March 2020 | Cabinet | | Rob Pavey 01992 564211 | |

WORK PROGRAMME - 1 MAY 2019 TO 31 AUGUST 2019

PORTFOLIO - COMMERCIAL AND REGULATORY SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| St John's Road Redevelopment - Ongoing | To proceed with the new Leisure Centre in Partnership with Places Leisure and to Seek Expressions of interest for the Cinema. Ongoing reporting. | Yes | | Cabinet | | Derek Macnab 01992 56 4050 | |
| Council Commercial Asset Management Strategy | Development of a Council Commercial Asset Management Strategy. | Yes | 13 June 2019 | Cabinet | | Jim Nolan 01992 564083 | |