



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 MAY 2024 TO 31 AUGUST 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: 29 April 2024

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>						
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 August 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	
	Local Councils Liaison Committee (as part of the consultation process)	26 September 2024				
<b>PLACE Portfolio Holder: Cllr N Bedford</b>						
East of Harlow Masterplanning Guidance Supplementary Planning Document	Cabinet	28 May 2024	Key Raises new issues of Policy  Open	Nigel Richardson, Service Director (Planning Development), Nick Finney, Interim Implementation Team Manager	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
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				
	Executive Briefing	13 May 2024	Open			
Planning Transformation Update	Place Scrutiny Committee	Not before 1st June 2024	Non-Key  Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip</b>						
Integration of Epping Library into Epping Forest District Council's Civic Offices	Cabinet	28 May 2024	Key Significantly effects 2 or more wards	Dawn Baird, Interim Service Manager - Business Support	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024	Open			
North Weald Airfield New Control Tower / Fire Station development and Post Google Land Sale Obligations 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)	Strategic Director Corporate and Section 151 Officer	
	Cabinet	28 May 2024				
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				
	Place Scrutiny Committee	2 July 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Quarter 4 Budget Monitoring Report 2023/24 (Provisional outturn)	Overview & Scrutiny Committee	4 June 2024	Key Significantly effects 2 or more wards	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet	28 May 2024				
	Executive Briefing	13 May 2024	Open			
Qualis Audit of Accounts Report (Year 4) 2022/23 To review Q1	Cabinet	28 May 2024	Key Expenditure > £250k	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	Open			
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	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	Open			
<b>HOUSING &amp; STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread</b>						
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	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024	Open			
Chequers B development Seeking approval to enter into contract following a successful	Cabinet	8 July 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
tender process	Executive Briefing	17 June 2024	Open	Director		
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**

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>CONTRACTS, SERVICE DELIVERY &amp; IMPROVEMENT Portfolio Holder: Cllr R Balcombe</b>						
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	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024	Open			
	Communities Scrutiny Committee	25 June 2024				
Terra Verde Services Business Plan	Cabinet	8 July 2024	Key Expenditure > £250k	Dave Ward, Interim Managing Director - Waste Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024				
<b>REGULATORY SERVICES Portfolio Holder: Cllr K Williamson</b>						
Planning Advisory Service Development Management Committee Review	Council	15 October 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet	28 May 2024				
	Cabinet Agenda Planning Group	29 April 2024	Open			
	Executive Briefing	13 May 2024				
Contaminated Land Strategy Policy Document.	Cabinet	Not before 1st July 2024	Key Significantly effects 2 or	Mandy Thompson, Service Director -	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
			more wards	Regulatory 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	(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	