



**Epping Forest
District Council**

THE EXECUTIVE WORK PROGRAMME

INCORPORATING THE FORWARD PLAN

(COVERING STATUTORY PERIOD 1 December 2010 – 31 March 2011)

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 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.

Contact Officer

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Executive Priorities 2010-11

The Cabinet has determined that its Corporate Priorities for 2010-11, are:

- (i) To deliver a sound Core Strategy of the local development Framework;
- (ii) To help mitigate the impact of the current economic conditions on local people and businesses, through the development and implementation of appropriate initiatives;
- (iii) To further improve the Council's corporate procedures for safeguarding local children and young people as part of Essex County Council's Children's Trust arrangements;
- (iv) To improve the performance of the Benefits Service;
- (v) To maintain the Council's sound financial position;
- (vi) To achieve the level of savings identified within the Council's Medium-Term Financial Strategy;
- (vii) To work with the Epping Forest Safer Communities Partnership to further reduce levels of actual crime and the fear of crime in the District;
- (viii) To seek continuous performance improvement and the best use of resources;
- (ix) To enable the provision of additional affordable housing in the District and other initiatives to assist people unable to purchase a property on the open market;
- (x) To continue the improvement in the benefit the Council receives from its investment in information and communications technology
- (xi) To continue to increase the Council's recycling performance; and
- (xii) To review the Council's commercial landholdings in order to coordinate competing land use proposals, to fulfill the authority's operational requirements and achieve value for money.

Cabinet Membership 2010-11

Cllr Diana Collins - The Leader of the Council.
Cllr Chris Whitbread - Deputy Leader; Finance & Economic Development Portfolio Holder.
Cllr Lesley Wagland - Legal & Estates Portfolio Holder.

Cllr Mary Sartin - Environment Portfolio Holder.
Cllr David Stallan - Housing Portfolio Holder.
Cllr Syd Stavrou - Operational Planning and Transport Portfolio Holder.
Cllr Richard Bassett - Performance Management Portfolio Holder.
Cllr Brian Rolfe - Leisure & Wellbeing Portfolio Holder.
Cllr Penny Smith - Safer and Greener Portfolio Holder

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Sustainable Community Strategy	Approval of Sustainable Community Strategy.	Yes	25 October 2010 14 December 2010	Cabinet Council		Derek Macnab 01992 564050	One Epping Forest Board Papers
St John's Road Area Development & Design Brief	To agree report for public consultation.	Yes	6 December 2010	Cabinet	One to one meeting Stakeholder Workshop, Steering Group meetings	John Preston 01992 564111	Report to Cabinet 10 March 2008
Mayoral Referendum - Budget Provision for 2011/12	Approval for budget provision for possible Mayoral referendum.	Yes	6 December 2010 15 February 2011	Cabinet Council	Public consultation via website.	Ian Willett 01992 564243	None
Review of Executive Constitution	Consideration of the results of Public consultation from May 2011 onwards, including the options of Leader & Cabinet and Elected Mayor and Cabinet.	Yes	6 December 2010 14 December 2010	Cabinet Council	Public consultation via the Council's website.	Ian Willett 01992 564243	Consultation Material on Website Letter dated 7.7.10 from Minister of Local Government to Leader of the Council
Corporate Plan 2011/12 -2014/15	Adoption of Corporate Plan 2010/11 – 2013/14.	Yes	31 January 2011 15 February 2011	Cabinet Council	Management Board. Local Strategic Partnership.	Stephen Tautz 01992 564180	File papers in Performance Improvement Unit
Community governance review - Moreton, Bobbingworth & The Lavers Parish Council	Review of warding for the area comprising the three lavers parishes within the MBL area. Results of stage one consultation. The proposal is to amalgamate three parish wards in the Lavers area into one new ward.	No	29 March 2011	Council	With residents of the Lavers' Parishes. Details on the Council's website.	Ian Willett 01992 564243	Consultation Material on Website

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Q2 Internal Audit Monitoring report 2010/11	To note progress and consider governance issues.	No	15 November 2010	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers Internal Audit
Q2 Financial Monitoring	Monitoring of Expenditure against Budget.	No	22 November 2010	Finance and Performance Management Cabinet Committee	Service Directors. Finance Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy
Insurance Excess Report	Annual Report	No	22 November 2010	Finance and Performance Management Cabinet Committee		Edward Higgins 01992 564606	File papers in Accountancy
Fees and Charges	Annual review of Fees and Charges for: 1. Housing; 2. Licensing 3. Leisure; and 4. Car Parking.	Yes	22 November 2010 6 December 2010	Finance and Performance Management Cabinet Committee Cabinet		Peter Maddock 01992 564602	None.
Capital Strategy	Annual Full Update of Strategy.	Yes	6 December 2010	Cabinet	Spending Control Officers.	Ms Teresa Brown 01992 564606	File papers in Accountancy
Corporate Risk Update	Quarterly update of corporate risks.	Yes	17 January 2011	Finance and Performance Management Cabinet Committee	Risk Management Group.	Bob Palmer 01992 564279	File papers in Accountancy
Final Budget 2011/12 Process	Final part of the Budget 2011/12 Process.	Yes	17 January 2011 31 January 2011 15 February 2011	Finance and Performance Management Cabinet Committee Cabinet Council	FPM Scrutiny Panel.	Bob Palmer 01992 564279	File papers in Accountancy
Q3 Internal Audit Monitoring	To note progress and consider governance issues.	No	7 February 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File Papers in Internal Audit

Report 2010/11							
Q3 Financial Monitoring	Monitoring of Expenditure against Budget.	Yes	21 March 2011	Finance and Performance Management Cabinet Committee	Service Directors. FPM Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy
Corporate Risk Update	Quarterly update of corporate risks.	Yes	21 March 2011	Finance and Performance Management Cabinet Committee	Risk Management Group.	Bob Palmer 01992 564279	File papers in Accountancy
Q4 Financial Monitoring	Monitoring of Expenditure against Budget.	Yes	20 June 2011	Finance and Performance Management Cabinet Committee	Service Directors. FPM Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy
Governance Statement	Part of the Statutory Statement of Accounts.	Yes	20 June 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Internal Audit Annual Report 2010/11	To approve the report and consider the effectiveness of Internal Audit.	No	20 June 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Q4 Internal Audit Monitoring Report	To note progress and consider governance issues.	No	20 June 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Statutory Statement of Account 2010/11	Approval of Annual accounts & out-turn reports. Statutory requirement to be agreed by 30 June.	Yes	20 June 2011 28 June 2011	Audit and Governance Committee Council	Corporate Governance Group.	Bob Palmer 01992 564279	File papers in Accountancy
Annual Audit & Inspection Plan 2010/11	To receive and note the plan from the Council's External Auditors.	No	20 June 2011	Audit and Governance Committee	Corporate Governance Group. Finance Performance Management Cabinet Committee.	Brian Bassington 01992 564446	None.
Q1 Internal Audit Monitoring Report 2011/12	To note progress & consider governance issues.	No	22 September 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers in Internal Audit
Financial Issues Paper	Part of Budget 2012/13 Process.	Yes	26 September 2011	Finance and Performance Management Cabinet Committee	Management Board.	Bob Palmer 01992 564279	File papers in Accountancy
Corporate	Quarterly update of	Yes	26 September	Finance and	Risk Management	Bob Palmer	File papers in

Risk Update	corporate risks.		2011	Performance Management Cabinet Committee	Group.	01992 564279	Accountancy
Q1 Financial Monitoring	Monitoring of Expenditure against Budget.	Yes	26 September 2011	Finance and Performance Management Cabinet Committee	Service Directors. Finance Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy.
Capital Programme Review	Annual Full Update of Programme.	Yes	24 October 2011	Cabinet	Spending Control Officers.	Ms Teresa Brown 01992 564605	File Papers in Accountancy

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011**PORTFOLIO - LEGAL & ESTATES**

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Roding Valley Agreement with Buckhurst Hill Parish Council	To report back to Members the outcome of further Member discussions with Buckhurst Hill Parish Council.	No	31 January 2011	Cabinet	Buckhurst Hill Parish Council.	Laura MacNeill 01992 564223	Papers held in Environmental Street Scene Performance and Operations unit

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Collection of Recycling from Bring Bank sites throughout the District	To award a contract for collection of recycling from Bring Bank Sites throughout the District.	Yes	24 December 2010	Environment Portfolio Holder		David Marsh 01992 564192	None.
Purchase of Bins and Containers for Flats	To award a contract for the purchase of bins and containers for flats.	Yes	31 January 2011	Environment Portfolio Holder		David Marsh 01992 564192	None.
Purchase of new vehicles for waste and recycling service	To consider options for purchase or hire of older vehicles on the waste service.	Yes	31 January 2011	Cabinet		John Gilbert 01992 564062	None.
Bring Bank recycling centre sites	To consider award of contract for collections from bring bank recycling centres, with or without suspension of some services as the Council provides a comprehensive door step collection service.	Yes	31 January 2011	Environment Portfolio Holder (if no change made to collections) Cabinet (if changes made to collections arrangements)		John Gilbert 01992 564062	None.

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Annual Waiver of Contract Standing Orders	To obtain approval to wavier for specified contracts.	No	6 December 2010	Cabinet		Paul Pledger 01992 564248	None.
Straw Bales Development - Millfield, High Ongar	To agree whether or not Council land should be sold to enable a straw bale housing development to be undertaken by a housing association.	No	6 December 2010	Cabinet		Roger Wilson 01992 564419	None.
Review of Home Ownership Grants	To review progress, and whether budget should be made for 1011/12.	Yes	6 December 2010	Cabinet	None.	Sandy Lindsay 01992 564035	None.
Changing RSLs for the Home Option Scheme	To consider some improvements to the scheme.	Yes	31 December 2010	Housing Portfolio Holder	Other members of Herts & Essex Housing Options Consortium Tenants and Leaseholders Federation	Roger Wilson 01992 564419	None.
Affordable Housing Scheme - Merlin Way, North Weald	To consider the transfer of land to a housing association to develop an affordable housing scheme.	No	31 January 2011	Cabinet	Home Housing Group	Alan Hall 01992 564004	Housing Policy File H880
Off Street Parking Schemes	To consider tenders received and agree the schemes to be undertaken in 2010/11.	Yes	31 January 2011	Cabinet	Residents consulted on proposed schemes	Paul Pledger 01992 564248	Consultation Results
Review of Disabled Adaptations Budget	To consider changes to the budget.	No	31 January 2011	Cabinet		Paul Pledger 01992 564248	None.
Development of Former Red Cross Hall Site	To consider whether or not to transfer the site to a housing association to develop for affordable	No	31 January 2011	Cabinet	Preferred Housing Association Partners.	Alan Hall 01992 564004	Housing Policy File H748

Waltham Abbey	housing.						
Additional Housing Capital Schemes	To seek budget provision and, if necessary, a Supplementary Estimate.	No	31 January 2011	Cabinet		Paul Pledger 01992 564248	None.
Replacement Vehicles for Building Maintenance Section	To agree leases of vehicles	No	31 January 2011	Cabinet		Paul Pledger 01992 564248	None.
Permanent Appointments of Temporary Homelessness Prevention Officers	To consider whether these temporary posts should be made permanent.	No	31 January 2011	Cabinet	None.	Roger Wilson 01992 564419	None.
Sale of EFDC Garage sites - Stonyshotts, Waltham Abbey	To consider whether the Council's garage site, suffering from structural problems, should be sold for development land.	No	31 January 2011	Cabinet	None.	Paul Pledger 01992 564248	Structural report on condition of garages. Development feasibility drawing and associated instructions
Virement - Funding of Piper Haven Alarm Equipment	To agree a virement of funds, to enable the Council's Piper Haven alarm equipment to be upgraded, before maintenance support is withdrawn.	No	31 January 2011	Cabinet	None.	Roger Wilson 01992 564419	None.
Review of "Mow and Grow" Scheme	To review the scheme and future funding.	Yes	1 March 2011	Housing Portfolio Holder	Voluntary Action Epping Forest.	Roger Wilson 01992 564419	None.
HRA Business Plan 2011/12	To agree the Plan	Yes	31 March 2011	Housing Portfolio Holder	Tenants and Leaseholders Federation Housing Scrutiny Panel	Alan Hall 01992 564004	None.
Review of Housing Service Standards	To consider performance against standards in 2010/11 and agree any required changes.	Yes	11 August 2011	Housing Portfolio Holder	Tenants and Leaseholders Federation. Housing Scrutiny Panel.	Alan Hall 01992 564004	None
Housing Strategy Action Plan	To agree a new Action Plan for 2011/12.	No	12 September 2011	Cabinet	Housing Scrutiny Panel.	Alan Hall 01992 564004	None

2011/12							
Housing Allocations Scheme	Annual Review of the scheme.	Yes	24 October 2011	Cabinet	Citizens Advice Bureaux. Tenants. Leaseholder Federation. Registered Social Landlords. Local Councils.	Roger Wilson 01992 564419	Current Scheme

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PORTFOLIO - OPERATIONAL PLANNING AND TRANSPORT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Parking Strategy	To seek approval of the Council's Parking Strategy.	Yes	6 January 2011 31 January 2011	Safer, Cleaner, Greener Scrutiny Standing Panel Cabinet		Kim Durrani 01992 564055	None.
Civil Parking Enforcement across the District	To consider options for joining the new parking partnership lead by Colchester Council and consisting of Harlow, Tending, Braintree Uttlesford Councils.	Yes	31 January 2011	Cabinet	Finance & Economic Development Portfolio Holder.	Kim Durrani 01992 564055	None.
Epping Parking Review	To review the recently implemented parking restrictions.	Yes	7 March 2011	Cabinet	Consultation with affected residents on proposals.	Kim Durrani 01992 564055	Cabinet reports
Buckhurst Hill Parking Review	To review the recently implemented parking restrictions.	Yes	18 April 2011	Cabinet	Consultation with affected residents on proposals	Kim Durrani 01992 564055	Cabinet reports
Broadway Parking Reviews	To review the recently implemented parking restrictions.	Yes	6 June 2011	Cabinet	Consultation with affected residents on proposals.	Kim Durrani 01992 564055	Cabinet reports

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - PERFORMANCE MANAGEMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Planned Preventive Maintenance Programmes for the Civic Offices, Operational Buildings and Commercial Property 2010/11 - 2014/15	To consider proposals for the five year period 2010/11 to 2014/15.	Yes	6 December 2010	Cabinet	Contractors.	Mike Tipping 01992 564280	None.

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - LEISURE & WELLBEING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Grant Aid 2010/11 - November 2010		Yes	30 November 2010	Leisure & Wellbeing Portfolio Holder		Chris Overend	Applications for various grants together with supporting information
Development of AWP @ Town Mead , Waltham Abbey	Award building contract tender.	No	20 December 2010	Leisure & Wellbeing Portfolio Holder	Community and Stakeholders in Waltham Abbey.	Julie Chandler 01992 564214	Cabinet report February 2010
Grant Aid 2010/11 - December 2010	Applications for determination and allocation of budget.	No	31 December 2010	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2010/11 - February 2011	Applications for determination and allocation of budget.	No	28 February 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Limes Farm Hall	Award building contract tender.	No	7 March 2011	Cabinet	Limes Farm Community & Stakeholders 2009/10.	Julie Chandler 01992 564214	Cabinet Report April 2010
Grant Aid 2010/11 - April 2011	Applications for determination and allocation of budget.	No	30 April 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the office of the Chief Executive

WORK PROGRAMME - 1 DECEMBER 2010 TO 31 MARCH 2011

PORTFOLIO - SAFER AND GREENER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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