



THE EXECUTIVE WORK PROGRAMME

INCORPORATING THE FORWARD PLAN

(COVERING STATUTORY PERIOD 1 July 2008 – 31 October 2008)

The Forward Plan

There is a legal requirement for local authorities to publish a Forward Plan setting out the key decisions to be made in the four-month period ahead. Each successive Forward Plan has to be published and available for public inspection at least two weeks before the first day of the first month of the four-month period. Copies of the Forward Plan are available for inspection at the Council's information offices throughout the District, as well as on the Council's website in the Local Democracy section.

The Executive Work Programme

The Executive (i.e. the Cabinet) is required by the Constitution to have a work programme, which indicates how the aims and objectives set out in the Council and Best Value Performance Plans will be achieved. The work programme covers the year ahead, and by law the Council is required to state:

- Who will make the decision;
- When it is likely to be made;
- Arrangements for consultation and representations; and
- Background documents used.

As all the items in the work programme involve key decisions, it has been agreed to merge the two into *The Executive Work Programme incorporating the Forward Plan*.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and

(vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director for Finance and ICT are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;
- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

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Executive Priorities 2008/09

The Cabinet has determined that its Corporate Priorities for 2008/09 are:

- (i) To ensure that the Council fully contributes to the delivery of the priorities and objectives of the second Essex Local Area Agreement, not only through active participation in the Local Strategic Partnership, but also by robustly monitoring performance against the priority areas that the authority has 'had regard to';
- (ii) To explore options to improve the accessibility of the Council's services through customer focused initiatives, including neighborhood services and one-stop-shops;
- (iii) To produce a Sustainability Strategy for the Council, to ensure that the authority minimises the environmental impact of its actions and operations; and
- (iv) To review options for the future of North Weald Airfield, through the continuing work of the North Weald Airfield Strategy Cabinet Committee.

In addition, there are a further 18 objectives split between the nine Portfolios detailed in the Best Value Performance Plan for 2008/09.

Cabinet Membership 2008/09

- Cllr Diana Collins - The Leader of the Council.
- Cllr Chris Whitbread - Deputy Leader; Finance & Performance Management Portfolio Holder.
- Cllr Mitchell Cohen - Corporate Support & ICT Services Portfolio Holder.
- Cllr Anne Grigg - Planning & Economic Development Portfolio Holder.
- Cllr Mary Sartin - Environmental Protection Portfolio Holder.
- Cllr David Stallan - Housing Portfolio Holder.
- Cllr Syd Stavrou - Community Wellbeing Portfolio Holder.
- Cllr Richard Bassett - Civil Engineering & Maintenance Portfolio Holder.
- Cllr Heather Harding - Leisure & Young People Portfolio Holder.

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 JULY 2008 TO 30 JUNE 2009

PORTFOLIO - FINANCE & PERFORMANCE MANAGEMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Best Value Performance Plan 2008/09	Statutory requirement to be published by 30 June.	Yes	9 June 2008 26 June 2008	Cabinet Council	FPM Scrutiny Panel	Stephen Tautz 01992-564180	File papers in PMU
Statutory Statement of Accounts 2007/08	Approval of Annual accounts & outturn reports. Statutory requirement to be agreed by 30 June.	Yes	16 June 2008 23 June 2008 26 June 2008	Finance and Performance Management Cabinet Committee Audit and Governance Committee Council	Corporate Executive Forum	Bob Palmer 01992-564279	File papers in Accountancy
Governance Statement	Part of the Statutory Statement of Accounts.	No	23 June 2008	Audit and Governance Committee	Corporate Executive Forum	Joe Akerman 01992-564446	File papers in Internal Audit
Internal Audit Annual Report 2007/08	To approve the report and consider the effectiveness of Internal Audit.	No	23 June 2008	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Joe Akerman 01992-564446	File papers in Internal Audit
Annual Audit & Inspection Plan 2008/09	To receive and note the plan from the Council's external Auditors.	No	23 June 2008	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group FPM Cabinet Committee	Joe Akerman 01992-564446	None.
Q4 Internal Audit Monitoring Report 2007/08	To note progress & consider governance issues.	No	23 June 2008	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Joe Akerman 01992-564446	File papers in Internal Audit
Treasury Management - Policies & Investment	Annual report.	Yes	1 September 2008	Cabinet	Corporate Executive Forum	Bob Palmer 01992-564279	File papers in Accountancy

Practices							
Q1 Internal Audit Monitoring Report 2008-09	To note progress and consider governance issues.	No	15 September 2008	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Joe Akerman 01992-564446	File papers in Internal Audit
Capital Programme Review 2008-13	Approval of updated programme.	Yes	6 October 2008	Cabinet	Corporate Executive Forum	Bob Palmer 01992-564279	File Papers in Accountancy
Capital Strategy 2008-13	To approve the updated Strategy.	Yes	10 November 2008 16 December 2008	Cabinet Council	Corporate Executive Forum Management Board	Bob Palmer 01992-564279	File papers in Accountancy
Fees and Charges	Annual review of fees & charges for: 1. Housing; 2. Licensing; 3. Leisure; and 4. Car Parking.	Yes	17 November 2008 15 December 2008	Finance and Performance Management Cabinet Committee Cabinet	Corporate Executive Forum Leisure Contract Monitoring Board	Bob Palmer 01992-564279	None.
Q2 Internal Audit Monitoring Report 2008/09	To note progress and consider governance issues	No	24 November 2008	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Joe Akerman 01992-564446	File papers in Internal Audit
Council Budgets 2009/10	Setting of annual revenue & capital budgets, as well as the District Council Tax. Determines any increases in budgetary commitments.	Yes	26 January 2009 2 February 2009 17 February 2009	Finance and Performance Management Cabinet Committee Cabinet Council	FPM Scrutiny Panel	Bob Palmer 01992-564279	File papers in Accountancy
Q3 Internal Audit Monitoring Report 2008/09	To note progress & consider governance issues.	No	9 February 2009	Audit and Governance Committee	Corporate Executive Forum Corporate Governance Group	Joe Akerman 01992-564446	File papers in Internal Audit
HRA Five-Year Forecast	To approve the updated forecast for the Housing Revenue Account.	Yes	9 March 2009	Cabinet	Housing Scrutiny Panel	Peter Maddock 01992-564602	File Papers in Accountancy
Internal Audit Business	To approve the plan.	No	16 March 2009	Finance and Performance	Corporate Executive Forum	Joe Akerman 01992-564446	File papers in Internal Audit

Plan 2009/10			30 March 2009	Management Cabinet Committee Audit and Governance Committee	Corporate Governance Group		
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PORTFOLIO - CORPORATE SUPPORT & ICT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Civic Offices Maintenance 2008-09	Planned Preventative Maintenance Programme.	No	6 October 2008	Cabinet	Corporate Executive Forum Contractors	Mike Tipping 01992-564280	None.

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PORTFOLIO - COMMUNITY WELLBEING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	27 June 2008	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in the Office of the Chief Executive
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	26 September 2008	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in the Office of the Chief Executive
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	31 October 2008	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in the Office of the Chief Executive
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	19 December 2008	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in Office of the Chief Executive
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	27 February 2009	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in the Office of the Chief Executive
Grant Aid 2008/09	Applications for determination & allocation of budget.	No	24 April 2009	Community Wellbeing Portfolio Holder		Chris Overend 01992-564247	File papers in the Office of the Chief Executive

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PORTFOLIO - ENVIRONMENTAL PROTECTION

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Bobbingworth Tip	Update report	Yes	9 June 2008	Cabinet		Kim Durrani 01992-564055	None.
Cory EMS	To settle final accounts	Yes	9 June 2008	Cabinet		John Gilbert 01992-564062	Budget outturn report for 2007/08
Abandoned Vehicles Contract	To award the new contract in accordance with Contract Standing Orders.	No	27 June 2008	Environment Portfolio Holder		David Marsh 01992-564192	Tender Documents PQQ Documents
Garden Waste Service	To consider revisions to the current garden waste collection service.	Yes	1 September 2008	Cabinet	Safer, Cleaner, Greener Scrutiny Panel	John Gilbert 01992 - 564062	Minutes of Waste Management Partnership Board Other Committee Reports
Food Waste Service	To consider the introduction of a food waste collection service.	Yes	1 September 2008	Cabinet	Safer, Cleaner, Greener Scrutiny Panel	John Gilbert 01992 - 564062	Minutes of Waste Management Partnership Board Other Committee Reports

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PORTFOLIO - LEISURE & YOUNG PEOPLE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waltham Abbey Sports Centre Joint Use Agreement	To extend the current agreement with King Harold School until 1 April 2009 whilst a review of the current arrangements takes place.	No	25 July 2008	Leisure and Young People Portfolio Holder	Leisure & Young People Scrutiny Panel	John Gilbert 01992 - 564062	File papers held in Environment & Street Scene - Performance & Operations
Epping Sports Centre Contract	Outcome of negotiations regarding potential extension to Leisure Management Contract for Epping Sports Centre.	Yes	1 September 2008	Cabinet	Contract Monitoring Board	John Gilbert 01992 - 564062	File Papers held in Environment & Street Scene - Performance & Operations
Ongar Campus Fields	To support the improvement and development of outdoor playing pitches through matched funding	No	1 September 2008	Cabinet		James Warwick 01992 - 564350	Previous Committee Reports
Waltham Abbey Sports Centre	Review of the provision of dry side activities and management of Waltham Abbey Sports Centre, including a possible new hall and changing rooms or alternative management options.	Yes	15 December 2008	Cabinet	Leisure & Young People Scrutiny Panel	John Gilbert 01992 - 564062	File papers held in Environment & Street Scene - Performance & Operations

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PORTFOLIO - CIVIL ENGINEERING & MAINTENANCE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Parking Review	To review the recently implemented parking restrictions.	No	27 June 2008	Civil Engineering and Maintenance Portfolio Holder	Consultation with affected residents on proposals.	John Gilbert 01992-564062	None.
Woodchipper & Stump Grinder Purchase	New equipment purchase for the Grounds Maintenance Service from the allocated capital budget	No	25 July 2008	Civil Engineering and Maintenance Portfolio Holder		Laura MacNeill 01992 - 564223	File papers held in Environment & Street Scene - Performance & Operations
Buckhurst Hill Parking Review	To review the recently implemented parking restrictions.	No	26 September 2008	Civil Engineering and Maintenance Portfolio Holder	Consultation with affected residents on proposals	John Gilbert 01992-564062	None.

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PORTFOLIO - LEADER'S

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Revised Executive Arrangements	To implement the revised Leader and Cabinet model for the Executive following the publication of the enacting Government regulations.	Yes	28 October 2008	Council	Constitution & Member Services Scrutiny Panel.	Ian Willett 01992-564243	None.

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PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
EFDC Small Development Sites - Phase II	To determine the feasibility & appropriateness of small developments on Council-owned land.	Yes	30 May 2008	Housing Portfolio Holder	Home Housing Group.	Alan Hall 01992-564004	Feasibility Reports from Home Housing Group
Springfields Improvement Scheme - Quarterly Progress Report I	Quarterly progress report.	No	9 June 2008	Cabinet		Paul Pledger 01992-564248	Valuation Certificates
Review of EFDC SHG Funding	To consider the level of any Social Housing Grant. For the following year.	Yes	14 July 2008	Cabinet		Alan Hall 01992-564004	None.
Off Street Parking Programme	To consider schemes for next year.	Yes	25 July 2008	Housing Portfolio Holder	Residents of identified schemes	Paul Pledger 01992-564248	Individual Scheme Assessments
Review of Careline Service	To determine whether the service should continue to be provided in-house.	Yes	1 September 2008	Cabinet	Housing Scrutiny Panel Tenants & Leaseholders Federation Staff	Roger Wilson 01992-564419	None.
Springfields Improvement Scheme - Quarterly Progress Report II	Quarterly progress report.	No	1 September 2008	Cabinet		Paul Pledger 01992-564248	Valuation Certificates
Enforcement of Unauthorised Parking on Estates	Future policy.	Yes	1 September 2008	Cabinet	Housing Scrutiny Panel Tenants & Leaseholders Federation	Roger Wilson 01992-564419	Member Survey Results
Home Ownership Grants	Outcome of six-month review of scheme.	No	6 October 2008	Cabinet		Alan Hall 01992-564004	None.
Housing	Revisions to the existing	Yes	15 December	Cabinet	Housing Scrutiny Panel	Roger Wilson	None.

Allocations Scheme	scheme.		2008		Tenants & Leaseholders Federation Registered Social Landlords Local Councils	01992-564419	
Springfields Improvement Scheme - Quarterly Progress Report III	Quarterly progress report.	No	15 December 2008	Cabinet		Paul Pledger 01992-564248	Valuation Certificates
Springfields Improvement Scheme - Quarterly Progress Report IV	Quarterly progress report.	No	9 March 2009	Cabinet		Paul Pledger 01992-564248	Valuation Certificate

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PORTFOLIO - PLANNING AND ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Loughton High Road TCE - Final Account	Scheme sign-off & final report.	Yes	9 June 2008	Cabinet		Kim Durrani 01992-564055	TCE Design Guide
East of England Plan	Adoption by the Secretary of State.	Yes	14 July 2008 29 July 2008	Cabinet Council		Ian White 01992-564066	Draft East of England Plan
Forward Planning Resources Report	Delayed until the East of England Plan issued.	Yes	1 September 2008	Cabinet		Ian White 01992 564066	Report to the Cabinet 19-Feb-07
Stansted G2 & Second Runway	Council is in receipt of a consultation, to which responses have to be made by 26 June 2008.	No	1 September 2008	Cabinet	Council is a consultee.	Ian White 01992-564066	None.
Olympic Games	Proposed Olympic Canoe slalom course in the Lea Valley Regional Park.	Yes	2 December 2008	District Development Control Committee	The Council is liable to be a consultee when the planning application is made to Broxbourne Borough Council.	Ian White 01992-564066	None.
Coordinate LDF with Harlow & East Herts	Core strategy issues and options.	Yes	15 December 2008	Cabinet	Environmental & Planning Services Scrutiny Panel	Amanda Wintle 01992-564543	None.
Statement of Community Involvement		Yes	15 December 2008 17 February 2009	Cabinet Council	District Development Control Committee	Ian White 01992-564066	None.
Carbon Reduction Strategy	To consider how the Council could reduce its carbon footprint.	Yes	15 December 2008	Cabinet		Lisa Ingwall 01992-564357	Nottingham Declaration