



**Epping Forest
District Council**

FORWARD PLAN

FOR THE PERIOD 1 SEPTEMBER 2024 TO 31 DECEMBER 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: 30 August 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						
Draft revised Corporate Plan	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Organisation Performance - KPI Suite and Priority Project	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Executive Briefing	12 August 2024	Open			
North Essex Shared Services	Cabinet	2 September 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	29 July 2024	Open			
	Executive Briefing	12 August 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	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson						
Community Infrastructure Levy Approval sought to introduce Community Infrastructure Levy (CIL) Charging	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Implementation of the Local Plan	Cabinet	7 October 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024	Open			
	Executive Briefing	16 September 2024				
West Ongar Concept Framework for endorsement	Cabinet	11 November 2024	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Development), Peter van der Zwan, Principal Planning Officer	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
South Nazeing Concept Framework for endorsement	Cabinet	11 November 2024	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	

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	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
South Epping Masterplan Area - Endorsement of Strategic Masterplan Framework and Design Code	Cabinet	11 November 2024	Key Increases Financial Commitments in Future Years Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024				
	Executive Briefing	21 October 2024				
FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread						
Financial Planning Framework 2025/26 to 2029/30	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Quarter 1 Budget Monitoring Report (2024/25)	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
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			
	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				
Draft Budget 2025/26 Includes General Fund & HRA revenue, Capital, Fees & Charges and updated MTFP (2025/26 to 2029/30)	Cabinet	9 December 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	18 November 2024				
Quarter 3 Budget Monitoring Report (2024/25)	Cabinet	3 February 2025	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	6 January 2025	Open			
	Executive Briefing	20 January 2025				
Final Draft Budget 2025/26 Includes General Fund & HRA revenue, Capital, Fees & Charges and updated MTFP (2025/26 to 2029/30)	Cabinet	3 February 2025	Key Expenditure > £250k	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				
	Council	20 February 2025				
COMMERCIAL & ESTATES Portfolio Holder: Cllr T Matthews						
Qualis Quarterly Monitoring Report – Q1 (Year 5) 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				

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Qualis Business Plan Update	Cabinet	11 November 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	
	Cabinet Agenda Planning Group	7 October 2024				
	Executive Briefing	21 October 2024				
Qualis Quarterly Monitoring Report – Q2 (Year 5) 2024/25	Cabinet	9 December 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	
	Cabinet Agenda Planning Group	4 November 2024				
	Executive Briefing	18 November 2024				
Qualis Quarterly Monitoring Report – Q3 (Year 5) 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				
TRANSFORMATION Portfolio Holder: Cllr S Patel						
Approach to Digital Customer in partnership with Colchester City Council - Fit for the Future	Cabinet	2 September 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	29 July 2024				

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	Executive Briefing	12 August 2024	Open			
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	
HOUSING & HGGT (Harlow & Gilston Garden Town) Portfolio Holder: Cllr N Bedford						
The Broadway Major Repairs Project	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024	Open			
Housing Repairs and Maintenance 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				
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	9 December 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			

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	Executive Briefing	18 November 2024				
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr K Rizvi						
MOU for the West Essex Health and Wellbeing Board	Cabinet	tbc	Non-Key	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	
	Cabinet Agenda Planning Group	tbc	Open			
	Executive Briefing	tbc				
CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe						
Contract award for Processing & Selling of Dry Mixed Recycling To award contract for processing and selling of dry, mixed recycling materials	Contracts Delivery Portfolio Holder	Not before 30th August 2024	Key Expenditure > £250k Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
Persistent Organic Pollutants (POPs) Collection and Transport Contract	Contracts, Service Delivery and Improvement Portfolio Holder	Not before 1st September 2024	Key Significantly effects 2 or more wards Open	James Warwick, Service Director (Contracts, Partnerships and Procurement), David Marsh, Waste Management Team Manager	Chief Operating Officer	
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				
Waste Management Operational Policies	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				
EFDC Recycling Collections	Cabinet	11 November 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
	Place Scrutiny Committee	22 October 2024				
REGULATORY, TECHNICAL & COMMUNITY SAFETY SERVICES Portfolio Holder: Cllr P Keska						
District Wide Smoke Control Area	Cabinet	11 November 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				

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	Place Scrutiny Committee	22 October 2024				
Gambling Act 2005 Statement of Licensing Policy	Council	17 December 2024	Non-Key Open	David King, Licensing Manager	Chief Operating Officer	
EFDC Council Wide Anti-Social Behaviour Policy	Cabinet	tbc	Key Significantly effects 2 or more wards			Scrutiny Task & Finish Panel to be set- up following O&SC on 30 July, before going to Cabinet
	Cabinet Agenda Planning Group	tbc				
	Executive Briefing	tbc	Open			
	Overview & Scrutiny Committee	30 July 2024				