



Epping Forest District Council

CABINET ***Monday 2nd September 2024***

You are invited to attend the next meeting of **Cabinet**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on **Monday 2nd September 2024**
at **7.00 pm**

Georgina Blakemore
Chief Executive

Democratic Services
Officer: V Messenger (Democratic Services)
Tel: (01992) 564243

Members: Councillors C Whitbread (Leader of Council & Leader of the Conservative Group) (Chairman), N Bedford (Deputy Leader & Housing & HGGT Portfolio Holder) (Vice-Chairman), R Balcombe, P Keska, T Matthews, S Patel, K Rizvi, H Whitbread and K Williamson

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

This meeting will be [broadcast live](#) and recorded for repeated viewing.

1. WEBCASTING INTRODUCTION

This meeting is to be webcast and the Chairman will read the following announcement:

“I would like to remind everyone that this meeting will be filmed live or recorded, and uploaded to the internet and will be capable of repeated viewing.

Therefore, by participating in this meeting, you are consenting to being filmed and to the possible use of those images and sound recordings.

If any public speakers on MS Teams do not wish to have their image captured, they should ensure that their video setting throughout the meeting is turned off and set to audio only.

Members and public speakers are reminded to turn on their microphones before speaking and turn them off when they have finished.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the [Members Portal webpage](#) to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the [Council's website](#), at the bottom under 'Contact Us'.

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. MINUTES (Pages 6 - 11)

To confirm the minutes of the meeting of the Cabinet held on 15 July 2024.

5. REPORTS OF PORTFOLIO HOLDERS

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on this agenda.

6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

To receive any questions submitted by members of the public and any requests to address the Cabinet.

(a) Public Questions

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, Rule Q3) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

(b) Requests to Address the Cabinet

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, Paragraphs 27 and 28).

7. OVERVIEW AND SCRUTINY

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function and to identify any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

8. CORPORATE PLAN (Pages 12 - 30)

(Leader – Cllr C Whitbread) To agree the amended Corporate Plan 2023 - 2027 (C-015-2024-25).

9. ORGANISATION PERFORMANCE - KPI SUITE AND PRIORITY PROJECTS (Pages 31 - 38)

(Leader – Cllr C Whitbread) To agree the KPI suite and priority projects (C-016-2024-25).

10. NORTH ESSEX SHARED SERVICES (Pages 39 - 54)

(Leader – Cllr C Whitbread) To note the work undertaken to date and the proposed approach to the Colchester City, Braintree and Epping Forest District Council's Shared Service Programme (C-017-2024-25).

11. APPROACH TO DIGITAL CUSTOMER IN PARTNERSHIP WITH COLCHESTER CITY COUNCIL - FIT FOR THE FUTURE (Pages 55 - 64)

(a) (Transformation – Cllr S Patel) To agree the approach to the Digital Customer Programme which leverages the partnership work in North Essex, and specifically across Epping Forest and Colchester City Councils (C-018-2024-25).

(b) Appendix 1 (**Restricted/Confidential**)

Please be advised that the meeting may need to go into **private session**, if required, since Appendix 1 (Existing risk factors) is **restricted/confidential**, as detailed under item 20 (Exclusion of Public and Press).

12. COMMUNITY INFRASTRUCTURE LEVY (Pages 65 - 73)

(Shaping our District – Cllr K Williamson) To explore the establishment of a Community Infrastructure Levy for the District (C-019-2024-25).

13. ADOPTION OF THE ESSEX WASTE STRATEGY (Pages 74 - 129)

(Contracts Delivery – Cllr R Balcombe) To agree to the adoption of the Waste Strategy for Essex 2024-2054 in the form appended to this report (Appendix 1) (C-020-2024-25).

14. WASTE MANAGEMENT OPERATIONAL POLICIES (Pages 130 - 141)

(Contracts Delivery – Cllr R Balcombe) To agree the amendments to the five waste policies referenced in this report (C-021-2024-25).

15. QUALIS QUARTERLY MONITORING REPORT – Q1 (YEAR 5) 2024/25 (Pages 142 - 152)

(Commercial & Estates – Cllr T Matthews) To consider the content of the report with particular emphasis on the ongoing monitoring actions required (C-022-2024-25).

16. QUARTER 1 BUDGET MONITORING REPORT (2024/25) (Pages 153 - 174)

(Finance & Economic Development – Cllr H Whitbread) To note the Quarter 1 positions of the General Fund and Housing Revenue Account (C-023-2024-25).

17. FINANCIAL PLANNING FRAMEWORK 2025/26 TO 2029/30 (Pages 175 - 185)

(Finance & Economic Development – Cllr H Whitbread) To agree the proposed approach to Financial Planning for 2025/26 to 2029/30 (C-024-2024-25).

18. THE BROADWAY REFURBISHMENT PROJECT (Pages 186 - 204)

(a) (Housing & HGGT – Cllr N Bedford) To award the refurbishment works contract at The Broadway (C-025-2024-25).

(b) Appendix A (**Restricted/Confidential**)

Please be advised that the meeting may need to go into **private session**, if required, since Appendix A (Tender Report) is **restricted/confidential**, as detailed under item 20 (Exclusion of Public and Press).

19. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

20. EXCLUSION OF PUBLIC AND PRESSExclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
11b	Approach to Digital Customer in partnership with Colchester City Council – Fit for the Future Appendix 1	3
18b	The Broadway Refurbishment Project – Appendix A	3

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.