



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 NOVEMBER 2023 TO 29 FEBRUARY 2024**

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What is a key decision?

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 is published at the beginning of each month as legally required.

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](#).

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EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>LEADER Portfolio Holder: Cllr C Whitbread</b>						
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	
<b>PLACE Portfolio Holder: Cllr N Bedford</b>						
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), Naisha Polaine, Harlow and Gilston Garden Town Director		
	Council	19 December 2023				
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	

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Implementation of the Local Plan 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				
Place Strategy	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Georgina Blakemore, Chief Executive	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip</b>						
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	
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			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	23 October 2023				
	Overview & Scrutiny Committee	24 October 2023				
Qualis Quarter 4 Budget Monitoring Report 2023 To review Q4	Cabinet	4 December 2023	Key Expenditure > £250k	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
Qualis 4-Year Business Plan To review	Cabinet	4 December 2023	Key Expenditure > £250k	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	30 October 2023	Open			
	Executive Briefing	13 November 2023				
Indicative Draft Budget 2024/25 Draft Budget which includes General Fund & HRA revenue, Capital, Fees & Charges and updated Medium Term Financial Plan)	Cabinet	18 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				

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Qualis Q1 Budget Monitoring 24/25 To review Q1	Cabinet	5 February 2024	Key Expenditure > £250k  Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
Quarter 3 Budget Monitoring Report 2023/24 To review Q3	Cabinet	5 February 2024	Key Expenditure > £250k  Open	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	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  Open	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
<b>HOUSING &amp; STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread</b>						
Housing Allocation Scheme - 1 Year Review 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				

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Telecare Emergency Alarm Upgrade	Housing and Strategic Health Partnerships Portfolio Holder	Not before 29th November 2023	Key Expenditure > £250k  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
Home Ownership Strategy	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
Older People 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	
HRA Business Plan To review	Cabinet	15 January 2024	Key Expenditure > £250k	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 December 2023	Open			
	Executive Briefing	18 December 2023				

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<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr S Patel</b>						
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	
<b>CONTRACTS, SERVICE DELIVERY &amp; IMPROVEMENT Portfolio Holder: Cllr R Balcombe</b>						
Procurement of Waste Fleet Vehicles To approve the procurement of the specified waste fleet vehicles.	Cabinet	15 January 2024	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)		
	Cabinet Agenda Planning Group	4 December 2023				
	Executive Briefing	18 December 2023				
Award of Contract for Construction of Environment Operations Hub at North Weald Airfield	Cabinet	15 January 2024	Key Expenditure > £250k	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 December 2023	Open			
	Executive Briefing	18 December 2023				

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<b>REGULATORY SERVICES Portfolio Holder: Cllr K Williamson</b>						
Contaminated Land Strategy Policy Document.	Cabinet	2024 (tbc)	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
<b>CUSTOMER and CORPORATE SUPPORT SERVICES Portfolio Holder: Cllr S Kane</b>						
Award of Contract for Off-Street Parking Enforcement To award the off-street parking enforcement contract.	Cabinet	4 December 2023	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	30 October 2023				
	Executive Briefing	13 November 2023				
Customer/Digital Strategy	Cabinet	2024 (tbc)	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Director of ICT & Transformation	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	tbc	Key Significantly effects 2 or more wards	Christopher Hartgrove, Interim Chief Financial Officer	Strategic Director Corporate and Section 151 Officer	