



**THE EXECUTIVE WORK PROGRAMME**

**INCORPORATING THE FORWARD PLAN**

**(COVERING STATUTORY PERIOD 1 February 2010 – 31 May 2010)**

## **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.

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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 FEBRUARY 2010 TO 31 JANUARY 2011

PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Budget 2010/11	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.
Debt write off policy and update	Review Policy.	Yes	1 February 2010	Cabinet	Finance Scrutiny Panel.	Edward Higgins 01992 564606	File papers in Accountancy
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

NWA installation of security fencing along M11	Request for Capital monies to continue the programme of installation of the security fencing around the airfield to improve facilities so as to improve rental income.	No	7 June 2010	Cabinet	North Weald Airfield Committee.	Laura MacNeill 01992 564223	None.
North Weald Airfield replacement toilets	Re-provision of demountable toilets at North Weald Airfield.	No	7 June 2010	Cabinet		John Gilbert 01992 564062	Papers in Environment & Street Scene
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
North Weald Bund works	Request for finance of the required works to the bund at North Weald.	No	19 July 2010	Cabinet		John Gilbert 01992 564062	Papers in Environment & Street Scene
Treasury management - Policies & Investment Practises	Annual report plus Prudential Indicators.	Yes	13 September 2010	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	20 September 2010	Audit and Governance Committee	Corporate Governance Group. Corporate Executive Forum.	Brian Bassington 01992 564446	File papers in Internal Audit
First Quarter Financial Monitoring	Monitoring of Expenditure against Budget.	No	22 November 2010	Finance and Performance Management Cabinet Committee	Corporate Executive Forum Service Directors Financial Scrutiny Panel Portfolio Holder	Peter Maddock 01992 564602	File papers in Accountancy
Financial Issues Paper	Part of Budget 2011/12 Process.	Yes	22 November 2010	Finance and Performance Management Cabinet Committee	Corporate Executive Forum.	Bob Palmer 01992 564279	File in Accountancy
Corporate Risk Update	Annual update of corporate risks.	Yes	22 November 2010	Finance and Performance Management Cabinet Committee	Services Directors Corporate Executive Forum	Bob Palmer 01992 564279	File papers in Accountancy

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PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Management Service	Outstanding wheelie bin policies.	Yes	4 January 2010	Cabinet	CEF. Members Bulletin.	John Gilbert 01992 564062	Members Bulletin
Replacement of Lease Vehicle for Grounds Maintenance	Request for capital monies to fund purchase of vehicle as lease: capital review shows capital a more cost affective option.	No	1 February 2010	Cabinet	The HUB for tender process	Laura MacNeill 01992 564223	Environment and Street Scene Performance and Operations unit
Land Drainage Standby Service	Virement of funds within Portfolio for ongoing provision of out hours emergency response to flooding.	Yes	1 February 2010	Cabinet	Overview & Scrutiny, Pitt Review Task and Finish Panel, Pitt Review Task & Finish Panel	Kim Durrani 01992 564055	Cabinet decision of 10 November 2008.  Reports to Overview & scrutiny by the Pitt Review
Broadway Town Centre Enhancement Scheme	Final Account following completion of capital works.	Yes	1 February 2010	Cabinet	Local Town Centre Enhancement Focus Group meetings Corporate Executive Forum	Kim Durrani 01992 564055	TCE Design Guide  Cabinet Reports
St John's Road Area Development & Design Brief	To agree report for public consultation.	No	8 March 2010	Cabinet	One to one meeting Stakeholder Workshop, Steering Group meetings	John Preston 01992 564111	Report to Cabinet 10 March 2008
Bobbingworth Former Landfill Site	Final Account following completion of capital works.	Yes	8 March 2010	Cabinet	Newsletters to local residents, Forester, Parish Council Liaison.	Kim Durrani 01992 564055	Previous Cabinet report
Roding Valley Agreement with Buckhurst Hill Parish Council	Report informing Members of the decision made by Buckhurst Hill Parish Council regarding the agreement for management of Roding valley and giving options for action.	Yes	8 March 2010	Cabinet	Buckhurst Hill Parish Council	Laura MacNeill 01992564223	papers held in Environmental Street Scene Performance and Operations unit



Major Tree Works Contract	Report on tender outcome.	Yes	19 April 2010	Cabinet		Laura MacNeill 01992 564223	Environment and Street Scene Performance and Operations unit
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WORK PROGRAMME - 1 FEBRUARY 2010 TO 31 JANUARY 2011

PORTFOLIO - LEISURE & WELLBEING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Potential out-sourcing for community arts	To consider the future options for the delivery of community arts.	No	4 January 2010	Cabinet		Julie Chandler 01992 564214	Previous report of Leisure Task and Finish Panel
Grants Aid 2009/10	Applications for determination and allocation of budget.	No	29 January 2010	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	None.
Ongar Leisure Centre	To receive an update on the proposed OLC Playing Fields Development and seek capital provision as necessary.	No	1 February 2010	Cabinet	Corporate Executive Forum	Julie Chandler 01992 564214	Cabinet report 10.11.08
Leisure Task and Finish Panel - Feasibility report on proposed Sports Hall	Report on the financial proposal from SLM.	No	8 March 2010	Cabinet		Laura MacNeill 01992 564223	File papers held in Environment and Street Scene Performance and Operations Unit
	Report on outcome of pre-planning application.		19 April 2010	Cabinet			
	Report on the finalised scheme with detailed costings and application for full funding.		19 April 2010	Cabinet			
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

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PORTFOLIO - PERFORMANCE MANAGEMENT

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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PORTFOLIO - COMMUNITY SAFETY & TRANSPORT

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Epping Parking Review	To review the recently implemented parking restrictions.	Yes	31 January 2010	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals.	John Gilbert 01992 564062	cabinet reports securing capital funding
Buckhurst Hill Parking Review	To review the recently implemented parking restrictions.	Yes	31 January 2010	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals	John Gilbert 01992 564062	Cabinet reports securing capital funding
Broadway Parking Reviews	To review the recently implemented parking restrictions.	Yes	26 February 2010	Community Safety & Transport Portfolio Holder	Consultation with affected residents on proposals.	John Gilbert 01992 564062	Cabinet reports securing capital funding

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PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of Housing Service Standards	To review the Housing Service Standards and performance against the standards in 2008/9.	Yes	16 December 2009	Housing Portfolio Holder	Tenants and Leaseholder's Federation Housing Scrutiny Panel	Alan Hall 01992 564004	None.
Disabled Adaptation - 2 Crossfields, Loughton	To note an overspend on the Final account of a disabled adaptation at Crossfield.	No	4 January 2010	Cabinet		Paul Pledger 01992 564248	None.
Review of Disabled Adaptations Budget	To consider changes to the budget.	No	1 February 2010	Cabinet		Paul Pledger 01992 564248	None.
Housing Enforcement Policy	To agree an approach to private housing enforcement.	Yes	1 February 2010	Cabinet		Lyndsay Swan 01992 564146	None.
Replacement Vehicles for Building Maintenance Section	To agree leases of vehicles	No	1 February 2010	Cabinet		Paul Pledger 01992 564248	None.
Report of the affordable Housing	To consider ways of increasing the amount of affordable housing within the District and whether or not the Council should recommence Council house building.	Yes	1 February 2010	Cabinet	Housing Scrutiny Panel Affordable Housing Sub-Group	Alan Hall 01992 564004	Report to the Affordable Housing sub-group (Nov 2009)
Formation of Local Housing Company	To consider whether or not to set up a local housing company to buy and let properties with Council loans.	Yes	1 February 2010	Cabinet		Alan Hall 01992 564004	Detailed legal advice received from Trowers & Hamlin

Review of Interim Shared Ownership Policy	Review of Interim Shared Ownership Policy.	Yes	8 March 2010	Cabinet		Alan Hall 01992 564004	cabinet report 12 March 2009  Shared Ownership Review Rpt
HRA Business Plan 2010/11	To agree the adoption of the Business Plan.	Yes	31 March 2010	Housing Portfolio Holder	Housing Scrutiny Panel Tenants & Leaseholders Federation	Alan Hall 01992 564004	None.
Housing Allocations Scheme	Annual review of the scheme.	Yes	19 April 2010	Cabinet	Citizens Advice Bureaux Tenants Leaseholders Federation Registered Social Landlords Local Councils	Roger Wilson 01992 564419	Current Scheme
Off Street Parking Schemes	To consider tenders received and agree the schemes to be undertaken in 2010/11.	Yes	19 April 2010	Cabinet	Residents consulted on proposed schemes	Paul Pledger 01992 564248	Consultation Results
Future approach to involvement of members in Housing	To agree what appeals members should be involved with.	Yes	25 May 2010	Council	Housing Appeals and Reviews Panel. Constitution & Member services Scrutiny Panel Overview & Scrutiny Committee	Alan Hall 01992 564004	Report to the housing Appeals and Reviews Panel
Review of Housing Service Standards	To review the housing service standards & performance against the standards in 2009/10.	Yes	2 August 2010	Housing Portfolio Holder	Tenants and Leaseholder's Federation Housing Scrutiny Panel.	Alan Hall 01992 564004	None.
Annual Wavier of Contract Standing Orders	To obtain approval to wavier for specified contracts.	No	13 September 2010	Cabinet		Paul Pledger 01992 564248	None.

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PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Plan 2006-10 & Key Priority Objectives 2009/10		Yes	4 January 2010	Cabinet		Stephen Tautz 01992 564180	None.
Gypsy and Traveller DPD	To consider the Counsel advice on stock-take of current position.	Yes	4 January 2010 19 January 2010	Cabinet Council		Ian White 01992 564066	Counsel Report
Gypsy & Traveller Development Plan Document	Agreement of submission documents.	Yes	To be determined To be determined	Cabinet Council	Counsel	Ian White 01992 564066	t the meeting of 4 January 2010, Cabinet agreed that there was a need for a meeting with the relevant Minister to discuss the future preparation of the DPD, and to move this recommendation to the next meeting of Full Council (19th January) for ratification. Pending any such Ministerial meeting and its outcomes, it is not now possible to give a timetable for the agreement of the submission DPD.
Community Governance Review - Ongar Town Council/ Greensted Ward	Review of Parish boundary to consider proposal to transfer Greensted Parish Ward to Stanford Rivers Parish Council and associated electoral arrangements. This may	Yes	8 March 2010	Cabinet	Informal consultation with Ongar Town Council, Stanford Rivers Parish Council and Moreton, Bobbingworth & The Lavers Parish Council and local MPs and	Ian Willett 01992 564243	Motion at Council meeting on 3.11.09 – adopted and referred to Cabinet.

	also include further review proposals for Morton, Bobbingworth & The Lavers Parish Council.				County/District Councillors prior to decision on whether to launch the review.		
Coordinate LDF with Harlow & East Herts	Joint working arrangements to be entered into to facilitate preparation of the LDF.	Yes	11 March 2010  19 April 2010  25 May 2010	Local Development Framework Cabinet Committee  Cabinet  Council	Corporate Executive Forum	Amanda Wintle 01992 564543	Report to Cabinet (14-Jul-08)



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PORTFOLIO - LEGAL & ESTATES

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