



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(19 January 2016)

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

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Senior Democratic Services Officer

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WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016**PORTFOLIO - LEADER**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--|
| Greater Essex Devolution | Update on the latest position concerning Devolution for the Greater Essex area. | Yes | 4 February 2016 | Cabinet | | Glen Chipp 01992 564758 | |
| Transformation Project | To consider the first business cases for the Transformation Programme. | Yes | 3 March 2016 | 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 Constitution Working Group |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - PLANNING POLICY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|-------------|--------------------|-------------------------|-----------------------------|---------------------------|-----------------------------|--|------------------------------|
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WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - FINANCE

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|--|---------------------|-------------------------|--|-------------------------|------------------------------------|--------------------------|
| Council Budget 2016/17 | The Budget setting process for 2016/17, including: | Yes | | | | Bob Palmer 01992 564279 | |
| | 1...Financial Issues Paper | | 20 July 2015 | Finance and Performance Management Cabinet Committee | | | |
| | 2...Fees & Charges | | 12 November 2015 | Finance and Performance Management Cabinet Committee | | | |
| | 3...Draft Budget Lists | | 21 January 2016 | Finance and Performance Management Cabinet Committee | | | |
| | 4...Executive Approval | | 4 February 2016 | Cabinet | | | |
| | 5...Final Approval | 16 February 2016 | Council | | | | |
| Corporate Risk Updates 2015-16 | Quarterly update of the Corporate Risk Register | Yes | 21 January 2016 | Finance and Performance Management Cabinet Committee | | Bob Palmer 01992 564279 | |
| | | | 4 February 2016 | Cabinet | | | |
| Local Council Tax Support Scheme 2017/18 | Review of the Scheme for 2017/18: | Yes | | | | Janet Twinn 01992 564215 | |
| | 1...Consider amendments | | 21 July 2016 | Cabinet | | | |
| | 2...Finalise Scheme | | 1 December 2016 | Cabinet | | | |
| | 3...Approve Scheme | 15 December 2016 | Council | | | | |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - ENVIRONMENT

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|----------------------------|
| Review of the Waste Management Contract | To consider the Scrutiny review of the new Waste Management Contract and any recommendations therein. | Yes | 3 March 2016 | Cabinet | | Kim Durrani 01992 564055 | |
| Waste and Recycling | Update to Waste & Recycling Policies | Yes | 3 March 2016 | Cabinet | | Kim Durrani 01992 564055 | None |
| Contaminated Land | To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District. | Yes | 3 March 2016 | Cabinet | | Kim Durrani 01992 564055 | Contaminated Land Strategy |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - HOUSING

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|--|---------------------|-------------------------|---|-------------------------|------------------------------------|--------------------------|
| Affordable Housing Policy | To agree the Council's approach to the mixture of affordable housing on S106 sites. | Yes | 15 January 2016 | Housing Portfolio Holder | | Alan Hall 01992 564004 | |
| "Invest to Save" Proposal | To agree the future use of the "Invest to Save" funding for the provision of rental loans and rental deposits. | Yes | 4 February 2016 | Cabinet | | Roger Wilson 01992 564419 | |
| Phase II - Council Housebuilding Programme | To approve the tender for works for Phase II of the Programme at Burton Road, Loughton. | Yes | 19 January 2016 | Council Housebuilding Cabinet Committee | | Paul Pledger 01992 564248 | |
| Phase III - Council Housebuilding Programme | To consider options for the procurement of the works contractor. | No | 19 January 2016 | Council Housebuilding Cabinet Committee | | Paul Pledger 01992 564248 | |
| Norway House Chalets | To consider a feasibility study for the redevelopment of the site at Norway House, North Weald, currently occupied by temporary chalets. | No | 1 February 2016 | Council Housebuilding Cabinet Committee | | Paul Pledger 01992 564248 | |
| Purchase of Street Properties | To agree the purchase of individual street properties from existing HRA budgets. | Yes | 12 February 2016 | Housing Portfolio Holder | | Paul Pledger 01992 564248 | |
| Off Street Parking Programme 2016/17 | To approve the Programme for 2016/17 | Yes | 3 March 2016 | Cabinet | | Paul Pledger 01992 564248 | |
| Council Housebuilding Programme Annual Report | Annual report on progress and costs. | Yes | 3 March 2016 | Cabinet | | Alan Hall 01992 564004 | |

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|--|--|-----|------------------|--|--|-------------------------------|--|
| Replacement of Council Owned Sewage Treatment Plants | To agree the approach for replacement, given that the Plants are past their life expectancy. | Yes | 3 March 2016 | Cabinet | | Sue Stranders 01992 564197 | |
| Housing Development Strategy | To approve the updated Housing Development Strategy | No | 3 March 2016 | Cabinet | | Paul Pledger 01992 564248 | |
| HRA Financial Plan | To adopt an approach to ensure that the HRA does not fall into deficit | Yes | 9 June 2016 | Finance and Performance Management Cabinet Committee | | Alan Hall 01992 564004 | |
| Sheltered Housing Service | To agree the future approach to the Service. | Yes | 1 September 2016 | Cabinet | | Roger Wilson 01992 564419 | |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - LEISURE & COMMUNITY SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--------------------------|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Museum Development Trust | To receive a report on the findings of the Museum Resilience Proposal and consider the feasibility of establishing a Museum Development Trust. | Yes | 3 March 2016 | Cabinet | | Julie Chandler 01992 564214 | |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016**PORTFOLIO - SAFER, GREENER AND TRANSPORT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---------------------------|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| NEPP - Off Street Parking | To consider the costs, procurement strategy and associated timeline for the provision of Off Street parking arrangements in the District. | Yes | 3 March 2016 | Cabinet | | Kim Durrani 01992 564055 | |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - TECHNOLOGY & SUPPORT SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--|
| Facilities Management Capital and Revenue Requirements | To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems. | Yes | 6 October 2016 | Cabinet | | David Newton 01992 564580 | Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18. |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

PORTFOLIO - ASSETS & ECONOMIC DEVELOPMENT

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|---|---------------------------|------------------------------------|---|
| Epping Forest Shopping Park | To agree the award of the contracts for the Main Build and Section 278 works. | Yes | 11 January 2016 | Cabinet | YES, paragraph (3) | Derek Macnab 01992 564050 | Report by Colliers International Previous reports to the Cabinet |
| Development s and Parking at Vere Road, Loughton | To agree a co-ordinated approach to the provision of affordable housing developments and public car parking in Vere Road. | No | 11 February 2016 | Asset Management and Economic Development Cabinet Committee | | Alan Hall 01992 564004 | |
| 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 | 3 March 2016 | Cabinet | | Derek Macnab 01992 564050 | |

WORK PROGRAMME - 19 JANUARY 2016 TO 19 APRIL 2016

**PORTFOLIO - GOVERNANCE & DEVELOPMENT
MANAGEMENT**

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|--|-------------------------|------------------------------------|--------------------------|
| 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 |
| 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 March 2016 | Governance and Development Management Portfolio Holder | | Alan Hall 01992 564004 | None |