



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(10 September 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](mailto:gwoodhall@eppinigforestdc.gov.uk)

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Corporate Plan Key Action Plan 2016/17	To agree the Corporate Plan Key Action Plan for 2016/17	Yes	8 October 2015	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20
Key Objectives 2015/16	Progress report for the first quarter of 2015/16.	No	8 October 2015	Cabinet		Barbara Copson 01992 564042	
Greater Essex Devolution	To consider the Council's position on Devolution for the Greater Essex area.	Yes	8 October 2015	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 CMS Scrutiny Panel

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - PLANNING POLICY**

<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>
Green Belt Review Phase I	To accept Phase I of the Green Belt Review into the Local Plan Evidence Base & recommend sites for more detailed evaluation in Phase II.	Yes	3 September 2015	Cabinet		Ken Bean 01992 564610	
Strategic Housing Market Assessment	To accept the Strategic Housing Market Assessment into the Local Plan Evidence Base, which will identify Objectively Assessed Housing Need for the District.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	ORS Consultants Report
Joint Economic Study for the Strategic Housing Market Area	To agree the inclusion of the Economic Study for the SHMA area into the Local Plan Evidence Base.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	
Detailed Economic and Employment Evidence Study	To agree the inclusion of the Detailed Economic & Employment Evidence Study covering the Epping Forest District into the Local Plan Evidence Base.	Yes	8 October 2015	Cabinet		Sarah King 01992 564347	
Epping Upland Neighbourhood Area	To decide an application from the Parish Council to establish a Neighbourhood Area for planning purposes	No	8 October 2015	Cabinet		Luke Waterston 01992 564406	Govt Planning Practice Guidance Neighbourhood Planning Regulations

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - FINANCE**

<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>
Council Budget 2016/17	The Budget setting process for 2016/17, including: 1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget Lists  4...Executive Approval  5...Final Approval	Yes	20 July 2015  12 November 2015  21 January 2016  4 February 2016  16 February 2016	Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Finance and Performance Management Cabinet Committee  Cabinet  Council		Bob Palmer 01992 564279	
Local Council Tax Support Scheme 2016/17	Review of the Scheme for 2016/17: 1...Consider amendments 2...Finalise Scheme 3...Approve Scheme	Yes	23 July 2015  3 December 2015  15 December 2015	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	
Corporate Risk Updates 2015-16	Quarterly update of the Corporate Risk Register	Yes	17 September 2015  8 October 2015	Finance and Performance Management Cabinet Committee  Cabinet		Bob Palmer 01992 564279	
Use of Cash	Consideration of wider use	No	5 November 2015	Cabinet		Rob Pavey	



Kiosks	of kiosks for cash collection					01992 564211	
Policy on Use of Penalties	Consideration of use of penalties against people providing false information which affects their benefits or Council Tax	Yes	5 November 2015	Cabinet		Rob Pavey, Janet Twinn 01992 564211 / 564215.	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Water and Pollution Control Officer	Approval to create a new substantive post	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Waste and Recycling	Update to Waste & Recycling Policies	Yes	3 December 2015	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      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>
Private Sector Housing Enforcement	To agree the policy on future private sector housing enforcement	Yes	3 September 2015	Cabinet		Sally Devine 01992 564149	
Disabled Facilities Grant Budget	To agree the revised budget.	Yes	3 September 2015	Cabinet		Lyndsay Swan 01992 564146	
Housing Service Standards	Review and amendments to the Service Standards	Yes	2 October 2015	Housing Portfolio Holder		Alan Hall 01992 564004	
Tenders for Gas Servicing Contract	To agree the tenders	Yes	2 October 2015	Housing Portfolio Holder		Paul Pledger 01992 564248	
Homelessness Strategy	Adoption of the new Strategy	Yes	2 October 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Council Housebuilding Programme Annual Report	Annual report on progress and costs.	Yes	5 November 2015	Cabinet		Alan Hall 01992 564004	
Designated Properties for Older People	To agree the de-designation of properties specially suitable for older people	Yes	6 November 2015	Housing Portfolio Holder		Roger Wilson 01992 564419	
Communities Fees & Charges	To agree the fees and charges	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
C.A.R.E. Gardening Services	To consider the possible introduction of charges for gardening services to non-Council tenants	Yes	12 November 2015	Finance and Performance Management Cabinet Committee		Lyndsay Swan 01992 564146	
Housing Related	To agree the approach to increasing Housing Related	Yes	12 November 2015	Finance and Performance		Alan Hall 01992 564004	

Support Plan 2016	Support Charges in future			Management Cabinet Committee			
HMO Licensing	To agree the future approach to the licensing of HMO properties.	Yes	18 December 2015	Housing Portfolio Holder		Sally Devine 01992 564149	
Off Street Parking Programme 2016/17	To approve the Programme for 2016/17	Yes	4 February 2016	Cabinet		Paul Pledger 01992 564248	
Housing Improvements & Service Enhancements 2016/17	To agree the list of new Housing improvements and service enhancements to be undertaken in 2016/17.	Yes	3 March 2016	Cabinet		Alan Hall 01992 564004	
Sheltered and Other Housing for Older People	To agree the future approach to sheltered housing	Yes	4 March 2016	Housing Portfolio Holder		Roger Wilson 01992 564419	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	June 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - LEISURE & COMMUNITY 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 Centenary Airshow	To agree to the hosting of a major Air Show to commemorate 100 years of flying at North Weald Airfield.	Yes	3 September 2015	Cabinet		Jim Nolan 01992 564083	
Leisure Management Contract Strategy	To agree the approach to the tendering of the new Leisure Management Contract.	Yes	8 October 2015	Cabinet		Derek Macnab 01992 564050	Leisure & Cultural Strategy 2015
Leisure Management Contract Extension	To agree a short term extension to the current Leisure Management contract with SLM to allow the competitive dialogue for the new contract to complete.	No	5 November 2015	Cabinet		Derek Macnab 01992 564050	
New North Weald Airfield Market Contract	To agree the award of the new contract for the provision of a Market or other such facility at North Weald Airfield.	Yes	3 December 2015	Cabinet		Derek Macnab 01992 564050	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015****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>
NEPP - Joint Agreement	Deed of Variation to the NEPP Joint Committee Agreement of 31-Mar-11.	Yes	8 October 2015	Cabinet		Kim Durrani 01992 564055	
Bus Shelters	Options for the provision of advertising & maintaining bus shelters	Yes	5 November 2015	Cabinet		Kim Durrani 01992 564055	None
CCTV Strategy	To agree a CCTV Strategy for EFDC and associated funding plan	Yes	5 November 2015	Cabinet		Julie Chandler 01992 564214	
NEPP - Off Street Parking	To consider alternative options for the provision of the Off Street parking arrangements in the District	Yes	3 December 2015	Cabinet		Kim Durrani 01992 564055	

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015**

**PORTFOLIO - TECHNOLOGY & 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>
ICT Capital Requirements 2015	To approve Capital funding for projects necessary to maintain and develop the current ICT infrastructure, enabling the full utilisation and benefits of all ICT systems for the next financial year.	Yes	8 October 2015	Cabinet		David Newton 01992 564580	ICT Strategy
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	8 October 2015	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015      PORTFOLIO - ASSETS & 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>
Epping Forest Shopping Park	Update report on progress with project.	Yes	8 October 2015	Cabinet	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
Epping Forest College	Modification of Epping Forest College title covenants.	No	8 October 2015	Cabinet		Derek Macnab 01992 564050	Request from EF College
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	8 April 2016	Assets and Economic Development Portfolio Holder		Derek Macnab 01992 564050	



**WORK PROGRAMME - 10 SEPTEMBER 2015 TO 10 DECEMBER 2015****PORTFOLIO - GOVERNANCE & DEVELOPMENT  
MANAGEMENT**

<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>
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	4 December 2015	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
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