



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(23 February 2013)**

## **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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Email: [gwoodhall@eppinigforestdc.gov.uk](mailto:gwoodhall@eppinigforestdc.gov.uk)

**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 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

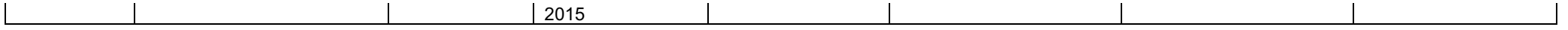
**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 2015****PORTFOLIO - PLANNING POLICY**

<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	11 June 2015	Cabinet		Kassandra Polyzoides 01992 564119	Strategic Flood Risk Assessment Stage I

**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 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	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	19 March 2015  13 April 2015	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Council Bailiff	Review of the internal Bailiff service	Yes	23 July 2015	Cabinet		Rob Pavey 01992 564211	None
Local Council Tax Support Scheme 2016/17	Review of the Scheme for 2016/17:  1...Consider amendments  2...Finalise Scheme  3...Approve Scheme	Yes	23 July 2015  3 December 2015  15 December	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	





**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 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>
Tree Works Contract	Two year extension of contract for major tree works	No	10 April 2015	Environment Portfolio Holder		Kim Durrani 01992 564055	
Waste Management Partnership Board 2015	Approve the formation and Terms of Reference off the new Board to oversee the new Waste Management contract with Biffa	Yes	13 April 2015	Cabinet		Kim Durrani 01992 564055	
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 - 23 FEBRUARY 2015 TO 25 MAY 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
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	
De-Designation of Older People's Properties	To determine if/which properties designated for older people should be de-designated for general needs	Yes	20 February 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Development Packages - Council Housebuilding Programme	To agree which are developed and in what order	Yes	5 March 2015	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Annual Review of Waivers to Contract Standing Orders	To agree required waivers to Contract Standing Orders.	No	9 March 2015	Cabinet		Paul Pledger 01992 564248	
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	
Revision of the Housing	Amendments to the Housing Allocations Scheme	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	Equality Impact Assessment

Allocations Scheme 2015	after 12 months operation						Legal Advisor's Report
Review of the Tenancy Policy	Amendments to the Tenancy Policy after 12 months operation	Yes	9 March 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Double Glazing Installations in Blocks with Leaseholders	To agree the tenders	Yes	13 March 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	Tender Report
Homelessness Strategy	Adoption of the new Strategy	Yes	3 April 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Council Housebuilding Programme Review	Annual review of sequencing/phasing of potential development sites.	Yes	13 April 2015	Cabinet		Alan Hall 01992 564004	
Tenders for Gas Servicing Contract	To agree the tenders	Yes	17 April 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Council Housebuilding 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 Service Standards	Review and amendments to the Service Standards	Yes	31 July 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	

**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 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>
EF Museum Redevelopment & Extension	To agree the award of the building contract  To approve capital expenditure for the Redevelopment Project	Yes	15 December 2014  9 March 2015	Cabinet  Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 23 FEBRUARY 2015 TO 25 MAY 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>
Safeguarding Self-Assessment Audit	To consider the outcome of the Audit from January 2015 and adoption of updated Safeguarding Policy	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 - 23 FEBRUARY 2015 TO 25 MAY 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 - 23 FEBRUARY 2015 TO 25 MAY 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>
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 - 23 FEBRUARY 2015 TO 25 MAY 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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