

**EPPING FOREST DISTRICT COUNCIL**

**THE EXECUTIVE WORK PROGRAMME**

**INCORPORATING THE FORWARD PLAN**

**(COVERING STATUTORY PERIOD 1 March 2007 – 30 June 2007)**



EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 MARCH 2007 TO 28 FEBRUARY 2008

PORTFOLIO - FINANCE, PERFORMANCE MANAGEMENT & CORPORATE SUPPORT SERVICES

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Asset Management Plan	To approve the new 5-year Asset Management Plan	18 December 2006	Cabinet	IPF Asset Management Consultant AMP Network Management Board	Mike Shorten	Property File 1046
Environmental Services Structure Review	Agree revised structure	5 February 2007	Cabinet		John Gilbert	None.
Audit and Governance Committee	Proposed establishment	20 February 2007	Council	Management Board Cabinet	Bob Palmer	File papers in Internal Audit
Possible Development of Council Car Parks	Consider recommendations of Town Centre & Car Parks Scrutiny Panel	12 March 2007	Cabinet	Town Centre & Car Parks Scrutiny Panel Town Centre Partnerships	Mike Shorten	Property File 911 Planning and Development Consultant's report
Fourth Quarter Internal Audit Monitoring Report 2006/07	To note progress and consider governance issues	23 April 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Internal Audit Annual Plan 2007/08	To approve the plan	23 April 2007	Finance and Performance Management Cabinet Committee	Management Board	Joe Akerman	File papers in Internal Audit
Best Value Performance Plan	Statutory requirement to be published by 30 June	11 June 2007 28 June 2007	Cabinet Council	All Members FPM Scrutiny Panel	Stephen Tautz Stephen Tautz	File papers in PMU
Statutory Statement of Accounts	Approval of annual accounts and outturn reports	18 June 2007 28 June 2007	Finance and Performance Management Cabinet Committee	Management Board	Bob Palmer Bob Palmer	File papers in Accountancy

			Council			
Statement on Internal Control	Part of the Statutory Statement of Accounts	25 June 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
Treasury Management - Policies and Investment Practices	Annual report to Cabinet	18 June 2007 3 September 2007	Finance and Performance Management Cabinet Committee  Cabinet	FPM Scrutiny Panel	Bob Palmer  Bob Palmer	File papers in Accountancy
Internal Audit Annual Report 2006/07	To approve the report and consider the effectiveness of Internal Audit	23 July 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
First Quarter Internal Audit Monitoring Report 2007/08	To note progress and consider governance issues	23 July 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
Capital Programme Review	Approval of updated programme	3 September 2007	Cabinet	Management Board	Bob Palmer	File papers in Accountancy
Civic Offices Maintenance Programme	Planned preventative Maintenance Programme	8 October 2007	Cabinet	Contractors	Kim Durrani	None.
Half Year Internal Audit Monitoring Report 2006/07	To note progress and consider governance issues	5 November 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
Fees and Charges	Annual Review	19 November 2007	Finance and Performance Management Cabinet Committee	Management Board	Bob Palmer	File papers in Accountancy
Capital Strategy	To approve the Strategy	18 December 2007 8 October 2007	Council  Cabinet	Management Board Heads of Service	Peter Maddock	File Papers in Accountancy
Council Budgets 2008/09	Setting of annual revenue & capital budgets, as well as the District Council Tax	28 January 2008 4 February 2008 19 February 2008	Finance and Performance Management Cabinet Committee	FPM Scrutiny Panel	Bob Palmer  Bob Palmer  Bob Palmer	File papers in Accountancy

			Cabinet			
			Council			
Third Quarter Internal Audit Monitoring Report 2006/07	To note progress and consider governance issues	30 January 2008	Audit and Governance Committee	Management Board	Joe Akerman	File Papers in Internal Audit

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WORK PROGRAMME - 1 MARCH 2007 TO 28 FEBRUARY 2008

PORTFOLIO - CUSTOMER SERVICES, MEDIA,  
COMMUNICATION & ICT

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Management - Specification Review	Agree specification	19 February 2007	Cabinet	Portfolio Holder Advisory Group	John Gilbert	None.
Waste Management - Contract Review	Agree contract	12 March 2007	Cabinet	Portfolio Holder Advisory Group	John Gilbert	None.
Microsoft Enterprise Agreement	To agree new licensing method	12 March 2007	Cabinet	Customer Services & ICT Scrutiny Panel Management Board	Adrian Scott	None.
Waste Management - Fleet	To agree whether to retain ownership of the freighters	12 March 2007	Cabinet	Portfolio Holder Advisory Group	John Gilbert	None
Waste Management - Recycles	Agree methodology	12 March 2007	Cabinet	Portfolio Holder Advisory Group	John Gilbert	None
Waste Management - Appoint Service Provider	Receive tender reports and recommend service provider	11 June 2007 28 June 2007	Cabinet Council	Portfolio Holder Advisory Group	John Gilbert John Gilbert	None.
Forester - Review arrangements for re-tendering	Publication & distribution across all wards	18 June 2007	Customer Services, Media, Communications and ICT Portfolio Holder	Portfolio Holder	Tom Carne	Tender documents

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PORTFOLIO - COMMUNITY WELLBEING

<b>ITEM</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Grant Aid 2006/07	Applications for Determination & Allocation of Budget	27 February 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination & Allocation of Budget	27 March 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination & Allocation of Budget	24 September 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination & Allocation of Budget	4 December 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2006/07	Applications for Determination & Allocation of Budget	21 January 2008	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS

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WORK PROGRAMME - 1 MARCH 2007 TO 28 FEBRUARY 2008

PORTFOLIO - ENVIRONMENTAL PROTECTION

<b>ITEM</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Licensing Fees and Charges	Annual review	19 November 2007	Finance and Performance Management Cabinet Committee	Management Board	Jim Nolan	File papers in Accountancy



EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 MARCH 2007 TO 28 FEBRUARY 2008

PORTFOLIO - LEISURE & YOUNG PEOPLE

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Final Report of Leisure Task & Finish Scrutiny Panel	To seek agreement from the Cabinet over the Scrutiny Task & Finish Panel recommendations.	16 April 2007	Cabinet	None	Derek Macnab	None
Epping Sports Centre Contract	Outcome of negotiations regarding potential extension to Leisure Management Contract for Epping Sports Centre	11 June 2007	Cabinet	None	Derek Macnab	None
Leisure Fees and Charges	Annual review	19 November 2007	Finance and Performance Management Cabinet Committee	Management Board	Derek Macnab	File papers in Accountancy

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WORK PROGRAMME - 1 MARCH 2007 TO 28 FEBRUARY 2008

PORTFOLIO - CIVIL ENGINEERING & MAINTENANCE

<b>ITEM</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Loughton Parking Review	Consider outcome of review & consultation	11 June 2007	Cabinet	Local Residents Interested Parties	John Gilbert	None.
Waltham Abbey Parking Review	Consider outcome of review & consultation	11 June 2007	Cabinet	Local Residents Interested Parties	John Gilbert	None.
Car Parking Fees and Charges	Annual review	19 November 2007	Finance and Performance Management Cabinet Committee	Management Board	John Gilbert	File papers in Accountancy

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PORTFOLIO - LEADER'S

<b>ITEM</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
T11 Development Site (1.06Ha), Langston Road, Loughton	Outcome of Marketing Exercise	12 March 2007	Cabinet	Essex County Council Planning Consultant Leader and Portfolio Holder	Mike Shorten	Planning Application EPF/1450/06  Property File 844
Industrial Development Land (0.36ha), Merlin Way, North Weald	Outcome of Marketing Exercise	12 March 2007	Cabinet	Planning Consultant	Mike Shorten	Property File 2015
Top Management Restructure	Chief Executive level Head of Service Level	24 April 2007  24 July 2007	Council  Council	Group Leaders Top Management Cabinet Committee	Ian Willett  Ian Willett	None.

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PORTFOLIO - HOUSING

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Response Repair Target Times	To review target times	22 January 2007	Housing Portfolio Holder	Tenants Federation	Paul Pledger	None.
Revised Housing Strategy	To approve the strategy	20 February 2007	Council	Housing Scrutiny Panel Various Others	Alan Hall	None.
Lease Forfeiture Policy	To approve the policy	26 February 2007	Housing Portfolio Holder		Paul Pledger	None.
Local Housing Strategy	Continue with Strategy or rely upon Sub-Regional Housing Strategy	26 February 2007	Housing Portfolio Holder		Alan Hall	None
Off Street Parking Programme	To consider schemes for next year	2 April 2007	Housing Portfolio Holder	Residents of identified schemes	Paul Pledger	Individual Scheme Assessments
HRA Business Plan		29 May 2007	Housing Portfolio Holder	Housing Scrutiny Panel Tenants Federation	Alan Hall	None
Local Supporting People Strategy	To approve the new strategy	29 May 2007	Housing Portfolio Holder	Housing Scrutiny Panel Inclusive Forum	Roger Wilson	None
Housing Service Strategy	Energy Efficiency	29 May 2007	Housing Portfolio Holder	Tenants Federation	Haydn Thorpe	None.
Former Tenant Arrears Write-Offs	Quarterly Exercise	25 June 2007	Housing Portfolio Holder	Management Board	Roger Wilson	None.
Former Tenant Arrears Write-Offs	Quarterly Exercise	17 September 2007	Housing Portfolio Holder	Management Board	Roger Wilson	None.
Housing	Annual review	19 November 2007	Finance and	Management Board	Alan Hall	File papers in Accountancy

Fees and Charges			Performance Management Cabinet Committee			
Review of Housing Allocations Scheme	To approve changes	17 December 2007	Cabinet	Tenants Federation Registered Social Landlords Local Council's Liaison Committee Housing Scrutiny Panel	Roger Wilson	Current scheme
Former Tenant Arrears Write-Offs	Quarterly Exercise	21 January 2008	Housing Portfolio Holder	Management Board	Alan Hall	None.

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PORTFOLIO - PLANNING AND ECONOMIC DEVELOPMENT

<b>ITEM</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>CONSULTATION ARRANGEMENTS</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Proposed Changes to East of England Plan		19 February 2007	Cabinet	Environmental and Planning Services Scrutiny Panel	Henry Stamp	Secretary of State's Consultation
Gypsy and Travellers Report	Scrutiny Task and Finish Panel Report	16 April 2007 24 April 2007	Cabinet Council		Ian White Ian White	None
Economic Development Performance Indicators		11 June 2007	Cabinet	Environmental & Planning Services Scrutiny Panel	Shona Pollock	Audit Commission Report