



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(17 November 2020 - 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 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

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|-----------------|---------------------------------------|
| 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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| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|--------------|------------------|----------------|------------------|-------------------------------------|---|
| 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. Item to be taken to an informal workshop to discuss. | Yes | | | | Georgina Blakemore 01992 564233 | |
| Qualis Monitoring - Ongoing Quarterly | Financial reporting plan update. | Yes | | Cabinet | | Andrew Small 01992 564278 | |
| Civic Accommodation | To agree lease/license charges for Community Partners co-locating within the Civic Offices. | Yes | | Cabinet | | Andrew Small 01992 56 4278 | |

WORK PROGRAMME - 17 NOVEMBER 2020 TO 16 MARCH 2021

PORTFOLIO - PLANNING AND SUSTAINABILITY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|--|---------------------|-------------------------|-----------------------|-------------------------|---|--------------------------|
| Implementatio n of the Local Plan - Ongoing | Quarterly update report on progress. | Yes | | Cabinet | | Alison Blom-Cooper 01992 564066 | |
| Green Infrastructure Strategy | Green Infrastructure Strategy (for endorsement as a material planning consideration following consultation on the draft strategy). | Yes | 11 February 2021 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | |
| Town Centre Regeneration Proposals - Waltham Abbey | | Yes | 22 December 2020 | Cabinet | | Nick Dawe, Julie Chandler 01992 56 4000 (2541), | |
| Town Centre Regeneration - Ongar, Loughton, Epping & Buckhurst Hill | | Yes | 22 December 2020 | Cabinet | | Julie Chandler, Nick Dawe 01992 56 4000 (2541), | |
| Digital Gateway Proposals | | Yes | 22 December 2020 | Cabinet | | Nick Dawe, Julie Chandler 01992 56 4000 (2541), | |

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|---------------------------------------|-------------|--------------|------------------|----------------|------------------|-------------------------------|-------------------|
| Financial Planning 2020/21 to 2025/26 | | No | 3 December 2020 | Cabinet | | Andrew Small 01992 56 4278 | |

WORK PROGRAMME - 17 NOVEMBER 2020 TO 16 MARCH 2021

PORTFOLIO - ENVIRONMENTAL AND TECHNICAL SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|---|---------------------|-------------------------|-----------------------|-------------------------|---|--------------------------|
| 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 | |
| Highways Rangers Update Report | Update on the progress of the Highway Rangers Services. | No | 21 January 2021 | Cabinet | | Mandy Thompson 01992 564076 | |
| Charging for EIR | To consider charging for Environmental Information Regulation requests. | Yes | 11 February 2021 | Cabinet | | Mandy Thompson 01992 564705 | |
| Local Business Supplies / Procurement Strategy and Rules | 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 | 3 December 2020 | Cabinet | | Shane McNamara 01992 56 4331 | |
| Transfer of Services to Qualis | Consider feasibility study by ARK Consultants on the transfer of Grounds Maintenance and Fleet Operations Service also the transfer of North Weald Airfield Operations from EFDC to Qualis. | Yes | 20 April 2021 | Cabinet | | Qasim Durrani, Andrew Small 01992 56 4055, | |

WORK PROGRAMME - 17 NOVEMBER 2020 TO 16 MARCH 2021

PORTFOLIO - HOUSING AND COMMUNITY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|---|-------------------------|-------------------------------------|--------------------------|
| Mason Way - Affordable Housing Development | Approval to apply for full planning and funding approval for Mason Way development project. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Parking Provision of New Development | | Yes | 8 September 2020 | Council Housebuilding Cabinet Committee | | Deborah Fenton 01992 56 4221 | |
| RTB Buying Street Properties | New policy presenting the options for disposing of RTB receipts. | Yes | 21 January 2021 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Review of Service Charges | Finding and recommendations following the review of service charges. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| New Policy - Disposal of Assets | Disposal of assets to meet strategic planning/management of HRA assets. | Yes | 3 December 2020 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |
| Review of Tenancy Strategy - update on Changes | | No | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| St John's the Baptist Church - Affordable Housing | To give full details of the proposed scheme including financial appraisal highlighting the internal rate of return and the net present value. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Mason Way - Affordable Housing Opportunities | To give full details of the proposed scheme including a financial appraisal highlighting the internal rate of return and the net present value. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Approve to process with | Approval to use service charge income over the next | Yes | 16 November 2020 | Cabinet | | Rachel Smith 01992 564000 (2710) | |

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|--|---|-----|------------------|---------|--|------------------------------------|--|
| 'More than Bricks and Mortar' | 4 years to fund tenant lead improvements on HRA estates. | | | | | | |
| Income recovery strategy and policy | The strategy has been updated and a policy developed to reflect updated practice. | Yes | 16 November 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Bin Stores | Paper requesting funding for a 3 year plan to replace bin stores – meeting Fitness for Human Habitation Act (2018). | Yes | 16 November 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Acceptance of Tender - Contract 102, Controlled Door Entry Systems | In order to undertake planned installation, upgrade and maintenance repairs of controlled door entry systems to council owned properties. | Yes | 11 February 2021 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |
| Asbestos Policy | To approve the Council's Asbestos Management Policy and Procedures. | Yes | 3 December 2020 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |
| New Fees and Charges | Report requiring a decision regarding charging for non-statutory services. | Yes | | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Proposed Change to Service Charges RTB Receipts - New Policy | Policy outlining who we allocate right to buy receipts. | Yes | | Cabinet | | Deborah Fenton 01992 56 4221 | |

WORK PROGRAMME - 17 NOVEMBER 2020 TO 16 MARCH 2021

PORTFOLIO - CUSTOMER AND CORPORATE SUPPORT SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
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| North Weald Airfield Masterplan | To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion. | Yes | 1 July 2021 | Cabinet | | Nick Dawe 01992 56 4000 (2541) | |