



**Epping Forest
District Council**

FORWARD PLAN

FOR THE PERIOD 1 APRIL 2024 TO 31 JULY 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: 26 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						
Pay Policy Statement	Council	9 April 2024	Key Expenditure > £250k Open	Joanne Budden, Service Manager People, Culture, Change, Wellbeing & Internal Comms	Chief Executive	
Fit for the Future Further report	Cabinet	28 May 2024	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Chief Executive	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024	Open			
Local Government Association (LGA) Peer Review	Cabinet	Not before 1st July 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				
	Overview & Scrutiny Committee	29 October 2024				
	Local Councils Liaison Committee (as part of the consultation process)	26 September 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
PLACE Portfolio Holder: Cllr N Bedford						
East of Harlow Masterplanning Guidance Supplementary Planning Document	Cabinet	28 May 2024	Key Raises new issues of Policy	Nick Finney, Interim Implementation Team Manager, Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				
South Epping Strategic Masterplan Framework For consultation	Cabinet	28 May 2024	Key Increases Financial Commitments in Future Years	Nick Finney, Interim Implementation Team Manager, Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				
Planning Transformation Update	Place Scrutiny Committee	Not before 1st June 2024	Non-Key Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
North Weald Airfield – Construction of new Control Tower Budget approval and contractor appointment	Council	23 July 2024	Key Expenditure > £250k	Darren Goodey, Service Manager (Commercial), James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet	8 July 2024				
	Cabinet Agenda Planning Group	3 June 2024	Open			
	Executive Briefing	17 June 2024				
	Place Scrutiny Committee	2 July 2024				

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FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip						
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	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				
Web Platform Consolidation of web platforms across Epping Forest and Colchester City Councils for a hosting provider and a delivery partner.	Cabinet	8 July 2024	Key Significantly effects 2 or more wards Open	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	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						
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	28 May 2024	Key Expenditure > £250k Open	Surjit Balu, Interim Housing and Property Director, Rochelle Hoyte, Service Manager - Housing Development	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				
Roundhills – Purchase of 28 units from Qualis Seeking approval to go into contract	Cabinet	28 May 2024	Key Expenditure > £250k Open	Surjit Balu, Interim Housing and Property Director, Rochelle Hoyte, Service	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				

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	Executive Briefing	13 May 2024		Manager - Housing Development		
Annual Housing Performance Report	Communities Scrutiny Committee	25 June 2024	Non-Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Tenant Satisfaction Report	Communities Scrutiny Committee	25 June 2024	Non-Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Repairs Policy	Communities Scrutiny Committee	25 June 2024	Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Retro-fit Plan	Communities Scrutiny Committee	25 June 2024	Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Role of Local Government in the Integrated Care System Conclusion of the Task and Finish Panel	Communities Scrutiny Committee	Not before 1st July 2024	Non-Key Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr S Patel						

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CONTRACTS, SERVICE DELIVERY & IMPROVEMENT Portfolio Holder: Cllr R Balcombe						
Epping Forest Operations Hub	Council	9 April 2024	Key Expenditure > £250k 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 Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024				
	Communities Scrutiny Committee	25 June 2024				
Terra Verde Services Business Plan	Cabinet	8 July 2024	Key Expenditure > £250k Open	Dave Ward, Interim Managing Director - Waste Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024				
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	

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CUSTOMER and CORPORATE SUPPORT SERVICES Portfolio Holder: Cllr S Patel / Cllr R Balcombe (Customer) and Cllr C Whitbread (Corporate Support Services)						
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.	Leader 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	