



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 December 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 2022/23**

### **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 2022/23**

Chris Whitbread	Leader of the Council
Nigel Bedford	Place
John Philip	Finance
Holly Whitbread	Housing & Community
Aniket Patel	Wellbeing & Community Partnership
Alan Lion	Customer
Nigel Avey	Contracts and Commissioning
Ken Williamson	Technical Services
Sam Kane	Internal Resources
Les Burrows	Review & Efficiency

### **Contact Officer**

Adrian Hendry  
Democratic Services Officer

Tel: 01992 564246  
Email: [ahendry@eppingforestdc.gov.uk](mailto:ahendry@eppingforestdc.gov.uk)

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**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>
Risk Management	Review of Current Risk Register.	Yes	6 February 2023	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	12 Dec. 2021  24 February 2022  13 December 2022	Council  Council  Council		Georgina Blakemore 01992 56 4233	
Corporate Plan (2023-2028)	To accept the new Corporate Plan for EFDC.	Yes	27 Sept 2022  10 October 2022  13 December 2022	O&S Cttee  Cabinet  Council		Nichola Gambrill 01992 564000 ext.2150	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - PLACE**

<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>
Implementation of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes	Ongoing – last report – 7 November 2022	Cabinet		Nigel Richardson 01992 564110	
HGGT Governance / Joint Committee	Update on and approval of HGGT Joint Committee delegations Framework.	Yes	6 February 2023	Cabinet		Ione Braddick, Nigel Richardson 01992 56 4110,	See Cabinet report HGGT Stage 1 Governance report - Feb. 2022 - C-042-2021-22
Air Quality Action Plan	Approval of AQAP to mitigate air pollution in the Air Quality Action Area.	Yes	13 March 2023	Cabinet		Mandy Thompson 01992 564076	
Air Mitigation Strategy		No	TBC	Deputy Leader & Place Portfolio Holder		Nigel Richardson, Mandy Thompson 01992 564076,	
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	TBC	Cabinet		Nigel Richardson 01992 56 4110	



**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - FINANCE**

<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>
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes	Ongoing	Cabinet		Andrew Small 01992 564278	
Draft Budget 2023/24, and updated MTFP (2023/24 to 2027/28)	Initial draft budget for 2023/24. Updated medium-term financial projections. Approval prior to scrutiny sought.	Yes	12 December 2022	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Draft Capital Programme (GF & HRA) 2023/24 to 2027/28		Yes	12 December 2022	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Draft Fees and Charges 2023/24	Initial draft Fees and Charges for 2023/24. Approval prior to scrutiny sought.	Yes	12 December 2022	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Final Draft Budget 2023/24, and updated MTFP (2023/24 to 2027/28)	Final draft budget for 2023/24. Updated medium-term financial projections. Approval post scrutiny and prior to full Council adoption sought.	Yes	6 February 2023	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Final Draft Capital Programme (GF & HRA) 2023/24 to 2027/28	Final draft Capital Programme for 2023/24 to 2027/28. Approval post scrutiny and prior to full Council adoption sought.	Yes	6 February 2023	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Final Fees and Charges 2023/24	Initial draft Fees and Charges for 2023/24. Cabinet approval sought under delegated powers.	Yes	6 February 2023	Cabinet		Christopher Hartgrove	Financial Planning Framework 2023/24 to 2027/28 (Cabinet 10th October 2022)
Budget Report 2023/24	Final budget for 2023/24 recommended by Cabinet.	Yes	28 February 2023	Council		Christopher Hartgrove	Financial Planning Framework 2023/24

	Includes both revenue and capital and an updated MTFP (2023/24 to 2027/28). Report also incorporates updated Capital and Treasury Management Strategies considered by Audit & Governance Committee (13th February 2023). Full Council approval sought for all items.						to 2027/28 (Cabinet 10th October 2022)
Council Tax Setting Report 2023/24	The report presents the estimated Council Tax base for the district and the approved precepts submitted by constituent authorities (County, Police, Fire, Parish). Approval is sought for the Epping Forest District Council element of the Council Tax.	Yes	28 February 2023	Council		Christopher Hartgrove	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - CONTRACT AND COMMISSIONING**

<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>
Charging for additional Waste Containers	To approve introducing the charging for additional and replacement Waste Containers.	Yes	12 December 2022	Cabinet		James Warwick 01992 564350	waste Management Partnership Board - 26 Oct. 2021 Stronger Place - 13 January 2022
Waste - Feasibility of NWA Depot	To report recommendations of feasibility study and capital costs for a NWA Depot.	Yes	TBC	Cabinet		James Warwick 01992 564350	
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre. Dependent on Qualis programme of works.	Yes	13 March 2023	Cabinet		James Warwick 01992 564350	
EFDC Parking Policy	To approve the new EFDC Parking Policy	Yes	13 March 2023	Cabinet		James Warwick 01992 564350	Stronger Place 16 Jan 2023

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**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>
St. Johns Development	Approval to progress to build subject to planning.	Yes	TBC	Cabinet		Pam Wharfe 01992 564221	
Review of Caretaking in Blocks	Links to TSM, residents will rate the cleaning in block.	Yes	TBC	Overview & Scrutiny Committee		Pam Wharfe 01992 56 4221	
Resident Involvement Strategy	Introduction and approval to progress to Cabinet.	Yes	17 January 2023	Stronger Communities Select Committee		Pam Wharfe 01992 56 4221	
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 January 2023 subject to Cabinet approval in December 2022.	Yes	12 December 2022	Cabinet		Jennifer Gould 01992 564073	
Proposed Change to Service Charges RTB Receipts - New Policy	Policy outlining who we allocate right to buy receipts.	Yes	TBC	Cabinet		Pam Wharfe 01992 56 4221	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - INTERNAL RESOURCE**

<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>
People Strategy	Approval by Cabinet of the People Strategy 2023-25.	Yes	2023	Cabinet		Paula Maginnis 01992 56 4536	
Pay Strategy	Approval by Cabinet of the Council's Pay Strategy.	Yes	2023	Cabinet		Paula Maginnis 01992 56 4536	
Democratic Services - Ways of Working	Implementation of Ways of Working – Programme '25'.	Yes	2023	Cabinet		Paula Maginnis 01992 56 4536	
Financial IT System	To replace the current financial and procurement system with one consolidated Cloud based IT system.	Yes	29 November 2022	Internal Resource		Chris Elliott 07419 214444	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023****PORTFOLIO - WELLBEING & COMMUNITY PARTNERSHIP**

<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>
Grant Review of VAEF		No	2023	Cabinet		Jennifer Gould 01992 56 4073	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023****PORTFOLIO - CUSTOMER**

<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>
Customer/Digital Strategy		Yes	TBC	Cabinet		Rob Pavey 01992 56 4211	

**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - 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>
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**WORK PROGRAMME - 1 DECEMBER 2022 TO 31 MARCH 2023**

**PORTFOLIO - REVIEW AND EFFICIENCY**

<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>
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