



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(13 May 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 Aims & Key Objectives 2015/16**

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
  - (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
  - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
    - (i) The Epping Forest Shopping Park, Loughton;
    - (ii) The Council Housebuilding Programme;
    - (iii) The St John's Redevelopment Scheme, Epping; and
    - (iv) North Weald Airfield;
  - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
  - (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
  - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
  - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
  - (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
  - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

**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 - 13 MAY 2015 TO 12 AUGUST 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 Key Action Plan 2016/17	To agree the Corporate Plan Key Action Plan for 2016/17	Yes	8 October 2015	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20
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 - 13 MAY 2015 TO 12 AUGUST 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>
Local Plan Timetable (LDS)	To revise the existing Local Development Scheme (LDS) which sets out the timetable for producing the Local Plan and highlights expenditure since the last LDS was approved.	Yes	11 June 2015	Cabinet		Kassandra Polyzoides 01992 564119	LDS July 2014
Strategic Flood Risk Assessment Stage I	To accept the Study into the Evidence Base for the draft Local Plan	No	23 July 2015	Cabinet		Kassandra Polyzoides 01992 564119	Strategic Flood Risk Assessment Stage I

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Council Insurance Policies	Award of contract(s) to provide insurance cover to the Council.	Yes	11 June 2015	Cabinet		Bob Palmer 01992 564279	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	18 June 2015 23 July 2015	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Council Budget 2016/17	The Budget setting process for 2016/17, including:  1...Financial Issues Paper  2...Fess & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	20 July 2015  12 November 2015  21 January 2016  4 February 2016  16 February 2016	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		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	Yes	23 July 2015	Cabinet		Janet Twinn 01992 564215	



	2...Finalise Scheme		3 December 2015	Cabinet			
	3...Approve Scheme		15 December 2015	Council			

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Waste and Recycling	Update to Waste & Recycling Policies	Yes	5 November 2015	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Tenders for Gas Servicing Contract	To agree the tenders	Yes	17 April 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Changes to Housing Allocations Scheme - Right to Move	To agree minor changes to the current Housing Allocations Scheme to incorporate the requirements of the Right to Move	Yes	15 May 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	None
De-Designation of Older People's Properties	To determine if/which properties designated for older people should be de-designated for general needs	Yes	22 May 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Development Package I - Council Housebuilding Programme 2015/16	To agree which sites are developed and in which order.	Yes	4 June 2015	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Housing Related Support Charges	To agree the approach to Housing Related Support charges in 2015/16	Yes	11 June 2015	Cabinet		Alan Hall 01992 564004	Letter from ECC about Housing Related Support funding for 2015/16
Homelessness Strategy	Adoption of the new Strategy	Yes	19 June 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
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	19 June 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Annual	To agree required waivers to	No	23 July 2015	Cabinet		Paul Pledger	

Review of Waivers to Contract Standing Orders	Contract Standing Orders.					01992 564248	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	23 July 2015	Cabinet		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	
Housing Improvements & Service Enhancements 2016/17	To agree the list of new Housing improvements and service enhancements to be undertaken in 2016/17.	Yes	3 March 2016	Cabinet		Alan Hall 01992 564004	

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Epping Forest Museum Refurbishment - Capital Costs	To report on the latest Capital programme position	No	11 June 2015	Cabinet		Julie Chandler 01992 564214	

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Tree Works Contract	Two year extension of contract for major tree works	No	22 May 2015	Safer, Greener and Transport Portfolio Holder		Kim Durrani 01992 564055	
Bus Shelters	Options for the provision of advertising & maintaining bus shelters	Yes	3 September 2015	Cabinet		Kim Durrani 01992 564055	None
North Essex Parking Partnership	To consider alternative options for the provision of the Off Street parking arrangements in the District	Yes	3 December 2015	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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 - 13 MAY 2015 TO 12 AUGUST 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>
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	
Epping Forest Shopping Park	To seek approval and funding for the purchase of the T11 site and construction of the Shopping Park.	Yes	11 June 2015	Cabinet	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
Epping Forest College	Modification of Epping Forest College title covenants.	No	11 June 2015	Cabinet		Derek Macnab 01992 564050	Request from EF College
Oakwood Hill Depot	To agree the award of the tender for the construction of the new Depot.	Yes	11 June 2015	Cabinet		Derek Macnab 01992 564050	Previous Cabinet Reports
North Weald Airfield Market	To consider the future of the Market Operator's Licence	Yes	11 June 2015	Cabinet	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Previous Cabinet reports



**WORK PROGRAMME - 13 MAY 2015 TO 12 AUGUST 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>
Vacant Building Credit	To approve local planning guidance for the application of the recent Planning Policy Guidance on Vacant Building credits	Yes	22 May 2015	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	3 July 2015	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Equality Scheme & Equality Objectives 2016-20	To review the Equality Scheme & agree the Equality Objectives for 2016-20	Yes	3 March 2016	Cabinet		Barbara Copson 01992 564042	None