



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(16 September 2016)**

## **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 Director of Resources 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 2016/17**

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
  - (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
  - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
    - (i) The Epping Forest Shopping Park, Loughton;
    - (ii) The Council Housebuilding Programme;
    - (iii) The St John's Redevelopment Scheme, Epping; and
    - (iv) North Weald Airfield;
  - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
  - (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
  - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
  - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
  - (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
  - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

**Cabinet Membership 2016/17**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Housing
Richard Bassett	Governance & Development Management
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Planning Policy
Alan Lion	Technology & Support Services
Gagan Mohindra	Finance

**Contact Officer**

Gary Woodhall  
Senior Democratic Services Officer

Tel: 01992 564470  
Email: [gwoodhall@eppingforestdc.gov.uk](mailto:gwoodhall@eppingforestdc.gov.uk)

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**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>
Transformation Programme 2016	To monitor the progress of the Programme and consider any business cases.	Yes	12 October 2016	Cabinet		Glen Chipp 01992 564758  David Bailey 01992 564105	
Key Action Plan 2017/18	To agree the Key Action Plan for 2017/18 as part of the Corporate Plan 2015/20.	Yes	1 September 2016  27 September 2016	Cabinet  Council		Colleen O'Boyle 01992 564475	Corporate Plan 2015/20
Key Action Plan 2016/17 Q1 Progress	To review the progress against the Key Action Plan 2016/17 at the end of Quarter 1.	Yes	12 October 2016	Cabinet		Colleen O'Boyle 01992 564475	Corporate Plan 2015/20
Funding of Transformation Programme	To consider the ongoing work of the Transformation Programme and its funding in the future.	Yes	12 October 2016	Cabinet	<b>YES, paragraph (1).</b>	Glen Chipp 01992 564758	Transformation Programme reports
Project and Programme Management	To consider options to improve the management of projects and programmes.	Yes	3 November 2016	Cabinet		David Bailey 01992 564105	Transformation Programme reports
Civic Offices Review	To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.	Yes	1 December 2016	Cabinet	<b>YES, paragraph (3).</b>	Bob Palmer 01992 564279	Previous reports to Cabinet on Transformation
Customer Contact	To consider options to improve the main Reception at the Civic Offices.	Yes	1 December 2016	Cabinet		David Bailey 01992 564105	Transformation Programme Customer Contact Reports
Key Action Plan 2016/17 Q2 Progress	To review the progress against the Key Action Plan 2016/17 at the end of Quarter 2.	Yes	1 December 2016	Cabinet		Colleen O'Boyle 01992 564475	Corporate Plan 2015-20

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017****PORTFOLIO - PLANNING POLICY**

<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>
Draft Local Plan	To agree/launch the draft Local Plan for consultation.	Yes	6 October 2016	Cabinet		Kassandra Polyzoides 01992 564119	Local Plan Evidence Base Documents

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**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>
Budget 2017/18	The budget setting process for 2017/18, including:  1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget  4...Executive Approval  5...Final Approval	Yes	14 July 2016  10 November 2016  19 January 2017  2 February 2017  21 February 2017	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Local Council Tax Support Scheme 2017/18	Review of the Scheme for 2017/18:  1...Consider amendments  2...Finalise Scheme  3...Approve Scheme	Yes	21 July 2016  1 December 2016  15 December 2016	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	
Council Tax Discounts	Review of discretionary discounts.	Yes	3 November 2016	Cabinet		Rob Pavey 01992 564211	



**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**PORTFOLIO - ENVIRONMENT**

<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>
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	12 October 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy
Waste and Recycling Policies	Update to Waste & Recycling Policies	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**PORTFOLIO - HOUSING**

<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>
Completion Contract - Council Housebuilding Programme	To agree to enter into a contract for the completion of works at Phase I.	Yes	22 September 2016	Council Housebuilding Cabinet Committee	<b>Yes, paragraphs (3) &amp; (5).</b>	Paul Pledger 01992 564248	
Off Street Parking Programme 2016/17	To consider the future of the Programme and, if appropriate, approve the Programme for 2016/17.	Yes	12 October 2016	Cabinet		Paul Pledger 01992 564248	
Potential Additional Development Sites for the Council Housebuilding Programme	To consider potential additional sites for inclusion within the Council Housebuilding Programme.	Yes	1 November 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Phase 3 Council Housebuilding Programme	To accept tenders for the Works Contract for Phase 3.	Yes	1 November 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Materials Supply Chain - Housing Service	To appoint a new materials supplier.	Yes	4 November 2016	Housing Portfolio Holder		Paul Pledger 01992 564248	
Void Works Contract	To accept a tender for the Void Works contract.	Yes	4 November 2016	Housing Portfolio Holder		Haydn Thorpe 01992 564162	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	10 November 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House,	No	2 January 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	

	North Weald, currently occupied by temporary chalets.						
Sheltered Housing Assets	To agree a Strategy for the future provision of individual housing schemes.	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	9 March 2017	Cabinet		Roger Wilson 01992 564419	
Housing Strategy	To adopt a new Housing Strategy.	Yes	25 April 2017	Council		Alan Hall 01992 564004	

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017****PORTFOLIO - LEISURE & COMMUNITY 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>
New Leisure Management Contract	To confirm the award of the new Leisure Management Contract, to start on 1 April 2017.	Yes	1 December 2016  20 December 2016	Cabinet  Council		Jim Nolan 01992 564083	Leisure & Culture Strategy

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017****PORTFOLIO - SAFER, GREENER AND TRANSPORT**

<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>
Off Street Car Parks	Award of contract for the management of Off Street Car Parks in the District.	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	
On-Street Parking Management	Extension of the agreement with North Essex Parking Partnership for the provision of On-Street enforcement across the District.	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**PORTFOLIO - TECHNOLOGY & 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>
ICT Capital Requirement	To consider proposed capital schemes in the ICT Strategy for 2017/18.	Yes	12 October 2016	Cabinet		David Newton 01992 564580	
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	3 November 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Shopping Park	Update report on progress with the project.	Yes	27 October 2016	Asset Management and Economic Development Cabinet Committee	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
	Update report on progress with the project.		26 January 2017	Asset Management and Economic Development Cabinet Committee			
	Update report on progress with the project.		13 April 2017	Asset Management and Economic Development Cabinet Committee			

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**PORTFOLIO - GOVERNANCE & DEVELOPMENT  
MANAGEMENT**

<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>
Equality Policy 2016	To agree the Equality Policy for 2016.	Yes	1 September 2016  27 September 2016	Cabinet  Council		Colleen O'Boyle 01992 564475	Equality Policy 2011
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	23 July 2015  4 November 2016	Cabinet  Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Internal Audit Shared Service	To consider the Internal Audit Shared Service business case for approval.	Yes	1 December 2016	Cabinet		Colleen O'Boyle 01992 564475	