
COUNCIL

BULLETIN

Issue Number 2/2020
Friday, 17 January 2020



Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443

Epping Forest District Council
www.eppingforestdc.gov.uk



PART A - FORWARD DIARY

Key to abbreviations:

CC	Council Chamber	Cab Off	Cabinet Office
CR1	Committee Room 1	CONF	Conference Room (1st floor)
CR2	Committee Room 2	CH OFF	Chairman of Council's Office
MR	Members' Room	TR RM	Training Room
TBD	To be decided	HEM	Hemnal Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	ESC	Epping Sports Centre

Other venues are shown in full.

Week One: 20 January 2020 – 26 January 2020

Monday 20 January			
Tuesday 21 January	6.00pm	Executive Briefing	CR2
Wednesday 22 January	7.30pm	District Development Management Committee	CC
Thursday 23 January	7.00pm	Finance and Performance Management Cabinet Committee	CC
Friday 24 January			
Saturday 25 January			
Sunday 26 January			

Week Two: 27 January 2020 – 2 February 2020

Monday 27 January	6.00pm 7.00pm	Member Training – Risk Management Audit and Governance Committee	CC CC
Tuesday 28 January	6.00pm 7.30pm	Member Briefing - Whipps Cross Hospital Redevelopment Masterplan Overview & Scrutiny Committee	CC CC
Wednesday 29 January	2.00pm 6.00pm 6.30pm 7.30pm	Waste Management Partnership Board Member Briefing - Transport for London Briefing - Area Planning Sub Committee South Area Planning Sub Committee South	CR1 CC CR1 CC
Thursday 30 January	7.00pm	Local Plan Cabinet Committee	CC
Friday 31 January			
Saturday 1 February			
Sunday 2 February			

Week Three: 3 February 2020 – 9 February 2020

Monday 3 February			
Tuesday 4 February	10.00am 7.00pm	Licensing Sub-Committee Stronger Communities Select Committee	CC CC
Wednesday 5 February	6.30pm 7.30pm	Briefing - Area Planning Sub Committee East Area Planning Sub Committee East	CR1 CC
Thursday 6 February	7.00pm	Cabinet	CC
Friday 7 February			
Saturday 8 February			
Sunday 9 February			

Week Four: 10 February 2020 – 16 February 2020

Monday 10 February			
Tuesday 11 February	7.00pm 7.00pm	Joint Consultative Committee Epping Forest Youth Council	CR1 CC
Wednesday 12 February	6.30pm 7.30pm	Briefing - Area Planning Sub Committee West Area Planning Sub Committee West	CR1 CC
Thursday 13 February			
Friday 14 February			
Saturday 15 February			
Sunday 16 February			

PART B - ESSENTIAL INFORMATION

Committee Management System

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforestextranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

Constitution

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

PART C - GENERAL INFORMATION

1. GRANT AID FUNDING

We have received an application for Grant Aid funding from the groups named below.

If you have any pertinent or relevant information on this application or their application for funding, please notify us via email at grantaid@eppingforestdc.gov.uk.

You must declare an interest if you are involved with the group in any way.

1. Name of Group/Applicant: Chigwell Lawn Tennis Club

Nature of Application: Resurfacing three tennis courts making them safe for use – The club believes this project will help promote good health and exercise and provide a hub for social interaction

2. Name of Group/Applicant: Ongar United Reformed Church

Nature of Application: Storage cupboards including a sensory cupboard for visually impaired/hearing impaired people and dementia sufferers.- After years of planning and fundraising the transformation of the halls is almost complete, the Church now have impressive amenities and disabled access including a lift to the first floor. Visitor numbers are increasing and the Church will soon be opening a Museum in conjunction with Ongar Millennium History Society. The church would now like to equip the building and museum and intend to install a sensory area for visitors with disabilities

Please advise Carly Stratton of your comments within 7 days from the date this notice was sent.

(Further information: Carly Stratton ext 4096)

2. TFL UPDATE (Pages 15 - 16)

Please see attached.

3. CONSTITUTION WORKING GROUP - NEXT MEETING 12 MARCH 2020

Please be advised that the next meeting will now be held on Thursday 12 March at 19.00 owing to certain items of business that needed to be dealt with before the Council meeting in April 2020.

(Further information: Vivienne Messenger ext 4265)

4. COMMUNITY SUPPORT ENGAGEMENT OFFICER EVALUATION (Pages 17 - 22)

Please see attached.

5. ALL MEMBER WORKSHOP ON THE 3 FEBRUARY:

Members are invited to a workshop to be held on February 3rd at 6.30pm in Committee Room 1 to hear a presentation from legal advisors Penningtons on the Council Group Companies. In order to ensure that there is effective governance of the companies there is a requirement to put in place several key documents to provide the framework for control of decision making, levels of authority and powers of delegation.

The workshop is being held in advance of the 6th February Cabinet to give Members an opportunity to meet the legal advisors and ask questions on the proposals before papers are presented at the February Cabinet.

(Further Information: Sacha Jevans ext 4229)

6. MEMBER BRIEFING - TRANSPORT FOR LONDON

As part of the work programme for the Overview and Scrutiny Committee for the current municipal year, arrangements have been made for representatives of Transport for London (TfL) to make a briefing to all members with regard to the current reduction in peak services serving Debden, Theydon Bois and Epping stations as part of its Central Line Improvement Programme. The briefing will be held from 6.00pm to 7.00pm on 29 January 2020, preceding the meeting of Area Plans Sub-Committee South that evening.

If members have any specific questions that they would like to raise with TfL at the briefing, please send written notification of such matters to jwarwick@eppingforestdc.gov.uk by 24 January 2020. In accordance with usual practice, notice of all questions and the scope of matters to be raised by members will be provided to TfL in advance of the briefing.

(Further information: Steve Tautz ext 4180)

7. CIVIC OFFICES DECANT (Pages 23 - 26)

Members are asked to note the following information issued by the Chief Executive to managers in preparation for the decant of staff into alternative accommodation pending the start of Civic Offices refurbishment.

8. PROSECUTION FOR FLYTIPPING

a. Fly tipping of household waste in September 2018 in Green Lane, Matching, Essex lead to Jason Parker of Icen Square, Harlow paying £1620 in fines and costs.

Evidence gathered by the Council's Environmental Enforcement Team led to a prosecution in Chelmsford Magistrates Court on 19 December 2019 against Mr Jason Parker of Iceni Square Harlow Essex who pleaded guilty to the offence of on or about 17th September 2018 knowingly causing or permitting the deposit of controlled waste on land at Green Lane Matching Essex otherwise than as authorised by a waste management permit contrary to Section 33(1)(a) of the Environmental Protection Act 1990 (fly tipping)

Mr Parker admitted to allowing his vehicle to be used for depositing waste on land at Green Lane Matching Essex on or about 17 September 2018.

The Magistrates agreed that it was a deliberate act and Mr Parker was ordered to pay a fine of £708.00. He was also ordered to pay a contribution towards the Council's prosecution costs of £852.00 together with a Victim Surcharge £60.

b. Failure to pay a £200 Fixed Penalty Notice for fly tipping of household waste led to a Salinder Minhas of Alderton Close Loughton Essex paying £6,824.32 in fines and costs.

Evidence gathered by the Council's Environmental Enforcement Team led to a prosecution in Southend Magistrates Court on 13th December 2019 against Mr Salinder Minhas of Alderton Close Loughton Essex who had previously pleaded not guilty to the offence of depositing controlled waste at the junction of Alderton Close and Alderton Hall Lane, Loughton without having a waste management permit (fly tipping) and failing to take all such measures as were reasonable to ensure that the waste was transferred to an authorised person (Duty of Care). Mr Minhas also did not attend a meeting with the Council as required by S.108 of the Environment Act 1995 to aid officers in their investigation of the offence.

Mr Minhas failed to attend court on 13 December 2019, and the trial took place in his absence. The Magistrates agreed that the fly tipping was a reckless act and Mr Minhas was ordered to pay fines totalling £3,520.00. He was also ordered to pay the Council's prosecution costs of £3,134.32 together with a Victim Surcharge £170.00 - Total £6,824.32.

Mr Minhas had earlier been offered a Fixed Penalty Notice to discharge his liability for the offence, of £200, which he failed to do, resulting in the matter being taken to court.

(Further information: Michael Richardson ext 4422)

9. MEMBER BRIEFING - WHIPPS CROSS HOSPITAL

As part of the work programme for the Overview and Scrutiny Committee for the current municipal year, arrangements have been made for the Redevelopment Director for Whipps Cross Hospital to make a briefing to all members with regard to with regard to the plans of Barts Health NHS Trust for the redevelopment of Whipps Cross. The briefing will be held from 6.00pm to 7.00pm on 28 January 2020, preceding the meeting of the Overview and Scrutiny Committee that evening. The masterplan document for the redevelopment of the Whipps Cross site is available at:

<https://www.bartshealth.nhs.uk/download.cfm?doc=docm93ijm4n10845.pdf&ver=17675>

(Further information: Steve Tautz ext 4180)

10. BRING YOUR OWN DEVICE REGISTRATION AND TRAINING - REMINDER

Please be reminded that all Councillors will need to use their EFDC email addresses by 1st February 2020. To make this transition easier we will be setting up Bring Your Own Device on your personal phones or tablet throughout January.

Please contact Kim Partridge or Louise Warren to book your 30 minute appointment.

(Further information: Louise Warren ext 4308)

11. MOD.GOV PRIVATE PAPERS

It has recently been brought to our attention that when you have update your iPad to the latest IOS update it has stopped you all from then being able to see The Private Papers on Mod.Gov. This has now been rectified between ourselves and Mod.gov but we will need to send out new re activation links to all Councillors. When you receive the new registration link you need to click on the **URL link** rather than the **register your device link** as shown in the example below.

To: Louise Warren;

Click on the link to register your mobile device

Device: Apple iPad: i pad pro

[Register this device](#)

If this link does not work please click on the below

www.123432registerdeviceModgov23232434.co.uk

If you want this sent to yourself please can you let Democratic Services know who will send this to you. If you require more support please let Louise Warren know lwarren@eppingforestdc.gov.uk and she will be able to assist you with this.

(Further information: Louise Warren ext 4308)

12. CHAIRMAN'S DIARY (Pages 27 - 28)

Please see attached.

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

EPF/1029/19 - 43B Charles Street Epping Essex CM16 7AU –Retrospective application for change of use of garden to commercial vehicle parking – Written reps – Caroline Brown ext. 4182

EPF/1677/19 – 71 Roundmead Avenue Loughton Essex IG10 1PZ - Alterations/extension to the existing roof/loft conversion. Alterations to the existing ground floor rear extension/garage extension/internal alterations – Householder appeal – Muhammed Rahman ext. 4415

EPF/1894/19 – 2 Sunnymede Chigwell Essex IG7 6ES - Proposed loft conversion with front, side and rear dormers with four roof lights, including raising the ridge. (Amended application to EPF/1178/19) – Householder appeal – Marie-Claire Tovey ext. 4414

EPF/2102/19 – 57 Woodland Way Theydon Bois Essex CM16 7DY - Proposed hip to gable roof alteration to accommodate the rear box dormer permitted under EPF/0608/19 – Muhammed Rahman ext. 4415

2. Forthcoming Planning Inquiries/Hearings -

Hearing – 28 January 2020 – EPF/1649/17 - White Rose Curtis Mill Lane Stapleford Abbots Essex RM4 1HS - Material change in use of land to provide for stationing of caravans for residential occupation by Gypsy family with associated hardstanding, fencing/gate, septic tank, gas tank (retrospective) – Sukhdeep Jhooti ext. 4298

Inquiry – 11th – 14th February 2020 – EPF/1032/18 and LB/EPF/1036/18 - A new residential dwelling along with the demolition of derelict glasshouse structures and alterations to the historic garden wall – Caroline Brown ext. 4182

Hearing – date to be confirmed – EPF/3174/18 – Old Epping Laundry Site Bower Hill Epping CM16 7AD - Demolition of existing buildings and the erection of 58 no. residential units split between four blocks, along with internal landscaping and associated car and cycle parking – Sukhi Dhadwar ext. 4597

3. Enforcement Appeals

None this week

4. Appeal Decisions

ENF/0247/18 – The Laurels Greenman Road Magdalen Laver CM5 0ES - Without planning permission the erection of railings, pillars and gates over 1m in height adjacent to the highway to the front of the dwelling – Withdrawn appeal

5. Tree Preservation Orders

None this week

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PORTFOLIO HOLDER DECISIONS

The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

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Dear Councillor,

I am writing to you again ahead of the forthcoming changes to Central line services from Sunday 26 January 2020.

As part of our work to ensure passengers are aware of these changes, we will be holding Meet the Manager events at the following stations, on **Tuesday 14 January 2020 (17:00-19:00)**:

- Epping
- Theydon Bois
- Debden
- Roding Valley
- Chigwell
- Grange Hill
- Hainault

We are carrying out works to the trains as part of the circa £380 million investment by TfL to the Central Line Improvement Programme. The benefits include the replacement of old motors, meaning fewer broken down trains and a more reliable service. We're improving onboard accessibility by including more space for wheelchair users, as well as improved audio and visual passenger information. We're also adding CCTV to make for a safer journey. Unfortunately, this work cannot take place during overnight engineering hours, and some trains will be taken out of service to make these improvements.

Unfortunately this much needed Central line work means that we will have to reduce morning and evening peak services at Debden, Theydon Bois and Epping stations. In real terms this means reducing the 11 trains in the peak hour that we currently run from Debden, to 9 trains per hour (and 10 down to 8 at Epping).

Approximately one month after the introduction of the new timetable, we will introduce a four-car train service that will act as a shuttle between Woodford and Hainault. As it does today, the service will continue to run at a frequency of 3 trains per hour. When there are four car trains, all customers will continue to be able to board. Currently each week day morning there are three trains which run from Grange Hill via Woodford through to central London, and these will continue as eight car trains under the new timetable.

The new timetable allows us to make improvements at other times on the busiest section of the line through central London, between Leytonstone and White City and increase services:

- Monday to Friday 06:00 - 07:00, from 15 to 18 trains per hour
- Monday to Saturday 22:00 - 23:00 from 19 to 24 trains per hour
- Sunday 16:30 -18:00 from 22 to 24 trains per hour

Following the completion of these works and the restoration of the full Central line fleet in 2023, we expect to be able to deliver improvements for Central line customers as part of a new timetable.

Kind regards,

Jasmit Jabbal

Local Communities & Partnerships Specialist | Public Affairs & External Relations

Phone: 0203 054 7229 (auto 87229) | Mobile: 07729 445214

Floor 9R, Endeavour Square, Stratford, London E20 1JN | Email:

jasmitjabbal@tfl.gov.uk



Epping Forest District Council - Community Support Engagement Officer

Grant determination FSF-01022018 – EFDC.

The grant total was £41,970 which was used to recruit and employ 1 full time officer in a 12-month post. Funds were used for staff costs including on costs, contract management, mobile/ICT, safeguarding protections, general office expenses, training and travel.

Introduction, Aims & Specified Requirements for the Partnership:

The Community Support Engagement Officer (CSEO) was created to engage people in the community who required additional support and help to move forward in their lives.

The aim was to engage 250 residents to help them start a customer journey that would lead them towards the labour market. The new role acted as a conduit between key service providers, to improve resident engagement, targeting the hardest to reach and most isolated groups.

The post utilised multi agency partnerships and fostered new relationships with community partners. Data was combined across boundaries, within legislative tolerance. Residents were encouraged to move forward in line with their personal capability, whether this be towards employment, training, volunteering or towards a constructive relationship with a relevant service provider.

The project tackled current issues facing Epping Forest District, including the consequences of homelessness, anti-social behaviour, cuckooing, the expansion of county lines and support for those accessing drug and rehabilitation programmes. Rural isolation in the north of the district, domestic abuse and residents with complex needs are also an ongoing priority.

Experience and findings were drawn on from the successful partnership of the Community Safety Partnership Team and the Council from previous work they had completed.

Primary Success Indicators:

Engage 250 residents with the view of helping them start a customer journey

Demonstrate 50% Social Justice Outcomes i.e.

- Moving into work
- Moving closer to work
- Self-development, personal resilience

- More effective management of aspects of their lives, contributing to their vulnerabilities e.g. substance misuse
- Improved health and wellbeing
- Improved skills and employability
- Volunteering
- Securing or retaining housing
- Increased attendance at school for those families with school age children
- Prevention of sexual exploitation of young girls (particularly) and prevention of being engaged with gangs
- A reduction in offending behaviour.

Management

The CSEO role was developed by Caroline Wiggins, Service Manager-Community Resilience, EFDC, working in partnership with Lauren Kilbey, Customer Service Leader, Community Engagement, DWP.

Seoni Vasishtha was the successful candidate.

The CSEO was line managed by Adrian Petty from Epping Forest District Council, Adrian was responsible for the post holder and all human resources.

A DWP Contract Manager, Sarah Newham, oversaw the day to day running of the contract and planned in monthly data sharing meetings with the CSEO at Loughton Jobcentre Plus. A working relationship with the EFDC Line Manager was maintained. The DWP Contract Manager evaluated performance against the contract minimum requirements of 250 engagements and 125 starts on programme in a 12- month period. Meetings also consisted of discussions around the role and the progress the CSEO was making.

The CSEO had a DWP HEO, Dawn Fountain, as a point of contact within Loughton Jobcentre Plus. Desk space was also provided. The CSEO worked alongside the Jobcentre Plus work coaches to complement the customer/resident journey. Additionally, the CSEO conducted outreach in the community with stakeholders/partners and utilised the knowledge of the teams within EFDC and DWP.

Delivery

The post commenced on the 5th of September 2018 and completed on the 1st of September 2019. Resident engagement ceased in July 2019 due to unforeseen circumstances, at this point all target expectations had been exceeded.

The CSEO was proactive and fully understood the requirements of the post. Strong relationships with her EFDC line manager and the management team in Loughton JCP supported the successful delivery of the role. All parties were clear on the aims of the grant award and strived to deliver the objectives. The CSEO built a strong rapport with Jobcentre Plus colleagues and external stakeholders. The CSEO was very much part of the Loughton Jobcentre team. During the DWP monitoring visits I could see that the CSEO was respected by the coaches and they clearly valued her approachable, helpful and knowledgeable nature. In return the CSEO was very mindful of her role and how it was set up to complement the Jobcentre Plus offer and not there as an additional coaching role or to mirror the JCP work coach. The work coaches were extremely complimentary of the CSEO, Seoni. In my view the relationships established helped identify the most appropriate customers/residents and achieve the referrals required for the project.

The CSEO was very thorough when capturing performance and submitting the evidence to support the DWP Combined Monitoring and Claim Form (CMCF).

Monthly meetings with the DWP Contract Manager demonstrated a clear data sharing route. The CSEO ensured participating residents had signed a consent form and those that did not wish to sign were encouraged to do so at each intervention. Data was scanned into EFDC secure storage and will be kept for 2 years.

The CSEO was able to provide detailed feedback to the DWP Contract Manager about each referral. Both parties discussed and explore potential route-ways for the resident if the case was not progressing.

Performance

The CSEO exceeded the 250 engagement target stipulated in the Grant, achieving 264 engagements (105.6%)

264 residents were engaged with 129 residents accepting an offer of support.

The CSEO achieved 129 starts on the programme against the target of 125 residents (103.2%)

The Grant required that 50% of residents would achieve a social justice outcome. A social justice outcome will demonstrate movement towards a positive change, for example engaging with a GP, attending debt management meetings, contacting a mental health support group. 177 social justice outcomes were achieved (141.6%)

49 residents did not consent to data sharing however the CSEO supported those individuals, data was not able to be disclosed to DWP. Although they were counted in as part of the 129 participating residents.

The following performance breakdown details the categories of the 129 consented residents.

The 129 known residents consisted of the following groups.

- 75/129 (58%) Female
- 54/129 (42%) Male
- 23/129 (18%) Lone Parents
- 24/129 (19%) Disabled Person
- 18/129 (14%) Aged 50+
- 19/129 (15%) JSA 6 months +

80 consented residents were in receipt of the following welfare benefits:

- Carers Allowance (2)
- DLA (1)
- Employed (2)
- ESA (4)
- Income Support (5)
- JSA (18)
- Pension Credit (1)
- PIP (4)
- PIP and UC (2)
- State Pension (3)
- UC (35)
- UC and Carers Allowance (3)

No data was discussed with DWP for the 49 residents who did not consent to data sharing.

Residents sought support for the following categories:

- Homelessness
- Mental Health
- Ex Offender
- Social Isolation
- Temporary Accommodation
- Physical Health/Mobility
- Debt
- Domestic Violence
- Rent Arrears
- PTSD
- Caring Responsibilities
- Asperger's
- PIP
- Gang Related
- Suicidal Thoughts/Threats
- Lone Parent Support

- Housing Register
- Failed Habitual Residency Test
- UC
- Eviction
- ADHD
- Budgeting
- Social Housing Issues
- Bereavement
- Sanctions
- Anxiety/Stress/Depression
- DHP
- APA (Alternative Payment Arrangement)
- Learning Difficulties
- Autism
- Help with opening a bank account
- ID
- Council Tax Support
- Dementia
- Alcoholism
- Drug Addiction Support
- Safe Guarding
- Backdating UC

The variation of resident need was vast. The CSEO strived to ensure she sourced a portfolio of partners and stakeholders with whom she could consult.

These partners included: (this list is not exhaustive)

- DWP Visiting Service
- DWP PIP
- DWP Work Coaches
- DWP Employer Advisers
- DWP Prison Advisers
- EFDC Housing Team
- EFDC Community Safety Partnership
- Mind
- Therapy for You
- CAB
- Action for Family Carers
- Legal Services
- Food Bank
- Open Road
- Family Solutions
- Aspire
- Age UK
- Alzheimer's Society

- Cruse Bereavement Care
- Dementia Adventure
- Peabody

Relationships were also built with the CSEO equivalents across Essex District. Good practice was shared and knowledge drawn upon at quarterly network meetings.

The total cost of the project resulted in an underspend of the grant award.

Feedback and additional comments

Caroline Wiggins, Service Manager- Community Resilience.

There are a number of successes linked to this project.

- Since being approached to host a CSEO Post in Epping Forest the relationship between Loughton Job Centre and the Community Safety Team has improved immensely, they are now a key Community Safety Partner.
- Dawn Fountain now represents the DWP on the Board of the Community Safety Partnership
- Seoni was a brilliant ambassador not only for DWP but also for EFDC and improved partnership working across a number of agencies in the district.
- Seoni's new role within Compliance at EFDC ensures there is a legacy from her role as a CSEO

Sources

Application

Terms and Condition Grant Award letter dated 23.2.2018

Start-up meeting September 2018

Partnership Meetings

Monitoring Meeting

DWP

Sarah Newham DWP Contract Manager

Agenda Item 7

To all Managers

Dear Colleagues,

Information is being prepared for general distribution to all staff concerning the decant of the Civic Offices and the relocation of staff and councillors to other offices. The decant is being carried out on a phased basis. The first teams are due to move on 21 January with the planned processes completed at the very end of May.

Many offices will be relocated to the Conder Building but we are also moving staff into Homefield, Hemnall Street, Parsonage Court and Oakwood Hill. In some cases it is necessary to relocate staff already within those offices as we create space for other teams to move in.

Facilities has prepared a draft schedule of moving dates for staff. While there may be some changes to the detail, please share these dates with your staff and prepare them for the moves.

- Dispose of any unnecessary paperwork, files, furniture and equipment
- Pack up items to be moved
- Ensure all staff test mobile working equipment such as laptops, phones and other devices to iron out technical bugs

This last item is vital. We are moving from our current under occupation into a 7/10 desk ratio. Staff are to be encouraged to embrace new ways of working including working from home. Making sure the technology works in advance is therefore essential (see more on technology below).

HR is also producing new policy guidance to help you and your staff adapt to the new ways of working. Draft documents should be with you soon.

Facilities will assist you to make your moves with packing boxes and removal of unwanted items.

Decant programme

Team	Office Move		Planned moving dates	
	From	To	Start	End
Benefits Compliance	G50, G52, G54a	G53/57, G34/38	21-Jan-20	22-Jan-20
Electoral Services	1.20 / 1.22	Homefield House	TBC	TBC
Corporate Communications	1.12	Homefield House	TBC	TBC
Democratic Services	1.19	Homefield House	TBC	TBC
ICT (323 House)	G29-G41	G44, G52, G54a	30-Jan-20	31-Jan-20
Jeff Dixon, Peter Millward	2.42a, 2.42b	2.38 / 2.40	10-Feb-20	10-Feb-20
Economic Development	1.68	2.42a, 2.42b, 2.44, 2.46	12-Feb-20	14-Feb-20
Estates	1.67, 1.69	2.40 / 2.42	24-Feb-20	25-Feb-20
Planning Admin	2.35 / 2.37	2.38	04-Mar-20	04-Mar-20
Land Charges	1.50 / 1.52	2.38	05-Mar-20	05-Mar-20
Housing Grants	G23	G56	09-Mar-20	10-Mar-20

Legal Services (part)	1.58	1.56	18-Mar-20	18-Mar-20
Waste Management	2.15	1.62, 1.64	23-Mar-20	24-Mar-20
Internal Audit	1.72	1.58	26-Mar-20	27-Mar-20
Planning Policy, Local Plan	2.29, 2.31	2.33, 2.41 / 2.43	01-Apr-20	03-Apr-20
Planning	2.36	2.32 / 2.34	30-Mar-20	03-Apr-20
Environmental Health	2.11	G56a	07-Apr-20	08-Apr-20
Customer Team	2.18	1.50	14-Apr-20	17-Apr-20
Housing Assets	G23 & Parsonage Ct	Oakwood Hill Depot	27-Apr-20	01-May-20
Invoices & Finance Support	G02, 1.33, 2.13	2.35 - 2.39	30-Apr-20	05-May-20
People Team	1.26	2.29, 2.31	15-May-20	15-May-20
Accountancy	2.12	2.36	18-May-20	19-May-20
Housing Strategy, Housing Development, Home Ownership	G08, G16, G23	1.67, 1.72 - 1.76	22-May-20	29-May-20
Housing Management	G17	1.69 & Hemnall St	22-May-20	29-May-20
Housing Options	G18, G20	Hemnall St & Parsonage Ct	22-May-20	29-May-20

Copies of the floorplans for the Conder Building and Homefield are attached.

Contacts

We are working on a set of FAQs to help you answer detailed questions from your staff. You can also contact the following for specific advice:

Alison Girdiefski – Project Manager

Tom Ellwood (Facilities) – office move logistics

Jo Budden (People Team) – HR policies and guidance on New Ways of Working

Paula Tredgett – ICT

Technology Considerations

The rollout of MS Teams announced in December ([see District Lines](#)), is central to our New Ways of Working. We are concerned that some people still haven't had their laptops enabled for homeworking or tested to make sure they work properly from home.

We support remote working connections in three different ways

- Watchguard VPN (via wifi)
- Aerohive (hardware connected to home routers)
- Citrix Hub (via wifi) Note - Teams may not be currently available remotely via Citrix. Talk to ICT if you need alternative connection.

All our connection methods are simple to use but ICT will provide guidance notes to support staff.

Check that all your team members (especially those required to work from home) have

- had their laptops set up for home-based working, and
- have tested the capability recently.

If the answer to either of these is “No”, get an ICT service request raised ([link from the intranet](#)) as soon as possible.

Help us manage service requests by discouraging your staff from visiting ICT without an appointment. (as per recent District Lines).

Simulated Home Working

We have set up a BT test network in ICT (available by appointment) to simulate home working and make sure each laptop is properly configured. If there is sufficient demand, we will also hold some drop-in days.

Anyone who goes home without testing their connection first, will probably need to return their laptop to ICT to fix problems, wasting time and affecting productivity. Local problems such as wifi signal and broadband capacity are matters for individual staff and not something ICT can assist with.

Member Meetings

The Council Chamber and the Committee Rooms will remain available up to Annual Council on 21 May. After Annual Council, most member meetings will be in the ground floor Conference Room of the North Weald Control Tower. Plans South, Licensing and Local Councils Liaison will be held at Debden Park School Community Centre. Full Council meetings will be held at Waltham Abbey Town Hall.

Car Parking

There will be minimal impact on carparking during the decant for Civic Offices and Conder Building staff. While some parking bays will be lost, to accommodate temporary toilet blocks for staff and public use, and for our contractor’s vehicles and site set-up, there will also be fewer staff located on site with a consequent reduction in demand for spaces. However, ultimately there will be much less parking at the Civic Offices and it remains important to encourage your teams to reduce reliance on cars as much as possible through home working and alternative forms of transport.

Impact on Customers – Who should you tell

As managers you should consider any disruption to services or information useful to our customers, contractors and clients. Provide standard information to include within your correspondence, emails and in your customer service areas.

Ensure Customer Services is aware of any gaps or changes to your services.

Contact Corporate Communications for logos and branding information.

Regards

Georgina

Georgina Blakemore
Chief Executive

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Agenda Item 12

Chairman's Events January/February

Date	Event	Venue	Attending
Friday 17 January	ECC Civic Dinner	County Hall, Chelmsford	Chairman
Thursday 23 January	Holocaust Memorial Day Commemoration	East Herts Council, Hertford	Chairman
Friday 24 January	Holocaust Memorial Day Talk	Rochford District Council	Chairman
Saturday 25 January	Brentwood Council Charity Burns Night	Ingatestone Hall	Chairman
Monday 27 January	Holocaust Memorial Day Commemoration	EFD Museum	Chairman/Vice Chairman
Friday 7 February	Grand VIP Opening	Lambwood Heights Care Home, Chigwell	Chairman
Friday 7 February	Essex Wing Air Training Corps Presentation Evening	Anglia Ruskin University, Chelmsford	Chairman
Friday 14 February	Uttlesford Civic Dinner	Saffron Walden Town Hall	Chairman

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EPPING FOREST DISTRICT COUNCIL

Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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