

EPPING FOREST DISTRICT COUNCIL

THE EXECUTIVE WORK PROGRAMME

INCORPORATING THE FORWARD PLAN

(COVERING STATUTORY PERIOD 1 July 2007 – 31 October 2007)

EPPING FOREST DISTRICT COUNCIL

WORK PROGRAMME - 1 JULY 2007 TO 30 JUNE 2008

PORTFOLIO - FINANCE, PERFORMANCE MANAGEMENT & CORPORATE SUPPORT SERVICES

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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	File papers in PMU
Asset Management Plan	To approve the new 5-year Asset Management Plan	16 July 2007	Cabinet	IPF Asset Management Consultant AMP Network Management Board	Mike Shorten	Property File 1046
Statutory Statement of Accounts	Approval of annual accounts and outturn reports	18 June 2007 28 June 2007 25 June 2007	Finance and Performance Management Cabinet Committee Council Audit and Governance Committee	Management Board	Bob Palmer	File papers in Accountancy
Fourth Quarter Internal Audit Monitoring Report 2006/07	To note progress and consider governance issues	25 June 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
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
Internal Audit Annual Report 2006/07	To approve the report and consider the effectiveness of Internal Audit	25 June 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
Treasury Management - Policies and	Annual report to Cabinet	3 September 2007	Cabinet	FPM Scrutiny Panel	Bob Palmer	File papers in Accountancy

Investment Practices						
Capital Programme Review	Approval of updated programme	3 September 2007	Cabinet	Management Board	Bob Palmer	File papers in Accountancy
First Quarter Internal Audit Monitoring Report 2007/08	To note progress and consider governance issues	13 September 2007	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit
Civic Offices Maintenance Programme	Planned preventative Maintenance Programme	8 October 2007	Cabinet	Contractors	Kim Durrani	None.
Capital Strategy	To approve the Strategy	8 October 2007 18 December 2007	Cabinet Council	Management Board Heads of Service	Bob Palmer	File Papers in Accountancy
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
Council Budgets 2008/09	Setting of annual revenue & capital budgets, as well as the District Council Tax. Determines any increases in budgetary commitments.	28 January 2008 4 February 2008 19 February 2008	Finance and Performance Management Cabinet Committee Cabinet Council	FPM Scrutiny Panel	Bob Palmer	File papers in Accountancy
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
Internal Audit Annual Plan 2007/08	To approve the plan	31 March 2008	Audit and Governance Committee	Management Board	Joe Akerman	File papers in Internal Audit

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PORTFOLIO - COMMUNITY WELLBEING

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Graffiti	Determination of Policy	11 June 2007	Cabinet	No external consultation	Chris Overend	File Papers in RDS
Grant Aid 2007/08	Applications for Determination & Allocation of Budget	23 July 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File Papers in RDS
Grant Aid 2007/08	Applications for Determination & Allocation of Budget	24 September 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2007/08	Applications for Determination & Allocation of Budget	4 December 2007	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2007/08	Applications for Determination & Allocation of Budget	26 February 2008	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS
Grant Aid 2007/08	Applications for Determination & Allocation of Budget	26 March 2008	Community Wellbeing Portfolio Holder	Portfolio Holder	Chris Overend	File papers in RDS

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PORTFOLIO - ENVIRONMENTAL PROTECTION

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Waste Management - Appoint Service Provider	Receive tender reports and recommend service provider	16 July 2007 24 July 2007	Cabinet Council	Portfolio Holder Advisory Group	John Gilbert	None.
Licensing Fees and Charges	Annual review	19 November 2007	Finance and Performance Management Cabinet Committee	Management Board	Jim Nolan	File papers in Accountancy

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PORTFOLIO - LEISURE & YOUNG PEOPLE

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Essex Legacy for 2012 Olympic Games	Adopt Plan and establish Portfolio Holder Advisory Group	11 June 2007	Cabinet	None.	Derek Macnab	Papers held in Leisure Services
Carry Forward Request - Maintenance Budget, North Weald Airfield	Carry forward underspend of £11,000 for essential maintenance at North Weald Airfield	11 June 2007	Cabinet	None.	Derek Macnab	Papers held in Leisure Services
Extension to Leisure Agreements - North Weald Airfield	To consider the outcome of negotiations with respect to the Market Operators (Hughmark International) Leases & Licenses	16 July 2007	Cabinet	Management Board Finance, Performance Management and Corporate Support Services Portfolio Holder	Derek Macnab	File papers held in Leisure & Estates Reports to Management Board
Playing Pitch Strategy	To consider the adoption of a Playing Pitch Strategy for the District	3 September 2007	Cabinet	Town and Parish Councils Local Voluntary Sector Clubs Sport England	Derek Macnab	File Papers held in Leisure Services
Play Strategy	To consider the adoption of a new Play Strategy for the District and the submission of an External Funding Bid to the Big Lottery to support its implementation	3 September 2007	Cabinet	Town & Parish Councils Essex Children's Fund Schools	Derek Macnab	Background Papers held in Leisure Services
Epping Sports Centre Contract	Outcome of negotiations regarding potential extension to Leisure Management Contract for Epping Sports Centre	12 November 2007	Cabinet	Contract Monitoring Board	Derek Macnab	File Papers held in Leisure Services
Leisure Fees	Annual review	19 November 2007	Finance and	Management Board	Derek Macnab	File papers in Accountancy

and Charges

Performance
Management
Cabinet Committee

Contract Monitoring Board

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PORTFOLIO - CIVIL ENGINEERING & MAINTENANCE

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Parking Enforcement Contract	To appoint new contractor	16 July 2007 24 July 2007	Cabinet Council	Portfolio Holder	John Gilbert	None
Loughton Parking Review	Consider outcome of review & consultation	3 September 2007	Cabinet	Local Residents Interested Parties	John Gilbert	None.
Waltham Abbey Parking Review	Consider outcome of review & consultation	3 September 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

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
T11 Development Site (1.06Ha), Langston Road, Loughton	Outcome of Marketing Exercise	16 July 2007	Cabinet	Essex County Council Planning Consultant Leader and Portfolio Holder	Mike Shorten	Planning Application EPF/1450/06 Property File 844
Top Management Restructure	Chief Executive level Head of Service Level	24 July 2007	Council	Group Leaders Top Management Cabinet Committee	Ian Willett	None.
Forester - Review arrangements for re-tendering	Publication & distribution across all wards	24 September 2007	Leaders Portfolio Holder	Portfolio Holder	Tom Carne	Tender documents
Industrial Development Land (0.36ha), Merlin Way, North Weald	Outcome of Marketing Exercise	8 October 2007	Cabinet	Planning Consultant	Mike Shorten	Property File 2015

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PORTFOLIO - HOUSING

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
HRA Business Plan		25 June 2007	Housing Portfolio Holder	Housing Scrutiny Panel Tenants Federation	Alan Hall	None
Former Tenant Arrears Write-Offs	Quarterly Exercise	25 June 2007	Housing Portfolio Holder	Management Board	Roger Wilson	None.
Springfields Tenders	To select the tender	16 July 2007	Cabinet	Leaseholders	Paul Pledger	None.
Low Cost Home Ownership Initiatives	To consider and agree schemes	3 September 2007	Cabinet		Alan Hall	None
Former Tenant Arrears Write-Offs	Quarterly Exercise	17 September 2007	Housing Portfolio Holder	Management Board	Roger Wilson	None.
Allocation of Designated Properties for Older People	To agree future approach	24 September 2007	Housing Portfolio Holder	Tenants Federation	Alan Hall	None
Housing Service Strategy	Energy Efficiency	24 September 2007	Housing Portfolio Holder	Tenants Federation	Haydn Thorpe	None.
Leader Lodge - Tenders	To agree the tender	29 October 2007	Housing Portfolio Holder		Alan Hall	None.
Off Street Parking Programme	To consider schemes for next year	29 October 2007	Housing Portfolio Holder	Residents of identified schemes	Paul Pledger	Individual Scheme Assessments
Housing Fees and Charges	Annual review	19 November 2007	Finance and Performance Management	Management Board	Alan Hall	File papers in Accountancy

Former Tenant Arrears Write-Offs	Quarterly Exercise	21 January 2008	Cabinet Committee Housing Portfolio Holder	Management Board	Alan Hall	None.
Review of EFDC SHG Funding		14 April 2008	Cabinet		Alan Hall	None.

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PORTFOLIO - PLANNING AND ECONOMIC DEVELOPMENT

ITEM	KEY DECISION	DATE OF DECISION	DECISION MAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Gypsy and Travellers Report	Policy for provision of additional pitches EERA issues & options consultation Draft guidance on design of sites	16 July 2007 24 July 2007	Cabinet Council		Ian White	Government's Minded to Direct Letters & other correspondence
Contaminated Land Report		16 July 2007	Cabinet		John Preston	None.
Pre-Application Charging Report		16 July 2007	Cabinet		John Preston	None.
Ombudsman Decision on Greenacre Report	Key Decision	16 July 2007	Cabinet		John Preston	Ombudsman Decision
Telecoms Mast - Honey Lane, Waltham Abbey	Key Decision	16 July 2007	Cabinet		John Preston	None
Economic Development Performance Indicators		3 September 2007	Cabinet	Environmental & Planning Services Scrutiny Panel	Paul Sutton	Audit Commission Report
Statement of Community Involvement		3 September 2007 30 October 2007	Cabinet Council	District Development Control Committee	Henry Stamp	None.
Forward Planning Staff Report		8 October 2007	Cabinet		John Preston	Report to the Cabinet 19-02-07