



## Epping Forest District Council

### DECISIONS

<b>Committee:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>Thursday, 4 February 2016</b>

<b>Date of Publication:</b>	<b>12 February 2016</b>
<b>Call-In Expiry:</b>	<b>18 February 2016</b>

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 4 February 2016, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions 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](http://www.eppingforestdc.gov.uk/local_democracy)

Decision No:
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### **3. MINUTES**

#### **Decision:**

- (1) That the minutes of the meeting held on 3 December 2015 be taken as read and signed by the Leader of Council as a correct record.

**7. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 10 DECEMBER 2015**

**Decision:**

Park and Ride Desktop Research Report

(1) That the proposed detailed feasibility report from Essex County Council in respect of a Park-and-Ride Scheme at North Weald Airfield not be pursued as the proposed Scheme was not considered financially viable;

North Weald Airfield – Air Show

(2) That the feasibility of hosting a major Air Show at North Weald Airfield in 2017 be supported in principle; and

Epping Forest Shopping Park Progress Report

(3) That the recommendation to appoint Walker Construction (UK) Limited to carry out the Section 278 works in Chigwell Lane be noted, following the Cabinet's consideration and resolution of this issue at its meeting on 11 January 2016.

**8. "INVEST TO SAVE" PROPOSAL - LANDLORD DEPOSITS AND RENTAL LOANS TO HOMELESS APPLICANTS**

**Decision:**

(1) That, following approval of the Invest to Save proposal of £30,000 per annum for three years in order to provide landlord deposits to homeless applicants by the Cabinet at its meeting on 3 December 2015, it further be agreed that:

(a) the agreed budget also be used for the provision of both landlord deposits and rental loans in appropriate cases for potentially homeless families with dependent children;

(b) that both a rental loan and a landlord deposit loan be granted in appropriate cases to disabled people and applicants with extreme medical needs;

(c) that amounts repaid by applicants should be re-cycled to provide further landlord deposit and rental loans (or both in accordance with (a) and (b) above) to potentially homeless households; and

(d) the Housing Select Committee be requested to undertake the review of the Scheme referred to in the Cabinet's previous decision (minute 113, decision 2(b) refers).

**9. PAY POLICY STATEMENT 2016/17**

**Decision:**

(1) That the Pay Policy Statement for 2016/17 be recommended to Council for approval, subject to employees on Grade 2 being defined as the Council's lowest paid employees.

## **10. EXTENSION OF THE VISITOR AND TOURISM DEVELOPMENT POST**

### **Decision:**

- (1) That a District Development Fund growth bid in the sum of £35,000 for 2016/17 be agreed to fund a one year extension to the Visitor and Tourism Development Officer post; and
- (2) That external partnership funding be sought for future years before any further extension be considered.

## **11. TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2016/17 - 2018/19**

### **Decision:**

- (1) That the following be recommended to Council for approval:
  - (a) the Treasury Management Strategy Statement and Annual Investment Strategy 2016/17 to 2018/19;
  - (b) the Minimum Revenue Provision Strategy;
  - (c) the Treasury Management Prudential Indicators for 2016/17 to 2018/19;
  - (d) the rate of interest to be applied to any inter-fund balances; and
  - (e) the Treasury Management Policy Statement.

## **12. 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. Together with paragraphs (6) and (24) of the Council Procedure Rules, the following items of urgent business be considered following the publication of the agenda:
  - (a) Minutes; and
  - (b) Finance & Performance Management Cabinet Committee – 21 January 2016.

## **13. MINUTES**

### **Decision:**

- (1) That the minutes of the meeting held on 11 January 2016 be taken as read and signed by the Leader of Council as a correct record.

**14. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE -  
21 JANUARY 2016**

**Decision:**

Detailed Directorate Budgets

- (1) That the detailed Directorate budget for the Chief Executive be approved;
- (2) That the detailed Directorate budget for Communities be approved;
- (3) That the detailed Directorate budget for Governance be approved;
- (4) That the detailed Directorate budget for Neighbourhoods be approved;
- (5) That the detailed Directorate budget for Resources be approved; and
- (6) That the detailed Directorate budget for the Housing Revenue Account be approved.

Allocation of Local Council Tax Support

- (7) That the Local Council Tax Support Grant available to Town and Parish Councils be allocated in line with the reduction in their Council Tax income, as listed in Appendix 1 of the report considered by the Cabinet Committee;

Risk Management – Corporate Risk Register

- (8) That the Vulnerabilities, Trigger and Consequence within the Action Plan for Risk 1, Local Plan, be updated;
- (9) That the Effectiveness of Controls/Actions for Risk 2, Strategic Sites, be updated;
- (10) That the Key Date be amended and one of the Existing Control/Action be removed for Risk 3, Welfare Reforms;
- (11) That the Vulnerability within Risk 4, Finance Income, be updated;
- (12) That the Existing Control and Required Further Management Action for Risk 6, Data/Information, be updated;
- (13) That the Existing Control and Required Further Management Action for Risk 7, Business Continuity, be updated;
- (14) That the Effectiveness of Controls/Actions and the Required Further Management Action within Risk 8, Partnerships, be amended;
- (15) That the Action Plan for Risk 9, Safeguarding, be updated;
- (16) That the Vulnerability for Risk 10, Housing Capital Finance, be updated;
- (17) That the identification of no new risks for inclusion in the Corporate Risk Register by the Cabinet Committee be noted; and
- (18) That, as amended above, the revised Corporate Risk Register be approved.

## Council Budgets 2016/17

(19) That the Cabinet Committee's recommendations in respect of the Council Budgets for 2016/17 be noted.

### **15. COUNCIL BUDGETS 2016/17**

#### **Decision:**

(1) That the following guidelines for the Council's General Fund Budget in 2016/17 be recommended to the Council for adoption:

(a) the revised revenue estimates for 2015/16, which were anticipated to decrease the General Fund balance by £1.55million;

(b) confirmation of an increase in the target for the 2016/17 Continuing Services Budget from £13.0million to £13.25million (including growth items);

(c) an increase in the target for the 2016/17 District Development Fund net spend from £0.55million to £0.75million;

(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 £36,000 in 2016/17;

(f) the four-year Capital Programme for the period 2016/17 to 2019/20, and including the use of £3million of the General Fund balance in 2015/16;

(g) the Medium Term Financial Strategy for the period 2015/16 to 2019/20; 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 2016/17, including the revised revenue estimates for 2015/16, be recommended to the Council for approval;

(3) That the Council be requested to approve the proposed rent reductions for 2016/17, to give an overall decrease 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 2016/17 budgets and the adequacy of the reserves be noted.