

**UTTLESFORD DISTRICT COUNCIL
CABINET FORWARD PLAN**

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision ?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Economic Development 2024/25 year-end update	Cabinet	19 June	Present members with the year-end outcomes of the ED initiatives and UKSPF/REPF	No	Open	Cllr Hargreaves	Sarah Lewin, Economic Development Manager Slewin@uttlesford.gov.uk
Appointments to Cabinet Committees, Working Groups and Outside Bodies	Cabinet	19 June	To appoint members to Cabinet Committees, working groups and Outside Bodies.	No	Open	Leader of the Council	Ben Ferguson, Democratic Services Manager bferguson@uttlesford.gov.uk
UKSPF Grant Scheme/s	Cabinet	19 June	Approval for a grant scheme to support local businesses and organisations in implementing low carbon schemes/initiatives	No	Open	Cllr Hargreaves	Sarah Lewin, Economic Development Manager Slewin@uttlesford.gov.uk
Takeley and Little Canfield Parking Consultation	Cabinet	19 June	To present the outcome of consultation in Takeley and Little Canfield re. Fly Parking	No	Open	Cllr Hargreaves	Sarah Lewin, Economic Development Manager Slewin@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision ?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Lower Street – Boundaries and Management Agreement	Cabinet	19 Jun	To present proposal on the updated boundaries and an income sharing management agreement with the owners of Stansted Castle	No	Open	Cllr Hargreaves	Sarah Lewin, Economic Development Manager Slewin@uttlesford.gov.uk
Waste Fleet Proposal for move to HVO	Cabinet	19 June	To consider the Waste Fleet proposal to move to HVO.	Yes	Open	Councillor Reeve	Ben Brown, Director of Environmental Services bbrown@uttlesford.gov.uk
Procurement Update – 2024/25	Cabinet	19 June	Update on procurement and contract mgt. for the financial year 2024/25	No	Open	Cllr Hargreaves	Angela Knight, Director Business Performance and People aknight@uttlesford.gov.uk
CC1 Quarter 4 2024/25	Cabinet	19 June	To receive the report regarding Corporate Core Indicators for Q4.	No	Open	Leader of the Council	Paula Evans, Contract, Performance & Risk Manager pevans@uttlesford.gov.uk
ASB policy and procedure	Cabinet	19 June	ASB policy and procedure	No	Open	Cllr Sutton	Carla Claydon, Communities Manager CClaydon@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision ?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
CIL	Cabinet	15 July	Agree the CIL charging schedule for consultation	No	Open	Cllr Evans	Dean Hermitage, Strategic Director of Planning dhermitage@uttlesford.gov.uk
Hatfield Forest Governance report	Cabinet	15 July	To consider a report on Hatfield Forest governance arrangements.	No	Open	Cllr Evans	Lois Bowser, Principal Planning Officer
Local Government Ombudsman Annual report	Cabinet	15 July	To consider the Annual review letter summarising the complaints received	No	Open	Cllr Coote	Sue Kempster, Executive Support Team Leader skempster@uttlesford.gov.uk
Environmental Health (Protection) (Animal Welfare Offences) Penalty Notices	Cabinet	15 July	To consider a report on Environmental Health (Protection) Penalty Notices.	No	Open	Cllr Reeve	Marcus Watts Environmental Health Manager - Protection mwatts@uttlesford.gov.uk
CCI Quarter 1 2025/26	Cabinet	4 Sep	To receive the report regarding Corporate Core Indicators for Q1.	No	Open	Leader of the Council	Paula Evans, Contract, Performance & Risk Manager pevans@uttlesford.gov.uk
Internal Audit Update	Cabinet	4 Sep	To receive an update report from Internal Audit.	No	Open	Leader of the Council	Philip Honeybone, Internal Audit Manager phoneybone@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision ?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Pledgdon Green Henham Conservation Area Appraisal	Cabinet	4 Sep	To consider a conservation area designation proposal for Pledgdon Green Henham	No	Open	Cllr Evans	Bruce Tice, Principal Website and Consultation Officer; Asst. Census Data Manager; Local Heritage Project Manager btice@uttlesford.gov.uk
Compliance / Mechanical Electrical Contract	Cabinet	4 Sep	To consider the report regarding the Compliance/Mechanical Contract.	No	Open	Portfolio Holder for Housing	Brian Burton, Interim Director of Property bburton@uttlesford.gov.uk
Corporate Risk Register	Cabinet	9 Oct	To receive the Corporate Risk Register.	No	Open	Leader of the Council	Angela Knight, Director of Business Performance and People aknight@uttlesford.gov.uk
Counter-fraud update	Cabinet	9 Oct	To receive the Counter Fraud update.	No	Open	Leader of the Council	Philip Honeybone, Internal Audit Manager phoneybone@uttlesford.gov.uk
CCI Quarter 2 2025/26	Cabinet	16 Dec	To receive CCIs for Quarter 2 2025/26	No	Open	Leader of the Council	Paula Evans, Contract, Performance & Risk Manager pevans@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision ?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Economic Development 2025/26 mid year update	Cabinet	16 Dec	To receive the Economic Development 2025/26 mid year update.	No	Open	Portfolio Holder for Finance and the Budget	Sarah Lewin, Economic Development Manager Sl Lewin@uttlesford.gov.uk
		2026					
Internal Audit Update	Cabinet	15 Jan	To receive Internal Audit Update	No	Open	Leader of the Council	Philip Honeybone, Internal Audit Manager phoneybone@uttlesford.gov.uk
Audit Strategy and Plan	Cabinet	17 Feb or 14 Apr	To receive the Audit Strategy and Plan	No	Open	Leader of the Council	Philip Honeybone, Internal Audit Manager phoneybone@uttlesford.gov.uk
CCI Quarter 3 2025/26	Cabinet	14 Apr	To receive CCIs for Quarter 3 2025/26.	No	Open	Leader of the Council	Paula Evans, Contract, Performance & Risk Manager pevans@uttlesford.gov.uk
Audit Strategy and Plan	Cabinet	17 Feb or 14 Apr	To receive the Audit Strategy and Plan	No	Open	Leader of the Council	Philip Honeybone, Internal Audit Manager phoneybone@uttlesford.gov.uk