



**Epping Forest
District Council**

FORWARD PLAN

The Key Decision List including Proposed Private Decisions

FOR THE PERIOD 1 OCTOBER 2023 TO 31 JANUARY 2024

The Council publishes a notice for each Key Decision or decision to be made in private at least 28 days before that decision is made.

The Cabinet Forward Plan will be updated on a monthly rolling programme to coincide with the requirements of the of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Further information is provided in the [Constitution](#) – **Article 14 Decision – Making**

Epping Forest District Council’s aims and key objectives are detailed in the [Corporate Plan](#).

Published: 29.09.23

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
LEADER Portfolio Holder: Cllr C Whitbread						
Risk Management - Corporate Risk Register To consider the corporate risk register and approve the Risk Management Strategy and Policy.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
Interim Polling Districts as a result of the Boundary Review	Council	Not before 1st October 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
PLACE Portfolio Holder: Cllr N Bedford						
HGGT Governance / Joint Committee Update on and approval of HGGT Joint Committee delegations Framework and other relevant decisions.	Cabinet	13 November 2023	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Services)		
North Weald Bassett Master Plan Allocation Site Approval sought to go out to consultation	Cabinet	13 November 2023	Key Increases Financial Commitments in Future Years	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
Place Strategy	Cabinet	13 November 2023	Key Significantly effects 2 or more wards	Georgina Blakemore, Chief Executive	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	9 October 2023	Open			
	Executive Briefing	23 October 2023				
Planning Strategic Masterplans Update on stages to adoption of Local Plan Strategic Masterplans	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
Planning – Infrastructure Funding Annual Infrastructure Funding Statement	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip						
Medium Term Financial Plan 2024/25 – 2028/29 Updated Medium Term Financial Plan 2024/25 – 2028/29	Cabinet	9 October 2023	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Overview & Scrutiny Committee	24 October 2023	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Capital Programme Update 2024/25 – 2028/29 To review programme	Cabinet	9 October 2023	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Overview & Scrutiny Committee	24 October 2023	Open			
Local Council Tax Support Scheme To make changes to the Council's Local Council Tax Support Scheme.	Cabinet	13 November 2023	Key Significantly effects 2 or more wards	Rob Pavey, Service Director (Customer Services)	Strategic Director Corporate and Section 151 Officer	
	Overview & Scrutiny Committee	24 October 2023				
Quarter 2 Budget Monitoring Report 2023/24 To review Q2	Cabinet	13 November 2023	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	9 October 2023	Open			
	Executive Briefing	23 October 2023				
	Overview & Scrutiny Committee	24 October 2023				
Qualis Quarter 4 Budget Monitoring Report 2023 To review Q4	Cabinet	13 November 2023	Key Expenditure > £250k	Vivienne Messenger, Democratic Services Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	9 October 2023	Open			
	Executive Briefing	23 October 2023				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Indicative Draft Budget 2024/25 Draft Budget which includes General Fund & HRA revenue, Capital, Fees & Charges and updated Medium Term Financial Plan)	Cabinet	4 December 2023	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
	Overview & Scrutiny Committee	23 January 2023				
Quarter 3 Budget Monitoring Report 2023/24 To review Q3	Cabinet	5 February 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			
	Executive Briefing	15 January 2024				
	Overview & Scrutiny Committee	23 January 2024				
Final Draft Budget Proposals 2024/25 Final Budget Papers which include General Fund & HRA revenue, Capital, Fees & Charges and updated Medium Term Financial Plan)	Cabinet	5 February 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			
	Executive Briefing	15 January 2024				
Qualis Q1 Budget Monitoring 24/25 To review Q1	Cabinet	5 February 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151	
	Cabinet Agenda Planning Group	4 January 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	15 January 2024	Open		Officer	
HOUSING & STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread						
Landlord Compliance Policies These compliance policies – the Electrical Safety Policy, Fire Safety Policy, Gas and Heating Policy, Lift Safety Policy and Water Hygiene Policy – are a regulatory requirement and form part of the Council’s wider organisational commitment to driving a health and safety culture amongst staff and contractors.	Cabinet	9 October 2023	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Executive	
Allocation Scheme Review of Policy	Cabinet	13 November 2023	Key Raises new issues of Policy Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	9 October 2023				
	Executive Briefing	23 October 2023				
HRA Business Plan To review	Cabinet	13 November 2023	Key Expenditure > £250k Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	9 October 2023				
	Executive Briefing	23 October 2023				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Qualis Business Plan To review	Cabinet	13 November 2023	Key Expenditure > £250k Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	9 October 2023				
	Executive Briefing	23 October 2023				
Home Ownership Policy	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
Older Persons Strategy	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
Asset Management Strategy	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr S Patel						
Role of Local Government in the Integrated Care System Conclusion of the Task and Finish Panel	Communities Scrutiny Committee	Not before 1st January 2024	Key Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
CONTRACTS, SERVICE DELIVERY & IMPROVEMENT Portfolio Holder: Cllr R Balcombe						
Award of Off-Street Parking Enforcement Contract To award the off-street parking enforcement contract.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	James Warwick, Interim Acting Service Director (Contracts)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
Procurement of Waste Fleet Vehicles To approve the procurement of the specified waste fleet vehicles.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	James Warwick, Interim Acting Service Director (Contracts)		
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
REGULATORY SERVICES Portfolio Holder: Cllr K Williamson						
Grounds Maintenance Update Update on the Grounds Maintenance service post transfer.	Cabinet	9 October 2023	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
Public Spaces Protection Order (PSPO) - Dog Control Renewal of powers to enforce dog control measures.	Cabinet	9 October 2023	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Public Spaces Protection Order (PSPO) - Debden Broadway To respond to issues of ASB.	Cabinet	9 October 2023	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
Taxi Tariff Consultation Review of the charges that apply to passengers, taxis, and Hackney Carriages.	Cabinet	9 October 2023	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
Contaminated Land Strategy Policy Document.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
CUSTOMER and CORPORATE SUPPORT SERVICES Portfolio Holder: Cllr S Kane						
Customer/Digital Strategy	Cabinet	Not before 31st October 2023	Key Significantly effects 2 or more wards	Rob Pavey, Service Director (Customer Services)	Strategic Director Corporate and Section 151 Officer	
Financial IT System To replace the current financial and procurement system with one consolidated Cloud based IT system.	Customer and Corporate Support Services Portfolio Holder		Key Significantly effects 2 or more wards	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	