



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(7 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 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 2015/16

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
Senior Democratic Services Officer

Tel: 01992 564470
Email: gwoodhall@eppinigforestdc.gov.uk

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Transformation Project	To consider the scope of the Transformation Project.	Yes	11 January 2016	Cabinet		Glen Chipp 01992 564758	
Greater Essex Devolution	To consider the Council's position on Devolution for the Greater Essex area. Update on the latest position concerning Devolution for the Greater Essex area.	Yes	8 October 2015 4 February 2016	Cabinet Cabinet		Glen Chipp 01992 564758	
Council Constitution	To approve the new Constitution for the Council	Yes	26 April 2016	Council		Simon Hill 01992 564249	Agenda & Minutes of the Constitution Working Group

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - PLANNING POLICY

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - FINANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Budget 2016/17	The Budget setting process for 2016/17, including:	Yes				Bob Palmer 01992 564279	
	1...Financial Issues Paper		20 July 2015	Finance and Performance Management Cabinet Committee			
	2...Fees & Charges		12 November 2015	Finance and Performance Management Cabinet Committee			
	3...Draft Budget Lists		21 January 2016	Finance and Performance Management Cabinet Committee			
	4...Executive Approval		4 February 2016	Cabinet			
5...Final Approval	16 February 2016	Council					
Corporate Risk Updates 2015-16	Quarterly update of the Corporate Risk Register	Yes	21 January 2016	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			4 February 2016	Cabinet			
Local Council Tax Support Scheme 2017/18	Review of the Scheme for 2017/18:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments		21 July 2016	Cabinet			
	2...Finalise Scheme		1 December 2016	Cabinet			
3...Approve Scheme	15 December 2016	Council					

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of the Waste Management Contract	To consider the Scrutiny review of the new Waste Management Contract and any recommendations therein.	Yes	4 February 2016	Cabinet		Kim Durrani 01992 564055	
Waste and Recycling	Update to Waste & Recycling Policies	Yes	3 March 2016	Cabinet		Kim Durrani 01992 564055	None
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	3 March 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Affordable Housing Policy	To agree the Council's approach to the mixture of affordable housing on S106 sites.	Yes	Before 15 January 2016	Housing Portfolio Holder		Alan Hall 01992 564004	
"Invest to Save" Proposal	To consider a proposal to fund additional rental loans for homeless people, to avoid housing benefit costs. To agree the future use of the "Invest to Save" funding for the provision of rental loans and rental deposits.	Yes	12 November 2015 4 February 2016	Finance and Performance Management Cabinet Committee Cabinet		Roger Wilson 01992 564419	
Phase II - Council Housebuilding Programme	To approve the tender for works for Phase II of the Programme at Burton Road, Loughton.	Yes	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Phase III - Council Housebuilding Programme	To consider options for the procurement of the works contractor.	No	19 January 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House, North Weald, currently occupied by temporary chalets.	No	1 February 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	4 February 2016	Cabinet		Alan Hall 01992 564004	
Off Street Parking	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	

Programme 2016/17							
Purchase of Street Properties	To agree the purchase of individual street properties from existing HRA budgets.	Yes	12 February 2016	Housing Portfolio Holder		Paul Pledger 01992 564248	
Replacement of Council Owned Sewage Treatment Plants	To agree the approach for replacement, given that the Plants are past their life expectancy.	Yes	3 March 2016	Cabinet		Sue Stranders 01992 564197	
Housing Development Strategy	To approve the updated Housing Development Strategy	No	3 March 2016	Cabinet		Paul Pledger 01992 564248	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	16 June 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	1 September 2016	Cabinet		Roger Wilson 01992 564419	

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - LEISURE & COMMUNITY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Museum Development Trust	To consider the Consultant's report on the feasibility of establishing a Museum Development Trust.	Yes	3 March 2016	Cabinet		Julie Chandler 01992 564214	
Epping Forest Museum	To receive a report on the findings of the Museum Resilience Proposal & to decide on further action.	Yes	3 March 2016	Cabinet		Tony O'Connor 01992 564986	Management Centre Report Barker Langham Report

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - SAFER, GREENER AND TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
NEPP - Off Street Parking	To consider alternative options for the provision of the Off Street parking arrangements in the District. To consider the costs, procurement strategy and associated timeline for the provision of Off Street parking arrangements in the District.	Yes	11 January 2016 3 March 2016	Cabinet Cabinet		Kim Durrani 01992 564055	

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - TECHNOLOGY & SUPPORT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	6 October 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest College	Modification of Epping Forest College title covenants.	No	5 November 2015	Cabinet		Derek Macnab 01992 564051	Request from EF College
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.	Yes	2 December 2013	Cabinet	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
	To enter into an agreement with Polofind Limited for development of the Shopping Park.		2 February 2015	Cabinet			
	Update report on progress with project.		9 March 2015	Cabinet			
	Update report on progress with project.		13 April 2015	Cabinet			
	To seek approval and funding for the purchase of the T11 site and construction of the Shopping Park.		11 June 2015	Cabinet			
	Update report on progress with project.		23 July 2015	Cabinet			
	Update report on progress with project.		3 September 2015	Cabinet			
	Update report on progress with the project.		5 November 2015	Cabinet			
	To agree the award of the		3 December 2015	Cabinet			

	contracts for the Main Build and Section 278 works.		11 January 2016	Cabinet			
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	11 January 2016	Cabinet		Derek Macnab 01992 564050	
Development s and Parking at Vere Road, Loughton	To agree a co-ordinated approach to the provision of affordable housing developments and public car parking in Vere Road.	No	11 February 2016	Asset Management and Economic Development Cabinet Committee		Alan Hall 01992 564004	

WORK PROGRAMME - 7 JANUARY 2016 TO 8 APRIL 2016

**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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
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	23 July 2015 4 March 2016	Cabinet Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None