



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 July 2021)**

## **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 . 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 JULY 2021 TO 31 OCTOBER 2021**

**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>
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	11 April 2022	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
Civic Accommodation	To agree lease/license charges for Community Partners co-locating within the Civic Offices.	Yes	13 September 2021	Cabinet		Georgina Blakemore 01992 56 4233	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - PLANNING AND SUSTAINABILITY**

<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>
Implementatio n of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes	12 July 2021	Cabinet		Nigel Richardson 01992 564110	
HGGT Transport Strategy	To approve and endorse the HGGT Transport Strategy for Publication. To be a wider project update and delivery model linking in with partners.	Yes	Later in Year	Cabinet		David Burt, Anna Rowell	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - FINANCE, QUALIS CLIENT AND ECONOMIC DEVELOPMENT**

<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 Four Year Business Plan	To agree the Qualis four-year business plan for 2021-2025.	Yes	12 July 2021	Cabinet		Sacha Jevans	
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes		Cabinet		Andrew Small 01992 564278	
Sale of Pyrles Lane to Qualis	To agree the sale of the site to Qualis for development.	Yes	08 June 2021  13 September 2021	O&S Cttee.  Cabinet		Andrew Small 01992 56 4278	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - ENVIRONMENTAL AND 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>
Charging for EIR	To consider charging for Environmental Information Regulation requests. May become part of Service Charging Review in Autumn 22/23.	Yes	Later in Year	Cabinet		Mandy Thompson 01992 564705	
Transfer of Services to Qualis	To consider the business case for the transfer of MOT, Fleet and Grounds maintenance.	Yes	13 September 2021	Cabinet		Andrew Small 01992 56 4055,	
EFDC Waste Contract Strategic Options	To present strategic options for the Waste Contract.	Yes	13 September 2021	Cabinet	Yes	James Warwick 01992 564350	
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre.	Yes	7 February 2022	Cabinet	Yes	James Warwick 01992 564350	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - HOUSING 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>
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
Sheltered Upgrade Scheme	Recommendation to agree leasing programme for sheltered housing.	Yes	March 2021  21 June 2021	O&S Cttee.  Cabinet		Deborah Fenton 01992 564221	
New Policy (Trees)	New Policy on our approach to trees which are impacting on safety of our assets.	Yes	03 June 2021  21 June 2021	O&S Cttee.  Cabinet		Deborah Fenton 01992 564221	
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	
Waltham Abbey Community and Cultural Centre	To approve the final business case for the project that combines Epping Forest District Museum (39-41 Sun Street) with Waltham Abbey Library (37 Sun Street) to create a vibrant multi-purpose community and visitor attraction and resource.  To note that this project is key in regenerating Waltham Abbey alongside the High Street improvement plan and other projects and developments currently being reviewed.	Yes	TBC	Cabinet		Jennifer Gould 01992 564073	

Allocations Policy	Current allocations policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	01 March 2022 7 March 2022	Stronger Communities SC Cabinet		Jennifer Gould 01992 564073	
Tenancy Policy	Current tenancy policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	01 March 2022 7 March 2022	Stronger Communities SC Cabinet		Jennifer Gould 01992 564073	
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in March 2022.	Yes	22 March 2022 11 April 2022	Stronger Communities SC Cabinet		Jennifer Gould 01992 564073	
Homelessness and Rough Sleeping Strategy	EFDC's current Homelessness and Rough Sleeping Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in March 2022.	Yes	15 March 2022 11 April 2022	Stronger Place SC Cabinet		Jennifer Gould 01992 564073	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - CUSTOMER AND PARTNERSHIPS**

<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 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - COMMUNITY AND REGULATORY 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>
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		Nick Dawe 01992 56 4000 (2541)	
Caravan Sites and Control Development Act 1960 - Fit and Proper Person Test	To adopt the proposed Fit and Proper Person Determination Policy.	Yes	30 July 2021	Community & Regulatory Services Portfolio Holder		Sally Devine 01992 564149	

**WORK PROGRAMME - 1 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - CORPORATE 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 JULY 2021 TO 31 OCTOBER 2021**

**PORTFOLIO - PROGRAMMES AND PROJECTS (CABINET MEMBER WITHOUT PORTFOLIO)**

<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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