



Overview & Scrutiny Committee Tuesday, 2nd February, 2021

You are invited to attend the next meeting of **Overview & Scrutiny Committee**, which will be held as a:

Virtual Meeting on Zoom
on **Tuesday, 2nd February, 2021**
at **7.00 pm**.

Georgina Blakemore
Chief Executive

**Democratic Services
Officer:**

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Members:

Councillors M Sartin (Chairman), R Jennings (Vice-Chairman), R Baldwin, P Bolton, L Burrows, D Dorrell, I Hadley, S Heather, J Lea, S Murray, D Plummer, S Rackham, P Stalker, D Stocker, D Sunger, J H Whitehouse and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND
SUBSTITUTE NOMINATION DEADLINE 18:00**

WEBCASTING NOTICE (VIRTUAL MEETINGS)

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

(Corporate Communications Manager) This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

The Chairman will read the following announcement:

“I would like to remind everyone present that this virtual meeting will be broadcast live to the internet (or filmed) and will be capable of subsequent repeated viewing (or other such use by third parties). Therefore, by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured then they should ensure that their video setting is turned off throughout the meeting and set to audio only.

Please be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 30)

To confirm the minutes of the meetings of the Committee held on 19 November 2020 and 7 January 2021.

5. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, Members are requested to pay particular attention to paragraph (11) of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before Overview & Scrutiny which relates to a decision of or action by another Committee or Sub-Committee of the Council, a Joint Committee or Joint Sub-Committee in which the Council is involved and of which the Councillor is also a Member.

Paragraph (11) of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council’s Constitution.

(a) Public Questions

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Constitution.

(b) Requests to address the Overview and Scrutiny Committee

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

7. EXECUTIVE DECISIONS - CALL-IN

To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

8. NORTH ESSEX PARKING PARTNERSHIP – SCRUTINY OF EXTERNAL ORGANISATION (Pages 31 - 32)

To undertake external scrutiny of the North Essex Parking Partnership (NEPP) with the Group Manager, Mr Richard Walker – please see attached report.

9. PEOPLE STRATEGY UPDATE (Pages 33 - 54)

A further update to the People Strategy was requested at the last Overview and Scrutiny meeting on 19 November 2020 – please see attached report.

10. ELECTIONS PLANNING PROGRESS REPORT (Pages 55 - 56)

To review the update on the Elections Planning process for the elections that are due to be held in May 2021.

11. CORPORATE PLAN KEY ACTION PLAN 2020/21 – QUARTER 3 CORPORATE PERFORMANCE REPORTING (Pages 57 - 68)

To review the exceptions for the quarter 3 Corporate performance report attached.

12. DISPOSAL OF HRA ASSETS (Pages 69 - 80)

To consider the attached report on the new policy on the disposal of small land sites and individual properties.

13. CO-OPTION OF INDEPENDENT MEMBER TO STRONGER COMMUNITIES SELECT COMMITTEE (Pages 81 - 82)

To consider the attached report regarding the proposed co-option of Mr W Marshall to the Stronger Communities Select Committee.

14. LOCAL HIGH STREETS TASK AND FINISH PANEL (Pages 83 - 86)

To consider the attached report, as it was agreed by the Overview and Scrutiny

Committee at the last meeting on 19 November 2020 to revisit the possible reconvening of the Task and Finish Panel.

15. QUARTER 3 BUDGET MONITORING REPORT 2020/21

To consider the quarter 3 Budget Monitoring report for 2020/21 (to follow).

16. CABINET BUSINESS (Pages 87 - 100)

Recommendation:

That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the overview and scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.

Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the overview and scrutiny work programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;
- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;
- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

The Executive's current programme of Key Decisions of 1 December 2020, is attached as an Appendix to this report.

17. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 101 - 106)

Progress towards the achievement of the work programme for the Overview and Scrutiny Committee is reviewed at each meeting.

(a) Current Work Programme

The current work programme for the Committee is attached as an appendix to this agenda.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

18. SELECT COMMITTEES - WORK PROGRAMME (Pages 107 - 114)

(Chairmen of the Select Committees) Article 6 (Overview and Scrutiny) of the Constitution requires that the chairmen of the select committees report to the meeting in regard to progress with the achievement of the current work programme for each select committee and on any recommendations for consideration by the Overview and Scrutiny Committee.

The current work programme for each select committee is attached as an appendix to this agenda.

19. EXCLUSION OF PUBLIC AND PRESS

Exclusion

(Team Manager - Democratic & Electoral Services) 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 | Exempt Information Paragraph Number |
|-----------------------|----------------|--|
| Nil | Nil | Nil |

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

(Team Manager - Democratic & Electoral Services) Article 17 - Access to Information, Procedure Rules of the Constitution 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 for four years after the date of the meeting one copy of each of the documents on the list of background papers.

EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

| | | | |
|---------------------------|---|--------------|----------------------------|
| Committee: | Overview & Scrutiny Committee | Date: | Thursday, 19 November 2020 |
| Place: | Virtual Meeting on Zoom | Time: | 7.00 - 10.25 pm |
| Members Present: | Councillors M Sartin (Chairman), R Jennings (Vice-Chairman) R Baldwin, P Bolton, L Burrows, D Dorrell, I Hadley, S Heather, J Lea, S Murray, D Plummer, P Stalker, D Sunger, J H Whitehouse and D Wixley | | |
| Other Councillors: | Councillors N Avey, R Bassett, C McCredie, A Patel, J Philip, C C Pond, C Whitbread, H Whitbread and J M Whitehouse | | |
| Apologies: | Councillors S Rackham, D Stocker, N Bedford and S Kane | | |
| Officers Present: | G Blakemore (Chief Executive), N Boateng (Service Manager (Legal) & Monitoring Officer), N Dawe (Chief Operating Officer), C Hartgrove (Interim Chief Finance Officer), P Maginnis (Service Director (Corporate Services)), V Messenger (Democratic Services Officer), S Mitchell (PR Website Editor), K Pabani (Chief Estates Officer), A Small (Strategic Director Corporate and 151 Officer), L Wade (Service Director (Strategy, Delivery & Performance)) and G Woodhall (Team Manager - Democratic & Electoral Services) | | |

48. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that this virtual meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

49. SUBSTITUTE MEMBERS

The Committee noted that no substitute Members had been appointed for this meeting.

50. MINUTES

RESOLVED:

That the minutes of the meeting held on 15 October 2020 be taken as read and signed by the Chairman as a correct record.

51. DECLARATIONS OF INTEREST

- (a) Pursuant to the Council's Members' Code of Conduct, Councillor R Bassett declared a non-pecuniary interest in the Executive Decisions – Call-in agenda item by virtue of being Chairman of the Business Stakeholder Group at New City College.
- (b) Pursuant to the Council's Members' Code of Conduct, Councillor R Jennings declared a non-pecuniary interest in the UK Innovation Corridor agenda item by virtue of being a longstanding close friend of the Director, Mr J McGill.

52. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted that no public questions or requests to address the meeting had been received.

53. UK INNOVATION CORRIDOR - SCRUTINY OF EXTERNAL ORGANISATION

The Overview and Scrutiny Committee agreed to bring forward this item at the meeting.

The Chairman, Councillor M Sartin, introduced from the UK Innovation Corridor, Director Dr J McGill, and Independent Business Chairman, Dr A Limb, as the Committee had requested an opportunity to undertake external scrutiny of this organisation. The Innovation Corridor's geographical area extended from north east London to Cambridge and Peterborough, and from Stevenage eastwards to beyond Stansted Airport. The local authorities that formed the Innovation Core included Epping Forest (a founder member), Broxbourne, East Hertfordshire, Harlow and Uttlesford district councils.

The Innovation Corridor had become the UK's most productive region and was home to 2.1 million jobs. A fifth of those people were employed in the 'knowledge economy' – ICT, life sciences, advanced manufacturing and engineering, transport and logistics. The main sectors for Epping Forest were construction, business services, public admin and health, but lower employment in the information, financial services, communications and R&D sectors.

How did the Innovation Corridor support the Council? It was a voice to Advocate, Broker and Co-ordinate – an ABC. It was a non-statutory, like-minded group and coalition of the willing that gave it a bigger voice to lobby national and London government and private investors for districts' ambitions, such as Harlow and Gilston and the Digital Innovation Zone (DIZ). The Innovation Corridor was a leading sci-tech region and was a collective corridor to England as a whole. It lobbied for infrastructure, rail, road and digital, and promoted the local economy but there were areas of deprivation. It helped to promote investment opportunities, such as those for the North Weald Airfield Masterplan. The London Stansted Cambridge Corridor was also referenced in the Council's Local Plan Submission Version (December 2017) in respect of employment needs across the functional economic market and the needs of the Council.

Councillor M Sartin asked why it had changed its name? Dr A Limb replied that while its former name the London – Stansted – Cambridge Consortium had identified its geographical location, the UK Innovation Corridor evidenced the importance of 'innovation' to match the scale of its ambitions, and no one else had claimed the name.

Councillor R Jennings asked what work had been done to promote skills and what was its support in this area? Dr A Limb replied that colleges within the Innovation Corridor were now collaborating more effectively as they had signed the Regional Skills Concordat to get investments into colleges and therefore, would have the skills going forward to retrain older workforce and provide the younger workforce with the skills it needed. Dr J McGill added that it was a fragmented system, but the Innovation Corridor was bringing colleges together, and as a collective would get more attention from the business sector.

Councillor S Murray was glad to hear about the work they were doing with colleges and that there was more collaboration, However, he had not seen much on their website about economic growth that could widen social inequality. How did they mitigate this effect? Dr J McGill replied that they recognised economic growth could widen social inequality and were trying to address this sizeable issue. Just as the first Covid-19 lockdown was starting, the Innovation Corridor had established a commission with City of London, Cambridge academics, the Cambridge and Peterborough Mayors to address these points. He would email this suggested policy document, "Covid-19: A recovery where no-one gets left behind", to the Democratic Services Manager, G Woodhall, after the meeting to distribute to members.

Councillor J M Whitehouse asked what was Innovation Corridor's contribution specifically to North Weald, Harlow and Gilston? Dr J McGill replied that they had started working with the District councils on Harlow and Gilston about five years ago and there had been a willingness to collaborate. The Local Plan Submission Version was a part of this. They promoted the Harlow Gilston Garden Town. They were aware of North Weald Airfield's importance for aviation use and housing and were keen to be involved in the Council's own NWA masterplan. The collective opportunities were there as they could promote it further to their London partners and on their website. Councillor J M Whitehouse asked what potentially stopped people investing here? Dr J McGill replied, uncertainty. Every uncertainty was an investment risk. Was there a planning process in place and was a development an investor was proposing being addressed by planning officers? Investors tried to minimise risk. The Innovation Corridor was an important asset for the UK, and by raising its profile was a corridor to the world. If it got the attention of a major developer with a host of other people attracted to the corridor because it met their specific requirements, the proposal would then get down to local authority level.

Councillor D Wixley asked how the Innovation Corridor was funded and were its employees full or part time? Dr A Limb replied that it was essentially funded by annual contributions from local authorities. Although modest, they could contribute in kind with their time, expertise and engagement. Private investors, developers and businesses would also sponsor initiatives. The Innovation Corridor would match private sector funding with local authority funding but did not receive government funding. It had a good governance structure. Innovation Corridor had a range of different authorities and focused on infrastructure planning/development and employment skills. Dr J McGill added that business sponsorship enabled it to organise an annual conference and visit trade shows. It was in the business of collaboration and received £30,000 sponsorship from Manchester Airports Group and the Greater London Authority. Uttlesford District Council was also a partnership member. The Business Skills Concordat had helped broker an agreement with the Mayors of London and Peterborough.

Councillor D Plummer asked about the Innovation Corridor's approach to carbon neutrality and reducing road traffic, and for businesses to be environmentally sustainable, as well as investment from environmentally sensitive sources in reference to it receiving sponsorship from the Manchester Airports Group. J McGill replied that it was very active on promoting more journeys by rail particularly on the West Anglia mainline. Airports were big producers of carbon emissions as was Manchester Airports Group, but most of the passenger journeys to and from Stansted Airport were by public transport. How much impact Covid-19 would have on changing working practices and on homeworking, only time would tell. The Innovation Corridor was a member organisation and quite a few of the local authorities had declared climate emergencies, so its agenda was shaped by its members.

The Chairman thanked J McGill and Dr A Limb for taking this opportunity to address the Committee as it was important for members to have heard what the Innovation Corridor was doing and present an overview of its work.

Resolved:

- (1) That appropriate external scrutiny of the UK Innovation Corridor on the effect of its work across Epping Forest District be noted; and
- (2) That the Democratic Services Manager circulate to all councillors after the meeting, the UK Innovation Corridor's suggested policy document "Covid-19: A recovery where no-one gets left behind".

54. EXECUTIVE DECISIONS - CALL-IN

Following the report (C-017-2020/21) to Cabinet on 14 September 2020 that approved New City College (formerly Epping Forest College) be granted a "variation to the covenants further to previous removal of restrictive covenants, in order to facilitate the College's plans for the site", the decision was called-in by Councillors C C Pond, H Kauffman, S Murray, C Roberts and D Roberts. An informal meeting was held on 7 October 2020 between the lead call-in Councillor, C C Pond, Councillor A Patel (Commercial and Regulatory Services Portfolio Holder) and the Overview and Scrutiny Committee Chairman, Councillor M Sartin, and Vice-Chairman, Councillor R Jennings and relevant officers.

At the informal meeting it was noted that the covenants ran with the land and with the successors entitled to the land. Officers agreed that the point made on the use of the land for community purposes and a Wellness Centre was valid and they could ask that the contract include a community benefit such as a Wellness Centre. The Legal Services Manager, N Boateng, would seek to tie this in with the contract. She would draw up documents in liaison with Councillors C C Pond and A Patel. Councillor C C Pond agreed if this could be arranged then it should satisfy most of the points his members had raised. The call-in was put on hold but, as the College had not been willing to reciprocate, the call-in had come back to Overview and Scrutiny for a decision, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution. As some members felt that the procedure had not been made clear in the agenda, a motion to defer this decision to another meeting was taken, but the motion was lost.

Councillor C C Pond explained that at the informal meeting on 7 October (as detailed above) they had been close to achieving an agreement. This had stemmed from ten years ago when the College had sold the land where a community sports centre had been located for an old people's home and benefitted financially. There had been negotiations between the College and Council officers to secure a replacement covenant for a sports centre and wellness centre, and grounds for the community. A 'side letter' between the Council and the College had allowed this to be carried out in perpetuity with the former owner of the College and the Council owed it to Loughton's citizens. Councillor C C Pond suggested this matter be referred to Cabinet to negotiate a new covenant to protect the land, as Essex County Council had stated that there was no requirement for the land to be used for education in which case the College could argue that the need for the covenant was redundant and apply to the Lands Tribunal to release the covenant. Councillor A Patel had consented to go along this route. However, there had been a delay after the informal meeting waiting for a response from the College. Councillor C C Pond hoped that with a little more time a suitable settlement could be achieved.

Councillor D Dorrell asked if the land was handed back to the College and it did something other than a wellness centre, could it do what it wanted with the land and would the Council have any recourse? The Legal Services Manager replied the 2019 Deed of Release with the College was for residential and a wellness centre.

Councillor D Wixley confirmed that he had a copy of the 'side letter' (proposed by former Councillor Wagland) that stated that both the public and College could use the land. It went back to 2009 in relation to another covenant over the demolition of Debden Sports Centre where a care home had since been built. He would like to see the College comply with this, as it was crucial that the public had access to this facility. The concern was with Luctons Field where half the land was earmarked for housing, could the remaining open space be protected and preserved, and confirmed legally? The Legal Services Manager replied that in the Deed of Release there was use for public and the definition of this was wider than a sports centre as it included other community activities. Councillor J Philip advised that as this was also one of the Local Plan sites, it was detailed in the Local Plan Submission Version (LPSV) how much land could be used and how much would be preserved to 2033. Councillor D Wixley commented that the land was reasonably well protected then. Councillor C C Pond replied that there was still one unresolved issue that the future of the remaining open space was protected in perpetuity and he did not believe the LPSV did specify this in detail. In so far as the release of covenants, this can be released but a new covenant was required to provide assurance for the community and was a matter for discussion between the respective lawyers to come to an agreement. A vote to refer the call-in matter to Cabinet for further discussion to protect the future of the land for the community was successful. Councillor J Philip asked for a follow-up report to be submitted to the Cabinet meeting on 3 December 2020. Councillors A Patel and C C Pond would have a further discussion and that Councillor A Patel would approach the College again.

Resolved:

- (1) That the recommendation be referred to Cabinet on 3 December 2020 over whether Epping Forest College be granted a variation to the covenants on the land further to previous removal of restrictive covenants, in order to facilitate the College's plans for the site.

55. CORPORATE PLAN KEY ACTION PLAN 2020/21 QUARTER 2 PROGRESS

This item, which had been deferred by Overview and Scrutiny on 15 October 2020, was current up until 30 September 2020. L Wade, Strategy, Delivery and Performance Director, summarised the key points in the report, which included an internal officer governance structure that had been established to focus on the delivery of the Corporate programmes aligned to the Stronger ambition objectives. This would strengthen governance and internal decision-making, as the programmes would be led by a director enabling corporate performance management to be aligned with individual performance management. All projects would be aligned under one of the three Stronger select agendas.

There were three exceptions under the Corporate plan programmes scope and performance measuring report. These were:

- Telecare offering project;
- ICT restructure delayed by Covid-19; and
- Local Plan due to Inspector's capacity to digest main modifications' (MMs) submissions.

Under Town Centre development, Councillor D Wixley queried what was meant by 'barriers' in the feasibility study that set out opportunities and remedies for barriers in relation to high streets in Waltham Abbey, Ongar, Loughton, Buckhurst Hill and Epping. N Dawe, Chief Operating Officer, replied that there were no specific barriers, but this was part of the high streets' reviews and making high streets safe. The draft paper for Waltham Abbey had identified 28 points to help raise the barriers, e.g. street furniture. Councillor D Wixley was specifically interested in Loughton but would like to know the barriers for each high street. The Chief Operating Officer agreed to apprise Councillor D Wixley of the barriers identified thus far for each town centre to help make them safe.

Councillor J H Whitehouse said that the report was interesting and informative but asked why under the select committees' corporate programmes of work, Stronger Place had more than either Stronger Communities or Stronger Council because it was unbalanced? G Blakemore, Chief Executive, replied that select committee scrutiny was driven by members, not officer driven, and suggested that this was followed up by the scrutiny chairmen and vice-chairmen at their next Joint Meeting in January 2021. Councillor J H Whitehouse reminded the Committee that it was agreed that any Housing policies would go to Overview and Scrutiny Committee before they went to Cabinet. Options would show the level of delay provided. There were summaries in each sector that highlighted any exceptions.

Resolved:

- (1) That the Committee noted the internal governance that has been established to manage and deliver the programmes of work aligned to the Stronger council ambitions in 2020/21;
- (2) That the Committee noted the programme of work aligned to the Stronger select ambitions;
- (3) That the Committee noted the scope of the corporate programme of work and associated benefits in 20/21 which will be used to baseline Corporate performance management;
- (4) That the Committee agreed on the scope of reporting for Overview and Scrutiny in 2020/21 such that:
 - (a) Detailed progress on programmes of work and project level would be scrutinised by Stronger Council; and
 - (b) Overview and Scrutiny Committee would receive summaries and scrutinise any exceptions.
- (5) That the committee reviewed the report in relation to the performance of the programme of work for 2020/21 and noted the following exceptions at red status:
 - (a) Telecare offering project: Due to delay in cessation of service following withdrawal of ECC tender. Milestones would be re-baselined in quarter 3.
 - (b) ICT Restructure – due to delay in completion of the restructure.
 - (c) Local Plan – due to delay in the review of main modifications document as a result of inspectors limited capacity to review.
- (6) That the committee reviewed the performance of quarters 1 and quarter of the KPIs that were previously used in 2019/20 and noted those KPIs that had not been reported; and

- (7) That the committee reviewed the recommended KPIs below and agreed these 16 KPIs for 2020/21:

| Service | Recommended KPIs |
|---|---|
| 1 Customer services | Overall Customer Satisfaction |
| 2 Customer services | First point resolution |
| 3 Customer services | Complaints resolved within SLA |
| 4 Community Health and Wellbeing | Increased participation in community, physical or cultural activity |
| 5 Community Health and Wellbeing | Major works voids |
| 6 Community Health and Wellbeing | Total number of households in TA |
| 7 Community Health and Wellbeing | No of homelessness approaches |
| 8 Housing Management | Rent arrears |
| 9 Planning and development | % applications determined within agreed timelines |
| 10 Planning Policy | Housing Delivery Test progress |
| 11 Leisure Management | Leisure facility usage |
| 12 Waste Management | Household Recycling level |
| 13 Waste Management | Reduction in household waste |
| 14 People Team | (TBC) % of Employee Leavers |
| 15 People Team | Diversity and Inclusion |
| 16 Sustainability Travel/Climate Change | Currently reviewing appropriate KPI |

56. ACCOMMODATION UPDATE

The Strategy, Delivery and Performance Director's report covered progress on the accommodation programme until 16 October 2020. Works had been progressing well and had reached a critical stage of the project, in confirming the design and the fixtures and fittings. The contract continued to be within budget, and a positive variance of £91,806 was being forecast. A Members briefing had been held on 16 November 2020 where plans, layouts and more information around the delivery of the programme had been shared.

Councillor S Murray had attended the informative briefing but was concerned the loop system would not be very extensive and restricted to part of the building. As the whole of the civic offices were being refurbished the loop system should be as extensive as possible. He had raised this at the briefing and was awaiting a response from officers on this.

Councillor J H Whitehouse asked for more information about the civic arrangements for the Chairman and where would functions be going to take place as the Leader and Chairman would share an office? The Strategy, Delivery and Performance Director replied that in addition to the collaboration area (previously the Members area) there would be an extensive space on the ground floor for larger events which could also be divided up into smaller areas. The decision had also been made for the Leader and the Chairman to share an office. Councillor M Sartin commented that the reality of the situation when the Leader and the Chairman had separate rooms was that they were not being used sufficiently.

Resolved:

- (1) That the Committee noted the summary of progress on the Accommodation Programme as at 16 October 2020.

57. PEOPLE STRATEGY

P Maginnis, Service Director (Corporate Services), provided a further update to the report made to Overview and Scrutiny Committee's October meeting in relation to the workstream – creating a culture of engagement and wellbeing. A new Employee Assistance Programme (EAP), known to employees as Perkbox had been launched on 1 September 2020. The platform enabled employees to access online counselling, financial and legal support and discounts from major retailers. As part of this platform there was also an integrated wellbeing platform that provided easy online access to mental and physical wellness programmes. As part of this platform employees also had access to Perkbox Medical, 24/7 access to online GPs. A free learning platform hosted by Magpie also offered employees further personal development opportunities. Officers had already used its functionality in a recent survey of employees.

Councillor S Murray was interested in the results of the survey and asked if the Service Director could provide a report on the survey's findings and the uptake of Perkbox by employees at the Committee's next meeting in February 2021, which was agreed.

Resolved:

- (1) That the report be noted; and
- (2) That a report on the uptake of Perkbox by employees and the survey's findings be reported to the next meeting of the Overview and Scrutiny Committee on 2 February 2021.

58. BUDGET MONITORING REPORT QUARTER 2

C Hartgrove, Finance Consultant, explained that the Budget Monitoring Report was usually reported to the Stronger Council Select Committee but as its next meeting was in January 2021, the Chairman had agreed it was more timely for the quarter 2 report to come before this Committee tonight.

This report dealt with the 2020/21 General Fund revenue and capital positions, as at 30 September 2020 (quarter 2) and provided an update on the quarter 2 capital position for the Housing Revenue Account (HRA). The revenue elements of the HRA were currently under review, with detailed projections being developed for the quarter 3 stage for consideration by members. This would include an update on progress against the Council's adopted 30-year HRA Business Plan. In terms of General Fund revenue expenditure at quarter 2, a budget over spend of £1.944 million was forecast, with projected net expenditure of £19.118 million against an overall budget provision of £17.174 million. The General Fund revenue position for 2020/21, at quarter 2 was summarised by service area in Appendix A of the agenda report.

Covid-19 had made a massive impact on the General Fund revenue position most notably on:

- Leisure facilities (c. £2.8 million)
- Qualis income (c. 2.1 million)
- Car parking (c. 1.01 million)
- Development Control (c. £0.67 million)

On a positive note the Government had been generally supportive of the financial challenge facing local authorities. £1.947 million in general un-ringfenced funding had already been provided, along with further support through an income loss

compensation scheme, which was forecast to rise to £1.875 million by the year end. This amounted to a combined funding of circa £3.8 million.

The General Fund Capital Programme for 2020/21 at service level as at 30 September 2020 was detailed in Appendix B of the agenda report. Spending in the first 6 months had been £1.4 million, with a forecast outturn of £17.34 million and, if this happened, would lead to a small net underspend of £0.094 million.

The Housing Revenue Account (HRA) Capital Programme for 2020/21 as at 30 September 2020 (detailed in Appendix C) showed the programme budget totalled £25.313 million. Spending in the first 6 months had been £6.369 million, with a forecast outturn of £18.427 million, and if this happened, would lead to an underspend of £6.886 million. The dominating factor on the HRA Capital Programme for 2020/21 had been Housing Development, with a net underspend of £6.742 million forecast for the year end at the quarter 2 stage.

Councillor S Murray said to the Finance and Economic Development Portfolio Holder, Councillor J Philip, that what happened this financial year had a potential impact on the next financial year, and would there be a Council Tax increase and were non-core services under threat? Councillor J Philip replied that a report (C-040-2020/21 – Medium Term-Financial Plan Development and Scene Setting) to Cabinet on 16 November 2020 allowed £4 million in next year's budget to minimise this. Council Tax could increase by £5 a year for a Band D property but the Council would keep any Council Tax increase as low as possible for its residents.

Resolved:

- (1) That the General Fund revenue position at the end of Quarter 2 (30th September 2020) for 2020/21, including actions being or proposed to improve the position, where significant variances have been identified, be noted (Appendix A);
- (2) That the General Fund capital position at the end of Quarter 2 (30 September 2020) for 2020/21 be noted (Appendix B); and
- (3) That the Housing Revenue Account capital position at the end of Quarter 2 (30 September 2020) for 2020/21 be noted (Appendix C).

59. CABINET BUSINESS

Cabinet's Key Decision List updated to the 17 November 2020 was scrutinised by the Committee and the following points were raised.

There were issues raised with the portfolios of the Leader, Finance and Economic Development, Commercial and Regulatory Services, Customer and Corporate Support Services, and Planning and Sustainability.

- (a) Environmental and Technical Services (Councillor N Avey)

Waste and recycling

Councillor S Murray remarked that the review of waste and recycling should involve the fullest of public consultations, as this was the most essential service and the Council did not want to get it wrong. On the transfer of services to Qualis, he would be looking at the business case very carefully as he felt there was a little bit of ideology on this from members. Councillor N Avey replied that the business case was

most important, absolutely not ideology, and he assured members he would have to be satisfied with the business case before considering the transfer of a service to Qualis. In respect of the waste contract, there would be lots of details in future on this as it was an exceptionally important contract.

Councillor M Sartin continued that Councillor Murray had asked if there would be consultations of this, would this be a public consultation, or would it also depend on the review? Councillor Avey replied that it would likely depend on the review and lots of waste guidance from the Government was changing how local authorities would have to deal with waste. If there was a chance for a public consultation with residents, the Council would obviously take this opportunity.

Councillor J H Whitehouse asked when would there be another meeting of the Waste Management Task and Finish Panel to review the third wheelie bin? Councillor N Avey replied that he would check with officers as a meeting had not been scheduled but he believed the Council was waiting for recommendations from the Government on the separation of food waste and would let the Councillor know after the meeting. Councillor M Sartin said it was her understanding that the Task and Finish Panel would be reconvened in the future when the Government had progressed/finished its consultations and further guidance was issued.

(Post meeting update: J Warwick (Contracts Service Manager) advised that the Council was waiting for the Government's waste proposals due sometime next year, so it would make sense to put this on hold. The report C-047-2020/21, Strategic Options for Waste Management Contract, was approved by Cabinet on 3 December 2020 to engage consultants regarding the waste contract review. When the review was completed, if it contained any significant service changes/options, or if the Government announced any changes, members might want to set up the Task and Finish Panel).

(b) Housing and Community (Councillor H Whitbread)

Review of service charges

Councillor J H Whitehouse remarked that the review of fees and charges used to come to scrutiny, would they do so in future? Councillor H Whitbread replied that she would confirm this with officers, but it was up to members to choose what to scrutinise. Any new policies should go through scrutiny.

Councillor S Murray emphasised that any significant charges should be phased in for tenants over a number of years and he would look forward to reading this report, and when would the report on the new policy that outlined how the Council should be disposing of RTB receipts go to Cabinet? Councillor H Whitbread replied that the Council would take the fairest approach on services charges and that a decision on the RTB receipts report would be made by Cabinet in the new year.

(Post meeting update: D Fenton (HRA Project Director) advised that the report on RTB Buying Street Properties would go to Cabinet on 21 January 2021.)

Resolved:

- (1) That the Committee reviewed the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the overview and scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.

60. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME**(a) Current Work Programme**

The Democratic and Electoral Services Manager introduced the work programme, but members did not raise any issues.

(b) Reserve Programme

The Democratic and Electoral Services Manager introduced the items in the reserve programme, but members did not raise any issues.

Resolved:

- (1) That the current Overview and Scrutiny work programme for 2020/21 be noted; and
- (2) That the current reserve programme be noted.

61. SELECT COMMITTEES - WORK PROGRAMME

The Committee considered the current work programmes for the three select committees.

(a) Stronger Communities Select Committee

Councillor D Sunger reported that the select committee was looking forward to the District Police Commander coming in January 2021. In relation to monitoring homelessness in the District, a progress report on how the Council has been helping those individuals sleeping rough within the District was due in January. Officers were working to distribute Universal Credit and the furlough scheme had been extended. The community GROW project in Loughton was a good achievement.

Councillor J H Whitehouse requested that the Epping Forest District Museum be added to the work programme. There was some interesting work being done on the museum collections, as detailed in the report on Overview and Scrutiny – Corporate Programme Governance and Reporting by the Strategy, Delivery and Performance Director. Councillor D Sunger agreed for this to be added to the work programme.

(b) Stronger Council Select Committee

Councillor P Bolton reported that the combination strategy was going ahead. Also, the current financial situation was very unpredictable.

Councillor S Murray commented that as this select committee scrutinised the business case, could it scrutinise the transfer of business services to Qualis? The transfer of a service was very significant, and he could not see Qualis giving back a service once it had been transferred. How would scrutiny be undertaken and what would be the best way to scrutinise the transfer of a business service to Qualis, which he thought members should be doing? The Strategic Director, A Small, replied that it depended on which service was being transferred, as to which select committee scrutinised it.

(c) Stronger Place Select Committee

As Councillor R Bassett had left the meeting, Councillor M Sartin stated that the work programme was as detailed in the agenda.

Councillor S Murray complimented Cllr Bassett on being a good select committee Chairman for Stronger Place, which was noted.

Resolved:

- (1) That the Committee noted the work programmes of the three select committees;
- (2) That Epping Forest District Museum, with regards to the ongoing work on its collections, be added to the Communities Select Committee work programme;
- (3) That scrutiny be undertaken by the relevant select committee when a service transferred to Qualis; and
- (4) That it be noted that Councillor S Murray complimented Councillor R Bassett on being a good Chairman of Stronger Place Select Committee.

62. LOCAL HIGH STREETS TASK AND FINISH PANEL

The Chief Operating Officer, N Dawe, said that the Local High Streets Task and Finish Panel had been established a year ago but was suspended after the first meeting on 24 February 2020 because of the Covid-19 pandemic and lockdown. Making high streets safer, in addition to the economic recovery and social wellbeing focus was being reported back to Cabinet and there would be other reports coming forward. The Policy Advisory Group under the Commercial and Regulatory Services Portfolio Holder, Councillor A Patel, oversaw Covid-19 work on the high streets, the degree and nature of the economic recovery and some other items.

In view of the progress being made with the post Covid-19 town centre projects, the Committee was being asked if it should reconvene the Task and Finish Panel as per its existing terms of reference; or should it recommence its activities but alter its terms of reference and mode of operation; or should the Panel cease and members involvement and oversight of the High Street projects needed to be addressed differently.

Councillor D Wixley asked if the membership of the Panel could be clarified after the meeting.

(Post meeting update: The membership of the Local High Streets Task and Finish Panel comprised Councillors J Share-Bernia (Chairman), R Jennings, J Jennings, H Kane, H Kauffman, P Keska, D Plummer, S Rackham, C Roberts, D Stocker and J H Whitehouse).

The following councillors supported the recommending of the Panel:

Councillor J H Whitehouse said she was a Panel member and she agreed with N Dawe that things had changed since they last met. It was up to the Panel to see what had changed and the terms of reference could also be changed. As the Policy Advisory Group (PAG) did not publish any minutes, members were not always aware

of the work it was doing, and it had a wider remit than the Panel. The Councillor recommended that a further meeting should take place and could report back to Overview and Scrutiny on how the Panel thought it should move forward.

Councillors S Murray and D Plummer thought that the Panel should recommence and re-look at its terms of reference to see if any changes were necessary.

Councillor A Patel said that the PAG was looking at the revival of high streets and its work had superseded that of the Task and Finish Panel's. He was keen to avoid officers having to duplicate work and reporting, and that the PAG was better placed to take this work forward.

Councillor M Sartin disagreed as the PAG looked at broader issues and was not open to scrutiny and therefore, she could see the value of the Task and Finish Panel having one more meeting.

Councillor C Whitbread, the Leader, emphasised that officers were under pressure to write reports and he did not want duplication of officer time. He asked the scrutiny members to bear with the Executive and postpone the reconvening of the Task and Finish Panel at the moment. The Council needed to get through the Covid-19 recovery and then the Task and Finish Panel could come back and look at high street viability etc.

Councillors Sartin and Murray agreed with the Leader's comments and understood the situation and that officer time was under more pressure during this coronavirus crisis.

Councillor J H Whitehouse asked when would the Panel be reconvened? Councillor M Sartin agreed that this item would be revisited at the next meeting on 2 February 2021.

Resolved:

- (1) That the reconvening of the Local High Streets Task and Finish Panel would be revisited at the next Overview and Scrutiny Committee on 2 February 2021.

63. ANY OTHER BUSINESS

(a) Stronger Place Select Committee – Appointment of Chairman (and possibly Vice-Chairman)

G Woodhall, Democratic and Electoral Services Manager, reported that the current Chairman of the Stronger Place Select Committee, Councillor R Bassett, had resigned as Chairman of the Select Committee, but he intended to remain as a member of the Committee. Therefore, a new Chairman and possibly Vice-Chairman needed to be appointed for the remainder of the municipal year by the Overview and Scrutiny Committee.

The Conservative members proposed and seconded Councillor S Heather as the new Chairman while the Loughton Residents Association members proposed and seconded Councillor J Jennings for this position. The result of the vote was for the current Vice-Chairman Councillor S Heather to become Chairman.

A second vote for the Vice-Chairmanship saw the Conservative members propose and second Councillor R Morgan, while the Loughton Residents Association

members proposed and seconded Councillor J Jennings. The result of the vote was for Councillor R Morgan to become the new Vice-Chairman.

Resolved:

- (1) That the resignation of Councillor R Bassett as Chairman of the current Chairman of the Stronger Place Select Committee, be noted;
- (2) That the Committee appointed Councillor S Heather to the position of Chairman of the Stronger Place Select Committee for the remainder of the 2020/21 municipal year; and
- (3) That the Committee appointed Councillor R Morgan to the position of Vice-Chairman of the Stronger Place Select Committee for the remainder of the 2020/21 municipal year.

64. EXCLUSION OF PUBLIC AND PRESS

The Committee noted that there was no business which necessitated the exclusion of the public and press from the meeting.

CHAIRMAN

EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

| | | | |
|---------------------------|--|--------------|--------------------------|
| Committee: | Overview & Scrutiny Committee | Date: | Thursday, 7 January 2021 |
| Place: | Virtual Meeting on Zoom | Time: | 7.00 - 8.55 pm |
| Members Present: | Councillors M Sartin (Chairman), R Jennings (Vice-Chairman), R Baldwin, P Bolton, L Burrows, D Dorrell, I Hadley, S Heather, J Lea, S Murray, C McCredie, S Neville, S Rackham, P Stalker, D Stocker, D Sunger and D Wixley | | |
| Other Councillors: | Councillors N Avey, R Bassett, N Bedford, R Brookes, S Heap, H Kauffman, J Leppert, R Morgan, J McIvor, M Owen, A Patel, J Philip, C C Pond, C P Pond, J Share-Bernia, B Vaz, C Whitbread and H Whitbread | | |
| Apologies: | Councillors D Plummer, J H Whitehouse and S Kane | | |
| Officers Present: | G Blakemore (Chief Executive), A Blom-Cooper (Interim Assistant Director (Planning Policy)), N Boateng (Service Manager (Legal) & Monitoring Officer), T Carne (Corporate Communications Team Manager), N Dawe (Chief Operating Officer), S Kits (Lead Corporate Communications Officer - People), J Leither (Democratic Services Officer), V Messenger (Democratic Services Officer), N Richardson (Service Director (Planning Services)) and G Woodhall (Team Manager - Democratic & Electoral Services) | | |
| By invitation: | J Maurici QC, Dr J Riley (AECOM) and Dr H Venfield (AECOM) | | |

65. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

66. SUBSTITUTE MEMBERS

The Committee noted that Councillor C McCredie had been appointed as a substitute for Councillor J H Whitehouse and Councillor S Neville had been appointed as a substitute for Councillor D Plummer.

67. DECLARATIONS OF INTEREST

- (a) Pursuant to the Council's Members' Code of Conduct, Councillor S Murray declared a non-pecuniary, non-prejudicial interest in item 5, Executive Decisions – Call-in, as he was a member and an officially appointed ambassador of the Epping Forest Heritage Trust, which was a successor organisation to the Epping Forest Centenary Trust and the Friends of Epping Forest. The Councillor had determined that he would remain in the meeting and vote as he was a member of the Overview and Scrutiny Committee.
- (b) Pursuant to the Council's Members' Code of Conduct, Councillor D Wixley declared a non-pecuniary, non-prejudicial interest in item 5, Executive Decisions – Call-in, as he was a member of the Epping Forest Heritage Trust, as he had an interest in the Forest. The Councillor was not representing any views of the Trust, indeed he did not know if they had a view on this item. The

Councillor had determined that he would remain in the meeting and vote as was a member of the Overview and Scrutiny Committee.

- (c) Pursuant to the Council's Members' Code of Conduct, Councillor H Kauffman declared a non-pecuniary, non-prejudicial interest in item 5, Executive Decisions – Call-in, as he was a non-Executive Board Member of Qualis and would remain in the meeting.

68. EXECUTIVE DECISIONS - CALL-IN

The Chairman announced that J Maurici, the Council's appointed Counsel, and AECOM representatives, J Riley and H Venfield, of the appointed HRA and air quality consultants were in attendance at this meeting.

The procedure for the call-in by the Overview and Scrutiny Committee was detailed on page 5 of the agenda. Normally five signatories accompanied a call-in but, on this occasion, there had been seven signatories. The Chairman proposed that the non-committee signatories be offered the opportunity to speak as the other councillors were members of the Committee. Councillor C P Pond said that she would withdraw her right to speak to help facilitate this.

(a) Lead signatory to the call-in regarding his concerns

Councillor C C Pond, the lead member of the call-in, explained why Portfolio Holder Decision (PFH) PLS-003 (2020/21) on the adoption of the Interim Air Quality Mitigation Strategy had been called-in by himself and Councillors D J Wixley, C P Pond, S Neville, D Plummer, S A Heap and H Kauffman.

At the informal meeting held on 24 December 2020, he referred to Councillor N Bedford's remark that there were some 140 outstanding planning applications. Assuming these applications represented differing numbers of houses, this could amount to 700 extra dwellings, which could be authorised under this PFH decision. Also, taking an average of 1.5 vehicles per dwelling into consideration, this could possibly mean 1,000 extra vehicles within four miles of the Epping Forest SAC. The Council could not rely on something which might or might not happen. Air quality was a total concept. As well as the oxides of nitrogen, ammonia and ozone, particulates were also included especially from old diesel vehicles that left a sticky residue on foliage and on our lungs. No mention of this in the research was included in the decision.

The imposition of a charge to drive a vehicle in the Forest was not in the Council's gift. It might or might not be feasible to issue a CAZ, it might require Essex County Council Highways' encouragement, or it might require a private Act of Parliament to establish a CAZ. The Council could not rely on the imposition of a CAZ, as a lot of residents could be against it. He had been advised that it would have been premature to call-in the decision (on the approach to managing the effects of air pollution on the Epping Forest Special Area of Conservation (SAC)) made by Cabinet on 20 July 2020, as there was much to be decided later in the report. It had also been expected there would be further consultation before this PFH Decision had been published. Either a CAZ was deliverable under the Council's powers or this was just window dressing to either hoodwink the public or delude the Local Plan Inspector, the Conservators and Natural England. He had also checked with the Conservators of Epping Forest. This remained premature because of the adverse effects on the SAC as the mechanisms were not embedded in Local Plan policies. It could not be assumed to be deliverable and therefore, it would be improper for planning decisions to be taken on something so loose. Natural England had said this

might be a way forward if it was embedded in the Local Plan, but it was not embedded yet. The Inspector had also been informed. If it was in a CAZ, it would have been in place and fully examined by the main modifications (MMs). However, the Council had not discussed the practical difficulties of charging systems or consulted with residents and because much was unknown in this PFH decision, that was why the decision had been challenged. Also, in the Next planning application consideration before Christmas, there had been lots of objections from Waltham Forest Council to the application because of the extra burden on roads in its borough. It was likely there would probably be objection to this CAZ as people would divert around Epping Forest District to travel on another road to avoid paying a clean air tax.

(b) Portfolio Holder response

This was to follow after (c).

(c) Remaining signatories regarding their support of the call-in

Councillor D Wixley said he was concerned by the issue he and Councillor J H Whitehouse had raised at Cabinet in July 2020 about the retrofitting of charging points for electric vehicles. This was in respect of where there was an established house that did not have provision for off street parking and therefore, would not have an off-street charging point. This had arisen from a resident who had wanted to buy an electric vehicle but would not have had anywhere to charge it. There had been little information on this in the report except in the Cabinet minutes of 20 July 2020 that a future report would come before Cabinet. There was not much on this in the draft mitigation policy but if there had been a member briefing, this issue could have been raised before the final draft mitigation policy. There was a case for having a member briefing and if that meant going back to a full Council meeting, he was in support of the call-in.

Councillor S Neville said that it was not for the Council to decide on a CAZ. A central part of the mitigation strategy was required to be explicitly put into the Local Plan through MMs. The Inspector had yet to agree to the Local Plan and could decide that it was not robust enough. A CAZ would also need to be consented to by the Government. Not many charging CAZs had been consented to by residents in those areas. Particulates had only been mentioned in passing which was a glaring omission as they were very harmful to people and plant life. What work and what monitoring had been done on this? Therefore, as he did not think it was robust enough, he had called in the PFH decision, which was allowed under the Constitution.

Councillor S Heap remarked that the 'call-in' councillors had been charged with delaying building projects. He thought this was unfair as the councillors were acting within the Constitution and therefore, the press release had been biased. It was not their choice but was the choice of the Portfolio Holder. At the informal meeting in December 2020, the Portfolio Holder had said that the Council's Counsel had not given consent for the advice to be shared regarding what was asked and by whom, which is odd because there could not be any commercial interest involved. If the strategy was to be accepted, all permissions would be given. It seems clear that to have to say, yes, to this strategy to release permissions for large developments, would risk big problems later. Some developers might start but, when the strategy started in 2024, if the Inspector made any changes, over or under payments would become tricky. The Cabinet could decide that some £3,000 was lodged in escrow to await a decision and both parties could agree to divvy up at a later time, but the sums in the report were woefully short given the traffic impact on the SAC. There were

things missing from the report. These included particulate matter from tyre degradation and brake dust, as 65% of the particulate problem came from brake pads. These particulates were very small and hard to measure. Ozone was produced by burning fossil fuels, but the report did not show the ozone levels in the seasons, which would be higher in summer (page 38 of the agenda). Cyclists were being encouraged to use the roads, but the Council had no idea what the ozone levels were. HGVs made up 2% of the District's road fleet, but each 38-tonne HGV could cause 17,000 cars-worth of damage to road surfaces and caused more road pollution especially from particulates. The Transport Act 2000 section 163 stated that a CAZ could only be set up by a charging authority (county council or unitary authority). A CAZ could only be implemented after a consultation and provided it appeared desirable for purposes directly or indirectly to facilitate the achievements of policies in the local authority's transport plan. The Essex Transport Plan of 2011 did not include CAZs. The projected cost of a CAZ was £2.5 million. There was no indication of how many automatic recognition points would be needed, 30 perhaps, or of what the CAZ charges would be to residents within the CAZ. There have been rumours of the Council merging with Uttlesford, Harlow and Brentwood in 2024 and the strategy was not due to be implemented until 2024. He thought members had had insufficient time to consider the report and members were being pressed to accept it by the Planning Policy and Implementation Team. Three years and 60 modifications later the Local Plan had still not been accepted.

Councillor H Kauffman said that this issue was fundamental to the health and wellbeing of residents, and the Forest, which made up 90% of our District, and was massively suffering. The issue could have been dealt with in a more transparent way by those involved. He was shocked that the Council had legal advice, but elected councillors had not been allowed to see it. It seemed the solution was to bring in a CAZ by 2024 but the Council did not have the ability to do this by itself. The Council had worked hard to get a Local Plan, but the Inspector was bound to have an opinion on a CAZ. The vast majority of residents would not want CAZ charges to drive in the District. The call-in councillors had taken their own legal advice and he supported Councillor C C Pond. Members were being asked to make a decision but could not see the advice, which was unusual.

(d) Portfolio Holder response

Councillor N Bedford, Planning and Sustainability Portfolio Holder, replied that a lot of concerns had been raised by fellow councillors at this meeting. Councillor C C Pond had talked about the number of outstanding applications. However, he had spoken to the Planning Services Director, N Richardson, and there were 372 developments from 143 applications in abeyance, but these would be subject to further scrutiny before they were approved. Regarding it not being in the Council's gift to implement a CAZ, the Council had to start somewhere and had to look at the mitigating effects of air pollution on the Forest. This had been looked at by Natural England but going forward this was a solution to the Holohan judgement raised by Councillor C C Pond. It was also a way of looking at the Habitats Regulations Assessment in the Forest. As most of the other points raised by the call-in councillors specifically required a response from the Council's technical experts, he would hand this over to the Interim Assistant Director (Planning Policy and Implementation Team), A Blom-Cooper. He thanked the councillors for compiling constructive criticism, but they almost seemed anti-development in some respect. However, he supported Councillor Kauffman's concerns for the health and wellbeing of residents because this was exactly why this assessment had been carried out.

A Blom-Cooper explained that the report on the adoption of the Interim Air Quality Mitigation Strategy had gone to Cabinet on 20 July 2020 and delegated the decision

of the finalisation of the mitigation strategy to the Portfolio Holder. On 10 December 2020, the letter from Natural England had advised the Council that the Interim Air Quality Mitigation Strategy was a sound strategy for the purposes of avoiding and mitigating air quality impacts on Epping Forest SAC that would result from plan led development. The Local Plan Implementation Team had remodelled since the public hearings in August 2019 and what had been modelled took account of the changes in the MMs that the Inspector had requested. Each planning application submitted would require a project-level Habitats Regulations Assessment to show its impact on the Forest. The assessment process was detailed in appendix 2 of the PFH report. A transport planner was working in the team to do the initial assessments. Natural England had stated that the Council must adopt the mitigation strategy before the adoption of the Local Plan. The mitigation measures framework for delivery (appendix 3) was detailed in the report (page 47 of the agenda). The introduction of the CAZ would commence and be modelled from September 2025. A timetable and actions for the implementation of the CAZ were also detailed in the agenda (page 48), which would begin with the establishment of a core working group in January 2021. The development and implementation of the CAZ would require significant monitoring and analysis of the evidence base. The Conservators of Epping Forest and Natural England had worked with the Council since Cabinet in July 2020. The Air Quality Mitigation Strategy had undergone considerable scrutiny before the finalisation of the PFH decision. Stakeholder discussions would continue, and the establishment of a governance base to take the development of the CAZ forward was also provided (page 45 of the agenda).

Dr J Riley, Aecom Technical Director, had supervised the technical work and was the liaison with Natural England. Dr H Venfield was the Principal Air Quality scientist that had worked on the project. It was useful to clarify particulates, ozone, and the relevance of boilers for domestic heating. Epping Forest had been designated as a SAC for its woodland, heathland and stag beetles. On the impact of vegetation receptors, ammonia, oxides of nitrogen (NOx) and the deposition from them were by far, potentially the most damaging to vegetation. Smaller particulates were less damaging to vegetation and stag beetles but were more harmful to the mucus membranes of humans. Dust and larger particles interfered with photosynthesis and the stomatal performance of plants and vegetation that were routinely assessed on construction sites but not usually on metal roads. This was a smaller consideration for protecting the SAC, but more of a consideration for human health, which was not being discussed here. In terms of the Epping Forest SAC, ozone had less impact than nitrogen deposition. There were higher levels of ozone in rural areas than urban areas because the spare atom in ozone goes to form NOx and close to roads there were elevated levels of nitrogen and thus, lower ozone. The focus was on ammonia and NOx. Focussing on traffic and emissions from boilers it was known that across the 5 square kilometres of the SAC, 40% of nitrogen deposited came from traffic and agriculture. Closer to roads the modelling showed this came from vehicles so there was a clear link to nitrogen deposition and traffic (roughly half of which came from vehicles) on the SAC. Industrial/commercial/domestic boilers accounted for 8% of the nitrogen pollution. Dr H Venfield added that a CAZ aimed to increase the number of cleaner vehicles on to the roads, which would reduce the levels of NOx and particulate matter on the roads and improve that reduction.

A Blom-Cooper advised that in reply to Councillor D Wixley, on the retrofitting of electric vehicle charging points, this would be addressed by a future report to Cabinet. The Council had consulted on the Sustainability Guidance of Major and Minor Developments, but the third document in the suite of guidance was for the retrofitting of electric vehicle charging points, which would go to Cabinet in due course. In reference to Councillor C C Pond's remark about the London Borough of Waltham Forest on the Dowding Way (Next) application, she assured the Councillor

that Natural England had been consulted on that application. Additional modelling on its impact of traffic on the Forest had been undertaken by Dr Riley and Dr Venfield.

Councillor N Bedford added that Natural England had appointed its own air quality specialist to check the documentation the Council had submitted. It had made a couple of suggestions that were included in the final report and had withdrawn its objection to the Interim Air Quality Mitigation Strategy. There were two air quality experts at this meeting who had explained further how the decisions had been reached and been checked by Natural England.

(e) Overview and Scrutiny Committee to debate the issues involved

Councillor S Rackham was pleased the Committee was discussing this important issue that would affect residents, but she supported its implementation, as this was the future. Many boroughs including London had implemented schemes. There would be more house builds in the future but in reference to Councillor Wixley's point on electric vehicle charging points, there would be more electric cars. How and where was the Council going to do this?. Would the Council be working with other companies, such as electricity companies? How much would it cost to bring electric vehicle charging points into everyone's daily lives and how would residents use them? A Blom-Cooper advised that officers were looking at sustainability guidance and this would be a future report to Cabinet. In the meantime, there would be a policy in the Local Plan and the Council was looking for electric vehicle charging points to be installed on new developments where parking was being provided. The Council's Sustainable Transport Officer and Air Quality Officer would be working on this and there were Government grants and also guidance coming out about electric vehicle charging points.

Councillor D Sunger said that on the effects of pollution, independent advice had been sought and scientific reports provided. He was pleased to note the experts were satisfied with the Interim Air Mitigation Strategy, as adequate consultation had taken place and all reasonable steps taken. He was struggling to understand why this had been called in. He urged members to confirm the PFH decision and reject the call-in. Councillor M Sartin confirmed with Councillor D Sunger that this was in reference to option (h) (i).

Councillor D Dorrell said that as Chairman of the Area Plans Sub-Committee West, he was aware of how much hardship this impasse had caused local developers and welcomed Natural England's agreement. However, he did agree with one point of the call-in and that there was a pressing need for meaningful consultation, so a CAZ would be presented to the electorate rather than imposed on the electorate. He thought it slightly odd and did not understand the Council wanting to stop people driving in the District but was on the point of agreeing to a 400-vehicle lorry park near the Forest which when it was operational would be charging Waltham Abbey residents to drive. He queried what the call-in councillors would like to see come out of this call-in, as he was not sure what the call-in was seeking to achieve. The progress of the Local Plan seemed a bit like snakes and ladders – moving up and down. He was also unsure what alternative was being proposed by the call-in councillors other than to go to full Council, as this was an Interim Air Pollution Mitigation Strategy, which would be consulted on in the future. Why could members not just treat what they had as interim strategy, and as a going concern. To the PFH, what level of consultation would there be for a CAZ – its form and shape? To the lead call-in councillor, as he was not sure what the call-in was seeking to do, what would you like to see come out of this?

Councillor N Bedford referred to the indicative timetable and actions for implementation of a CAZ in 2025 on page 48 of the agenda where consultation of the final scheme would commence from January to March 2024 therefore, there would be a consultation going out to residents. The Council had to have a process in place. He appreciated what was being said about a CAZ but it would not happen overnight. An increase in electric vehicles and cleaner vehicles would help and would improve with Government legislation. Also, the Government was banning gas boilers from 2025. So, the Government was picking up the directive and that there needed to be change. A Blom-Cooper added that appendix 2 on the process for the implementation of a CAZ for the Epping Forest SAC showed that throughout this process there would be a number of consultations with stakeholders at key stages, including the final stage that Councillor Bedford had referred to.

Councillor C C Pond said that the call-in was seeking to remove the clause in the PFH Decision in which it stated that in recognition of this possible future strategy there should be a removal of the releases of planning permissions, because as Councillor Bedford had said just now, change “would not happen overnight”. If the Council released the planning permissions change would happen overnight, and it was jumping the gun.

Councillor S Murray was glad the full call-in procedure had been published in the agenda, which the Chairman explained at the start of the meeting, and it was being followed. He understood the importance of the SAC and why people loved the Forest and wanted to live here. Permanent damage would be done to the Forest if the Council did not get it right. The Epping Forest SAC was one of the most important in western Europe, especially in relation to its ancient trees. The reasons behind the call-in were excellent. The press release by the Cabinet on the call-in was not a “last-minute undermining”, as the District’s Member of Parliament stated, but was clearly very detailed, knowledgeable and professional. The call-in procedure was a part of the Constitution which every member was entitled to use to call-in Portfolio Holder decisions when there was a real need. He also said that the archived press release was different from the press release of 24 December 2020 on the website. Cabinet members should not be criticising other members of the Council following a due process. All members had benefitted from this discussion. He was also concerned that the lead call-in councillor was not allowed to see, even on a confidential basis, the legal advice provided to Council officers and certain members of the Council. Also, paragraph 7 of the informal call-in meeting notes of 24 December 2020 where the Portfolio Holder asked if Loughton Residents Association and the Green Party might be liable for costs, was not acceptable as they had used correct Council procedure unless he had misinterpreted Councillor Bedford’s remark. He was of the opinion that the call-in needed to be debated at full Council, option (h) (iii).

Councillor N Bedford replied that in reference to a ‘claim against costs’, he was concerned at the time that Loughton Residents Association and the Green Party had sought legal advice and that the Council would need to seek legal advice if the case went to judicial review. If the Council had won the legal case, would the Council be able to make a claim against the costs, against Loughton Residents Association, not for a ‘delay’, but the court costs of having to employ a barrister. It was different to the notes but that was how he had been looking at it.

Mr J Maurici, Queens Council, was appointed last year by the Council to provide advice for air quality and habitats issues that covered the Local Plan and its engagements with Natural England. He was asked to consider given the points raised in the call-in, whether it was necessary for the call-in for this advice to be disclosed with regards to the timing of his advice and the extent to which issues had been raised. In his view, it was not necessary for that advice to be provided in the

context of this call-in. He was not proposing to go into any more detail on that content as the debate was in open session and it was not appropriate for him to do so.

Councillor H Whitbread said it was good to hear this debate but why this could not have been done in July 2020 she did not understand. For many, Councillor C C Pond was the grinch that had stolen Christmas because so many local businesses and local people had been negatively affected by the Natural England situation. The hard work of N Richardson (Planning Services Director), Councillor N Bedford and Dame Eleanor Laing MP in the background as well as the officers, helped achieve the outcome with Natural England. She was disappointed to see this call-in particularly because small developers had had their livelihoods damaged in difficult times. This could have been done so much earlier, six months ago, and asked that Overview and Scrutiny members moved forward with this and allowed developments to go ahead and to support small businesses and hoped members could support the PFH Decision.

Councillor S Heap added that he understood the narrow focus of the scientific report but it would affect everyone around it, so all these things had to be considered. In July all that had been mentioned about a CAZ was sometime before, maybe, 2033 and this had been the first time to talk about it. If permissions were given based on this decision, it could lead to problems. The scientific evidence was a problem because it did not mention ozone. So, by all means give it the go ahead, but it could not be done unknowingly from this point on.

Councillor J Philip said this work had been going on for a long time and firstly it was not inextricable from the Local Plan, but it was not clearly just because of the Local Plan. It had been the impact on the SAC that had caused Natural England to give the Council a direction to stop issuing planning permissions for new builds. Clearly it needed to be referenced as part of the Local Plan, which had been called out by the Inspector to go beyond, and that there was no reasonable doubt determined by Natural England. This was key to starting some developments going forward for approval. All applications would be reassessed against the strategy and where appropriate go to the planning committees. To stop all developments until the adoption of the Local Plan ignored the realities of what the Council needed to do economically for the District and new accommodation for its residents. This situation with Natural England had been going on for too long. The PFH decision gave the Council the opportunity to do this – to move forward and support local builders.

Councillor C Whitbread said that this had been going on for a very long time and members could have called this in back in July 2020 when there was a draft mitigation strategy but if they felt they had not been consulted, they had left it too late. By doing this now it was damaging to small builders and residents in the recovery from the Covid crisis. Members needed to move forward. By doing this call-in they wanted to stop planning applications coming forward, which was what Councillor C C Pond had said in his earlier response, which he thought was disgraceful. He asked members to support that this call-in so it did not go any further and that the Council could move on and start releasing planning permissions.

(f) Lead signatory's opportunity to respond to the debate

Councillor C C Pond said that he had admiration, or he did until a moment ago, for the Leader of Council particularly during the Covid emergency as he thought he had given good leadership. He asked the Overview and Scrutiny members to concentrate on scrutiny. After hearing everything tonight this was a document with large holes in it, as it was half baked and half ready, because they would be releasing planning permissions on the basis of something which might or might not happen. Most

members had doubted whether a CAZ could be adopted in the way envisaged in the report. By considering the wellbeing of the Forest, let it be delivered to future generations unimpaired and the edges left for the residents in the Forest villages and towns that had been built up. However, the Forest edges of the SAC, would be damaged through increased traffic and pollution from developments being built up on the edges of the SAC, such as the Royal Oak site in Forest Road, Loughton – these would cause greater damage. As part of the strategy, the Council had not looked at deleting sites at the edges of the Forest, but it should not allow any more and the site he had mentioned was a fait accompli. The fleet mix might change but not necessarily in the way or to the timetable given in the report. The ‘disgraceful’ delay that the Leader referred to that he had caused was minimal as building firms and builders did not work over the Christmas period. The delay by waiting until the MMs could be expedited and the timetable for the CAZ to be enshrined in the Local Plan, would be minimal. For those reasons he thought the air quality was a concept as a whole and something that the Council must concentrate on, particularly where the Forest was most vulnerable – adjacent to the streets and the main part of it. The members of the Overview and Scrutiny Committee were loyal Tories and wanted to support their Leader, but for the reasons stated this was premature. These documents needed to be enshrined in the Local Plan and in a few months, this would be a sound Local Plan, as there was much that was good in the mitigation strategy. He had agreed with Councillor Murray’s remarks on the press release and due political impartiality was required. Under the Chairman this had been a good debate and had raised many items that had been addressed, which might not otherwise have been addressed. In reference to Councillor H Whitbread’s remark that this should have been called in last summer, how could it have been when it had many references to, e.g. this is a working draft only etc. He would have been rightly criticised if this had been called-in at that time. He asked that members refer this to full Council (option (h) (iii)) for a further, extra debate for all members. Public consultation would have begun, and it would only have been delayed by a few week/months on release of the planning applications. His sympathies were not with developers but with the trees and the integrity of the SAC.

(g) Portfolio Holder’s opportunity to respond to the debate

Councillor N Bedford said that having listened to the expert advice tonight, he hoped the Committee acknowledged this had been a good debate and the advice given. In view of the progress that had been made, and in getting Natural England to withdraw its objection, he could see no reason why members could not move forward and support option (h) (i). He knew that everyone had worked extremely hard on this, and with Natural England and the Conservators of Epping Forest. The Conservators were split into two camps – protect Epping Forest and commercialise parts of it. The Council had set a timetable that needed to be followed. By referring this call-in to full Council it would only create more delay and put more hardship on builders. The planning permissions needed to start being released and the Council needed to move forward. He urged members to move this policy on.

(h) Overview and Scrutiny options after the debate

The Chairman, Councillor M Sartin, thanked everyone for this debate and the information and the advice provided at the meeting. The options before the Overview and Scrutiny were outlined below:

- (i) to confirm the decision, which may then be implemented immediately;
or
- (ii) to refer the decision back to the decision taker for further consideration setting out in writing the nature of its concerns; or

- (iii) to refer the matter to full Council in the event that the Overview and Scrutiny Committee considered the decision to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with, the budget;

Councillor S Murray proposed to move to refer the matter to full Council, option (h) (iii).

N Boateng, Monitoring Officer, advised the Committee that it was only allowed to refer the call-in to full Council if members considered the decision to be contrary to the policy framework or budget of the Council. She did not believe that this option applied in this situation.

Councillor S Murray asked for his vote to be recorded in the minutes of this meeting.

Councillor D Sunger proposed that members rejected the call-in, and vote for option (h) (i), to confirm the decision of the PFH, which may then be implemented immediately. This was seconded by Councillor L Burrows.

The Chairman announced the result of the Committee's vote that was to confirm the decision of the PFH, which may then be implemented immediately. The Chairman thanked everyone once again for participating in this debate, which had been very interesting and did not happen very much in this format. She hoped that everyone agreed that it had been a good hearing of the subject although not everyone would be happy with the outcome of the decision. Going forward members would be hearing a lot more about the sustainability strategies and policies and the work that would be done around the electric vehicle charging points, which would be a means of encouraging more people to change over to that form of transport.

RESOLVED:

- (1) That Members voted for option (h) (i) – to confirm the decision, which may then be implemented immediately; and
- (2) That Councillor S Murray voted against option (h) (i).

CHAIRMAN

Report to the Overview & Scrutiny Committee

Date of meeting: 2 February 2021



Subject: North Essex Parking Partnership - Scrutiny of External Organisation

Responsible Officer: Gary Woodhall (01992) 564470

Democratic Services: Vivienne Messenger (01992) 564243

Recommendations/Decisions Required:

(1) That the Committee undertake appropriate external scrutiny of the current services provided by the North Essex Parking Partnership across the Epping Forest District.

1. The Committee has previously requested an opportunity to undertake appropriate external scrutiny of the current services provided by the North Essex Parking Partnership. This issue is included in the current work programme for the Committee.
2. Invitations were extended to the North Essex Parking Partnership and Mr Richard Walker – Parking Partnership Group Manager – has confirmed that he will attend the Committee meeting.
3. If Members have any topics that they would like to raise with the Parking Partnership Group Manager, or any relevant lines of questioning that they would like to be considered at the meeting then please inform the Team Manager for Democratic & Electoral Services (gwoodhall@eppingforestdc.gov.uk) who will relay them on to Mr Walker.
4. The further identification of relevant lines of questioning to be raised with the Parking Partnership Group Manager will also be sought from members through email and the Council Bulletin.

Resource Implications:

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements.

Legal and Governance Implications:

The Council's constitution sets out rules for the management of its Overview and Scrutiny responsibilities. Although external organisations are not generally required by legislation to attend a meeting of the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

As a matter of courtesy, the County Council has been informed of the invite from the Committee to the North Essex Parking Partnership to attend one of its meetings.

Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the District.

Consultation Undertaken:

The proposed scrutiny of the current provision, planning, management and performance of local adult social care services is included in the current work programme for the Committee.

Background Papers:

None.

Impact Assessments:

Risk Management

The Council's constitution sets out rules for the management of its Overview and Scrutiny responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.



Report to Overview and Scrutiny Committee

Date of meeting: 2 February 2021

Portfolio: Corporate Services (Cllr S Kane)

Subject: People Strategy Update

Officer contact for further information: Paula Maginnis (01992 564536)

Democratic Services Officer: V Messenger (01992 564243)

Recommendations/Decisions Required:

- 1. To review the progress of the work being delivered.**

Report:

Context

1. As the Committee is aware, the People Strategy and Plan sets out clear actions and timescales over a two-year period to support the Council to deliver its strategic objectives. It is divided into 6 workstreams;

- Attracting, on boarding and retaining the best talent
- Developing our leadership
- Embracing change to support EFDC evolution
- Creating a culture of engagement and wellbeing
- Developing our skills and behaviours to make EFDC a great place to work
- Achieving organisational goals through a high performing and flexible workforce

At the core is transforming the People Team to become an enabler for the organisation.

The Strategy sets out the ambition for our workforce – the right people with the right skills, highly motivated high performing and business efficient.

2. This report provides an update on the work being delivered under 2 workstreams; Attracting, on boarding and retaining the best talent and creating a culture of engagement and wellbeing.

Attracting, on boarding and retaining the best talent

3. As part of this workstream the People Team are delivering new automated recruitment processes through iRecruit (in iTrent our HR/Payroll system) on a phased approach. This includes the way we recruit, how we attract and induct candidates, and retaining the great talent we already have. Set out below are a number of initiatives that have been developed.
4. Our Employee Value Proposition (EVP) has been developed. An EVP is a unique set of benefits that an employee receives in return for the skills, capabilities, and experience they bring to the Council. It encompasses the central reasons that people are proud and motivated to work here also in attracting candidates to the Council, such as an inspiring vision or distinctive culture. Included in our EVP are:

- Adopting new ways of working, flexibility, work/life balance
 - Increased focus on employee wellbeing
 - Ambitions service plans, providing exciting, challenging work and stretch/development opportunities
5. Our recruitment processes are changing, removing many barriers associated with local government recruitment such as lengthy application forms and paper heavy processes. Our new processes will launch on 6 January 2021 and include:
- A new careers landing page called 'A Place of Opportunity' (see appendix 1)
 - Applying for roles via a CV and supporting statement (rather than an application form)
 - Candidates ability to set up job alerts for themselves, send to friends, share information to their own social media sites
 - Hiring panels can view applications in real time rather than all at/after the closing date
 - Candidates can book an interview time themselves and amend within a time period
6. Future development phases of the process include:
- Onboarding Guidance for Managers (due in Q4 20/21)
 - Candidate onboarding will be automated (due in Q1 21/22)
 - Development of e-forms such as declarations for Code of Conduct, Health & Safety etc will follow
 - A review of the processes and work done to date (due in Q2 21/22)
 - Refresher training for hiring managers (due in Q3 21/22)

Creating a Culture of Engagement and Wellbeing

7. All sections of our Employee Assistance Programme (EAP), which is known to our employees as Perkbox have been launched. There are 4 platforms in Perkbox:
- Perkbox Benefits
 - Perks Medical
 - Perks Insights – Engagement
 - Perks Insights – Recognition
8. Since launching Perkbox on the 1 September 83% of employees have logged on to the platform which is 476 out of 574 employees and we have 107 employees signed up to Perks Medical.
9. Perkbox insights survey launched on the 2 November and so far, we have sent 3 surveys out. Each survey is private and confidential which enables employees to give constructive, valuable and honest feedback. In total, 257 employees completed the survey and left 161 comments.
10. The Insight – Engagement platform has a bank of 50 questions which have been developed by Perkbox and the People Team. Employees using Perkbox receive an email biweekly at a regular time which started on 2 November 2020. There are 10 questions which they are asked to answer which roughly takes 2-5 minutes to complete and an option to leave more detailed comments. Every 13th employee the questions change, which helps us build a heatmap of the organisation which will take approximately 3-6 months to complete This will enable the People Team to get a picture of any issues across the Council.
11. So far, the main themes from the initial 3 surveys are:
- Lack of communication between the organisation;
 - Little visibility of our Senior leaders in the business at this time; and
 - New policies supporting home working has made a good impact on home life balance.

As the feedback is anonymous it cannot be presented on a team or service basis. The full results are still being analysed and are due to be presented to employees in January 2021, working with the PR Team to deliver the messages effectively.

12. The full results and actions will be reported at the next Committee in April 2021. In the meantime, if any Committee member would like to attend a session on Perkbox functionality this can be arranged.
13. Recognition was our last platform to launch on 1 December 2020, so far 56 employees have been recognised by their colleagues which has been greatly received.
14. Our Wellbeing Resources for our employees continue to development. Communications in December 2020 introduced our Mental Health First Aiders to the Council along with tips for surviving a very different Christmas. The Winter Wellbeing Guidance was also included.
15. To help managers and employees converse about an individual's wellbeing a Mental Health and Wellbeing Risk Assessment has been produced and launched on the intranet. A copy of the assessment is provided at Appendix 2. Alongside the Assessment is Guidance for use by both employees and managers.

Reason for decision:

No decision required.

Options considered and rejected:

Not applicable as report is for noting.

Consultation undertaken:

Not applicable as report is for noting.

Resource implications:

Within current resources.

Legal and Governance Implications:

Not applicable as report is for noting.

Safer, Cleaner, Greener Implications:

Not applicable.

Consultation Undertaken:

The Trade Unions are informed and consulted as required.

Background Papers:

Not applicable.

Impact Assessments:

Risk Management:

Risk is assessed as part of the individual project development.

Equality:

Equality impact is assessed as part of the individual project development.

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A place of opportunity



- Career Opportunities
- Effective Flexible Working
- My wellbeing matters
- Effective Locations

7

Connectivity everywhere

I have the tools I need to **work effectively** from anywhere at anytime

1

Balancing choice with business needs

I am as **flexible** with the organisation as the organisation is with me

2

Everyone is capable

I am **trusted** to work in a pattern that suits my individual needs

3

Collaborative activity based workspace

I can work **collaboratively** when necessary

5

My wellbeing and needs come first

I can **access** who and what I need without unnecessary barriers

4

Continuous challenge

My feedback is heard and **listened to** and change is embraced

6

Managed by performance

I am **valued** for my contribution and outcomes



Managed by performance

Employees managed by performance and outcomes rather than presentism.

I am valued for my contribution and outcomes.
Flexibility is the norm rather than the exception change is embraced.

Employee benefits

As an employee, you'll enjoy a variety of fantastic benefits. We strive for an inclusive, high-performing, healthy and motivated workforce. We offer a range of flexible working options to help you balance your work and home. With our cycle to work scheme there are fantastic savings on your bike and equipment with the added bonus of feeling fitter, healthier and more energised - say goodbye to expensive travel costs. Perkbox also offers you a huge selection of discounts and free perks on the highstreet and online.

I am **valued** for my contribution and outcomes



Everyone is capable

It is assumed everyone is capable of working in a more effective flexible way irrespective of role or person.

I am trusted to work in a pattern that suits my individual needs.

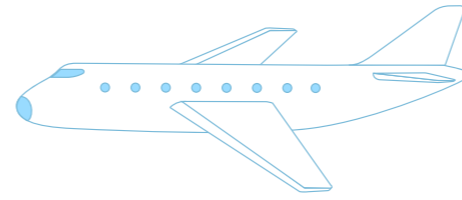
I am **trusted** to work in a pattern that suits my individual needs



I have the tools I need to work effectively from anywhere at anytime



I have the freedom to choose what's right for me



HEALTH AND WELLBEING RISK ASSESSMENT

During Covid-19 and under usual circumstances, we have been clear that employee wellbeing is our top priority. As the pandemic situation has changed, it has been necessary to adapt to changes in our work and home life. During your regular 1-1's with your manager you may have raised an issue or concern about your health and wellbeing and therefore your manager will have sent you a copy of this assessment that asks a few questions about your current experiences of work and how you are feeling. This risk assessment should take less than 10 minutes to complete. Responses should be submitted to your manager by email. Please do participate by completing and submitting the assessment because your health and wellbeing is extremely important to us.

The questions asked are based around what many people would call a risk assessment, however we have widened our approach to get a better understanding of your health and wellbeing needs and experiences at this time which includes your physical, mental or personal circumstances. Your responses will help us to ensure that we have the right information so that we can support your needs and be aware of key issues going forward.

Completion of the assessment is not mandatory, but we really want you support you and your wellbeing. Each of us are responsible for our own health and wellbeing and by working together, we can ensure that we stay well and healthy for our loved ones and continue to ensure we provide the best environment for us to work and for our customers. At the end of this risk assessment you find a table of examples of support for the different types of concerns or issues you may have raised.

The information will be confidential and will only be shared with your consent with the People Team and/or Occupational Health (with further consent) and will not be shared with other departments or shared outside of EFDC except for Harlow Occupational Health Service and with further consent if a GP report may be required, or there are any safeguarding issues identified in the assessment.

YOU AND YOUR ROLE

Q1. NAME

Q2. CONTACT TELEPHONE NUMBER SHOULD WE NEED TO TALK TO YOU

Q3. YOUR SERVICE AREA

Q4. JOB TITLE

Q5. DO YOU HAVE DIRECT FACE TO FACE CONTACT WITH CUSTOMERS?

YES SOMETIMES NO

HEALTH AND WELLBEING RISK ASSESSMENT

Q6. USUAL PLACE OF WORK

Q7. HAVE YOU BEEN REDEPLOYED AS A RESULT OF COVID-19 ARRANGEMENTS?

YES NO

Q8. IF YES, WHERE IS YOUR CURRENT PLACE OF WORK?

Q9. AGE

UNDER 50 50 – 59 60 – 69 70 – 79 80 AND OVER

Q10. DO YOU HAVE A PRE-EXISTING HEALTH CONDITION?

YES

NO

Q11. HAVE YOU BEEN ABLE TO ACCESS PERSONAL PROTECTIVE EQUIPMENT (PPE) IN YOUR DEPARTMENT IF NEEDED?

YES NO NOT APPLICABLE

AT HOME

Q12. DO YOU LIVE WITH SOMEONE THAT IS CLASSED AS HIGH RISK/SHIELDING?

YES NO

Q13. DO YOU LIVE WITH AN NHS WORKER?

YES NO

Q14. DO THEY WORK ON A COVID ACTIVE WARD/DEPARTMENT?

YES NO DON'T KNOW NOT APPLICABLE

WORKING PATTERNS

Q15. ARE YOU ABLE TO TAKE REGULAR BREAKS AT WORK?

YES NO

HEALTH AND WELLBEING RISK ASSESSMENT

Q16. DO YOU HAVE ANY ANNUAL LEAVE BOOKED IN THE NEXT 8 WEEKS?

YES NO

Q17. HAVE YOU HAD ANY DIFFICULTIES BOOKING ANNUAL LEAVE?

YES NO

Q18. DOES THE CLOSURE/CHANGE TO HOURS OF SCHOOLS MEAN YOU NEED TO WORK MORE FLEXIBLY?

YES NO NOT APPLICABLE

Q19. DO YOU HAVE ANY CARER RESPONSIBILITIES?

YES – DEPENDANT ADULT YES – DEPENDANT CHILD NO

Q20. ARE THERE ANY LIMITATIONS TO YOUR TRAVEL ON PUBLIC TRANSPORT AND THEREFORE DO YOU REQUIRE MORE FLEXIBILITY IN YOUR WORKING PATTERN?

YES NO NOT APPLICABLE

WELLBEING

Q21. ARE YOU ANXIOUS OR CONCERNED ABOUT BEING AT WORK AT THE MOMENT/WORKING REMOTELY?

NO I'M OK I'M MORE ANXIOUS THAN USUAL I'M VERY ANXIOUS

Q22. IF SO, CAN YOU TELL US MORE ABOUT YOUR MAIN CONCERNS?

Q23. HAVE YOU ACCESSED ANY SUPPORT?

YES – OCCUPATIONAL HEALTH YES – BOTH NOT APPLICABLE

HEALTH AND WELLBEING RISK ASSESSMENT

YES – EMPLOYEE ASSISTANCE PROGRAMME

NO

Q24. WOULD YOU LIKE TO RECEIVE SUPPORT?

YES NO IN THE FUTURE IF NEEDED

Q25. DO YOU HAVE ANY CONCERNS ABOUT YOUR SAFETY AT WORK?

YES NO

Q26. ARE THERE SUFFICIENT GUIDES AND NOTICES TO PROVIDE A SAFE ENVIRONMENT WHERE YOU WORK ON SITE?

YES NO DON'T KNOW

Q27. ARE YOU ABLE TO FOLLOW SOCIAL DISTANCE RULES WHEN WORKING ON SITE?

YES NO

Q28. CAN YOUR ROLE BE UNDERTAKEN AT HOME?

YES PARTLY NO

Q29. IF YOU ARE WORKING FROM HOME, IS THE ENVIRONMENT YOU ARE WORKING IN SAFE AND COMFORTABLE?

YES NO

Q30. IF NO, PLEASE PROVIDE DETAILS.

Q31. IF SO, DO YOU HAVE ANY CONCERNS ABOUT WORKING FROM HOME ON A LONGER TERM BASIS?

YES NO NOT APPLICABLE

HEALTH AND WELLBEING RISK ASSESSMENT

Q32. IF SO, CAN YOU TELL US MORE ABOUT YOUR CONCERNS?

Q33. IF YOU ARE RETURNING TO WORK ON SITE FOLLOWING WORKING FROM HOME, DO YOU HAVE ANY CONCERNS?

YES NO NOT APPLICABLE

Q34. WHAT CAN WE DO TO SUPPORT YOU WITH THESE CONCERNS?

Q35. HAVE YOU TOLD US EVERYTHING ABOUT YOUR HEALTH AND WELLBEING THAT WE NEED TO KNOW?

YES NO

Q36. IF NOT, WHAT MORE WOULD YOU LIKE TO TELL US ABOUT?

Q37. WHAT OTHER CONCERNS DO YOU HAVE THAT WE HAVE NOT ASKED ABOUT?

HEALTH AND WELLBEING RISK ASSESSMENT



Q38. IS THERE ANYTHING MORE WE CAN DO TO SUPPORT YOUR HEALTH AND WELLBEING? WOULD YOU LIKE TO GIVE ANY FEEDBACK ON THE SUPPORT PACKAGES PROVIDED BY EFDC CURRENTLY?

EMPLOYEE GUIDANCE


On receipt of the assessment, your responses will be analysed by your manager and if further support is required, information may be shared with the People Team and/or Occupational Health. See below for details of what support is available for any issues or concerns you may raise. An action plan will be put in place if necessary, to detail and agree the next steps to support you.

| Description of concern/issue | Available support for employees |
|------------------------------|---|
| Physical Health | <p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <ul style="list-style-type: none"> • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a |


HEALTH AND WELLBEING RISK ASSESSMENT

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| | <p>wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.</p>  Confidential, independent support 24/7 |
| <p>Mental Health</p> | <p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you may need further support. Your manager will contact you to discuss the next steps options and an action plan will be put in place if necessary, to detail and agree the next steps to support you. Examples of support would be:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • Occupational Health referral. • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  Confidential, independent support 24/7 |
| <p>Physical AND Mental Health</p> | <p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you may need further support. Your manager will contact you to discuss the next steps options and an action plan will be put in place if necessary, to detail and agree the next steps to support you. Examples of support would be:</p> |



HEALTH AND WELLBEING RISK ASSESSMENT

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| | <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • Occupational Health referral. • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential. independent support 24/7</p> |
| <p>Physical Health AND Personal Circumstances</p> | <p>Manager to contact the People Team - hadmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <ul style="list-style-type: none"> • For wellbeing news items and stress support checkout our Wellbeing Hub |

HEALTH AND WELLBEING RISK ASSESSMENT

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| | <ul style="list-style-type: none"> • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p> |
| <p>Mental Health AND Personal Circumstances</p> | <p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <p>Other support would be:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • For wellbeing news items and stress support checkout our Wellbeing Hub |

HEALTH AND WELLBEING RISK ASSESSMENT

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| | <ul style="list-style-type: none"> • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p> |
| <p>Physical AND Mental Health AND Personal Circumstances</p> | <p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>If you need to speak to someone urgently please see below for support contact information:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> |

HEALTH AND WELLBEING RISK ASSESSMENT

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| | <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> |
| <p>Personal Circumstances</p> | <p>If your completed assessment indicates that you have some personal commitments that may require some support or flexibility in terms of working arrangements, your manager will arrange a meeting to discuss and explore options together.</p> |
| <p>Shielders – if applicable</p> | <p>If you are shielding, you will not be asked to fill out the health and wellbeing risk assessment. Instead your manager can arrange for an Occupational Health referral (call) if required. Once you have received a call from Occupational Health to talk through your current circumstances. They will send a report to your Manager with options to consider when your shielding comes to an end, taking into account your personal circumstances and any mental health and wellbeing concerns you may have.</p> |

| Private & Confidential - Action Plan | | | |
|---|--|------------------|--|
| Health and Wellbeing Risk Assessment | | | |
| Employee's Name: | | Position: | |
| Manager's Name: | | Position: | |
| | | | |

HEALTH AND WELLBEING RISK ASSESSMENT

| | | | |
|--------------------------------|-------------------------------------|------------------------------|-----------------|
| Work Location: | | Date of Meeting: | |
| Issues/concerns | Activity/Actions to be taken | Timescales of support | Comments |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| Employee Signature: | | Date | |
| Line Manager Signature: | | Date | |

HEALTH AND WELLBEING RISK ASSESSMENT

| | |
|------------------------------|--|
| Date of next meeting: | |
| Date of next meeting: | |

Risk Assessment guidance issue date: 10 December 2020

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Report to Overview & Scrutiny Committee

Date of meeting: 02 February 2021

Portfolio: Leader (Councillor C Whitbread)

Subject: Elections Planning Progress Report

Officer contact for further information: Louise Wade (lwade@eppingforestdc.gov.uk/ 01992 562311)

Democratic Services Officer: Vivienne Messenger (01992 564265)



SCRUTINY

Recommendations/Decisions Required:

- 1) **That the Committee review the update from the Elections Planning process for the elections to be held in May 2021**

The Elections Planning Group continue to meet on a monthly basis and reconvened in September 2020.

Due to the postponed elections from 2020, this election presents a scale that has never been seen before. In addition to the volume of ballot papers we are also presented with the challenges and restrictions of the pandemic and a very complex process which we will need to manage. A detailed project plan, risk assessment and register are being completed in January 2021.

Election count

The order of count has been confirmed as the following:

- Thursday 6 May – Essex County Council
- Friday 7 May – Police, Fire and Crime Commissioner (postponed from May 2020 owing to the current pandemic);
- Saturday 8 May – Local elections (postponed from May 2020); and Local elections (due in May 2021)

Staffing arrangements

Staffing arrangements are in place for the top tables and apart from possible impact from the current pandemic, this requirement is expected to be sufficiently met.

With regards to the staffing arrangements for the count and the polling stations, an email will be going out in January to understand availability. All of the staff planning will consider the risk that the current pandemic may present, where individuals may be unable or hesitant to attend.

Electoral Registration

A new system has been put in place this year and the process is now carried out electronically, with householders only needing to reply if there are changes. Under the new Canvass Reform arrangements 95.6% of the properties which were required to respond by law did so.

Polling Stations

80 polling stations will be required for this election. At the time of writing we are currently awaiting clarification from several of the venues, this is due to the uncertainty around the usage as a result of the current pandemic. Venue changes from previous years for the following stations have been confirmed:

- Gilwell Park, Chingford, would move to High Beach Village Hall; and
- St Giles Hall, Nazeing, would move to the nearby Scout Hall.
- Thomas Willingale School would move to Barrington Centre in Barrington Close

Postal Votes

It is expected that we may receive more postal votes than previous years, due to the pandemic. The impact of this will be continuously reviewed as we move towards the deadline of application for postal votes in April. Adequate staffing and storage will be included as part of the planning process.

Count Centre

Due to the requirements, previously used venues would not be suitable, and a larger space is required. A hangar has been identified at North Weald Airfield and it is felt this would also provide adequate parking. At the time of writing this report further discussions are taking place to identify the additional requirements that would need to be in place for this venue to operate.

Reason for decision: No decision required.

Options considered and rejected: N/A

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

Safer, Cleaner, 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 Safer, Cleaner and Greener initiative, or any crime and disorder issues with the district. Relevant implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

Consultation Undertaken:

Programme updates provided to:
Leadership Team
Overview & Scrutiny Committee
Stronger Council Select committee

Impact Assessments: This will be completed in January and on an ongoing basis.

Risk Management: A risk assessment will be complete in January and on an ongoing basis.



SCRUTINY



Report to Overview and Scrutiny Committee

Date of meeting: 2 February 2021

Portfolio: Leader (Councillor C Whitbread)

Subject: Q3 Corporate Performance Reporting

Officer contact for further information:

Louise Wade (lwade@eppingforestdc.gov.uk/ 01992 642311)

Democratic Services Officer: V Messenger (01992 564243)

Recommendations/Decisions Required:

- 1. That the committee reviews the Q3 Performance report and raises any areas for scrutiny.**

Report:

As agreed when Q2 report was presented to Overview & Scrutiny, the report will only detail project and KPI status by exception. With exception being determined by a RED status e.g. those deemed to have missed a key milestone or have presented a key issue for resolution or KPIs that have missed targets.

Feedback from members on the formatting of the report has been included specifically that the RAG status is presented in words and colour, that the direction of travel from the last meeting is reflected in the case of arrows and that exceptions have a clear reason for status and remediation actions.

Reason for decision: To enable Overview & Scrutiny committee to review exceptions for quarterly performance measurement delivery.

Options considered and rejected: Not applicable.

Resource implications: Relevant resource implications as part of the delivery of the project and will be addressed accordingly by the service Director/and or project leads.

Legal and Governance Implications: There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director and/or project leads.

Safer, Cleaner, 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 Safer, Cleaner and Greener initiative, or any crime and disorder issues with the district. Relevant implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director and/or project leads.

Consultation Undertaken:

Leadership Team
Service Directors




Background Papers: Strategy and Corporate plan


Impact Assessments: Impact of status has been assessed and relevant mitigation or response is in place for projects.


Risk Management: Any major risks from programme will be reported via the Corporate Risk Management group which is reported at Audit and Governance Committee.



Equality: Relevant equality implications arising from actions to achieve specific objects or benefits will be identified by the responsible service director and/or project leads.


2. Corporate plan programmes scope and performance measurement report – By exception



| Customer Excellence Programme | | Lead Officer: Rob Pavey | |
|--|---|--|---|
| Goal | Aspirational milestones | Status | Progress |
| Fix The basics | | | |
| Improvement of essential customer service processes and operations to improve the effectiveness of the function and service delivered to customer and providing a solid foundation | <p><u>Q2</u></p> <ul style="list-style-type: none"> ▪ ICS Benchmark survey ▪ Customer Feedback channel created through social media ▪ Out of hours new contract procurement <p><u>Q3</u></p> <ul style="list-style-type: none"> ▪ Customer Feedback review ▪ CHW 1st line migration to contact centre <p><u>Q4</u></p> <ul style="list-style-type: none"> ▪ Contact centre Operating Hours review | Red  | <p>The complaints process has been updated to reflect comments from the Ombudsman. the contact us e-mail address has been removed and a new general enquiry for created signposting customers more effectively.</p> <p>Reason for RAG Status: Community Health & Wellbeing 1st line migration aspect outstanding.</p> <p>Route to Green: Full migration of CHW into the Customer Team will be completed with the new visitor booking system, due end of Q4.</p> |
| Digital Customer Journey (Embracing new technology) | | | |
| Increase the digitisation of the customer journey | <p><u>Q3</u></p> <ul style="list-style-type: none"> ▪ Firm Step Calendar bookings <p><u>Q4</u></p> <ul style="list-style-type: none"> ▪ Customer single Sign on | Red  | <p>Customer service accommodation project costings now budgeted for.</p> <p>Reason for RAG Status: Firm Step Calendar Bookings delayed.</p> <p>Route to Green: Expected by Q4.</p> |
| Digital Payments | | | |
| Refresh payment component of customer journey | <p><u>Q3</u></p> <ul style="list-style-type: none"> ▪ Wallet and Recurring payment launch ▪ PCI DSS compliance project (Payment industry Compliancy to protection of income through payments) | Red  | <p>Reason for RAG: PCI DSS compliance enhancements are delay due to resource constraints. It is noted that we are compliant and these enhancements are to further improve the security.</p> <p>Route to Green: Completion in next quarter.</p> |


| Community and Data Insights Programme | | Lead Officer: Rob Pavey | |
|--|---|--|--|
| Goal | Aspirational milestones | Status | Progress |
| Research & Feasibility Recommendations | | | |
| Provide insight for the future design of our service based on data and behavioural analysis Provide customer-centric services | <u>Q3</u> <ul style="list-style-type: none"> Establish Corporate objectives for Community Data Insight objectives Provide Options for Data analysis tools | Red  | Reason for RAG Status: The council is currently reviewing the priority of this programme against other initiatives. Programme may then require further clarity on its scope. Route to Green: Aim to establish objectives by Q4. |


| People Programme | | Lead Officer: Paula Maginnis | |
|--|---|--|--|
| Goal | Aspirational milestones | Status | Progress |
| Attracting, On Boarding and retaining the best talent | | | |
| Creating a strong people brand that is inspiring and motivating harnessing technology and social media platforms | <u>Q3</u> <ul style="list-style-type: none"> Onboarding process, redesign and roll out | Red  | Recruitment through iTrent - Engagement session completed for Leadership on 7th December 2020. People Team on track to launch Phase 1 by 6 Jan 2021. Comms have been implemented and our careers page redesign is complete. Reason for RAG Status: Onboarding process, redesign and rollout intended to complete in Q3. Route to Green: The Onboarding guide is designed, feedback is being included and guide amended. We now expect the guide to be completed Q4. Pilot this to new starters in January 2021. We are also piloting the 'HR Power Hour', this included the employee lifecycle journey. We are piloting this with the newly recruited managers |


| ICT Strategy Programme | | Lead Officer: Paula Maginnis | |
|---|---|--|--|
| Goal | Aspirational milestones | Status | Progress |
| Infrastructure Review | | | |
| Refresh our disaster recovery capability and improve network resilience | <u>Q2</u> <ul style="list-style-type: none"> DR infrastructure installed <u>Q3</u> <ul style="list-style-type: none"> Infrastructure testing complete <u>Q4</u> <ul style="list-style-type: none"> Further Infrastructure strategy action plan complete | Red  | Reason for RAG Status: Disaster Recovery is not progressing at planned rate due to overall resourcing issues in the team. Return to Green: We expect to be able to put resource on this in Q4. |
| Business Application Review | | | |
| Understand all applications Identify unsupported ones Implement supplier mgt Decommission out of date / used systems Move applications to SaaS Blueprint for future applications | <u>Q2</u> <ul style="list-style-type: none"> Business Architecture current state Business Partner model implemented <u>Q3</u> <ul style="list-style-type: none"> Supplier management process implemented <u>Q4</u> <ul style="list-style-type: none"> Strategy and plan for business application architecture | Red  | Reason for RAG Status: Work on the supplier management process has started but is not progressing at planned rate due to overall resourcing issues in the team. Return to Green: Consulting third parties for support in the business app strategy. |


| Accommodation Programme | | Lead Officer: Louise Wade | |
|---|--|---|--|
| Goal | Aspirational milestones | Status | Progress |
| Accommodation Strategy: programme A range of projects to improve the design & development of the Councils buildings & assets and the way in which employees work 1. Refurbishment works 2. Infrastructure and Technology 3. Travel Plan 4. Furniture, fixtures and fittings 5. Change & Ways of Working 6. Partners and Commercial opportunities 7. Customer Service Workstream | <u>Q2</u> <ul style="list-style-type: none"> Agree FFF schedule, furniture and place order AV Design complete Complete proposed travel plan <u>Q3</u> <ul style="list-style-type: none"> Procurement tender on printing project commenced. Ascertain final agreement on lease/rental fees for 3rd parties Ways of working and members workshops held <u>Q4</u> <ul style="list-style-type: none"> Refurbishment work complete in 323 & Civic Complete FF&E,AV, Desktop and IT Installation | Red  | Refurbishment continues to progress on time and budget; Negotiations continue with partners. Community Hub vision agreed at cabinet in December. Travel policy drafted and DRT pilot will provide indication of additional mode of transport to Civic. High level of engagement with stakeholders include employee and members stakeholder information sessions. Reason for RAG Status: The intention was to conclude discussions with partners by year end. Route to Green: Conclude in January/February. There has been extensive space planning to accommodate all requirements. We are currently finalising the offer to the library and will look to issue this in January. |


| Housing Programme | | Lead Officer: Deborah Fenton | |
|--|--|---|--|
| Goal | Aspirational milestones | Status | Progress |
| Council Housebuilding | | | |
| To deliver the Council housebuilding programme | <u>Q2</u> <ul style="list-style-type: none"> ▪ On site start Phase 4.1 <u>Q3</u> <ul style="list-style-type: none"> ▪ On site start Phase 4.2 ▪ Onsite start Phase 4.3 <u>Q4</u> <ul style="list-style-type: none"> ▪ Onsite start Phase 4.4 | Red  | <p>The forecast for the next 4 years has been submitted to finance, this includes a bid for the Qualis affordable housing units.</p> <p>Reason for RAG Status: C19 is causing issues on building development i.e. delayed material deliveries.</p> <p>On site start phase 4.2, now expected across 25 Jan - 11 Feb</p> <p>On site start phase 4.3, expected July 2021 due to design changes requiring planning resubmission. Tender approval for 4.3 was done via CHBCC Dec 20, contract to be signed with supplier.</p> <p>It should be noted that we are also looking at a review of the HRA strategy within the next quarter.</p> <p>Return to Green: Rebaseline Phase 4.2 and 4.3.</p> |
| Housing and Asset Management System | | | |
| <p>Replacement of a legacy system that has reached end of life.</p> <p>Replacing manual processes and spreadsheet and enabling agile and mobile working.</p> <p>Improve the management information and improve analytics to identify improvements.</p> | <u>Q3</u> <ul style="list-style-type: none"> ▪ High level Requirements complete ▪ Initial tender response and evaluation complete <u>Q4</u> <ul style="list-style-type: none"> ▪ Cabinet approval and award | Red  | <p>High Level Requirements complete.</p> <p>Reason for RAG Status: Tender was delayed due to negotiating terms with partners. Awaiting tender responses to perform evaluation. Expected responses by late Jan.</p> <p>Return to Green: Conclude evaluation and tender. Rebaseline tender milestone to Q4.</p> |

| Sheltered Housing Review | | | |
|--|---|--|--|
| <p>The goal is to ensure that we deliver accommodation that meets our older tenants' housing needs while making the best use of our housing stock.</p> | <p><u>Q3</u></p> <ul style="list-style-type: none"> ▪ Wifi install in communal areas ▪ Improve Marketing and Promotion of sheltered housing <p><u>Q4</u></p> <ul style="list-style-type: none"> ▪ Stronger Place Select committee – 3-year action plan ▪ SH impact to 55plus review | <p>Red</p>  | <p>A pilot refurb is currently being planned for one of the schemes. Initial meetings taken place with supplier for specialist packages for sheltered housing and a pilot refurb is being planned for one housing scheme, to be approved by cabinet. Further update will be presented to select committee in the new year.</p> <p>Reason for RAG Status: Wifi plans are being removed due to being Cost/Benefit and a need to further understand the broader view of sheltered housing needs is being considered.</p> <p>Route to Green: Consider Sheltered housing needs in Q4.</p> |

| District Sustainability Programme | | Lead Officer: Alison Blom-Cooper / Nigel Richardson / Kim Durrani | |
|--|---|--|--|
| Goal | Aspirational milestones | Status | Progress |
| Implementation of the Green Infrastructure Strategy (Strategic Alternative areas of Natural Greenspace) | | | |
| <p>Establish strategy and policies relating to Green and Blue infrastructure, the protection of ecological assets and high quality design.</p> | <p><u>Q1</u></p> <ul style="list-style-type: none"> ▪ Green and blue infrastructure strategy issued for consultation <p><u>Q3</u></p> <ul style="list-style-type: none"> ▪ Cabinet consideration of strategy for endorsement as a material planning consideration | <p>Red</p>  | <p>Report to be submitted to Cabinet in Feb 2021.</p> <p>Reason for RAG: Decision made by Cabinet to defer.</p> <p>Route to Green: Approval at cabinet in February. Next stage after that is to take this forward and implementing the projects in the GIS. Rebaseline milestones to Q4.</p> |

| Planning and Development Programme | | Lead Officer: Nigel Richardson/Alison Blom-Cooper | |
|------------------------------------|--|--|--|
| Goal | Aspirational milestones | Status | Progress |
| Local Plan | | | |
| Deliver Local Plan | <u>Q3</u> <ul style="list-style-type: none"> Main Modifications consultation <u>Q4</u> <ul style="list-style-type: none"> Adoption of local plan | Red  | Reason for RAG Status: Awaiting Local Plan Inspector response and timeline to Main Modifications so that consultation can take place – now planned for Q4. Return to Green: Local Plan adoption anticipated to be in Q1 FY 21/22. |

| Economic Development | | Lead Officer: John Houston | |
|---|---|--|--|
| Digital Enablement and Gateway | | | |
| Goal | Aspirational milestones | Status | Progress |
| An externally provided platform for 'Place' that will re-imagine Epping Forest District as a great location to live, work and do business. Platform for; <ol style="list-style-type: none"> On-line information On-line business building On-line trading programme On- line community building On-line transaction and settlement On-line bookings On-line info. re. employment and skills | <u>Q2</u> <ul style="list-style-type: none"> Project Initiation <u>Q3</u> <ul style="list-style-type: none"> Requirements, tender and Procurement complete <u>Q4</u> <ul style="list-style-type: none"> Phase 1 implementation | Red  | A rationalised digital gateway plan has been drafted. Reason for RAG: Further detailed analysis was required to understand the feasibility of the solution and need. The preferred option is for a digital gateway that is focused on the local economy and social benefit using tried and tested low cost technology. The product can then evolve over time and make best use of previous investment. Route to Green: Report is being prepared for Cabinet in January 2021. |

| Town Centre Development | | Lead Officer: John Houston | |
|---|---|--|---|
| Goal | Aspirational milestones | Status | Progress |
| Leisure Contract | | | |
| To maintain service delivery and minimise financial losses to the Council due to Covid-19 | <u>Q3</u> Assess impact of final account of the first month of opening | Red  | <p>The Leisure Contract remains under pressure especially with the uncertainty around the lockdowns and ongoing Covid19 risk. Open Book Reconciliation is ongoing for settlement of operating accounts from March to October 2020. A separate discussion is taking place around the financing of 2020/21 financial year.</p> <p>Reason for RAG: Is the need for ongoing discussions given the pandemic and the delay to the conclusion of these discussions by Q3.</p> <p>Route to Green: A report on the future development and management fee for the new Epping Leisure Centre will be presented to Cabinet in early 2021.</p> |

3. Quarterly KPI performance reporting

| Stronger Communities KPIs | | | | |
|--|----------|--------|--------|---|
| Key Performance Indicator | Progress | | | Comments |
| | 20/21 | Actual | Target | |
| Customer Services: Overall Customer Satisfaction | Q1 | 69% | 80% | |
| | Q2 | 71% | 80% | |
| | Q3 | 71% | 80% | Key customer frustration has been around missed waste collections and bin deliveries, which is being addressed plus feedback on ease of finding information on our website which will be addressed via our digital strategy. On a positive note, customers who have used our online forms have given good feedback on ease of self-serve. |
| | | | | |
| Community Health and Wellbeing: No of households in TA | Q1 | n/a | 100 | |
| | Q2 | n/a | 100 | |
| | Q3 | 137 | 100 | |
| | | | | |

| Stronger Places KPIs | | | | |
|---|------------------------------|--------|--------|--|
| Contracts Waste: | 20/21 | Actual | Target | Comments |
| | Reduction in household waste | Q1 | 113 | |
| Q2 | | 218 | 196 | |
| Q3 | | 311 | 196 | Due to the impact from households in lockdown and increase in individuals working from home. Large increase in waste from home deliveries for seasonal reasons. |
| Housing Management Rent Arrears | Q1 | n/a | n/a | |
| | Q2 | n/a | n/a | |
| | Q3 | 3.1% | 1.80% | Q3 performance is historically lower as a result of spending priorities of customers impacted by seasonal factors. This year, impact of job losses as a result of C19 statutory changes will compound the situation. |

| Stronger Council KPIs | | | | |
|--|----------|-----------|-----------|---|
| Key Performance Indicator | Progress | | | Comments |
| | 20/21 | Actual | Target | |
| People: Diversity & Inclusion – % of workforce by Ethnicity | Q1 | n/a | n/a | The target is representative of Epping Forest District general population |
| | Q2 | BME: 6% | BME: 9.5% | White: 73%, Undisclosed: 15%, Unreported: 6%. |
| | Q3 | BME: 5% | BME: 9.5% | White: 72%, Undisclosed: 18%, Unreported: 5% |
| | Q1 | n/a | n/a | The target is representative of Epping Forest District general population |
| People: Diversity & Inclusion – % of workforce with Disability | Q2 | 7.00% | 10.60% | |
| | Q3 | 7.00% | 10.60% | |
| | Q1 | n/a | n/a | |
| People: Sickness Absence – average number of days per employee | Q2 | 1.65 days | 2 days | |
| | Q3 | 3.5 days | 2 days | Winter months typically have a higher number of sickness absence. |
| | Q1 | n/a | n/a | |

KPIs not reported this quarter:

- Sustainable Travel: agreement on measurements will take place in Q4.

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Report to Overview and Scrutiny Committee

Date of meeting: 2 February 2021

Portfolio: Housing and Property- Councillor H Whitbread

Subject: Disposal of HRA Assets

Officer contact for further information: Deborah Fenton- 07988860412

Democratic Services Officer: V Messenger (01992 564243)



Recommendations/Decisions Required:

To comment on the new policy on the disposal of small land sites and individual properties. (all receipts will be ringfenced for HRA functions)

Executive Summary:

EFDC owns approximately 12,000 assets including properties and garages. In addition to these the Council owns other assets such as parcels of land, pathways, un-adopted roads, alleyways and grassed areas on residential estates. In order to make best use of our HRA assets there are circumstances where a disposal would be of benefit to the Council and would lead to a net overall benefit. An example of this could be a one-off property which requires structure works which are not cost effective to carry out. Or small pieces of land which add little or no value to the council.

To ensure that the sale of land or assets meets the highest standards of Governance, a policy has been written to set out the framework in which these disposals will take place.

Reasons for Proposed Decision:

This report sets out to introduce our policy on the Disposal of HRA Assets. Such a policy is viewed as good practice and will fit with our Asset Management Strategy which will be available for approval by this Cabinet in the new financial year.

Report

Parcels of land below 80 square metres

EFDC receive applications for the purchase of land from different sources, these could be groups of tenants, individuals or local businesses. The Council will consider applications to purchase parcels of land from adjacent owners, however, the Council also reserves the right to consider applications from other parties where there are no management or other issues that would cause inconvenience to the Council, if the land was to be sold and the disposal was economically favourable. Each application will be given due consideration before a decision is made.

Single Dwellings

There may be situations where it is considered a good use of Council assets to proactively dispose of assets, this policy applies to the sale of single dwellings only.

The criteria for the disposal of a single dwelling is:

- Where there is significant structural damage which makes the property not economically viable;
- Where the cost of increasing the SAP rating would result in a cost which would be far beyond any income, we would receive; and
- The market value is substantial and liquidating the asset will help us to provide more homes and improve communities.

In cases where a property may not be economically viable, a financial appraisal will be carried out over the period of the business plan. The aim of this will be to understand the Net Present Value of the property and the Internal Rate of Return. This will be carried out by either an internal or external professional who has had the necessary training to do so.

Valuations

Where land is sold, the value of land will be fully assessed, and a valuation be obtained from a qualified RICS valuer, this could be undertaken by either an internal or external professional. Land may be marketed or auctioned to obtain best consideration. Any valuation will be based on commercial use and not the proposed use.

Legal Framework

In general, the Council is required to achieve the 'best consideration reasonably obtainable' when it is disposing of land. Section 123 imposes a duty on the Council to achieve a particular outcome (namely the best price reasonably obtainable): it is not a duty to conduct a process (e.g. to have regard to factors). If the disposal is under the 1972 Act, there is neither express power to include covenants on a disposal, nor a prohibition.

Allocation of funds

The recycling of capital receipts in ringfence for the purpose of the disposal of asset and land is restricted to be used for capital projects, specifically house building or the purchase of property. However, in certain circumstances the receipts can be used for other capital projects within the HRA which bring benefits such as cost savings. Any projects such as these will be subject to approval by the Portfolio Holder.

Resource Implications:

The work will be carried out by our in-house Land and Estate Team

Legal and Governance Implications:

Section 122 of the Local Government Act 1972.

Safer, Cleaner and Greener Implications:

Better use of our assets creating places where people want to live.

Consultation Undertaken:

Housing and Property colleagues were consulted and agree with the contents of the policy

Background Papers:

Minute No: E/H/004/2002-3

Minute No: H/034/2005-06

Minute No: HSG-029-2009/10

Minute No: 116

Risk Management:

Should the policy not be approved there would be a risk that the Council would not have the ability to make 'best use' of Housing Stock.'

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Epping Forest District Council

Draft Policy for The Disposal of HRA Assets

Contents

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1. Background/Scope

- 1.1. EFDC owns approximately 12,000 assets including properties and garages. In addition to these the Council owns other assets such as parcels of land, pathways, un-adopted roads, alleyways and grassed areas on residential estates.
- 1.2. As landowners we are often contacted by individuals and groups who wish to purchase the land from us. As a public body we manage our land assets proactively to ensure that they provide best value in terms of a future and current asset.
- 1.3. This policy sets out our approach to the disposal of our land and property assets, giving regard to Section 123 of the Local Government Act 1972, which states that a local authority has the power to dispose of land. The main caveat to this power is that the council must not do so for “*a consideration less than the best that can be reasonably obtained*”. Furthermore, the policy explains when we might consider land suitable for disposal and when it does not add value to our business.
- 1.4. For the purposes of this Policy, “a disposal” means any freehold disposal, by sale or exchange, of Council owned land/property (including buildings) and any disposal by the granting of a lease or licence for a period greater than 7 years. Leases of 7 years or less or assignment of a term which has not more than 7 years to run are not covered by this Policy, as they are exempt from the statutory requirement to obtain best consideration. Furthermore, this policy specifically relates to single dwellings and parcels of land below 80 square meters. Other disposals such as those resulting from ‘under-used’ land and ‘surplus’ land are dealt with under the Strategic Asset Management Strategy.
- 1.5. This policy has been developed in line with governance regulations and delegation procedures together with requirements set out in legislation.

2. Policy Statement

- 2.1. EFDC are committed to providing excellent services to tenants, leaseholders and the local community. We operate in a fair and transparent way.
- 2.2. We seek to make best use of our assets and housing stock; however, we have no legal obligation to sell land unless directed to under statutory process such as a Compulsory Purchase Order. All decisions to dispose of land will be at the discretion of the Authority and within the framework of this policy.

Parcels of land below 80 Square metres

- 2.3. EFDC receive applications for the purchase of land from different sources, these could be groups of tenants, individual or local businesses. The Council will consider applications to purchase parcels of land from adjacent owners, however, the Council also reserves the right to consider applications from other parties where there are no management or other issues that would cause inconvenience to the Council, if the land was to be sold and the disposal was economically favourable. Each application will be given due consideration before a decision is made. EFDC will decline an application to purchase land if one or more of the following criteria applies:

- The sale of the land would prevent future regeneration or development opportunities for the Council;
 - The land has marriage value which has not yet been investigated;
 - The land provides access for other properties either Council or privately owned;
 - Sale of the land would have a negative impact on the neighbourhood;
 - Best consideration has not been achieved;
 - The land forms part of the integral estate design;
 - Sale of the land would incur additional costs for the Council (for example, the re-siting of lamp posts or telephone cables) unless the applicant is willing to finance the additional costs (payable in advance);
 - The amenity land in the locality would be reduced; The sale would detract from the visual appearance in the locality; and/or
 - There are management or other issues that would cause inconvenience to the Council if the land was to be sold.
- 2.4. The value of land will be fully assessed, and valuation be obtained from a qualified RICS valuer, this could be undertaken by either an internal or external professional. Land may be marketed or auctioned to obtain best consideration. Any valuation will be based on commercial use and not the proposed use.
- 2.5. We will endeavour to maximise revenue from land disposal and sell land for best consideration, taking into account the lands full development potential, however there may be situations where a value for money approach needs to be taken, thus selling at less than market value for nil consideration. This situation may occur when:
- Disposal would reduce management costs;
 - We own no homes in the area immediately surrounding the land yet incur the cost of maintenance; and/or
 - We would be adding value to the area or community.

In the event that land is sold for garden use, property extensions and parking only, an overage clause will be applied which will enable EFDC to share any future value arising from change of use.

Single Dwellings

- 2.6. There may be situation where it is considered a good use of Council assets to proactively dispose of assets, this policy applies to the sale single dwellings only.

The criteria for the disposal of a single dwelling is:

- Where there is significant structural damage which makes the property not economically viable;
 - Where the cost of increasing the SAP rating would result in a cost which would be far beyond any income, we would receive; and
 - The market value is substantial and liquidating the asset will help us to provide more homes and improve communities.
- 2.7. In cases where a property may not be economically viable, a financial appraisal will be carried out over the period of the business plan. The aim of this will be to understand the Net Present Value of the property and the Internal Rate of Return. This will be carried out by either an internal or external professional who has had the necessary training to do so.

Allotments

2.8. Where land has been purchased or appropriated by the Council for use as statutory allotments, the Council cannot, without the consent of the Secretary of State, sell, appropriate, use or dispose of the land for any purpose other than use for allotments (Section 8 Allotments Act 1925). The Council will consider the disposal of an allotment against the following criteria, having regard to the Secretary of State's guidance on allotment disposal:

- The allotment in question is not necessary and is surplus to requirement;
- The number of people on the waiting list has been effectively considered;
- The Council has actively promoted and publicised the availability of other sites and has consulted the National Allotment Society; and
- The implications of disposal for other relevant policies, in particular, the local plan and neighbourhood plan policies have been taken into account.

Garages

2.10. On request, isolated Council-owned garages, which are located immediately adjacent to an existing residential property may be sold to the owner of the adjacent property (regardless of its orientation to the property), provided they are the garage tenant, or the garage is vacant and the owner is the next eligible garages applicant;

2.11. That any sale of an isolated garage be subject to a restrictive covenant being included in the sale of agreement preventing any change of use;

2.12. That the full open market value be paid for any garage sale, and that this be non-negotiable;

2.13. Garages will not be sold if they form part of any garage block.

Un-adopted roads, alleyways and pathways.

2.14. The Council owns several unadopted roads, alleyways and pathways. In some areas, we do not own any homes in the immediate surrounding area yet incur the cost of maintenance. Where it is in the Council's interest, we will seek to dispose of these unadopted roads, alleyways and pathways.

2.15. We will endeavour to maximise revenue from their disposal and sell the land for best consideration, however there may be situations where a value for money approach needs to be taken, thus selling at less than market value for nil consideration. This situation may occur when:

- Disposal would reduce management costs;
- We own no homes in the area immediately surrounding the land yet incur the cost of maintenance; and/or
- We would be adding value to the area or community.

2.16. The Council will retain un-adopted roads, alleyways and pathways where:

- a. The disposal of the land would prevent future regeneration or development opportunities for the Council;

- b. In cases where agreement is not reached by all parties enjoying rights of access over the land to be transferred;
- c. Disposal of the land would have a negative impact of the neighbourhood; and/or
- d. There are management or other issues that would cause inconvenience to the Council if the land was to be sold.

2.17. The sale or transfer of unadopted roadways, alleyways and pathways, will be subject to a restrictive covenant being included in the transfer agreement preventing any change of use and requiring that the owner be responsible for future maintenance of the land.

3. Statutory Framework

3.1. The following legislation and guidance provide the statutory framework for the appropriation of land and overriding/extinguishment of easements and other rights by principal Councils and sets out the duties of the Council in providing compensation where rights are extinguished.

3.2. In general, the Council is required to achieve the 'best consideration reasonably obtainable' when it is disposing of land. Section 123 imposes a duty on the Council to achieve a particular outcome (namely the best price reasonably obtainable): it is not a duty to conduct a process (e.g. to have regard to factors). If the disposal is under the 1972 Act, there is neither express power to include covenants on a disposal, nor a prohibition.

3.3. If the Council seeks to dispose of land or buildings at less than the market value, then it must obtain the consent of the Secretary of State for Communities and Local Government. However, the Secretary of State has issued several 'general consents' i.e. a set of conditions which, if they apply to a transfer, means that the Council does not need to obtain specific permission to transfer at an 'undervalue'. However, the undervalue itself still needs to comply with 'normal and prudent commercial practices, including obtaining the view of a professionally qualified person. The most important of these consents is the General Disposal Consent which permits the Council to dispose of land at less than its market, without the need to seek Appropriation of Land by Principal Councils - Section 122 of the Local Government Act 1972.

4. Reviewing the Policy

4.1. The District Council will monitor, review and update the Policy annually.

5. Document control log

| Version no. | Date | Details of changes included in update | Author |
|-------------|------|---------------------------------------|--------|
| 1 | | Publication | |
| | | | |
| | | | |

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Report to the Overview & Scrutiny Committee

Date of meeting: 2 February 2021



Subject: Co-option of Independent Member to Stronger Communities Select Committee

Responsible Officer: G. Woodhall (01992 564470)

Democratic Services: V. Messenger (01992 564243)

Recommendations/Decisions Required:

- (1) That Mr Wyn Marshall be appointed as a non-voting Co-opted member of the Stronger Communities Select Committee until the end of the 2021/22 municipal year.**
- (2) That the appointment be recommended to Council.**

1. Mr Wyn Marshall is currently the Chairman of the Tenant's and Leaseholders Forum. The Forum represents the views of the tenant's associations and acts as a consultative body for the Council on a range of housing issues. It is particularly important that Tenants have a voice at this level especially in relation to the publication of the Social Housing White paper.
2. At the last meeting of the Stronger Communities Select Committee on 14 January 2021, the Chairman informed the Committee that a request had been made by officers for Mr Marshall to become a co-opted member of the Committee. This would ensure that tenants opinions and input would be considered in relation to Housing issues scrutinised by this Committee.
3. The Committee agreed to this request and therefore requests that Mr Marshall be co-opted as a non-voting member of the Committee until the end of the municipal year 2021/22.

Resource Implications:

The current Members' Allowances Scheme provides for the application of an annual allowance of £500.00 for co-opted independent members of an overview and scrutiny committee.

Legal and Governance Implications:

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. The Overview and Scrutiny Committee is entitled (Article 6) to recommend to the Council the appointment of appropriate persons as non-voting co-optees on select committees.

Safer, Cleaner, 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,

Greener initiative, or any crime and disorder issues within the district.

Consultation Undertaken:

Stronger Communities Select Committee 14 January 2021.

Background Papers:

None

Impact Assessments:

Risk Management

The Council's constitution (Article 6) sets out rules for the management of its overview and scrutiny responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.

Report to Overview & Scrutiny Committee



Date of meeting: 2 February 2021

SCRUTINY



Portfolio: Commercial & Regulatory Services

Subject: Local High Streets Task & Finish Panel

Responsible Officer: Gary Woodhall (01992 564243)

Democratic Services: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

(1) That the reconvening of the Local High Streets Task & Finish Panel be deferred until after the ending of the third national Covid-19 pandemic.

Report:

1. The Local High Streets Task & Finish Panel was established by the Overview & Scrutiny Committee at its meeting on 28 January 2020. The terms of reference of the Panel was agreed, along with its membership and a Chairman was appointed. The terms of Reference are attached for Members' information at Appendix 1.

2. The Panel was originally established to support the review of the future of the local high streets within the District. The original work programme for the Panel envisaged a schedule of three to four monthly meetings before reporting back to the Overview & Scrutiny Committee with its findings in June 2020. Unfortunately, due to the Covid-19 pandemic, only one meeting of the Panel took place in February 2020.

3. During the initial lockdown of the Covid-19 pandemic, the Portfolio Holder for Commercial & Regulatory Services established a Portfolio Holder Advisory Group to consider the recovery of the District from the Pandemic. Part of the remit for this Group included the recovery of the District's high streets.

Overview & Scrutiny Committee 22 June 2020

4. At its meeting on 22 June 2020, the Overview & Scrutiny Committee discussed the future of the Panel. The Committee was clear that it did not want the Panel to be subsumed by the Portfolio Holder Advisory Group, but was advised that it was important to ensure that the work of the two groups was aligned to avoid duplication. It was agreed that the work of the Portfolio Holder Advisory Group should take priority. This decision was confirmed at the Committee's next meeting on 16 July 2020, and it was agreed to reconsider the future of the Panel again in the autumn. In the meantime, it would remain on the Committee's work programme.

Overview & Scrutiny Committee 19 November 2020

5. The Overview & Scrutiny Committee again considered the future of the Panel at its meeting held 19 November 2020. Several the members of the Committee wished for the Panel to reconvene, but the pandemic was still continuing with a second lockdown having been entered into by the country. Officers reported that making high streets safer, in addition to the economic recovery and social wellbeing focus was being reported back to Cabinet and there would be other reports coming forward. The Policy Advisory Group was overseeing

Covid-19 work on the high streets through a number of different projects, the degree and nature of the economic recovery and some other items.

6. The Portfolio Holder for Commercial & Regulatory Services, Cllr A Patel, advised the Committee that he was keen to avoid Officers having to duplicate work, and that the Advisory Group was better placed to progress this work. The Leader of the Council requested the Committee to postpone the reconvening of the Panel until after the recovery from the pandemic, when the Panel could reconvene and look again at the longer-term vitality of the District's high streets.

Overview & Scrutiny Agenda Planning Group 12 January 2021

7. The reconvening of the Local High Streets Task and Finish Panel was considered again at the Agenda Planning Group held on 12 January 2021. It was acknowledged that the reconvening of the Panel was dependent on there being sufficient recovery from the Covid-19 pandemic. Unfortunately, this currently showed no signs of abating.

8. Officers advised that progress was being made with the post Covid-19 town centre projects through the Portfolio Holder Advisory Group. As part of the focus on recovery, projects have been established specifically for each town centre, with papers presented to the Cabinet for Waltham Abbey in December 2020 and for Ongar in January 2021. Further projects will be established for each of the town centres. Each project will have a lead officer and part of the delivery of the projects will include the involvement of members and the progress of these projects will be scrutinised at the select committees.

9. The Agenda Planning Group generally felt that it was not the right time for the Panel to reconvene with the ongoing Covid-19 pandemic showing no signs of subsiding. However, the reconvening of the Panel is an item on the Committee's work programme, and therefore the Overview & Scrutiny Committee is requested to consider the deferral of the reconvening of the Task & Finish Panel until after the ending of the third national pandemic lockdown.

LOCAL HIGH STREETS TASK & FINISH PANEL

TERMS OF REFERENCE

Origin

At its meeting on 19 November 2019, the Overview and Scrutiny Committee agreed the establishment of a Task and Finish Panel to support the forthcoming review of the future of local high streets in the Epping Forest District.

Terms of Reference

- (1) That the Panel consider the current performance of local high streets and review evidence of changing demands and opportunities.
- (2) That the Panel consider:
 - (a) the changing nature of retail spend and impact on the district's current offer;
 - (b) government initiatives to support the resourcing and evolution of the High Street offer;
 - (c) the outcomes of national reviews and policy recommendations;
 - (d) the evidence from local and national organisations on their perspectives on the issue;
 - (e) surveys of occupation/vacancies in High Streets in the district and responses to consultation events such as the Economic Stakeholder Conference;
 - (f) formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the district offer; and
 - (g) other relevant matters related to the review of future High Street success on the basis of the evidence reviewed.

Aims and Objectives:

- (1) To report findings to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee.
- (1) To gather evidence and information in relation to the terms of reference through receipt of data, presentations and other means considered necessary; and
- (2) To have due regard to relevant legislation and the Overview and Scrutiny rules of the Constitution (Article 6).

Timescales

- (1) To agree membership of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;

S. Tautz (20.11.19)

- (2) To agree the Terms of Reference of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;
- (3) To hold the first meeting of the Panel during February 2020;
- (4) To undertake analysis of relevant data and relevant site visits by the end of March 2020;
- (5) To consider draft outcomes and recommendations to be made to the Overview and Scrutiny Committee by 30 June 2020;
- (6) To regularly report progress to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee by 30 June 2020.

Commencement:

The work of the Task and Finish Panel should commence as soon as possible.

Completion:

The final recommendations of the Task and Finish Panel with regard to the future of town centres will be presented to the Overview and Scrutiny Committee by 30 June 2020.



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 December 2020)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Chief Financial Officer are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- Page 89
- (1) Information relating to any individual.
 - (2) Information which is likely to reveal the identity of an individual.
 - (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 - (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 - (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 - (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Aims & Key Objectives 2019/20

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

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Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2019/20

| | |
|-----------------|---------------------------------------|
| Chris Whitbread | Leader of the Council |
| John Philip | Finance & Economic Development |
| Aniket Patel | Commercial & Regulatory Services |
| Sam Kane | Customer & Corporate Support Services |
| Nigel Bedford | Planning & Sustainability |
| Holly Whitbread | Housing & Community |
| Nigel Avey | Environmental & Technical Services |

Contact Officer

Adrian Hendry
Democratic Services Officer

Tel: 01992 564246
Email: ahendry@eppingforestdc.gov.uk

WORK PROGRAMME - 1 DECEMBER 2020 TO 31 MARCH 2021

PORTFOLIO - LEADER

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|-----------------------|-------------------------|-------------------------------------|---|
| LGA Peer review - Position Statement | Draft Position Statement for the LGA Peer review. | No | 20 April 2021 | Cabinet | | Georgina Blakemore 01992 56 4233 | |
| Peoples Strategy - Ongoing | To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the next stage of the Common Operating Model. | Yes | | Cabinet | | Georgina Blakemore 01992 564233 | PID P170 - Peoples Strategy Common Operating Model - Management Structure |
| Epping Sites, St John's Road and Roundhills - Ongoing | To proceed with the new Leisure Centre in partnership with Places Leisure and to seek expressions of interest for the Cinema. Ongoing Reporting. Item to be taken to an informal workshop to discuss. | Yes | | | | Georgina Blakemore 01992 564233 | |
| Qualis Monitoring - Ongoing Quarterly | Financial reporting plan update. | Yes | | Cabinet | | Andrew Small 01992 564278 | |
| Civic Accommodation | To agree lease/license charges for Community Partners co-locating within the Civic Offices. | Yes | | Cabinet | | Andrew Small 01992 56 4278 | |

WORK PROGRAMME - 1 DECEMBER 2020 TO 31 MARCH 2021

PORTFOLIO - PLANNING AND SUSTAINABILITY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|---|---------------------|-------------------------|-----------------------|-------------------------|---|--------------------------|
| Implementatio n of the Local Plan - Ongoing | Quarterly update report on progress. | Yes | | Cabinet | | Alison Blom-Cooper 01992 564066 | |
| Green Infrastructure Strategy | Green Infrastructure Strategy (for endorsement as a material planning consideration following consultation on the draft strategy). | Yes | 11 February 2021 | Cabinet | | Alison Blom-Cooper 01992 56 4066 | |
| Town Centre Regeneration Proposals - Waltham Abbey | | Yes | 22 December 2020 | Cabinet | | Julie Chandler, Nick Dawe 01992 56 4000 (2541), | |
| Town Centre Regeneration - Ongar, Loughton, Epping & Buckhurst Hill | | Yes | 22 December 2020 | Cabinet | | Julie Chandler, Nick Dawe 01992 56 4000 (2541), | |
| Digital Gateway Proposals | | Yes | 22 December 2020 | Cabinet | | Julie Chandler, Nick Dawe 01992 56 4000 (2541), | |

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---------------------------------------|-------------|--------------|------------------|----------------|------------------|-------------------------------|-------------------|
| Financial Planning 2020/21 to 2025/26 | | No | 3 December 2020 | Cabinet | | Andrew Small 01992 56 4278 | |

WORK PROGRAMME - 1 DECEMBER 2020 TO 31 MARCH 2021

PORTFOLIO - ENVIRONMENTAL AND TECHNICAL SERVICES

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|--|---|---------------------|-------------------------|-----------------------|-------------------------|---|--------------------------|
| Strategic Review of Waste Management | Review of the Waste and Recycling service and the end of first ten year term of Biffa Contract in 2024. | Yes | 3 December 2020 | Cabinet | | James Warwick 01992 564350 | |
| Highways Rangers Update Report | Update on the progress of the Highway Rangers Services. | No | 21 January 2021 | Cabinet | | Mandy Thompson 01992 564076 | |
| Charging for EIR | To consider charging for Environmental Information Regulation requests. | Yes | 11 February 2021 | Cabinet | | Mandy Thompson 01992 564705 | |
| Local Business Supplies / Procurement Strategy and Rules | The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities. | Yes | 3 December 2020 | Cabinet | | Shane McNamara 01992 56 4331 | |
| Transfer of Services to Qualis | Consider feasibility study by ARK Consultants on the transfer of Grounds Maintenance and Fleet Operations Service also the transfer of North Weald Airfield Operations from EFDC to Qualis. | Yes | 20 April 2021 | Cabinet | | Qasim Durrani, Andrew Small 01992 56 4055, | |

WORK PROGRAMME - 1 DECEMBER 2020 TO 31 MARCH 2021

PORTFOLIO - HOUSING AND COMMUNITY

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---|---|---------------------|-------------------------|---|-------------------------|------------------------------------|--------------------------|
| Mason Way - Affordable Housing Development | Approval to apply for full planning and funding approval for Mason Way development project. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Parking Provision of New Development | | Yes | 8 September 2020 | Council Housebuilding Cabinet Committee | | Deborah Fenton 01992 56 4221 | |
| RTB Buying Street Properties | New policy presenting the options for disposing of RTB receipts. | Yes | 21 January 2021 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Review of Service Charges | Finding and recommendations following the review of service charges. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| New Policy - Disposal of Assets | Disposal of assets to meet strategic planning/management of HRA assets. | Yes | 3 December 2020 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |
| Review of Tenancy Strategy - update on Changes | | No | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| St John's the Baptist Church - Affordable Housing | To give full details of the proposed scheme including financial appraisal highlighting the internal rate of return and the net present value. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Mason Way - Affordable Housing Opportunities | To give full details of the proposed scheme including a financial appraisal highlighting the internal rate of return and the net present value. | Yes | 3 December 2020 | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Acceptance of Tender - | In order to undertake planned installation, upgrade | Yes | 11 February 2021 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |

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|--|---|-----|-----------------|---------|--|------------------------------------|--|
| Contract 102, Controlled Door Entry Systems | and maintenance repairs of controlled door entry systems to council owned properties. | | | | | | |
| Asbestos Policy | To approve the Council's Asbestos Management Policy and Procedures. | Yes | 3 December 2020 | Cabinet | | Kurtis Lee 01992 56 4000 (2681) | |
| New Fees and Charges | Report requiring a decision regarding charging for non-statutory services. | Yes | | Cabinet | | Deborah Fenton 01992 56 4221 | |
| Proposed Change to Service Charges RTB Receipts - New Policy | Policy outlining who we allocate right to buy receipts. | Yes | | Cabinet | | Deborah Fenton 01992 56 4221 | |

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|------|-------------|--------------|------------------|----------------|------------------|-----------------------------|-------------------|
|------|-------------|--------------|------------------|----------------|------------------|-----------------------------|-------------------|

| ITEM | DESCRIPTION | KEY DECISION | DATE OF DECISION | DECISION MAKER | PRIVATE DECISION | REPRESENTATION ARRANGEMENTS | BACKGROUND PAPERS |
|---------------------------------|--|--------------|------------------|----------------|------------------|-----------------------------------|-------------------|
| North Weald Airfield Masterplan | To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion. | Yes | 1 July 2021 | Cabinet | | Nick Dawe 01992 56 4000 (2541) | |

Overview and Scrutiny Committee Work Programme 2020/21

Chairman: Councillor M. Sartin

| # | ITEM | REPORT DEADLINE | PROGRESS/COMMENTS |
|----|-------------------------|---|---|
| 1. | Cabinet Business | Ongoing | To review the Executive's programme of Key Decisions at each meeting, to identify appropriate matters for the work programme and provide an opportunity for the overview of specific decisions. To consider any call-ins as and when they arise. |
| 2. | Group Company Structure | Ongoing Added to work programme by Agenda Planning Group (29-Oct-19). | To review progress regarding the establishment and operation of the Council's Group Company Structure at each meeting of the Committee. NB: At O&S Agenda Planning Group 21.01.21, it was queried if Qualis needed to be a standing item but as all the scrutiny committees would have the opportunity to review their work programmes, this could be revisited in the new municipal year. |
| 3. | Accommodation Strategy | Ongoing Removed from the work programme by Agenda Planning Group (12-Jan-21) | To review progress regarding the implementation of the Council's Accommodation Strategy at each meeting of the Committee. Future updates to be undertaken by Stronger Council Select Committee. |

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|-----|--|--|---|
| 4. | People Strategy | Ongoing Removed from the work programme by Agenda Planning Group (12-Jan-21). | To review progress regarding the implementation of the Council's People Strategy at each meeting of the Committee. Future updates to be undertaken by Stronger Council Select Committee. |
| 5. | Covid-19 Response & Recovery | Ongoing. Added to Work Programme by OSC 22-Jun-20 | To review progress of the Covid-19 Response and Recovery Plan. |
| | | | |
| 6. | Overview and Scrutiny Work Programme 2020/21 | 22 June 2019 | To agree the work programmes for the Overview and Scrutiny Committee and each of the select committees for 2020/21. (First meeting of each municipal year) |
| 7. | Select Committee Memberships | 22 June 2020 | To consider nominations for membership of and appoint the Chairman & Vice-Chairman for each Select Committee. (First meeting of each municipal year) |
| 8. | Corporate Priorities 2020/21 | 22 June 2020 | Leader of Council to present the Council's corporate priorities for 2020/21 to the Committee. (First meeting of each municipal year) |
| | | | |
| 9. | Customer Services | 16 July 2020 (Annual Report) | Service Director (Customer Services) to report on customer service initiatives and performance, including compliments and complaints and call-handling. |
| 10. | Epping Forest Youth Council | 16 July 2020 | Annual Report from Youth Council on completed and proposed activities. Carried forward from the postponed meeting on 17 March 2020. |

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| 11. | Waste Management Task & Finish Panel Review – Final Report | 16 July 2020 | To consider the options recommended by the Task & Finish Panel for the Waste Management Review. <i>Carried forward from the postponed meeting on 17 March 2020.</i> |
| 12. | Corporate Plan Year 2 – Q4 Performance Review | 16 July 2020 | To review Q4 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan. |
| 13. | Local High Streets – Viability & Regeneration | 16 July 2020 (Carried forward from the Reserve Work Programme for 2018/19) | Proposed Task and Finish Panel agreed by the Committee on 19 November 2019. Terms of Reference and Work Programme for the Task and Finish Panel agreed on 28 January 2020. Original Schedule: <ul style="list-style-type: none"> - 24 February 2020 (meeting held) - 19 March 2020 (meeting postponed) - 15 April 2020 (meeting postponed) - 14 May 2020 (meeting postponed) ⇒ Report back to Overview & Scrutiny in June 2020. To consider whether the Terms of Reference are still relevant following the Covid-19 lockdown, and the future of this Task & Finish Panel. |
| | | | |
| 14. | Local Mental Health Services – Scrutiny of External Organisation | 15 October 2020 (Carried forward from Reserve Work Programme for 2018/19) | To review the provision of local mental health services. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed. Approach made to West Essex Clinical Commissioning Group and Essex Partnership University NHS Foundation Trust. Briefing to be provided to frontline staff on 16 July 2019 by Essex Partnership University NHS Foundation Trust. All members invited to attend briefing. Possibility of further session for members to be investigated. <i>Carried forward from the postponed meeting on 17 March 2020.</i> |
| 15. | Corporate Plan Year 3 – Q1 & Q2 Performance Review | 15 October 2020 | To review Q1 & Q2 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan. |
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| 16. | UK Innovation Corridor – Scrutiny of External Organisation | 19 November 2020 | Formerly the London – Stansted – Cambridge Consortium. Approach to be made. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed. |
| 17. | Corporate Plan Year 3 – Q3 Performance Review | 2 February 2021 | To review Q3 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan. |
| 20. | North Essex Parking Partnership – Scrutiny of external organisation | 2 February 2021 | Approach to be made and accepted. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed. |
| 21. | Elections Planning Progress Report | 2 February 2021 | To provide update on planning for the Elections scheduled to be held in May 2021. |
| 18. | Epping Forest Youth Council | 15 April 2021 | Annual Report from the Epping Forest Youth Council on completed and proposed activities. |
| 22. | Young People’s Mental Health Services – Scrutiny of External Organisation | 15 April 2021 | To review the provision of local mental health services for young people (under 18 years old). Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed. Contact provided by Ms Stephanie Rea from EPUT. This item should dovetail nicely with the annual report from the Youth Council. |
| 19. | Corporate Plan Year 3 – Q4 Performance Review | 15 April 2021 | To review Q4 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan. |

RESERVE PROGRAMME ITEMS

| ITEM | REPORT DEADLINE/PRIORITY | PROGRESS/COMMENTS |
|--|--|---|
| Essex County Council (Children's Services) (Scrutiny of External Organisation) | Carried forward from reserve work programme for 2017/18 and 2018/19. Re: Agenda Planning Group (12-Jan-21) | Recommendation arising from Children's Services Task and Finish Panel requires the Committee to meet with Essex County Council in respect of children's services on an annual basis. The Director of Children's Commissioning attended the meeting in April 2016. To be considered further at a later date. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme; Members to consider moving this item up a level in relation to children and Covid. |
| Epping Forest Sixth-Form Consortium (Scrutiny of External Organisation) | Carried forward from reserve work programme for 2017/18 and 2018/19. Placed back on Reserve Work Programme by OSC on 22-Jun-20. | (PICK submission) To review the progress of the Sixth Form Consortium established in September 2015. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme; |

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Stronger Communities Select Committee

Work Programme 2020/21

Chairman: Cllr D Sunger

Stronger Communities Corporate Programme Alignment focuses on corporate objectives and Customer Excellence and partnerships

| No. | Item | Deadline | Progress and Comments | Owner (Officer) | Programme of Meetings |
|-----|---|---------------|--|----------------------|--|
| 1. | Presentation from the Loughton based group GROW Community Garden who help people who are socially isolated. | 21 Jul 2020 | COMPLETED | Cllr D. Wixley | 21 July 2020 15 September 2020 14 January 2021 30 March 2021 |
| 2. | Impact of Covid-19 on EFDC's Housing Communities | 21 Jul 2020 | COMPLETED | D. Fenton | |
| 3. | "What are our customers telling us?" | 21 Jul 2020 | COMPLETED (a) Quarter 1 report | S. Lewis/ R. Pavey | |
| | | 14 Jan 2021 | COMPLETED (b) Quarter 2 Report | | |
| | | 30 March 2021 | (c) Quarter 3 Report | | |
| | | TBC - 2021/22 | (d) Quarter 4 Report | | |
| 4 | Health and Wellbeing Strategy – To consider outcomes for the district. | 21 Jul 2020 | COMPLETED | F. Ferrai/ G. Wallis | |
| 5. | Universal Credit and its impact on our customers and services | 15 Sept 2020 | COMPLETED Initial findings and recommended actions from the officer working group | R. Pavey | |

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|-----|---|---|--|--------------------|--|
| | | 30 Mar 2021 | 6 Monthly update report | R. Pavey | |
| 6. | Customer Service Strategy | 15 Sept 2020 | COMPLETED Update on key objectives | R. Pavey | |
| | | 30 Mar 2021 | 6 Monthly Report | | |
| 7. | Digital Inclusion | 14 Jan 2021 | COMPLETED | | |
| 8. | Rough Sleepers | 14 Jan 2021 | COMPLETED | | |
| 9. | Loughton Broadway Report | 14 Jan 2021 | COMPLETED | R Smith/ D. Fenton | |
| 10. | Health and Wellbeing | 14 Jan 2021 | COMPLETED Verbal update on the Whipps Cross Hospital Development Programme (meeting attended on behalf of EFDC) | Cllr D. Sunger | |
| 11. | Presentation from the District Police Commander | 30 Mar 2021 | Annual Report | C. Wiggins | |
| 12. | Community Safety Partnership annual report and review of the district Strategic Intelligence Assessment | 30 Mar 2021 | Annual Report | C. Wiggins | |
| 13. | Social Recovery | 30 Mar 2021 | | J. Gould | |
| 14. | Six-month report on the work of the Council-funded Police Officers | 15 Sept 2020 | COMPLETED | C. Wiggins | |
| | | 30 March 2021 | | | |
| 15. | Data insight led review of customer service outlets | Report to deferred until the next municipal year. | Options and recommendations for short, medium and long-term options | | |

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|-----|---|-----|---|---------|--|
| 16. | Service reviews as a result of performance concerns | TBC | | | |
| 17. | EFDC Museum | TBC | Requested at the O&S Committee (19.11.20). To consider work being done on the museum collections, as detailed in the report on Overview and Scrutiny – Corporate Programme Governance and Reporting by the Strategy, Delivery and Performance Director. | L. Wade | |

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**Stronger Council Select Committee
Work Programme 2020/21
Chairman: Councillor P Bolton**

| No. | Item | Deadline | Progress and Comments | Programme of Meetings | Lead Officers |
|-----|--|--|-----------------------|--|-------------------------------------|
| 1. | Corporate Plan Action Plan (KPI's by exception) – performance scrutiny | Corporate Action Plan KPI's, Q1 Apr, May, Jun – 14 July 2020 meeting Q2 Jul, Aug, Sept – 13 Oct 2020 meeting Q3 Oct, Nov, Dec – 19 Jan 2021 meeting Q4 Jan, Feb, Mar – 13 Apr 2021 meeting Live system reporting – by exception. No pre- distributed reports, projection of live data on the night. | | 14 July 2020 13 October 2020 19 January 2021 13 April 2021 | Louise Wade |
| 2. | People Strategy | 14 July and 13 October 2020 – 19 January 2021 & 13 April 2021 Project reporting, issues focussed. | | | Paula Maginnis Jo Budden |
| 3. | Digital Enablement | Prioritisation of Council Technology strategy. Outcome focussed 19 January 2021 | | | Paula Maginnis Maryvonne Hassall |

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|----|---|--|---|--|---------------------------------------|
| 4. | Accommodation | 14 July and 13 October 2020 – 19 January 2021 Project reporting, issues focussed | | | Louise Wade Victoria Wright |
| 5. | Financial Issues Paper | 14 July 2020 Scrutiny of MTFS 20/21 onwards | Revenue and Capital Outturn report went to October 2020 meeting. | | Andrew Small Christopher Hartgrove |
| 6. | Draft budget scrutiny | 2021/22 budget setting 19 January 2021 | Budget Monitoring Report went to October 2020 meeting | | Andrew Small |
| 7. | Asset Management Strategy | Council asset strategy (new) | Approved by the Cabinet 13/06/19 and referred to Council 30/07/19 for adoption. | | Andrew Small |
| 8. | Review of Polling Places, Polling Districts & Polling Stations | July 2020 | | | Gary Woodhall |
| 9. | Review of Local Elections 2019 | October 2020 | | | |

**Stronger Place Select Committee
Work Programme 2020/21
Chairman: Cllr S Heather**

Stronger Place Corporate Programme Alignment focuses on corporate objectives and our response to Covid-19 recovery.

| No. | Item | Deadline | Progress and Comments | Owner (Officer) | Programme of Meetings |
|------------|---|-----------------|---|---|--|
| 1. | Covid-19 – Place | July 2020 | COMPLETED - To include reference to: (a) Business support – grant (b) Safer spaces (c) General economic measures and support (d) Local economic business recovery | | 9 July 2020 29 Sept 2020 12 Jan 2021 29 March 2021 |
| | | September 2020 | COMPLETED (a) Covid-19 recovery update (b) Safer place (c) Current statistics | | |
| | | January 2021 | (a) Covid-19 recovery update | Andrew Small | |
| 2. | Economic Development: Growth/skills/employment programme | September 2020 | DEFERRED to January 2021 (a) Local economic business recovery and resources | | |
| | | January 2021 | (a) Local economic business recovery and resources (b) Economic improvements (c) Town centre regeneration (d) Digital enablement and gateway | Andrew Small Nick Dawe & John Houston | |
| 3. | North Weald Airfield Masterplan Local Plan – update (previously) | July 2020 | COMPLETED - To include: (a) Progress / update | | |
| | | July 2020 | (a) Local Plan progress report including Garden Town and Latton Priory (b) Green Infrastructure consultation update | | |
| | Planning Development and Improvement programme | September 2020 | COMPLETED (a) Local Plan Progress report | | |
| | | January | COMPLETED (a) Local Plan progress report (b) Green Infrastructure Strategy (c) North Weald Airfield Masterplan progress report | | |

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|----|--|--------------------|---|------------------------|
| 4. | Climate Change (previously) | July 2020 | COMPLETED (a) Climate Change and Sustainable Travel update including recruitment (b) Update on tree planting initiatives | |
| | District Sustainability programme | September 2020 | COMPLETED (a) Draft Sustainability Guidance for the District and Harlow Garden Gilston Town | |
| | | January 2021 (tbc) | | |
| 5. | Epping Town sites (previously) | July 2020 | COMPLETED - Progress / update | |
| | Town Centre Development | September 2020 | (a) Progress Report (re. Council as the landowner) | Nick Dawes |
| | | January 2021 | COMPLETED (a) Leisure Management Contract - performance and progress update (b) Waste Management Contract - performance and progress update | |
| 6. | Sheltered Housing Review (previously) | July 2020 | COMPLETED - Report and update | |
| | Community Health and Wellbeing Programme | September 2020 | COMPLETED - (a) Service charges review | |
| | | January 2021 | (b) Sheltered Housing | Deb Fenton (Jen Gould) |
| 7. | Council Housebuilding programme | July 2020 | COMPLETED - Provide plan for 2020/21 | |
| | | September 2020 | COMPLETED - (a) Council housebuilding progress report (and link to creating Great Places programme) | |
| | | January 2021 | Draft Housing Revenue Account (HRA) Capital Programme 2021/22 to 2025/26 | Andrew Small |