



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(3 February 2014)**

## **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 for Finance and ICT 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.

### **Contact Officer**

Gary Woodhall  
Democratic Services Officer

Tel: 01992 564470  
Email: [gwoodhall@eppinigforestdc.gov.uk](mailto:gwoodhall@eppinigforestdc.gov.uk)

## **Corporate Key Objectives 2013/14**

1. Proactively promote the policies and reputation of the Council internally and externally.
2. Engage with communities to put them at the centre of the Council's policy development and service design.
3. Review the strategic direction of the Council to ensure a clear and consistent set of priorities to facilitate decision-making in constrained times.
4. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the District.
5. Promote cultural change to breakdown silo working and implement new flexible ways of working.
6. Deliver key priorities within budget.
7. Prepare for changes arising from the transfer of Public Health responsibilities.
8. Maximise the potential of the Council's key development sites.
9. Prepare and plan for the effects of Welfare Reforms in an effective and coordinated way.

## **Cabinet Membership 2013/14**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Finance & Technology
Richard Bassett	Planning
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Dave Stallan	Housing
Haluk Ulkun	Support Services
Gary Waller	Safer, Greener & Transport
Elizabeth Webster	Leisure & Wellbeing

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014****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>
Members' and Parish Allowances Schemes 2013/14	Reports of the Independent Remuneration Panel following a review of the current schemes	Yes	18 February 2014	Council		Graham Lunnun 01992 564244	
Key Objectives 2014/15	To agree the Council's priorities for 2014/15 and actions to secure their delivery.	Yes	7 April 2014	Cabinet		Stephen Tautz 01992 564180	Management Board reports previously published

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014**

**PORTFOLIO - PLANNING**

<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>
Neighbourhood Plan for Chigwell	To agree the neighbourhood Area for a proposed Neighbourhood Plan for Chigwell	Yes	3 March 2014	Cabinet		Christopher Butcher 01992 564294	Request from Chigwell Parish Council Consultation Responses
Consultations on Adjoining Authorities' Plans	To respond to recent consultations on the GLA's Draft Further Alterations to the London Plan, & to any adjoining Council consultations	Yes	7 April 2014	Cabinet		Anna Cronin 01992 564119	Draft Further Alterations document & other public documents
Local Plan Draft Plan Consultation	To agree the draft consultation document for public consultation.	Yes	21 July 2014	Cabinet		Amanda Thorn 01992 564543	
Local Plan Submission Plan Consultation	To agree the document for submission to the Planning Inspectorate and for further public consultation.	Yes	1 December 2014  16 December 2014	Cabinet  Council		Amanda Thorn 01992 564543	

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014**

**PORTFOLIO - FINANCE & TECHNOLOGY**

<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>
Budget 2014/15	The budget setting process for 2014/15, including:  1. Financial Issues Paper  2. Fees and Charges  3. Draft Budget Lists  4. Executive Approval  5. Final Approval	Yes	19 September 2013  14 November 2013  20 January 2014  3 February 2014  18 February 2014	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	14 November 2013  3 February 2014	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	None
North Weald Market Rent	Consideration of charges for 2014/15	Yes	5 December 2013  3 February 2014	Asset Management and Economic Development Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Corporate Risk Update	Quarterly update of the Corporate Risk Register.	Yes	20 January 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	

			3 February 2014	Cabinet			
HRA Car Parks	Consideration of whether car parks should be held in the Housing Revenue Account or the General Fund	No	3 February 2014	Cabinet		Bob Palmer 01992 564279	
Council Bailiff	Review of the internal Bailiff service	Yes	3 March 2014	Cabinet		Rob Pavey 01992 564211	None
Corporate Risk Update	Quarterly update of the Corporate Risk Register	Yes	20 March 2014	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	
			7 April 2014	Cabinet			



**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014**

**PORTFOLIO - ENVIRONMENT**

<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>
Waste Management Contract IIIa	To agree the outcome of the Invitation to Submit Detailed Solutions (ISDS)	Yes	3 February 2014	Cabinet	<b>YES, paragraph (3)</b>	John Gilbert 01992 564062	
Waste Management Contract IV	To consider issues arising from the ISFT dialogue	Yes	3 March 2014	Cabinet	<b>YES, paragraph (3)</b>	John Gilbert 01992 564062	
Waste Management Contract V	Appointment of the new Waste Management Contractor	Yes	19 May 2014 10 June 2014	Cabinet Council	<b>YES, paragraph (3)</b>	John Gilbert 01992 564062	
Refurbishment of 'Charlie Moules' Footbridge, Roding Valley Recreation Area	Ensure repairs are completed to maintain safe access across the River Roding. Roding Valley is subject to a lease agreement with Loughton Town Council, with whom the costs might be shared.	No	21 July 2014	Cabinet		Kim Durrani 01992 564055	
Sand Bag Policy	Formalise a Council-wide policy on deployment of Sand Bags in flooding emergencies.	Yes	21 July 2014	Cabinet		Kim Durrani 01992 564055	
Transfer of Storm Grilles on main rivers from EA to EFDC	Council requested to act as agents for Environment Agency to monitor & clear 12 storm grilles on main rivers across the District	Yes	8 September 2014	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014**

**PORTFOLIO - HOUSING**

<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>
Standard Periodic Tenancies - Tenancy Conditions	To adopt the Tenancy conditions	Yes	3 February 2014	Cabinet		Roger Wilson 01992 564419	
Phasing of Council Development Sites	To agree the sequence & phasing of Council housing developments	Yes	4 February 2014	Council Housebuilding Cabinet Committee		Alan Hall 01992 564004	
Flat and Pitched Roofing	To approve the tenders for:  1...Pitched Roofs  2...Flat Roofs	Yes	7 February 2014  28 March 2014	Housing Portfolio Holder  Housing Portfolio Holder		Paul Pledger 01992 564248	
10 Newmans Lane, Loughton	To consider options for the future use of the Council-owned building.	Yes	28 February 2014	Housing Portfolio Holder	<b>YES, paragraphs (2) (3) &amp; (5)</b>	Paul Pledger 01992 564248	
Housing Improvements and Service Enhancements	To agree a programme of housing improvements and service enhancements from 2014/15	Yes	3 March 2014	Cabinet		Alan Hall 01992 564004	
Charges for Park Home Licensing	To agree whether charges should be made &, if so, the fees to be charged	Yes	3 March 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Licence Conditions for Gypsy, Roma and Traveller Sites	To agree the licence conditions following consultation	Yes	3 March 2014	Cabinet		Lyndsay Swan 01992 564146	Consultation Document
Electrical Heating	To approve the tender	Yes	7 March 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	
HRA	To approve the Business	Yes	28 March 2014	Housing Portfolio		Alan Hall	

Business Plan 2014/15	Plan			Holder		01992 564004	
Gas Metering & Pipework - Ninefields, Waltham Abbey	To approve the tender	Yes	4 April 2014	Housing Portfolio Holder		Paul Pledger 01992 564248	
Review of Housing Service Standards	To agree any changes to the Service Standards	Yes	25 July 2014	Housing Portfolio Holder		Alan Hall 01992 564004	
Housing Strategy 2013-16	To approve the adoption of the new Housing Strategy	Yes	1 December 2014  16 December 2014	Cabinet  Council		Alan Hall 01992 564004	

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014****PORTFOLIO - LEISURE & WELLBEING**

<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>
New Safeguarding Policy	To approve and adopt the new combined Safeguarding Policy for children, young people and vulnerable adults.	No	3 March 2014	Cabinet		Julie Chandler 01992 564214	Safeguarding Self-Assessment

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014****PORTFOLIO - SAFER, GREENER AND TRANSPORT**

<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>
Car Parking	1... Strategy review; and 2... Tariff review.	Yes	3 March 2014	Cabinet		John Gilbert 01992 564062	

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014****PORTFOLIO - SUPPORT 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>
Polling Districts, Places and Stations	To review UK Parliamentary Polling Districts, Places & Stations	No	30 September 2014	Council		Graham Lunnun 01992 564244	Consultation Responses

**WORK PROGRAMME - 3 FEBRUARY 2014 TO 30 MAY 2014**

**PORTFOLIO - ASSET MANAGEMENT & 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>
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