



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 March 2020 - REVISED)**

## **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 2019/20**

### **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 2019/20**

|                 |                                  |
|-----------------|----------------------------------|
| Chris Whitbread | Leader of the Council            |
| Syd Stavrou     | Business Support                 |
| Aniket Patel    | Commercial & Regulatory Services |
| Sam Kane        | Customer Services                |
| John Philip     | Planning Services                |
| Alan Lion       | Strategic Projects               |
| Holly Whitbread | Housing & Property Services      |
| Nigel Bedford   | Community & Partnership Services |
| Nigel Avey      | Contract & Technical Services    |

### **Contact Officer**

Adrian Hendry  
Democratic Services Officer

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

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020**

**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                  | 20 July 2020            | Cabinet               |                         | Georgina Blakemore<br>01992 56 4233 |   |
| Peoples Strategy - Ongoing                            | To establish the Council's new Common Operating Model as part of the People Strategy.<br><br>To consider further details for the implementation of the Council's People Strategy. | Yes                 |                         | Cabinet               |                         | Georgina Blakemore<br>01992 564233  | PID P170 - Peoples Strategy Common Operating Model - Management Structure |
| Epping Sites, St John's Road and Roundhills - Ongoing | To proceed with the new Leisure Centre in Partnership with Places Leisure and to seek expressions of interest for the Cinema. Ongoing Reporting.                                  | Yes                 | 26 March 2020           | Cabinet               |                         | Georgina Blakemore<br>01992 564233  |   |
| Qualis Commercial Business Case                       |   | Yes                 | 26 March 2020           | Cabinet               |                         | Sacha Jevans<br>01992 56 4229       |   |
| Accommodation Programme                               | Procurement and contract award.   | Yes                 | 1 June 2020             | Cabinet               |                         | Sacha Jevans<br>01992 564229        |   |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020**

**PORTFOLIO - PLANNING 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> |
|---|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Local Plan Implementation                               | To update the position with respect to Masterplans, S106, DPR and allocated sites. | Yes                 | 26 March 2020           | Cabinet               |                         | Alison Blom-Cooper<br>01992 564066 |                          |
| Draft Green Infrastructure Strategy                     | To agree the draft Green Infrastructure Strategy to go to Public Consultation.     | Yes                 | 26 March 2020           | Cabinet               |                         | Alison Blom-Cooper<br>01992 564066 |                          |
| Harlow and Gilston Garden Town - Healthy Town Framework | To agree the draft Healthy Town Framework to go out to public consultation.        | Yes                 | 26 March 2020           | Cabinet               |                         | Simone Williams<br>01992 564035    |                          |
| Draft Latton Priory Masterplan                          | To agree the Latton Priory Masterplan to go out to public consultation.            | Yes                 | 23 April 2020           | Cabinet               |                         | Alison Blom-Cooper<br>01992 564066 |                          |



**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020****PORTFOLIO - BUSINESS SUPPORT**

| <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> |
|-------------|------------------------|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| IT Strategy | Update on IT Strategy. | No                  | 26 March 2020           | Cabinet               |                         | Christine Ferrigi<br>01992 56 4179 |                          |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020**

**PORTFOLIO - CONTRACT 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> |
|--|---|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Waste Management Review                | Review of the Waste and Recycling service and the outcome of the Task and Finish Panel. Still awaiting the T&F Panel to finish and report.  | Yes                 | 23 April 2020           | Cabinet               |                         | James Warwick<br>01992 564350      |                          |
| Charging for EIR                       | To consider charging for Environmental Information Regulation requests.   | Yes                 | 20 July 2020            | Cabinet               |                         | Simon Bell<br>01992 564705         |                          |
| Leisure Management Strategy            | Update on Leisure Contract and recommendations for Maintenance Schedule and future development proposals.   | Yes                 | 26 March 2020           | Cabinet               |                         | James Warwick<br>01992 564350      |                          |
| Waste Management Policies              | To consider a policy on litter picking from Bridleways and revise the contamination policy for household waste.   | Yes                 | 23 April 2020           | Cabinet               |                         | David Marsh<br>01992 564889        |                          |
| Procurement Strategy                   | The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities. | Yes                 | 17 September 2020       | Cabinet               |                         | Shane McNamara<br>01992 56 4331    |                          |
| Contract Variation with Places Leisure | To progress contract variation with Places Leisure to address the change in direction from what was tendered for, to include provision of a new leisure centre in Epping instead of North Weald.  | Yes                 | 23 April 2020           | Cabinet               |                         | James Warwick<br>01992 564350      |                          |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020**

**PORTFOLIO - HOUSING AND PROPERTY 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> |
|---|--|---------------------|-------------------------|---|-------------------------|------------------------------------|--------------------------|
| Sheltered Housing Assets  | For the Place Select Committee to consider the recommendations arising from the review of Older People's housing provision and agree resulting action to ensure appropriate future provision that meets the needs of the District's ageing population. | Yes                 | 20 July 2020            | Cabinet                                 |                         | Jennifer Gould<br>01992 564073     |                          |
| Acceptance of Tender - Contract 590 - External Maintenance Repairs and Redecoration Programme 2020-25         | In order to undertake planned external repairs and redecoration to council owned properties.   | Yes                 | 23 April 2020           | Cabinet                                 |                         | Haydn Thorpe<br>01992 56 4378      |                          |
| Acceptance of Tender - Contract 690 & 790 - Inspection, Maintenance & Improvements of Void Properties 2020-25 | In order to undertake inspections, maintenance and improvements to void council owned properties.  | Yes                 | 23 April 2020           | Cabinet                                 |                         | Haydn Thorpe<br>01992 56 4378      |                          |
| Council Housing Building Update   | Update on current house building programme.  | No                  | 12 March 2020           | Council Housebuilding Cabinet Committee |                         | Deborah Fenton<br>01992 56 4221    |                          |
| Custom House Building Policy  | New policy on Self-build. EFDC currently hold a waiting list of people who wish to self-build. Policy is a   | No                  | 23 June 2020            | Council Housebuilding Cabinet Committee |                         | Deborah Fenton<br>01992 56 4221    |                          |

|   |  |     |                   |   |  |                                 |  |
|---|--|-----|-------------------|---|--|---------------------------------|--|
|   | legislative requirement.   |     |                   |   |  |                                 |  |
| Information paper on our proposal to review service charges   | Information paper on the proposal to review the collection of service charge. Will have a financial impact on tenants. Additional income for EFDC.   | Yes | 23 April 2020     | Cabinet                                       |  | Deborah Fenton<br>01992 56 4221 |  |
| Recommendations on Policy for flexible service charges  | New policy on our collection of service charges.   | Yes | 17 September 2020 | Cabinet                                       |  | Deborah Fenton<br>01992 56 4221 |  |
| EFDC's role in the provision of Telecare  | To receive the Communities Select Committee's views on the future of EFDC's provision of Health Care Technology in light of ECC's tender for a single contractor of a county wide care technology service. | Yes | 11 June 2020      | Cabinet                                       |  | Jennifer Gould<br>01992 56 4073 |  |
| CHBCC Tender Approvals  | Paper to recommend latest tender appointments.   | Yes | 23 June 2020      | Council<br>Housebuilding<br>Cabinet Committee |  | Deborah Fenton<br>01992 56 4221 |  |
| Recommendations of Framework for construction of CHB  | Review of the current framework arrangements and agree recommendations.  | Yes | 8 September 2020  | Council<br>Housebuilding<br>Cabinet Committee |  | Deborah Fenton<br>01992 56 4221 |  |
| Options for disposal of RTB Receipts  | Recommendations for the disposal of right to buy receipts.   | Yes | 8 September 2020  | Council<br>Housebuilding<br>Cabinet Committee |  | Deborah Fenton<br>01992 56 4221 |  |
| Initial Feasibility on Providing Community Facilities and Residential Accommodation at St John's Church | Provides information on the desk top feasibility study at St John's Church and asks for recommendation to move to the full feasibility stage.  | Yes | 23 April 2020     | Cabinet                                       |  | Deborah Fenton<br>01992 56 4221 |  |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020****PORTFOLIO - COMMUNITY AND PARTNERSHIP 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> |
|--------------------------------|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Economic Strategy and Staffing | To review the findings of the Council's Economic Development Strategy Consultation and consider resources for development and implementation of a delivery plan. | Yes                 | 26 March 2020           | Cabinet               |                         | Julie Chandler<br>01992 564214     |                          |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020****PORTFOLIO - STRATEGIC PROJECTS**

| <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 report | To consider the outcome of car parks tariff review and whether changes were needed to car parking charges. | No                  | 23 April 2020           | Cabinet               |                         | Qasim Durrani<br>01992 564055      |                          |

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020**

**PORTFOLIO - CUSTOMER SERVICES**

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

**WORK PROGRAMME - 1 MARCH 2020 TO 30 JUNE 2020****PORTFOLIO - COMMERCIAL 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> |
|---------------------------------|--|---------------------|-------------------------|-----------------------|-------------------------|------------------------------------|--------------------------|
| Development Company             | To recommend the transfer of land site opportunities into the Development Company.                     | Yes                 | 6 February 2020         | Cabinet               |                         | Sacha Jevans<br>01992 564229       |                          |
| North Weald Airfield Masterplan | To seek expressions of interest to develop the identified Masterplanning area on North Weald Airfield. | Yes                 | 11 June 2020            | Cabinet               |                         | Jim Nolan<br>01992 56 4083         |                          |