



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(9 February 2017)**

## **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 2016/17**

- (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 2016/17**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Housing
Richard Bassett	Governance & Development Management
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Planning Policy
Alan Lion	Technology & Support Services
Gagan Mohindra	Finance

**Contact Officer**

Gary Woodhall  
Senior Democratic Services Officer

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**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017**

**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>
Transformation Programme 2016-17	To monitor the progress of the Programme and consider any business cases.	Yes	2 February 2017 9 March 2017	Cabinet Cabinet		Glen Chipp 01992 564758  David Bailey 01992 564105	
Project and Programme Management	To consider options to improve the management of projects and programmes.	Yes	9 March 2017	Cabinet		David Bailey 01992 564105	Transformation Programme reports
Civic Offices Review	To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.	Yes	9 March 2017	Cabinet	<b>YES, paragraph (3)</b>	Bob Palmer 01992 564279	Previous reports to Cabinet on Transformation
Customer Contact	To consider options to improve the main Reception at the Civic Offices.	Yes	9 March 2017	Cabinet		Simon Hill 01992 564249	Transformation Programme Customer Contact Reports
Key Action Plan 2016/17 - Q3 Progress	To review progress in Quarter 3 to achieve the Key Action Plan for 2016/17.	No	9 March 2017	Cabinet		Barbara Copson 01992 564042	Corporate Plan 2015-20

**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017****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>
Results of Local Plan Public Consultation	To review the initial results of the public consultation on the Section 18 Local Plan.	Yes	9 March 2017	Cabinet		Alison Blom-Cooper 01992 564066	

**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017**

**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>
Budget 2017/18	The budget setting process for 2017/18, including:  1...Financial Issues Paper  2...Fees & Charges  3...Draft Budget  4...Executive Approval  5...Final Approval	Yes	14 July 2016  10 November 2016  19 January 2017  2 February 2017  21 February 2017	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 2018/19	Review of the Scheme for 2018/19:  1...Consider amendments.  2...Finalise Scheme.  3...Approve Scheme.	Yes	11 July 2017  7 December 2017  21 December 2017	Cabinet  Cabinet  Council		Janet Twinn 01992 564215	



**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017**

**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>
Bobbingworth Nature Reserve	Waiver of Contract Standing Orders to ensure continuity of specialist knowledge required for the effective on-going operation and maintenance of this ex-landfill site.	No	2 December 2016	Environment Portfolio Holder		Sue Stranders 01992 564197	
Waste and Recycling Policies	Update to Waste & Recycling Policies	Yes	2 February 2017	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017**

**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>
Homelessness Initiatives	To agree CSB growth to fund homelessness initiatives.	Yes	19 January 2017	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
CAB Debt Advisors	To agree an extension of funding for one year.	Yes	19 January 2017	Finance and Performance Management Cabinet Committee		Roger Wilson 01992 564419	
CARE Agency	To agree the approach to the loss of HRS funding from Essex CC.	Yes	19 January 2017	Finance and Performance Management Cabinet Committee		Lyndsay Swan 01992 564146	
Housing Association Grant to East Thames	To agree the provision of Housing Association Grant to East Thames, funded from 141 replacement capital receipts.	Yes	2 February 2017	Cabinet		Alan Hall 01992 564004	
Review of the Careline Monitoring Service	To undertake a review of the future arrangements for the monitoring of alarm calls from the Careline Service Users.	Yes	2 February 2017	Cabinet		Roger Wilson 01992 564419	
Void Works Contract	To accept a tender for the Void Works contract.	Yes	2 February 2017	Cabinet		Haydn Thorpe 01992 564162	
Materials Supply Chain - Housing Service	To appoint a new materials supplier.	Yes	10 February 2017	Housing Portfolio Holder		Paul Pledger 01992 564248	
CHBP Phase 3	To accept tenders for the development at London Road, Stanford Rivers as part of the Council Housebuilding Programme.	Yes	10 February 2017	Housing Portfolio Holder		Paul Pledger 01992 564248	
Hillhouse Development , Waltham Abbey	Appropriation of EFDC land for planning purposes and release of covenants for ECC land.	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	Financial Appraisal of the Development Viability

CHBP Modular Accommodation	To consider a pilot scheme for the provision of modular accommodation for single vulnerable homeless people as part of the Council Housebuilding Programme.	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	
Stage 1 HRA Financial Options Review	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	30 March 2017	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
CHBP Progress Report	To receive a progress report on the Council Housebuilding Programme.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Financial Report	To receive a financial monitoring report on the Council Housebuilding Programme.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Unsuitable Sites	To agree the future of sites considered unsuitable for development as part of the Council Housebuilding Programme.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Annual Report	To approve the Annual Report on the Council Housebuilding Programme.	Yes	3 April 2017  15 June 2017	Council Housebuilding Cabinet Committee  Cabinet		Paul Pledger 01992 564248	
CHBP Appropriations	To agree the closure of appropriations of land.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Risk Register	To agree the Risk Register for the Council Housebuilding Programme.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
CHBP Project Plan	To receive the Project Plan.	Yes	3 April 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Housing Strategy	To adopt a new Housing Strategy.	Yes	25 July 2017	Council		Alan Hall 01992 564004	
Sheltered Housing Assets	To agree a Strategy for the future provision of individual housing schemes.	Yes	7 September 2017	Cabinet		Alan Hall 01992 564004	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	1 February 2018	Cabinet		Roger Wilson 01992 564419	
Review of	To agree a new Housing	Yes	1 February 2018	Cabinet		Roger Wilson	

Housing Allocations Scheme & Tenancy Policy	Allocations Scheme and Tenancy Policy.					01992 564419	
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**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017****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>
Off Street Car Parking Enforcement Policy	Off street car parking enforcement policy and associated decisions to enable the new arrangements with NSL to operate effectively.	Yes	9 March 2017	Cabinet		Kim Durrani 01992 564055	Previous reports to Cabinet & Portfolio Holder Advisory Group

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**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017**

**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 the project.	Yes	13 April 2017	Asset Management and Economic Development Cabinet Committee	<b>YES, paragraph (3)</b>	Derek Macnab 01992 564050  Chris Pasterfield 01992 564124	Report by Colliers International Previous reports to the Cabinet
Lease of Land Brooker/Cartersfield Road, Waltham Abbey	To agree a capital bid to facilitate revised lease arrangements for this site in Waltham Abbey.	Yes	2 February 2017	Cabinet		Derek Macnab 01992 564050	Previous reports to Cabinet
Sale of Council Owned Sites	To seek guidance on the marketing of two Council owned sites, namely Pyrles Lane Nursery & Lindsay House.	Yes	9 March 2017	Cabinet		Derek Macnab 01992 564050	Previous reports to Cabinet



**WORK PROGRAMME - 9 FEBRUARY 2017 TO 9 JUNE 2017****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	2 June 2017	Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None