



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 October 2019 - *Revised*)

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 Chief Financial Officer 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 2019/20

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2019/20

Chris Whitbread	Leader of the Council
Syd Stavrou	Business Support
Aniket Patel	Commercial & Regulatory Services
Sam Kane	Customer Services
John Philip	Planning Services
Alan Lion	Strategic Projects
Holly Whitbread	Housing & Property Services
Nigel Bedford	Community & Partnership Services
Nigel Avey	Contract & Technical Services

Contact Officer

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WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Accommodation Project	To provide a report on recommendations for the refurbishment of the Civic Centre.	Yes	31 October 2019	Cabinet		Sacha Jevans 01992 564229	
Approval for LGA Peer review	To seek approval for a LGA Peer review.	No	18 November 2019	Cabinet		Georgina Blakemore 01992 56 4233	
People Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the implementation of the Council's People Strategy.	Yes	5 December 2019	Cabinet		Georgina Blakemore 01992 564233	PID P170 - People Strategy Common Operating Model - Management Structure
St John's Road Redevelopment - Ongoing	To proceed with the new Leisure Centre in Partnership with Places Leisure and to Seek Expressions of interest for the Cinema. Ongoing reporting.	Yes	5 December 2019	Cabinet		Georgina Blakemore 01992 56 4233	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - PLANNING SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Plan Implementation Update	To note the progress that has been made with Masterplans including PPA's and QRP.	Yes	18 November 2019	Cabinet		Alison Blom-Cooper 01992 56 4066	
Statement of Community Involvement	To adopt the updated statement of community involvement following public consultation.	Yes	18 November 2019	Cabinet		Alison Blom-Cooper 01992 564066	
Draft Latton Priory Masterplan	To agree the Latton Priory Masterplan to go out to public consultation.	Yes	5 December 2019	Cabinet		Alison Blom-Cooper 01992 564066	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - BUSINESS SUPPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Budget, Medium and long Term Financial Plan	Medium and long term issues affecting EFDC's Budget.	Yes	5 September 2019	Cabinet		Nick Dawe 01992 562541	
Budget, medium and long term financial plan update	Update report on the medium and long term financial plan of the council.	Yes	31 October 2019	Cabinet		Nick Dawe 01992 562541	
Draft Budget and Medium and Long Term Financial Plan	Draft Budget report for new financial year.	Yes	5 December 2019	Cabinet		Nick Dawe 01992 562541	
IT Strategy	Update on IT Strategy.	No	6 February 2020	Cabinet		Christine Ferrigi 01992 56 4179	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - CONTRACT AND TECHNICAL SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Leisure Contract Income	To adjust the Leisure Contract Management Fee for 2019/20 as a result of Utility Benchmarking.	No	2 September 2019	Contract and Technical Services Portfolio Holder		Peter Charman 01992 564176	
Vere Road Car Park	To create new car parking provision in the Vere Road car park.	No	18 November 2019	Cabinet		Peter Charman 01992 564055	
Trade Waste Collection Services	To consider options and funding bid for expansion of trade waste collection service across the District.	Yes	18 November 2019	Cabinet		James Warwick 01992 564350	
Private Water Supplies	Review of charging regime under the 2018 Regulations	Yes	31 October 2019	Cabinet		Simon Bell 01992 564705	
Funding for Contaminated Land Investigations	To consider funding proposals for carrying out contaminated land investigations.	No	18 November 2019	Cabinet		Simon Bell 01992 564705	
Investment in Fleet Management Service	To agree investment to generate additional income and improve efficiencies in carrying out repairs of council and private vehicles.	No	31 October 2019	Cabinet		Arvin Kane 01992 562068	
Staff Travel Plan	To approve funding bids for opportunities offered by the introduction of new travel arrangements for conducting council business.	Yes	5 December 2019	Cabinet		Qasim Durrani 01992 564055	
St John's Leisure Centre	To agree contract negotiation strategy with Places Leisure to realise the benefits of a new leisure centre in Epping.	No	5 December 2019	Cabinet		Peter Charman 01992 564176	
Ongar Leisure Centre	To consider options appraisals for the Ongar Leisure Centre Site and agree a way forward.	No	5 December 2019	Cabinet		Peter Charman 01992 564176	
Highway Rangers	To consider terms of taking back Ranger Services from	No	5 December 2019	Cabinet		Qasim Durrani 01992 564055	

Service	Essex County Council and approve funding bid to enable this.						
Waste Management Review	Review of the Waste and Recycling service and the outcome of the Task and Finish Panel.	Yes	6 February 2020	Cabinet		Qasim Durrani 01992 564055	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	6 February 2020	Cabinet		Simon Bell 01992 564705	
Waste Management Policies	To consider a policy on litter picking from Bridleways and revise the contamination policy for household waste.	Yes	6 February 2020	Cabinet		David Marsh 01992 564889	
Litter Picking	To consider a review of litter picking routes.	Yes	6 February 2020	Cabinet		David Marsh 01992 564889	
Procurement Strategy	The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities.	Yes	6 February 2020	Cabinet		Shane McNamara 01992 56 4331	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - HOUSING AND PROPERTY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Housebuilding Programme	To award the contracts for the Housebuilding works.	Yes	1 November 2019	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Sheltered Housing Assets	To receive the Communities Select Committee's views on the initial scope of a project to review the Council's Sheltered Housing Assets. To consider the development potential of Sheltered Housing assets.	Yes	5 December 2019	Cabinet		Paul Pledger 01992 564248	
Acceptance of Tender - Contract 290	Contract 290 – renewal of the Tiled Roof Covering and Responsive Repair works 2019-24.	Yes	31 October 2019	Cabinet		Haydn Thorpe 01992 564162	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - COMMUNITY AND PARTNERSHIP SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
CCTV Strategy	Review and update of the Council's CCTV Strategy.	Yes	31 October 2019	Cabinet		Caroline Wiggins 01992 564122	
Economic Strategy and Staffing	To review the findings of the Council's Economic Development Strategy Consultation and consider staff resourcing.	Yes	6 February 2020	Cabinet		Julie Chandler 01992 564214	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020**PORTFOLIO - STRATEGIC PROJECTS**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
New Car Parking Tariff	To consider the outcome of car parks tariff review and whether changes were needed to car parking charges.	No	5 December 2019	Cabinet		Qasim Durrani 01992 564055	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020**PORTFOLIO - CUSTOMER SERVICES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
District Electoral Review	Gain approval for an Electoral Review of the District Council.	Yes	1 April 2021	Cabinet		Rob Pavey 01992 564211	

WORK PROGRAMME - 1 OCTOBER 2019 TO 31 JANUARY 2020

PORTFOLIO - COMMERCIAL AND REGULATORY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Development Company	To recommend the transfer of land site opportunities into the Development Company.	Yes	5 December 2019	Cabinet		Sacha Jevans 01992 564229	
North Weald Airfield Masterplan	To seek expressions of interest to develop the identified Masterplanning area on North Weald Airfield.	Yes	6 February 2020	Cabinet		Jim Nolan 01992 56 4083	