



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 DECEMBER 2023 TO 31 MARCH 2024**

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The Council publishes a notice for each Key Decision or decision to be made in private at least 28 days before that decision is made.

The Cabinet Forward Plan will be updated on a monthly rolling programme to coincide with the requirements of the of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Further information is provided in the [Constitution](#) – **Article 14 Decision – Making**

Epping Forest District Council's aims and key objectives are detailed in the [Corporate Plan](#).

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Published: 30 November 2023

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>LEADER Portfolio Holder: Cllr C Whitbread</b>						
Place Delivery Strategy for Epping Forest District	Cabinet	18 December 2023	Key Significantly effects 2 or more wards	Georgina Blakemore, Chief Executive	Chief Executive	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
Shared Services Update	Cabinet	15 January 2024	Key Significantly effects 2 or more wards	Georgina Blakemore, Chief Executive	Chief Executive	
	Executive Briefing	18 December 2023	Open			
Local Government Association (LGA) Peer Review	Cabinet	Not before summer 2024	Key Significantly effects 2 or more wards  Open	Georgina Blakemore, Chief Executive	Chief Executive	
Interim Polling Districts as a result of the Boundary Review	Council	Not before 1st October 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>PLACE Portfolio Holder: Cllr N Bedford</b>						
Implementation of the Local Plan Annual Infrastructure Funding Statement	Cabinet	4 December 2023	Key Significantly effects 2 or more wards  Open	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
HGGT Governance / Joint Committee Update on and approval of HGGT Joint Committee delegations Framework and other relevant decisions.	Council	19 December 2023	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Services), Naisha Polaine, Harlow and Gilston Garden Town Director	Chief Operating Officer	
North Weald Bassett Master Plan Allocation Site Final approval following consultation.	Cabinet	18 March 2024	Key Increases Financial Commitments in Future Years	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Planning Transformation Update	Cabinet	18 March 2024	Key Significantly effects 2 or	Nigel Richardson, Service Director (Planning	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	12 February 2024	more wards Open	Services)		
	Executive Briefing	26 February 2024				
	Place Scrutiny Committee	27 February 2024				
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip</b>						
Risk Management - Corporate Risk Register To consider the corporate risk register and approve the Risk Management Strategy and Policy.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
Qualis 4-Year Business Plan To review	Cabinet	18 December 2023	Key Expenditure > £250k Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
Qualis Quarter 4 Budget Monitoring Report 2023 To review Q4	Cabinet	18 December 2023	Key Expenditure > £250k Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Indicative Draft Budget 2024/25 Draft Budget which includes General Fund & HRA revenue, Capital, Fees & Charges and updated Medium Term Financial Plan)	Cabinet	18 December 2023	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
Qualis Q1 Budget Monitoring 2024/25 To review Q1	Cabinet	5 February 2024	Key Expenditure > £250k	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			
	Executive Briefing	15 January 2024				
Quarter 3 Budget Monitoring Report 2023/24 To review Q3	Cabinet	5 February 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			
	Executive Briefing	15 January 2024				
	Overview & Scrutiny Committee	23 January 2024				
Final Draft Budget Proposals 2024/25 Final Budget Papers which include General Fund & HRA revenue, Capital, Fees & Charges and updated Medium Term Financial Plan)	Cabinet	5 February 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			
	Executive Briefing	15 January 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>HOUSING &amp; STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread</b>						
Telecare Emergency Alarm Upgrade	Cabinet	15 January 2024	Key Expenditure > £250k  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 December 2023				
	Executive Briefing	18 December 2023				
HRA Business Plan To review	Cabinet	15 January 2024	Key Expenditure > £250k  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 December 2023				
	Executive Briefing	18 December 2023				
Home Ownership Strategy	Cabinet	5 February 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
	Communities Scrutiny Committee	16 January 2024				
Older People Strategy	Cabinet	5 February 2024	Key Significantly effects 2 or	Surjit Balu, Interim Director of Housing and	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	4 January 2024	more wards	Property		
	Executive Briefing	15 January 2024				
	Communities Scrutiny Committee	16 January 2024				
Housing Asset Management Strategy	Cabinet	18 March 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Damp and Mould Policy	Cabinet	18 March 2024	Key Raises new issues of Policy  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
	Communities Scrutiny Committee	16 January 2024				
<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr S Patel</b>						
Role of Local Government in the Integrated Care System Conclusion of the Task and Finish	Communities Scrutiny Committee	Not before 1st March 2024	Key  Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Panel						
<b>CONTRACTS, SERVICE DELIVERY &amp; IMPROVEMENT Portfolio Holder: Cllr R Balcombe</b>						
Procurement of Waste Fleet Vehicles To approve the procurement of the specified waste fleet vehicles.	Cabinet	15 January 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)		
	Cabinet Agenda Planning Group	4 December 2023				
	Executive Briefing	18 December 2023				
Award of Contract for Construction of Environment Operations Hub at North Weald Airfield	Cabinet	15 January 2024	Key Expenditure > £250k  Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 December 2023				
	Executive Briefing	18 December 2023				
<b>REGULATORY SERVICES Portfolio Holder: Cllr K Williamson</b>						
M3 Upgrade to Assure Upgrading from M3 to cloud based Assure for EFDC Public Protection teams.	Regulatory Services Portfolio Holder	Not before 17th December 2023	Key Expenditure > £250k  Open	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
Taxi Licence Tariff Following consultation.	Cabinet	5 February 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director	Chief Operating Officer	



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	Cabinet Agenda Planning Group	4 January 2024	Open	(Technical)		
	Executive Briefing	15 January 2024				
Contaminated Land Strategy Policy Document.	Cabinet	Not before February / March 2024 (tbc)	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
<b>CUSTOMER and CORPORATE SUPPORT SERVICES Portfolio Holder: Cllr S Kane</b>						
Award of Contract for Off-Street Parking Enforcement To award the off-street parking enforcement contract.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
Customer/Digital Strategy	Cabinet	2024 (tbc)	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Director of ICT & Transformation	Strategic Director Corporate and Section 151 Officer	
Financial IT System To replace the current financial and procurement system with one consolidated Cloud based IT system.	Customer and Corporate Support Services Portfolio Holder	(tbc)	Key Significantly effects 2 or more wards	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	