



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 December 2021)**

## **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 2021/22**

### **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 2021/22**

Chris Whitbread	Leader of the Council
John Philip	Finance, Qualis Client & Economic Development
Aniket Patel	Community & Regulatory Services
Sam Kane	Customer & Partnerships
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing Services
Nigel Avey	Environmental & Technical Services
Darshan Sunger	Corporate Services
Les Burrows	Programmes & Projects (Cabinet Member without Portfolio)

### **Contact Officer**

Adrian Hendry  
Democratic Services Officer

Tel: 01992 564246  
Email: [ahendry@eppingforestdc.gov.uk](mailto:ahendry@eppingforestdc.gov.uk)

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	11 April 2022	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 next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Risk Management	Review of Current Risk Register.	Yes	25 January 2022	Cabinet		Andrew Small 01992 564278	
Local Government Council Size and Boundary Review	To review the number of Councillors.  To review the Warding Pattern.	Yes	16 December 2021	Council		Georgina Blakemore 01992 56 4233	

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - PLANNING AND SUSTAINABILITY**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Implementatio n of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes		Cabinet		Nigel Richardson 01992 564110	
HGGT Transport Strategy	To approve and endorse the HGGT Transport Strategy for Publication as a Material Planning Consideration.	Yes	18 November 2021  25 January 2022	O&S Cttee.  Cabinet		Ione Braddick ibraddick@eppingforestdc.gov.uk	HGGT Transport Strategy
HGGT Rolling Infrastructure Fund MoU	To endorse the Rolling Infrastructure Fund MoU for submission to Homes England.	Yes	6 December 2021	Cabinet		Ione Braddick ibraddick@eppingforestdc.gov.uk	RIF MoU
EFDC Sustainability Guidance Volume 3 (Extension & Refurbishmen ts)	To note the public consultation process and outcomes and to endorse volume 3 of the District's Sustainability Guidance as a material planning consideration for pre-application advice, assessing planning applications and any other development management purposes within the District.	Yes	7 March 2022	Cabinet		Merve Anil	Cabinet Report March 2021



**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022****PORTFOLIO - FINANCE, QUALIS CLIENT AND ECONOMIC DEVELOPMENT**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes	25 January 2022	Cabinet		Andrew Small 01992 564278	
Sale of Pyrles Lane to Qualis	To ask the Cabinet to agree the sale of the site to Qualis.	Yes	TBC	Cabinet		Andrew Small 01992 56 4278	

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - ENVIRONMENTAL AND TECHNICAL SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Charging for EIR	To consider charging for Environmental Information Regulation requests. May become part of Service Charging Review in Autumn 22/23.	Yes	TBC	Cabinet		Mandy Thompson 01992 564705	
Transfer of Services to Qualis	To consider the business case for the transfer of MOT and Fleet.	Yes	TBC	Cabinet		Andrew Small 01992 56 4055	
Transfer of Services to Qualis	To consider the business case for the transfer of Grounds Maintenance.	Yes	TBC	Cabinet		Andrew Small 01992 56 4055	
EFDC Waste Contract Strategic Options	To present strategic options for the Waste Contract.	Yes	25 January 2022	Cabinet		James Warwick 01992 564350	
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre.	Yes	October 2022	Cabinet		James Warwick 01992 564350	
Off-Street Parking Tariff Review	Review of current EFDC off-street parking tariffs and recommend tariff for EFDC off-street car parks for implementation in 2022.	Yes	6 December 2021	Cabinet		James Warwick 01992 564350	Tariff Review Report
Future of Street Parking Arrangements in Essex: A Joint Approach	To agree to continue to be part of NEPP in terms of on-street parking arrangements.	Yes	25 January 2022	Cabinet		James Warwick 01992 56 4350	NEPP / Cabinet Paper

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - HOUSING SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
New Policy (Trees)	Changes to the existing Policy.	Yes	25 January 2022	Cabinet		Deborah Fenton 01992 564221	Scrutiny Papers previously published.
HRA Business Plan	An overview of the 3 year business plan.	Yes	25 January 2022	Cabinet		Deborah Fenton 07988860412	
Leaseholder payment options	Options for payment for leaseholders following large scale major works.	Yes	25 January 2022	Cabinet		Deborah Fenton 07988860412	Scrutiny Papers previously published.
New Fees and Charges	Report requiring a decision regarding charging for non-statutory services.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Proposed Change to Service Charges RTB Receipts - New Policy	Policy outlining who we allocate right to buy receipts.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Allocations Policy	Current allocations policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April or May 2022 depending on pre-election publication restrictions.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Tenancy Policy	Current tenancy policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	

	agreement by Cabinet ready for implementation of new policy in April or May 2022 depending on pre-election publication restrictions.						
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in May or June 2022 depending on Cabinet date in May/June – TBC.	Yes	May / June 2022	Cabinet		Jennifer Gould 01992 564073	
Homelessness and Rough Sleeping Strategy	EFDC's current Homelessness and Rough Sleeping Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in April or May 2022 depending on pre-election requirements.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Upgrade of Community Alarms	Upgrade of Community alarms prior to the discontinuation of analogue signals.	Yes	7 March 2022	Cabinet		Deborah Fenton 07988860412	Scrutiny Papers previously published.
Options for Leasehold Recovery	Asking for approval to options to extend timeframe for recovery of leaseholder charges.	No	25 January 2022	Cabinet		Deborah Fenton 01992 56 4221	
Improving Payment Options for Leaseholders	To introduce options for Leaseholders to pay Capital Works over a longer length of time.	Yes	25 January 2022	Cabinet		Deborah Fenton 01992 56 4221	Paper presented to recent Stronger Place SC

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - CUSTOMER AND PARTNERSHIPS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - COMMUNITY AND REGULATORY SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion.	Yes	7 February 2022	Cabinet		Nick Dawe 01992 56 4000 (2541)	
Markets Policy	To establish a new Markets Policy for the District.	Yes	7 February 2022	Cabinet		Sally Devine 01992 564149	
Extension of Funded Essex Police Community Safety Team	To review the extension of the SLA with Essex Police to fund EFDC Community Policing Team which ends in June 2023.	Yes	June 2022	Cabinet		Caroline Wiggins 01992 564122	Cabinet Reports previously published
Housing Assistance Policy for Private Residential Sector	Revision of the Policy to remove the requirement for means testing for single or multiple adaptations costing less than £10,000.	Yes	TBC	Community & Regulatory Services Portfolio Holder		Sally Devine 01992 564149	Housing Assistance Policy & Portfolio Decision Report CRS-006-2019/20: 23 March 2020

**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - CORPORATE SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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**WORK PROGRAMME - 1 DECEMBER 2021 TO 31 MARCH 2022**

**PORTFOLIO - PROGRAMMES AND PROJECTS (CABINET MEMBER WITHOUT PORTFOLIO)**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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