



THE EXECUTIVE WORK PROGRAMME

INCORPORATING THE FORWARD PLAN

(COVERING STATUTORY PERIOD 1 September 2009 – 31 December 2009)

The Forward Plan

There is a legal requirement for local authorities to publish a Forward Plan setting out the key decisions to be made in the four-month period ahead. Each successive Forward Plan has to be published and available for public inspection at least two weeks before the first day of the first month of the four-month period. Copies of the Forward Plan are available for inspection at the Council's information offices throughout the District, as well as on the Council's website in the Local Democracy section.

The Executive Work Programme

The Executive (i.e. the Cabinet) is required by the Constitution to have a work programme, which indicates how the aims and objectives set out in the Council will be achieved. The work programme covers the year ahead, and by law the Council is required to state:

- Who will make the decision;
- When it is likely to be made;
- Arrangements for consultation and representations; and
- Background documents used.

As all the items in the work programme involve key decisions, it has been agreed to merge the two into *The Executive Work Programme incorporating the Forward Plan*.

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 for Finance and ICT 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.

Contact Officer

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Executive Priorities 2009-10

The Cabinet has determined that its Corporate Priorities for 2009-10, are:

- (i) To help mitigate the impact of the current economic conditions on local people and businesses, through appropriate initiatives;
- (ii) To improve access to information about the Council's services, through the implementation of a Customer Transformation Programme;
- (iii) To ensure the Council provides good value for money, through the development of a comprehensive Value for Money Strategy;
- (iv) To achieve accreditation for the Council's Environment and Neighbourhood Officers under the Essex Police Community Safety Accreditation Scheme by June 2009;
- (v) To complete the strategic review of North Weald Airfield, through the continuing work of the North Weald Airfield Strategy Cabinet Committee;
- (vi) To work with Essex County Council, Epping Forest College and local Schools to further the educational opportunities and facilities for the local young people; and
- (vii) The delivery of a Gypsy and Traveller Development Plan.

In addition, there are a further 21 objectives split between the eight Portfolios detailed in the key priority objectives 2009/10.

Cabinet Membership 2009-10

- Cllr Diana Collins - The Leader of the Council.
- Cllr Chris Whitbread - Deputy Leader; Finance & Economic Development Portfolio Holder.
- Cllr Mitchell Cohen - Legal & Estates Portfolio Holder.
- Cllr Mary Sartin - Environment Portfolio Holder.
- Cllr David Stallan - Housing Portfolio Holder.
- Cllr Syd Stavrou - Community Safety & Transport Portfolio Holder.
- Cllr Richard Bassett - Performance Management Portfolio Holder.
- Cllr Brian Rolfe - Leisure & Wellbeing Portfolio Holder.

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Treasury Management - Policies & Investment Practices	Annual Report plus Prudential Indicators.	Yes	7 September 2009	Cabinet	Corporate Executive Forum	Bob Palmer 01992 564279	File Papers in Accountancy
Q1 Internal Audit Monitoring Report 2009/10	To note progress & consider governance issues.	No	24 September 2009	Audit and Governance Committee	Corporate Governance Group Corporate Executive Forum	Brian Bassington 01992 564446	File papers in Internal Audit
Financial Issues Paper	Part of Budget 2010/11 Process.	Yes	5 October 2009	Finance and Performance Management Cabinet Committee	Corporate Executive Forum.	Bob Palmer 01992 564279	File papers in Accountancy.
First Quarter Financial Monitoring	Monitoring of Expenditure against Budget.	No	5 October 2009	Finance and Performance Management Cabinet Committee	Corporate Executive Forum Service Directors Finance Scrutiny Panel Portfolio Holder	Peter Maddock 01992 564602	File papers in Accountancy
Corporate Risk Update	Annual update of corporate risks.	Yes	5 October 2009	Finance and Performance Management Cabinet Committee	Service Directors Corporate Executive Forum	Bob Palmer 01992 564279	File papers in Accountancy
Debt write off policy and update	Review Policy.	Yes	5 October 2009	Finance and Performance Management Cabinet Committee	Finance Scrutiny Panel.	Edward Higgins 01992 564606	File papers in Accountancy
Update on Procurement Hub	Update on progress.	No	5 October 2009	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	File papers with Procurement Officer.
Management Representation Letter and ISA 260	Initial report of External Auditors on Final Accounts.	No	5 October 2009	Finance and Performance Management Cabinet Committee		Bob Palmer 01992 564279	File Papers in Accountancy

	Report of External Auditors on Final Accounts.		30 November 2009	Audit and Governance Committee			
Capital Programme Review and Strategy 2009 - 14	Annual full update of Programme. Annual update of Strategy.	Yes	12 October 2009 16 November 2009	Cabinet Cabinet	Corporate Executive Forum Spending Control Officers	Ms Teresa Brown 01992 564605	File papers in Accountancy
Second Quarter Financial Monitoring	Monitoring of expenditure against budget.	No	23 November 2009	Finance and Performance Management Cabinet Committee	Corporate Executive Forum Service Directors Finance Scrutiny Panel Portfolio Holders	Peter Maddock 01992 564602	File papers in Accountancy
Insurance Excess Report	Annual Report.	No	23 November 2009	Finance and Performance Management Cabinet Committee		Edward Higgins 01992 564606	File papers in Accountancy
Fees and Charges	Annual review of fees & charges for: 1. Housing; 2. Licensing; 3. Leisure; and 4. Car Parking.	Yes	23 November 2009 21 December 2009	Finance and Performance Management Cabinet Committee Cabinet	Corporate Executive Forum. Service Directors. Finance Scrutiny Panel. Portfolio Holder.	Peter Maddock Bob Palmer 01992 564602	None.
IT Update	Progress Report	No	23 November 2009	Finance and Performance Management Cabinet Committee		David Newton 01992 564580	File papers in ICT
Q2 Internal Audit Monitoring Report 2009/10	To note progress and consider governance issues.	No	30 November 2009	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Brian Bassington 01992 564446	File papers in Internal Audit
Council Budget 2009/10	Setting of annual revenue & capital budgets, as well as the District Council Tax. Determines any increases in budgetary commitments.	Yes	25 January 2010	Finance and Performance Management Cabinet Committee	Finance Scrutiny Panel. Overview & Scrutiny Committee.	Bob Palmer 01992 564279	File papers in Accountancy
Risk Register and Risk Documents Update	Update of risk register.	Yes	25 January 2010	Finance and Performance Management Cabinet Committee	Service Directors Corporate Executive Forum	Bob Palmer 01992 564279	None.

Q3 - Internal Audit Monitoring Report 2009/10	To note progress and consider governance issues.	No	8 February 2010	Audit and Governance Committee	Corporate Executive Group Corporate Governance Group	Brian Bassington 01992 564446	File papers in Internal Audit
HRA Five Year Forecast	Monitoring of expenditure against budget.	No	8 March 2010	Cabinet	Corporate Executive Forum Director of Housing Housing Portfolio Holder	Peter Maddock 01992 564602	File papers in Accountancy
Internal Audit Business Plan 2010/11	To approve the plan.	No	15 March 2010	Finance and Performance Management Cabinet Committee	Corporate Executive Forum Corporate Governance Group	Brian Bassington 01992 564446	File papers in Internal Audit
Third Quarter Financial Monitoring	Monitoring of expenditure against budget.	No	15 March 2010	Finance and Performance Management Cabinet Committee	Corporate Executive Forum Service directors Finance Scrutiny Panel Portfolio Holders	Peter Maddock 01992 564602	File papers in accountancy
Statutory Statement of Accounts 2009/10	Approval of Annual accounts & out-turn reports. Statutory requirement to be agreed by 30 June.	Yes	14 June 2010 21 June 2010 29 June 2010	Finance and Performance Management Cabinet Committee Audit and Governance Committee Council	Corporate Executive Forum.	Bob Palmer 01992 564279	File papers in Accountancy
Annual Audit & Inspection Plan 2010/11	To receive and note the plan from the Council's External Auditors.	No	14 June 2010	Audit and Governance Committee	Corporate Executive Forum. Corporate Governance Group. FPM Cabinet Committee.	Brian Bassington 01992 564446	None.
Internal Audit Annual Report 2008/09	To approve the report and consider the effectiveness of Internal Audit.	No	21 June 2010	Audit and Governance Committee	Corporate Executive Forum. Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Governance Statement	Part of the Statutory Statement of Accounts.	Yes	21 June 2010	Audit and Governance Committee	Corporate Executive Forum	Brian Bassington 01992 564446	File papers in Internal Audit
Q4 Internal Audit Monitoring Report 2009/10	To note progress and consider governance issues.	No	21 June 2010	Audit and Governance Committee	Corporate Governance Group. Corporate Executive Forum.	Brian Bassington 01992 564446	File papers in Internal Audit

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Safer Cleaner Greener Strategy	To adopt the strategy.	Yes	7 September 2009	Overview and Scrutiny Committee Cabinet	SCG Standing Scrutiny Panel. Overview & Scrutiny Cttee.	John Gilbert 01992564062	Reports to SCG Panel & OS Cttee Draft Strategy
Environment & Street Scene Enforcement Policy	To adopt the policy.	Yes	7 September 2009	Cabinet	Safer, Cleaner, Greener Panel. Overview & Scrutiny Committee.	Jim Nolan 01992 564083	Report (ICT1)s(ICT2)(ICT3) to SCG Panel & OS Cttee Draft Strategy
Major Tree Works Contract	Report on the tender timetable, process and evaluation criteria of the major tree works contract due for renewal in August 2010. Report on tender outcome.	Yes	7 September 2009 19 April 2010	Cabinet Cabinet		Laura MacNeill 01992 564223	Environment and Street Scene Performance and Operations unit
St John's Road Area Development & Design Brief	To agree report for public consultation.	No	21 December 2009 7 January 2010	Cabinet Local Development Framework Cabinet Committee	One to one meeting Stakeholder Workshop, Steering Group meetings	John Preston 01992 564111	Report to Cabinet 10 March 2008
Waste Management Service	Adoption of wheelie bin and associated policies.	Yes	To be confirmed	Environment Portfolio Holder	CEF. Members Bulletin.	John Gilbert 01992 564062	Members Bulletin

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - LEISURE & WELLBEING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Leisure Task and Finish Panel - Feasibility report on proposed Sports Hall	<p>Report on the feasibility and estimated costs of the erection of a Hall at Waltham Abbey Swimming Pool.</p> <p>Request agreement to funding to proceed to detail costing stage.</p> <p>Report on outcome of pre-planning application.</p> <p>Report on outcome of negotiations with SLM re: partnership delivery of scheme.</p> <p>Report on the finalised scheme with detailed costings and application for full funding.</p>	No	<p>13 July 2009</p> <p>13 July 2009</p> <p>To be Confirmed</p> <p>To be Confirmed</p> <p>To be Confirmed</p>	<p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p> <p>Cabinet</p>		Laura MacNeill 01992 564223	File papers held in Environment and Street Scene Performance and Operations Unit
Grant Aid 2009/10 - August 2009	Applications for determination & allocation of budget.	No	31 August 2009	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Limes Farm	To receive an update on the proposal to develop a multi-agency Community Facility at Limes Farm and seek capital provision as necessary.	Yes	12 October 2009	Cabinet	Corporate Executive Forum	Julie Chandler 01992 564214	Cabinet Report 10.11.08
Ongar Leisure Centre	To receive an update on the proposed OLC Playing Fields Development and seek capital provision as necessary.	No	12 October 2009	Cabinet	Corporate Executive Forum	Julie Chandler 01992 564214	Cabinet report 10.11.08

Grant Aid 2009/10	Applications for determination & allocation of budget.	No	2 October 2009	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2009/10	Applications for determination & allocation of budget.	No	4 December 2009	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grants Aid 2009/10	Applications for determination and allocation of budget.	No	29 January 2010	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	None.
Grant Aid 2009/10	Applications for determination and allocation of budget.	No	2 April 2010	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - PERFORMANCE MANAGEMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Planned preventative Maintenance Programmes for the Civic Offices, Operational Buildings & Commercial Property 2010/11 to 2014/15	To consider proposals for the five year period 2010/11 to 2014/15.	No	12 October 2009	Cabinet	Corporate Executive Forum & Contractors	Mike Tipping 01992 564280	None.

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - COMMUNITY SAFETY & TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Parking Review	To review the recently implemented parking restrictions.	Yes	31 December 2009	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals.	John Gilbert 01992 564062	None.
Buckhurst Hill Parking Review	To review the recently implemented parking restrictions.	No	31 December 2009	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals	John Gilbert 01992 564062	None.
Broadway Parking Reviews	To review the recently implemented parking restrictions.	Yes	31 December 2009	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals.	John Gilbert 01992 564062	None.

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Homelessness Strategy	Revision of the Strategy.	Yes	31 August 2009	Housing Portfolio Holder	Tenants & Leaseholders Association Federation Housing Scrutiny Panel	Roger Wilson 01992 564419	Current Homelessness Strategy
Revised Approach to Internal Decoration Scheme for Older People	To agree a revised eligibility criteria.	Yes	31 August 2009	Housing Portfolio Holder		Haydn Thorpe 01992 564162	Existing Policy documents (Housing Portfolio Holder Decision 29 June 2004)
Housing Strategy 2009-2012	To agree the draft revised strategy.	Yes	7 September 2009 29 September 2009	Cabinet Council	Various Consultees	Alan Hall 01992 564004	Current Housing Strategy
Local Housing Company (Legal advice)	To agree a feasibility report and budget provision.	Yes	7 September 2009	Cabinet		Alan Hall 01992 564004	None.
Annual Wavier of Contract Standing Orders	To obtain approval to wavier for specified contracts	No	7 September 2009	Cabinet		Paul Pledger 01992 564248	None.
Review of Interim shared Ownership Policy	Review of Interim Shared Ownership Policy.	Yes	7 September 2009	Cabinet		Alan Hall 01992 564004	cabinet report 12 arch 2009
Private Sector House Condition Survey - Funding	To agree DDF funding in 2010/11.	No	12 October 2009	Cabinet		Lyndsay Swan 01992 564146	None.

Open Market Homebuy	To agree use of existing funding to fund new scheme.	No	12 October 2009	Cabinet	Moat Housing.	Alan Hall 01992 564004	None.
Housing Repairs and Works Unit Restructure	To agree a new structure	No	12 October 2009	Cabinet	Staff/Unions/Staff Side	Paul Pledger 01992 564248	Consultation Results
Review of Disabled Adaptations Budget	To consider changes to the budget.	No	12 October 2009	Cabinet		Paul Pledger 01992 564248	None.
Private Sector Housing ICT Staffing Resources	To agree additional staffing.	No	12 October 2009	Cabinet		Lyndsay Swan 01992 564146	None.
Review of Private Sector Housing and Off Street Parking Budgets	To consider whether off street parking budgets should be transferred to private sector housing grants.	Yes	12 October 2009	Cabinet	None.	Paul Pledger 01992 564248	Parking Scheme Schedule
Off Street Parking Schemes	To agree the schemes to be undertaken in 2010/11	Yes	16 November 2009	Cabinet	Residents consulted on proposed schemes	Paul Pledger 01992 564248	Consultation Results
Review of Housing Service Standards	Review of service standards.	Yes	30 November 2009	Housing Portfolio Holder	Tenants and Leaseholder's Federation Local Residents.	Alan Hall 01992 564004	Leaflet
Housing Allocations Scheme	Annual review of the scheme.	Yes	21 December 2009	Cabinet	Citizens Advice Bureaux Tenants Leaseholders Federation Registered Social Landlords Local Councils	Roger Wilson 01992 564419	Current Scheme
Springfields Improvement Scheme - Quarterly Progress Report (December 2009)	Quarterly progress report	No	21 December 2009	Cabinet	Resident consulted on scheme	Paul Pledger 01992 564248	Valuation Certificate
Replacement Vehicles for	To agree leases of vehicles	No	1 February 2010	Cabinet		Paul Pledger 01992 564248	None.

Building Maintenance Section							
Home Ownership Grant Funding	To consider whether to continue scheme into 2010/11	No	1 February 2010	Cabinet		Sandy Lindsay 01992 564035	None.
Review of Energy Performance Certificates	To review the process as agreed by Cabinet.	No	1 February 2010	Cabinet		Paul Pledger 01992 564248	Cabinet report 1 September 2008

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Community Governance Review - Moreton, Bobbingworth and the Lavers	Review of Parish Electoral Wards.	Yes	7 September 2009 29 September 2009	Cabinet Council	Local Political Parties Local Residents Ward Councillors Essex County Council And other bodies or individuals with an interest.	Ian Willett 01992 564243	Letter of MBL P>C. requesting reviews
Community Governance Review - Epping Town Council	Review of Town Council Electoral cycle to achieve election by halves.	Yes	7 September 2009	Cabinet	Local Political Parties Local Residents Ward Councillors Essex County Council And other bodies or individuals with an interest.	Ian Willett 01992 564243	Letter of Epping Town Council 30 July 2009
District Council Travel Plan	Approval of commitment of plan.	Yes	7 September 2009	Cabinet	Corporate Executive Forum. Joint Consultative Committee. Green Working Party.	Chris Overend 01992 564247	Staff travel plan results & Analysis
SA/SEA of Gypsy & Traveller Consultation Document and alternative Site Suggestions	Agreement to publish for public consultation.	Yes	10 September 2009 12 October 2009	Local Development Framework Cabinet Committee Cabinet		Ian White 01992 564066	None.
Coordinate LDF with Harlow & East Herts	Joint working arrangements to be entered into to facilitate preparation of the LDF.	Yes	12 October 2009 3 November 2009	Cabinet Council	Environmental & Planning Services Scrutiny Panel	Amanda Wintle 01992 564543	Report to Cabinet (14-Jul-08)
Gypsy & Traveller Development	Agreement of submission documents.	Yes	11 March 2010	Local Development Framework Cabinet Committee		Ian White 01992 564066	None.

Plan Document		19 April 2010	Cabinet			
		20 April 2010	Council			

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 SEPTEMBER 2009 TO 31 DECEMBER 2009

PORTFOLIO - LEGAL & ESTATES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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