



CABINET
Thursday, 1st December, 2016

You are invited to attend the next meeting of **Cabinet**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 1st December, 2016
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

G. Woodhall
(Governance Directorate)
Tel: (01992) 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Housing Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, A Grigg, H Kane, A Lion, J Philip, G Mohindra and G Waller

PLEASE NOTE THE START TIME OF THE MEETING

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes (previously circulated) of the meetings of the Cabinet held on:

(a) 12 October 2016; and

(b) 3 November 2016.

5. REPORTS OF PORTFOLIO HOLDERS

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

(Director of Governance) To receive any questions submitted by members of the public and any requests to address the Cabinet.

(a) Public Questions

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, rule Q3 refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

(b) Requests to Address the Cabinet

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, paragraphs 27 & 28 refers).

7. OVERVIEW AND SCRUTINY

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

(b) To consider any matters that the Cabinet would like the Council's Overview

and Scrutiny function to examine as part of their work programme.

8. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTER 2 PROGRESS REPORT (Pages 7 - 24)

(Leader of Council) To consider the attached report (C-038-2016/17).

9. INTERNAL AUDIT SHARED SERVICE (Pages 25 - 34)

(Governance & Development Management Portfolio Holder) To consider the attached report (C-039-2016/17).

10. LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18 (Pages 35 - 72)

(Finance Portfolio Holder) To consider the attached report (C-040-2016/17).

11. CAPITAL REVIEW 2016/17 - 2020/21 (Pages 73 - 88)

(Finance Portfolio Holder) To consider the attached report (C-044-2016/17).

12. TRANSFORMATION PROGRAMME - MONITORING REPORT OCTOBER 2016 (Pages 89 - 96)

(Leader of Council) To consider the attached report (C-045-2016/17).

13. EXTERNAL PARTNERSHIPS - DELIVERING BETTER TAXPAYER VALUE FOR MONEY (Pages 97 - 100)

(Finance Portfolio Holder) To consider the attached report (C-046-2016/17).

14. LOCAL PLAN RESOURCES UPDATE (Pages 101 - 106)

(Planning Policy Portfolio Holder) To consider the attached report (C-047-2016/17).

15. REVISED FUNDING FOR THE WASTE MANAGEMENT CONTRACT (Pages 107 - 114)

(Environment Portfolio Holder) To consider the attached report (C-049-2016/17).

16. AWARD OF CONTRACT FOR OFF STREET ENFORCEMENT AND CASH COLLECTION (Pages 115 - 122)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-050-2016/17).

17. BUSINESS PROCESS IMPROVEMENT - DEVELOPMENT MANAGEMENT (Pages 123 - 140)

(Governance & Development Management Portfolio Holder) To consider the attached report (C-051-2016/17).

18. TOWN AND VILLAGE CENTRES OPPORTUNITIES FUND 2016/17 (Pages 141 - 158)

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-037-2016/17).

19. APPROVAL TO ENFORCE ON BEHALF OF LEE VALLEY REGIONAL PARK AUTHORITY (Pages 159 - 164)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-041-2016/17).

20. DEMOLITION OF GARAGES IN VERE ROAD CAR PARK, LOUGHTON BROADWAY (Pages 165 - 172)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-042-2016/17).

21. CALENDAR OF COUNCIL MEETINGS 2017-18 (Pages 173 - 180)

Governance & Development Management Portfolio Holder) To consider the attached report (C-043-2016/17).

22. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972 requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

23. EXCLUSION OF PUBLIC AND PRESSExclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Paragraph Number
24	Award of Contract for the Management of the Council's Leisure Facilities	3

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

Article 17 of the Constitution (Access to Information) define background papers as

being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

24. AWARD OF CONTRACT FOR THE MANAGEMENT OF THE COUNCIL'S LEISURE FACILITIES (Pages 181 - 200)

(Leisure & Community Services Portfolio Holder) To consider the attached restricted report (C-048-2016/17).

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Report to Cabinet

Report reference: C-038-2016/17

Date of meeting: 1 December 2016

Portfolio: Leader

Subject: Corporate Plan Key Action Plan 2016/17 – Quarter 2 Progress Report

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That the progress in relation to the achievement of the Council's Key Action Plan for 2016/17 at the end of Quarter 2 be noted.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Key Action Plan for 2016/17 was agreed by Cabinet in October 2015. Progress in relation to individual actions is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2016/17 at the end of the second quarter (30 September 2016).

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives, and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritise resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.

2. The Key Action Plan 2016/17 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2016/17. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.

3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. During quarter 2, action (i) (b) 5 became no longer required. This is because the Cabinet has decided not to pursue this action, and to construct a car park on the land instead.

4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. A schedule detailing outturn progress against the forty-nine (49) individual actions of the 2016/17 Key Action plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the individual actions as appropriate for year-end position:

Achieved (Green) - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

On-Target (Green) - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

Under Control (Amber) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

Behind Schedule (Red) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

Pending (Grey) - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

5. There are 49 actions in total for which progress updates for Q2 are as follows:

• Achieved or On-Target:	29 (59%)
• Under Control:	14 (29%)
• Behind Schedule:	2 (4%)
• Pending:	4 (8%)
	Total 49(100%)

6. The Equality Act 2010 requires that the public sector equality duty is actively applied in decision making. This means that the equality information provided to accompany this report must be actively considered by individual Cabinet members in the course of their consideration and decision making relating to this report. The equality information is provided in the Due Regard Record at the end of this report. This is essential reading for all members of Cabinet involved in the consideration of this report.

7. The Cabinet is requested to review the Q2 progress against the Key Action Plan for 2016/17 to deliver the Key Objectives for 2015/2020. This report will also be considered by the Overview and Scrutiny Committee at its meeting on 19 December.

Resource Implications:

None for this report.

Legal and Governance Implications:

None for this report. Performance monitoring contributes to the delivery of value for money.

Safer, Cleaner, Greener Implications:

None for this report.

Consultation Undertaken:

The performance information set out in this report has been submitted by each responsible service director.

Background Papers:

Relevant documentation is held by responsible service directors.

Risk Management:

None for this report.

Due Regard Record

SUBJECT: Corporate Plan Key Action Plan 2016/17 – Q2

REPORT TO: Cabinet (1 December 2016)

Date/Officer	Summary of equality analysis
<p>1 December 2016</p> <p>B Copson</p>	<p>The Council is subject to legislation which requires the Council to pay due regard to the public sector equality duty.</p> <p>An overriding aim of the key objectives is to improve outcomes and circumstances for all sections of the community. Many actions throughout this Plan relate to using our resources in efficient and cost effective ways and maximising the use of facilities, to ensure we are able to continue to fund statutory and discretionary services which benefit everyone in our community.</p> <p>In addition specific actions benefit specific groups of people:</p> <ul style="list-style-type: none"> • the delivery of affordable rented homes benefit a number of groups of people – including families, the elderly and vulnerable • young people can struggle to access work experience and therefore will benefit from the apprenticeship scheme • older people will benefit from the work to take forward an independent living scheme at Hillhouse, Waltham Abbey • a replacement swimming pool in Waltham Abbey will benefit local residents who find travelling to facilities further afield difficult or who need modern facilities in order to access the pool • increased opening hours at the Limes Centre will benefit the elderly, disabled, or anyone who finds it difficult to travel further afield to access Council services or who require more flexible opening arrangements • the rationalisation of reception points at the Civic Offices will provide more coherent and accessible reception services for all customers and in particular those with mobility or mental health problems • the study into the effects of an ageing population will help to ensure the needs of the district’s older people are understood and provided for • the review of housing support at the Council’s sheltered housing schemes will inform the future provision, benefitting older people, and • modernising our sheltered housing stock will better meet the needs of our elderly residents. <p>Detailed equality impacts are identified by Directors in the course of the development and delivery of the individual projects or identified areas of work set out in this action plan.</p>

Aim (i) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low.

Key Objective (i)(a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding.

Action	Lead Directorates	Target Date	Status	Progress
1) Deliver identified savings	Management Board	31-Mar-17	On Target	Q1 (2016/17) - Printer Migration Project is being implemented. Transformation work-stream is reviewing further opportunities. Reports due in the autumn. Q2 (2016/17) - Transformation savings of £107,260 of which £70,960 are General Fund and £36,300 HRA.
2) Progress preparations for delivering savings for 2016/17	Management Board	31-Mar-17	On Target	Q1 (2016/17) - Not yet due - will be progressed as part of the 2017/18 budget process. Q2 (2016/17) - Not yet due - will be progressed as part of the 2017/18 budget process.
3) Develop additional business cases	Management Board	30-Sep-16	Under Control	Q1 (2016/17) Printer Migration Project is being implemented. Transformation work-stream is reviewing further opportunities. Reports due in the autumn. Q2 (2016/17) Savings identified for 2016/17 total £107,260, of which £70,960 are general fund and £36,300 are HRA. Savings identified for 2017/18 total £40,500, of which £34,800 are general fund and £5,700 are HRA. Further savings ideas to be considered by the Cabinet for 2017/18 are estimated to range from £480,900 to £533,200. Of this £451,300 to £502,800 are general fund and £29,600 to £30,400 are HRA.
4) Presentation of the Financial Issues Paper and MTFS update	Resources	31-Jul-16	Achieved	(Q1 2016/17) - The Financial Issues Paper will be presented to the Finance & Performance Management Cabinet Committee on 14 July.

5) Review the future options for the HRA Financial Plan and to sell "high value" empty Council properties	Communities	30-Nov-16		Pending	<p>(Q2 2016/17) - The Financial Issues Paper was presented to the Finance & Performance Management Cabinet Committee on 14 July and the recommendations have now been agreed by Cabinet.</p> <p>Q1 (2016/17) - Awaiting Government Guidance and Regulations on the sale of "higher value" empty Council properties. The Review cannot be effectively undertaken until the level of the required levy to be paid to the Government is known.</p> <p>Q2 (2016/17) - As Q1. However, some preliminary work on the resources available to the HRA for the Housebuilding Programme and levels of investment on the Council's housing stock have commenced, which will feed in to the review.</p>
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Key Objective (i)(b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- The Epping Forest Shopping Park, Loughton
- Council Housebuilding Programme
- St John's Redevelopment Scheme, Epping
- North Weald Airfield

Action	Lead Directorates	Target Date	Status	Progress	
1) Complete phase 1 of the Council House-buildings	Communities	30-Nov-16		Under Control	<p>Q1 (2016/17) Following the termination of the contract with the contractor for Phase 1, due to poor performance, negotiations are being held with another contractor to complete the works.</p> <p>Q2 (2016/17) Following a comprehensive assessment of the outstanding works, PA Finlay has now been selected to complete the works through a Completion Contract. The contract is currently in the process of being signed. It is expected that works will commence on site W/C 31st October 2016.</p>
2) Commence Phase 2 of the Council Housebuilding	Communities	30-Apr-16		Achieved	<p>(Q1 2016/17) - The contract has been signed, the contractor has taken possession of the site and is due to commence works shortly.</p>

Programme

3) Relocate the Housing Repairs Service from the Epping Depot to alternative suitable alternative premises

Communities 30-Apr-16

Pending

(Q2 2016/17) - Works have commenced.

(Q1 2016/17) - Planning permission has been received for the construction of a new Repairs and Maintenance Hub at Blenheim Way, North Weald, for which it will take around 18 months to procure and undertake the works. However, at the meeting of Cabinet in July 2016, it was agreed that no further work should be undertaken on the proposal until after the outcome of the Strategic Accommodation Review, due to be reported to Cabinet in October 2016.

(Q2 2016/17) - The outcome of the Strategic Accommodation Review was not able to be reported to the October meeting of the Cabinet, and is unlikely to be reported until early 2017.

4) To facilitate, by the purchase of Essex County Council's interest and subsequent disposal to the preferred developer, the St John's Road redevelopment scheme.

Neighbourhoods 31-Oct-16

On Target

(Q1 2016/17) - The final terms of the purchase of the County Council's interest and subsequent disposal to Frontier Estates have been agreed and are to be considered by the respective Cabinet Committees in July 2016. The agreement will be in principle subject to further confirmation from the Secretary of State with regard to State Aid Regulations.

(Q2 2016/17) - Following the receipt of the State Aid consent from the Secretary of State, the final drafting of the Legal Documentation for the District Council's purchase and subsequent sale to Frontier Estates at Essex County Council's interest in the site is nearing conclusion. Hope to practically complete by the end of October.

5) Work in partnership with Moat Housing to commence the development of the Council garage site

Communities 30-Jun-16

None

(Q1 2016/17) - A comprehensive Car Parking and Affordable Housing Plan for Vere Road, which includes consideration of the future of this site, is due to be considered by the Asset Management and Economic Development Cabinet Committee on 22nd August 2016.

(Q2 2016/17) The Car Parking and Affordable Housing Plan was considered by the Cabinet Committee on 22nd August 2016. Cabinet subsequently approved the Plan, including the Cabinet Committee's recommendation that this site should not be developed for affordable housing, but to provide dedicated parking for the

private residents of the Higgins development on the site of the former Sir Winston Churchill PH site. Therefore, this action is now closed

6) Evaluate the submissions received for North Weald Airfield marketing exercise
Neighbourhoods 30-Nov-16
Behind Schedule

(Q1 2016/17) - Submissions received in response to the expressions of interest have been assessed by the Asset Management Cabinet Committee. Specification for procurement of an operational partner under OEJU regulations has commenced.

(Q2 2016/17) - As Q1.

7) Progress the Epping Forest Shopping Park Scheme
Neighbourhoods 31-Oct-16
On Target

(Q1 2016/17) - Tenders have been received for the construction of the main Shopping Park, which further to final evaluation, will be recommended for approval at the Council's July Cabinet. Delays have been experienced with reaching agreement with Essex County Council on the final specifications and working methodology for the Highways Works. Whilst marketing is proceeding well, the Shopping Park is now not likely to open until Summer 2017.

(Q2 2016/17) - The main construction contractor McLaughlin and Harvey took possession of the site in mid-September. Good mobilisation and clearance works have been achieved. 41 week construction programme on target. Highways Contractor has commenced S278 works. Some delays in relation to the need to locate new attenuation tanks. Shopping Park still on target to open in August 2017.

8) Commence Phase 3 of the Council Housebuilding Programme to provide up to 35 new affordable rented homes in Epping
Communities 30-Jun-16
Under Control

(Q1 2016/17) - Tenders are due to be invited from contractors for a number of small construction contracts comprising Phase 3 in early August 2016.

(Q2 2016/17) Tenders have been invited on a phased basis for the 7 separate contracts comprising Phase 3, with three tenders returned to date. The tenders will be reported to the Council Housebuilding Cabinet Committee for approval.

9) Secure planning Phase 4 of the Council Housebuilding Programme to provide up to 50 new affordable rented
Communities 31-May-16
Under Control

(Q1 2016/17) - A number of developments comprising Phase 4 have received planning permission, but a number have also been refused. The Council Housebuilding Cabinet Committee will consider the proposed approach to the delivery of Phase 4 once all planning applications have been determined.

homes in Loughton

10) Subject to the receipt of planning permission, secure the provision of the affordable rented homes at the Council-owned site at Pyrles Lane, Loughton

Communities

30-Jun-16



Under Control

(Q2 2016/17) - 10 planning applications have been approved; 2 applications were withdrawn following further discussions with planning officers; 2 applications were refused planning permission by the Area Plans Sub-Committee and 1 application (Vere Road, Loughton) was being held in abeyance pending the formulation of a Car Parking and Affordable Housing Plan, but is now being progressed following the adoption of a Plan.

(Q1 2016/17) - A report will be submitted to Cabinet shortly on the proposed marketing strategy for the sale of the Pyrles Lane nursery site, which will consider the Council Housebuilding Cabinet Committee's recommendation that the completed affordable homes be purchased by the Council.

(Q2 2016/17) - The Director of Neighbourhoods intends to report on the Marketing Strategy to the November Cabinet meeting.

Key Objective (i)(c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.

Action	Lead Directorates	Target Date	Status	Progress
1) Liaise with the Communities Directorate on Housing related / led projects is constructive and productive to retain Building Control project work in-house	Governance	30-Apr-16	Achieved	(Q1 2016/17) - We continue to enjoy a constructive and responsive relationship between directorates and building income continues to exceed budget. (Q2 2016/17) - As above.
2) Include a clause as standard in new commercial leases, to require the use of the Building Control service	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) - Clause being prepared for inclusion in new commercial leases. (Q2 2016/2017) - Clause completed. Evidence of commissions being achieved.

3) Estates colleagues to include use of the in-house building control service in their standard negotiations	Governance	30-Apr-16	Under Control	(Q1 2016/17) - The directorates continue to liaise to embed the inclusion of the in house service in negotiations. (Q2 2016/17) – Progress has been made but we need to continue to embed this process.
4) Include as standard in the specification for new contracts to upgrade Council facilities, a requirement to use the in-house Building Control service.	Neighbourhoods Resources	30-Apr-16	On Target	(Q1 2016/17) - The contract for the construction of the new Leisure Centre at Waltham Abbey and any other refurbishments will reflect the requirement to use the in-house Building Control Service. (Q2 2016/17) - As (i)(c) previous.
5) For major development projects in which the Council has a sole or significant interest, ensure building regulations work is carried out by the in-house team	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) - Opportunities are being offered to undertake the work. (Q2 2016/17) - The in-house building control team are undertaking the work in relation to the Epping Forest Shopping Park and will be recommended for the potential new Leisure Centre in Waltham Abbey.
6) Identify and undertake measures to raise the profile and successes of the in-house building control team.	Governance	30-Apr-16	Under Control	(Q1 2016/17) - The Staples Road Junior School in Loughton was shortlisted for the Local Authority Building Control awards held in Cambridge and the team continues to promote partnership working resulting in healthy income levels. (Q2 2016/17) - We are continuing to train our own officers to ensure the quality of the service which we have to market.
7) Participate in the renegotiations of the contracts for the provision of on-line library services	Governance	31-Mar-17	Achieved	(Q1 2016/17) - As part of PLP the legal service continues to benefit from reduced online library services in a form of savings. (Q2 2016/17) – as above.
8) Explore the possible expansion of the insurance service provided to Uttlesford. District Council.	Resources	30-Sep-16	Achieved	(Q1 2016/17) - The possibility of expanding the insurance service has been explored with both Uttlesford and other Essex districts but unfortunately all those contacted are not interested in changing their arrangements at this time. (Q2 2016/17) - As per Q1.

9) Implement an integrated HR/Payroll IT system jointly with at least one other authority.	Resources	31-Mar-17	On Target	(Q1 2016/17) - Implementation underway with Braintree & Colchester councils, with these sites going live first. The target for Epping to go live with the new system is December 2016. (Q2 2016/17) - The implementation is proceeding in line with the timetable and the system is still expected to go live in December 2016.
10) Evaluate possibility of shared service as part of Debt Working Party.	Resources	30-Sep-16	Under Control	(Q1 2016/17) - The Working Party continues to meet and reports back to Management Board on potential improvements and alterations to the processes of debt recovery. (Q2 2016/17) - As per Q1.
11) Provide HR/payroll services to at least one other authority	Resources	31-Mar-17	Pending	(Q1 2016/17) - The primary focus is currently the implementation of the new system - see item 9 above. (Q2 2016/17) - As per Q1 - the system needs to be in place before we can offer it to others.
12) Evaluate possibility of shared service as part of Scanning Working Party	Resources	30-Sep-16	Under Control	(Q1 2016/17) - The Working Party has been established with a project charter and meetings have taken place as part of the discovery phase. (Q2 2016/17) - The discovery phase is continuing and changes have already been made to make several processes more efficient.
13) Identify additional Council services that may benefit from a shared provision with other organisations	Management Board	31-Mar-17	On Target	(Q1 2016/17) - Good progress made with audit. Opportunities being discussed with West Essex Chief Executives. (Q2 2016/17) - Good progress made with audit. Opportunities being discussed with West Essex Chief Executives.

Aim (ii) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery

Key Objective (ii)(a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District’s Green Belt.

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Action	Lead Directorates	Target Date	Status	Progress
1) Update the Council's Housing Strategy, following production of the Preferred Options for the Local Plan.	Communities	31-Dec-16	On Target	(Q1 2016/17) - It has previously been agreed that work on updating the Council's Housing Strategy should not commence until the Draft Local Plan Preferred Approach has been published, which is currently expected to take place in October 2016, since the Housing Strategy is so dependent on the Local Plan proposals. (Q2 2016/17) - On the assumption that consultation on the Draft Local Plan will commence on 31st October 2016, the Director of Communities is currently setting up an officer Project Team to formulate a draft Housing Strategy.
2) To undertake Phase II of a comprehensive Green Belt Review as a key component of the local Plan evidence base.	Neighbourhoods	31-Jan-16	Achieved	(Q1 2016/17) - Phase II of the Green Belt Review has been completed and now forms part of the evidence base in undertaking individual site assessment work. (Q2 2016/17) - Draft Plan agreed for consultation to include Green Belt Assessment. (Note: this action was carried over from last year’s plan and completed this year).
3) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.	Neighbourhoods	31-May-16	Under Control	(Q1 2016/17) - New Local Plan Development Scheme due to consideration at the July Cabinet Committee. Sustainability appraisals underway. (Q2 2016/17) - Cabinet to consider draft Plan in October. Consultation period to run from the 31 October to the 12 December 2016. LDS timeframes still being achieved.

4) Undertake all necessary consultations and negotiations under the Duty to Co-operate with Neighbouring Authorities	Neighbourhoods	31-Mar-17		On Target	(Q1 2016/17) - The work of the Co-operation for Sustainable Development Board is ongoing fulfilling the requirements of the Duty to Co-operation. Currently chaired by EFDC but due to transfer to East Herts in June. Intention is for the four authorities within the Strategic Housing Market Area to consult simultaneously in the Autumn.
5) Submit the Final Local Plan to the Planning Inspectorate for Examination.	Neighbourhoods	31-Mar-17			Behind Schedule

Key Objective (ii)(b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents.

Action	Lead Directorates	Target Date		Status	Progress
1) Continue with the Council's apprenticeship scheme for the district's young people, providing sustainable employment opportunities.	Resources	30-Sep-16		Under Control	(Q1 2016/17) - The cohort recruited in 2015 continues to make good progress with their apprenticeships. A full intake will occur again in 2017. For 2016 the focus is on the recruitment of a new graduate trainee. (Q2 2016/17) - Despite several attempts we were unable to recruit a new graduate trainee. The current apprentices continue to make good progress and preparations are underway to expand the programme to meet the requirements of the Apprenticeship Levy from April 2017.

Key Objective (ii)(c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.

Action	Lead Directorates	Target Date	Status	Progress
1) Undertake a Master-planning exercise for the provision of a proposed new swimming pool, new health centre and an independent living scheme	Communities Neighbourhoods	31-May-16	Achieved	(Q1 2016/17) - The Master Plan has been produced, published and formally endorsed by the Cabinet. (Q2 2016/17) - An Outline Planning Application has been submitted and is due to be determined by the District Development Management Committee in November 2016. Proposals have been received from the 3 Final Tenderers from the Leisure Management Contract.
2) Undertake a public consultation exercise on the Draft Masterplan for Hillhouse, Waltham Abbey.	Communities Neighbourhoods	30-April-16	Achieved	(Q1 2016/17) - The master-planning exercise (see 1 above) included consultation with all key stakeholders and the holding of a Community Planning Weekend, to which all residents, local businesses and other interested parties were invited. Feedback received from this consultation process informed the final Master Plan. (Q2 2016/17) - The feedback informed both the Master Plan and the subsequent Outline Planning Application due to be considered in November 2016.
3) Jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) - Completed. (Q2 2016/17) - As above.
4) As part of the competitive dialogue procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey	Neighbourhoods	30-Sep-16	Achieved	(Q1 2016/17) - Completed.
5) Subject to the receipt of funding from Arts Council	Communities	30-Jun-16	Under Control	(Q1 2016/17) - The outcome of the bid for funding from Arts Council England is awaited.

England, investigate the possible establishment of a Museum Heritage and Culture Development Trust



(Q2 2016/17) - The bid was successful and £270,000 funding has been awarded jointly to EFDC, Chelmsford CC and Broxbourne BC. The funding will be used to appoint a Commercial Manager for 18 months (to develop new income streams across Epping Forest, Broxbourne and Chelmsford Museums) and a Fundraising Manager to establish a Development Trust for Epping Forest District and Lowewood Museums, and a separate Trust for Chelmsford Museum. The Trusts will operate as Charities, based on companies limited by guarantee and will work in parallel to the Council's operation of the Museums, in order to raise funds and access funding pots which the Councils are unable to access.

Aim (iii) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose.

Key Objective (iii)(a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact.

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Action	Lead Directorates	Target Date	Status	Progress
1) Review the success of the increased opening hours and the increased delivery of Council services at the Council Office at the Limes Centre	Communities	31-Mar-17	On Target	(Q1 2016/17) - The increased opening hours have been introduced, with the provision of increased Council services from the Council Office. A formal review of the success of this initiative is planned to be undertaken by the Communities Select Committee after 12 months' operation - in 2017 (Q2 2016/17) - As Q1.
2) Implement and/or produce an Implementation Plan for, the agreed proposals for improving customer contact.	Management Board	31-Mar-17	On Target	(Q1 2016/17) - The customer contact project team continues to make good progress. A Head of Customer Service is due to be appointed shortly. (Q2 2016/17) - Head of Customer Services has been appointed and is due to start on 2 November. Implementation plan produced and implementation continues. A portfolio Holder decision on purchase of CMS software has been taken and now being actioned to allow prototyping work to be undertaken



through to March 2017. A draft specification for the reception work has been agreed with Facilities which now moves to initial design stage. A further period of monitoring of visitor patterns was undertaken in September. A Channel shift/process mapping day will take place in early November. New ICT analyst position now filled and started working on our online forms to transition them to the new CMS.

Key Objective (iii)(b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access.

Action	Lead Directorates	Target Date	Status	Progress
1) Achieve significant progress in the scanning of paper and microfiche Development Control files	Governance	31-Mar-17	On Target	(Q1 2016/17) - The dedicated team continues to scan Planning files with a view to supporting flexible and remote working and reducing space requirements. (Q2 2016/17) – The team is up to speed and we continue to scan the files to support flexible working.
2) Scan Building Control paper and microfiche files to promote flexible working and reduce storage costs.	Governance	31-Mar-17	On Target	(Q1 2016/17) - The dedicated team continues to scan building control with a view to supporting flexible and remote working and reducing space requirements. (Q2 2016/17) – as above.
3) Undertake document scanning projects in Legal Services and Development management to support the Transformation Programme.	Governance	31-Mar-17	On Target	(Q1 2016/17) - We continue to scan legal documents and we are embarking on a program of creating electronic files for certain categories of legal work. Approximately 20% of the 2383 Council Deeds have been scanned and uploaded onto the Council’s mapping system. Additionally a spreadsheet has been developed to organise approximately 6000 miscellaneous documents in preparation for scanning.

4) Continue the implementation of the Council's ICT Strategy, with the completion of the following key projects	Resources	31-Mar-17	On Target	(Q2 2016/17) - We had a slight delay with the scanning as a result of a member of staff leaving and recruitment of a replacement. The new officer is in the progress of being trained.
5) Free up computer suite 1 for re-use as office accommodation.	Resources	31-Mar-17		(Q1 2016/17) - Implementation continues and is on target. An update report was presented to the Resources Select Committee in April. (Q2 2016/17) - Good progress continues to be made and the capital bid for 2017/18 will be presented to Cabinet on 12 October. (Q1 2016/17) - On hold pending the accommodation review and is awaiting works to fully decommission. (Q2 2016/17) - The computer suite is free for alternative uses but will not be allocated or refurbished until the accommodation review has been completed.

Key Objective (iii)(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

Action	Lead Directorate	Target Date	Status	Progress
1) Complete the multi-service study to identify and better understand the demographics of an ageing population in the District	Communities	30-Sep-16	Achieved	(Q1 2016/17) - The study has been completed and the Study Report has been drafted. In the first instance, the Draft Study Report will be considered by the Council's Management Board, following which it will be submitted to the Overview and Scrutiny Committee for consideration and discussion. (Q2 2016/17) - The Study has been completed. The findings will be reported to a Briefing Session for all members immediately before the Council meeting on 1st November 2016.
2) Commence the implementation of the action plan formulated as a result of the multi-service study	Communities	30-Sep-16	Under Control	(Q1 2016/17) -This will be implemented following consideration of the Study Report by the Overview and Scrutiny Committee, as referred to in (1) above. (Q2 2016/17) - Now that the Study has been completed, the resultant Action

<p>3) Review the delivery of housing support at the Council's sheltered housing schemes in the District.</p>	<p>Communities</p>	<p>31-Jan-17</p>	<p>Pending</p>	<p>Plan is currently being formulated.</p> <p>(Q1 2016/17) - Initial ideas have been formulated on how housing support could be delivered at the Council's sheltered housing schemes in the future. However, this project is being held in abeyance, pending consideration by the Communities Select Committee and the Cabinet on the options for the future delivery of the Council's Careline Service.</p> <p>(Q2 2016/17) - As Q1.</p>
<p>4) Review the Council's sheltered housing stock assets, with a view to rationalisation and modernisation through a strategic approach.</p>	<p>Communities</p>	<p>30-Jun-16</p>	<p>Under Control</p>	<p>(Q1 2016/17) - A number of proposals have been formulated by a project team led by the Director of Communities. It is intended that an initial report on the approach to the review will be submitted to the Communities Select Committee in November 2016 for consideration.</p> <p>(Q2 2016/17) - As Q2 - but the report may be held over to the January 2017 meeting of the Select Committee, due to officer workload and the number of reports already due to be considered at the November meeting.</p>

Report to the Cabinet

Report reference: C-039-2016/17
Date of meeting: 01 December 2016



**Epping Forest
District Council**

Portfolio: Governance and Development Management
Subject: Internal Audit Shared Service
Responsible Officer: Colleen O'Boyle (01992 564475).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) **Approve the creation of a Shared Internal Audit Service with effect from 1 April 2017 ("the Commencement Date") or such other date as agreed between Epping Forest District Council, Harlow District Council and Borough of Broxbourne Council on the basis set out in this report;**
- (2) **Approve that the host authority becomes Borough of Broxbourne Council;**
- (3) **Approve the Council entering into an Administrative Collaboration Agreement under S101 of the Local Government Act 1972 with the partner authorities;**
- (4) **Authority be delegated to the Director of Governance in consultation with the Cabinet Member for Governance and Development Management to agree the terms of the Administrative Collaboration Agreement which will include the provision to allow other councils to join the Shared Service in the future; and**
- (5) **Agrees to the transfer of staff to Borough of Broxbourne Council as Host Authority on the terms set put in the Administrative Collaboration Agreement from the Commencement Date.**

Executive Summary:

Due to the success of the current internal audit arrangements with Borough of Broxbourne and Harlow District Councils approval is being sought to form an Internal Audit shared service between the three councils, with Broxbourne being the Host Authority.

The main drivers behind sharing Internal Audit services are to improve business resilience and to produce efficiency savings. The Audit and Governance Committee, who the Chief Internal Auditor is accountable to, is aware of and supports the shared service concept.

Reasons for Proposed Decision:

The purpose of this report is to provide the background and rationale underlying the proposals to form an Internal Audit shared service between the Council, Harlow District Council and Borough of Broxbourne Council, with Broxbourne being the host authority.

Other Options for Action:

Alternative options have been considered within the context of the report and the rationale for their dismissal.

Report:

Introduction

1. Since 2012 there has been a successful partnering agreement between the Borough of Broxbourne Council and Harlow District Council for sharing equally the post of Head of Internal Audit, with Broxbourne being the employing authority.
2. In August 2015 Epping Forest District Council joined the Head of Internal Audit partnering agreement with a view to their internal auditors working across the three authorities from 2016/17, and vice versa for the Broxbourne and Harlow team (which indeed has happened). In the meantime during 2015/16, joint team meetings of auditors from all three authorities took place and Epping Forest has aligned its internal audit processes and templates with those already in place at Broxbourne and Harlow.
3. The Service Level Agreement in place allows for 'the provision of additional services by the use of the staff of one party to carry out the work of another party where the Chief Internal Auditor considers that in the interests of the partnership working between the parties' This has been the case for Broxbourne and Harlow for several years.
4. At present the existing Internal Audit Team at Epping Forest consists of one senior auditor and two auditors (all 1.0 f.t.e) with a vacancy for a third auditor, and their costs are paid for by this Council. The intention is not to recruit to the vacant post if the Internal Audit Shared Service goes ahead.
5. For Broxbourne and Harlow the existing Internal Audit team consists of two senior auditors (1.8 f.t.e) and one auditor (1.0 f.t.e), all employed by Broxbourne. The costs for all three auditors are shared equally between the two councils as they work across both authorities.
6. Since 01 April 2016 the Internal Team, consisting of auditors employed by both Broxbourne and Epping, are working across all three Councils and this will remain the case, with the Chief Internal Auditor continuing to spend an equal amount of time within each Council.
7. Savings have been made by all three authorities as the cost of the Chief Internal Auditor is shared equally between all three.

Key Benefits for Change

8. The advantages of a shared service arrangement are:
 - Pooling of expertise to strengthen business delivery to the benefit of the partners;
 - Provision of a critical mass and improved business resilience e.g. enabling the risk of sickness and vacancies to be better managed;
 - Share best practice;

- Enabling succession planning, career opportunities and development for staff;
- Optimising the use of resources and achieving economies of scale through shared training and procurement; and obtaining efficiencies by having a common audit reporting and procedural approach;
- Strengthen the independence and objectivity of the Internal Audit function;
- Longer term potential to generate income by attracting new business by pooling budgets and converting this to a day rate for Internal Audit services.

Proposed Shared Service Arrangements

Governance Arrangements

9. The recommended option for the delivery of the shared service is via a Delegated Function Model. Under this option, one council (the Host Authority) undertakes the functions of another council under delegated powers set out in an Administrative Collaboration Agreement entered into under S101 Local Government Act 1972 (“S101 Agreement”). The Host Authority employs all staff (i.e. staff who work for the Council which has delegated its function to the Host Authority transfer to the Host Authority).

10. This option is recommended for the following reasons:

- It has a proven track record through benchmarking for delivering services between councils. Recent examples include an audit partnership between Gloucester City Council and Stroud District Council (which has been extended to include Gloucestershire County Council), AuditCotswold a partnership between Cheltenham Borough Council, Cotswold District Council and West Oxfordshire District Council and the Hertfordshire Shared Internal Audit Service consisting of Hertfordshire County Council and six district/borough councils.
- It is relatively straightforward to set up, in that it only requires a S101 Agreement to be prepared and implemented and staff to TUPE to the Host Authority.

11. The main risk to this council is the loss of control by delegating its functions to a host authority. In order to address this, a Shared Services Board would need to be created comprising of the Monitoring Officer for Epping Forest and the S151 Officers from Broxbourne and Harlow (as Internal Audit falls under their remit) to oversee the implementation and delivery of the function under the S101 Agreement. The Board will review the quality, performance, risks and consider major changes to the service.

12. In addition, to mitigate the risk of pension liabilities to the host authority, the S101 Agreement would specify that up to the date of transfer, all pension liabilities remain with the originating authority and that they would not get transferred to the host authority.

Recommended Shared Service Framework

13. It is proposed that Broxbourne becomes the host authority under a Section 101 Agreement with effect from 1 April 2017. The agreement will initially be for a three year period (from the Commencement Date) and shall continue in force thereafter, unless and until one year’s notice in writing is given by any of the councils to withdraw from the agreement.

14. Epping Forest District Council staff will be transferred, under TUPE arrangements, to Broxbourne from the Commencement Date of the Agreement. In the first year of operation a

review of the structure, roles and responsibilities and working practices will be undertaken to ensure the most effective and efficient outcome for each authority.

Other Options

15. The alternative options were identified and considered for the provision of Internal Audit services, these are as follows:

No Change

16. This option was considered. However, the Internal Audit services at all three councils have limited capacity and resilience to respond to peaks in demand, increases in irregularity work and absence of staff. There are limited opportunities for progression and training within the current Internal Audit teams which is not beneficial to staff morale and/or quality service being sustained.

Outsourcing

17. This option has been considered in the past and dismissed. Research has identified that the larger accountancy firms do not have the appetite for taking on Local Authority Internal Audit services due to the pension liabilities that come with TUPE transfers. This would inflate their bid price and the cost per audit day.

18. An in-house team tends to add value by attending project and business groups, offering advice and acting as a sounding board which would incur an additional cost if the function was outsourced.

Other Partnerships

19. There are a growing number of Internal Audit partnerships being set up around the country as the benefits of doing so are realised. These vary in scale and membership. There is an option to join other partnerships and Broxbourne has considered in the past joining the Hertfordshire Shared Internal Audit Service. This option has been ruled out as it would result in losing the excellent working relationships developed with Harlow and Epping Forest and a loss in control of Internal Audit provision.

Trading Company

20. Many councils are setting up arms-length local authority trading companies (including Broxbourne and Harlow). These operate as separate entities to the council but are wholly owned by the councils. Such a service delivery option allows the company's main activity to work for the council itself (or group of councils) but allows it to trade more widely with external organisations. If the partnership were to expand and take on non-local authority organisations then this option should be considered, however, set up and on-going costs would be prohibitive in the short term.

Resource Implications:

The new service will be provided within existing budgets and any costs associated with transition will be shared between the three councils. By sharing the cost of the Chief Internal Auditor with Broxbourne and Harlow and not recruiting to the vacant Auditor post Epping has made a saving of £58,230 for 2016/17, and this will continue into 2017/18.

The costs of the Shared Service will need to be set out and an agreed cost-sharing basis with Broxbourne and Harlow put in place. Realistically this is likely to be a charge per audit day. However, arrangements will need to be put in place to consider how any surpluses or deficits will be dealt with and how work can be prioritised should there be a conflict between the demands of different partners.

Legal and Governance Implications:

It is proposed that Epping Forest and Harlow District Councils (subject to their agreement) hand over day to day operational responsibility for the carrying out of the internal audit function to Broxbourne Council.

Safer, Cleaner and Greener Implications:

None

Consultation Undertaken:

Broxbourne and Harlow District Councils

Epping Forest District Council Management Board

The Council's Internal Audit staff are affected by this proposal, and if approved will be TUPE'd to the Host Authority under their current terms and conditions. They have been made aware of the proposed shared service and have been kept regularly informed of progress to date. Human Resources and the Unions will be formally consulted as part the TUPE process.

Background Papers:

None

Risk Management:

The risk to Epping Forest and Harlow District Councils is the loss of control by delegating its function to a host authority. In order to address this, a Shared Services Partnership Board would be created to oversee the service.

The main risk to Broxbourne Council is the risk of the pension liabilities as host authority. To mitigate this risk the Section 101 Agreement would specify that up to the date of transfer, all pension liabilities remain with the originating authority and would not transferred to the host authority.

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix A to the report.

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Appendix A: Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Internal Audit
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Creation of a formal Internal Audit shared service with Harlow and Broxbourne Councils
Relationship with other policies / projects:	None
Name of senior manager for the policy / project:	Colleen O'Boyle
Name of policy / project manager:	Sarah Marsh

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7. <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision: The change affects the Council's entire Internal Audit team; individuals are not being targeted.

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 'Sources of evidence for the protected characteristics'

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		

Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Pregnancy and		

maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. None		
2.		
3.		

Name and job title of officer completing this analysis:	Sarah Marsh
Date of completion:	30/10/16
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Chief Internal Auditor

Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

Report to the Cabinet

Report reference: C-040-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Finance
Subject: Local Council Tax Support Scheme 2017/18
Responsible Officer: Janet Twinn (01992 564215).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That Cabinet note the responses to the consultation on the scheme for 2017/18;
- (2) That the scheme be amended to remove the family premium in the calculation for new claimants in line with other welfare reforms;
- (3) That the scheme be amended to withdraw Local Council Tax Support where a person leaves Great Britain for 4 weeks or more in line with other welfare reforms; and
- (4) That the scheme is amended to limit the number of dependant additions to a maximum of two for all cases where dependants are born on or after 1 April 2017, in line with other welfare reforms.

Executive Summary:

As part of the major changes to the Welfare Benefits system, from 31 March 2013 Council Tax Benefit ended and was replaced by a new scheme called Local Council Tax Support (LCTS). A key principle of the scheme was the protection of people who are of an age where they can claim Pension Credit. The Government introduced Regulations to ensure that pensioners who previously received Council Tax Benefit have continued to receive the same level of assistance they had prior to LCTS being introduced.

The Pan Essex LCTS project group, comprising of all the billing authorities and the unitary authorities in Essex, was created in January 2012 to devise a modular approach upon which all Essex authorities could base their local schemes according to local needs. The precepting authorities of Essex County Council, Essex Fire Authority and Essex Police have been involved from the beginning of the project. The project is managed by the Benefit Managers under guidance from the Essex Finance Officers Association.

Council approved the Epping Forest LCTS scheme for 2013/14 in December 2012, and for the first 3 years, the scheme remained unchanged. In December 2015, Council approved 2 amendments to the scheme for 2016/17, the first being that the maximum percentage was reduced from 80% to 75%, and the second being a change to the calculation of self-employed income to align it with Universal Credit.

On 21 July 2016, Cabinet approved the general principle that the Local Council Tax Support scheme for 2017/18 should aim to be cost neutral for the Council and that public consultation

should be undertaken on certain elements of the scheme to align the scheme with other Welfare Reform changes that have either already been implemented, or are due to be implemented by April 2017. Consultation on the 2017/18 scheme was undertaken from 15 August 2016 to 15 October 2016. Following the consultation period Members now need to approve the scheme for 2017/18 and decide whether the scheme should remain in its current form for 2017/18 or whether any amendments should be made.

Reasons for Proposed Decision:

If any changes are to be made to the current scheme either for financial or other reasons, full Council needs to approve the final scheme on 20 December 2016.

Due to various welfare reform changes that the Government has introduced in other state welfare benefits, and also in Local Council Tax Support for people of pension age, it is proposed to make changes to the Local Council Tax Support scheme for people of working age from 1 April 2017. This will align the Council's scheme with the welfare reform changes and the Local Council Tax Support scheme for people of pension age.

Other Options for Action:

If the Council does not approve any amendments to the scheme by 31 January 2017, the existing scheme will have to continue.

Report:

1. In 2013/14, the Government funded LCTS with a specific grant, but after that initial year, the funding has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained business rates. The specific allocation for LCTS funding is therefore not identifiable, but the overall package has been reducing each year and will reduce again in 2017/18. The Department for Communities and Local Government have stated that Members will need to decide on the value of the funding to be used for LCTS.
2. After operating the same scheme for three years, the scheme was changed for 2016/17 to reduce the cost of the scheme. The maximum percentage of their council tax that a person can receive towards their council tax was reduced from 80% to 75%. This has resulted in a reduction in the cost of the scheme and, although there was concern at the impact on council tax collection rates, so far there has been no detrimental effect on the collection rate which has remained stable.
3. The Pan Essex LCTS project group has continued to look at how schemes can be changed to both simplify the administration of the schemes and to make further cuts in expenditure on the schemes. However, there are several issues that need to be considered if schemes are to be changed significantly from the current means testing schemes. The future is uncertain for the benefits provision within Local Government, but the full roll out of Universal Credit continues to be delayed and, whilst local authorities still have Housing Benefit and a specified means testing scheme for people of pensionable age, it is not appropriate to significantly change how LCTS is administered and calculated.
4. Consultation was undertaken to specifically look at the funding of the scheme and at making changes to the current working age scheme. Views were sought on how the scheme should be funded as well as four specific issues to align the scheme with welfare reform changes introduced into other state benefits by the Government.
5. Currently, the total expenditure on LCTS is £6,118,000, which is made up of £3,581,000 for elderly recipients and £2,537,000 for working age recipients. It was originally

anticipated that expenditure on the current scheme would total £6,311,000 for 2016/17 and therefore there is an underspend which is primarily due to a decrease in the caseload. The total number of recipients of LCTS has fallen from 7360 in October 2015, to 6826 in October 2016, a reduction of 534 in the last twelve months. If this trend of a reduction in the caseload continues, there will be a reduction in LCTS expenditure to offset against the cost of the scheme.

6. The grant used to fund the scheme for 2016/17 is £4,860,177 and there is therefore a current shortfall of £1,257,823. Based on the current caseload, if the scheme was not significantly changed, the expenditure in 2017/18 will be in the region of £6,200,000. As the grant will reduce by 15.9%, the shortfall for 2017/18 could be in the region of £2,000,000. The shortfall would be borne in proportion by the precepting authorities (ECC, Police, Fire, EFDC, the town and parish councils). The EFDC element could therefore be in the region of £200,000. If the proposed changes are introduced, there will be some savings on these figures but, as the changes will only affect new claims, the potential savings cannot be estimated. The current caseload has a 50% split between 3423 people of pension age and 3403 people of working age, although the expenditure for people of pension age is far greater.

7. If the scheme is changed to achieve further savings, a change to the maximum percentage of 75% for working age recipients would achieve approximately £42,000 savings per 1% reduction. A reduction in the maximum percentage to 73% would therefore mean that the cost of the scheme would be in the region of £6,116,000, whilst a reduction in the maximum percentage to 70% would mean that the cost of the scheme would be in the region of £5,990,000. However, although the current council tax collection rate remains in a healthy position, there will become a time where people will refuse to make any payments because the amount that they are expected to pay simply becomes unaffordable for them. Although there are different demographics throughout Essex which have given rise to slightly different schemes for the Essex Authorities, a maximum percentage of 75% is comparable with other Essex Authorities.

8. It is not proposed to change the maximum percentage for 2017/18 but it is proposed to apply 3 technical changes to the scheme for working age people. This will align the scheme with changes brought in by the Government to the Local Council Tax Support scheme for people of pension age and other state welfare benefits.

9. The first change that is proposed is to remove the family premium in the calculation for new claims received after 1 April 2017. The family premium has already been removed from 1 May 2016 from all new claims for Housing Benefit and it will also be removed from Local Council Tax Support from people of pension age from 1 April 2017. Implementing the change to Local Council Tax Support for people of working age will ensure that the change is applied equably to both people of working age and people of pension age. The family premium is an allowance in the calculation that is carried out for what is known as 'standard' claims. These are claims where a person's income is not a state means tested benefit such as income based Job Seekers Allowance and Income related Employment Support Allowance. Of the current caseload of 3403 people of working age, 1061 are standard claims. The change will not be applied to them unless they have a break in their claim as it will only apply to new claims received on or after 1 April 2017. For people that are adversely affected by this change, a payment from the hardship fund can be used to assist families in exceptional cases.

10. The second proposed change is to reduce the period for which a person can be absent from Great Britain and still receive Local Council Tax Support to a maximum period of 4 weeks. Currently people can be absent from their home for 13 weeks (or 52 weeks in some circumstances) without it affecting their Local Council Tax Support. The reduction to 4 weeks

has already been applied to Housing Benefit and other state benefits from 28 July 2016 and therefore this change will ensure that various welfare schemes are being delivered equably. There will be exemptions for certain occupations, such as armed forces and mariners. Exceptions will also apply if the absence is due to the death of a close relative abroad, or medical treatment is being received outside of Great Britain.

11. The third proposed change is to limit the number of dependant children within the calculation of Local Council Tax Support to a maximum of two when children are born on or after 1 April 2017. Within the current scheme, claimants who have children are allowed a dependants addition for each child within the calculation of Local Council Tax Support and there is no limit to the number of child additions that can be allowed. From April 2017, the Government is limiting the number of dependants additions to a maximum of two in Universal Credit, Tax Credits and Housing Benefit. This will only affect households who have a third or subsequent child on or after 1 April 2017. There will be exceptions where there is a multiple birth and the household does not already have two or more dependants, adopted children joining the household, and where households merge, e.g. a single parent with two children forms a relationship with a single parent with one child. It is also intended to make an exception in cases of rape, however, the Government is currently considering the evidence requirements for this issue for Universal Credit, Tax Credits and Housing Benefit and therefore we must be guided by the exception criteria as set out for those benefits. For people that are adversely affected by this change, a payment from the hardship fund can be used to assist families in exceptional cases.

12. Consideration was also given to reducing the maximum period for backdated Local Council Tax Support for people of working age from three months to one month in line with Housing Benefit and other state welfare benefits. Currently, when a person of working age can show that they had a continuous good reason for not submitting a claim form at the appropriate time, we can accept their claim as if it was made up to three months earlier. This time limit was reduced to one month in Housing Benefit from 1 April 2016 and consideration was given to aligning Local Council Tax Support with this change from 1 April 2017. For people of pension age, they do not need to show 'good cause', just that they would have had an entitlement before they claimed and we can then automatically award Local Council Tax Support for up to three months before they actually claimed. The response to the consultation was not extensive but the few that did make comments were not in favour of reducing the backdating period. Taking this into account, it was decided after due consideration not to reduce the maximum backdating period from three months to one month. Particular regard was taken to cases of bereavement where one month is not long to reorganise finances etc and probably the payment of council tax is not at the forefront of priorities during that month. Someone in that situation should however be able to organise themselves to make a claim within three months. It was felt that there might be deserving cases who could suffer if the time limit was reduced to one month. The hardship fund cannot be used for any period that a person was not receiving Local Council Tax Support and therefore a payment from that fund could not be used and therefore it was decided not to propose this change at this time.

13. The draft scheme for 2017/18 is shown in appendix 1. The scheme already allows for the annual uprating of premiums, allowances and non-dependant deductions that are used in the calculation. The scheme cannot be finalised until both the Uprating Order from the Department for Work and Pensions, and the Prescribed Requirements Regulations from the Department for Communities and Local Government, are laid before Parliament. These are expected to be late in November / early December.

14. When changes are made to LCTS schemes, Authorities are required to be mindful as to whether transitional protection should be applied to protect current recipients from reductions in entitlement. The proposed changes to the family premium and the dependants allowance will only apply to new claims, not to existing claimants and therefore transitional

protection would not apply. With regard to the absence from home being reduced to a maximum of four weeks, there should not be many claimants who can afford to go abroad for more than four weeks and therefore the change should only apply to very few claimants. However, there will be exceptions for stipulated reasons for work, illness and bereavement and transitional protection is not considered appropriate to give to people holidaying abroad or who are abroad for other reasons whilst claiming that they have a low income.

Consultation

15. If changes are to be made to the current scheme, we must consult on those changes with the major preceptors (County Council, Police & Fire Authorities) and the public. This includes any changes to make the scheme more beneficial to certain groups as this may have a negative impact on other groups, including taxpayers that do not receive any LCTS. Essex County Council finance officers regularly attend the Pan Essex LCTS project group meetings and the Police and the Fire Authority are invited and receive minutes of all the meetings. The Pan Essex Benefit Managers report to the Essex Finance Officers Association where representatives of all the major preceptors are usually in attendance. The Essex Finance Officers Association in turn reports to the Essex Strategic Leaders Forum. The major precepting authorities have therefore been consulted and have indicated that they will not object to the schemes.

16. Consultation with the public was carried out from 15 August 2016 to 15 October 2016. The consultation was asking for views specifically on retaining the current scheme for 2016/17, the funding of the scheme, whether the maximum percentage should be changed, the removal of the family premium, a reduction in backdating to one month, a reduction in temporary absence to 4 weeks, and the restriction of the dependants allowance to a maximum of two.

17. The other Essex Authorities have been undertaking their own consultations during a similar period. The consultation process was the same as in the previous four years where each Authority has published information on their proposals on their website with a link for responses to Essex County Council who have co-ordinated the responses. Essex County Council also publicised each Authority's consultation on their own website. People who do not have access to the internet or who wished to give a more detailed response were able to do so directly to the Council. In addition to the website, posters were displayed in the Council offices, leaflets advertising the consultation were sent with 2000 Council Tax bills sent during the consultation period and, because many claimants now use email to communicate with us, messages were put on emails as part of an automatic response when an email was received.

18. 58 responses were received to the consultation although this had reduced to 40 by question 4. Although disappointing, it is a similar number to previous years where 43 responses were received for the 2016/17 consultation and 58 responses for the 2015/16 consultation. The number of responses is in keeping with other Essex Authorities who have also had a similar number of responses.

19. The consultation questions and the results of the consultation are shown in Appendices 1 and 2 to this report. The results do show that a much larger number of people viewed the consultation but then chose not to respond. It could be surmised that they are satisfied with the proposals in the consultation as they did not have strong views against the issues in the consultation. Overall the responses to the consultation that were received did not highlight any issues that would give cause to reconsider the two proposed changes.

Resource Implications:

LCTS Scheme for 2017/18:

From 2014/15 the funding has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained business rates. The actual amount of funding for LCTS is therefore not identifiable within the settlement figures, although the overall package continues to be reduced. In view of the decrease in the caseload, a level of savings can be achieved thereby reducing the cost to the Council.

The LCTS scheme needs to be designed to ensure, as far as possible, stability and sustainability in the Council's finances. LCTS is not a benefit and it is treated as a discount within the Council Tax calculations. This means that the Council's taxbase will reduce (as will the taxbase for all other preceptors) but the funding from the Government will cover a large proportion of the lost Council Tax income.

Exceptional Hardship Fund:

For the last four years there has been a small hardship fund to assist households which have been experiencing exceptional hardship. It is anticipated that the current year's budget for this fund will be adequate. The County, Fire and Police are all contributing towards this fund and they have agreed that they will continue with those contributions for 2017/18.

Legal and Governance Implications:

There is a legal requirement to make a LCTS scheme under the Local Government Finance Act 2012.

Safer, Cleaner and Greener Implications:

There are no specific implications.

Consultation Undertaken:

Consultation has been undertaken with ECC, the Police and Fire authorities and the public. The results are detailed in this report.

Background Papers:

Council report 15 December 2015

Cabinet report 21 July 2016

Risk Management:

There are a number of financial risks associated with the LCTS scheme. Monitoring against the taxbase and collection is continuing but no major problems have been identified to date. As in previous years, LCTS expenditure has shown an underspend with regard to anticipated expenditure which has been due to the caseload continuing to reduce. Council tax collection rates remain stable and the changes to the scheme for 2016/17 do not appear to have had a detrimental effect on council tax enforcement as fewer liability orders have been requested so far this financial year.

The Government grant in 2016/17 is not clearly identifiable and there is a possibility that demand and eligibility for financial support under the LCTS scheme for 2017/18 may be greater than in 2016/17, particularly if economic conditions worsen. The cost of additional discounts would be borne in proportion by the major precepting authorities (ECC, Police, Fire, EFDC). Conversely if demand falls (e.g. if economic conditions improve), the additional saving would be realised by the same authorities.

Any increase in the Council Tax by County, Police, Fire, District or parishes, will result in the cost of the LCTS scheme increasing

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 4 to the report.

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Epping Forest District Council

Local Council Tax Support Scheme 2017/18 Consultation Questionnaire

Background to the consultation

What is this consultation about?

Each year the Council has to decide whether to change the Local Council Tax Support scheme for working age applicants in its area. This year the Council is deciding whether changes should be made to bring the Local Council Tax Support scheme in line with the changes made by Central Government in Local Council Tax Support for people of pension age, Housing Benefit and Universal Credit.

What is Local Council Tax Support?

Local Council Tax Support is a discount for Council Tax. The level of discount is based on the income of the household. Currently the maximum discount is 75% of Council Tax for working age households and up to 100% for pensioners.

Why is a change to the Local Council Tax Support scheme being considered?

Until April 2013 there was a national scheme called Council Tax Benefit. The Government made local Councils responsible for replacement schemes from 1 April 2013. As the Council is keen to keep Local Council Tax Support aligned with major benefits such as Housing Benefit and Universal Credit to assist in administration, this means that, as those benefits change, similar changes need to be made to the Local Council Tax Support scheme. The changes to both Housing Benefit and Universal Credit are intended to encourage work and reduce the levels of benefit available in some cases and this will be reflected in Local Council Tax Support if the changes are made. The changes will also reduce the cost of the scheme to the Council and the local taxpayer.

Who will this affect?

Working age households in the District who currently receive or will apply for Local Council Tax Support. Pension age households will **not** be affected as Central Government prescribes the scheme for them.

Are there any alternatives to changing the existing Local Council Tax Support scheme?

Local Councils receive a grant from the Government but it does not fully cover the cost of the scheme. We have thought about other ways to fund the scheme, make the administration simpler and also to replicate the changes in the benefit system generally. These have not been completely rejected and you are asked about them in the Questionnaire.

We have considered:

1. Continuing with the current scheme

This would mean higher administration costs and scheme costs generally. This would increase the costs for all council tax payers in the

District paying towards the scheme.

2. Increasing the Council Tax for all Council Tax payers

The decision to increase Council Tax may need to be made by voting in a local referendum.

3. Reducing funding to other Council services

Keeping the current Local Council Tax Support scheme will mean less money available to deliver other Council services.

4. Using the Council's savings to keep the same Local Council Tax Support scheme

Using savings would be a short-term option. Once used they will no longer be available to support and invest in other Council services.

Questionnaire

Have Your Say on the Local Council Tax Support Scheme

Q1.
I have read the background information **(above)** about the Local Council Tax Support Scheme:

Yes No

This question must be answered before you can continue.

Paying for the Scheme

Q2.
Should the Council keep the current Local Council Tax Support scheme? (Should it continue to administer the scheme and have the same level of support as it does at the moment?)

No Yes Don't know

Q3.
Please use the space below to make any comments you have on protecting the Local Council Tax Support Scheme from any changes.

Options to change the current Local Council Tax Reduction scheme

As explained in the background information, the Council is primarily consulting on the following proposals to change the existing Local Council Tax Support scheme from 1st April 2017, which would reduce the cost of the scheme generally and importantly align the scheme with Housing Benefit and Universal Credit to assist in its administration. Your responses are a part of this consultation. Set out below are the proposals being considered.

Option 1 – Removing the Family Premium for all new working age applicants

The removal of family premium from 1st April 2017 for new claims will bring the Local Council Tax Support scheme in line with Housing Benefit and the Local Council Tax Support scheme for pensioners. The family premium is part of how we assess the 'needs' (Applicable Amounts) of any claimant, which is compared with their income. The Family Premium is normally given when a claimant has at least one dependant child living with them. Removing the family premium will mean that when we assess a claimant's needs it would not include the family premium (currently £17.45 per week). This change would **not** affect existing claimants or those on Universal Credit, Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance.

The benefit of this is:

- It brings the working age Local Council Tax Support scheme in line with Housing Benefit changes implemented by Central Government. The change has already been introduced for pension age claimants by Central Government;

The drawbacks of doing this are:

- New working age residents may receive less support.
Some households with children may pay more Council Tax

Page 7

Do you agree with the Option 1?

Yes No Don't know

Q5.

If you disagree what alternative would you propose?

Option 2 - Reducing Backdating to 1 month

Currently claims for Local Council Tax Support from working age claimants can be backdated for up to 3 months where an applicant shows they could not claim at an earlier time. Central Government has already reduced the period for Housing Benefit claims to 1 month. The Council is looking at whether the Local Council Tax Support Scheme should be aligned with the changes for Housing Benefit.

The benefit of this is:

- It is a simple alteration to the scheme which is easy to understand when claiming Housing Benefit and Local Council Tax Support
- The alteration will bring Local Council Tax Support in line with Housing Benefit

The drawback of this is:

- New working age claimants may receive less support if they are unable to claim on time.
- Some households may pay more Council Tax.

P.8
Q6
Q7

Q6. you agree with the Option 2?

Yes No Don't know

Q7.

If you disagree what alternative would you propose?

Option 3 - Reducing the period for which a person can be absent from Great Britain and still receive Local Council Tax Support, to 4 weeks

Within the current scheme, applicants can be temporarily absent from their homes for 13 weeks (or 52 weeks in certain cases) without it affecting their Local Council Tax Support. This replicated the rule within Housing Benefit. However, from 28 July 2016, Housing Benefit has now been changed by the Government so that if a person is absent from Great Britain for a period of more than 4 weeks, their benefit will cease. It is proposed that the Council's Local Council Tax Support scheme is amended to reflect the changes in Housing Benefit. There will be exceptions for certain occupations such as mariners and the armed forces or where you have to go abroad for medical treatment or due to the death of a close relative.

The benefits of the Council this are:

- The treatment of temporary absence will be brought into line with Housing Benefit.
- It is seen as fair
- There are exceptions for certain occupations including the armed forces and mariners. Exceptions will also apply if you leave Great Britain due to the death of a close relative or you have to receive medical treatment outside of Great Britain..

The drawback of this is:

If a person is absent from Great Britain for a period which is likely to exceed 4 weeks, their Local Council Tax Support will cease from when they leave the Country. They will need to re-apply on return although if they claim Housing Benefit, they will need to make a new application anyway.

Q8.

Do you agree with the change to the temporary absence rule?

Yes No Don't know

Q9.

If you disagree what alternative would you propose?

Option 4 - To limit the number of dependant children within the calculation for Local Council Tax Support to a maximum of two when children are born on or after 1st April 2017

Within the current scheme, claimants who have children are awarded a dependant's addition of £66.90 per child within the calculation of their needs (Applicable Amounts). There is no limit to the number of dependant's additions that can be awarded. From April 2017 Central Government will be limiting dependant's additions in Universal Credit, Housing Benefit and Tax Credits to a maximum of two. This will only affect households who have a third or subsequent child on or after 1st April 2017. It is proposed that the Council's Local Council Tax Support scheme is amended to reflect the changes in Housing Benefit and other Central Government Benefits. There will be exceptions where: there are multiple births after 1st April 2017 (and the household is not already at their maximum of two dependants within the calculation); adopted children or where households merge.

The benefits of the Council doing this are:

- Local Council Tax Support will be brought into line with Housing Benefit, Universal Credit and Tax Credits
- It is simple and administratively easy

The drawbacks of doing this are:

- Claimants who have a third or subsequent child after 1st April 2017 (and are not excepted from the rules) may receive less Local Council Tax Support than claimants who have more children born before 1st April 2017

Q10.

Do you agree with this change to the scheme?

Yes No Don't know

Q11.

If you disagree what alternative would you propose?

Alternatives to reducing the amount of help provided by the Local Council Tax Support Scheme

If the Council keeps the current scheme, it will be administratively more complex (as it will not align with Housing Benefit which is also administered by the Council), it will cost taxpayers more and it will be confusing for claimants. If this happens we will need to find savings from other services to help meet the increase in costs. The proposals set out in this consultation could deliver savings. The alternatives are set out in the background information.

Q12.

Do you think we should choose any of the following options rather than the proposed changes to the Local Council Tax Support Scheme? Please select one answer for each source of funding.

Q12.1.

Increase the level of Council Tax

Yes No Don't know

Q12.2.

Find savings from cutting other Council Services

Yes No Don't know

Q12.3.

Use the Council's savings

Yes No Don't know

Q13.

If the Council were to choose these other options to make savings, what would be your order of preference? Please rank in order of preference by writing a number from 1 – 3 in the boxes below, where 1 is the option that you would most prefer and 3 is the least.

Increase the level of Council Tax

Reduce funding available for other Council Services

Use the Council's savings

Q14.

Please use this space to make any other comments on the scheme.

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Q15.

Please use the space below if you would like the Council to consider any other options (please state).

Q16.

If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere, please use the space below.

About You

We ask these questions:

1. To find out if different groups of people in the Council's population have been able to take part in the consultation and identify if any groups have been excluded. This means it is not about you as an individual but to find out if people with similar characteristics have had their say.
2. To find out if different groups of people feel differently about the options and proposals in comparison to each other and all respondents. This means it is not about you as an individual but to find out if people with similar characteristics have answered in the same way or not.

This information is completely confidential and anonymous. Your personal information will not be passed on to anyone and your personal details will not be reported alongside your responses.

Standard Equalities Questions.....

Next steps....

Thank you for completing the questionnaire.

You may submit further evidence, ideas or comments by email to benefits@eppingforestdc.gov.uk. Please quote 'LCTS consultation' in the subject box.

The consultation closes on 16 October 2016.

We will consider the feedback from the consultation and a report will be made to the Cabinet meeting on 1 December 2016. You can view the report nearer the time on our website: www.eppingforestdc.gov.uk

We will listen carefully to what residents tell us and take the responses into consideration when making a final decision on the 2017/18 scheme.

The new scheme will start on **1 April 2017**. The Council will consider the impact of the scheme annually and consult again if it thinks further changes need to be made.

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Results Overview

[PRINT OVERVIEW](#)

[INDIVIDUAL RESPONSES](#)

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Epping Forest LCTS consultation 2017/18

Respondents: 279 displayed, 279 total **Status:** Open

Launched Date: N/A **Closed Date:** 17/10/2016

Display:

Active Report Filters: None Active.

Note: "(skipped this question)" can mean that the question was skipped, or that the user closed the browser without saving the page.

Total Respondents	45
(skipped this question)	234
View conditional responses (if applicable) view	

3. Please use the space below to make any comments you have on protecting the Local Council Tax Reduction scheme from these changes:

1. Technical changes should be taken into account
2. There is no justification to maintaining the scheme in its current form as it would be in contradiction to other eligibility criteria for schemes aligned to provide support to households.
3. To take this away will cause further financial stress to those already struggling to pay. Not everyone receiving it is an oap or a lazy goodfornothing. Making the vulnerable pay more is a disgrace.
4. You should not cut back services or support to the most vulnerable people.
5. The council should reverse the reduction scheme and end age discrimination and stand up to central government, it should be about the ability to pay not about the person age. If needs be raise council tax via referendum.
6. Working people are facing higher rents / living costs etc, without a similar increase in income. So I believe that this scheme should be kept intact for them, just as it is for pensioners (some of whom could probably afford to pay more).
7. There is no reason to give pensioners a 100% discount. It should be on the basis of need.
8. My grandmother lives with me, she is receiving pension and has been diagnosed with dementia.
9. Any changes to the scheme affect the people on a low income, who have already had their incomes and benefits reduced in recent years.
10. Presumably that would mean that households which pay Council Tax would be subsidising those receiving an already huge Reduction by even more.

View responses to this question view	
Total Respondents	10
(skipped this question)	269

4. Do you agree with the option 1?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	20	50%	n/a	n/a

No		12	30%	n/a	n/a
Don't know		8	20%	n/a	n/a
Total Respondents			40		
(skipped this question)			239		
View conditional responses (if applicable)					view

5. If you disagree what alternative would you propose?

1. Just because someone is of working age, does not imply they are working and have an income. Carers, for example, do not and they will be penalised.
2. Keeping it as it is
3. Increase council tax or seek savings elsewhere
4. Families should continue to be supported and the money can be found elsewhere eg by reducing benefits for wealthy pensioners
5. Not changing the scheme.
6. I think ALL the Options should be applied.
7. Option 3
8. Lobby the government on increasing the age-related lid to 70yrs.

View responses to this question		view
Total Respondents		8
(skipped this question)		271

6. Do you agree with the option 2?

		Response Total	Response Percent	Points	Avg
View responses to this question					
view					
Yes		23	58%	n/a	n/a
No		12	30%	n/a	n/a
Don't know		5	12%	n/a	n/a

Total Respondents	40
(skipped this question)	239
View conditional responses (if applicable) view	

7. If you disagree what alternative would you propose?

1. Keep at 3 months
2. No, if there is a delay processing the claims, the claimant may be penalised because of the delay and if they are due this support, they should receive it even if they delayed their claim
3. If a person have the right to have had council tax benefit 3 months ago they should get it back dated, in fact I believe it should be allowed for up to a year as standard.
4. Keep it as is
5. Examine why people need to have claims backdated - not all will be claimant related. Improve information systems to ensure people get timely information on how and when to apply. Involve partner organisations on improving info
6. This targets people that are in a vulnerable situation and is unjustified; again this can be funded by reducing support for well-of pensioners.
7. I think ALL the Options should be applied.
8. Provided the claimant can show good cause as to why they had not claimed earlier. Simplify the claim process.

View responses to this question view	
Total Respondents	8
(skipped this question)	271

8. Do you agree with the option 3?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	32	80%	n/a	n/a
No	3	8%	n/a	n/a
Don't know	5	12%	n/a	n/a
Total Respondents		40		
(skipped this question)		239		

View conditional responses (if applicable) [view](#)

9. If you disagree what alternative would you propose?

This is a ridiculous idea and again just attacking the poor, how much does this change actually save the council or does it indeed cost the council money because the council will have to process more appllice.

1. Alternative keep the same as now or change it so if the person isn't living here and they aren't using council services, they should pay zero council tax for the period they are out of the country.
2. Keep it as is. I don't agree with what central government is doing and would vote for no changes there but not given the choice. I am not on any benefits by the way
3. I think ALL the Options should be applied.

View responses to this question [view](#)

Total Respondents	3
(skipped this question)	276

10. Do you agree with the option 4?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	25	62%	n/a	n/a
No	8	20%	n/a	n/a
Don't know	7	18%	n/a	n/a
Total Respondents		40		
(skipped this question)		239		

View conditional responses (if applicable) [view](#)

11. If you disagree what alternative would you propose?

1. None, benefits should be based on the ability of the person to pay the tax. Not base on either life choices or accidents or even the results of rape. An we certainly shouldn't be looking to punished children for the choices their parents make.
2. Keep it as is
3. Not changing the current scheme.

- 4. I think ALL the Options should be applied.
- 5. Cap at 4 dependant , rather than 2
- 6. Whilst this may be a viable prospect, claimants should have been advised of this earlier as there is now less than 6 months lead in time.

View responses to this question view	
Total Respondents	6
(skipped this question)	273

12. Do you think we should choose any of the following alternative options rather than the proposed changes to the Local Council Tax Support scheme? Please select one answer for each source of funding

	Yes	No	Don't know	Response Total	Points	Avg
view Increase the level of Council Tax	23.08% (9)	61.54% (24)	15.38% (6)	39	n/a	n/a
view Find savings from cutting other Council Services	15.38% (6)	71.79% (28)	12.82% (5)	39	n/a	n/a
view Use the Council's savings	28.21% (11)	58.97% (23)	12.82% (5)	39	n/a	n/a
Total Respondents				39		
(skipped this question)				240		
View conditional responses (if applicable) view						

13. If the Council were to choose these other options to make savings, what would be your order of preference? Please rank in order of preference by selecting a number from 1 – 3 next to the statements below, where 1 is the option that you would most prefer and 3 is the least

	1	2	3	Response Total	Points	Avg
view Increase the level of Council Tax	30.77% (12)	17.95% (7)	51.28% (20)	39	n/a	n/a
view Reduce funding available for other Council Services	23.08% (9)	30.77% (12)	46.15% (18)	39	n/a	n/a
view Use the Council's savings	38.46% (15)	41.03% (16)	20.51% (8)	39	n/a	n/a
Total Respondents				39		
(skipped this question)				240		
View conditional responses (if applicable) view						

14. Please use the space below to make any other comments on the scheme:

- 1. My responses to question 13 are moot. Under no circumstance do I support any of the alternative proposals [Disabled]
- 2. [No Answer Entered] [Disabled]
- 3. I think that some of the changes proposed would affect some of the poorest people in our district. [Disabled]

View responses to this question view	
Total Respondents	3
(skipped this question)	276

15. Please use the space below if you would like the Council to consider any other options (please state)

- 1. Reduce the level of support to a maximum of 50%.
- 2. I think we should also reduce the amount paid to senior staff and possibly councillors, most of whom do not do much more than town or parish councillors and they are volunteers.
- 3. I do not believe that pension age people should be protected from reductions to the support available. Proposals that disadvantage working poor people compared to relatively well-off pensioners are unacceptable
- 4. There are a lot of very well-off people living in the district. I would increase the Council Tax Charge on the highest 2 Council Tax bands. This would bring in more revenue and only affect the people with the highest incomes.

View responses to this question view	
Total Respondents	4
(skipped this question)	275

16. If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere, please use the space below.

- 1. Why should only one of the Options be possible? Why not apply all of them - they all make sense.
- 2. Clamping down and putting more resorces into finding the fraudulent claims , which drains resources and creates the need for these changes , I would rather money wend on catching the people who make these other changes nesersary.

View responses to this question view	
Total Respondents	2

(skipped this question)	277
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17. Are you, or someone in your household, getting a Council Tax Reduction at this time?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	3	8%	n/a	n/a
No	31	86%	n/a	n/a
Don't know	2	6%	n/a	n/a
Total Respondents		36		
(skipped this question)		243		
View conditional responses (if applicable) view				

18. Are you...?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Male	16	47%	n/a	n/a
Female	12	35%	n/a	n/a
Prefer not to say	6	18%	n/a	n/a
Total Respondents		34		
(skipped this question)		245		
View conditional responses (if applicable) view				

19. Age

	Response Total	Response Percent	Points	Avg
View responses to this question view				
18 - 24	0	0%	n/a	n/a
25 - 34	7	19%	n/a	n/a
35 - 44	6	17%	n/a	n/a
45 - 54	9	25%	n/a	n/a
55 - 64	9	25%	n/a	n/a
65 - 74	1	3%	n/a	n/a

75 - 84		0	0%	n/a	n/a
85+		0	0%	n/a	n/a
Prefer not to say		4	11%	n/a	n/a
Total Respondents			36		
(skipped this question)			243		
View conditional responses (if applicable)					view

20. Status:

	Response Total	Response Percent	Points	Avg	
View responses to this question view					
Married	17	47%	n/a	n/a	
Single	12	33%	n/a	n/a	
Widowed	0	0%	n/a	n/a	
Prefer not to say	3	8%	n/a	n/a	
Other, please state view	4	11%	n/a	n/a	
Total Respondents		36			
(skipped this question)		243			
View conditional responses (if applicable)					view

21. Ethnicity:

	Response Total	Response Percent	Points	Avg
View responses to this question view				
White British	25	69%	n/a	n/a
White Irish	1	3%	n/a	n/a
White Other	0	0%	n/a	n/a
Gypsy / Roma	1	3%	n/a	n/a
Traveller of Irish Heritage	0	0%	n/a	n/a
Black or Black British African	0	0%	n/a	n/a
Black or Black British Caribbean	0	0%	n/a	n/a
Mixed White/Black African	0	0%	n/a	n/a
Mixed White/Black Caribbean	0	0%	n/a	n/a
Black Other	0	0%	n/a	n/a

Asian or Asian British Pakistani		0	0%	n/a	n/a
Asian or Asian British Indian		1	3%	n/a	n/a
Asian or Asian British Other		1	3%	n/a	n/a
Mixed White/Asian		0	0%	n/a	n/a
Asian Other		0	0%	n/a	n/a
Chinese		0	0%	n/a	n/a
Mixed Other		0	0%	n/a	n/a
Not Known		0	0%	n/a	n/a
Prefer not to say		5	14%	n/a	n/a
Other, please specify view		2	6%	n/a	n/a
Total Respondents		36			
(skipped this question)		243			
View conditional responses (if applicable) view					

22. Do you consider yourself to have a physical impairment?

		Response Total	Response Percent	Points	Avg
View responses to this question view					
Yes		3	9%	n/a	n/a
No		31	91%	n/a	n/a
Total Respondents		34			
(skipped this question)		245			
View conditional responses (if applicable) view					

23. Do you consider yourself to have a sensory impairment?

		Response Total	Response Percent	Points	Avg
View responses to this question view					
Yes		4	12%	n/a	n/a
No		28	88%	n/a	n/a
Total Respondents		32			
(skipped this question)		247			
View conditional responses (if applicable) view					

24. Do you consider yourself to have a learning difficulty or disability?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	2	6%	n/a	n/a
No	32	94%	n/a	n/a
Total Respondents		34		
(skipped this question)		245		
View conditional responses (if applicable) view				

25. Do you consider yourself to have any mental health needs?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	4	11%	n/a	n/a
No	31	89%	n/a	n/a
Total Respondents		35		
(skipped this question)		244		
View conditional responses (if applicable) view				

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Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Local Council Tax Support scheme
Revised / new / withdrawal:	Revised
Intended aims / outcomes/ changes:	Up to date assessment of impact to support the Local Council Tax Support policy
Name of senior manager for the policy / project:	Janet Twinn
Name of policy / project manager:	Bob Palmer

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>Yes. Council tax payers in the District and the County, adults on a low income with low savings, precepting authorities that levy a charge on the council tax.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups: All groups</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 'Sources of evidence for the protected characteristics'

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age Disability Sex Marriage and civil partnership Pregnancy and maternity Race / ethnicity	Data from current claims for Local Council Tax Support relating to age, disability, sex, marital status and whether pregnant. If provided by the claimant, data is held on race/ethnicity	50% of the Local Council Tax Support caseload are of pension age.
Religion or belief Gender reassignment Sexual orientation	Limited data relating to current claims for Local Council Tax Support as this data is not required for the assessment of entitlement to Local Council Tax Support	

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age Disability Gender reassignment Marriage and civil partnership Race / ethnicity Religion or belief Sex Sexual orientation	<p>People with disabilities or people of pension age or people with children, may experience hardship because of their reduced capacity to increase their income from other means. This scheme provides some protection against welfare reform cuts for these groups</p> <p>The scheme for people of working age applies to all claimants regardless of their characteristics, although persons with a disability</p>	The Exceptional Hardship Payment (EHP) fund can be used in exceptional circumstances to assist people who are struggling financially and to mitigate some of the adverse effects of the scheme.

	and/or dependant children are treated more favourably within the scheme.	
Pregnancy and maternity	<p>The specific change to the family premium will affect new claimants in this group from April 2017, as the calculation of entitlement will not include a family premium.</p> <p>The specific change to the dependants allowance will affect claimants in this group from April 2017, as the dependants allowance used in the calculation will not be increased for additional children if the claimant already has at least 2 children,</p>	<p>Existing claimants are protected from the change in the family premium whilst they continue to claim Local Council Tax Support.</p> <p>Existing claimants are protected from the change to the dependants allowance, unless they already have 2 children and additional children are born after 1 April 2017. There is also protection built into the scheme for multiple births, rape and merging households.</p>

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age Disability	The scheme is more generous to people of pensionable age and people with disabilities. This is a positive thing in terms of equality of opportunity as these groups are less likely to be able to change their financial position, for example' by finding work.	There may be a reduction in support given to people of working age because people of pensionable age are protected from adverse changes to the scheme. The effect of changing the scheme will therefore fall disproportionately on those of working age
Gender reassignment Religion or belief Sex Sexual orientation	These groups are dealt with in the same way as other working age claimants. It is not considered that their ability to access other sources of income is less because of these characteristics.	
Race / ethnicity	A translation service can be provided for people whose English is limited	
Pregnancy and maternity	The scheme is more generous to people with children. The EHP scheme can assist people affected by the 2017/18 scheme changes who find themselves in exceptional financial hardship. People who have multiple births or are the victims of rape are protected from the 2017/18 changes	The specific changes to the dependants allowance will adversely affect this group who have a third or subsequent child from April 2017.

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	<p>The policy can assist people of pensionable age to remain in their home contributing to more stable communities, but in any event the EHP scheme can help people who find themselves in exceptional circumstances.</p> <p>The clarity provided by having a Local Council Tax Support scheme in place, can help people to understand why different groups of people are being treated differently. This is relevant for all groups.</p>	There is a possibility of animosity being engendered in people of working age due to people of pensionable age being treated more favourably
Disability	People with a disability are treated more favourably within the scheme. This allows greater disposable income and therefore allowing greater independence within the community, but, in any event the EHP scheme can help people who find themselves in exceptional circumstances.	
Gender reassignment Pregnancy and maternity Race / ethnicity Religion or belief Sex Sexual orientation	No identified impact, but the EHP scheme can help people who find themselves in exceptional circumstances.	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. None identified		
2.		
3.		

Name and job title of officer completing this analysis:	Janet Twinn
Date of completion:	9/11/2016
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Bob Palmer Director of Resources
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

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Report to the Cabinet

Report reference: C-044-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Finance
Subject: Capital Review 2016/17 – 2020/21
Responsible Officer: Teresa Brown (01992 564604).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the latest five-year forecast of capital receipts be noted;
- (2) That the level of usable capital receipts currently predicted to be £1,700,000 at 31 March 2021, based on the capital programme presented, be noted;
- (3) That borrowing of an estimated £24,056,000, necessary to support the General Fund capital programme, be noted;
- (4) That the following amendments to the Capital Programme be recommended to Council to approve:
 - (a) supplementary capital estimates of £346,000 for the St John's Road development, £28,000 for grounds maintenance vehicles to be financed from external sources and £130,000 for Disabled Facility Grants to be financed from a Central Government Grant;
 - (b) a reduction of £191,000 in 2016/17 and £200,000 thereafter for private sector housing loans;
 - (c) virements in 2016/17 of £12,000 to the museum development project from the Bridgeman House allocation and £200,000 to structural repairs from the kitchen replacement programme within the Housing Revenue Account;
 - (d) carry forwards totaling £8,060,000 and £8,947,000 from 2016/17 to 2017/18 for General Fund and HRA capital schemes respectively as outlined in the report and Resources Implications table.

Executive Summary:

This report sets out the Council's Capital Programme for the five year period 2016/17 to 2020/21. It includes the forecast capital investment in Council owned assets; estimates of capital loans to be made for private housing initiatives; and projected levels of revenue expenditure funded from capital under statute. The capital programme has been prepared by updating the programme approved in February 2016, amended for any slippage and re-phasing approved in June 2016, as well as new schemes and allocations approved by Cabinet since then. The allocations included in 2016/17 and 2017/18 represent approved

sums for capital schemes which the Council is committed to deliver. Allocations given for the years 2018/19 to 2020/21 represent forecast sums as a guide to future capital investment and the schemes to which they relate will require Cabinet approval before going ahead. The projects already approved within the capital programme have been reviewed and spending control officers have reassessed estimated final costs and the phasing of expenditure profiles for each scheme as part of the capital review. Recommendations have been made to make amendments as appropriate.

The Council's overall programme of capital expenditure is summarised for each Directorate in Appendix 1 and shows forecast investments of £118,801,000 in Council-owned assets over the five year period under consideration. Details of individual schemes or groups of projects are shown at Appendix 2 for the General Fund capital programme and an analysis of works into specific categories is shown at Appendix 3 for the Housing Revenue Account (HRA) Capital Programme. Appendix 1 also shows the Council's forecast to finance capital loans up to a maximum of £680,000 and planned expenditure of £4,443,000 which is classified as revenue expenditure but which can be financed from capital resources, over the five year period. Analyses of these figures are given in Appendices 4 and 5 respectively.

With regard to funding the capital programme, the report sets out proposed sources of finance over the five-year period from 2016/17 to 2020/21 in the lower section of Appendix 1, based on maximising the funding available to finance each scheme. The report identifies estimated external funding from grants and private sources of £5,055,000, and it proposes that capital receipts of an estimated £16,693,000 and direct revenue funding of an estimated £78,120,000 be applied to finance the capital programme over the next five years. It is forecast that borrowing of an estimated £24,056,000 will be necessary to support the Council's investments in new developments within the General Fund. The estimated level of capital resources available now and in the future are given in Appendix 6. In summary, the balance of capital receipts is expected to fall from £3,788,000 as at 1 April 2016 to £1,700,000 by 31 March 2021 and the Major Repairs Fund balance is expected to decrease from £12,292,000 to zero by 31 March 2019, with annual contributions to be used in full each year thereafter.

Reasons for Proposed Decision:

The capital programme presented in the appendices is based on decisions already approved by the Cabinet. The expenditure profiles suggested are based on Member agreed timescales and practical considerations. The decisions proposed are intended to make the best use of the capital resources currently available and forecast to become available for capital schemes to 2020/21.

Other Options for Action:

The level of capital receipt resources is predicted to fall to £1,700,000 by 31 March 2021. Revenue balances will be used to support the capital programme initially and in 2016/17 borrowing will be required. The revenue consequence of reducing the level of capital and revenue balances over the next five years is to reduce investment income. At the same time, external borrowing would result in increased revenue costs in the form of interest charges. Members may choose to reduce the General Fund and/or Housing Revenue Account capital programmes by re-considering the inclusion of some new schemes or re-assess the inclusion of some existing schemes.

With regard to financing the General Fund and HRA capital programmes, there are a number of options available. The proposal put forward sets the level of direct revenue funding at high levels in order to reduce the need for external borrowing. However, these contributions could be reduced by increasing the levels of external borrowing. This option has been rejected

because the revenue contributions suggested in this report are affordable within the General Fund and HRA, according to current predictions, and the cost of increased borrowing would ultimately result in higher net interest charges.

Report:

Resources

1. The five year Planned Maintenance Programme was considered at the last Cabinet meeting on 3 November 2016 and a structured plan was approved to ensure that the Council's operational and commercial property assets are properly maintained and improved to meet health and safety requirements, statutory regulations, contractual obligations in respect of leases for commercial premises, customer demands and the long term protection and value of the authority's assets. A detailed schedule of works was approved for the period to 2020/21 to ensure good financial control while maintaining agreed levels of performance standards and mitigating the risk of unreliability and failure of critical systems, services and building fabric. The capital budget requirements approved by Members have been included in the capital programme and are shown on appendix 2 of this report.

2. Members approved a total allocation of £414,000 for the 2017/18 ICT capital programme to carry out the projects necessary to maintain the current ICT infrastructure, improve business continuity within the Council and allow staff to fully utilise the benefits available from ICT systems. This includes a contingency sum of £22,000 for a Pay to Stay capability for the Council's rented properties, which is dependent upon Government policy. An additional sum of £6,000 has been added to this year's allocation for a programme management system for prototype activities; approved from the Invest to Save Fund. The ICT schemes planned for the current financial year are progressing well and are mostly on target to be completed by the end of the financial year. Only the security integration scheme and a small element of the mobile working scheme have been identified as slippage into 2017/18; Members are requested to approve a carry forward of £32,000 to allow for this.

3. An initial sum of £15,000 has been included in the capital programme as part of the Customer Services Programme. This allocation is for a structural survey of the current main reception area, which was a necessary complementary piece of work for the accommodation review and would inform the discussion around potential reconfiguration of and alternative uses for the site.

4. The additional equipment and systems budget in 2016/17 within the Resources Directorate is for the three self-service kiosks and a contribution towards the new payroll and human resources (HR) system. Two new self-service kiosks have been installed at the civic offices in Epping, financed from the Invest to Save budget, and a new kiosk has been installed in Waltham Abbey to replace the one stolen, financed from the proceeds of the insurance claim. A contribution of £80,000 was agreed to be pooled with Colchester and Braintree Councils to purchase a new payroll and HR system. Since this was agreed, some revenue costs have been identified and only the capital element of £60,000 is included in appendix 2.

Neighbourhoods

5. Construction works have commenced on the new Epping Forest Retail Park at Langston Road. A total budget of £31,161,000 was set aside for the project to include all planning and preliminary costs, the purchase of Polofinds' interest in the land, the development of the site as sole owner developers, and all works and fees associated with the Section 278 highways modifications. External consultancy experts of various disciplines have been working collaboratively in a Project Team with the Council to manage this large and

complex project. Work on the main construction project started on 26 September 2016 and work on the Section 278 highways works commenced about a week later. The current project plan anticipates that the new shopping park will be completed and ready for tenant fit-out in July 2017, with full opening in September 2017. Getting to this stage has taken significantly longer than originally planned and Members are asked to approve a carry forward of £7,190,000 to 2017/18 to allow for the slippage.

6. The new depot at Oakwood Hill has been completed and is now fully operational. Due to the need to vacate the Langston Road depot quickly there have been a number of snagging issues, some of which are outside of the original contract specification. Consequently this scheme is likely to be overspent and a report will be submitted to request a supplementary capital estimate once all additional works and costs have been identified.

7. The St John's Road Development has progressed with approval having been granted for the purchase of the land at St John's Road from Essex County Council with the expected purchase date in November 2016. The full budget for the St John's Road Development was increased to £6,750,000 after a report was presented and approved by Members, which removed the inclusion of Lindsay House as part of the transfer. This budget did not include the cost of stamp duty or capital fees and a supplementary capital estimate of £346,000 is requested to cover these costs; this sum has been included in the allocation shown on appendix 2 pending Members' decision.

8. Plans to replace the existing Waltham Abbey Swimming Pool at Roundhills with a new facility at Hillhouse forms part of the Hillhouse Master Plan, adopted by the Council in July, which also allows for the provision of a new "community hub" providing health and well-being services by NHS England and Essex County Council. A capital allocation of £130,000 has been included in 2017/18 for the Council's estimated share of a financial contribution towards the provision of alternative sports/recreation facilities elsewhere in Waltham Abbey, pending Member approval. Construction of the new swimming pool and associated facilities will be undertaken by the leisure management contractor as part of the new Leisure Management contract, currently being tendered.

9. The car parking budget includes allocations for the installation of new pay and display machines as well as upgraded LED lights in the Council's car parks. An additional allocation of £40,000 has been added to the car parking budget in 2017/18 for the creation of three new off-street car parks in the Loughton Broadway area, approved from the Invest to Save Fund at the last Cabinet meeting. The installation of new pay and display machines is nearly complete, with computer links to the banks being the only works outstanding. This is expected to be completed by the end of December and the project overall is expected to come in under budget. The Invest to Save LED lighting scheme, however, has been delayed, although it is anticipated that trial works at Traps Hill and one other car park will go ahead in 2016/17 before extending to the rest of the car parks in 2017/18. A carry forward of £62,000 is requested for these schemes.

10. A budget of £28,000 has been set aside for waste management equipment to fund the acquisition of new bins to properties where bins had previously not been provided, in particular for blocks of flats. As there are currently no new blocks identified for 2016/17, Members are requested to approve the carry forward of the full budget to 2017/18.

11. A sum of £12,000 has been included in the capital programme to extend a vehicle compound at North Weald Airfield to increase rental income by £4,000 per annum; this is to be financed from the Invest to Save Fund in 2016/17.

12. At present there is a capital allocation of £31,000 in 2016/17 for flood alleviation schemes. Some of this has been set aside for the installation of an additional drainage

system at the Bobbingworth Nature Reserve and it is recommended that the unspent sum of around £20,000 is carried forward to next year.

13. The annual allowance for the replacement of grounds maintenance vehicles, plus the sum carried forward from 2015/16, is expected to be fully spent on new machinery by the end of the year. An additional sum of £25,000 has been supplemented to this budget to purchase a new mower and trailer, financed from a commuted sum relating to open space land at Tower Road, Epping. A further small addition of £3,000 was also made to this budget to allow for a trade in on a sold vehicle. Members are asked to approve these two additional sums, which total £28,000.

Communities

14. The newly extended and refurbished museum was opened to the public in March 2016 but some additional works were needed. Although a sum of £20,000 was carried forward from 2015/16, this will not be sufficient to cover all the costs. The additional works relate to improvements to the gallery's sliding doors, the electrical system, the alarm system to counteract a fire exit door issue, and a further payment was also requested by the architects, although this was reduced after lengthy negotiations. It is estimated that there will be an increased budgetary requirement of £12,000, which Members are requested to approve as a virement from the Bridgeman House budget.

15. There is an allocation in the capital programme to purchase some space on the second floor of Bridgeman House, owned by Essex County Council, to accommodate officers currently working in the Hemnall Street offices. Although the space will be in a fit state to use, extra works including partition walls and electrical works will be required before the officers can move in. It is unlikely that the purchase of this space will take place in 2016/17 and it is therefore suggested that the remaining budget of £297,000, after allowing for the virement to the museum budget requested in paragraph 14 above, is carried forward to 2017/18.

16. The approved budget for CCTV systems of £207,000 in the current financial year has been increased slightly by virtue of a £6,000 grant from North Weald Parish Council for some cameras at the North Weald shopping parade and a £2,000 direct revenue contribution towards the Oakwood Hill depot system. Work has progressed well on many projects, but there are some delays on the schemes at Longcroft Rise and Upshire Road shops, pending the outcome of the consultation with the Communities Select Committee, and the new cameras in Epping High Street and Roundhills, Waltham Abbey. Furthermore, the programme of installations in car parks across the district has been delayed because it was originally designed to be undertaken in conjunction with the Invest to Save LED lighting scheme, as both schemes use the same mounting columns and power supply. However, delays with the LED lighting scheme have held up the CCTV installations in some car parks. Due to these delays, it is suggested that a sum of £128,000 is carried forward to 2017/18.

17. The off-street parking schemes undertaken on council housing estates is jointly funded between the HRA and General Fund. The budget for the General Fund proportion currently stands at £371,000, of which a carry forward of £50,000 is recommended to allow for Cabinet's recent policy review of the off street parking programme.

Housing Revenue Account (HRA)

18. Establishing the size and content of an affordable HRA Capital Programme over the next five years is proving very challenging at the moment due to uncertainty regarding the amount of resources available to the HRA in the future. Members considered a report on the current situation at Cabinet in November and made a number of decisions as a first stage in the HRA Financial Options Review. The full review will be undertaken as soon as possible

after the Government has provided details of its proposal to require councils to sell their higher value empty properties to fund the new levy being introduced by the Government. The financial effects on the Council will then be assessed to allow Members to make early long term decisions on the future of the housebuilding programme and the funding of the HRA.

19. The HRA Capital Programme presented in appendix 3 is based on Cabinet's recent decision to place a temporary moratorium on work to progress phases 4 to 6 of the Council's housebuilding programme, with the exception of progressing planning applications for the developments agreed for phases 5 and 6. The forecasts for expenditure on replacements and improvements to the existing housing stock are currently based on the Council's Modern Homes standard, although the estimated financial implications of returning to the Decent Homes standard will be considered as part of the forthcoming further HRA Financial Options Review.

20. The Council's new housebuilding and house purchase programme is well underway. However, progress on phase 1 of the housebuilding programme suffered a major setback when the Council was compelled to terminate the contract with Broadway Construction Ltd as they were not regularly and diligently progressing with the works. In September 2016, the Council House-building Cabinet Committee agreed the appointment of P A Finlay & Co Ltd for the recovery phase of the construction works in the negotiated contract sum of £2,674,335. As a result, works re-commenced on the four sites in Waltham Abbey in October 2016 with anticipated completion dates between February and August 2017. Phase 2 of the Housebuilding Programme also experienced delays at the planning stage but work has now started on site. Mullalley & Co Ltd were awarded the contract to build 51 new affordable homes at Burton Road Loughton in the adjusted tender sum of £9,847,179. Work commenced on site in July 2016 and the scheme is currently on target to complete by April 2018. With regard to phase 3, planning approval has been obtained for the construction of 34 new homes over a number of the sites. Tenders have been issued for all sites and, once received, will be presented to the Council house-building Cabinet Committee for agreement. Works are expected to commence on site early in the new year. Slippage on phases 2 and 3 amounts to an estimated total of £4,313,000 for which a carry forward from 2016/17 to 2017/18 is recommended.

21. Due to the delays experienced on the Council's own housebuilding schemes, it became evident that the requirement to utilise 141 Receipts within the prescribed three year period would not be achieved without finding alternative ways of providing new homes. Two initiatives were put in place to avoid having to return any of the 1-4-1 Right to Buy capital receipts received at that time. Firstly, the Council entered into an agreement with Linden Homes to purchase eight affordable rented homes at Barnfield, Roydon. A budget of £1,512,000 was included in the capital programme and work started on site in September 2016 with completion expected in October 2017. A re-profiling of the payments to Linden Homes allows for £270,000 to be paid in advance of previous expectations. It is recommended that this sum is brought forward from 2017/18 to 2016/17 to reflect this amendment. Secondly, a decision was made to purchase six houses off the open market and a budget of £2,104,000 is included in appendix 3 to cover the cost of the purchases plus renovation works. All purchases have now been completed and the renovations are well advanced. All six properties are expected to be let by the end of the year.

22. Capital investment on improvement works to the existing housing stock increased from 2012/13 onwards when the Council agreed to upgrade maintenance levels from the Decent Homes Standard to a Modern Homes standard. Since then a programme of catch-up works has been in place and this is now essentially complete. The forecasts shown in appendix 3 have been based on the updated housing database which has been revised to reflect the catch-up works undertaken on each property. The schedule of works is still based on Modern standards pending Members' decision on the level of standards going forward.

Despite this, reductions in expenditure in 2016/17 have been identified within a number of budget heads including kitchens, heating, rewiring, roofing and other planned maintenance to provide the funds required for the purchase of the street properties. Having made these amendments, a virement of £200,000 to the structural schemes budget from the kitchen replacement programme is recommended. Members are also requested to approve the carry forward of £847,000 to 2017/18 and 2018/19 in respect of slippage on the following areas of work: communal water tanks; double glazing; roof/balcony resurfacing; door entry systems; structural schemes; and bathroom replacements.

23. Capital works for environmental improvements on housing estates includes the provision of off-street parking bays, gas pipe-work replacements, watercourse repairs, CCTV systems, garages, fencing and other environmental works. Members are asked to approve £585,000 to be carried forward to 2017/18 and 2018/19 for off-street parking, fencing and some other environmental works; £550,000 of this relates to the provision of off-street parking bays on housing estates which allows for the recent Cabinet review of the programme.

24. A provisional sum of £3,200,000 was set aside within the capital programme to build a new depot on a Council-owned vacant brownfield site in Blenheim Way at North Weald Airfield. This was necessary to re-locate the Housing Repairs Service from the Epping depot to enable the proposed re-development for the St Johns Road area to proceed. However, construction of the new depot is currently on hold pending a corporate-wide accommodation review later in the year. Until then, the planning approval that has been granted will remain in place for up to three years. An alternative temporary repairs depot is currently being explored should the St Johns Road redevelopment progress before the decision on the accommodation review is reached. Consequently, Members are asked to approve a carry forward of £3,130,000 to allow for this.

25. The remaining HRA categories include disabled adaptations, other repairs and maintenance, service enhancements, and replacement housing repairs vehicles. Other repairs and maintenance include feasibilities, asbestos removal and a contingency budget for emergency or urgent work. Capital service enhancements include allocations for the front entrance fire door replacement programme on leasehold properties, the Oakwood Hill estate enhancement scheme, and the provision of electric scooter stores at sheltered schemes. The Oakwood Hill enhancement programme is currently on hold due to Essex County Council's involvement in the scheme and it is therefore recommended that the full budget of £199,000 be carried forward to 2017/18. The mobility scooter store project is also on hold at the moment pending a decision on the viability of the scheme in the light of reduced demand; a sum of £10,000 is recommended for carry forward. Further carry forwards of £133,000 are requested for the replacement of front doors on leaseholders' flats; feasibility studies; other capital repairs and maintenance; and contingencies.

26. In summary, the HRA capital programme presented in this report allows for a total investment of £87,056,000 over the five year period from 2016/17. The Council's housing development programme, including new house building and property acquisitions accounts for £24,476,000 of this total and provisional sum of £3,200,000 is for the construction of a new depot at North Weald. Improvement works to the existing stock account, estate environmental works, disabled adaptations and replacement DLO vehicles account for the remaining £60,880,000. Some of these costs relate to capital works carried out on blocks of Council flats and they are recharged to private leaseholders as appropriate. Once the works are complete they are identified to each category of work and reported at the end of the financial year. It is currently estimated that these recharges will amount to approximately £1,500,000 over the five year period of this capital programme.

Capital Loans

27. The planned programme for the provision of capital loans for private housing assistance from 2016/17 to 2020/21 is shown on Appendix 4. Since the new regime was introduced on 1 July 2012, when all discretionary financial assistance given by the Council became repayable upon the sale or transfer of property, the uptake has been significantly lower than under the previous grant scheme. The annual allocation of £350,000 previously approved is too high and it is suggested that the budget be reduced to £80,000 this financial year and set at £150,000 thereafter, with a view to being reviewed as and when necessary. This converts to a saving of £191,000 this year and £200,000 annually thereafter.

28. No other loans have been approved to date, although options for possible financial assistance have been included in the new Leisure Management contract for the construction of the new swimming pool and associated facilities in Waltham Abbey.

Revenue Expenditure Financed from Capital under Statute

29. The capital programme for revenue expenditure to be financed from capital resources is detailed on Appendix 5 for the period 2016/17 to 2020/21.

30. Over the past few years the Council has invested in three major parking reviews. The Epping parking review was completed in 2013/14 and the Buckhurst Hill review was completed last year. Initial consultations have now commenced on the Loughton Broadway review for which a budget of £313,000 has been set aside, including a section 106 contribution for the works being undertaken for the Council's Shopping Park. It has been estimated that approximately £60,000 will be needed this year and it is therefore requested that £253,000 is carried forward to 2017/18 for this review.

31. The Council has a legal duty to provide Disabled Facility Grants (DFGs) to all residents who meet the eligibility criteria. Demand for DFGs has been growing over the past 18 months or so with the number of occupational therapist referrals rising since the beginning of 2015/16. Members responded to this by uplifting the allocation in the capital programme by £120,000 to £500,000 for each of the four years from 2015/16 until 2018/19. Since this was agreed, demand has continued to rise and it is now thought that expenditure could be as high as £630,000 this year. At the same time, the Council has received a Better Care Fund contribution of £665,000, which means that the additional £120,000 Capital Growth Bid will not be needed to be funded by the Council in 2016/17. Members are now requested to increase the allocation by £130,000 for 2016/17, which will be fully financed from the Central Government Grant.

32. Approximate figures have been included in the programme for works to be undertaken on HRA leasehold properties, resulting from sales of flats under the Right To Buy legislation.

HRA Financial Options Review

33. In 2014 Cabinet decided to expand and accelerate its House building Programme; one of the reasons for this was to utilise the increasing amount of "one-for-one replacement" Right to Buy (RTB) capital receipts ("141 receipts") that were accumulating. However, in 2015 the Government announced a requirement for all social landlords to reduce their rents by 1% per annum for four years from April 2016. The Council's HRA Business Planning Consultants estimated a loss £14,000,000 in rental income to the HRA over the next four years and around £228,000,000 over the next 30 years compared to the Council's previous expectations.

34. In September 2015, the Finance and Performance Management Cabinet Committee

considered a report on the options available to ensure that the HRA would not fall into deficit. Although no immediate corrective action was considered necessary at that time, apart from curtailing uncommitted expenditure from the Service Enhancement Fund, it was agreed that the options available should be reviewed again in 2016, once the financial implications of the Government's proposal to require local authorities to sell higher value void properties had been assessed. However, the Options Review cannot be properly undertaken yet as details are still to be announced as to how this requirement will work.

35. At the Cabinet meeting in November, Members assessed the current position of uncertainty and agreed a number of actions to minimise the risk of the Council incurring heavy interest charges on retained 141 Receipts, whilst keeping future housebuilding options open. The forecast figures in this report are based on temporarily ceasing the Housebuilding Programme beyond the current Phase 3 and paying back to the Government a total sum £1,676,000 of 141 receipts accrued in respect of quarters 1 and 2 this year, plus all future 141 allocations. Most, if not all, of these repayments are being made on a temporary basis until such time as the further HRA Financial Options Review has been completed, and a decision is made on whether or not to recover these 141 receipts before the deadline.

Capital Financing

36. Appendix 1 shows a summary of the capital programme along with the financing profile. The Council has approved estimates of capital expenditure under Prudential Code Indicator P (2) and also financing proposals for the years 2016/17 to 2020/21. Appendix 1 has applied the same principles with regard to funding although changes in the expenditure profile have been reflected in the financing requirements in each year.

37. The Council has maintained a consistent policy of prudence in forecasting available capital resources to ensure that any capital project included in the capital programme will be fundable. This means that only capital receipts received to date, projected receipts from the sale of council houses, the projected receipt in respect of the St John's Road development and loan repayments from the Council's waste management operator are taken into account. No recognition of other potential receipts is made and, when predicting levels of available capital funding, receipts from future land sales are not taken into account.

38. Similarly a prudent view is taken of other sources of capital funding including funds receivable from Government Grants and private contributions. The availability of Section 106 monies to fund capital projects is based on payments received to date and not payments anticipated in the future. Those received for the provision of affordable housing are currently used to support the Council's own house-building programme.

39. The position regarding the generation of Right To Buy capital receipts improved after the maximum allowable discount was increased significantly on 1 April 2013. The number of Council House sales rose to 53 sales in 2013/14 from 13 the year before and, although they fell to 46 in 2014/15 and 20 in 2015/16, numbers have risen again this year. There were 23 sales for the first six months to 30 September 2016 and it is estimated that a total of 44 dwellings will be sold by the year end. Future projections are notoriously difficult to forecast as there remain many uncertainties in the housing market; for the purposes of this report 30 sales have been estimated for 2017/18 and 24 for the following three years. The situation will continue to be monitored.

40. Appendix 6(a) shows the latest forecast of capital receipt generation, their application and hence the likely level of resources available to fund new projects. It takes into account the measures approved at Cabinet on 3 November 2016 as outlined in paragraph 19 and 35 above, including all agreed repayments to Government in respect of 141 receipts in 2016/17 and future years. Due to the increase in the Council's capital investment programme on

General Fund schemes last year, there are no capital receipts available to fund the General Fund capital programme this financial year. However, funds are expected to be available in 2017/18 pending the capital receipt for the sale of land at St John's Road and more limited funds are expected from 2018/19 onwards. Based on current expenditure and projected receipts, usable capital receipts will stand at £1,700,000 by 31 March 2021 at the end of the programme period.

41. For the first time in many years, therefore, it will be necessary to borrow funds to finance the General Fund capital programme. It is forecast that borrowing totalling £24,056,000 will be required in 2016/17 and 2017/18, which falls within the authorised limit approved by Members. This sum has been kept to a minimum by making use of increased revenue funding from General Fund last year. The need to increase borrowing for the HRA capital programme to 2020/21 has been mitigated by means of the temporary moratorium beyond phase 3 of the housebuilding programme and by using all available balances on the Major Repairs Reserve. The planned contributions to the HRA self-financing reserve for 2016/17 and 2017/18 and some use of the current balance on this reserve have also been diverted to contribute directly to the capital programme.

42. Appendix 6(b) shows that the balance on the Major Repairs Reserve will be fully utilised by March 2018 and that annual contributions to the fund will be used in full each year to finance capital works to existing dwellings. Members are asked to note that the use of direct revenue funding and capital receipts are indicative figures only and will be revised as necessary when amendments are approved to the capital programme, in particular when the HRA Options Review is considered and potentially when the leisure contract is awarded.

43. Appendix 6(c) shows the HRA Self Financing Reserve which has a current balance of £12,720,000 as at 1 April 2016. This balance is expected to rise to £21,673,000 by 31 March 2021.

Resource Implications:

Supplementary capital estimates have been requested for £346,000 in respect of the St John's Road development and £28,000 for grounds maintenance vehicles, the latter to be funded from external sources in 2016/17. A further supplementary sum of £130,000 has been requested for Disabled Facility Grants in 2016/17, to be financed by means of a Central Government Grant. Savings have been identified in respect of loans for private sector housing improvements to the tune of £191,000 in 2016/17 and £200,000 thereafter.

Two virements have also been recommended within the 2016/17 programme. One within the General Fund of £12,000 to the museum development project from the Bridgeman House allocation; and the other within the Housing Revenue Account of £200,000 to the structural repairs budget from the kitchen replacement programme.

The following table lists all sums recommended to be carried forward from 2016/17 to future years:

Capital Project	Sum C/F from 2016/17	Appendix
General IT	32,000	2
Langston Road Shopping Park	7,190,000	2
Car Parking Schemes	62,000	2
Waste Management Equipment	28,000	2
Flood Alleviation Schemes	20,000	2
Purchase Bridgeman House, W Abbey	297,000	2
CCTV Systems	128,000	2
Housing Estate Parking	50,000	2
Parking Review Schemes (REFCuS)	253,000	5
Total General Fund Schemes	8,060,000	
New House Building & House Purchases	4,043,000	3
Communal Water Tanks	100,000	3
Windows/Doors/Roofing	225,000	3
Other Planned Maintenance (Door Entry)	22,000	3
Structural Schemes	100,000	3
Bathroom Replacements	400,000	3
Garages & Environmental Improvements	585,000	3
North Weald Depot	3,130,000	3
Other Repairs and Maintenance	33,000	3
Capital Service Enhancements	309,000	3
Total HRA Schemes	8,947,000	

Legal and Governance Implications:

The legal and governance implications are taken into account within individual project reports.

Safer, Cleaner and Greener Implications:

In considering individual capital schemes and the programme overall, the Council gives due consideration to safer, cleaner and greener issues.

Consultation Undertaken:

All Directors and spending control officers for individual schemes have been consulted.

Background Papers:

Reference has been made to previous Cabinet reports and minutes. The Local Government Act 2003 (for England and Wales) and the Regulations have also been complied with.

Risk Management:

There is a financial risk involved in reducing the balance of usable capital receipts over the next five years.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

This report does not represent a formative stage in the approval of capital projects and no material implications for any groups of people with protected characteristics covered by the Equality Act 2010 relating to the content or recommendations of this report have been identified. The aims of the public sector equality duty will already have been taken into account when the individual schemes were originally approved.

**CAPITAL PROGRAMME
2016/17 to 2020/21 FORECAST**

	2016/17 Revised Estimate £000	2017/18 Original Estimate £000	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	5 Year Total £000
EXPENDITURE						
Resources	889	1,110	813	394	292	3,498
Neighbourhoods	19,046	7,550	30	30	30	26,686
Communities	440	688	303	90	40	1,561
Total General Fund	20,375	9,348	1,146	514	362	31,745
Total HRA	20,567	28,164	14,989	11,668	11,668	87,056
Total Capital Expenditure on Council Assets	40,942	37,512	16,135	12,182	12,030	118,801
Total Capital Loans	80	150	150	150	150	680
Total Revenue Expenditure Financed From Capital under Statute	990	1,053	800	800	800	4,443
TOTAL CAPITAL PROGRAMME	42,012	38,715	17,085	13,132	12,980	123,924
FUNDING						
Government Grant for DFGs	617	500	500	500	500	2,617
Other Government Capital Grants	75	70	70	70	70	355
Private Funding	883	300	300	300	300	2,083
Total Grants	1,575	870	870	870	870	5,055
General Fund	20,365	3,691	0	0	0	24,056
Total Borrowing	20,365	3,691	0	0	0	24,056
General Fund	0	5,990	1,146	514	362	8,012
HRA	3,890	4,042	299	0	0	8,231
REFCuS & Loans	0	0	150	150	150	450
Total Capital Receipts	3,890	10,032	1,595	664	512	16,693
Direct GF Revenue Funding	85	70	0	0	0	155
Direct HRA Revenue Funding	5,335	6,680	4,781	3,648	3,648	24,092
HRA Major Repairs Reserve	10,762	14,870	9,839	7,950	7,950	51,371
HRA Self- Financing Reserve	0	2,502	0	0	0	2,502
Total Revenue Contributions	16,182	24,122	14,620	11,598	11,598	78,120
TOTAL	42,012	38,715	17,085	13,132	12,980	123,924

**CAPITAL PROGRAMME
2016/17 to 2020/21 FORECAST**

	2016/17 Revised Estimate £000	2017/18 Original Estimate £000	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	5 Year Total £000
Resources						
Planned Maintenance Programme	507	664	813	394	292	2,670
General IT	277	446	0	0	0	723
Customer Services Programme	15	0	0	0	0	15
Additional Equipment & Systems	90	0	0	0	0	90
Total	889	1,110	813	394	292	3,498
Neighbourhoods						
Langston Road Shopping Park	11,086	7,190	0	0	0	18,276
Oakwood Hill Depot	703	0	0	0	0	703
St John's Road Development Epping	7,096	0	0	0	0	7,096
Hillhouse Development	0	130	0	0	0	130
Car Parking Schemes	45	152	0	0	0	197
Waste Management Equipment	0	28	0	0	0	28
N W Airfield Vehicle Compound	12	0	0	0	0	12
Flood Alleviation Schemes	11	20	0	0	0	31
Grounds Maint Plant & Equipt	93	30	30	30	30	213
Total	19,046	7,550	30	30	30	26,686
Communities						
Museum Development	32	0	0	0	0	32
Purchase Bridgeman House, W Abbey	0	297	0	0	0	297
CCTV Systems	87	151	13	50	0	301
Housing Estate Parking	321	240	290	40	40	931
Total	440	688	303	90	40	1,561
TOTAL GENERAL FUND	20,375	9,348	1,146	514	362	31,745

**CAPITAL PROGRAMME
2016/17 to 2020/21 FORECAST**

	2016/17	2017/18	2018/19	2019/20	2020/21	5 Year
	Revised Estimate	Original Estimate	Forecast	Forecast	Forecast	Total
	£000	£000	£000	£000	£000	£000
Housing Revenue Account						
New House Building	9,331	13,224	1,921	0	0	24,476
Heating/Rewiring/Water Tanks	3,635	3,053	3,925	3,225	3,280	17,118
Windows/Doors	1,069	1,224	1,832	1,541	1,429	7,095
Roofing	1,376	1,265	1,483	1,509	1,445	7,078
Other Planned Maintenance	127	408	404	371	350	1,660
Structural Schemes	700	500	800	700	700	3,400
Kitchen & Bathroom Replacements	3,048	3,452	3,712	3,412	3,544	17,168
Garages & Environmental Improvements	658	1,071	492	490	500	3,211
North Weald Depot	70	3,130	0	0	0	3,200
Disabled Adaptations	430	450	450	450	450	2,230
Other Repairs and Maintenance	223	228	220	220	220	1,111
Capital Service Enhancements	92	409	0	0	0	501
Housing Repairs Vehicles	108	50	50	50	50	308
Less Work on Leasehold Properties	(300)	(300)	(300)	(300)	(300)	(1,500)
TOTAL HRA	20,567	28,164	14,989	11,668	11,668	87,056

Appendix 4

**CAPITAL LOANS FOR PRIVATE HOUSING ASSISTANCE
2016/17 to 2020/21 FORECAST**

	2016/17	2017/18	2018/19	2019/20	2020/21	5 Year
	Revised Estimate	Original Estimate	Forecast	Forecast	Forecast	Total
	£000	£000	£000	£000	£000	£000
Capital Loans						
Private Sector Housing Loans	80	150	150	150	150	680
TOTAL CAPITAL LOANS	80	150	150	150	150	680

Appendix 5

**REVENUE EXPENDITURE FINANCED FROM CAPITAL UNDER STATUTE
2016/17 to 2020/21 FORECAST**

	2016/17	2017/18	2018/19	2019/20	2020/21	5 Year
	Revised Estimate	Original Estimate	Forecast	Forecast	Forecast	Total
	£000	£000	£000	£000	£000	£000
REFCuS						
Parking Review Schemes	60	253	0	0	0	313
Disabled Facilities Grants	630	500	500	500	500	2,630
Work on HRA Leasehold Properties	300	300	300	300	300	1,500
TOTAL REFCuS	990	1,053	800	800	800	4,443

CAPITAL PROGRAMME
2016/17 to 2020/21 FORECAST

	2016/17 Revised Estimate £000	2017/18 Original Estimate £000	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	5 Year Total £000
Receipts Generation						
Housing Revenue Account	6,600	4,221	3,377	3,377	3,377	20,952
General Fund	1,007	5,815	851	888	0	8,561
Total Receipts	7,607	10,036	4,228	4,265	3,377	29,513
Receipts Analysis						
Usable Receipts	2,406	6,957	1,592	1,733	845	13,533
Available for Replacement Homes	864	104	104	0	0	1,072
Payment to Govt Pool	4,337	2,975	2,532	2,532	2,532	14,908
Total Receipts	7,607	10,036	4,228	4,265	3,377	29,513
Usable Capital Receipt Balances						
Opening Balance	3,788	3,168	197	298	1,367	3,788
Usable Receipts Arising	3,270	7,061	1,696	1,733	845	14,605
Use of Capital Receipts	(3,890)	(10,032)	(1,595)	(664)	(512)	(16,693)
Closing Balance	3,168	197	298	1,367	1,700	1,700

Annex 6(b)

MAJOR REPAIRS RESERVE
2016/17 to 2020/21 FORECAST

	2016/17 Revised Estimate £000	2017/18 Original Estimate £000	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	5 Year Total £000
Opening Balance	12,292	9,083	1,989	0	0	12,292
Major Repairs Allowance	7,553	7,776	7,850	7,950	7,950	39,079
Use of MRR	(10,762)	(14,870)	(9,839)	(7,950)	(7,950)	(51,371)
Closing Balance	9,083	1,989	0	0	0	0

Annex 6(c)

HRA SELF FINANCING RESERVE
2016/17 to 2020/21 FORECAST

	2016/17 Revised Estimate £000	2017/18 Original Estimate £000	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	5 Year Total £000
Opening Balance	12,720	14,689	12,187	15,367	18,493	12,720
Contribution from HRA	1,969	0	3,180	3,126	3,180	11,455
Use of Self Financing Reserve	0	(2,502)	0	0	0	(2,502)
Closing Balance	14,689	12,187	15,367	18,493	21,673	21,673

Report to the Cabinet

Report reference: C-045-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Leader of the Council
Subject: Transformation Programme – October 2016 Highlight Report
Responsible Officer: David Bailey (01992 564105).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the Cabinet note the progress of Projects and Programmes for October 2016, alongside planned actions for November.

Executive Summary:

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for October 2016. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being undertaken.

The report includes progress for all chartered projects of Medium and High Risk Potential, as well as progress on key aspects of the Transformation Programme.

Overall, progress indicators for 'cost', 'delivery / outcomes / outputs' and 'benefits' remain Green. The status indicator for 'time' is reported as Amber to highlight that 4 actions (from a total of 202) are overdue. Project and Programme Managers have actions in place to deal with any potential negative effects. Progress will be kept under review and it is anticipated that the status of the majority of these items will return to Green in the next report.

Reasons for Proposed Decisions:

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

Other Options for Action:

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

Report:

1. This is the October 2016 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.
2. The report includes progress for all chartered projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.
3. The Cabinet is requested to review progress for October 2016, alongside actions scheduled for the next period and any remedial actions being undertaken.
4. The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

<i>Light</i>	<i>Definition</i>	<i>Action</i>
Red	<p>There are significant issues with the project, programme or workstream.</p> <p>The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team.</p> <p>One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.</p>	<p>The matter should be escalated to the project sponsor and Transformation Programme Board immediately.</p>
Amber	<p>A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.</p> <p>Action is taken to resolve the problem or a decision made to watch the situation.</p> <p>One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.</p>	<p>The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.</p>
Green	<p>The project is performing to plan.</p> <p>All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).</p>	<p>No action needed.</p>

5. This report includes progress for the 36 chartered 'live' projects with Medium or High Risk Potential, alongside progress on key aspects of the Transformation Programme overall.
6. Overall, transformation progress status indicators remain Green for 'cost', 'delivery / outcomes / outputs' and 'benefits'. The status indicator for 'time' is reported as Amber to highlight that 4 actions (from a total of 202) are overdue when compared with planned timelines.
7. Aside from the projects referred to above, Project and Programme Managers have actions in place to deal with any potential negative effects. The deviation from plans for the vast majority is within tolerances, most often within one calendar month. It is anticipated that

the status of the majority of these items will return to Green by the end of the next period and progress will be kept under review.

8. Appendix 1 contains the highlight report for October 2016.

Resource Implications:

Resource requirements for actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Consultation Undertaken:

Progress has been reviewed by the Transformation Programme Board.

Background Papers:

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Progressing the priority transformation projects, particularly the Customer Contact Projects and the Review of Service Accommodation, will improve access to our services for both our customers and our staff from various protected groups.

The benefits would include but are not limited to:

- Improved physical access to the Civic Offices for customers and employees with disabilities or customers with babies and young children;
- Improved self-service access for customers, through online and mobile phone applications, which can be used outside of normal office hours; and
- Reduced transaction times, where customer enquiries are dealt with at the first point of contact.

Transformation Programme Highlight Report

<i>Report</i>	<i>Period</i>
10	October 2016

Approval

<i>Approved for submission to the Cabinet (Sponsoring Group), given by</i>	Management Board	<i>Date</i>	08.11.2016
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Distribution list

<i>Name</i>	<i>Job title</i>	<i>Directorate / Department</i>	<i>Organisation</i>
Membership	Transformation Programme Board	-	EFDC

Overall transformation programme progress and status

	<i>RAG status</i>		<i>Comment on overall progress and status and recommended actions</i>
	<i>This period</i>	<i>Last period</i>	
Time	Amber	Amber	4 milestones overdue but under control (from total of 202) as detailed below.
Cost	Green	Green	
Delivery / outcome / output	Green	Green	
Benefits	Green	Green	

Highlight: Overdue actions for this period and remedial actions for the next period

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
Workstream 1 – Customer Experience					
P001 Customer Contact Projects					
B1 Improved customer value B2 Reduced waste and defects	Structural site survey completed	Oct 2016	Structural investigation booked	Dec 2016	Facilities Manager
Workstream 4 – Major Projects					
P111 Council Housebuilding Programme Team					
B4 Increased savings and income	The Development Manager resigned in October, with last working day 28 October	Oct 2016	Due to temporary moratorium on housebuilding imposed by Cabinet, no plans to recruit Development Manager. Review actions	Nov 2016	Assistant Director, Housing Property
	Adverts placed for Development Officer without success. Agencies approached. Interviews took place and appointment made. Development Officer starts 31 October	Oct 2016	Induct Development Officer	Nov 2016	Assistant Director, Housing Property

Continued./...

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
Workstream 4 – Major Projects					
P114 St. John's Road Development					
B4 Increased savings and income	Following financial agreement between ECC and EFDC and ECC obtaining minister approval to the revised deal, final drafting has been progressed between the Council's solicitors and frontier Estates. A meeting was held on 24 October between EFDC and Frontier Estates to discuss final drafting sticking points. These have been reduced to just three points	Oct 2016	Resolve final three drafting points. EFDC's CEO will take up directly with ECC but if these cannot be agreed then a meeting will be organised with all parties and their solicitors to agree final drafting of these outstanding items	Nov 2016	Development Consultant

Document control

<i>Version</i>	<i>Date</i>	<i>Status (draft, approved)</i>	<i>Author</i>	<i>Change description</i>
1.0	01.11.2016	October draft	Monika Chwiedz, Performance Improvement Officer	Draft
2.0	01.11.2016	October draft	David Bailey, Head of Transformation	Revision
3.0	08.11.2016	October draft	David Bailey, Head of Transformation	Cabinet APG

*** End of Report ***

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Report to the Cabinet

Report reference: C-046-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Finance

Subject: External Partnership and delivering better Taxpayer value for money

Responsible Officer: Glen Chipp (01992 564080)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- (1) That members agree a DDF allocation of £100,000 to support work to integrate and increase efficiency in the delivery of public services.

Executive Summary:

Delivering increased value for money is a core principal of the council. Many public services overlap in their responsibilities to deliver services that residents of the district rely on. New ways of working that reduce duplication, and combine and enhance joint working amongst the many bodies that serve local need, is increasingly identified as offering the best opportunity for service efficiency and improvement to mitigate increased pressure on taxpayer funded services. Public bodies such as Essex County Council, the west Essex CCG and other key partners are looking at how a new approach for delivery can be secured in delivering a better, more efficient, joined up service to residents. This allocation will enable Epping Forest District Council to respond effectively and potentially invest in the future in new initiatives and opportunities for joint working.

Reasons for Proposed Decision:

To help support innovation in joined up services within and across organisational and geographic boundaries that support more efficient and effective service delivery and value for money.

Other Options for Action:

The council could continue to pursue its efficiency programme through focus solely on its own internal mechanisms and approaches, rather than looking at its service delivery as part of a wider mosaic of taxpayer funded services.

Report:

1. Public services in Epping Forest District are provided through a myriad of different organisations, many tasked with organisation and provision of connecting and overlapping services. With constraint in public budgets, innovations in technology and drives to enhance services to residents and consumers, public bodies are looking at new ways of working more effectively together, and are looking at a range of match funded initiatives.

2. The council is already in discussion with a number of partners around innovations and more integrated working. A number of areas have initially been identified for potential further investigation for example linked to infrastructure investment, the economy and developing better systems for joint delivery of public services, while a range of others are part of a project pipeline that is being reviewed and assessed.
3. The DDF allocation will enable the council to engage effectively in jointly bringing forward programmes around reform and value for money in partnership with the widest range of external partners as part of a structured plan.
4. Approval of new initiatives linked to this budget will be delegated to the Chief Executive, with funding over £5,000 to be approved by the Finance Portfolio Holder. Regular updates on expenditure and programmes will be submitted to the Finance and Performance Management Cabinet Committee.

Resource Implications:

The DDF currently has sufficient funds to allow an allocation of £100,000. The money will be managed as set out in paragraph 4 above.

Legal and Governance Implications:

The Council has the legal power to work in collaboration with partners and the proposed approval limits for the are within the existing delegated limits.

Safer, Cleaner and Greener Implications:

The development of project pipelines will be focused on meeting the council's core objectives and policy priorities including a substantial focus on enhancing the impact of the Safer, Cleaner, Greener programme.

Consultation Undertaken:

Discussion around these proposals is ongoing with other local authorities around the District; key partners in the private and public sectors have participated in identifying issues and potential joint responses.

Background Papers:

None

Risk Management:

If funding is not available to participate in joint working the Council may fail to maximise efficiencies and deliver value for money

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

Setting up the fund does not impact any of the groups or specific characteristics that the Council has a duty to protect. The equality impact of future funding allocations from the fund will be considered when the decision to allocate funds is made.

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Report to the Cabinet

Report reference: C-047-2016/17
Date of meeting: 1 December 2016



Portfolio: Planning Policy
Subject: Local Plan Resources Update
Responsible Officer: Kassandra Polyzoides (01992 564119)
Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) To note expenditure from the Local Plan budget to date in 2016/17 financial year, and to agree a bid for an addition to the DDF of £1,027,500 in 2017/18 and £237,000 in 2018/19 (£1,264,500 in total over the two financial years)

Executive Summary:

Regular monitoring of the resources available to deliver the Local Plan has identified a shortfall in the existing budget provision of £1,027,500 in 2017/18 and £237,000 in 2018/19. This shortfall arises from a number of elements, but particularly further extension to the programme management support for the Local Plan, a need to provide for maternity cover for the Assistant Director (Planning Policy & Economic Development), and continued consultancy support for the site selection work strand, including analysis of potential employment sites.

Reasons for Proposed Decision:

To ensure that the Local Plan is sound it is vital the process is adequately resourced. The requirement for a comprehensive and robust evidence base is clear, and must be in place prior to submission of the Local Plan for Examination.

Other Options for Action:

Not to agree the additional funding identified for the Local Plan DDF.

Report:

1. Cabinet received an update report on the Local Plan Timetable (Development Scheme) and resourcing in July 2016 (C-009-2016/17). This report identified a likely shortfall in the Local Plan budget for 2017/18 and beyond, and that appropriate reports would be bought before Cabinet to inform the budget setting process.
2. The Council has recently published the Draft Local Plan for public consultation, reaching a significant milestone in the Plan preparation process. It is clear that the scale of work required to progress the Plan further in a timely fashion remains significant. The final costs for running the consultation period are still being accumulated, but initial indications are that costs for printing particularly will be significantly lower than during previous

consultation periods. However, any saving in this area is offset by a further need to extend the project management support arrangements and to engage further support on site selection and employment site analysis through to the adoption of the Local Plan. Additional costs also arise from more detailed scoping of transport modelling and testing of potential site allocations to be included in the Local Plan.

3. A number of vacancies exist in the team, and it is recognised that the recruitment market for planning professionals is currently challenging. It will also be necessary to provide for maternity cover for the Assistant Director (Planning Policy & Economic Development) from December 2016. Steps have been taken to fill the vacant junior roles using secondments, with the vacant Planning Policy Manager post and the maternity cover referred to above being provided in combination with the extended project management support. These arrangements are intended to be in place until May 2017 in the first instance.

4. Finally, additional expenditure is included to provide for master planning of the strategic sites around Harlow. The Council has recently submitted a bid to Communities and Local Government jointly with Harlow and East Herts District Councils seeking funding towards the delivery of development under the Garden Cities programme. It is not yet known whether this bid will be successful, but the need to resource comprehensive master planning of these strategic sites will remain. The need for this element to be funded by the Council will be kept under review.

5. A small amount is currently forecast to be saved from the estimates made of costs for the consultation period. At present, these savings may amount to approximately £75,000, but this figure cannot be confirmed until the consultation period has ended. This saving will be used to offset further items required to support the preparation of the Local Plan.

6. Appendix 1 shows the detail of the currently forecast budget required to support the Local Plan to adoption in 2018. This shows that as of December 2016, there is forecast to be an overall shortfall in budget provision of £1,264,500. This shortfall will commence from 2017/18, and is largely a result of the additional spend required to achieve the consultation period on the Draft Local Plan.

	2015/16	2016/17	2017/18	2018/19	total
Spend	£297,481	£329,589	£0	£0	£627,070
Committed		£439,611	£0	£0	£439,611
Estimated spend (evidence)		£333,320	£921,900	£53,000	£1,308,220
Estimated spend (LP process)		£75,314	£105,600	£184,000	£364,914
TOTAL BUDGET REQUIRED	£297,481	£1,177,834	£1,027,500	£237,000	£2,739,815
Budget available 2015/16 (Cabinet Dec 2016)	£435,140	£551,910	£231,750	£254,000	£1,472,800
Total additional required			£1,027,500	£237,000	-£1,264,500

Resource Implications:

As set out above and by Appendix 1, the overall Local Plan budget requires an additional £1,027,500 in 2017/18 and £237,000 in 2018/19.

Legal and Governance Implications:

The preparation of a Local Plan is a statutory requirement for each Local Authority. It is necessary to ensure the preparation of this Plan is supported by comprehensive and robust evidence, and the necessary staffing resources are in place to ensure delivery in a timely manner.

Safer, Cleaner and Greener Implications:

The preparation of a Local Plan is a key Corporate Priority for the Council, and will meet a number of additional Corporate Objectives.

Consultation Undertaken:

Accountancy, within the Resources Directorate.

Background Papers:

Cabinet report C-009-2016/17

Risk Management:

Adequate resourcing is key to the timely delivery of the Local Plan. Without suitable funding, there is a risk that the Local Plan will take significantly longer to prepare bringing a heightened risk of Government intervention, inappropriate development across the District and reputational damage to the Council.

Equality Analysis:

Counsel advice was sought on whether the Draft Local Plan should be subject to an EqIA, the advice received was that a full EqIA should only be considered at the Reg 19 stage of Local Plan preparation.

An Equality Analysis was prepared for the Draft Local Plan. Given Counsel's advice as above it is not deemed necessary to conduct a full EqIA for the current Local Plan budget update.

Appendix 1 – Local Plan expenditure and forecast commitments

	2015/16	2016/17	2017/18	2018/19	total
Spend	£297,481	£329,589	£0	£0	£627,070
Committed		£439,611	£0	£0	£439,611
Estimated spend (evidence)		£333,320	£921,900	£53,000	£1,308,220
Estimated spend (LP process)		£75,314	£105,600	£184,000	£364,914
TOTAL BUDGET REQUIRED	£297,481	£1,177,834	£1,027,500	£237,000	£2,739,815
Budget available 2015/16 (Cabinet Dec 2016)	£435,140	£551,910	£231,750	£254,000	£1,472,800
Total additional required			£1,027,500	£237,000	-£1,264,500

**Strategic Programme
(July 2016)**

Evidence gathering

Evid & Draft LP
Consultation
(Oct-Dec 16)

Pre-Sub Reps
(Summer'17), Sub
to Plg Insp
(End'17)

Examination
(Feb'18)
Adoption
(Sept'18)

	2015/16	2016/17	2017/18	2018/19	
Spend					
Evidence base work	£162,853	£168,174			£331,027
Project Management	£124,165	£143,415			£267,580
Legal advice	£10,463	£18,000			£28,463
TOTAL	£297,481	£329,589	£0	£0	£627,070

	2015/16	2016/17	2017/18	2018/19	
Committed (by order or contract)					
Evidence base work		£379,325			£379,325
Project Management (to Nov 2016)		£40,000			£40,000
Draft Local Plan - Consultation costs		£20,286			£20,286
		£439,611	£0	£0	£439,611

	2015/16	2016/17	2017/18	2018/19	
Evidence Base work & studies (estimated spend)					
Project management (Dec 2016 - May 2017)		£28,800	£14,400		£43,200
Maternity and vacancy cover (Dec 2016 - May 2017)		£70,000	£35,000		£105,000
Project management (June 2017 - Dec 2017)			£43,200		£43,200
Maternity and vacancy cover (June 2017 - Dec 2017)			£122,500		£122,500

Population estimates project (ECC)		£1,500	£1,500		£3,000
Strategic Housing Market Assessment			£40,000		£40,000
EF District Transport Accessibility & input to site selection		£35,000			£35,000
EF District Transport Modelling		£10,000	£30,000		£40,000
Contribution to Wider Harlow VISUM transport modelling		£15,000			£15,000
Sustainability Appraisal		£22,250	£10,000		£32,250
Strategic Sustainability Appraisal (joint work)		£5,000			£5,000
Habitat Regulation Assessment		£15,000	£4,300		£19,300
Habitat Regulation Assessment (cross boundary strategic review)		£5,000			£5,000
Strategic Flood Risk Assessment (Level 2) & EiP support			£11,000	£3,000	£14,000
Viability Assessment of emerging plan (CIL prep)			£30,000		£30,000
Economic Study (HJA)			£30,000		£30,000
Strategic Functional Economic Area study (joint on HMA area)		£12,500			£12,500
Glasshouses		£30,000			£30,000
Town Centres Study			£30,000		£30,000
Open Space, Sport & Recreation			£20,000		£20,000
Tourism/Hotel capacity & demand research (Phase 2)		£21,370			£21,370
Masterplanning for Harlow area (if Garden Cities bid is unsuccessful)			£100,000	£50,000	£150,000
Masterplanning to support strategic site delivery (beyond sites around Harlow)			£50,000		£50,000
Site selection further iteration and employment analysis			£350,000		£350,000
Hillhouse Outline Planning Application		£57,000			£57,000
Green Infrastructure Strategy - ancillary consultation costs		£4,900			£4,900
		£0	£921,900	£53,000	£1,308,220

	2015/16	2016/17	2017/18	2018/19	
Local Plan process					
Consultation on draft Plan (Oct - Dec 2016) (remaining budget)		£75,314			£75,314
Publication for representations (Summer 2017)			£95,600		£95,600
Counsel advice (Pre-Submission reps)			£10,000		£10,000
Local Plan Examination in Public (Feb 2018)				£120,500	£120,500
Counsel advice (examination)				£20,000	£20,000
Local Plan Adoption (Sept 2018)				£23,500	£23,500
CIL Examination in Public (Sept 2018)				£20,000	£20,000
	£0	£75,314	£105,600	£184,000	£364,914

Report to the Cabinet

Report reference: C-049-2014/15
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Environment
Subject: Revised funding for the Waste Management Service
Responsible Officer: Qasim (Kim) Durrani (01992 564055).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That in order to respond to cost pressures on the Council's waste management service, a report be made to the Council for the approval of the following Supplementary DDF and CSB estimate for:

(a) a sum of £90,640 DDF to meet the costs of additional dry recycling sacks for July 2015 to March 2016;

(b) a sum of £202,654 DDF to meet the costs of a change in the composition of the dry recyclable materials collected from November 2015 to March 2016;

(c) a sum of £64,000 DDF to meet the costs of the increased number of properties in the District from November 2014 to March 2016; and

(d) a sum of £343,903 CSB, comprising of: £120,853 for dry recycling sacks, £143,050 for the change in the composition of the dry recycling materials collected and £80,000 for additional properties, is agreed for 2016/17 onwards;

(2) To agree to make a formal amendment to the Waste Management Contract to address any changes in composition of dry recycling materials in future ensuring that the Council can gain financially if the quality of materials collected improved; and

(3) That a further report is brought to Cabinet with regard to service change options that could be used to mitigate the increased costs in relation to recycling sacks and composition change for future years of the contract.

Executive Summary:

A number of cost pressures on the waste management service have been building since the new contract was awarded in November 2014, which have only been fully highlighted over the last few months due to the initial focus being on improving the quality of the service. These have now resulted in a variation request by Biffa to the Council, which, under the terms of the contract, needs to be formally considered.

This report highlights the main additional cost considerations, namely the composition of dry recyclate, the number of dry recycling bags issued and the implications of the number of additional properties required to be serviced, from the start of the contract.

Reasons for Proposed Decision:

Biffa have submitted a claim for extra costs in relation to the Waste/Recycling and Street Cleansing Services. The Council needs to consider the basis and merits of their claim.

Other Options for Action:

To not consider the matters raised by Biffa would be unreasonable with respect to partnership working and open to challenge under the terms of the Contract.

Report:

Recycling Sacks:

1. Epping Forest is the second best council in Essex with respect to recycling performance. In addition, the most current national league table published by Letsrecycle.com places the district as 16th highest nationally for recycling and composting, out of the 320 local authorities who report recycling performance. It also appears, from the information available, that the district is 55th highest for overall dry recycling and the highest dry recycling performer utilising our collection methodology, i.e. mixed dry recycling and separate glass collection.

2. In terms of residual/non recycling waste the district is 41st lowest in England with just 402kg of waste per household not being recycled or composted. This, given that the district collects some of the highest tonnages (968kg per household of total waste) demonstrates the Council's overall excellent recycling performance. This is something to be proud of and should be celebrated. An increase in recycling performance, besides reducing the cost of processing and landfilling for the Disposal Authority, means the Council earns more in Recycling Credit income, which is paid per tonne of material recycled.

3. The dry recycling collection service relies on residents presenting recyclable items for collection at the kerbside. Although residents can present recycling in any clean and clear sack, the Council has historically provided clear plastic sacks free of charge. Under the previous contract the Council purchased and maintained a stock of sacks, with the contractor only being responsible for delivery to outlets. There was no direct delivery to households, rather residents could collect sacks from the, currently, 57 designated outlets across the district.

4. However, alternative proposals were submitted by Biffa during the competitive dialogue phase of the procurement process. It was suggested that the best way to safeguard and potentially improve dry recycling performance was to introduce a direct delivery of sacks to each household. This was accepted by the Council as part of the Tender Award. However, in addition, the ability to collect additional sacks from the designated outlets was retained, although the expectation was that the volume collected would decline. An additional benefit of the annual delivery was that Biffa could utilise their bulk purchasing power to order in the annual stock, rather than periodic orders throughout the year to supply outlets.

5. An evaluation of the number of sacks required was undertaken, which concluded that a figure of 5,550,000 should be specified within the contract, comprising of 4,750,000 to cover the annual delivery to 47,500 dwellings (which equates to 4 sacks per household, per fortnightly collection, offering similar capacity as a 180 litre bin) and a further 800,000 to be made available to the outlets.

6. Biffa commenced direct delivery of the sacks, which they were responsible for purchasing, to households in June 2015, the starting point of the new arrangement. Therefore, in the period 1 July 2015 to 30 June 2016, Biffa directly delivered the 4,750,000 sacks. However, demand from outlets has continued to be high, with the estimate of 800,000 greatly exceeded. In total, some 3,107,000 sacks were distributed above the 5,550,000 contract allowance i.e. 8,657,000 sacks. This is the period when the new Biffa contract was faced with multiple operational challenges and this led to a delay in the situation being addressed. However, lessons have been learnt and officers will work with Biffa to ensure that in future any such issues are reported in a timely manner. Once the issue was highlighted officers undertook a thorough audit of the sacks supplied to confirm that the figures are accurate. In order to help control costs going forward, the annual delivery will cease and revert to the previous outlet only collection regime. However, it should be noted that the level of outlet-only bags issued previously did approach 8,000,000 at its peak. The total cost of additional recycling sacks from 1 July 2015 to 31 March 2016 is £90,640, this is a cost already incurred by Biffa (**recommendation 1a**).

7. The additional costs for supplying dry recycling sacks will not change unless the current policy of free supply of sacks to households is changed. It is therefore necessary to allocate ongoing budget for the purchase and supply of dry recycling sacks to households. The estimated cost, based on current usage, is an additional £120,853 per annum.

Recycling composition:

8. All dry recycling materials collected from residents' door steps are taken by Biffa to their recycling facility at Edmonton, where the materials are separated and sorted for onward sale to national and international companies. The income generated from the sale of recycling material depends on their type and quality, for example, aluminium can generate an income of £600 per tonne and paper £50 per tonne. The dry recycling collected in the district comprises of a number of materials which, when presented as a percentage of all materials collected, is called the "composition" for the purpose of the contract. The income per tonne of material collected depends on the composition of the material. The greater the quantity of materials of greater value in the commodity market, the higher the per tonne rebate the Council receives.

9. In September 2013, during the procurement process, the Council provided all tenderers, as a result of a clarification request, with a sample composition analysis of the dry recycling material at the time. This enabled the tenderer to price the value per tonne of the materials to be offered as rebate to the Council. This sample was obtained with the assistance of the Council's then contractor, Sita Suez, and was considered to be a fair reflection of general composition.

10. In January 2016, Biffa submitted a contract variation request seeking a re-basing of the dry recyclate composition, arguing that the quality of the material was significantly inferior to what they had been led to expect through the procurement process. The Waste Management Partnership Board, whilst acknowledging the request, asked for officers and representatives of Biffa to enter into discussions to ensure that the sampling methodology adopted was truly representative of the recyclate collected across the whole district and that the results of the sampling from Biffa's recycling facility were accurate and fully verifiable. The result of this work now confirms that the composition is different to that detailed at the time of the procurement process. There may be a number of reasons for this, including the reduction of paper as people change to electronic news media, increased cardboard through on-line purchasing and the overall reduction in packaging weight by retailers.

11. The variance in the composition of recycling material has meant that the per tonne income that Biffa can achieve is significantly less than what they offered to rebate the Council

in their tender. The difference in the income per tonne due to the worsening of the recycling composition is £12.45, which over a year equates to a loss to Biffa of some £143,050. Biffa have incurred the additional costs since the commencement of the contract in November 2014. It is now recommended that a one off payment of £202,654 be made to Biffa to cover the additional costs from November 2015 to March 2016 (**recommendation 1b**).

Property growth:

12. A decision was made before the commencement of the contract with Biffa to link the number of properties served to the Local Land and Property Gazetteer (LLPG). At the time of award of contract in November 2014 the Gazetteer was not finalised and the registered number of properties in the district was estimated at 55,000. This was the figure used by Biffa to design the provision of waste and recycling collections and street cleansing services, of the associated publically adopted highway. The actual number of properties, once the Gazetteer was finalised, was 55648.

13. From November 2014 to November 2016 an additional 434 properties have been added to the Gazetteer. This means that since the start of the contract Biffa should be paid for an additional 1082 properties (648 due to the lower estimate at tender stage and 434 new properties constructed since November 2014). The additional costs associated with the increased number of properties from the commencement of the contract have been paid to Biffa, as required under the contract, however the budget provision was not increased. This means the expenditure for the waste management service will be over budget unless adequate uplift is applied.

14. The Council is obliged under contractual arrangements to pay Biffa for the work that has been undertaken, all payment dues to Biffa for the 1082 properties have been made, and it is now necessary to make a one off allocation in the budget of £64,000 to cover the additional properties added to the waste management contract from November 2015 to March 2016 (**recommendation 1c**).

In Conclusion:

15. The additional costs incurred by Biffa, in relation to the three issues highlighted above, are not sustainable. The Waste Management Partnership Board, which oversees the waste management contract with Biffa, has been monitoring these costs and believes the contract needs to be brought onto a more sustainable footing.

16. The costs associated with the supply of dry recycling sacks, changes in the composition of the dry recycling materials collected, the lower estimate of number of properties in the District at the start of the contract and the number of additional properties built since the first anniversary of the contract represent ongoing expenditure. To ensure delivery of the service is not compromised, it is necessary to increase the revenue budget of the Waste Management Service by £343,903 CSB, comprising of: £120,853 for dry recycling sacks, £143,050 for the change in the composition of the dry recycling materials collected and £80,000 for additional properties (**recommendation 1d**).

17. The Waste Management Contract is one under which the Council incurs the largest revenue expenditure. It will be necessary to make a formal amendment to the Contract. It is recommended that the amendment includes the ability for the Council to gain financially if the composition of material collected improves in future (**recommendation 2**).

Future Options:

18. The Waste Management Partnership Board was presented at their last meeting with

some preliminary information on options for service changes, which could result in efficiency savings, to offset the costs of sacks and the composition of materials issues. More work needs to be carried out, including assessment of the impact on residents of any changes to the collection service, before an informed decision can be made by Cabinet.

19. However, in summary, four options were presented to the Partnership Board:

- (i) The provision of additional, chargeable, bins for mixed organics;
- (ii) The introduction of Biffa's 'Green Waste Club' and separate food waste collection;
- (iii) The introduction of a third wheeled bin for dry recyclate; and
- (iv) The introduction of a third wheeled bin for dry recyclate and glass.

20. Three of the four options presented have the potential to not only increase recycling performance, but also to reduce the revenue costs of the contract to the Council, particularly if the need for dry-recycling sacks was eliminated. However, at this stage not enough information is available to identify the scale of any savings. It is recommended that a review of the dry recycling collection service be carried out, with a focus on the options for replacing dry recycling sacks with a third wheelie bin and a detailed report setting out the business case be presented to a future Cabinet (**recommendation 3**).

Resource Implications:

The DDF growth costs of £357,294 relate to: increased number of recycling sacks supplied to residents, changes in the composition of dry recycling materials collected and the additional properties added since the commencement of the Biffa contract in November 2014. By making these payments the additional costs incurred by Biffa will be recovered and the contract will be stabilised.

In the current financial year Biffa have already surpassed the limit of sacks specified in the contract of 5,550,000. Given the trend of demand of sacks last year it is estimated that a CSB allocation of £120,853 is needed for 2016/17 onwards.

The composition, type of various materials, of dry recyclables collected at the door step has changed since the information was provided to tenderers in September 2013. This has resulted in a financial loss to Biffa, due to the quality of materials being collected being worse than what Biffa were advised at the tender stage. To address the difference in the value per tonne of the dry recycling material, based on the two compositions, it is recommended to have a CSB allocation of £143,050 per year from 2016/17 onwards.

To address the anomalies in the number of properties from the commencement of the Biffa contract in November 2014, due to errors in the Gazetteer and additional properties constructed, a CSB allocation of £80,000 is required from 2016/17 onwards.

Legal and Governance Implications:

Relevant legislation includes:

- Environmental Protection Act 1990
- Controlled Waste Regulations 1992
- Local Government & Finance Act 1988
- Household Waste & Recycling Act 2003

Safer, Cleaner and Greener Implications:

The waste management service offers key front line services that are crucial to the health and wellbeing of the residents of the district. Improving performance, including the levels of recycling, will reduce the overall tonnage going to landfill.

Consultation Undertaken:

Biffa contract management team.

Background Papers:

Cabinet and Portfolio Holder Advisory Group reports and notes of meetings leading up to the decision to award the waste management contract to Biffa Municipal Limited.

Risk Management:

Unless the issues are addressed, there is a risk of failure on behalf of the contractor which would present a significant service risk to the Council in ensuring that their statutory responsibilities for waste/recycling collection are met.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The waste management service provides a wide range of services to all residents across the District. Out of the specific group or characteristics that the Council has a legal duty to have due regard for the following are affected by the services provided under the waste management contract:

- (a) Age (elderly or infirm)
- (b) Disability
- (c) Religion or belief
- (d) Race (various ethnic groups)

There are already policies and practices in place for residents in the above categories, for example assisted collections, ability to provide information in different languages or format such as Braille.

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Report to the Cabinet

Report reference: C-050-2016/17
Date of meeting: 1 December 2016



Portfolio: Safer Greener and Transport
Subject: Award of contract for Off Street enforcement and cash collection
Responsible Officer: Qasim (Kim) Durrani (01992 564055).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To agree that following a procurement exercise the contract for off street enforcement, cash collection and first line machine maintenance be awarded to NSL Limited at a yearly cost of £181,370 for an initial period of five years with an option to extend by another two;
- (2) To agree to create a new post of Car Parking and Street Furniture Supervisor to deal with the additional workload associated with the off street parking enforcement and allocate a salary budget of £32,030;
- (3) To agree a one off budget allocation of £75,000, from the Invest to Save Fund, for the purchase and set up costs of IT infrastructure; hardware and software, for the delivery of the off street enforcement operations;
- (4) To note a CSB saving of £58,600, after deducting salary costs for the new post, from 2017/18 and that a further report be brought to Cabinet setting out any one off TUPE related costs as soon as these become known; and

Executive Summary:

The Council joined the North Essex Parking Partnership (NEPP) in October 2012 for the delivery of Off Street enforcement and cash collection in all of its car parks. Until that time the enforcement function was provided by Vinci Parks Limited and the back office by in house staff.

As a result of a review, carried out by RTA Associates Limited demonstrating that there is a clear advantage for the Council to provide Off Street enforcement operations itself, Cabinet agreed on 11 January 2016 to give notice to NEPP. This means that by 1 April 2017 the Council has to have an alternative arrangement in place.

The procurement exercise, for the provision of Off Street enforcement, cash collection and front line machine maintenance for a provider to undertake the Off Street enforcement, was undertaken under the European Procurement Rules. All the tenders received have been assessed under the previously agreed price quality ratio of 60/40.

Reasons for Proposed Decision:

To award the contract for undertaking Off Street enforcement, cash collection and front line machine maintenance in all 18 Council car parks.

Other Options for Action:

Cabinet has previously agreed to come out of NEPP and deliver the enforcement, cash collection and machine maintenance via a private sector provider. There is no other option, given the successful tenderer offers value for money, than to award the contract to the successful tenderer.

The option to offer the contract to the next second highest scoring bidder if the highest scoring bidder does not accept the offer.

Report:

1. The Council has previously agreed to leave the Off Street part of the agreement with NEPP and to procure a private partner to deliver the front line; enforcement, cash collection and first line machine maintenance. In order to get the best value outcome the Most Economically Advantageous Tender (MEAT) criteria adopted was a 60 price 40 quality ratio.

2. Services of RTA Associates Ltd were acquired to assist officers in preparing the specification and obtaining professional advice during the procurement process. Due to the value of the work it was necessary to procure under the European Procurement Rules (OJEU). The procurement process commenced with the placement of the OJEU Notice on 31 May 2016 and the tenders were opened by the Portfolio Holder on 21 October 2016.

3. A total of 17 companies expressed an interest in the requirements and 6 Pre-Qualification Questionnaires were returned by companies as part of the procurement process. All 6 companies were shortlisted after initial checking and audit verification, and were issued tender documents. One withdrew from the procurement process whereas two did not submit a bid. Three tenders were received, all of which are valid and have been assessed by officers.

4. The tenders were evaluated under a price quality ratio of 60% and 40%. This meant that out of a total of 10000 points there were 6000 for price and 4000 for quality. Each tenderer submitted thirteen method statements, six for Operational Delivery and seven for IT Arrangements. The score of 4000 was distributed among the thirteen method statements. Every method statement had a maximum score and officers could score from as low as 0 to as high as 5. The scores were then moderated to arrive a single score for each Method Statement. Then the weightage for each Method Statement was applied.

5. The price score is calculated such that the lowest priced bid scores the maximum 6000 points and the rest score proportionally less. For example a bid twice the value of the lowest would score half the points. The combined score for both price and quality is noted in the table below:

Bidder	Quality Assessment (4000 points)	Financial Assessment (6000 points)	Total Score
NSL	2996	5889	8885
Second highest	2598	6000	8598
Third highest	2508	4232	6740

6. The new contract offers a number of enhancements and improvements in services for the Off Street enforcement and cash collection operations:

- a. Value for money,
- b. Flexibility on scalable service delivery,
- c. Faster response of enforcement teams,

- d. Monitoring of car parks by CEOs enabling speedier responses to faults,
- e. Innovation (blue badge abuse monitoring, debt recovery from foreign vehicles and data analysis of car park usage)
- f. Scope for future development and enhancement,
- g. Introduction and application of new technology,

7. The table above shows the highest scoring bid to be that of NSL Limited for a yearly sum of £181,370, subject to a yearly uplift of CPI, for Off Street enforcement, cash collection and first line machine maintenance it is recommended that the contract be awarded to NSL Limited, for a period of five years with an option to extend by another two (**recommendation 1**)

8. The contract for the Off Street enforcement operation consists of: Civil Enforcement Officers (CEO) inspecting car parks to ensure vehicles are parked in compliance with the conditions applied and where necessary issue Penalty Charge Notices (PCN) to contravening motorists under the Civil Parking Enforcement (CPE) powers, cash collection from 41 pay and display machines and first line machine maintenance of all pay and display machines.

9. Motorists have a right to appeal any PCN issued by an enforcement authority and the appeal process is stipulated in the Traffic Management Act 2004. The responsibility for dealing with challenges to the PCN issued and complaints from motorists will be that of officers of the Council.

10. The management responsibility for the Off Street enforcement contract will be within the Car Parking and Street Furniture Team of the Council. The team is responsible for: all repairs in the 18 Council car parks, signs and lines, lighting repairs, all the street name plates across the District, litter bins, the street furniture that is the responsibility of the Council for example those notice boards or benches that are in the Councils ownership.

11. In the year 2015/16 NEPP issued 5391 PCNs, on behalf of the Council, within the Car Parks in the District, whereas previously Vinci Parks issued 7829 in 2010/11. Not all the PCNs will be challenged, the industry average is circa 30% are challenged, which could mean between 6 and 9 challenges over a single working day. Each challenge has to be assessed and dealt with individually and within the legislative parameters set by the Traffic Management Act 2004. Two separate officers have to deal with the appeals within the Council and if the appellant remains dissatisfied then the case is referred to the Traffic Penalty Tribunal. Alternatively if motorists fail to appeal against a valid PCN then following a set procedure the Council has the right to seek cost recovery.

12. As of 1 April 2017 the Car Parking Team will have to; in respect of the new contract: manage their performance, certify base and enhanced payments to the contractor in respect of services previously offered by NEPP: recommend and report on policy and strategy issues relating to Off Street enforcement, monitor Key Performance Indicators, deal with challenges to PCNs or pursue cost recovery and attend Traffic Penalty Tribunal. The Car Parking and Street Furniture team currently does not have the capacity to deal with this additional workload. It is recommended that a new post of Car Parking and Street Furniture Supervisor be created within the team and, subject to Job Evaluation, estimated salary approved (**recommendation 2**)

13. The Off Street enforcement operation will be regulated by a fully hosted web enabled software system that enables all PCN data to be recorded and stored. This will enable Council staff to access and review all PCN cases and will be essential for dealing with any appeals as well as when considering cost recovery proceeding against motorists. Although the software solution has been proposed by the contractor the licences and associated systems will belong to the Council as will any hardware and network devices. The one off capital budget of £75,000, including the winning bidder's ICT set up costs, will be required for monitoring and accessing the enforcement data management system (**recommendation 3**)

14. The total yearly value of the new contract is £181,370 which against the existing yearly budget of £272,000 represents a saving of £58,600 per annum, after deducting the costs of the new post of Car Parking and Street Furniture Supervisor. Although the ongoing savings are guaranteed, subject to the formal contract being signed, there is the issue of TUPE costs. One member of staff will TUPE from NEPP to the new contractor. The member of staff is not a direct employee of the Council and it was not possible to provide all the TUPE related information, for example; redundancy or pension strain costs, to the tenderers within the tight time line of the procurement process. Due to this tenderers were unable to price the cost of TUPE and it was apparent that the tenderers may assume the worst case costs which could be detrimental to the Council. Furthermore the Cabinet has already agreed that should the outcome of the procurement not be favourable then the Council should operate this function in house, in which case it would have to bear any TUPE related costs. This effectively means that the cost risk associated with TUPE remains with the Council.

15. At this stage these costs are not known and it is recommended that a report be brought to Cabinet as soon as the full impact of TUPE related costs is known, which may result in a one off cost. It is recommended that a CSB saving of £58,600 be agreed from 2017/18, with a proviso that one off TUPE costs may arise in the next financial year (**recommendation 4**)

16. The setting up of Off Street enforcement and associated functions is a complex project, and will consists of: data migration from NEPP, setting up IT systems to handle data relating to contravening motorists, banking arrangements for cash and cashless payments, agreeing operational arrangements with the contractor for the delivery of the service and equally importantly setting up back office functions to enable handling of all challenges relating to PCNs as well as contract monitoring arrangements. There are varying lead times for hardware and software systems required on this project and a mobilisation meeting will be arranged with the contractor and key members of the project delivery team as soon as the decision is actionable

Resource Implications:

The Council has a budget of £272,000 for 2017/18 which is based on the costs of the Off Street enforcement operation being performed by NEPP. The highest scoring tender of NSL Limited has a yearly cost of £181,370 which after taking the costs of the new post of Car Parking and Street Furniture Supervisor results in a yearly saving of £58,600

As set out in the report there currently does not exist the capacity to deal with the additional work load associated with the monitoring of the new contract and PCN challenges etc. A new post of the Car Parking and Street Furniture Supervisor will enable the team to operative the service effectively.

There are additional costs associated with TUPE transfer of a member of staff from NEPP to the new provider. These costs will not be known for a few months, until the contract has been awarded, and the new provider is able to assess all options available for the new employee, for example redeployment into a new role. There will be one off pension strain costs or possibly redundancy costs. These will be borne by the Council, however at this stage it is not possible to identify what these costs will be. It is for this reason that it is recommended that a further report be presented to Cabinet setting out the full impact of TUPE and any one off payments that may be required.

A Penalty Charge Notice (PCN) is issued when motorists park in contravention of rules. An off street car park PCN is for £50 however if paid within the discounted period, the first two weeks of issue date, then the discounted charge is £25. In the year 2015/16 NEPP issued 5391 PCNs, within the Car Parks in the District, whereas previously Vinci Parks issued 7829 in 2010/11. The industry average is circa 70% challenges are paid without a challenge, using the figures for PCN issued by NEPP and Vinci the Council could get an income of £94,325 or £137,000 per year. Current budget allocations are based on PCN income generated by NEPP, there will be an increase in PCN

income if higher number of PCNs are issued under the new arrangement.

Legal and Governance Implications:

There are TUPE implications for one NEPP member of staff engaged in providing the first line machine maintenance functions. Information provided by NEPP has been supplied to all tenderers however some detailed information will only become available once the preferred tenderer commence TUPE discussions with NEPP and the employee.

The Council, as per the terms of the Joint Committee Agreement of 2011, served notice to withdraw at the end of the current financial year. This means that by 1 April 2017 a new arrangement for enforcement, first line machine maintenance, cash collection and back office management has to be put in place.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation by continuing to provide adequate enforcement action and maintaining all the pay and display machines in a good state of repair the Council can continue to keep the accreditation.

All car parks are regularly inspected for maintenance issues including hedges, fences and signs and lines.

The current ability of motorists to pay by: cash, phone and debit or credit cards will continue.

Consultation Undertaken:

The procurement notices were published on the official OJEU website via the Council's e-Procurement system, Delta e-Sourcing. All the suppliers who submitted the Pre-Qualification Questionnaires were acknowledged and informed if successful or otherwise.

The suppliers who submitted acceptable Pre-Qualification Questionnaires were invited to submit tenders and issued Invitation to Submit Tenders via Delta e-Sourcing.

Over 33 statements were issued in response to Clarification Questions submitted by tenderers and the final result of the procurement exercise will be published on the OJEU website via Delta.

Background Papers:

Cabinet reports on the decision to give notice of withdrawal from the Off Street part of NEPP and progress report on the procurement process.

Notes of the Portfolio Holder Advisory Group which has kept an oversight on the delivery of this project.

Risk Management:

The Council, having given notice of termination to NEPP, needs to have a viable delivery arrangement for the provision of these services to enable a smooth service.

The previously identified risks of the procurement process not resulting in a favourable outcome have been neutralised with the successful procurement process.

There remains a risk associated with the TUPE transfer of one member of staff from NEPP to the

new contractor. For reasons set out in the report it has not been possible to assess the cost risk to the Council. It is intended to bring a report to Cabinet as soon as these costs are known.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The Council provides 18 car parks across the District and for the use of which it charges at varying rates. None of the specific group or characteristics that the Council has a legal duty to have due regard for will be impacted by the changes proposed in this report.

All disabled badge holders are currently exempt from any pay and display charges and it is not proposed to make any changes to this.

This contract will be managed directly by the Council and will offer increased flexibility and speedier response time to unauthorised parking in, for example disabled parking bays, this will ensure that the disabled bays are not misused and will be available for disabled badge holders.

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Report to the Cabinet



Report reference:

C-051-2016/17

Date of meeting:

1 December 2016

**Epping Forest
District Council**

Portfolio:

Governance and Development Management

Subject:

Business process improvement in Development Management

Responsible Officer:

Nigel Richardson (01992 564 110).

Democratic Services:

Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That £51,640 be agreed to fund the appointment of a Grade 5 Technical Officer, Planning Validation from 1 April 2017 to 31 March 2019;
- (2) That £225,794 be approved for allocation to Development Management Electronic Information/Records Team for 2017/18 and 2018/19 to continue years two and three of the three year strategy to convert Development Control (DC) and Building Control (BC) paper records to electronic format; and
- (3) That the total expenditure £277,434 for this is sourced as District Development Funding directly linked to the excess over budget of Development and Building Control income.

Executive Summary:

Development Management is working towards reducing the time taken to process planning applications to meet statutory deadlines. At the same time there is a need to provide a high quality cost effective service that will be responsive to the needs of the district and be able to compete against long term competition from the private sector. This report proposes the creation and funding of Technical Validation Officer on a fixed term basis to support this and also seeks to extend the scanning of Building Control files and other measures to move away from manual paper records and continue the progress towards 'paperless' working within Development Management.

Reasons for Proposed Decision:

With the increase in planning applications likely to continue in the foreseeable future there is a need to ensure that the processing of planning applications meets central governments targets of 8 weeks for ordinary applications and 13 weeks for major applications. The appointment of a Validation Officer will jointly relieve pressure both within the Planning Application/Validation Team and Planning Officers who deal with the technical elements of validating planning applications. This will provide a better service to the customer.

There is clear evidence that the Planning and Building Control service is no longer able to economically sustain working with increasingly large volumes of paper. The way forward for all local authority Planning and Building Control Services is to move as far as possible towards 'paperless' working. This is strongly supported by the Department of Local Government and Communities and Planning Advisory Services.

Other Options for Action:

To do nothing; the scanning of the remainder of Building Control, Large Site and Contaminated Land records is essential as they are important records and in some cases developing these sites is strategically important both for the council and district as a whole. If this is not carried out then this will result in slower business processes, increased storage costs and may adversely affect any movement towards mobile and flexible working. Local Land Charges have moved to Development Management and their business processes too are intended to be modernised they will be able to work closer with Planning and Building Control.

Report:

1. Development Management has identified the workflow processing of planning applications is an area of weakness where government targets for the processing of planning applications may not always be met. With the increase in planning applications likely to continue in the foreseeable future there is a need to ensure that central governments targets of 8 weeks for ordinary applications and 13 weeks for major applications continue to be met. The appointment of a Validation Officer will jointly relieve pressure both within the Planning Application/Validation Team and for Planning Officers who deal with the technical elements of validating planning applications.
2. Appendix A attached demonstrates the current processes taking place in dealing with planning applications where a planning application is in effect validated by a planning officer with the application being passed at different stages both from and back to the Applications/Validation Team. The average working days taken to process applications is 44 – 67.
3. Appendix B shows the proposed work flow process with the changes to planning validation an Integral part of the Applications/Validation process. The proposed new Business procedure demonstrates that the time to process planning applications may be reduced to 39 – 52 working days a minimum improvement of five working days to assist planning in meeting government targets for the processing of planning applications and providing better service to customers.
4. The appointment of a Grade 5 Technical Officer will facilitate the validating of planning applications within the Applications/Validation team and will assist in the faster processing of planning applications as well as relieving some of the pressure on Planning Officers. A key indirect result of this will be to enable planning officers to be able to manage their caseloads in a more flexible manner. For example the proposed changes in processing of applications may well help planning officers to focus more time on contentious and complex planning applications.
5. Approval is sought for a two year fixed term duration for the appointment of a Technical Officer Planning Validation at a cost of £25,820 per year. The fixed term will allow time to make an impact on the processing but retains flexibility for future transformational changes.
6. The funding DC and BC improvement will be used to carry out Year Two Electronic Improvement 2017/18:
 - (a) year two of the three year plan to scan BC files and business process improvements to BC database information to support mobile and flexible working;
 - (b) concurrently carry out quality improvement processes to improve address and planning history accuracy of Northgate M3 database;
 - (c) scanning, electronic records conversion and business process improvement of Local Land Charges records;
 - (d) improve the use of mapping information for BC/DC/LLC as part of the process of improving external access to DC/BC/LLC information on iPlan and external mapping applications;

(e) scan and index Large Site Files for Development Control; and

(f) scan and index a large quantity of contaminated land files, reports and aerial photographs.

7. Due to the large volume of work required a significant amount of the above will be carried forward to 2018/19 as part of Year Three to fully complete most of the work required.

8. Local Land Charges have moved to Development Management and there is a need to electronically convert their manual records to electronic format to assist with improving business processes and enable closer working with Planning and Building Control.

9. A key strategy within Development Management is to reduce the amount of space required for manual records. Vacating the first floor DC and BC file storeroom has been identified as a priority for 2017/18 and significant space within Development Management will also be freed up in 2018/19.

10. It is proposed that DDF funding be sought to cover the net expenditure linked to the increases over budget in Planning and Building Control income as detailed in the following schedule.

DETAIL	GRADE	2016 - 2017		2017 - 2018		2018 - 2019		TOTAL
		FTE	ACTUAL & ESTIMATED COST	FTE	PROJECTED COST	FTE	PROBABLE PROJECTED FUTURE BUDGET	ESTIMATED THREE YEAR COSTS
Clerical Assistants	2	5.00	£89,550	6.50	£122,070	6.00	£112,680	£324,300
Administration Assistants	3	1.00	£19,990	1.20	£24,084	1.00	£20,070	£64,144
TOTAL COSTS			£109,540		£146,154		£132,750	£388,444
Less contribution from Planning Admin Budget (Document Scanning)			-£20,000		-£20,000		-£20,000	-£60,000
DDF Saving carried forward ex Microfiche Project 2015/16			-£11,240					-£11,240
Allocation for 0.50 FTE Admin to support Customer Service in Planning Application/Validation Team June 2015 - May 2018			-£9,490		-£13,110			-£22,600
NET DDF COSTS		6.00	£68,810	7.70	£113,044	7.00	£112,750	£294,604

Resource Implications:

£33,110 has been sourced within the 2017/18 Planning Administration budget (including previously agreed DDF funding of £13,110). A further £20,000 is also internally sourced from the 2018/19 Planning Administration budget. Both sets of internally sourced funding totalling £53,110

reduce the overall cost of external DDF funding to £277,434.

Legal and Governance Implications:

There is a statutory duty to ensure that planning applications are processed within specific deadlines and the appointment of a Technical Validations Officer will help Development Management to meet these timescales. Whilst reducing the use of paper and moving towards 'paperless' planning is not a statutory duty, Planning Advisory Services strongly supports Local Planning Authorities to reduce the use of paper and advise that it is best practice to move towards electronic working.

Safer, Cleaner and Greener Implications:

Streamlining and improving the way we manage planning applications will indirectly improve the approach by planning officers to consider more fully other linked issues such as 'Designing-Out-Crime'. Specifically there is a duty to identify crime and disorder implications arising from planning design as well as appropriate feedback arising out of site visits and customer contact.

The movement away from paper based manual records towards 'paperless' planning is carbon and green friendly. This has already been demonstrated by the success of iPlan where residents are now able to avoid having to travel to Epping to view plans and planning documentation as this is available via the EFDC website.

Consultation Undertaken:

Financial consultation has taken place with the Development Management Service Accountant who has been able to confirm the funding calculations.

A draft of this report was presented to Management Board on Wednesday 16th November 2016. The initial report to Management Board has been circulated to Human Resources.

Background Papers:

None.

Risk Management:

The cost of processing planning and building control applications may rise due to inability to access electronic records quickly. This may also inhibit the process of making savings based on reducing the use of paper combined with the additional resource costs to maintain these records.

There will be limited ability to implement mobile and flexible working particularly for Building Control. This may place limitations on Building Control reducing their ability to access information while on site via their mobile devices.

Storage space is already at full capacity and unless additional storage space is made available essential records are at risk either due to loss and/or destruction.

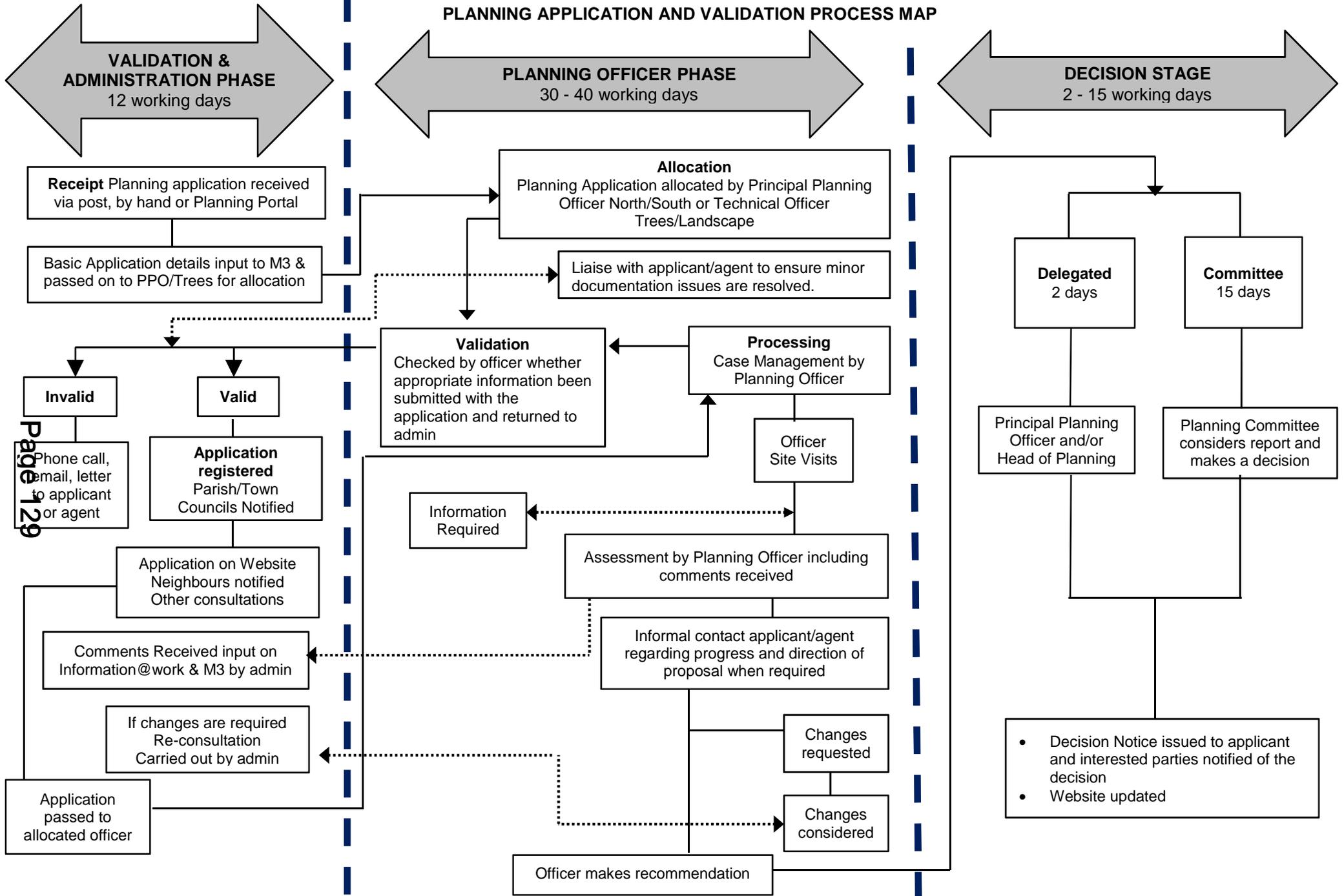
The Government has threatened to pilot the validating and processing of planning applications (not decision-making) through the private sector in one or two local planning authority areas with the intention of rolling it out more fully in 5 years' time. The Council needs to improve its processes and speed up its registering and validating of planning applications to remain competitive against this threat of long-term competition.

Equality Analysis:

An updated equality impact analysis has been completed and is attached as required by the Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making.

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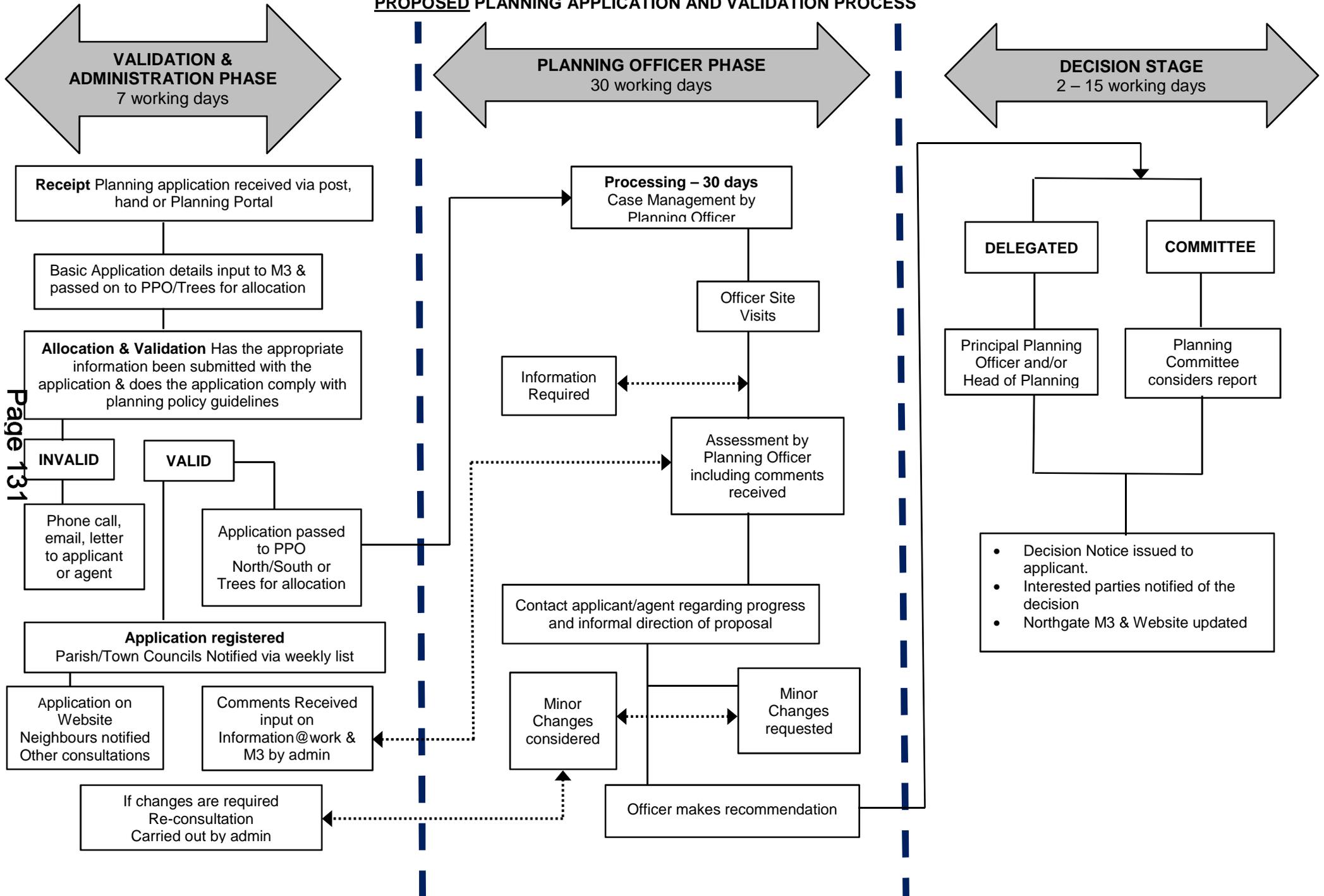
**APPENDIX A
PLANNING APPLICATION AND VALIDATION PROCESS MAP**



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APPENDIX B

PROPOSED PLANNING APPLICATION AND VALIDATION PROCESS



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Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination**, **advance equality of opportunity** and **foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: be specific	Business process improvement in Development Management
Revised / new / withdrawal:	Revised
Intended aims / outcomes/ changes:	Development Management is working towards reducing the time taken to process planning applications to meet statutory deadlines. At the same time there is a need to provide a high quality cost effective service that will be responsive to the needs of the district and be able to compete against long term competition from the private sector. This report proposes the creation and funding of Technical Validation Officer to support this and also seeks to extend the scanning of Building Control files and other measures to move away from manual paper records and lay the foundation for 'paperless' working within Development Management.
Relationship with other policies / projects:	P019 File Scanning Building Control Project Succession Planning Workforce Development Plan Section 4 (h) and Appendices Four and Five Business Plan 2016/17 Governance Directorate.
Name of senior manager for the policy / project:	Colleen O'Boyle
Name of policy / project manager:	Nigel Richardson

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <ul style="list-style-type: none"> • This will indirectly support all vulnerable groups within the community who may be reliant on the provision of efficient planning information via iPlan, which may be compromised due to a combination of the current increase in planning applications and resultant shortage of specialists support from both planning and contaminated land sections. • In addition these appointments will also support the provision of timely advice particularly in supporting community aspirations for greenbelt protection and regulated brownfields development which in turn will result in better service delivery for all protected groups within the community and add value to the EFDC Local Plan.
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Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 'Sources of evidence for the protected characteristics'

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
Age	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Theme 2 - Sustainable. Theme 4 - Aspiring. Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	The elderly and the very young would normally experience difficulties in travelling to Epping to access planning information. Currently most planning information is electronically available via iPlan and a key aspect of this is to ensure that information provided is accurate, timely and transparent.
Dependents / caring responsibilities	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Overarching Theme - Making our district a great place to live, work, study and do business	Those who due to caring responsibilities may experience difficulties in visiting planning offices to access planning information. Currently this information is available locally in Parish Council offices or able to be viewed via iPlan electronically either from a home PC or at the local library.
Disability	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Theme 1 - Safe Theme 2 - Sustainable Theme 3 – Health Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	Persons with disabilities may have difficulties in travelling to Epping to accessing planning information. As a result they are able to access planning and contaminated land information either via their local Parish Council offices or view them electronically either from a home PC or at their Local library.
Gender reassignment	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14	In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access planning information where specialist data may be more easily available either via iPlan or by e-mail on request..
Marriage and civil partnership	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons who are married or in a civil partnership may experience difficulties in finding the time to travel to Epping to access this information.
Pregnancy and maternity	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons within this sector may experience difficulties in finding the time to travel to Epping to access this information.
Race / ethnicity	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	In the case of Race/Ethnicity some groups may be reluctant or feel uncomfortable in travelling to Epping to access specialist planning and contaminated land information.
Religion or belief	Draft EFDC Equality Scheme 2012 – 16	In the case of Religion/Belief some groups may feel uncomfortable in travelling to

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
	Corporate Plan 2011-15 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	Epping to access specialist planning and contaminated land information.
Sex	Draft EFDC Equality Scheme 2012 – 16 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited information available there is some evidence that suggests that specialist planning and contaminated land information is accessed predominantly by males. Making accurate and timely specialist data available via plan or e-mail will assist those who may be disadvantaged to access this information.
Sexual orientation	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is no evidence to suggest that In the case of Sexual Orientation, that persons of different sexual orientation experience difficulties accessing specialist planning and contaminated land information. However the provision of accurate and timely information via iPlan or by e-mails may be helpful to disadvantaged groups.

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

Characteristic	Actual or likely adverse impacts identified	Actions that are already or will be taken to reduce the negative effects identified
Age	The elderly would normally experience difficulties in accessing specialist planning and contaminated land support. information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the local library.	The elderly normally experience difficulties in being able to make planning applications and obtaining relevant timely planning information. The creation of a trainee planner and trainee Contaminated Land Officer will assist both in the short term as part of their exposure to supporting Development Management and in the long term by helping to reduce gaps in service provision.
Dependents / caring responsibilities	Those who due to caring responsibilities may experience difficulties in accessing planning information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the local library.	The provision of additional specialist support will make it easier to access planning and contaminated land information either by iPlan, e-mail or via Parish Council offices and/or the Local library
Disability	Those persons with disabilities may have difficulties in travelling to Epping to access planning information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the	The creation of the two posts will help both in the short terms by supporting Development Management and in the long term by reducing gaps in service provision. The short term support will assist in the provision of information

Characteristic	Actual or likely adverse impacts identified	Actions that are already or will be taken to reduce the negative effects identified
	local library. Currently this information is not available locally in Parish Council offices or able to be viewed electronically either from a home PC or at the local library.	either by e-mail, placement on the website or via Parish Council offices and/or the Local library with emphasis being placed on supporting user with disabilities such as those who are visually impaired be able to access accurate and timely information via electronic means.
Gender reassignment	In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access I planning records and/or obtain planning information and may find accessing electronic information easier to obtain.	These two posts will help to support and re-inforce the use of electronic planning information.
Marriage and civil partnership	While there is limited data available for this, the EFDC Corporate Plan supports the Overarching Theme - Making our district a great place to live, work, study and do business. As a result this appears to indicate there is a need to improve the access format for planning records/information and assist those who are married or in a civil partnership to access this information.	These two posts will help to support and re-inforce the use of electronic planning information.
Pregnancy and maternity	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons within this sector may experience difficulties in finding the time to travel to Epping to access this information.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Race / ethnicity	In the case of Race/Ethnicity some groups may feel uncomfortable in travelling to Epping to access historical planning records available on microfiche.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Religion or belief	In the case of Religion/Belief some groups may feel uncomfortable in travelling to Epping to access historical planning records available on microfiche.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Sex	While there is limited information available there is some evidence that suggests that planning information is accessed predominantly by males.	This information converted to electronic format will make it universally accessible regardless of sex as well as easier to access this information either by e-mail or placement on the website.
Sexual orientation	In the case of Sexual Orientation, there is no evidence to suggest that persons of different sexual orientation would experience difficulties in travelling to Epping to access Microfiche records.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.

Step 6. - The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

Characteristic	Ways that this policy, service or project can advance equality of opportunity	Why this policy, service or project cannot help to advance equality of opportunity:
Age	The creation of these two posts will help service user provision and enable equitable access to planning information and applications. The creation of the two posts will help both in the short terms by supporting Development Management and in the long term by reducing gaps in service provision.	
Dependents / caring responsibilities	The creation of these two posts may assist in longer term to support and make it easier to access planning information either by e-mail or placement on the website.	
Disability	The creation of the two posts will support and assist those with disabilities particularly as their immediate role will be in supporting planning and the provision of electronic information. As a result persons with disabilities may be better able to access timely, relevant and up to date planning information from their home or the local library.	
Gender reassignment	The creation of the two posts will support the provision of timely, accurate and relevant planning information. In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access planning information and may wish to be able to access the here specialist data may be more easily available electronically either via iPlan or by e-mail on request.	
Pregnancy and maternity	The creation of these two posts will help to support the provision of electronic information and provide easier access to relevant, timely and accurate electronic information.	
Race / ethnicity	The provision of relevant, timely and accurate electronic information may make it easier to access either by e-mail or placement on the website particularly diverse members of the community who may find it easier to obtain translation services locally.	
Religion or belief	Planning information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	
Sex	This information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	
Sexual orientation	This information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

Characteristic	How this policy, service or project can foster good relations:	Why this policy, service or project cannot help to foster good relations:
Age	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Dependents / caring responsibilities	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Disability	Greater and easier access to Planning Information. This may assist persons with mobility issues and those who are visually impaired.	
Gender reassignment	Easier access to Planning Information. Electronic information makes availability more transparent and may make access more convenient.	
Pregnancy and maternity	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Race / ethnicity	Greater and easier access to Planning Information may create transparent access to those members who may not want to travel to EFDC to access important historical planning information.	
Religion or belief	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Sex	Greater and easier access to Planning Information may improve equality of access to such information.	
Sexual orientation	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. <i>None, as the analysis above has determined that no actual or likely adverse impacts would arise as a result of this project.</i>	Peter Millward	N/A
1.		

Name and job title of officer completing this analysis:	Peter Millward Business Manager
Date of completion:	16 th November 2016
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Nigel Richardson
Date of authorisation:	16 th November 2016
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- Reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- If this policy, service change or withdrawal is relevant to equality, and if not, why not;
- The evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- What the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- What you found when you used that evidence base to assess the impact on people with the protected characteristics;
- Whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- Whether or not your policy or service changes could help to foster good relations between communities.

Report to the Cabinet

Report reference: C-037-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Asset Management & Economic Development

Subject: Town & Village Centres Opportunities Fund /
Economic Opportunities Fund

Responsible Officer: Mike Warr (01992 564593)

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the application criteria for the Town & Village Centres Opportunities Fund, for the remainder of 2016/17 and throughout 2017/18, be widened to allow non-town centre related projects and general economic development opportunity projects to be supported and funded; and**
- (2) That, further to recommendation 1, the fund be renamed the Epping Forest District Economic Opportunities Fund**

Executive Summary:

During 2013/14 the Council agreed to fund a £35,000 Town Centres Fund which enabled a set of Partners to undertake projects to support the local main High Streets. This fund was again made available during the 2014/15 financial year to enable town centre partnerships to make further project bids. It was made available again in 2015/16 although at this point it was also agreed to widen out the eligibility of the fund to enable smaller centres in the district to bid for funding, as well as to allow Council Economic Development Officers to propose projects and in 2016/17 the eligibility criteria was widened further again to cover all properly constituted groups in the district.

For the remainder of 2016/17 and throughout 2017/18 a further widening of criteria to allow non-town centre and non-village centre projects is proposed, facilitating more general economic development projects and objectives to be supported. It is also proposed to rename the fund accordingly.

Reasons for Proposed Decision:

Making these funds available for the town centre partnerships, smaller district centres and other appropriately constituted organisations to bid for, encourages them to think creatively about how they can sustainably promote their town and district centres and create initiatives that have a lasting impact on the shopping centre economy. By widening eligibility to take part in the scheme these benefits can be spread to the wider economy and have an impact on the economies of smaller centres throughout the district. By encouraging district-wide initiatives the impact of this investment can be further widened to benefit other local economies elsewhere in the district.

Other Options for Action:

To not widen the criteria.

To discontinue the fund.

Report:

1. During 2013/14 the Council agreed to fund a £35,000 Town Centres Fund which enabled town centre partnerships, including the Chamber of Commerce, to undertake projects to support the local main High Streets.

2. This fund was again made available during the 2014/15 financial year to enable those partnerships to make further project bids and again in 2015/16 although it was, at this point, widened out into a Town & Village Centres Opportunities Fund to also enable smaller 'village' centres to bid for funding. This was in recognition that our smaller shopping centres, wherever they may be in the district have a crucial role to play in enhancing and developing the economy of the district. Whilst smaller than the town centres that have previously been able to bid, these local centres will also have their own issues that they wish to address and will create a wider pool of ideas from which to develop potential district-wide, cross-centre initiatives.

3. With effect from the 2016/17 programme the fund was opened up to all appropriately constituted bodies and organisations throughout the district to submit applications focused on benefiting the town and local shopping centres, whether locally or district-wide.

4. Applicants are encouraged to submit proposals which address three key objectives:

- ensure people are aware of what our centres have to offer and encourage more visits;
- enhance the visitor experience and encourage people to stay longer; and
- support our existing small businesses and help to encourage new investment and fill empty shops / business units.

5. Additionally, they are encouraged to propose creative local bids that could be applied on a district-wide basis. This can therefore create local impacts that have wider benefits as they are implemented or adopted elsewhere. Finally, they are also asked to consider the longer-term impact and sustainability of their proposals thereby using investment in the present to secure ongoing benefits for their town centres in the future.

Project History To Date

6. Members will be aware that this fund has traditionally seen considerable levels of underspend leading to significant funds being carried over each year. Each stage at which the eligibility to apply has been widened has sought to encourage higher levels of applications in order that the funding available can be put to good use in support of more and more projects within our economic centres.

7. The 2016/17 project has seen a higher level of interest than in previous years, from a wider selection of organisations and is currently considering / set to support / already has funded the following projects in the last twelve months:

- EFDC / Local Strategic Partnership - District-wide tourism website due for launch in 2017 – Funding agreed £8,000;
- Local town centre partnership - retail brochure and map – Funding agreed £1,479;
- Local village centre partnership - business map – Funding agreed £2,415;

- Local parish council - centre car park landscaping project - £2,962;
- Local organisation - Town floral display enhancements – Application in progress with support from Economic Development Officers - £5,000 sought likely to be scaled back at initial stage to around £2,000;
- Village residents association - Project to enhance local village business familiarisation in conjunction with local schools – Funding sought £1,000;
- Local village centre partnership - Outline discussions with Economic Development Officers regarding funding to develop social media and local branding campaigns – Anticipated funding approximately £2,500; and
- EFDC Officers – Planned project to support the provision of local markets throughout the district. Costs and funding to be determined.

8. It is therefore hoped to demonstrate that there remains appetite amongst our town and village centres to access the fund to support their initiatives and that the fund is accessing a wider range of organisations.

9. It should be noted that not all applications that have come forward have been approved and a number have been approved but in scaled down form. Ensuring that the monies are awarded carefully and to appropriate projects as determined by the fund's policy and criteria is a crucial part of ensuring the funds are used in the most appropriate way and to achieve Value for Money for the council.

10. Economic Development Officers have also received enquiries from organisations for projects that, as the current policy stands, fall outside of the permitted criteria and which would likely be rejected. These projects would not likely be eligible because their objectives and prime purposes do not specifically target benefits and improvements to any of our town and village centres. They do however have more general economic development focuses and would address key economic objectives such as the promotion and development of skills and confidence amongst young people entering the job market and the district-wide promotion of businesses to both other businesses and local residents.

11. These projects would not support the three criteria of the fund but could contribute towards a number of the district's agreed economic priorities, namely:

- enhancing the local level of skills attainment; and
- analysing and understanding our business base.

12. It is feasible that other proposals put forward could similarly impact upon one or more of the district's economic priorities without necessarily having any discernible impact on the town and village centres.

Proposed Widening of Fund Criteria

13. It is therefore proposed that for the remainder of the 2016/17 funding cycle and throughout 2017/18 the criteria of the scheme be widened to remove the need to demonstrate a direct linkage, benefit or enhancement to a town or village centre and allow such projects to be considered according to the more general economic benefits they bring to the district, its residents or its businesses.

14. It is not intended that this means all proposed projects will be automatically approved. All applicants will still be expected to demonstrate exactly what benefits the project would bring, to quantify those benefits and set out how they will be achieved and measured and to show the level of match funding that will be brought to the project by the organisation applying. Where no town or village centre linkage exists, demonstrating a linkage to the economic priorities of the district would be a key factor in assessing applications. Where no

such linkages exist it would be up to the applicants to set out in detail the nature and quantity of the benefits their proposed project would bring forward, how those benefits will be realised and measured and why those particular benefits should be considered of importance to the economy of the district.

15. It has already been established that Economic Development Officers may submit bids to the fund for work and projects they hope to undertake. It is intended that this continue to be the case, however, for clarification, it is also intended that the fund be available to the Economic Development Officers to support the work streams of the One Epping Forest Economic Board, subject, as with all other applications, to the approval of bids by the Asset Management & Economic Development Portfolio Holder.

Renaming of the Fund

16. Given this widening of criteria beyond the scope of town and village centre boundaries it is recommended that the fund be renamed the Epping Forest District Economic Opportunities Fund to reflect its broader economic development application.

Continuation of the Fund in 2017/18

17. It is acknowledged that despite efforts to date the fund continues to be underspent. However, as broadening of the criteria has evolved more and more interested organisations have come forward and certainly in the last twelve months there has been a higher level of interest and more applications coming forward. The funding of the new district tourism website is also an excellent example of a project that have come forward through EFDC officers as opposed to outside organisations that will have a considerable economic benefit for the whole district.

18. It is therefore proposed that in its broader form as the Economic Opportunities Fund, the fund continues in 2017/18, however, no additional funding is requested for 2017/18 and the fund will aim to utilise the accumulated underspends in order to demonstrate its ongoing value and effectiveness.

19. Subject to agreement to widen the criteria and continue the fund in 2017/18 it is proposed that the Town and Village Centres Opportunities Fund Policy be revised to reflect the new name of the fund and the widened criteria.

Resource Implications:

Previously accumulated underspends combined with the £35,000 allocated to the 2016/17 fund made a total of £92,000 available to the fund. Following a mid-year review of progress on the scheme to date this figure has now been profiled across the current year and subsequent year, with £40,000 remaining within 2016/17 budget and the remaining £52,000 profiled into 2017/18 to support the fund in that financial year. No further funding is sought for the fund in 2017/18.

Legal and Governance Implications:

It is not considered that any implications arise from this report. It should be noted that an agreed standard is required at application stage and a number of stages and procedures to acknowledge any funds awarded and account for any funds drawn down are imposed upon partnerships applying to the scheme. All bids are expected to further complete post-project assessments of their scheme.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None.

Background Papers:

None.

Risk Management:

If the criteria of the fund is not widened or the fund is not continued in 2017/18 there is a risk that appropriate local and district-wide and sustainable initiatives may not be able to access the funding they require to be put in place. In addition, the council may not be seen to have confidence in supporting the district's town centres and wider economy.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.

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Equality analysis report

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To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

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- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Town & Village Centres Opportunities Fund / Economic Opportunities Fund
Revised / new / withdrawal:	Revised
Intended aims / outcomes/ changes:	Widening of application criteria and renaming of fund
Relationship with other policies / projects:	Link to agreed EFDC economic priorities
Name of senior manager for the policy / project:	Kassandra Polyzoides
Name of policy / project manager:	Michael Warr, Economic Development Officer

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>Yes</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>All protected groups</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age – older people	EFDC consultation: The impact of an ageing population on the services of the Epping Forest District	National statistics estimate that between 2015 and 2020, over a period when the general population is expected to rise by 3%, the numbers of people aged over 65 are expected to increase by 12% (1.1 million); the numbers aged over 85 by 18% (300,000); and the number of centenarians by 40% (7,000). Epping Forest District has over 25,000 people aged 65 and older already living within the district and an additional 27,000 people aged over 50. Partnership working required to address future needs. Opportunities for employment of older people would help to reduce financial impact of an older population. Older people want to remain in their own homes with adaptations provided. Potential to gain financial benefits through more older people volunteering.
	ONS 2011	17% of the population are 65 years or over
Age – young people	Epping Forest Youth Conference 2015 - Conference Report	Delegates were asked to select a key issue they would like to campaign on. The results were: Living wage 17% Tackling racism and religious 16% discrimination Mental health 15% A curriculum to prepare us for life 15% The end of austerity & child poverty 8% Climate change 8% Extended Special

		<p>Educational Needs 7% support</p> <p>Transport 7%</p> <p>Votes at 16 5%</p> <p>Fund Youth Services, don't cut them 2%</p> <p>The national picture revealed the five issues that received the most votes in the ballot were:</p> <ol style="list-style-type: none"> 1. Living wage 2. A curriculum to prepare us for life. 3. Mental health 4. Transport 5. Tackling racism and religious discrimination
Age – EFDC employees	Workforce profile	Older workforce, largest proportion in 51-55 age group with impact on retirement in around 10-15 years with loss of local knowledge. Lower proportion of younger employees. Difficulty in attracting younger employees as result of housing costs locally.
Disability	<p>Essex coalition of disabled people (ecdp) website http://www.ecdp.org.uk/</p> <p>Blue Badge Style www.bluebadgestyle.com</p>	<p>Disabled people are underrepresented in the workplace and work with employers is required to the number of disabled adults in the work place.</p> <p>“Is The Economic Benefit Of Disabled Access Britain's Best Kept Secret” Almost half (48%) of disabled people were dissatisfied with access to high street services in general. To make things more worrying, despite the common held view that ‘things are getting slowly better’, 65% respondents felt that there had been no improvement to disabled access in the past five years. If slowly means over a longer period than five years to some people, then they should note that 26% of people surveyed felt that access had actually got worse during this period.</p>

Marriage and civil partnership	<p>ONS 2011</p> <p>https://www.ncbi.nlm.nih.gov/pubmed/1599738</p> <p>PEW Research Center</p>	<p>In October 2015 ONS confirmed a total of 15,098 couples had legally married since March 2014 however number have fallen by 70% since then.</p> <p>Marital status: association with social and economic circumstances, psychological state and outcomes of pregnancy</p> <p>Compared with the married women, unmarried women overall were, on average, younger, less educated, of lower social class, in poorer economic circumstances, more dependent on state support and less satisfied with their living arrangements.</p> <p>Women, Men and the New Economics of Marriage</p> <p>Overall, married adults have made greater economic gains over the past four decades than unmarried adults. From 1970 to 2007, their median adjusted household incomes, the sum of financial contributions of all members of the household, rose more than those of the unmarried.</p>
Pregnancy and maternity	<p>Workforce data</p> <p>The Department for Business, Innovation and Skills (BIS) and the Equality and Human Rights Commission research report Pregnancy and maternity research findings</p> <p>ONS Birth Trends</p>	<p>No data available</p> <p>Nationally: <input type="checkbox"/> around 11% dismissed, compulsorily redundant, or treated poorly and felt they had to leave their workplace. <input type="checkbox"/> 1 in 5 mothers said they'd experienced harassment or negative comments relating to the pregnancy. <input type="checkbox"/> 10% said their employer had discouraged them from attending antenatal appointments.</p> <p>Birth rate is falling nationally. In Essex Under 16 conceptions fell from 4 per 1,000 women om 2009-2011 to 3.8 in 2010-2012.</p>
Race / ethnicity	Essex Residents' Tracker Survey 2015:	70% of people agree that people from different backgrounds get along well

	<p>EFDC Complaints data</p> <p>ONS 2011</p> <p>EHRC review Race Right in the UK</p>	<p>together.</p> <p>Since 1 April 2016, there were 38 Equality monitoring complaint forms returned via EFDC website and 16 were not completed. 22 forms were submitted by White British residents/customers followed by 3 by Asian or Asian British, 2 by Mixed white and Black Asian and 2 by Black or Black British Caribbean, only 1 form was submitted by White Irish Person.</p> <p>□ 85% of the EFDC district is whiteBritish (largest ethnic group) □ 5% are other white groups (including Irish, White other, and Gypsies and Irish Travellers) (second largest ethnic group) □ 2% are mixed ethnic background □ 5% are Asian background including 2% Indian (third largest ethnic group) □ 2% are black African, Caribbean or other black groups □ 0.006% are of other ethnic groups 0.005% of people in the district cannot speak English or cannot speak English well.</p> <p>Inequalities regarding housing, education and health. Poorer employment prospects and lower pay.</p>
<p>Religion or belief</p>	<p>ONS 2011</p> <p>The Crime Survey for England and Wales (CSEW)</p> <p>Home Office, Hate Crime, England and Wales 2014/15</p>	<p>Christian (Persons) 77,053 Buddhist (Persons) 416 Hindu (Persons) 1,745 Jewish (Persons) 3,972 Muslim (Persons) 2,377 Sikh (Persons) 1,253 Other Religion (Persons) 432 No Religion (Persons) 28,061</p> <p>The second most common motivating factor in hate crime incidents (2011/12 and 2012/13) was religion (70,000 incidents per year).</p> <p>In 2014/15, there were 52,528 hate crimes recorded by the police, an increase of 18% compared</p>

	<p>EFDC hate crime stats June 2016</p>	<p>with the 44,471 hate crimes recorded in 2013/14, of which: 3,254 (6%) were religion hate crimes</p> <p>EFDC hate crime statistics show some religiously motivated racial abuse hate crime in the district.</p>
Sex	<p>ONS 2011</p> <p>https://www.equalitytrust.org.uk/</p>	<p>There are more women than men in the district. (64,219 W / 60,440 M)</p> <p>How does inequality affect the individual, society and the economy?</p> <p>Less equal societies have less stable economies. High levels of income inequality are linked to economic instability, financial crisis, debt and inflation. Inequality increases property crime and violent crime. A reduction of inequality from Spanish levels to Canadian levels would lead to a 20% reduction in homicides and a 23% reduction in robberies. People in less equal societies are less likely to trust each other, less likely to engage in social or civic participation, and less likely to say they're happy.</p>
Sexual orientation and Gender reassignment	<p>Government Equalities Office</p> <p>Institute for Economic and Social Research https://www.iser.essex.ac.uk</p>	<p>Providing services for transgender customers If you set the atmosphere and culture by treating the inclusion of transgender people as 'business as usual' and nothing remarkable, it will help others to follow. In other words, be mindful of issues that can arise, but don't expect there to be problems. Treating transgender service-users well is cost effective in terms of reputation and business, but also it will reduce the number of complaints, and even in some cases, legal action.</p> <p>An Examination of Poverty and Sexual Orientation in the UK</p> <p>The economic impact of</p>

		<p>sexuality related stigma, harassment and discrimination occurs when economically related institutions, such as employers, schools, local authorities, etc. either deliberately or incidentally exclude people based on their sexuality.</p> <p>The report highlights various factors related to poverty and sexuality including the problems of youth homelessness, aging and retirement, health inequalities, educational attainment, school bullying, employment experiences including earnings, and wealth creation.</p>
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Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	None	
Disability	Conflicting disability needs may lead to cancelled out benefits	Careful consideration of proposals and linkages to other ongoing work
Gender reassignment	None	
Marriage and civil partnership	None	
Pregnancy and maternity	None	
Race / ethnicity	None	
Religion or belief	None	
Sex	None	
Sexual orientation	None	

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

Characteristic	Ways that this policy, service or project can advance equality of opportunity	Why this policy, service or project cannot help to advance equality of opportunity:
Age	<p>The fund is open to applications from all properly constituted groups. As such an organisation that represents the interests of a particular protected group could make an application for funds to support a project that advances equality of opportunity for that group. Specifically, projects could advance a group's equality of opportunity to access the economic benefits it is proposing to deliver.</p> <p>Young People – Projects which come forward to address youth unemployment, skills training and preparedness for work can enhance young people's chances of gaining work and actively participating on the local economy either as employees or customers.</p> <p>Older People – Projects which address isolation in village communities by encouraging older people to use their local centres and to spend longer socialising in them could enhance older persons' confidence and willingness to engage with the local economy</p>	<p>However, first and foremost, to be successful all applications must demonstrate a quantifiable economic benefit to the district. It would not be sufficient for an application to just advance equality of opportunity in general.</p>
Disability	<p>Physical enhancements to local economic areas can improve access to the local economy for persons with disabilities.</p>	<p>However it should be borne in mind that enhancements for one group may conflict with the needs of others and care to avoid cancelling out benefits or making one group worse off as a result of improvements for another should be carefully considered eg. conflicting impact of lowered kerbsides for those using wheelchairs and those with a visual impairment.</p>
Pregnancy and maternity	<p>Well established parent groups eg. North Weald Mums have the opportunity to access the fund in order to address key issues that face them in accessing the local economy whilst pregnant or caring for a baby or child</p>	<p>These groups may not be linked in to the usual communication strands used for the fund and alternatives should be considered.</p>
Race / ethnicity	<p>Consideration should be given to how the policy documentation can be made available in other</p>	

	languages in order that the fund might be accessible by a wider ethnic audience	
Religion or belief	A number of religious groups are represented on some of the town partnerships that have traditionally had access to this fund. These have however tended to participate in non-religious based projects	Unless they are included as groups in their own right in communications rather as partners in other groups they may not be aware of their ability to apply to the fund
Sex	Many of the district's older people are women and efforts to bring more older people into contact with their local economy will inevitably also impact positively on women	
Sexual orientation and gender reassignment		It should be borne in mind that persons within these protected groups may not have access to a support network or organised groups in a district such as Epping Forest. A preference to access support groups in the metropolitan areas of London may exclude those within such protected groups from accessing the fund due a lack of properly constituted organisations to represent their views.

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	The fund is open to applications from all properly constituted groups. As such, an application received from a group representing a protected group would facilitate contact with that group and could through ongoing support for their application and project delivery, lead to improved understanding of that group's experiences within the local economy and create a mechanism for two-way information sharing. Proactively contacting such local groups through a variety of channels, media and methods will hopefully widen awareness of this fund in all protected groups, encourage them to either apply or contact us for further information	

	and support and open up our access to a more diverse range of views in what our local economies do and do not provide for these groups as well as any barriers they experience.	
Disability	“ “	
Gender reassignment	“ “	
Pregnancy and maternity	“ “	
Race / ethnicity	“ “	
Religion or belief	“ “	
Sex	“ “	
Sexual orientation	“ “	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. A detailed consideration of how we communicate the scheme not only through established, centralised channels (eg. website, business magazine) but also through direct approaches to local organisations	Mike Warr & Vicki Willis – Economic Development Officers	Subject to continuation of fund in 2017/18 prior to launch
2.		
3.		

Name and job title of officer completing this analysis:	Michael Warr, Economic Development Officer
Date of completion:	October 2016
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Derek Macnab, Director of Neighbourhoods
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

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Report to the Cabinet

Report reference: C-041-2016/17
Date of meeting: 1 December 2016



Portfolio: Safer, Greener and Transport

Subject: Approval to Enforce on behalf of Lee Valley Regional Park Authority

Responsible Officer: Qasim (Kim) Durrani (01992 564055).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To agree to the request by Lee Valley Regional Parks Authority (LVRPA) to manage the Waltham Abbey Gardens Car Parking on their behalf on the basis that all management and enforcement costs are recovered by the Council before any income is passed over to LVRPA;
- (2) To agree an Invest to Save bid of £15,000 for setting up pay and display arrangements, and CSB allocation of £12,000 for ongoing management of the car park, noting that all costs will be recovered from LVRPA;
- (3) To agree to avail the services of the North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert this car park to pay and display; and
- (4) To give delegated authority to the Portfolio Holder for Safer Greener and Transport to agree the final terms of the legal agreement with LVRPA.

Executive Summary:

The Council currently provides 18 car parks across the District, an additional 3 car parks will become operational in the next financial year. These provide pay and display parking for shoppers, visitors and commuters and are a source of revenue for the Council.

Lee Valley Regional Park Authority (LVRPA) approached the Council earlier in the year to explore the opportunity to increase the number of pay and display parking spaces in the Waltham Abbey area. Cabinet has, in principle, agreed to the request at its meeting on 9 June 2016 subject to a further report. If agreed the increase in parking spaces will benefit the local shops and traders in Waltham Abbey.

In order to convert this car park into a pay and display car park, it will be necessary to incur expenditure to install pay and display machines, tariff boards, make a formal Traffic Regulation Order (TRO) and carry out ongoing maintenance and enforcement.

Reasons for Proposed Decision:

The land owner, LVRPA, intends to introduce car parking charges in the Waltham Abbey Gardens Car Park. Instead of making arrangements with a private provider they have asked to work with the Council. By agreeing to manage the new car park the parking charges and enforcement arrangements will be consistent across all car parks in Waltham Abbey.

Other Options for Action:

LVRPA has indicated that if the Council did not take up the management of this car park then they would approach Broxbourne Borough Council, who currently manage other car parks for them in the Borough of Broxbourne.

Report:

1. Lee Valley Regional Park Authority (LVRPA) have asked the Council to manage their, currently free, Waltham Abbey Gardens Car Park in Waltham Abbey. LVRP have a similar arrangement with Broxbourne Borough Council who manage several car parks for them. Cabinet considered this request earlier in the year and agreed, in principle, subject to a further report setting out the costs.
2. The Waltham Abbey Gardens Car Park is right next to the Councils, Darby Drive Car Park in Waltham Abbey, by agreeing to manage this car park the pay and display charges will be the same. This will avoid confusion to motorists. The Council has management agreements with Sainsbury's in Loughton and Ongar, where it manages their car parks. The Council receives a management fee in the form of a percentage of the pay and display income from the car park. This covers the operational and management costs incurred by the Council. A management agreement will need to be entered into with LVRPA which will be cost neutral for the Council (**recommendation 1**)
3. In order to convert the currently free car park into a paid for car park it will be necessary to provide the following: new pay and display machines, pay by phone facility, new signs, notices displaying tariff and advertising and a formal Traffic Regulation Order (TRO). It is estimated that there would be a one off capital expenditure of £15,000. As this investment will generate an ongoing revenue contribution it is appropriate that an allocation to cover these costs is made from the Invest to Save Fund.
4. Once the car park is commissioned as an off street pay and display car park it will be necessary to maintain it, the ongoing expenditure will include: enforcement to ensure compliance, cash collection, pay and display machine maintenance and monitoring. It is estimated that ongoing revenue expenditure of £12,000 per year will be required. Although it is anticipated that the income from the car parks will be greater than the annual cost, as set out under the Resource Implications and the Council will only pass on any surplus income to LVRPA after all costs have been recovered (**recommendation 2**)
5. In order to charge parking fees in the off street car parks it is necessary to create formal Traffic Regulation Orders. This involves formal advertisements and publication of statutory notices. Expertise to carry out this work does not exist in house. It is proposed that the services of North Essex Parking Partnership be acquired to carry out this work. (**recommendation 3**)
6. The Council will enter into a formal legal agreement with LVRPA such that all capital and revenue costs are fully recovered before any income can be passed over. The Council will, after recovering all costs incurred, charge a management fee for the services offered. The agreement will also set out the role and responsibilities of each party including risks and liabilities. Controversial or significant changes to the original legal agreement quite rightly requires a report to Cabinet but it is suggested that straightforward, minor or consequential changes should be delegated to the Portfolio Holder for Safer Greener and Transport (**recommendation 4**)

Resource Implications:

The income generated in the car park will consist of pay and display and season tickets and PCN income. It is proposed that the tariff in the Waltham Abbey Gardens Car Park be a combined, short/long stay tariff, the same as Darby Drive, which is the nearest car park.

The level of income generated from the car park will vary, although the car parks are currently regularly used the same usage level is not guaranteed once a tariff is introduced. The table below sets out the tariff, estimated income based on similar car parks nearby and a sensitivity analysis for increasing or reducing occupancy of spaces. It is anticipated that the pay and display regimes in these car parks will commence in October 2017, therefore the income will not be realised until the third quarter in the 2017/18 financial year.

Car Park	Spaces	Tariff		Base case income (current usage in Derby Drive car park)	Sensitivity Analysis	
		Mon - Fri	Sat, Sun		15% More	15% less
LVRPA, Waltham Abbey Gardens Car Park	97	Short/Long stay: £0.20 up to 30 min, £0.80 up to 1 hr, £1.60 up to 2 hrs, £3.50 over 3 hrs	Free	£45,000 (income based on yield at Darby Drive Car Park)	£51,750	£38,250
Annual Total				£45,000	£51,750	£38,250
Less CSB Costs				(£12,000)	(£12,000)	(£12,000)
Net Income				£33,000	£39,750	£26,250

The base case scenario, with the same uptake in the usage as the existing car park in Darby Drive, the net income is estimated to be 333,000 per year. However, it is unlikely that the demand in Waltham Abbey will be significantly high all year around, to generate this level of income. A sensitivity analysis has been carried out for +/- 15 percent increase or decrease in usage. If the uptake in usage of the new car park is 15% more than the existing Darby Drive car park the income will be £39,750 per annum whereas if the uptake is 15% less then the yearly income will be £26,250 per annum.

Legal and Governance Implications:

The Council will have a contract in place with Lee Valley Regional Parks Authority, making them responsible for the upkeep of their land and car park. The Council will solely be responsible for arranging maintenance of the Pay and Display Machines, cash collection, enforcement and dealing with challenges to PCN.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation by continuing to provide adequate enforcement action and maintaining all the car parks in a good state of repair the Council can continue to keep the accreditation. This car park will also be maintained to the same high standard as the rest of the Councils car parks.

Consultation Undertaken:

A public consultation has not been undertaken. As this car park belongs to LVRPA it is for them to carry out a consultation.

Background Papers:

None.

Risk Management:

If the estimated income does not materialise because the usage is not as estimated then there is a risk that the investment undertaken will not be recovered. However, a clause will be added to the contract with LVRPA to recover all costs incurred by the Council.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The Council charges all users for using these car parks. None of the specific group or characteristics that the Council has a legal duty to have due regard for will be impacted by the changes proposed in this report.

All disabled badge holders are currently exempt from any pay and display charges and it is not proposed to make any changes to this.

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Report to the Cabinet

Report reference: C-042-2016/17
Date of meeting: 1 December 2016



Portfolio: Safer, Greener and Transport
Subject: Demolition of garages in Vere Road Car Park, Loughton Broadway.
Responsible Officer: Qasim (Kim) Durrani (01992 564055).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To approve the demolition of the existing garages within the Vere Road Car Park 4 to create 20 additional parking spaces;
- (2) That, subject to planning approval, create a further 11 parking spaces in the derelict area behind shop numbers; 39 & 41 in The Broadway; and
- (3) To agree an Invest to Save bid of £55,000 in 2017/18 for undertaking these works and a CSB allocation of £ 5,622 for ongoing enforcement, maintenance and associated activities.
- (4) To agree to avail the services of The North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert these car parks into pay and display.

Executive Summary:

An opportunity has arisen for the Council to increase the number of pay and display parking spaces in the Loughton Broadway area. If agreed the increase in parking spaces will benefit the local shops and traders in the Broadway.

Car Park 4 is an existing car park and the intention is to demolish the garages within the car park and generate approximately 20 new car parking spaces, it will be necessary to incur expenditure to demolish the garages and re-surface the car park. Car Park 3 is a small car park at the rear of shops 39 to 41 and would result in the creation of approximately 11 spaces. There will also be the need for ongoing maintenance and enforcement.

Reasons for Proposed Decision:

The Council has an opportunity to increase the number of off-street parking places available in the Loughton Broadway area. This besides increasing the parking capacity in the area will generate revenue for the Council.

Other Options for Action:

It is possible to keep the status quo and not increase the number of car parking spaces in Vere Road. However this will not help to deal with the likely increase in number of visitors and shoppers

to the Loughton Broadway area once the new shops are let.

Report:

1. The Council manages a total of 18 pay and display car parks which have a total car parking capacity of 1754 parking spaces. These are located across the District and offer valuable parking facilities near shopping centres and high streets. This is also a source of revenue for the Council. All the car parks are Parkmark accredited. Currently car park enforcement and cash collection is carried out by the North Essex Parking Partnership (NEPP) however from 1 April 2017 this function will be carried out by the Council.

2. In order to regulate and increase the availability of short stay parking, for business users, visitors and shoppers, it is proposed that the availability of off-street pay and display parking be increased where possible.

3. The Loughton Broadway is going through regeneration: Epping Forest Retail Park, redevelopment of the Sir Winston Churchill Public House, Council House building projects in Burton and Vere Road. The Councils Estates and Valuation team is using these ongoing developments to attract newer businesses to the Broadway area and some good potential tenants have been lined up to occupy the shops and business units in the Broadway.

4. Notwithstanding the future growth there is already parking stress in and around the Loughton Broadway. The Council, has commissioned the North Essex Parking Partnership (NEPP), and is incurring all costs to address the On street parking pressure in the area. This will help regularise the on street parking issues however unless more off street parking is provided, to supplement any on street parking restrictions, the short stay visitors and shoppers will not be able to park safely. This will have a detrimental effect on local businesses.

5. By approving the recommendations the Council is reiterating its commitment to addressing the needs of local residents and businesses by creating more off street parking. As part of the Winston Churchill Development Higgins are, at their cost, demolishing the garages in the area shown as number 2 on the attached plan and creating an additional 20 public pay and display parking spaces.

6. The proposals already approved for Vere Road include, subject to planning permission, the construction of 10 affordable rented flats in the area show as number 5 in the attached plan. This development, still some time off, is predicated on the provision of allocating 12 parking spaces from the Vere Road Car Park 4. In the short term, if recommendations in this report are agreed, an additional 31 spaces will be created, and once the housing development is completed there will still be a net gain of 19 spaces.

Resource Implications:

There are one off costs associated with the recommendations in the report: demolition of garages, suspected asbestos in roof, installation of new pay and display machines, new signage, tariff boards, advertising, making of the Traffic Regulation Orders, pay by phone and new CCTV systems. It is estimated that a budget of £55,000 would be required for these.

Works required	Estimated costs
Demolition of garages, suspected asbestos	£46000
1 P&D machines @ £2880.00 each	£2880
Advertising TRO	£2000
Notices in car parks	£700

Tariff boards installation and signage	£500
Mi-Permit, pay by phone	£750
Contingency	£2,170
Total	£55,000

There are ongoing costs consisting of: enforcement, maintenance of signs and lines and pay and display machines and associated assets within the car parks. It is an officer estimate that an ongoing CSB budget of £5,622 will be required.

The income generated in the car parks will consist of pay and display, pay by phone and season tickets. It is proposed that the current short stay tariff should remain. The table below sets out the tariff, estimated income based on the already established car parks in Vere Road and a sensitivity analysis for increasing or reducing occupancy of the additional spaces. The table does not show the income for all the car parks in Vere Road.

It is anticipated that the pay and display regimes in these car parks will commence in October 2017, therefore the net CSB income shown in the table below would be reduced by two quarters for the first year of operation (2017/18).

Car Park	Spaces	Tariff		Base case income (current usage in Vere Road car park)	Sensitivity Analysis	
		Mon - Fri	Sat, Sun		15% More	15% less
Vere Road C 20 Extra Spaces	20	Short stay: £0.20 upto30 min,£0.90upto1 hr, £1.8 upto2 hrs, £3.50up to 3 hrs, £10over 3 hrs	£1 all day	£9,900	£11,385	£8,415
Vere Road B	11	As above	£1 all day	£5,445	£6,261	£4,628
Annual Total				£15,345	£17,646	£13,043
Less CSB Costs				£5,622	£5,622	£5,622
Net CSB Income				£8,648	£10,788	£6,508

Legal and Governance Implications:

The Council has the legal powers to charge for and enforce car parking on its land.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation by continuing to provide adequate enforcement action and maintaining all the car parks in a good state of repair the Council can continue to keep the accreditation. All car parks are regularly inspected for maintenance including fences and signs and lines.

The Safer Communities Team have indicated a need for improvement of the car parks in Vere Road. By carrying out physical improvement works, for example removing brick walls and barriers,

the car parks will be more open which will improve surveillance and deter criminal and anti-social behaviour.

Consultation Undertaken:

A formal consultation has not been undertaken however officers are of the opinion that creating more pay and display parking will reduce the parking stress in the area and will be welcomed by the tenants and lease holders and facilitate in attracting good tenants to the Broadway.

Background Papers:

Report to Asset Management and Economic Development Cabinet Committee on 22 August 2016 setting out the proposals for redevelopment of Council owned garages, increasing pay and display parking and affordable housing development.

Risk Management:

If the estimated income does not materialise because the usage is not as estimated then there is a risk that the investment undertaken in the upgrading of the car parks will not be recovered. However given the pressure on parking spaces in the area officers are confident that the car parks will offer a safe and attractive parking opportunity to drivers.

Due Regard Record

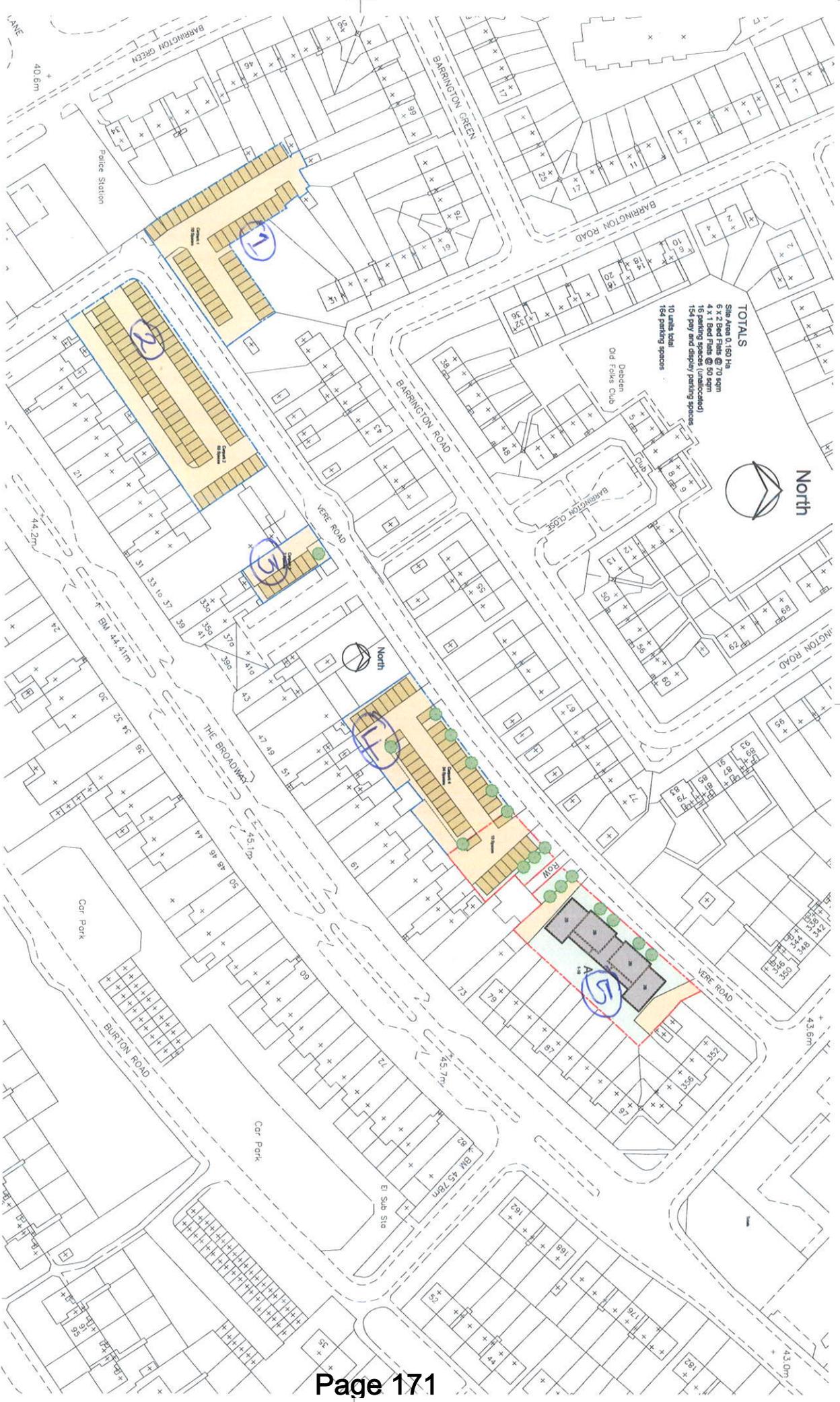
This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The Council charges all users for using these car parks. None of the specific group or characteristics that the Council has a legal duty to have due regard for will be impacted by the changes proposed in this report.

All disabled badge holders are currently exempt from any pay and display charges and it is not proposed to make any changes to this.

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TOTALS
 Site Area 0.160 Ha
 6 x 2 Bed Flats @ 70 sqm
 4 x 1 Bed Flats @ 50 sqm
 10 units total
 154 parking spaces



NOTES
 Report all discrepancies, errors and omissions.
 Do not scale from this drawing.
 Verify all dimensions on site before commencing any work or proceeding with any applications.
 All dimensions, materials and workmanship are to comply with all the relevant British Standards, Codes of Practice and appropriate manufacturers recommendations that from time to time shall apply.
 For all specialist work, see relevant drawings.
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PRELIMINARY



Rev	Date	Description	Name
1	11/11/14	Issue for comment	...



Pellings
 24 Victoria Road, Barton, Kent, SE81 1JY
 T: 020 8460 9184 | F: 020 8313 8019 | e: enquiry@pellings.co.uk
 www.pellings.co.uk

Project: EPDC House Building
Client: East Thames HA
Title: Proposed Plan
Location: Vere Road, Debden

Architect & Planning Building Services & Project Management
 24 Victoria Road, Barton, Kent, SE81 1JY
 T: 020 8460 9184 | F: 020 8313 8019 | e: enquiry@pellings.co.uk
 www.pellings.co.uk

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Report to the Cabinet

Report reference: C-043-2016/17
Date of meeting: 1 December 2016



**Epping Forest
District Council**

Portfolio: Governance & Development Management
Subject: Calendar of Council Meetings 2017/18
Responsible Officer: Gary Woodhall (01992 564470).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2017/18 be recommended to the Council for adoption.

Executive Summary:

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar has developed over time to meet the changing needs of the authority and, where possible, meetings of a Committee have been standardised on a particular night of the week for consistency. The main changes proposed for the Calendar this year are:

- (i) Maintaining a two week gap between Cabinet and Council meetings to ensure that any reports from Cabinet to the Council are not published on a supplementary agenda;
- (ii) a new committee has been added, meeting twice a year, for the Overview & Scrutiny Chairmen, Vice Chairmen & Officers to discuss any issues arising from the Council's Scrutiny meetings; and
- (iii) the Standards Committee has been removed following the Council's decision last year for it to meet only 'as and when' required.

Reasons for Proposed Decision:

To review the proposed Calendar of Meetings for 2016/17, prior to its final adoption by the Council.

Other Options for Action:

Individual frequencies of meetings could be varied. In practice additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

Report:

1. Democratic Services submit the draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council. The draft Calendar at Appendix

1 is based upon the current year's calendar, with approximately the same number of meetings. It has been slightly amended in some places but wherever possible:

- (a) Miscellaneous meetings have been scheduled for a Monday evening;
- (b) Overview and Scrutiny and Select Committee meetings have been scheduled for a Tuesday evening;
- (c) Planning Sub-Committee meetings have been scheduled for a Wednesday evening; and
- (d) Cabinet and Cabinet Committee meetings have been predominantly scheduled for a Thursday evening.

2. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

The Executive

3. Some Cabinet meetings have been rescheduled for a Tuesday evening. This change will allow a minimum of two weeks between Cabinet and Council meetings, ensuring that any reports from the Cabinet to the Council will appear on the main agenda for Members to consider rather than a supplementary agenda.

4. The Cabinet is scheduled to meet 9 times throughout 2016/17. An extra meeting was arranged during 2016/17 to assist the Cabinet in meeting its work programme, and this can be repeated during 2017/18 if required.

5. In line with previous years, the Council Housebuilding Cabinet Committee has not been included on the Calendar as the advice from Officers is that it meets as and when evaluations for the different sites are received. Therefore, no purpose would be served in scheduling regular quarterly meetings.

Overview & Scrutiny

6. Two years ago, an opportunity was been taken to revise the organisation of Overview & Scrutiny for 2015/16. Following the initial meeting in June 2015, to confirm the membership and Chairmen of each Select Committee, there were five Scrutiny cycles – each spread over two months and culminating in a meeting of the full Overview & Scrutiny Committee. It was felt that this arrangement had worked well, and it is proposed to retain it for 2017/18.

7. A new committee has been added, meeting twice a year, for the Overview & Scrutiny Chairmen, Vice Chairmen & Officers. Similar to the corresponding committee for the Development Management Chairmen, Vice-Chairmen and Officers, the purpose of this would be to discuss any issues arising from the Council's Scrutiny meetings and future training needs for Members.

Planning

8. The Calendar for 2011/12 changed the frequency of the Area Planning Sub-Committees from a three weekly cycle to a four weekly cycle. It is felt that this change has worked well, with minimal impact upon the relevant Key Performance Indicators, and this arrangement has again been retained for 2017/18.

9. The week of the Annual Council meeting has again been kept free of Planning meetings and this will enable further training to take place. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, as there would be a detrimental impact upon the Planning Performance Indicators if there was a six or seven week gap between meetings of the Sub-Committees.

Religious Festivals

10. No Area Planning Sub-Committee meeting has been scheduled for Wednesday 20 September 2017, as this would clash with the Jewish festival of Rosh Hashanah. This has necessitated a five week gap between Sub-Committees from August to September, but the usual four week gap has been reinstated for the meeting cycles for the remainder of the municipal year (with the exception of Christmas week). The scheduled dates for Yom Kippur of 29/30 September 2017 and for Pesach of 30/31 March 2018 have also been kept clear of all meetings.

Licensing

11. Licensing Sub-Committee meetings have remained on a Tuesday morning, and no evening meetings for the Licensing function have been scheduled. A Premises Review would only be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. Oftentimes, additional meetings of the Sub-Committee are arranged to hear cases concerning Premises (Alcohol) Licences, but these are scheduled as and when required. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

12. A legal technicality has arisen whereby a meeting of the Licensing Sub-Committee cannot consider both Alcohol Licences and Taxi Licences. However, it is intended to run two meetings consecutively on the same day with the same membership, and therefore does not impact upon the calendar.

Miscellaneous Committees

13. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councils they are not organised by the District Council.

14. Two meetings of the Appointments Panel have been scheduled for the two Thursdays following the Local Elections on 11 and 18 May 2017, prior to the Annual Council on 25 May. Two corresponding meetings have also been scheduled for May 2018.

15. The Chief Internal Auditor has proposed that the number of meetings of the Audit & Governance Committee be reduced from the current five to four meetings per year. A report will be considered by the Committee at its next meeting on 30 November 2015, and two potential schedules have been provided to allow for their decision.

16. A new initiative for 2016/17 was the scheduling of one date per month predominantly for Member Briefings in relation to the development of a new Local Plan. This is to minimise the impact upon the Calendar when Member Briefings are required, and the Planning Policy team can schedule these dates into their Project Plan. This arrangement has been retained for 2017/18 as these dates could also be used for other meetings or further Member Training sessions if they are not required by the Planning Policy team.

17. The Local Councils Liaison Committee has traditionally met three times a year, and this has been continued in the schedule for 2017/18. However, it should be noted that this Committee is reviewing its schedule with a view to only meeting twice a year, so the listed dates may change before the start of the municipal year.

18. One final change has been the removal of the Standards Committee from the calendar. Last year, when the Council decided not to amalgamate the Standards Committee with the Audit & Governance Committee, and that the Standards Committee should only meet as and when required. Therefore, Officers felt that no purpose would be served by scheduling regular meetings for the Standards Committee.

Conclusion

19. The Cabinet is requested to consider the draft Calendar of Council meetings for 2016/17, as attached at Appendix 1, and whether any further changes are required. However, it should be noted that the current Calendar is extremely congested and the organisation of any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 15 December 2015.

Resource Implications:

No identifiable savings as there are no significant changes planned for next year's Calendar.

Legal and Governance Implications:

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various different Local Government Acts.

Safer, Cleaner and Greener Implications:

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

Consultation Undertaken:

No external consultation undertaken.

Background Papers:

None.

Risk Management:

That an insufficient number of meetings would be scheduled for a particular Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Wherever possible, meetings have not been scheduled to coincide with major religious festivals.

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Epping Forest District Council Calendar of Meetings 2017/18

		2017								2018					
Meeting		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Executive															
Council		25th		25th		26th		2nd	21st		22nd		26th	24th	
Cabinet			15th	11th		7th	12th	9th	7th		1st	8th	10th		
FPM Cab Comm			22nd	20th		14th		16th		18th		22nd			
AM & ED Cab Comm				6th			19th			11th			19th		
Scrutiny															
OS Committee			6th	18th			31st			9th	27th		17th		
Communities Sel. Comm			20th			5th		7th		16th		13th			
Governance Sel. Comm				4th			3rd		5th		6th	27th			
Neighbourhoods Sel. Comm			27th			19th		21st		30th		20th			
Resources Sel. Comm				13th			17th		19th		13th		3rd		
Constitution Working Grp						28th					20th				
Planning															
District Development			7th		2nd		4th	29th		31st		28th			
Plans East		10th	14th	12th	9th	6th	11th	8th	6th	10th	7th	7th	4th	9th	
Plans West		17th	21st	19th	16th	13th	18th	15th	13th	17th	14th	14th	11th	16th	
Plans South		31st	28th	26th	23rd	27th	25th	22nd	20th	24th	21st	21st	18th	30th	
Licensing															
Licensing Committee							18th						18th		
Licensing Sub-Comm			6th	4th	1st	5th	3rd	7th	5th	9th	6th	6th	3rd		
Miscellaneous															
Member Briefings			12th	5th	8th	4th	5th	1st	12th	4th	12th	15th	12th		
Audit & Governance			26th			18th		27th			5th	26th			
Joint Consultative Comm				24th			16th			15th			9th		
Local Councils Liaison						11th					12th				
Appointments Panel		11th-18th												14th-21st	
Dev Control Chairs/Officers						25th					19th				
OS Chairs/Officers						12th					6th				
Webcast meeting:			<u>Easter 2018</u>			Fri 30-Mar-18 to Mon 2-Apr-18									
			<u>Rosh Hashanah</u>			Thu 21-Sep-17 to Fri 22-Sep-17 (Sundown Wed 20-Sep-17)									
			<u>Yom Kippur</u>			Sat 30-Sep-17 (Sundown Fri 29-Sep-17)									
			<u>Pesach</u>			Sat 31-Mar-18 (Sundown Fri 30-Mar-18)									
			<u>District Council Elections</u>			Thu 3-May-18									

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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