



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 JANUARY 2024 TO 30 APRIL 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: 5 January 2024

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>						
Fit for the Future	Cabinet	5 February 2024	Key Significantly effects 2 or more wards  Open	Georgina Blakemore, Chief Executive	Chief Executive	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
Local Government Association (LGA) Peer Review	Cabinet	Not before 1st June 2024	Key Significantly effects 2 or more wards  Open	Georgina Blakemore, Chief Executive	Chief Executive	
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>						
North Weald Bassett Master Plan Allocation Site Final approval following consultation.	Cabinet	18 March 2024	Key Increases Financial Commitments in Future Years	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	26 February 2024				
Endorsement of the Latton Priory Strategic Design Code	Cabinet	18 March 2024	Key Raises new issues of Policy  Open	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Endorsement East of Harlow Masterplan Principles SPD	Cabinet	18 March 2024	Key Raises new issues of Policy  Open	Nigel Richardson, Service Director (Planning Services), Nick Finney, Interim Implementation Team Manager	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Planning Transformation Update	Cabinet	18 March 2024	Key Significantly effects 2 or more wards  Open	Nigel Richardson, Service Director (Planning Services)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
	Place Scrutiny Committee	27 February 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr J Philip</b>						
Qualis Quarterly Monitoring Report - Q1 (Year 5) 2023/24 To review Q1	Cabinet	5 February 2024	Key Expenditure > £250k	Andrew Small, Strategic Director, Corporate and Section 151 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				
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				
	Overview & Scrutiny Committee	23 January 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>HOUSING &amp; STRATEGIC HEALTH PARTNERSHIPS Portfolio Holder: Cllr H Whitbread</b>						
Emergency Alarm Upgrade	Cabinet	15 January 2024	Key Expenditure > £250k  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Executive Briefing	3 January 2024				
HRA Business Plan To review	Cabinet	5 February 2024	Key Expenditure > £250k  Open	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
Home Ownership Strategy	Cabinet	5 February 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				
	Communities Scrutiny Committee	16 January 2024				
Older People Strategy	Cabinet	5 February 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 January 2024				
	Executive Briefing	15 January 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Communities Scrutiny Committee	16 January 2024				
Role of Local Government in the Integrated Care System Conclusion of the Task and Finish Panel	Communities Scrutiny Committee	Not before 1st March 2024	Key  Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	
Housing Asset Management Strategy	Cabinet	18 March 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024				
Damp and Mould Policy	Cabinet	18 March 2024	Key Raises new issues of Policy	Surjit Balu, Interim Director of Housing and Property	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024				
	Executive Briefing	26 February 2024	Open			
	Communities Scrutiny Committee	16 January 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr S Patel</b>						
<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)		
	Executive Briefing	3 January 2024				
Epping Forest Operations Hub at North Weald Airfield	Cabinet	18 March 2024	Key Expenditure > £250k	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	12 February 2024	Open			
	Executive Briefing	26 February 2024				
<b>REGULATORY SERVICES Portfolio Holder: Cllr K Williamson</b>						
M3 Upgrade to Assure Upgrading from M3 to cloud based Assure for EFDC Public Protection teams.	Regulatory Services Portfolio Holder	Not before 17th December 2023	Key Expenditure > £250k  Open	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
Taxi Licence Tariff Following consultation.	Cabinet	5 February 2024 (provisional date if required)	Key Significantly effects 2 or more wards	Mandy Thompson, Interim Acting Service Director (Technical)	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 January 2024	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	15 January 2024				
Contaminated Land Strategy Policy Document.	Cabinet	Not before 1st February 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>						
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	