



**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

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

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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		Julie Chandler, Nick Dawe 01992 56 4000 (2541),	
Town Centre Regeneration - Ongar, Loughton, Epping & Buckhurst Hill		Yes	22 December 2020	Cabinet		Nick Dawe, Julie Chandler 01992 56 4000 (2541),	
Digital Gateway Proposals		Yes	22 December 2020	Cabinet		Julie Chandler, Nick Dawe 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	
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	Stronger Communities SC./ 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)	

'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

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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)	