



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 February 2020 - 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 FEBRUARY 2020 TO 31 MAY 2020

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	23 April 2020	Cabinet		Georgina Blakemore 01992 56 4233	
Peoples 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		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples 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		Cabinet		Georgina Blakemore 01992 564233	
Qualis Commercial Business Case		Yes	26 March 2020	Cabinet		Sacha Jevans 01992 56 4229	
Accommodation Programme	Procurement and contract award.	Yes	1 June 2020	Cabinet		Sacha Jevans 01992 564229	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020

PORTFOLIO - PLANNING SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Draft Latton Priory Masterplan	To agree the Latton Priory Masterplan to go out to public consultation.	Yes	26 March 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Local Plan Implementation	To update the position with respect to Masterplans, S106, DPR and allocated sites.	Yes	26 March 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Draft Green Infrastructure Strategy	To agree the draft Green Infrastructure Strategy to go to Public Consultation.	Yes	26 March 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Harlow and Gilston Garden Town - Healthy Town Framework	To agree the draft Healthy Town Framework to go out to public consultation.	Yes	26 March 2020	Cabinet		Simon Williams 01992 564035	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020**PORTFOLIO - BUSINESS SUPPORT**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Draft Budget and Medium and Long Term Financial Plan	Draft Budget report for new financial year.	Yes	6 February 2020	Cabinet		Nick Dawe 01992 562541	
IT Strategy	Update on IT Strategy.	No	26 March 2020	Cabinet		Christine Ferrigi 01992 56 4179	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020

PORTFOLIO - CONTRACT AND TECHNICAL SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Management Review	Review of the Waste and Recycling service and the outcome of the Task and Finish Panel. Still awaiting the T&F Panel to finish and report.	Yes	26 March 2020	Cabinet		Qasim Durrani 01992 564055	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	20 July 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	23 April 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	23 April 2020	Cabinet		Shane McNamara 01992 56 4331	
Ongar Leisure Centre	Update on Leisure Contract and recommendations for Maintenance Schedule and future development proposals.	No	26 March 2020	Cabinet		James Warwick 01992 564350	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020

PORTFOLIO - HOUSING AND PROPERTY SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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	23 April 2020	Cabinet		Sacha Jevans 01992 564229	
Acceptance of Tender - Contract 590 - External Maintenance Repairs and Redecoration Programme 2020-25	In order to undertake planned external repairs and redecoration to council owned properties.	Yes	26 March 2020	Cabinet		Haydn Thorpe 01992 56 4378	
Acceptance of Tender - Contract 690 & 790 - Inspection, Maintenance & Improvements of Void Properties 2020-25	In order to undertake inspections, maintenance and improvements to void council owned properties.	Yes	23 April 2020	Cabinet		Haydn Thorpe 01992 56 4378	
Council Housing Building Update	Update on current house building programme.	No	12 March 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Custom House Building Policy	New policy on Self-build. EFDC currently hold a waiting list of people who wish to self-build. Policy is a legislative requirement.	No	12 March 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	

Information paper on our proposal to review service charges	Information paper on the proposal to review the collection of service charge. Will have a financial impact on tenants. Additional income for EFDC.	No	26 March 2020	Cabinet	Yes	Deborah Fenton 01992 56 4221	
Recommendations on Policy for flexible service charges	New policy on our collection of service charges.	Yes	17 Sept. 2020	Cabinet		Deborah Fenton 01992 56 4221	
CHBCC Tender Approvals	Paper to recommend latest tender appointments.	Yes	23 June 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Recommendations of Framework for construction of CHB	Review of the current framework arrangements and agree recommendations.	Yes	September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Options for disposal of RTB Receipts	Recommendations for the disposal of right to buy receipts.	Yes	September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020

PORTFOLIO - COMMUNITY AND PARTNERSHIP SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Economic Strategy and Staffing	To review the findings of the Council's Economic Development Strategy Consultation and consider staff resourcing.	Yes	26 March 2020	Cabinet		Julie Chandler 01992 564214	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 2020**PORTFOLIO - STRATEGIC PROJECTS**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Car Parking Income report	To consider the outcome of car parks tariff review and whether changes were needed to car parking charges.	No	26 March 2020	Cabinet		Qasim Durrani 01992 564055	

WORK PROGRAMME - 1 FEBRUARY 2020 TO 31 MAY 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 FEBRUARY 2020 TO 31 MAY 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	6 February 2020	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	11 June 2020	Cabinet		Jim Nolan 01992 56 4083	