



**Epping Forest
District Council**

FORWARD PLAN

FOR THE PERIOD 1 MARCH 2024 TO 30 JUNE 2024

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](#).

Published: 4 March 2024

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
LEADER Portfolio Holder: Cllr C Whitbread						
Fit for the Future - Governance	Cabinet	18 March 2024	Key Expenditure > £250k	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Chief Executive	
	Executive Briefing	26 February 2024	Open			
Pay Policy Statement	Cabinet	18 March 2024	Key Expenditure > £250k	Joanne Budden, Service Manager People, Culture, Change, Wellbeing & Internal Comms	Chief Executive	
	Cabinet Agenda Planning Group	12 February 2024	Open			
	Executive Briefing	26 February 2024				
	Council	9 April 2024				
Local Government Association (LGA) Peer Review	Cabinet	Not before 1st June 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	17 December 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet	11 November 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Overview & Scrutiny Committee	29 October 2024				
	Local Councils Liaison Committee (as part of the consultation process)	26 September 2024				
PLACE Portfolio Holder: Cllr N Bedford						
Planning Transformation Update	Place Scrutiny Committee	Not before 1st March 2024	Non-Key Open	Nigel Richardson, Service Director (Planning Development)	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 Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Endorsement of the Latton Priory Strategic Design Code	Cabinet	18 March 2024	Key Raises new issues of Policy Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Endorsement East of Harlow Masterplan Principles SPD	Cabinet	18 March 2024	Key Raises new issues of Policy Open	Nick Finney, Interim Implementation Team Manager, Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
South Epping Strategic Masterplan Framework For consultation	Cabinet	28 May 2024	Key Increases Financial Commitments in Future Years Open	Nick Finney, Interim Implementation Team Manager, Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				
FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip						
Renewal of Microsoft Enterprise Agreement Purchase of Microsoft Licenses 2024/2027 with Phoenix Software through framework agreement	Finance & Economic Development Portfolio Holder	March 2024	Key Expenditure > £250k Open	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Strategic Director, Corporate and Section 151 Officer	Article 17 Access to Information Rule 37 & 38 (General Exception & Special Urgency) agreed by the Overview & Scrutiny Chairman

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Qualis Quarterly Monitoring Report - Q1 (Year 5) 2023/24 To review Q1	Cabinet	28 May 2024	Key Expenditure > £250k Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Overview & Scrutiny Committee	23 April 2024				
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				
Web Platform – the consolidation of web platforms across Epping Forest and Colchester City Councils. A hosting provider and a delivery partner are needed,	Cabinet	8 July 2024	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services), Matthew White, Head of ICT Epping Forest and Colchester Councils	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024				
HOUSING & STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread						
Role of Local Government in the Integrated Care System Conclusion of the Task and Finish Panel	Communities Scrutiny Committee	Not before 1st May 2024	Non-Key Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	
Housing Asset Management Strategy	Cabinet	18 March 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	26 February 2024				
Condensation, Damp and Mould Policy	Cabinet	18 March 2024	Key Raises new issues of Policy	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024	Open			
	Executive Briefing	26 February 2024				
	Communities Scrutiny Committee	16 January 2024				
Annual Housing Performance Report	Communities Scrutiny Committee	5 March 2024	Non-Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Tenant Satisfaction Report	Communities Scrutiny Committee	5 March 2024	Non-Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	28 May 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property Director, Rochelle Hoyte, Service Manager - Housing Development	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Roundhills – Purchase of 28 units from Qualis Seeking approval to go into contract	Cabinet	28 May 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property Director, Rochelle Hoyte, Service Manager - Housing Development	Chief Operating Officer	Report is subject to confirmation of Homes England grant and heads of terms being agreed with Qualis.
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr S Patel						
Annual Performance Report – EDFC Health and Wellbeing Board	Communities Scrutiny Committee	5 March 2024	Non-Key Open	Gill Wallis, Service Director Customer & Community	Chief Operating Officer	
Customer/Contact Satisfaction Performance	Communities Scrutiny Committee	5 March 2024	Non-Key Open	Gill Wallis, Service Director Customer & Community	Chief Operating Officer	
CONTRACTS, SERVICE DELIVERY & IMPROVEMENT Portfolio Holder: Cllr R Balcombe						
Epping Forest Operations Hub	Cabinet	18 March 2024	Key Expenditure > £250k	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024	Open			
	Executive Briefing	26 February 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Epping Leisure Contract Update	Place Scrutiny Committee	27 February 2024	Non-Key Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
Waste Contract Update	Place Scrutiny Committee	27 February 2024	Non-Key Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
Adoption of the Essex Waste Strategy	Cabinet	8 July 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Communities Scrutiny Committee	25 June 2024	Open			
Terra Verde Services Business Plan	Cabinet	8 July 2024	Key Expenditure > £250k Open	Dave Ward, Interim Managing Director - Waste Services	Chief Operating Officer	
REGULATORY SERVICES Portfolio Holder: Cllr K Williamson						
Contaminated Land Strategy Policy Document.	Cabinet	Not before 1st July 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
Tree Policy	Cabinet	18 March 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory	Chief Operating Officer	
	Executive Briefing	26				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
		February 2024	Open	Services		
	Place Scrutiny Committee (as part of the consultation process)	27 February 2024				
CUSTOMER and CORPORATE SUPPORT SERVICES Portfolio Holder: Cllr S Kane						
Customer/Digital Strategy	Cabinet	2024 (tbc)	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	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 Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	