



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 May 2022)

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 2021/22

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 2021/22

Chris Whitbread	Leader of the Council
John Philip	Finance . Qualis Client & Economic Development
Aniket Patel	Community & Regulatory Services
Sam Kane	Customer & Partnerships
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing Services
Nigel Avey	Environmental & Technical Services
Darshan Sunger	Corporate Services
Les Burrows	Programmes & Projects (Cabinet Member without Portfolio)

Contact Officer

Adrian Hendry
Democratic Services Officer

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WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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
Risk Management	Review of Current Risk Register.	Yes	25 January 2022	Cabinet		Andrew Small 01992 564278	
Local Government Council Size and Boundary Review	To review the number of Councillors. Council Submission to LGBCE. To review the Warding Pattern.	Yes	16 Dec 2021 24 February 2022	Council Council		Georgina Blakemore 01992 56 4233	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022**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. To become a delivery report once Plan agreed by the Inspector.	Yes		Cabinet		Nigel Richardson 01992 564110	
Air Quality Action Plan	Approval of AQAP to mitigate air pollution in the Air Quality Action Area.	Yes	13 March 2023	Cabinet		Sally Devine 01992 564149	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022**PORTFOLIO - FINANCE, QUALIS CLIENT AND ECONOMIC DEVELOPMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes		Cabinet		Andrew Small 01992 564278	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - ENVIRONMENTAL AND TECHNICAL SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Transfer of Services to Qualis	To consider the business case for the transfer of MOT and Fleet.	Yes	TBC	Cabinet		Andrew Small 01992 56 4055	
Transfer of Services to Qualis	To consider the business case for the transfer of Grounds Maintenance.	Yes	6 June 2022	Cabinet		Andrew Small 01992 56 4055	
EFDC Litter Strategy	To approve the EFDC Litter Strategy.	Yes	18 July 2022	Cabinet		James Warwick 01992 56 4350	
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre.	Yes	17 October 2022	Cabinet		James Warwick 01992 564350	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - HOUSING SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Repurchase of Leasehold Flats	Recommendation to Cabinet to approve to buy back up to five non-trad construction flats.	Yes	6 June 2022	Cabinet		Deborah Fenton 07988860412	HRA Business Plan
Social Housing White paper	Review of the Tenant Satisfaction Measures and Impact on EFDC.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
Review of CDM policy and Building Safety Bill	Impact of changes and legislation on EFDC.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	CDM Policy
HRA Proposed Regeneration Plans for Housing Estates	Recommendation to go to Cabinet for approval on 5-year regeneration plans.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
Update of Rent Types	Report of the types of rents changed by EFDC.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
Sheltered Housing Refurbishment Programme	Review of Frank Bretton Court and further recommendations.	No	12 July 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Impact and ROI report Harvey Fields	Report on the impact of the improvements at Harvey Fields – creating great places where people want to live.	No	12 July 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Regeneration Update - Lime Estate	Update on the plans and processes to regenerate Limes and Copperfield estate.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	HRA Business Plan
Tender - Limes	Approval to award a contract in respect of the Limes and Copperfield Regen.	Yes	18 July 2022	Cabinet		Deborah Fenton 07988860412	HRA Business Plan
St. Johns Development	Approval to progress to build subject to planning.	Yes	18 July 2022	Cabinet		Deborah Fenton 07988860412	
Review of	Impact of changes and	No	18 July 2022	Cabinet		Deborah Fenton	CDM Policy

CDM policy and Building Safety Bill	legislation on EFDC.					07988860412	
HRA - Proposed regeneration plans for housing estates	Approval for 5-year regeneration plans for housing estates.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	Paper to O&S on 16 June
Sheltered Housing Review	Approval on actions created by the updated Ark review.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	Ark Report
Charter for Social Housing	Report on the proposed TSM and impact on EFDC.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	
Housing and Asset Management System	Progress Report on the implementation of the new Housing and Asset Management System.	No	1 September 2022	Stronger Council Select Committee		Deborah Fenton 07988860412	
Impact report Harvey Fields	Report on the impact of the improvements at Harvey Fields – its more than bricks and mortar.	No	19 September 2022	Cabinet		Deborah Fenton 07988860412	
Housing Management System	Data pass report.	No	19 September 2022	Cabinet		Deborah Fenton 07988860412	
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A draft strategy is being consulted on and taken through governance structure ahead of formal adoption in October 2022 subject to Cabinet approval in September 2022.	Yes	19 September 2022	Cabinet		Jennifer Gould 01992 564073	
Resident Involvement Strategy	Introduction and approval to progress to Cabinet.	Yes	20 September 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Sheltered Housing rebrand and support model	Introduction and approval to progress to Cabinet.	Yes	20 September 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Annual Housing Performance	Report on annual housing KPI's including compliance around the Building Safety	No	27 September 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	

Report	Act.						
Resident involvement Strategy	Approval of the proposed resident involvement strategy.	Yes	5 December 2022	Cabinet		Deborah Fenton 07988860412	Report to SC on 20 September
Annual Housing Performance Report	Report on annual KPI's including compliance around the Building Safety Act and the big 6.	No	5 December 2022	Cabinet		Deborah Fenton 07988860412	
Sheltered Housing rebrand and support model	Approval to adopt the proposed Resident Involvement Strategy.	Yes	5 December 2022	Cabinet		Deborah Fenton 07988860412	
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
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 - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - CUSTOMER AND PARTNERSHIPS

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - COMMUNITY AND REGULATORY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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	18 July 2022	Cabinet		Nick Dawe 01992 56 4000 (2541)	
Markets Policy	To establish a new Markets Policy for the District.	Yes	16 June 2022 18 July 2022	O&S Cttee. Cabinet		Sally Devine 01992 564149	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022**PORTFOLIO - CORPORATE SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Direct Award of the Print Contract	To award a 3 year contract for Council Printing.	Yes	18 July 2022	Cabinet		Dawn Baird 01992 564000 (ext. 2557)	

WORK PROGRAMME - 1 MAY 2022 TO 31 AUGUST 2022

PORTFOLIO - PROGRAMMES AND PROJECTS (CABINET MEMBER WITHOUT PORTFOLIO)

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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