



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 2 February 2017

Date of Publication:	10 February 2017
Call-In Expiry:	16 February 2017

This document lists the decisions that have been taken by the Council Housebuilding Cabinet Committee at its meeting held on Thursday, 2 February 2017, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being “recommended to the Council...”, or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 1 December 2016 be taken as read and signed by the Leader as a correct record.

7. REVIEW OF THE CARELINE MONITORING SERVICE

Decision:

(1) That, in accordance with Option Three in the report, the Council's Careline Monitoring Service be outsourced to an external provider through a competitive tendering exercise;

(2) That a further report be submitted to a future meeting of the Cabinet regarding:

(a) a restructure of Housing Older Peoples Services following the Careline Service being outsourced; and

(b) future charges to users based on the cost of the outsourced service;

(3) That, in order to mitigate any risks to the service during the transitional period (as set out in the Risk Management Section of the report), budget provision be made as follows:

(a) retrospective approval be agreed under emergency budget provision for the purchase of the PNC call answering equipment funded by a virement of £32,000 in 2016/2017 from the Non-Cost Reflective Repairs Budget; and

(b) additional revenue funding of £38,000 be agreed as part of the Housing Revenue Account budget in 2017/2018 in order to meet the costs of the ex-gratia retention payments and any potential costs of handing over the service to the manufacturer during periods of staff shortages.

8. VOID WORKS CONTRACT

Decision:

(1) That Gracelands CMS Ltd and Mears PLC be awarded the contracts for the inspection, maintenance and improvements works to void properties based on a one-year contract, renewable annually for up to a maximum of three years; and

(2) That this contract be designated as a serial contract to facilitate the annual adjustment to the tendered rates in accordance with The Department of Business, Innovation & Skills Building Cost Indices.

9. WASTE AND RECYCLING POLICIES

Decision:

(1) That the Waste Management Policy Statements, numbered 1 to 12 as attached to the report and tabled at the meeting, be adopted, subject to the following amendments:

(a) revising point 2 of the Residual Waste section of Policy 4, Contamination Policy, to read "...contains any of the following

recyclable materials:...; and

(b) revising section 2(b) of Policy 11, Replacement Containers, to read "...or through the collection vehicle itself *or by normal wear and tear*, the Council will provide ...".

**10. TRANSFORMATION PROGRAMME - MONITORING REPORT
NOVEMBER/DECEMBER 2016**

Decision:

(1) That the progress of the projects within the Transformation Programme for November and December 2016, alongside the planned actions for January 2017, be noted.

11. PAYMENT OF HOUSING ASSOCIATION GRANT TO EAST THAMES

Decision:

(1) That the successful outcome of East Thames' bid for funding to the Homes and Communities Agency (HCA) for its affordable housing development at Knolly's Nursery, Waltham Abbey be noted and that, as a result, it be further noted that East Thames had reluctantly advised the Council that it was unable to accept any grant from the Council, funded by "one-for-one replacement" Right to Buy capital receipts ("141 Receipts"), for this development;

(2) That the consequential requirement for the Council to pay to the Department of Communities and Local Government (DCLG) unspent 1-4-1 Receipts that have to be spent by 31 March 2017 (currently estimated at £350,000), with interest, be noted;

(3) That, in view of the continuing moratorium placed by the Cabinet on the Council Housebuilding Programme, the 1-4-1 Receipts previously paid "temporarily" and voluntarily to the DCLG from Quarters 1 and 2 of 2016/17, totalling £1.676million, continue to be retained temporarily by the DCLG until either;

(a) The Council has undertaken Stage 1 of its Further Housing Revenue Account Financial Options Review and, in particular, determined the future of its Housebuilding Programme; or

(b) The DCLG allocates the Council's 1-4-1 Receipts elsewhere for other purposes, as recently indicated by DCLG officials;

whichever is the earliest; and

(4) That the Stage 1 Further Housing Revenue Account Financial Options Review be undertaken as soon as possible, in line with the process previously determined by the Cabinet.

12. TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18

Decision:

- (1) That the following be recommended to the Council for approval:
 - (a) Treasury Management Strategy Statement 2017/18;
 - (b) Minimum Revenue Provision (MRP) Strategy;
 - (c) Treasury Management Prudential Indicators for 2017/18 to 2019/20;
 - (d) The rate of interest to be applied to any inter-fund balances; and
 - (e) The Treasury Management Policy Statement.

13. PAY POLICY STATEMENT 2017/18

Decision:

- (1) That the Pay Policy Statement for 2017/18 be recommended to the Council for approval.

14. ANY OTHER BUSINESS

Decision:

- (1) That, as agreed by the Leader of Council and in accordance with Section 100B(4)(b) of the Local Government Act 1972, the following items of urgent business be considered following the publication of the agenda:
 - (a) Council Budgets 2017/18;
 - (b) Council Housebuilding Cabinet Committee – 12 December 2016; and
 - (c) Finance & Performance Management Cabinet Committee – 19 January 2017.

15. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 12 DECEMBER 2016

Decision:

Council Housebuilding Programme Progress Report

- (1) That the 1-4-1 Capital Receipts be passed to a Housing Association currently on site with an affordable rented housing development in the District, to enable the 1-4-1 Capital Receipts to be used for the benefit of the District and to avoid the Council incurring interest payments to the Department of Communities & Local Government, subject to the Council having nomination rights to the properties built with this money.

16. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 19 JANUARY 2017

Decision:

Extending the Funding of Two Epping Forest Citizens Advice Bureau Debt Advisors

(1) That funding for the Citizens Advice Bureau's two existing Debt Advisors be approved for one year from 1 April 2017 as follows:

- (a) £37,800 from the Housing Revenue Account; and
- (b) £4,200 from the General Fund District Development Fund;

Homelessness Initiatives

(2) That a Continuing Services Budget growth bid in the sum of £32,000 per annum from 2017/18 for the appointment of 1 FTE additional Grade 6 Homelessness Prevention Officer be approved;

(3) That the existing Invest to Save Funding of £90,000 be used for providing applicants with a rental loan of 4 weeks rent to meet the costs of rent in advance when securing accommodation in the private rented sector and/or a landlord deposit in accordance with LHA rates (lodged with a third party by the landlord) with applicants being required to repay loans on an interest free basis over 36 months;

(4) That a Continuing Services Budget growth bid in the sum of £9,000 per annum from 2017/18 to fund an external company to undertake Homelessness Reviews be approved; and

(5) That a Continuing Services Budget growth bid in the sum of £2,500 per annum from 2017/18 to fund an external company to provide specialist services to rough sleepers be approved;

CARE Agency

(6) That £51,000 be top-sliced from the Government's Better Care Fund contribution towards support for applicants of Disabled Facilities Grants from 2017/18;

Risk Management – Corporate Risk Register

(7) That the Existing Control and Required Further Management Action in Risk 1, Local Plan, be updated;

(8) That the Effectiveness of Controls/Actions and Required Further Management Action in Risk 2, Strategic Sites, be updated;

(9) That the Key Date for Risk 4, Finance Income, be updated;

(10) That the Vulnerability for Risk 9, Safeguarding, be updated; and

(11) That, including the above agreed changes, the revised Corporate Risk Register be approved;

Detailed Directorate Budgets

- (12) That the detailed Directorate Budget for the Chief Executive be approved;
- (13) That the detailed Directorate Budget for Communities be approved;
- (14) That the detailed Directorate Budget for Governance be approved;
- (15) That the detailed Directorate Budget for Neighbourhoods be approved;
- (16) That the detailed Directorate Budget for Resources be approved; and
- (17) That the detailed Directorate Budget for the Housing Revenue Account be approved.

Council Budgets 2017/18

- (18) That the following guidelines for the Council's General Fund Budgets in 2017/18 be recommended to the Council for adoption:
 - (a) the revised revenue estimates for 2016/17, and the anticipated reduction in the General Fund balance by £0.62 million, including a transfer of £0.2 million to the Invest to Save Reserve;
 - (b) confirmation of the target for the 2017/18 Continuing Services Budget of £13.11 million (including growth items);
 - (c) an increase in the target for the 2017/18 District Development Fund net spend from £0.26million to £2million;
 - (d) no change in the District Council Tax for a Band 'D' property to retain the charge at £148.77;
 - (e) the estimated reduction in the General Fund balances of £108,000 in 2017/18;
 - (f) the five year Capital Programme for the period 2016/17 to 2020/21;
 - (g) the Medium Term Financial Strategy for the period 2016/17 to 2020/21; and
 - (h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement.
- (19) That the Housing Revenue Account budget for 2017/18, including the revised revenue estimates for 2016/17, be recommended to the Council for approval;,
- (20) That the rent reductions proposed for 2017/18, with an average overall fall of 1%, be noted; and
- (21) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2017/18 budgets and the adequacy of the reserves be noted.

17. COUNCIL BUDGETS 2017/18

Decision:

(1) That the following guidelines for the Council's General Fund Budget in 2017/18 be recommended to the Council for adoption:

(a) the revised revenue estimates for 2016/17, which were anticipated to decrease the General Fund balance by £0.78m, including a transfer of £0.2m to the Invest to Save Reserve;

(b) confirmation of the target for the 2017/18 Continuing Services Budget (CSB) of £13.11m (including growth items);

(c) an increase in the target for the 2017/18 District Development Fund (DDF) net spend from £0.26m to £1.89m;

(d) no change in the District Council Tax for a Band 'D' property to keep the charge at £148.77;

(e) the estimated reduction in General Fund balances of £100,000 in 2017/18;

(f) the five year Capital Programme for the period 2016/17 – 2020/21;

(g) the Medium Term Financial Strategy for the period 2016/17 – 2020/21; and

(h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement;

(2) That the Housing Revenue Account (HRA) budget for 2017/18, including the revised revenue estimates for 2016/17, be recommended to the Council for approval;

(3) That the Council be requested to note that the rent reductions proposed for 2017/18 will give an average overall fall of 1%; and

(4) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2017/18 budgets and the adequacy of the reserves be noted.

18. EXCLUSION OF PUBLIC AND PRESS

Decision:

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business set out below as they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated, and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
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17	Disposal of Lindsay House, Epping	3
18	Surrender of Lease and Renewal – Glyn Hopkins, Brooker / Cartersfield Road, Waltham Abbey	3

19. DISPOSAL OF LINDSAY HOUSE, EPPING

Decision:

(1) That the previous decision of the Cabinet for the Council's freehold interest in Lindsay House to be sold on the open market be reaffirmed;

(2) That a marketing exercise, including an invitation to bid from those parties who have previously expressed an interest, be carried out inviting bids based on:

- (a) sale as a single private dwelling house; or
- (b) conversion to flats (with or without the restrictive covenant); and

(3) That the Portfolio Holder be authorised:

- (a) to consider the results of the marketing exercise and determine the basis on which the property is to be sold in light of the offers received, and in particular to consider if there would be financial benefit to the Council in seeking to remove the covenant; and
- (b) subject to (a) above, to approve the highest offer received for the property with the covenant in place, or seek to remove the covenant.

20. SURRENDER OF LEASE AND RENEWAL - GLYN HOPKINS, BROOKER ROAD/CARTERSFIELD ROAD, WALTHAM ABBEY

Decision:

(1) That the surrender of the balance of the Lease to Glyn Hopkin at a consideration of a payment of £990,000 be agreed and, immediately following completion, a new 25-year lease be entered into, as per the terms outlined in the report; and

(2) That a Capital supplementary estimate in the sum of £990,000 be recommended to the Council for approval, to be funded from the £2million premium for landlords consent for development at the former Golden Lion Public House in Loughton.

