



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(07 December 2018)

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 2018/19

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 2018/19

Chris Whitbread	Leader of the Council
Syd Stavrou	Housing & Property Services
Anne Grigg	Commercial & Regulatory Services
Helen Kane	Customer Services
John Philip	Planning Services
Alan Lion	Strategic Projects
Gagan Mohindra	Business Support
Sam Kane	Community & Partnership Services
Nigel Avey	Contract & Technical Services

Contact Officer

Adrian Hendry
Senior Democratic Services Officer

Tel: 01992 564246
Email: ahendry@eppingforestdc.gov.uk

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Service Accommodation Review	<p>To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.</p> <p>To consider the feasibility report on the favoured option.</p> <p>To consider the detailed feasibility and costings report for the preferred option, including the Customer Contact Centre..</p>	Yes	<p>10 December 2018</p> <p>20 December 2018</p>	<p>Cabinet</p> <p>Council</p>	YES, paragraph (3)	<p>Georgina Blakemore 01992 564279</p> <p>01992 564233</p>	Previous reports to Cabinet on Transformation
People Strategy	<p>To establish the Council's new Common Operating Model as part of the People Strategy.</p> <p>To consider further details for the implementation of the Council's People Strategy.</p>	Yes	10 December 2018	Cabinet		Derek Macnab 01992 564050	PID P170 - People Strategy Common Operating Model - Management Structure
Capital Programme Review	Capital programme review report.	No	10 December 2018	Cabinet		Derek Macnab 01992 564050	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019

PORTFOLIO - PLANNING SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Garden Town Spatial Vision and Design Charter	To endorse the documents as a material planning consideration in considering planning applications/proposals in the Harlow and Gilston Garden Town.	Yes	10 December 2018	Cabinet		Alison Blom-Cooper 01992 56 4066	Spatial Vision, design Charter and Consultation report
Local Plan / Budget Update	Local Plan Budget update report.	Yes	10 December 2018	Cabinet		Alison Blom-Cooper 01992 56 4066	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019**PORTFOLIO - BUSINESS SUPPORT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Corporate Plan Progress Report Q3 - 2018-19	To consider the progress of the Corporate Plan for Quarter 3, 2018-19.	Yes	24 January 2019	Finance and Performance Management Cabinet Committee		Simon Hill 01992 564249	
Corporate Plan Progress Report Q4 2018/19	To consider the progress of the Corporate Plan for Quarter 4, 2018-19.	Yes	June 2019	Finance and Performance Management Cabinet Committee		Simon Hill 01992 564249	
Council's Budget	Annual Budget report to Cabinet and then to Council.	Yes	7 February 2019	Cabinet		Peter Maddock 01992 564602	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019**PORTFOLIO - CONTRACT AND TECHNICAL SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Vere Road Car Park	To create new car parking provision in the Vere Road car park.	No	10 December 2018	Cabinet		Qasim Durrani 01992 564055	
Fleet Operations	Review of fees and charging structure.	Yes	7 February 2019	Cabinet		Qasim Durrani 01992 564055	
Waste Management Review	Review of the Waste and Recycling service and the costs of the dry recycling sacks.	Yes	7 February 2019	Cabinet		Qasim Durrani 01992 564055	
Private Water Supplies	Review of charging regime under the 2018 Regulations	Yes	7 February 2019	Cabinet		Qasim Durrani 01992 564055	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019

PORTFOLIO - HOUSING AND PROPERTY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Housebuilding Programme	To award the contracts for the Housebuilding works.	Yes	1 November 2018	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Fire Safety Policy - Residential Properties	Adoption of the Policy.	Yes	14 November 2018	Housing & Property Portfolio Holder		Paul Pledger 01992 564248	
Housing Strategy 2018	To approve a new Housing Strategy Acton Plan 2018/19.	Yes	1 November 2018	Housing & Property Portfolio Holder		Alan Hall 01992 564004	
Sheltered Housing Assets	To receive the Communities Select Committee's views on the initial scope of a project to review the Council's Sheltered Housing Assets. To consider the development potential of Sheltered Housing assets.	Yes	7 February 2019	Cabinet		Alan Hall 01992 564004	
Council Housebuilding Programme Annual Report	To receive the annual report on the Council Housebuilding Programme.	Yes	11 April 2019	Cabinet		Paul Pledger 01992 564248	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019**PORTFOLIO - COMMUNITY AND PARTNERSHIP SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
CCTV Strategy	Review and update of the Council's CCTV Strategy.	Yes	7 March 2019	Cabinet		Caroline Wiggins 01992 564122	
Epping Forest Youth Council	A request for approval of 3 year DDF funding of £15k to deliver projects during 2019/2020, 2020/2021 & 2021/2022.	No	10 December 2018	Cabinet		Julie Chandler 01992 56 4214	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019

PORTFOLIO - STRATEGIC PROJECTS

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019

PORTFOLIO - CUSTOMER SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Council Tax Support Scheme 2019/20	To review the Scheme for 2019/20: 1...Consider amendments. 2...Finalise Scheme. 3...Approve Scheme.	Yes	7 February 2019 28 February 2019	Cabinet Council		Janet Twinn 01992 564215 01992 564215	
District Electoral Review	Gain approval for an Electoral Review of the District Council.	Yes	7 March 2019	Cabinet		Simon Hill 01992 564249	

WORK PROGRAMME - 1 DECEMBER 2018 TO 31 MARCH 2019**PORTFOLIO - COMMERCIAL AND REGULATORY SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of Estates and Valuation	Future structure of the Council's Asset Management resources.	Yes	7 February 2019	Cabinet		Derek Macnab 01992 564050	
Future of St John's School Site	Update on future of St John's Road Redevelopment to include future of Epping Sports Centre.	Yes	10 December 2018	Cabinet		Derek Macnab 01992 564050	