



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 JUNE 2024 TO 30 SEPTEMBER 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: 10 June 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>						
Productivity Plan	Cabinet	8 July 2024	Key Significantly effects 2 or more wards  Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Executive Briefing	17 June 2024				
Proposed new KPI Suite	Overview & Scrutiny Committee	30 July 2024	Key  Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
Draft revised Corporate Plan	Cabinet	2 September 2024	Key Significantly effects 2 or more wards  Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
	Overview & Scrutiny Committee	30 July 2024				
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				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson</b>						
South Epping Masterplan Area - Endorsement of Strategic Masterplan Framework and Design Code	Cabinet	2 September 2024	Key Increases Financial Commitments in Future Years  Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread</b>						
Financial IT Systems Replacement To replace the current financial and procurement system with one consolidated Cloud based IT system.	Finance & Economic Development Portfolio Holder	30 May 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	
Regeneration and Place Investment	Cabinet	8 July 2024	Key Significantly effects 2 or more wards  Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Executive Briefing	17 June 2024				
Consolidation of web platform projects across Epping Forest and Colchester City Councils for a hosting provider and a delivery partner	Cabinet	2 September 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	29 July 2024				
	Executive Briefing	12 August 2024				

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Financial Planning Framework 2025/26 to 2029/30	Cabinet	2 September 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 Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Quarter 1 Budget Monitoring Report (2024/25)	Cabinet	2 September 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 Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Updated Medium Term Financial Plan (MTFP) 2025/26 to 2029/30 (including Budget Strategy 2025/26)	Cabinet	7 October 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 Agenda Planning Group	2 September 2024	Open			
	Executive Briefing	16 September 2024				
Capital Programme Update (General Fund & HRA)	Cabinet	7 October 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 Agenda Planning Group	2 September 2024	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	16 September 2024				
Quarter 2 Budget Monitoring Report (2024/25)	Cabinet	11 November 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 Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
<b>COMMERCIAL &amp; ESTATES Portfolio Holder: Cllr T Matthews</b>						
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  Open	James Warwick, Service Director (Contracts, Partnerships and Procurement), Darren Goodey, Service Manager (Commercial)	Strategic Director Corporate and Section 151 Officer	
Qualis Quarterly Monitoring Report – Q4 Outturn (Year 5) 30/092022 to 31/03/24	Cabinet	8 July 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024	Open			
Qualis Joint Venture (JV)	Cabinet	15 July 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 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
	Executive Briefing	17 June 2024	Open			
Qualis Business Plan Update	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Qualis Quarterly Monitoring Report – Q1 (Year 6) 2024/25	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Qualis Quarterly Monitoring Report – Q2 (Year 6) 2024/25	Cabinet	9 December 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Qualis Quarterly Monitoring Report – Q3 (Year 6) 2024/25	Cabinet	17 March 2025	Key Significantly effects 2 or more wards  Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
<b>TRANSFORMATION Portfolio Holder: Cllr S Patel</b>						
<b>HOUSING &amp; HGGT (Harlow &amp; Gilston Garden Town) Portfolio Holder: Cllr N Bedford</b>						
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	
Approach to Housing Energy Efficiency Retrofit	Cabinet	8 July 2024	Key  Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
The Broadway Major Repairs Project	Cabinet	8 July 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024				
	Executive Briefing	17 June 2024	Open			
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	2 September 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Housing Repairs Policy	Cabinet	7 October 2024	Key	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				
<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr K Rizvi</b>						
<b>CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe</b>						
Adoption of Waste Strategy for Essex 2024 - 2054	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and	Chief Operating Officer	



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	Cabinet Agenda Planning Group	29 July 2024	Open	Procurement)		
	Executive Briefing	12 August 2024				
Terra Verde Services (TVS) Business Plan	Cabinet	15 July 2024	Key Expenditure > £250k	Dave Ward, Interim Managing Director - Waste Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	3 June 2024	Open			
	Executive Briefing	17 June 2024				
EFDC Waste Policy Changes	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
	Communities Scrutiny Committee	25 June 2024				
<b>REGULATORY, TECHNICAL &amp; COMMUNITY SAFETY SERVICES Portfolio Holder: Cllr P Keska</b>						
Planning Advisory Service Development Management Committee Review	Council	8 August 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	19 June - Special Working Group & <b>ALL Members to attend</b>
	Constitution Working Group	11 July 2024	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Transfer of Grounds Maintenance into Qualis Property Solutions – 12 Month Update	Place Scrutiny Committee	2 July 2024	Key Significantly effects 2 or more wards  Open	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	To be joint report with Qualis
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	
Customer/Digital Strategy	Cabinet	tbc	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Strategic Director Corporate and Section 151 Officer	