



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(5 January 2015)**

## **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 Key Objectives 2014/15**

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
4. Promote cultural change to breakdown silo working and implement new flexible ways of working.
5. Deliver key priorities within budget.
6. Prepare for changes arising from the transfer of Public Health responsibilities.
7. Maximise the potential of the Council's key development sites.
8. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

## **Cabinet Membership 2014/15**

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

## **Contact Officer**

Gary Woodhall  
Democratic Services Officer

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**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015****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>
Corporate Plan 2015-20	To approve the Corporate Plan 2015-20.	Yes	9 March 2015 21 April 2015	Cabinet Council		Barbara Copson 01992 564042	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the CMS Scrutiny Panel

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015****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>
Strategic Flood Risk Assessment Stage II	To accept the Study into the Evidence Base for the draft Local Plan	No	9 March 2015	Cabinet		Kassandra Polyzoides 01992 564119	Strategic Flood Risk Assessment Stage I

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**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 2015/16	The Budget setting process for 2015/16, including: 1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	28 July 2014  13 November 2014  19 January 2015  2 February 2015  17 February 2015	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Treasury Management Strategy	Update of the 2014/15 Strategy.	Yes	18 September 2014  6 October 2014  4 November 2014	Finance and Performance Management Cabinet Committee  Cabinet  Council		Simon Alford 01992 564455	
Local Council Tax Support Scheme	Scheme setting process for 2015/16, including: 1...Consider amendments;  2...Finalise scheme; and  3...Approve scheme.	Yes	21 July 2014  1 December 2014  15 December	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	

			2014				
Capital Programme	Annual review of the Capital Programme.	Yes	1 December 2014	Cabinet		Teresa Brown 01992 564604	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 January 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			2 February 2015	Cabinet			
Council Bailiff	Review of the internal Bailiff service	Yes	2 February 2015	Cabinet		Rob Pavey 01992 564211	None
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 March 2015	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			13 April 2015	Cabinet			



**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015****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>
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	3 September 2015	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**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>
Off Street Parking Programme	To appoint the Council's Off-Street Parking Consultant.  To agree the future programme.	Yes	30 January 2015  2 February 2015	Housing Portfolio Holder  Cabinet		Paul Pledger 01992 564248	Tender Document
Housing Development Strategy	To approve an updated Strategy	Yes	2 February 2015	Cabinet		Paul Pledger 01992 564248	
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	2 February 2015	Cabinet		Paul Pledger 01992 564248	
Funding of Legal Costs and Waiver of Contract Standing Orders	To approve budget provision for increased legal costs – Housing Register & Homelessness cases.	No	2 February 2015	Cabinet		Roger Wilson 01992 564419	
Tenders for Double Glazing Installations in Blocks with Leaseholders	To agree the tenders	Yes	6 February 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Report
Housing Improvements and Service Enhancements 2015/16	To agree the list of improvements & enhancements for 2015/16.	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Council Housebuilding	Annual review of sequencing/phasing of	Yes	13 April 2015	Cabinet		Alan Hall 01992 564004	

g Programme Review	potential development sites.						
Tenders for Gas Servicing Contract	To agree the tenders	Yes	17 April 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Council Housebuildin g Programme Annual Report	Annual report on progress and costs.	Yes	8 June 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Choice Based Lettings Agency	To approve the tender to be selected.	Yes	19 June 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	7 September 2015  15 December 2015	Cabinet  Council		Alan Hall 01992 564004	

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015****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>
Community Arts - Savings Business Case	To determine the level of budget savings to be applied to the Community Arts Service.	No	2 February 2015	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**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>
Parking Strategy & New Pay-and-Display Machines	Report outcome of public consultation on parking strategy and seek additional capital allocation for the introduction of any changes required, including new Pay-and-Display parking meters.	Yes	3 November 2014	Cabinet		Kim Durrani 01992 564055	
Nomination of Schemes for NEPP	To review criteria for nomination of schemes to the North Essex Parking Partnership (NEPP).	Yes	1 December 2014	Cabinet		David Oxborrow 01992 564182	
Match Funding for Highways Works	To match fund up to £50,000 for ECC to carry out works in the District	No	2 February 2015	Cabinet		Kim Durrani 01992 564055	
Car Parking	Parking Strategy & revised tariff	Yes	2 February 2015	Cabinet		Kim Durrani 01992 564055	
Safeguarding Self-Assessment Audit	Outcome of the Audit.	No	9 March 2015	Cabinet		Julie Chandler 01992 564214	
Schemes for nomination to NEPP	Nomination of minor parking schemes to NEPP (delegation of authority to Portfolio Holder)	No	9 March 2015	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**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>
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**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**PORTFOLIO - ASSETS & 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>
Marketing of an Operational Management Agreement at North Weald Airfield	To consider the Savills report to soft market the management of the Airfield for aviation purposes	Yes	6 October 2014 4 November 2014	Cabinet Council		Chris Pasterfield 01992 564124	Savills Report (confidential)
Proposed Development of St Johns Road, Epping	Potential purchase of ECC land interest in St Johns Road site	Yes	6 October 2014 4 November 2014	Cabinet Council	<b>YES, paragraph (3)</b>	Colleen O'Boyle 01992 564475	Design & Development Brief
Oakwood Hill Depot	To consider the development of a new Depot for Grounds Maintenance & other services.	Yes	2 February 2015	Cabinet		Chris Pasterfield 01992 564124	
Epping Forest Shopping Park	To accept a capital sum in return for the Council to release the purchasers of the T11 site from a clawback provision relating to the development use.  To enter into an agreement with Polofind Limited for development of the Shopping Park.	Yes	2 December 2013  2 February 2015	Cabinet  Cabinet	<b>YES, paragraph (3)</b>	Colleen O'Boyle 01992 564475	Report by Colliers International
Signing of Development Agreement for St John's Road, Epping	To sign an agreement for the development of the St John's Road area in Epping	Yes	10 April 2015	Assets and Economic Development Portfolio Holder		Chris Pasterfield 01992 564124	

**WORK PROGRAMME - 3 JANUARY 2015 TO 30 APRIL 2015**

**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>
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