



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 July 2023)

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 2023/24

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 2023/24

Chris Whitbread	Leader of the Council
Nigel Bedford	Place
John Philip	Finance and Economic Development
Holly Whitbread	Housing and Strategic Health Partnerships
Smruti Patel	Community Health and Wellbeing
Ray Balcombe	Contracts, Service Delivery and Improvements
Ken Williamson	Regulatory Services
Sam Kane	Customer and Corporate Support Services

Contact Officer

Vivienne Messenger
Democratic Services Officer

Tel: 01992 564243
Email: vmessenger@eppingforestdc.gov.uk

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - LEADER PORTFOLIO HOLDER:
CLLR C WHITBREAD**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - PLACE PORTFOLIO HOLDER:
CLLR N BEDFORD**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Endorsement of Latton Priory Strategic Masterplan Framework	Endorsement of Latton Priory Strategic Masterplan Framework to have material planning weight.	Yes	10 July 2023	Cabinet		lone Braddick nrichardson@eppingfore stdc.gov.uk	See Cabinet report "To approve the draft Latton Priory Strategic Masterplan Framework and commencement of the public consultation for the Latton Priory Strategic Masterplan (C-022-2022/23) – November 2022
Approval of Draft East of Harlow Masterplanning Guidance SPD for formal consultation	Approval of the document for public consultation.	Yes	10 July 2023	Cabinet		lone Braddick nrichardson@eppingfore stdc.gov.uk	
Approval of draft HGGT Stewardship Charter for formal consultation	Approval of the document for public consultation.	Yes	10 July 2023	Cabinet		lone Braddick nrichardson@eppingfore stdc.gov.uk	
Approval for consultation of Latton Priory Design Code	Approval of the document for public consultation.	Yes	4 September 2023	Cabinet		Krishma Shah nrichardson@eppingfore stdc.gov.uk	
HGGT Governance / Joint Committee	Update on and approval of HGGT Joint Committee delegations Framework and other relevant decisions.	Yes	9 October 2023	Cabinet		lone Braddick, Nigel Richardson 01992 56 4110,	See Cabinet report HGGT Stage 1 Governance report - Feb. 2022 - C-042-2021-22
HGGT Green Infrastructure Framework	Noting of HGGT GI Framework as technical evidence base via PFH	Yes	1 August 2023 / Ongoing	Deputy Leader and Place Portfolio Holder		lone Braddick ibraddick@eppingforestdc.gov.uk	

	report.						
Air Pollution Mitigation Strategy	Approval of an updated strategy to mitigate the impact of air pollution from new developments on the Epping Forest Special Area of conservation.	Yes	TBC – Local Plan Adopted	Deputy Leader and Place Portfolio Holder		Nigel Richardson 01992 564110	Adopted current interim APMS

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023**PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT
PORTFOLIO HOLDER: CLLR J PHILIP**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Financial Planning Framework (2024/25 to 28/29)	Financial and governance framework for updating the Council's Medium-Term Financial Plan and preparing the 2024/25 Budget.	Yes	4 September 2023	Cabinet		Christopher Hartgrove chartgrove@eppingforest dc.gov.uk	
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes		Cabinet		Andrew Small 01992 564278	

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - HOUSING & STRATEGIC HEALTH
PARTNERSHIPS PORTFOLIO HOLDER:
CLLR H WHITBREAD**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Resident Involvement Strategy	Introduction and approval to progress to Cabinet.	Yes	10 July 2023 27 June 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	
Fire Safety Policy	This compliance policy is a regulatory requirement and forms part of the Council's wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Yes	9 October 2023 26 September 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	
Gas and Heating Policy	This compliance policy is a regulatory requirement and forms part of the Council's wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Yes	9 October 2023 26 September 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	
Lift Safety Policy	This compliance policy is a regulatory requirement and forms part of the Council's wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Yes	9 October 2023 26 September 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	
Water Safety Policy	This compliance policy is a regulatory requirement and forms part of the Council's wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Yes	9 October 2023 26 September 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	

Electrical Safety Policy	This compliance policy is a regulatory requirement and forms part of the Council's wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Yes	9 October 2023 26 September 2023	Cabinet Communities Scrutiny Committee		Surjit Balu sbalu@eppingforestdc.gov.uk	
St. Johns Development	Approval to progress to build subject to planning.	Yes		Cabinet		sbalu@eppingforestdc.gov.uk	

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023**PORTFOLIO - COMMUNITY HEALTH & WELLBEING
PORTFOLIO HOLDER: CLLR S PATEL**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest District Museum Operating Model	Approval to outsource Epping Forest District Museum into a single purpose Charity Incorporated Organisation (CIO).	Yes	4 September 2023	Cabinet		Gill Wallis gwallis@eppingforestdc.gov.uk	

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - CONTRACTS, SERVICE DELIVERY & IMPROVEMENT PORTFOLIO HOLDER:
CLLR R BALCOMBE**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Collection Services – Future Delivery Options	To agree the preferred option for future delivery of Waste Collection Services.	Yes	10 July 2023 4 July 2023	Cabinet Place Scrutiny Committee to review prior to Cabinet decision but report to be restricted paper as commercially sensitive.		James Warwick jwarwick@eppingforestdc.gov.uk	
Procurement of Waste Fleet Vehicles	To approve the procurement of the specified waste fleet vehicles.	Yes	9 October 2023	Cabinet		James Warwick jwarwick@eppingforestdc.gov.uk	
Award of Off-Street Parking Enforcement Contract	To award the off-street parking enforcement contract.	Yes	13 November 2023	Cabinet		James Warwick jwarwick@eppingforestdc.gov.uk	

WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - REGULATORY SERVICES PORTFOLIO
HOLDER: CLLR K WILLIAMSON**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 1 JULY 2023 TO 31 OCTOBER 2023

**PORTFOLIO - CUSTOMER AND CORPORATE SUPPORT
SERVICES PORTFOLIO HOLDER:
CLLR S KANE**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Financial IT System	To replace the current financial and procurement system with one consolidated Cloud based IT system.	Yes	July / August 2023	Customer and Corporate Support Services Portfolio Holder		Chris Elliott 07419 214444	
Customer/Digital Strategy		Yes	TBC	Cabinet		Rob Pavey rpavey@eppingforestdc.gov.uk	