



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 14 June 2018

Date of Publication:	22 June 2018
Call-In Expiry:	28 June 2018

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 14 June 2018, 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 of the Cabinet, held on 10 April 2018, be taken as read and signed by the Leader as a correct record.

7. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 22 MARCH 2018

Decision:

Risk Management – Corporate Risk Register

- (1) That the Risk Owners for Risk 4, Finance Income, Risk 6, Data/Information, Risk 8, Partnerships, and Risk 11, Transformation Programme, be updated;
- (2) That the Key Date and Required Further Management Action for Risk 3, Welfare Reform, be updated;
- (3) That the Required Further Management Action for Risk 11, Transformation Programme, be updated;
- (4) That Risk 1, Local Plan, be reviewed by the Acting Chief Executive and Planning Portfolio Holder; and
- (5) That, including the amendments above, the revised Corporate Risk Register be approved.

8. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 19 APRIL 2018

Decision:

- (1) That the minutes of the meeting of the Asset Management & Economic Development Cabinet Committee, held on 19 April 2018, be noted.

9. TRANSFORMATION PROGRAMME MONITORING REPORT - APRIL 2018

Decision:

- (1) That the progress of the Projects and Programmes within the Transformation Programme for April 2018 be noted, alongside the planned actions for May 2018.

10. SERVICE ACCOMMODATION REVIEW

Decision:

- (1) That the progress with, and the next steps for, the Service Accommodation Review project be noted; and
- (2) That £72,000 be allocated from the Transformation Budget (formally the 'Invest to Save' fund) to complete the update of the Stage 2 Outline Business Case.

11. RECEIPT OF PETITION - FUTURE OF EPPING SPORTS CENTRE

Decision:

- (1) That the Petition received in support of retaining a Sports Centre within Epping Town be noted;
- (2) That the Petitioners be advised:
 - (a) the Council had yet to take any formal decision on the future of Epping Sports Centre; and
 - (b) at this point, the Council was exploring options to meet the leisure needs of existing and future residents of the local area; and
- (3) That the Council's preferred approach would be to ensure that the existing Sports Centre in Epping remained open until any new alternative facilities were provided.

12. CORPORATE PLAN KEY ACTION PLAN - OUTTURN 2017/18

Decision:

- (1) That, as part of the Council's Corporate Plan for the period 2015/16 to 2019/20, the progress made with the achievement of the Council's Key Action Plan for 2017/18 at the end of Quarter 4 be noted.

14. 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>
16	The Financial Impact of the Inability to Sell Recycling Materials in the Chinese Market	3
17	Implementation of the People Strategy	1

15. THE FINANCIAL IMPACT OF THE INABILITY TO SELL RECYCLING MATERIALS IN THE CHINESE MARKET

Decision:

- (1) That the background into difficulties in exporting recycling materials to China resulting in significant capital and ongoing investments made by Biffa in their Material Recycling Facility (MRF) to improve and enhance the quality of output materials be noted;
- (2) That the making of a financial contribution be agreed in recognition of the investment made by Biffa which would improve the quality of output materials from their MRF ensuring all of the Council's recycling materials were reprocessed and recycled and nothing was sent to landfill;
- (3) That the following be agreed for payment to Biffa in the total sum of £500,000 over the remaining six years of the contract:

- (a) a supplementary capital estimate in the sum of £200,000 for 2018/19 be recommended to the Council for approval for the one off capital payment;
 - (b) a supplementary revenue estimate in the sum of £50,000 for 2018/19 be recommended to the Council for approval for the first of the revenue payments; and
 - (c) revenue growth bids in the sum of £50,000 per annum for five years starting in 2019/20 be approved for the remaining revenue payments;
- (4) That the Recycling Index Unit Rate (RIUR) of £44.66 for the period from November 2017 to November 2018 be agreed and that the consequential loss of income to the Council of £8,650 in 2018/19 be found from within the budget of the Neighbourhoods Directorate;
- (5) That the Procurement Rules be waived for the appointment of WYG Environmental Limited to assist with the contractual variation to the Waste Management contract with Biffa agreed above; and
- (6) That any opportunities for increasing income across all Council services to mitigate the risk of increased costs to the Council as a result of market fluctuation in income from recycling materials be considered by the Acting Chief Executive.

16. FURTHER IMPLEMENTATION OF PEOPLE STRATEGY - SERVICE DELIVERY STRUCTURE

Decision:

- (1) That the proposed new structure in accordance with the Common Operating Model for the delivery of the Council's Services, comprising of the eight new Groups as detailed in Appendix 3, be agreed.
- (2) (a) That eight new Service Director posts be created at a salary range from £70,000 to £75,000 to lead each new Service Group;
- (b) That the Job Description and Person Specification for the new Service Director roles, contained at Appendix 1 of the report, be agreed;
- (c) That recruitment to the new Service Director posts be commenced on the basis of an internal ring-fence process, comprising the Council's current Leadership Team;
- (d) That voluntary severance on the terms contained within the report be agreed for the Assistant Director (Housing Operations) and Assistant Director (Legal Services) posts, the costs to be met from the existing District Development Fund budget agreed for the implementation of the People Strategy;
- (e) That the leaving date for the two post holders be mutually agreed with the Acting Chief Executive, to ensure sufficient management capacity was maintained until the revised arrangements were in place;

(f) That, in accordance with the new structure, the vacant Assistant Director (Planning Policy and Economic Development) post be deleted from the establishment, once the current temporary cover arrangements were no longer required to support the development of the Local Plan through the Examination in Public process;

(g) That the proposed title for the Service Director of Strategy & Member Services be reviewed to avoid possible confusion with the Strategic Director posts; and

(h) That clarification be sought concerning the exact role of the Public Relations Team in delivering internal and external communications, with a potential change of name for the Team to better reflect their role; and

(3) That a further report be submitted to the Cabinet on proposals for the structure of each individual Service Group, further to the appointment of the Service Directors and a review of the most efficient delivery model within their new areas of responsibility.