



**Epping Forest
District Council**

THE EXECUTIVE WORK PROGRAMME

INCORPORATING THE FORWARD PLAN

(COVERING STATUTORY PERIOD 1 October 2011 – 31 January 2012)

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 2011-12

The Cabinet has determined that its Corporate Priorities for 2011-12, are:

- (1.) To review the Council's commercial landholdings in order to coordinate competing land use proposals, fulfil operational requirements, achieve value for money, and provide additional capital & revenue income for the Council.
- (2.) To utilise existing resources to support the Government's vision for the 'Big Society', where individuals and communities have power and responsibility to create better neighbourhoods and local services.
- (3.) To work in partnership with Essex County Council and other statutory & voluntary agencies, to ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children and young people.
- (4.) To seek continuous performance improvement and the best use of resources, against the background of diminishing public expenditure.
- (5.) To achieve the level of net savings necessary to maintain the Council's sound financial position, and to provide the best level of service possible with reduced resources.
- (6.) To maximize the provision of affordable housing within the District.
- (7.) To help mitigate the impact of the current economic conditions on local people and businesses, where resources permit and value for money can be achieved from the Council's activities.
- (8.) To deliver a sound Core Planning Strategy, to guide development in the District up to 2031, as part of the Local Development Framework.

Cabinet Membership 2011-12

Lesley Wagland	Leader of the Council & Legal
John Philip	Deputy Leader and Planning & Technology
Gagan Mohindra	Finance & Economic Development
John Knapman	Environment
Penny Smith	Safer, Greener & Highways
Maggie McEwen	Housing
Ricki Gadsby	Leisure & Wellbeing
John Wyatt	Support Services

WORK PROGRAMME - 1 OCTOBER 2011 TO 31 JANUARY 2012

PORTFOLIO - LEADER & LEGAL

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Annual Report of the Executive 2011/12	Annual report upon the activities of the Cabinet for the municipal year 2011/12.	No	22 May 2012	Council	Cabinet Members & Management Board	Chris Overend 01992 564247	None
Members' Allowance Scheme 2012/13	Report of the independent Remuneration Panel following a review of the current scheme.	Yes	22 May 2012	Council	Group Leaders	Graham Lunnun 01992 564244	File papers in Democratic Services
Overview & Scrutiny Annual Report 2011/12	Annual report on the activities of Overview & Scrutiny for the previous year.	No	22 May 2012	Council	Overview & Scrutiny Committee	Simon Hill 01992 564249	None.
Standards Committee Annual Report 2011/12	Annual report on the activities of the Standards Committee for the previous year.	No	22 May 2012	Council	Standards Committee	Ian Willett 01992 564243	None

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PORTFOLIO - PLANNING & TECHNOLOGY

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Core Strategy Issues and Options Consultation	Draft vision, aims & objectives for discussion.	Yes	1 August 2011	Local Development Framework Cabinet Committee		Amanda Thorn 01992 564543	None
	Draft consultation document for discussion.		3 October 2011	Local Development Framework Cabinet Committee			
	To agree the draft consultation document for public consultation.		24 October 2011	Cabinet			

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PORTFOLIO - FINANCE & ECONOMIC DEVELOPMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Statutory Statement of Accounts 2010/11	Approval of Annual accounts & out-turn reports. Statutory requirement to be agreed by 30 September.	Yes	22 September 2011 27 September 2011	Audit and Governance Committee Council	Corporate Governance Group.	Bob Palmer 01992 564279	File papers in Accountancy
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
Treasury Outturn	To note the Treasury Outturn and compliance with the Treasury Strategy.	No	26 September 2011	Finance and Performance Management Cabinet Committee	Audit and Governance Committee.	Bob Palmer 01992 564279	File Papers in Accountancy
Corporate Risk Update	Quarterly update of corporate risks.	Yes	26 September 2011	Finance and Performance Management Cabinet Committee	Risk Management Group.	Bob Palmer 01992 564279	File papers in Accountancy
Q1 Financial Monitoring Report 2011/12	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.
Budget 2012/13	The Budget setting process for 2012/13, including: 1. Financial Issues Paper 2. Fees & Charges 3. Draft Budget Lists	Yes	26 September 2011 21 November 2011 16 January 2012	Finance and Performance Management Cabinet Committee Finance and Performance Management Cabinet Committee Finance and	Management Board.	Bob Palmer 01992 564279	File papers in Accountancy

				Performance Management Cabinet Committee			
	4. Executive Approval		30 January 2012	Cabinet			
	5. Final Approval		14 February 2012	Council			
North Weald Airfield Bund	The Safety of the Bund that runs beside the M11 that is within the Airfield boundary. Recommendations for the future monitoring and request for funding to provide that monitoring.	No	24 October 2011	Cabinet	Corporate Risk Management Group	Laura MacNeill 01992 564223	Consultant Reports
Capital Programme Review	Annual Full Update of Programme.	Yes	24 October 2011	Cabinet	Spending Control Officers.	Teresa Brown 01992 564605	File Papers in Accountancy
Condition Survey of Operational Property - 2012-17	A survey to determine the condition of all operational property and the level of planned, preventative maintenance required during the period 2012 to 2017.	No	24 October 2011	Cabinet	Portfolio Holders Deputy Portfolio Holders Management Board	Mike Tipping 01992 564280	None.
Planned Preventative Maintenance Programme 2012-17	A report making recommendations on planned, preventative maintenance for operational & commercial property, and seeking the necessary budgetary provision.	Yes	24 October 2011	Cabinet	Portfolio Holders Deputy Portfolio Holders Management Board	Mike Tipping 01992 564280	None.
Q2 Internal Audit Monitoring report 2011/12	To note progress and consider governance issues.	No	10 November 2011	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	File papers Internal Audit.
Q2 Financial Monitoring Report 2011/12	Monitoring of Expenditure against Budget.	Yes	21 November 2011	Finance and Performance Management Cabinet Committee	Service Directors. Finance and Scrutiny Panel. Portfolio Holders.	Peter Maddock 01992 564602	File papers in Accountancy.
Q3 Internal Audit Monitoring report 2011/12	To note progress and consider governance issues.	No	9 February 2012	Audit and Governance Committee	Corporate Governance Group.	Brian Bassington 01992 564446	None.

Q3 Financial Monitoring Report 2011/12	Monitoring of expenditure against budget	Yes	19 March 2012	Finance and Performance Management Cabinet Committee	Service Directors, Portfolio Holders & FPM Scrutiny Panel	Peter Maddock 01992 564602	File Papers in Accountancy
Q4 Financial Monitoring Report 2011/12	Monitoring of expenditure against budget	Yes	18 June 2012	Finance and Performance Management Cabinet Committee	Service Directors, Portfolio Holders & FPM Scrutiny Panel	Peter Maddock 01992 564602	File Papers in Accountancy
Annual Governance Statement 2011/12	Part of the Statutory Statement of Accounts.	Yes	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File Papers in Internal Audit
Q4 Internal Audit Monitoring Report 2011/12	To note progress & consider any governance issues	Yes	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File papers in Internal Audit
Internal Audit Annual Report 2011/12	To approve the report and consider the effectiveness of Internal Audit.	No	21 June 2012	Audit and Governance Committee	Corporate Governance Group	Brian Bassington 01992 564446	File Papers in Internal Audit

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PORTFOLIO - ENVIRONMENT

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Door Step Textile Collections	Allocation of funding to Council Chairman's charities.	No	24 October 2011	Cabinet		Kim Durrani 01992 564055	None
Recycling of Street Cleansing Arisings	Seek permission to carry out a trial of recycling street cleansing arisings in the District and, if successful, allow to take part in a county-wide procurement for the recycling service.	Yes	1 November 2011	Environment Portfolio Holder		Kim Durrani 01992 564055	None
Collection of Recycling from Bring Bank sites throughout the District	Outcome of tendering exercise for award of a contract for collection of those recycling materials that generate a profit from Bring Bank Sites throughout the District.	No	12 March 2012	Cabinet		David Marsh 01992 564192	None
Waste Management Depot	Transfer of Refuse Vehicle depot from Langston Road to North Weald Airfield. Deferred at the request of the Portfolio Holder for further review.	Yes	12 March 2012	Cabinet		John Gilbert 01992 564062	None

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PORTFOLIO - HOUSING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Off Street Parking Programme	To consider future funding and whether the latest design schemes can be approved.	Yes	24 October 2011	Cabinet	None.	Paul Pledger 01992 564248	Housing Policy File H127
Waiver of Contract Standing Orders	To agree waivers of Contract Standing Orders, required on an annual basis.	No	5 December 2011	Cabinet		Paul Pledger 01992 564248	None.
Council House-Building Programme	To agree the approach to the new programme.	Yes	5 December 2011	Cabinet	Housing Scrutiny Panel	Alan Hall 01992 564004	Housing Policy File H496
HRA 30-Year Financial Plan	To agree a revised indicative Financial Plan.	Yes	5 December 2011	Cabinet	Housing Scrutiny Panel Tenants & Leaseholders Federation	Alan Hall 01992 564004	Housing Policy File H876
Open Market Shared Ownership Scheme	To consider whether to move to Phase 2	Yes	12 March 2012	Cabinet	Broxbourne Housing Association	Alan Hall 01992 564004	Housing Policy File H701
Leader Lodge, North Weald	To consider the outcome of the Planning for Real Exercise and to agree the proposed development plan.	No	12 March 2012	Cabinet	Hastoe Housing Association Local residents Local businesses North Weald Parish Council	Alan Hall 01992 564004	Housing Policy File H758
Homelessness Strategy	To review and update the Strategy.	Yes	12 March 2012	Cabinet	No external consultees	Roger Wilson 01992 564419	None.
Private Sector Housing Strategy	To review the current Strategy and approve a new Strategy.	Yes	12 March 2012	Cabinet	Stakeholders	Lyndsay Swan 01992 564146	Private Sector House Condition Survey
HRA Business Plan 2012/13	To approve the Business Plan.	Yes	31 March 2012	Housing Portfolio Holder	Tenants and Leaseholders Federation / Housing Scrutiny Panel.	Alan Hall 01992 564004	None.

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PORTFOLIO - LEISURE & WELLBEING

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Grant Aid 2011/12 - September 2011	Applications for determination and allocation of budget	No	30 September 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2011/12 - November 2011	Applications for determination and allocation of budget	No	30 November 2011	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Lowewood Museum, Hoddesdon	Proposal to enter into an agreement with Broxbourne Borough Council to manage Lowewood Museum in Hoddesdon.	Yes	5 December 2011	Cabinet		Julie Chandler 01992 564214	Draft Service Level Agreement
Grant Aid 2011/12 - February 2012	Applications for determination and allocation of budget	No	29 February 2012	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive
Grant Aid 2011/12 - April 2012	Applications for determination and allocation of budget	No	30 April 2012	Leisure & Wellbeing Portfolio Holder		Chris Overend 01992 564247	File papers in the Office of the Chief Executive

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PORTFOLIO - SAFER, GREENER AND HIGHWAYS

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Community Transport Scheme	To consider arrangements for the remainder of 2011/12 and determine District Council funding for the scheme.	Yes	1 October 2011	Safer and Greener Portfolio Holder	VAEF Essex County Council District Council Members and Officers	Chris Overend 01992 564247	None.
Off-Street Parking Enforcement	TUPE and other staffing related impacts, including the extent of client requirements to manage the operation of off-street parking enforcement throughout the District by NEPP.	Yes	5 December 2011	Cabinet		Kim Durrani 01992 564055	Cabinet Report 12-Sep-11
Car Wash & Other Businesses in Council Car Parks	Deferred pending the outcome of the Price Waterhouse review on revenue optimisation.	Yes	Not before 5th December, 2011	Cabinet		Kim Durrani 01992 564055	None.

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PORTFOLIO - SUPPORT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Review of Electoral Register Costs	To respond to an earlier request for a review during the current budget cycle of the cost of preparing the Register of Electors.	No	21 November 2011	Finance and Performance Management Cabinet Committee		Ian Willett 01992 564243	None
Freedom of Information Publication Scheme	To review the Council's current scheme.	No	30 November 2011	Support Services Portfolio Holder	Directors, FOI Representatives, Deputies and Reviewers, Data Management Policy Working Group members	Graham Lunnun 01992 564244	Current Publication Scheme Review Explanatory Note Information Commissioner's Definition Document for Principal Local Authorities