



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 June 2020)**

## **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 2019/20**

### **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 2019/20**

Chris Whitbread	Leader of the Council
John Philip	Finance & Economic Development
Aniket Patel	Commercial & Regulatory Services
Sam Kane	Customer & Corporate Support Services
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing & Community
Nigel Avey	Environmental & Technical Services

### **Contact Officer**

Adrian Hendry  
Democratic Services Officer

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**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020**

**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>
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	20 April 2021	Cabinet		Georgina Blakemore 01992 56 4233	
Peoples Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy.  To consider further details for the next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Epping Sites, St John's Road and Roundhills - 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		Georgina Blakemore 01992 564233	
Accommodation Programme	Procurement and contract award.	Yes	1 June 2020	Cabinet		Sacha Jevans 01992 564229	
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update to include Pyrls Lane.	Yes	17 September 2020	Cabinet		Georgina Blakemore 01992 564233	

**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020**

**PORTFOLIO - PLANNING AND SUSTAINABILITY**

<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>
Garden Town Masterplanning at North Weald Airfield -Sustainable Transport Corridor Planning Update	To agree the Latton Priory Masterplan to go out to public consultation.	Yes	20 July 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Mitigation Strategy for Epping Forest SAC		Yes	20 July 2020	Cabinet		Alison Blom-Cooper 01992 564066	



**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020****PORTFOLIO - FINANCE AND 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>
Finance Paper	What Covid-19 has done to the authority and the workforce.	No	1 June 2020	Cabinet		Nick Dawe 01992 562541	

**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020**

**PORTFOLIO - ENVIRONMENTAL AND TECHNICAL 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>
Strategic Review of Waste Management	Review of the Waste and Recycling service and the end of first ten year term of Biffa Contract in 2024.	Yes	3 December 2020	Cabinet		James Warwick 01992 564350	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	19 October 2020	Cabinet		Mandy Thompson 01992 564705	
Procurement Strategy	The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities.	Yes	19 October 2020	Cabinet		Shane McNamara 01992 56 4331	
Contract Variation with Places Leisure	To progress contract variation with Places Leisure to address the change in direction from what was tendered for, to include provision of a new leisure centre in Epping instead of North Weald.	Yes	3 December 2020	Cabinet		James Warwick 01992 564350	

**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020**

**PORTFOLIO - HOUSING AND COMMUNITY**

<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>
Sheltered Housing Assets	For the Place Select Committee to consider the recommendations arising from the review of Older People's housing provision and agree resulting action to ensure appropriate future provision that meets the needs of the District's ageing population.	Yes	20 July 2020	Cabinet		Jennifer Gould 01992 564073	
Acceptance of Tender - Contract 590 - External Maintenance Repairs and Redecoration Programme 2020-25	In order to undertake planned external repairs and redecoration to council owned properties.	Yes	1 June 2020	Cabinet		Haydn Thorpe 01992 564162	
Acceptance of Tender - Contract 690 & 790 - Inspection, Maintenance & Improvements of Void Properties 2020-25	In order to undertake inspections, maintenance and improvements to void council owned properties.	Yes	20 July 2020	Cabinet		Haydn Thorpe 01992 56 4162	
Council Housing Building Update	Update on current house building programme.	No		Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Custom House Building	New policy on Self-build. EFDC currently hold a waiting list of people who	No	23 June 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	

Policy	wish to self-build. Policy is a legislative requirement.						
Information paper on our proposal to review service charges	Information paper on the proposal to review the collection of service charge. Will have a financial impact on tenants. Additional income for EFDC.	Yes	11 June 2020	Cabinet		Deborah Fenton 01992 56 4221	
Recommendations on Policy for flexible service charges	New policy on our collection of service charges.	Yes	17 September 2020	Cabinet		Deborah Fenton 01992 56 4221	
EFDC's role in the provision of Telecare	To receive the Communities Select Committee's views on the future of EFDC's provision of Health Care Technology in light of ECC's tender for a single contractor of a county wide care technology service.	Yes	11 June 2020	Cabinet		Jennifer Gould 01992 56 4073	
CHBCC Tender Approvals	Paper to recommend latest tender appointments.	Yes	23 June 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Recommendations of Framework for construction of CHB	Review of the current framework arrangements and agree recommendations.	Yes	8 September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Options for disposal of RTB Receipts	Recommendations for the disposal of right to buy receipts.	Yes	8 September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Initial Feasibility on Providing Community Facilities and Residential Accommodation at St John's Church	Provides information on the desk top feasibility study at St John's Church and asks for recommendation to move to the full feasibility stage.	Yes	23 April 2020	Cabinet		Deborah Fenton 01992 56 4221	

**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020****PORTFOLIO - CUSTOMER AND CORPORATE 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>
Workforce Update	Workforce response for Corvid-19.	No	11 June 2020	Cabinet		Paula Maginnis 01992 564536	

**WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020****PORTFOLIO - COMMERCIAL AND REGULATORY 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>
North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield.	Yes	20 July 2020	Cabinet		Sacha Jevans 01992 56 4229	
Qualis	Transfer of Grounds Maintenance and Fleet Operations Service from EFDC to Qualis.	Yes	17 September 2020	Cabinet		Qasim Durrani 01992 564055	