



## ***Overview & Scrutiny Committee Tuesday, 12th October, 2021***

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

**Council Chamber - Civic Offices**  
on **Tuesday, 12th October, 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 Bhanot, P Bolton, I Hadley, S Heather, J Lea, A Lion, T Matthews, S Murray, D Plummer, S Rackham, P Stalker, J H Whitehouse, K Williamson and D Wixley

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

### **WEBCASTING NOTICE**

**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.**

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

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast and the Chairman will read the following announcement:

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

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

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

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

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

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

**4. MINUTES (Pages 7 - 16)**

To confirm the minutes of the meeting of the Committee held on 1 July 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**

(Democratic & Electoral Services Team Manager) 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**

(Democratic & Electoral Services Team Manager) 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. CORPORATE PLAN KEY ACTION PLAN YEAR 4 2021/22 - QUARTER 1 CORPORATE PERFORMANCE REPORTING (Pages 17 - 34)**

To review the attached FY 21/22 quarter 1 Corporate performance report.

**9. CLIMATE CHANGE AND SUSTAINABLE TRANSPORT UPDATE (Pages 35 - 38)**

To consider the attached report on the progress of the Climate Change and Sustainable Travel agendas.

**10. COVID-19 UPDATE (Pages 39 - 44)**

To consider the attached update report and make comments to the Portfolio Holder for Community and Regulatory Services.

**11. LOCAL HIGH STREETS TASK AND FINISH PANEL (Pages 45 - 48)**

To discuss how to proceed on this Task and Finish Panel (see attached report).

**12. CABINET BUSINESS (Pages 49 - 64)**

**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 October 2021 is attached as an Appendix to this report.

**13. STRONGER PLACE SELECT COMMITTEE - TERMS OF REFERENCE (PROPOSED) (Pages 65 - 68)**

To consider the attached proposed Terms of Reference.

**14. OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 69 - 72)**

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.

**15. SELECT COMMITTEES - WORK PROGRAMMES (Pages 73 - 80)**

(Chairman of the Select Committee) 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.

**16. EXCLUSION OF PUBLIC AND PRESS**

Exclusion

(Democratic & Electoral Services Team Manager) 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

(Democratic & Electoral Services Team Manager) 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.

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## EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

<b>Committee:</b>	Overview & Scrutiny Committee	<b>Date:</b>	Thursday, 1 July 2021
<b>Place:</b>	Conference Suite - Civic Offices	<b>Time:</b>	7.00 - 8.40 pm
<b>Members Present:</b>	Councillors M Sartin (Chairman) R Jennings (Vice-Chairman) P Bhanot, P Bolton, I Hadley, S Heather, A Lion, S Murray, S Rackham, J H Whitehouse, K Williamson and D Wixley		
<b>Other Councillors:</b>	Councillors R Bassett, S Kane, C McCredie, A Patel, J Philip, D Sunger and C Whitbread		
<b>Apologies:</b>	Councillors R Baldwin, T Matthews, D Plummer and P Stalker		
<b>Officers Present:</b>	G Blakemore (Chief Executive), T Carne (Corporate Communications Team Manager), N Dawe (Chief Operating Officer), A Hendry (Democratic Services Officer), V Messenger (Democratic Services Officer), S Mitchell (PR Website Editor), R Moreton (Corporate Communications Officer), P Seager (Chairman's Officer), A Small (Strategic Director Corporate and 151 Officer), G Woodhall (Team Manager - Democratic & Electoral Services), S Jevans (Qualis Group Managing Director), P Hewitt (Qualis Group Operations Director), B Johnson (Managing Director Qualis Management) and S Rutter (Development Director, Qualis Commercial)		

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### 24. 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.

### 25. SUBSTITUTE MEMBERS

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

### 26. MINUTES

#### RESOLVED:

- (1) That the minutes of the meeting held on 3 June 2021 be taken as read and signed by the Chairman as a correct record; and
- (2) That the minutes of the meeting held on 8 June 2021 be taken as read and signed by the Chairman as a correct record, subject to the following amendments:
  - page 20, last paragraph, end of first sentence – deleted, ‘and for residents’, to read: Councillor D Wixley, the Ward Councillor, clarified that the Council’s Pyrles Lane Nursery had previously been located here and the site had first been disclosed 10 years ago but he had not been kept informed on developments as the Ward Councillor’;

- page 20, last paragraph, deleted second sentence that read, 'A press release would be helpful to avoid any misunderstandings.'; and
- page 21, line 6, insert 'a planning' to read, 'He stated that any comments he made were not final, and he reserved final judgement for such a planning meeting.'

## 27. DECLARATIONS OF INTEREST

- (a) Pursuant to the Members' Code of Conduct, Councillor R Bassett declared a pecuniary interest in item 8, Qualis Four-Year Business Plan – 2021/22 to 2024/25, by virtue of being a non-Executive Director on the Qualis Board and that he had had an input in this business plan. The Councillor had determined that he would leave the meeting for this item.

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

### (a) Public Questions

The Chairman announced that two questions had been received from an Epping resident, who had been unable to attend this meeting. The questions were as detailed below:

Question 1: Qualis Finance Report – As the reported 'Expenditure' was higher and 'income' (generally) significantly less than expected, did you envisage any problems with meeting deadline dates covering the costs associated with 'interest' loan repayments?

*Answer:*

*Qualis had paid interest and principal on loans to date and envisaged no issue with continuing to make these payments. Income from Qualis Management and Qualis Group was as expected. Qualis Living income was lower than forecast, and expenditure was also lower which improved the position. Qualis Commercial was not expecting any income this year, as per the financial plan.*

Six months ago Qualis News released a statement advising that a new Community Interest Company (CIC) was agreed and would form a Partnership with specialists Primera Corporation? The only acknowledgment of this new company set-up [the Epping resident] could see in this latest report shows that £3,000 was spent on 'set-up' costs?, £6,000 paid to Primera?, and £10,000 on 'Other'?

Question 2: Could you kindly give a couple examples of what the £10,000 'Other' had been spent on and a summarised progress report on the partnership with Primera?

*Answer (in part):*

*The fee agreed with regeneration specialists Primera for supporting the set-up of the Community Interest Company (CIC), full stakeholder consultation, identifying focus areas and the initial projects, was £13,000. There had been no additional expenditure associated with the CIC to date apart from relatively small costs associated with registering the company. The CIC was fully supported by the Group and did not currently have any employees. Costs associated with support would be recharged to the CIC, which was the most efficient approach during the set-up phase. The CIC would require seed money to get started in October 2021, and we were currently*



*exploring funding options for the initial projects. Please see the Qualis Four-Year Business Plan (2021-2025) for additional information.*

The Chairman remarked that Qualis had not had time before the meeting to answer question 2 fully, but this would be recorded in the minutes of this meeting. Replies would also be sent separately to the Epping resident.

**(Post meeting update:** *To conclude the answer to question 2 around the Community Interest Company (CIC), the details set out in the Qualis Quarterly Monitoring Report (quarter 1) to Cabinet on 20 April 2021 were a list of potential calls against the contingency budget of the Qualis Group.*

*The figures set out were:*

*£3,000 for the initial scoping and set up of the CIC. This expenditure has been committed to.*

*£6,000 for specialist consultancy support from Primera.*

*£10,000 for the start-up of initial projects till income and funding can be raised. To date no projects have been identified or committed to.*

*The Qualis Four-Year Business Plan summarised the progress Qualis had achieved with the CIC thus far. Qualis also intended to issue a press release after the stakeholder consultation exercise was completed, to inform interested parties of the key focus areas over the next four years).*

#### **(b) Requests to address the Overview and Scrutiny Committee**

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

### **29. EXECUTIVE DECISIONS - CALL-IN**

The Committee noted that no executive decisions had been called-in for consideration since the previous meeting.

### **30. QUALIS FOUR-YEAR BUSINESS PLAN - 2021/22 TO 2024/25**

Strategic Director A Small introduced the detailed business plan, which had yet to go before Cabinet for a decision on 12 July. It was a requirement of the Shareholder agreement that each year Qualis produced and presented to the Council a one year and a four-year business plan for the Council to consider and sign-off. Since the newly appointed Qualis Board had needed time to consider the medium, and longer term, strategy only a single year business plan had been presented to Cabinet in December 2020. The business plan detailed future service transfers and a template for such business case transfers.

Councillor J Philip, Portfolio Holder (Finance, Qualis Client and Economic Development), outlined that Qualis had been set-up by the Council to be successful and to do the business it wanted Qualis to do, although it was a separate development company. He encouraged members to be positive about Qualis and look at what Qualis was expecting to undertake, but he fully expected the one year and four-year business plans to be updated, as there might be changes along the way.

S Jevans (Qualis Group Managing Director) introduced other Qualis Board Members – Paul Hewitt (Group Operations Director), Ben Johnson (Qualis Management Managing Director) and S Rutter (Qualis Commercial Managing Director). Qualis was the Council's property management and development company and it generated returns that supported the Council's key services and regeneration activities. Its core activities focussed on development, investment, property asset management and facilities management. The four-year plan set out detailed plans for each of the four subsidiary companies. The business plan aimed to deliver the Epping development sites, Cottis Lane, Bakers Lane, St John's Road, Conder Building and Hemnall Street (270 residential homes), and Roundhills (28 residential homes). Any investment and regeneration opportunities within the District would be explored. Qualis would continue to build on its commercial investment portfolio and had already achieved a £30 million investment portfolio across three assets. Qualis would look at the benefits of transferring additional services that made sense to do so in relation to property. It would be working with the community on the development of Qualis Community.

N Dawe (Qualis Group Finance Director) stated that Qualis Management would generate a 6% targeted return within the next four years. Qualis Commercial was forecast to return significant development income in the year after next. Qualis Living, in terms of investment assets, was forecast to grow a healthy profit over the next four years and a further small loan would be required to help more developments to take place worth £35 million.

The Committee pre-scrutinised the Qualis Four-Year Business Plan 2021/22 to 2024/25, as detailed below.

- The residential homes to be built at the Epping Town Centre developments and Roundhills seemed a small number of homes for the next four years. Regarding key priorities in relation to the property asset management function, how much was it envisaged this would save the Council? Councillor J Philip replied that this was why the Council's asset management team needed to work together with Qualis to ascertain not just the savings but the improved revenue generation that could be made, so this had yet to be done.
- If over the four-year plan no dividends would be taken, was there a way to maintain the dividends? Councillor J Philip replied that profits generated would be kept within Qualis to be reinvested as the Council wanted Qualis to be successful and this would give it the opportunity to grow.
- Would information on the quality of the services after they had transferred to Qualis, particularly in respects of voids, be open to scrutiny and would sufficient detail be provided? Also, what consultation was being carried out with tenants before the business case to transfer management services to Qualis? Councillor J Philip clarified that there were no plans to hand the Council's housing stock over to Qualis in this four-year plan as it was more to do with the management of things. The Council had chosen Qualis to take over the management of the Housing Repair Team, but this did not affect the Council's ability to scrutinise things. B Johnson replied that in terms of outsourcing and where it made sense to do so, Qualis was looking at building the capability in-house and to make savings for the shareholder. Performance was monitored on a monthly basis, which included voids, as well as several high-level KPIs that were regularly reported back to the Board.
- Could assurances be given that the transfer of Council housing stock to Qualis was not being considered? Councillor J Philip advised that there had

been no discussions about moving housing stock to Qualis. The Council was proud of building new council houses and these would stay with the Council.

- Additional information on Qualis Community highlighted that Primera was making progress on setting it up. P Hewitt commented that ideas were being developed in this area and there was more work to be done, which would then be reported to the Council, hence the lack of detail given in the business plan.
- On retraining of people who had lost jobs though the Covid pandemic, P Hewitt replied that young people were an area of concern. The aim was to get desired programmes to help any unemployed in the District.
- Councillor C Whitbread asked councillors to be mindful of the comments / advice they made on social media about Qualis and its Board, as only residents benefitted from Qualis and not members.
- The Council benefitted from rental income of commercial assets, but was non-payment of rent on its commercial assets a potential risk factor as well as the forfeiture of leases? There was no date when the moratorium would end on tenancies. As the Council seemed to be placed lower down while other organisations were ranked higher in the charges register, what would happen in relation to a default on any loan payment made and the equity of an asset as this could be considered a reputational risk, and had this been identified in the risk register? Councillor J Philip replied that the Council did have rental risks on Council houses and on property in its asset portfolio, but the Asset Management Team would be looking into this. He continued that there was definitely a reputational risk for the Council and Qualis, but Qualis was separate from the Council and must be allowed to work as a normal developer and he felt that there was the right amount of security currently. N Dawe advised that Qualis had secured low risk assets and part of the due diligence process was that the payment history was good and that properties being purchased would perform well in the market, so it was a very conservative portfolio approach. The Council was mindful of risk, albeit a low risk, and aimed to minimise risk. In terms of rent risk on the £30 million loaned to Qualis to acquire commercial property, there was heavy securitisation on the loans.
- What role did the members on the Qualis Board play? Also, it seemed to be taking a long time to fill the vacancies in the Asset Management Team. Councillor J Philip replied that two councillors represented the Council on the Qualis Board that was set-up last year, as well as an independent Chairman and independent members. It was important there was a good working relationship between the Qualis Board and the Council's senior management. S Jevans was seconded last autumn to Qualis for two years as the Managing Director. Other staff were being seconded to do necessary work. The Asset Management roles would be filled by Qualis when required.
- Was Qualis being overly ambitious and too quick? Councillor J Philip replied that a long process had been undertaken to look at the four-year business plan and that there needed to be sufficient ambition, so there was now a good balance. However, updates to the four-year business plan would keep coming back.
- Could the purchase price of £1.6 million for the Pyrles Lane site be clarified, as a valuation figure was being awaited, and what were the fees of £800,449? Councillor J Philip advised that the business plan had to be produced for this

agenda, but it would be better to wait for the full business plan going to Cabinet on 12 July 2021.

- Could Mr Dawe provide more information on why Qualis would be borrowing more money? Councillor J Philip said that at this stage there was not a great deal of equity to build on, so Qualis needed the loans detailed in the business plan. N Dawe replied that future projects included Pyrles Lane and Cottis Phase II, as well as two other regeneration projects but these required further work as they were commercially sensitive. Councillor J Philip added that the Public Works Loan Board could provide loans for regeneration projects and there was a drive to regenerate different parts of the District.
- Did Qualis have a process in place regarding its significant risks as it was a new company? Councillor J Philip acknowledged there were risks but regular quarterly monitoring reports would be scrutinised, and it was covered in the business plan.
- Given the close working relationship between Qualis and the Council would there be independent scrutiny by a third party over the four years of the business plan on Qualis' various activities as this would enhance public confidence? Councillor J Philip replied that elements of what Qualis was doing could be scrutinised where it delivered services for the Council. Although the Council was the shareholder, Qualis was an independent company, and it was critical it served our residents but should be able to work independently. The challenge with Qualis was to make the outward facing things clear and open to scrutiny. S Jevans advised that the Council had recently audited Qualis, which provided the shareholder with confidence.
- As the details would change year by year, was there a mechanism in place to allow members to comment on possible schemes Qualis was looking at? Councillor J Philip asked members to bring any particular areas to his attention because, from the client side, he held a weekly meeting with S Jevans and would pass on contributions from members in relation to Qualis' core business.
- In respect of reviewing the organisational structure of Qualis with a view to identifying operational and financial efficiencies, were there any thoughts on setting up further companies? P Hewitt replied that there were no plans to do this. However, as many activities of Qualis Living and Qualis Commercial did overlap somewhat, external advice was being sought and it was being investigated whether those two companies could be combined. This would drive efficiency and the need for resources, as well as bringing some operational benefits, but only if it was right for Qualis.

The Chairman thanked the Qualis Management Team for attending the meeting and encouraged members to attend the forthcoming Cabinet committee on 12 July 2021.

**RESOLVED:**

- (1) That the Overview and Scrutiny Committee pre-scrutinised the Qualis Four-Year Business Plan.

**31. OVERVIEW AND SCRUTINY 2020/21 ANNUAL REPORT**

The Chairman advised members that the cover would be amended to show the corporate logo background. The Committee agreed to submit the 2020/21 Annual Report to Council for approval.

**RESOLVED:**

- (1) That the final draft of the Overview and Scrutiny 2020/21 Annual Report of the work undertaken during the past municipal year be agreed, subject to the cover being amended; and
- (2) That this Annual Report be submitted to Full Council on 29 July 2021, for approval.

**32. CABINET BUSINESS**

Councillor A Lion queried the Corporate Aims and Objectives header and that it should be updated to read, 2021/22.

**(a) Leader Portfolio**

Councillor S Murray asked for an update on the Civic Offices accommodation and for progress with community partnerships. Councillor C Whitbread replied that visits to the newly refurbished Civic Offices were being organised for members in addition to an official opening. There had been some positive commercial interest for accommodation use and there were other partnerships he was personally involved with, but a report would follow shortly.

**(b) Planning and Sustainability**

Councillor A Lion queried where electric charging issues would be covered. Would this be in relation to the Implementation of the Local Plan item or was there going to be an item on sustainable transport because only the HGGT Transport strategy was the other item under this Portfolio Holder? Councillor J Philip replied that these were the key decisions, but the Council did have work ongoing on sustainable transport under the Local Plan, as there were policies that covered this and electric charging vehicle points, as well as the Harlow and Gilston Garden Town sustainable transport policy. Further information on this would be coming out very soon in the public consultation of the Local Plan's main modifications.

**(c) Housing Services**

Councillor S Murray acknowledged that he had received a detailed email update from J Gould (Community and Wellbeing Service Director) outlining timelines for the scrutiny of housing issues he had raised at the last committee meeting. This was particularly in relation to the tenancy strategy, housing strategy, homelessness and rough sleeping strategy, allocations policy and sheltered housing, and thanked the officer for this useful information.

**(d) Community and Regulatory Services**

Councillor M Sartin asked for more information, on the Fit and Proper Person Test under the Caravan Sites and Control of Development Act 1960. Councillor A Patel replied that the Council had to ensure fit and proper persons managed caravan sites as they needed to go through a particular procedure to meet certain criteria under the

Act. The report would review the Fit and Proper Person Determination Policy and the safeguards the Council needed to put in place.

**RESOLVED:**

- (1) That the Committee reviewed the Executive's current programme of Key Decisions of 1 July 2021; and
- (2) That the Corporate Aims & Key Objectives header would be updated to 2021/22.

**33. OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME**

**(a) Current Work Programme**

There were three standing items shown on the work programme. The Qualis Four-Year Business plan (item (10)) and Overview and Scrutiny 2020/21 Annual Report (item 11)) had been completed at this meeting. A report on possibly reconvening of the Local High Streets Task and Finish Panel and scrutiny of the Corporate Plan Year 4 (2021/22) quarter 1 performance would be going to the next meeting on 30 September 2021.

Councillor S Murray remarked that it seemed more appropriate for the Elections Planning Progress Report (item (19)) to be scrutinised by Stronger Council Select Committee. The Chairman asked the Democratic and Electoral Services Team Manager, G Woodhall, to check which committee this should go to.

Councillor S Rackham supported the reconvening the Local High Streets Task and Finish Panel (item 13)), as it was beneficial before it was suspended because of the Covid pandemic and would be beneficial afterwards.

Councillor J H Whitehouse asked if periodic reports on the town centre regeneration project and how it was progressing would go to the Task and Finish Panel? Councillor M Sartin replied that it would be better if reports were made to this Committee or a select Committee. Councillor J Philip replied that he would be reporting progress to Cabinet. However, he would liaise with Councillor M Sartin, as chairman of Overview and Scrutiny, which was the most appropriate committee to scrutinise town centre regeneration work when there was sufficient work to be scrutinised.

**(b) Reserve Programme**

G Woodhall asked members to contact him if they wished to suggest the external scrutiny of any organisations.

Councillor S Murray suggested scrutinising the way Thames Water was operating, although it only partially covered the District, because of the way work (or lack of work) had been undertaken, which was also supported by Councillor D Wixley. Councillor M Sartin remarked that the Committee had previously invited Thames Water.

**RESOLVED:**

- (1) That the Committee noted the current work programme;

- (2) That the Democratic and Electoral Services Team Manager would advise which committee usually scrutinised the progress report on planning for the Elections;
- (3) That Councillor J Philip would liaise with Councillor M Sartin on which committee would scrutinise town centre regeneration; and
- (4) That external scrutiny of Thames Water be considered.

### **34. SELECT COMMITTEES - WORK PROGRAMMES**

#### **(a) Stronger Communities Select Committee**

Councillor S Murray reported that the first meeting had been held on 15 June 2021 and the new Chairman, Councillor J Lea, had done an outstanding job.

#### **(b) Stronger Council Select Committee**

Councillor P Bolton reported that the reviewing of local elections was already on the select committee's work programme. Therefore, Overview and Scrutiny Committee did not need to duplicate this scrutiny. Also, pre-scrutiny was beginning to work and he encouraged more of this.

Councillor S Murray thought that the local elections review should go to the July meeting as it seemed a bit late to review these elections by September 2021. Councillor M Sartin said that there was an officer Elections Planning Group, which held meetings throughout the year. A Small added that the report would try to be brought forward, but he did not know if this would be possible.

#### **(c) Stronger Place Select Committee**

Councillor A Lion reported that this was last year's work programme and the work had been completed but he was not aware of any new work programme items that had previously been agreed. At the first meeting in the municipal year on 22 June 2021, members received a verbal report on the main modifications of the Local Plan. The Committee had also spent time reviewing what it wanted to scrutinise in the forthcoming year. He had requested some of the directorates' business plans and was looking at the Corporate Plan 2018-2023, including the Cabinet work programme and other documents. Mr Dawe had also made some suggestions, so it might take some time to get a work programme together but this was actively being worked on.

Councillor J H Whitehouse added that the green action plan used to regularly come to the previous Neighbourhoods Select Committee so it should be subject to scrutiny by one of the select committees.

Councillor M Sartin replied that this was one of the issues to discuss at the Joint Meeting of the Overview and Scrutiny Chairmen and Vice-Chairmen, which was being held on 22 June 2021.

#### **RESOLVED:**

- (1) That the Committee noted the work programmes of the three select committees.

**35. 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**





## SCRUTINY



## **Report to Overview and Scrutiny Committee**

**Date of meeting: 12 October 2021**

**Portfolio:** Leader (Councillor C Whitbread)

**Subject:** Q1 Corporate Performance Reporting

**Officer contact for further information:**

Maryvonne Hassall (mhassall@eppingforestdc.gov.uk/ 01992 642311)

**Democratic Services Officer:** V Messenger (01992 564265)

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**Recommendations/Decisions Required:**

1. **That the committee reviews the FY21-22 Q1 Performance report and raises any areas for scrutiny.**

**Report:**

As agreed with Overview and Scrutiny, the report will only detail project status by exception. Exception is determined by a RED status e.g. those deemed to have missed a key milestone or have presented a key issue for resolution, or, AMBER status e.g. those deemed to be at risk of missing a key milestone or have presented a key risk for resolution (appendix A). All KPIs regardless of status are included in this report (appendix B).

**Reason for decision:** To enable Overview and 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.


**Appendix A . Status and Progress Report: Key Corporate Projects**

**Reporting Guide (strikethrough text indicates statuses not used on this report)**

Green	<del>Project on track to achieve milestones.</del>
Amber	Project at risk of missing milestones.
Red	Project has missed milestones / project has serious issues.
Blue	<del>Project complete.</del>
↔	Project status is unchanged since previous report.
↑	Project status has improved since previous report.
↓	Project status has declined since previous report.


Service Area: Community Health and Wellbeing		Lead Officer: Jen Gould	
Community & Cultural Trust*			
<p>Ensure that the Epping Forest District Community and Cultural Trust is established and its aims and fundraising focus support EFDC's objectives.</p>	<p>Q3</p> <ul style="list-style-type: none"> <li>Secure confirmation registration with the Charity Commission</li> <li>Recruitment of skilled trustees and agree a fundraising and advocacy plan to support EFDC and the charitable outcomes outlined in the Memorandum and Articles of the Trust</li> </ul> <p>Q4</p> <ul style="list-style-type: none"> <li>Recruitment of additional Trustees (up to 11) and establishment of Trust infrastructure</li> <li>Trust public launch with agreed fundraising priorities and campaign</li> </ul>	<p>Amber</p> 	<p>Following discussion, it was agreed to proceed with the establishment of the trust to support a community hub approach to service delivery along with other initiatives. It is felt that the trust provides complimentary but different fundraising and advocacy opportunities to the Qualis CIC.</p> <p>The trust is registered with Companies House as a company limited by Guarantee. An application for registration of the Trust with the Charity Commission has been submitted. Further information on how the trust will identify the need for activities and outcomes that meet some of its charitable outcomes has been requested and provided for consideration. The Charity Commission currently has a severe backlog in processing applications and this has delayed registration.</p> <p>Four Trustees with a range of appropriate skills are in place and the trustees are registered with Companies House. Work has begun on scoping out the draft fundraising and advocacy plan for the trust</p> <p>Return to green actions. The delay in confirmation of Charity Commission registration is acting as a barrier to progress. Action plan to be updated once registration is confirmed, targeted for Q3.</p>

Service Area: Customer Services		Lead Officer: Rob Pavey	
<b>Research &amp; Feasibility Insights</b>			
Provide insight for the future design of our service based on data and behavioural analysis Provide customer-centric services.	<ul style="list-style-type: none"> <li>No timelines have been set while priority of this project is under review</li> </ul>	Red 	<p>Council is currently reviewing the priority of this programme against other initiatives. Programme may then require further clarity on its scope. Key strategic priorities are to be assessed that will require Data Insight.</p> <p>Recommend project is removed from reporting until a time when we are ready to commence work, to be reviewed to commence Q1 2022/23.</p>
<b>Councillor Portal</b>			
To provide an additional one-stop portal, for all member information requirements.	<ul style="list-style-type: none"> <li>No timelines have been set while the value of this project is under review.</li> </ul>	Red 	<p>The Council is considering the option of maximising existing products and services rather than the introduction of an additional portal. An interim solution is being implemented for Members that provides a single access point via the website. Going live in early September, all the main links that Members need should be included in this one location including access to Members Contact. The need for a full portal solution will be reviewed in Q1 2022/23.</p>


Service Area: PP & Implementation		Lead Officer: Nigel Richardson	
<b>Local Plan</b>			
Adoption of the emerging Local Plan which sets out the vision, objectives and policies for meeting and shaping the District's development needs and its distribution up to 2033.	<u>Q2</u> <ul style="list-style-type: none"> <li>Delivery of Local Plan and closure of project.</li> </ul>	Amber 	<p>Consultation on the Main Modifications to the emerging Local Plan started on 15 July and will run for 10 weeks until 23 September 2021.</p> <p>Return to green actions: Local Plan has suffered numerous delays following the Local Plan Examination which highlighted issues we must make alterations for, now part of the current consultation. Current schedule is dependent on officers collating and assessing the consultation responses, and then review by Planning Inspector. We anticipate a new date of Dec 2021 for Planning Inspector response and adoption of Local Plan with project closure.</p>

**Service Area: Digital Planning Improvements** **Lead Officer: Nigel Richardson**

**Back Office System (Digital Planning Process Improvement & Digital Solution)**

Goal	Aspirational milestones	Status	Progress
<p>Deliver a digital solution and improve processes within planning department. Providing the Development Management Service with a single digital workspace to complete all tasks relating (enforcement, trees, conservation, applications, appeals, pre-application advice) and for customers to interact with us and for up to date information to be available to our customer services team and other parties regarding the DM function.</p>	<p><u>Q3</u></p> <ul style="list-style-type: none"> <li>Go Live</li> </ul>	<p>Amber</p> 	<p>Some difficulties with data migration being encountered - supplier has provided quote for data migration options. Funding for completion of the project is an issue – discussions ongoing. Likely Go Live date will be delayed from Q3 to Q4.</p> <p>Return to green actions: Decision to be made on funding by end of Sept so that we can bring in resource to resolve data migration issues. Agree Q4 Go Live date.</p>

Digital Support Platform for Business (Digital Enablement and Gateway)

Goal	Aspirational milestones	Status	Progress
<p>An externally provided platform for 'Place' that will re-imagine Epping Forest District as a great location to live, work and do business.</p> <p>Platform for;</p> <ol style="list-style-type: none"> <li>1. On-line information</li> <li>2. On-line business building</li> <li>3. On-line trading programme</li> <li>4. On-line community building</li> <li>5. On-line transaction and settlement</li> <li>6. On-line bookings</li> <li>7. On-line info. re. employment and skills</li> </ol>	<p><u>Q1</u></p> <ul style="list-style-type: none"> <li>• Click it local has been launched (March 2021). Loyal Free has been purchased as of (June 2021). New monthly business e-newsletter launched in March 2021 (2000+ business recipients).</li> </ul> <p><u>Q3</u></p> <ul style="list-style-type: none"> <li>• Enacting new strategy with regard to business communications</li> </ul>	<p>Amber</p> 	<p>A limited number of local shops are now participating in the Click It local scheme (25). Work is ongoing with Click It local business support with encouraging more business take up with the scheme in the lead up to Christmas. The July business e-newsletter was withheld from publication, because it was deemed that a key segment for this e-newsletter should be news about the new Essex Business Adaptation Fund. A digital intern will have finished a report by the end of August identifying how the e-newsletter content could be improved to encourage more engagement with businesses. Work is ongoing to increase business participation in the Loyal Free app scheme and associated trails being developed to foster more footfall on our high streets. Officers are working with colleagues across four other districts to procure applications for data capture for mobile phones to measure footfall and dwell time across high streets in the district.</p> <p>Return to green actions: E-newsletter has been put on hold due to limited reach / engagement from users. Team developing strategy to improve business communications to improve reach / engagement, targeted for Q3.</p>

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**Appendix B : Quarterly KPI Reporting**

*Some Q1 data not available for reporting deadline. Any updates will be provided verbally in committee session.*

<b>Stronger Communities KPIs</b>				
<b>Key Performance Indicator</b>	<b>21/22</b>	<b>Actual</b>	<b>Target</b>	<b>Comments</b>
<b>Customer Services:</b> Overall Customer Satisfaction	Q1	80%	66%	For comparison the last quarter, FY20/21 Q4, actual was 74% - this quarter has seen an increase of overall customer satisfaction of 6%.
	Q2			
	Q3			
	Q4			
<b>Customer Services:</b> First Point Resolution	Q1	49.9%	45%	For comparison the last quarter, FY20/21 Q4, actual was 44% - this quarter has seen an increase of overall customer satisfaction of 5.9%
	Q2			
	Q3			.
	Q4			
<b>Customer Services:</b> Complaints resolved within SLA	Q1	85%	89%	<p>&gt; Reduced volume of complaints compared to Q4. 97 last Quarter, 65 this quarter with 89% handled within SLA</p> <p>&gt; 42% complaints had the outcome of "Not Upheld" and 12% were upheld. 44% partially upheld.</p> <p>&gt; 5 out of the 65 complaints for Q1 have escalated to a Stage 2 formal complaint in all cases the initial outcome remained.</p> <p>SERVICE AREAS WITH SIGNIFICANT VOLUMES</p> <p>&gt; Waste - 13 formal complaints for this Q1 with the main themes being around the uncleanliness of the streets as the perception is that residential streets were not being cleaned. Expectations were managed by the Waste Team Manager in each complaint.</p> <p>&gt; Revs &amp; Bens - 11 complaints for Revs &amp; Bens with the majority pertaining to Business Grants and Council Tax arrears.</p>
	Q2			
	Q3			
	Q4			

	Q4			
<b>Community Health and Wellbeing:</b> No of homelessness approaches	Q1	33	n/a	Compared to 244 at the end of Q4, largely due to the COVID-19 Pandemic.  During the initial lockdown there was a pause in void activity and letting of properties, meaning that people could not move on from temporary accommodation into permanent housing for several months. Also we were instructed by the government to house all people sleeping rough under the 'Everyone In' initiative, which saw us assisting an additional 25 individuals that would not have ordinarily had a 'priority need' for housing assistance from the Council.  This is an information only PI that enables the service to track trends and map trajectory ensuring statutory service is adequately resourced to meet demand.
	Q2		n/a	
	Q3		n/a	
	Q4		n/a	
	Q1	107	n/a	Compared with 120 at the end of Q4, largely due to the situation explained above.  This is an information only PI that enables the service to track trends and map trajectory ensuring statutory service is adequately resourced to meet demand.  Reassurance on the effectiveness and quality of the homelessness service would be better served by including PIs on % of homelessness approaches relieved and prevented compared with the % owed a main homelessness duty. It is recommended that a discussion takes place with Select Ctte Members and the Director of C&W to agree on a meaningful suite of PIs that delivers robust reassurance to the group.
Q2				
Q3				
Q4				

<b>Community Health and Wellbeing:</b>	<b>21/22</b>	<b>Actual</b>	<b>Target</b>	<b>Comments</b>
Major works voids average time	Q1	22.9 days	n/a	<p>14x major works voids resolved.</p> <p>This KPI has recently been transferred to Qualis, so void priorities and targets have been adjusted. These have been agreed between EFDC and Qualis Management. There used to be just two categories for priority, however this is now four as shown below:</p> <ol style="list-style-type: none"> <li>1. Minor up to £1.5k (turnaround time of 6 working day)</li> <li>2. Standard between £1.5k to £6.5k and one component replacement (turnaround time of 20 working day)</li> <li>3. Major between £6.5k to £10k and two component replacement (turnaround time of 25 working day)</li> <li>4. Exceptional, £10k and above, and three component replacement (turnaround time agreed on specification and scope of works)</li> </ol> <p>The KPI will remain assigned to EFDC (Lead Officer - Deborah Fenton 'Housing and Property Directorate') and data will be provided by Qualis to support and further work is underway to obtain committed dates for when this data will be available.</p>
	Q2			
	Q3			
	Q4			
<b>Community Health and Wellbeing:</b> Total remote users including; web and social media figures across the Community, Culture and Wellbeing service area	Q1	169,040	200,000	<p>Remote figures include all online interactions via social media and web channels the team runs. The reason for the figure being slightly below target in Q4 is that we have had a technical problem with gathering website stats from the museum's new micro-site so these figures have yet to be included in these figures. This is being worked on and hopefully we will be able to include these figures for future quarter reporting. Also the online engagement will not necessarily be an equal split across the quarters as different periods of the year will lead to increased engagement – e.g. Q2 should see a higher than target figure with our summer holiday programme promotional activity and launches of a new exhibition at the museum.</p>
	Q2			
	Q3			
	Q4			
<b>Community Health and Wellbeing:</b>	Q1	3034	2250	These targets were set during the pandemic. With the easing of restrictions, engagement has been even greater than expected hence the actual figure is much

Total visits in person to Epping Forest District Museums including; school outreach and loan box service				higher than the target. Unless any restrictions change it is likely we will go above the target for the whole year. Discussions are underway to agree an appropriate target figure for the remaining quarters.
	Q2			
	Q3			
	Q4			

<b>Community Health and Wellbeing:</b> Engagement in community, physical or cultural activity	Q1	4569	1750	These targets were set during the pandemic. With the easing of restrictions, engagement has been even greater than expected hence the actual figure is much higher than the target. Given this, the annual target of 7000 (1750 / quarter) will be adjusted to annual target of 14,000 (3,500 / quarter) and this will be reflected in reporting for the remaining quarters.
	Q2			
	Q3			
	Q4			
<b>Community Health and Wellbeing:</b> No of families in B&B accommodation for 6 weeks+	Q1	0	0	The Council has a legal requirement to ensure no family is kept in B&B accommodation for more than 6 weeks. No family within Epping has been placed in B&B accommodation for longer than 6 weeks as required.
	Q2			
	Q3			
	Q4			

<b>Contracts:</b>	<b>21/22</b>	<b>Actual</b>	<b>Target</b>	<b>Comments</b>
<b>Contracts:</b> % change of leisure centre attendees from previous years quarter: Gym visits	Q1	Epping: 55% decrease Loughton: 25% decrease Ongar: 60% decrease Waltham Abbey: 58% decrease	n/a	The percentage change has been calculated comparing 2019 figures against 2021 figures. 2020 figures were not used as gyms were closed for all of Q1 in 2020 in line with local and government restrictions.  Due to the COVID-19 pandemic, attendance has seen a significant decrease as gyms were closed during Q1. As restrictions have now lifted, it is expected that there will be a improvement in actuals for the remaining quarters
	Q2			
	Q3			
	Q4			
<b>Contracts:</b> % change of leisure centre attendees from previous years quarter: Casual swimming	Q1	Loughton: 10% increase Ongar: 103% increase Waltham Abbey: 7% decrease	n/a	The percentage change was calculated comparing 2019 figures against 2021 figures. 2020 figures were not used due to gyms closed for all of Q1 in 2020.  The Ongar refurbishment project completed in Jan 2021 and has attracted higher attendance.
	Q2			
	Q3			
	Q4			
<b>Contracts:</b> Club Live membership	Q1	Epping: 33% decrease Loughton: 24% decrease Ongar: 103% increase Waltham Abbey: 29% decrease	n/a	The percentage change has been calculated comparing 2019 figures against 2021 figures. 2020 figures were not used as gyms were closed for all of Q1 in 2020 in line with local and government restrictions.  The Ongar refurbishment project completed in Jan 2021 and attracted higher attendance.
	Q2			
	Q3			
	Q4			
<b>Stronger Places KPIs</b>				
<b>Contracts Waste:</b> Recycling rate	<b>21/22</b>	<b>Actual</b>	<b>Target</b>	<b>Comments</b>
	Q1	59.630%	60%	A target of 60% has not quite been reached during Q1. However a restructure of the Waste Team has been completed to increase

				capacity within the team and focus on developing initiatives, education and awareness on reuse and recycling.
	Q2			
	Q3			
	Q4			
<b>Contracts Waste:</b> Reduction in household waste	Q1	0.107kg/household	0.100kg/household	Household waste volumes are still high following the COVID-19 pandemic and the resulting increase in home workers moving waste from commercial properties to residential properties. As above, the waste team are looking into initiatives for education and awareness on reuse and recycling.
	Q2		0.100kg/household	
	Q3		0.100kg/household	
	Q4		0.100kg/household	
<b>Housing Management</b> Rent Arrears	Q1	1.37%	<1.55%	This KPI is a measure of the outstanding rent due (arrears) of the total rent sum from Council residential properties.
	Q2			
	Q3			
	Q4			
<b>Planning and Development:</b> Percentage of applications determined within agreed timelines: Major	Q1	0%	80%	There were only 2 decisions which were refused planning permission, but the refusal was given outside of agreed timeline due to the complexity of the applications, which required planning committee decision.
	Q2			
	Q3			
	Q4			
<b>Planning and Development:</b> Percentage of applications determined within agreed timelines: Minor	Q1	83%	90%	67 out of 80 in time. The other 13 applications were decided outside of the agreed timeline due to the complexity of the applications which delayed decisions. A process and efficiency review is underway to consider what improvements can be made to prevent further delays in applications.

	Q2			
	Q3			
	Q4			
<b>Planning and Development:</b> Percentage of applications determined within agreed timelines: Other	Q1	92%	90%	This category has the highest volume of applications received (householder extensions) and 348 out of 378 applications were decided in time in this category in Q1, which is normal. They are less contentious, and the majority are determined daily under officer delegated powers. Therefore the 8-week target is generally achieved. Those required to be determined at planning committees, which meet on a 4-week cycle, are more likely to be out of time.
	Q2			
	Q3			
	Q4			
<b>Planning and Development:</b> Housing Delivery Test progress	Q1	n/a	n/a	This KPI is measured annually, quarterly figures are not available. KPI data will be provided following Q4.
	Q2			
	Q3			
	Q4			

<b>Stronger Council KPIs</b>				
<b>Key Performance Indicator</b>	<b>21/22</b>	<b>Actual</b>	<b>Target</b>	<b>Comments</b>
<b>People:</b> Diversity & Inclusion – % of workforce by Ethnicity	Q1	Black & minority ethnic: 4.29% White - all: 71.88% Unknown (no response to survey): 4.47% Withheld (no declaration of ethnicity on survey): 18.74%	No targets are set but People Team have developed workforce KPI data insights and dashboards.	For comparison, 2019/20 figures were: Black & minority ethnic: 4.67% White - all: 73.22% Unknown (no response to survey): 5.64% Withheld (no declaration of ethnicity on survey): 12.09%  The key takeaway from the current figures are that staff are increasingly withholding ethnicity information. 18.74% this year, compared with 12.09% last year, did not declare ethnicity when given the option to do so.



	Q2			
	Q3			
	Q4			
<b>People:</b> Diversity & Inclusion – % of workforce with Disability	Q1	6.19%	n/a	This is voluntary information from staff and the actual figure may be higher than what is reported. We are working towards Disability Confident Level 2 and working with external charities, e.g. Shaw Trust, Change 100, and the Living with Disability publication to increase our engagement and hiring of people with disabilities.
	Q2			
	Q3			
	Q4			
<b>People:</b> Staff Turnover %	Q1	3.28%	11%	Target is based on public sector median turnover rate which is 11% per annum. For comparison, the average turnover per quarter in FY2019/20 was 4.4% so our figure of 3.28% is in line with expectations.
	Q2			
	Q3			
	Q4			
<b>People:</b> Sickness Absence – average number of days per employee	Q1	1.49 days	2.15 days	Target is based on the mean average number of days lost per employee per quarter in 2020. We expect lower numbers than the 2.15 average throughout spring / summer and higher numbers than the average in autumn / winter.
	Q2			
	Q3			
	Q4			

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## SCRUTINY



### **Report to Overview and Scrutiny Committee**

**Date of meeting: 12 October 2021**

**Portfolio: Planning and Sustainability (Cllr N Bedford)**

**Subject: Climate Change and Sustainable Transport Update**

**Officer contact for further information: Nick Dawe (01992 562541)**

**Democratic Services Officer: V Messenger (01992 5464243)**

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#### **Recommendations/Decisions Required:**

- 1. To consider progress on the Climate Change and Sustainable Travel agendas.**

#### **Report:**

1. In September 2019, EFDC declared a Climate Emergency and pledged to do everything within our power to become carbon neutral by 2030. The Climate Change Action Plan is under development to take forward these pledges. This report outlines progress made on the development of the action plan and highlights actions from the plan that are underway.

#### **Climate Change Action Plan**

2. The draft Climate Change Action Plan was approved to go for public consultation at Cabinet in April. The consultation is due to take place from October to November and will comprise of an online element with a webpage containing access to the draft Climate Change Action Plan document, frequently asked questions and both a general questionnaire and a youth questionnaire to record feedback. A series of in person events will also be run with members, the youth council and the community to give an opportunity for discussion and further questions.
3. The consultation aims to receive feedback from a wide audience to develop the draft Climate Change Action Plan and to raise awareness of climate change and the related issue of air quality that is affecting both human health and the health of the Epping Forest Special Area of Conservation (EFSAC).

#### **Awareness Raising - Climate Change Webpages**

4. Alongside the consultation climate change webpages will be launched to give background information on what climate change is and how we can all help to combat climate change. The website is split into themed sections specific to the home, travel, businesses, schools and the community among others. The pages will give ideas on how to reduce your carbon footprint as well as links to external resources and funding information.

#### **Climate Change Staff Training**

5. The Carbon Literacy Project developed certified Carbon Literacy Toolkits specifically for local authorities using funding from the Department for Business, Energy and Industrial Strategy (BEIS) via The Greater Manchester Combined Authority (GMCA).

The Toolkit is designed for in-house delivery and teaches the basics of climate change science, what is already happening globally and locally, how your actions may be affecting climate change and what you can do both individually and within your organisation to help. During the course, two significant low carbon pledges are made related to the individual's role in the organisation.

6. The training has been launched internally with a pilot session taking place with a small group of Service Managers in July. Feedback received was positive saying the training was 'extremely interesting and thought provoking' and 'very inspiring' therefore further sessions will be run from November.

### **Tree Planting**

7. Epping Forest District Council have been awarded approximately £65k of grant funding through the Forestry Commission's Local Authorities Treescapes Fund to support planting of approximately 2,300 trees at Jessel Green.
8. The proposed planting at Jessel Green aims to bring the many benefits of increased tree cover these include an enhanced local environment, increased biodiversity, carbon storage, reduced flood risk and improved air quality. A proposed planting design is going for public consultation shortly to get feedback to inform the final planting design.

### **Green Homes Grant Local Authority Delivery (GHG LAD)**

9. The GHG LAD scheme aims to raise the energy efficiency of low income and low energy performance homes with a focus on energy performance certificate (EPC) ratings of E, F or G helping to reduce bills for fuel poor households as well as reducing carbon emissions.
10. EFDC were part of a successful consortium bid, led by Essex County Council (ECC), for GHG LAD Phase 1. The phase completed in August 2021 and the latest communication showed that 9 properties in Epping Forest were upgraded.
11. EFDC have been allocated approximately £361k for GHG LAD phase 2, which will allow for the upgrade of approximately 35-40 homes. Working with the private housing team, the communities and wellbeing team and our managing agent we are looking to generate referrals for the scheme that will run until March 2022.
12. A further consortium bid has been placed for Sustainable Warmth funding, which brings together GHG LAD Phase 3 and the Home Upgrade Grant Phase 1. The delivery timeframe from this scheme will run from January 2022 to March 2023.

### **Electric Charge Points**

13. Instavolt contract for rapid chargers (120kWh) at Oakwood Hill East car park is at final negotiation stage via Legal and Re Power. Up to five other car parks have suitable electricity supply if this proves successful – Instavolt solution is low to zero cost to EFDC and generates site rental and profit share. This site exceeds the minimum requirements for success: will be one of fastest charging points in Essex; close to M11/A406 ULEZ; surrounded by businesses of suitable type; Crater development is adjacent with Costa and retail/services; suitable demographics in Loughton; under-used car park.
14. Increase in on-site charging to accommodate EFDC and Qualis fleet conversion to EV. Trial of E-on's Vehicle to Grid methods at Civic which makes use of two-way flows and in-car 'storage' to improve the building's electricity efficiency and costs.

15. ECC's position re on-street EV charging appears over-cautious. Unseen bid submitted to OZEV ORCS scheme for trials of safe delivery of kerbside charging via pavement channels and/or overhead gantry approach. Use of street lamps as per most London boroughs is not favoured by ECC. At least 36% of local homes do not have access to viable off-street parking which will become a serious impediment to EV adoption within the next 18 months. Essex is noted as having one of the worst ratios of public charging points per 100k population in the country. Note that Instavolt type rapid chargers are an inappropriate sole charging method, so cheap overnight local charging is essential.

### **Taxis**

16. Campaign is underway to understand incentives and barriers to adoption of EV by minicabs and taxis. This is a high local mileage group and a legitimate part of the sustainable transport mix, including for those without cars due to low income or physical constraints. Survey in early October ahead of A406 ULEZ zone and review of licensing regime for new entrants to incentivise BEV fully electric. Initial analysis shows minicab drivers are much less likely to have access to off street parking, including large clusters in EFDC social housing. EV charging provision on Estates is under review, including some resident requests.

### **DRT/Bus**

17. A difficult flat usage quarter on DaRT87 as we moved from key workers and essential trips to the start of reopening of mass commuting and school journeys. Large scale 'hybrid' and WFH working means the need for tube station links and general local commuting is still suppressed. Major caution also still exists among 'traditional' bus users such as the elderly and our marketing has not reached this audience effectively.
18. EV bus trial (14 seat fully accessible vehicle) is being set up in Nov/Dec, starting with a simple shopper shuttle between Broadway and EF Shopping Park for low mobility people. This will allow us to promote DaRT87 to this audience and we will do pilot runs of the full DaRT87 route to Epping Green and Harlow using the vehicle under 'real world' conditions. Future use could include staff 'park and ride' for all-hands meetings and trial of daytime/leisure/tourism transport to the Forest.
19. Urgent but small-scale demand for DaRT87 is now apparent among school pupils needing to reach the Epping & Loughton schools highlighted in the separate PAG Air Quality report. ECC's withdrawal of subsidy for Arriva 87 has led to this situation and DaRT87 and "DaRT8" below can be a solution, albeit needing some level of ECC support to be viable.
20. Early positive signs of Chigwell home to school service ("DaRT8") using Parish minibuses via EFCT, but again some financial and operational analysis needed.
21. ECC's response to DfT's Bus Back Better is starting to emerge this/next week with updates for Districts on their Bus Services Improvement Plan and Enhanced Partnership with bus operators. DRT, rural services, home to school transport and customer experience improvements all need to feature strongly.
22. Epping Forest Transport Strategy refresh process is underway with a workshop in October with all relevant parties.

**Reason for decision:** To provide members with an update on the work to support the Climate Change Action Plan.

**Options considered and rejected:** Not to provide an update – Overview and Scrutiny Committee, report requested for an update on climate change.

**Consultation undertaken:** None

**Resource implications:** None

**Legal and Governance Implications:** None

**Safer, Cleaner, Greener Implications:**

The climate change agenda embodies the safer, greener principles by measuring and reducing the carbon impact of the organisation.

**Background Papers:** None.



## SCRUTINY



## **Report to Overview and Scrutiny Committee**

**Date of meeting: 12 October 2021**

**Portfolio: Community and Regulatory Portfolio – Cllr A Patel**

**Subject: Covid-19 Update**

**Officer contact for further information: Andrew Small (asmall@eppingforestdc.gov.uk)**

**Democratic Services Officer: V Messenger (01992 564243)**

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### **Recommendations/Decisions Required:**

**To consider this update report and make comments to the Portfolio Holder for Community and Regulatory Services.**

### **Report:**

#### **1. Executive Summary**

- 1.1. It has now been 17 months since the first Covid lockdown. During that time there has been various phases in which different restrictions have been applied, both across the country and by Epping Forest District Council.
- 1.2. The Council spent much of the last year in a response phase but now, largely as the result of a successful nationwide vaccination programme, the rate of infection and hospital admissions is well below the highs of last winter. So, for the last few months, the Country has experienced a state of 'near normal' with most restrictions having been lifted.
- 1.3. Covid cases are under control at the moment. The Essex case rate (268.7 per 100,000) is below average for East of England (294.9 per 100,000); and Epping District is 239.1 per 100,000 which is the second lowest in Essex at the time of writing.
- 1.4. However, as the country moves into autumn and winter, and with schools now returning, there is a fear that Covid rates will once again increase, placing unmanageable pressure on the NHS.
- 1.5. In response the Government has recently announced its winter response plans to manage the Covid pandemic, should the situation once again look as if it might get out of control. The government has termed these as Plan A and Plan B.
- 1.6. This report sets out the current position, the Council's current response actions and the actions it might take in response to a significant worsening of the local or national position.

#### **2. Detailed Report**

##### **National Position**

- 2.1. The majority of final Covid restrictions were lifted at the start of summer, and with the compulsory wearing of mask no longer a requirement and many summer events having taken place, the situation feels more like normal than it has at any point since the first lockdown began.

- 2.2. The economic, financial and human impact on the Country has been enormous and the vast majority of the population would not wish to see a return to the restrictions imposed last winter. This will undoubtedly influence Government thinking, but there remains a general recognition that much will depend on the evolving nature of the virus and its spread, including whether any new variants emerge, potentially making new restrictions more likely.
- 2.3. The Council has consistently followed the Government guidance and has applied this to its day to day operation. It has also provided advice, assistance and support to the community in line with Government's wishes and its community leader role.
- 2.4. A summary of the current rules applying in England are;
- 1m-plus social distancing guidance remains in some places, such as hospitals and passport control
  - Face coverings no longer required by law, but the Government still "expects and recommends" them in crowded/enclosed spaces
  - Some shops and transport operators still require masks
  - Anyone with Covid symptoms must self-isolate for 10 days (or until a negative PCR result)
  - Businesses such as nightclubs are encouraged to use the NHS Covid Pass to check people are fully vaccinated.
  - People who have been working from home are being encouraged to return to the workplace gradually.

### **The Council's current operational position**

- 2.5. The Civic offices are now fully open post the refurbishment project and colleagues have been encouraged during August and September to explore how the building works for them and to discover what makes them the most productive.
- 2.6. With a hiatus over the summer period, as colleagues took holidays, no obvious pattern has emerged as to the way that staff will regularly use the building, although it does appear that home working will remain popular.
- 2.7. The public spaces are open, and the community hub is also now operational.
- 2.8. Generally, Covid precautions are less rigid in the offices than were applied during the periods of restriction, with mask wearing now being at the discretion of each individual. However, mindful that the virus is still in circulation, an enhanced cleaning regime still operates within the offices, together with hand sanitiser being widely available and colleagues being encouraged to ensure that buildings are well ventilated.
- 2.9. The Council has continued to operate an all-staff reporting system for those who test positive, or who have been required to self-isolate, although numbers now required to self-isolate are greatly reduced in accordance with the national guidance.
- 2.10. Numbers testing positive are relatively low and the apparent staff preference for home working, along with the success of the vaccination programme, has greatly helped in reducing virus spread amongst colleagues. As a consequence, sickness has not really had any significant impact on service delivery to date.
- 2.11. The Council has prioritised the District's recovery through town centre support initiatives, independently of any government directions, and has reported on progress during the past months.
- 2.12. Covid cases are under control at the moment (although there is the suggestion that matters may get worse again this autumn, hence the Government's Plan B). Essex case rate (268.7/ 100,000) is below average for East of England (294.9/100,000); and Epping District is 239.1/100,000 which is the second lowest in Essex this week.



- 2.13. The main issue is with the numbers that are being vaccinated and the focus of the Council's energy, (as directed by the Health Protection Board), is around testing and vaccination.
- 2.14. Epping District has particular pockets that have low vaccination rates and the district is the main concern in Essex after Harlow. The main areas of concern are Grange Hill, Loughton, Waltham Abbey.
- 2.15. The work being carried out to address the ongoing problems are:
- The Council marshals continue to chase up and visit households that have been identified as positive cases and have not responded to NHS contact and trace teams to confirm self-isolation. These are relatively low numbers currently but do fluctuate. The advantage of having the marshals is that they can be deployed in a flexible way to target particular tasks or particular geographic areas as they arise. They are also great at giving the teams direct information of situations 'on the ground' and have allowed the Environmental Health Team to do other environmental health type work.
  - The Council has established regular pop-ups across the district where the marshals (Ex-Jobs) distribute LFT kits to the public. We link in with them closely and target particular areas of concern and where the uptake is popular. This includes Waltham Abbey market, the tube stations including Grange Hill, Debden and Loughton and the marshals will walk the streets generally, giving out kits, and give advice and information. The initial limit from Essex County Council was 15 boxes a week. The teams constantly exceed this and have 25 boxes a week – always completely distributed out. We have asked for more but apparently stocks are limited now and so there is a cap. We generally distribute more than other LAs and will take any of their spares. We also have a stock of LFT kits at all our offices and a constant supply at Norway House.
  - The marshals have engaged directly with all local shops and businesses on the high street to explain the importance of staff testing and informing them where they can collect more.
  - At the same time, the marshals will 'call-out' businesses on any unsafe practices, encourage hygiene practices and improved ventilation where appropriate, etc., but this is comparatively low key now as it is guidance only and most businesses and public are generally respectful and cautious around Covid.
  - Our marshals will also distribute any leaflets to businesses or specific local residents as requested by our own Communication Team, Economic Development Team or Essex County Council. This may be Covid related (testing and vaccination info), or information around high street recovery and financial support.
  - We are proposing, with Essex County Council, to engage with local businesses to inform / persuade them about the benefits of having their staff vaccinated and allowing time off work to allow this to happen, (this is identified as a reason why working adults don't get vaccinated – too much effort and not prepared to take time off work). We have said we will support this initiative by engaging the marshals to talk directly with businesses and give out leaflets, etc. as required.
  - Essex County Council are looking at increasing the number of pop-up vaccination centres; some areas have been tried but haven't been popular, so the challenge is in finding places where people are prepared to go and targeting the right demographic.
  - Our Communications Team have / will be using social media for positive messaging around vaccination and dispelling some myths. We have also funded, through the

Covid budget, Digital D6 motion screens outside Tesco in Waltham Abbey, Sainsburys in Loughton and along Loughton High Road and the Broadway.

- The Health Protection Board meets every other week now, but will escalate if the situation warrants.
- 2.16. In respect of Leisure centres, Places Leisure are now operating without any Covid restrictions and visitor numbers are better than anticipated, particularly with regards to swimming. August was their first full month of operating without any Covid restrictions.
- 2.17. The Waste teams are still seeing higher volumes of waste which relates to the increased numbers of people still working from home. Aside from this, there are no adverse Covid related impacts on the Waste service at present.
- 2.18. Car parking income from the EFDC off-street car parks has been trending for the last 3 months at 75% of the pre-pandemic income levels.
- 2.19. The Covid19 PAG has not needed to meet since early in the year as most continuing actions have become part of normal business and day to day routine.

### **Looking Ahead to the Autumn and Winter**

- 2.20. The Government recently stated it has a Plan A and Plan B for its Covid-19 Response: Autumn and Winter.

#### **What is England's Plan A?**

- 2.21. Covid booster jabs will be offered to around 30 million people, including the over-50s, younger adults with health conditions and frontline health and social care workers.
- 2.22. The Health Secretary has said Plan A would also include offering vaccines to youngsters aged 12-15 and continuing to encourage unvaccinated people to get jabbed.
- 2.23. Plan A also includes:
- continuing the work of NHS Test and Trace and with free PCR tests
  - encouraging free flu vaccine take-up (extended to over-50s and secondary school pupils)
  - reminding people to let in fresh air if meeting indoors and to wear face coverings in crowded settings

#### **What is England's Plan B?**

- 2.24. If Plan A is not sufficient to prevent "unsustainable pressure" on the NHS, the government says Plan B will be required "as a last resort" - including:
- compulsory [face coverings in some settings](#)
  - asking people to work from home
  - introducing vaccine passports
- 2.25. The Plan B could be brought in at short notice as a response to "concerning" data. Government scientific advisers haven't said exactly what this data would be, but say it's likely to include:
- the number of hospitalisations
  - rapid rates of change in figures
  - the overall state of the NHS

- 2.26. It seems there is considerable reluctance to return to any lockdown or partial lockdown scenario, but realistically any decision on this will be strongly influenced by the infection and hospitalisation data.
- 2.27. Given the existing hybrid working arrangements being applied to the Council's workforce, there are little practical implications arising for the operation of Council services under Plan A or Plan B, in that existing arrangements already (with the exception of compulsory mask wearing) largely comply with Plan B.
- 2.28. However, should the imposition of restrictions tighten still further then the Council will respond by following the advice as closely as possible and by providing direction and advice to the community where appropriate.
- 2.29. Although, legislation has been passed in Northern Ireland to once again permit virtual meetings, there has been no progress on this issue by the UK Government and so we anticipate continuing to undertake all decision making meetings physically over the Autumn and Winter, unless rules change or circumstances make some adjustment necessary.
- 2.30. This will be kept under review, depending upon the situation, but might include seeking voluntary agreement to limit the numbers of members in the Chamber.

**3. Reason for decision:**

- 3.1. The Committee is asked to consider these actions and make any suggestions to the Portfolio Holder on how these plans may be amended or improved.

**4. Consultation undertaken:**

- 4.1. None

**5. Resource implications:**

- 5.1. The Government's financial support in 2021/22 is at a much lower level but did include an Income Loss Compensation payment of more than £700,000.
- 5.2. The Council is still distributing some business support payments from funding held over from last year in accordance with agreed criteria.
- 5.3. The Pandemic continues to cause pressure in many budgetary areas, including on commercial rents, business rates and council tax collection. These will be explored in more detail as part of budget monitoring for 2021/22 and budget setting for 2022/23.

**6. Legal and Governance Implications:**

- 6.1. None

**7. Safer, Cleaner, Greener Implications:**

- 7.1. None

**Background Papers:**

None

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## SCRUTINY

 Epping Forest District Council

## **Report to Overview and Scrutiny Committee**

**Date of meeting: 12 October 2021**

**Portfolio: Finance, Qualis Client & Economic Development Portfolio (Cllr J Philip) and Community & Regulatory Services Portfolio (Cllr A Patel)**

**Subject: Local High Streets Task and Finish Panel**

**Officer contact for further information: Nick Dawe (01992 562541)**

**Democratic Services Officer: V Messenger (01992 564243)**

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**Recommendations/Decisions Required: None – for discussion on how to proceed on this Task and Finish Panel.**

### **Report:**

#### **1. Introduction**

Approximately two years ago the Overview and Scrutiny Committee established a task and finish panel to look at issues concerning the various town centres in the District.

The various town centres within the District have adapted throughout the past with changes in retail, entertainment, housing and trade and manufacture mix.

Data has also shown that generally the retail sector has not only dealt well with the banking challenges of 2008 but seems to have coped with the challenges of Covid 19 with reference to vacancy rates in general and the performance of the District's own asset investment portfolio.

However, there are differences between the high streets, with the areas of Ongar and Waltham Abbey posing some additional challenges.

#### **2. Position Now**

The Local High Streets Task and Finish Panel's activities were suspended after an initial meeting, predominantly because of the Covid pandemic.

The pandemic however did result in a renewed interest in town centres and a series of actions and reports were requested and separately considered by Cabinet.

The basic approach has been as follows:

- Safer High Street Initiatives, April 2020 – March 2020. Final delivery of more permanent Epping High Street measures June 2021.
- Town Centre Reports Short Term Actions, December 2020 – May 2021, Waltham Abbey, Ongar, Epping, Loughton High Street, Loughton Broadway, Buckhurst Hill.
- Town Centres Developments, from December 2020. Commencing with Epping with further work being undertaken in respect of other town centres.

The progress of the projects has involved, and they are highly dependent on the actions of Town and Parish Councils, the existing and potential retail community and other key partners, e.g. Essex Highways.

Attempts have been made and continue, to include all local councillors in discussions around the reports and developments, but it is appreciated that time and diary issues means that this has not always happened.

The main point to note is that progress with town centre issues is now well advanced, momentum is building, and that inclusion of Town Councils and Parish Councils and other interested groups is important.

Whilst the approval of the town centre plans has set the objectives for 2021/22 and 2022/23, the District has indicated that through its 100% owner development company, Qualis, regeneration in town centres will be a key objective.

It would appear that the short-term, if not also the medium-term objectives of the “start and finish” group have been overtaken by events, decisions and actions.

### **3. Options**

The four suggested options for consideration are as follows:

- A. to support initiatives either by reviewing the processes ongoing within Place and/or take a more detailed look at the Panel’s work programme; or
- B. do something different such as becoming involved with the high street working groups and local councils’ initiatives; or
- C. scrutinise some other elements, such as the medium/long term health of the high streets; or
- D. end the current task and finish group but restart it with a unique and updated remit that is acceptable to the Overview and Scrutiny Committee.

It should be noted that irrespective of the options shown above, further progress with all the town centre initiatives will require a specific town by town meeting to ensure all parties commit and support progress. Local members and other groups will of course be involved in this process.

### **4. Summary**

Members will need to consider the efficiency of each option as well as recognising the momentum already building around progress with individual town centres.

### **5. Terms of Reference**

The Terms of Reference of the Local High Streets Task and Finish Panel is attached as Appendix 1 to this report.

**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 October 2021)**

## **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 51
- (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 2021/22**

### **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 2021/22**

Chris Whitbread	Leader of the Council
John Philip	Finance . Qualis Client & Economic Development
Aniket Patel	Community & Regulatory Services
Sam Kane	Customer & Partnerships
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing Services
Nigel Avey	Environmental & Technical Services
Darshan Sunger	Corporate Services
Les Burrows	Programmes & Projects (Cabinet Member without Portfolio)

**Contact Officer**

Adrian Hendry  
Democratic Services Officer

Tel: 01992 564246  
Email: [ahendry@eppingforestdc.gov.uk](mailto:ahendry@eppingforestdc.gov.uk)

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	11 April 2022	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
Risk Management	Review of Current Risk Register.	Yes	6 December 2021	Cabinet		Andrew Small 01992 564278	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Implementation of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes	8 November 2021	Cabinet		Nigel Richardson 01992 564110	
HGGT Transport Strategy	To approve and endorse the HGGT Transport Strategy for Publication as a Material Planning Consideration.	Yes	6 December 2021	Cabinet		Ione Braddick ibraddick@eppingforestdc.gov.uk	HGGT Transport Strategy
HGGT Rolling Infrastructure Fund MoU	To endorse the Rolling Infrastructure Fund MoU for submission to Homes England.	Yes	6 December 2021	Cabinet		Ione Braddick ibraddick@eppingforestdc.gov.uk	RIF MoU



ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes	Ongoing	Cabinet		Andrew Small 01992 564278	
Sale of Pyrles Lane to Qualis	To agree the sale of the site to Qualis for development.	Yes	8 November 2021	Cabinet		Andrew Small 01992 56 4278	

**WORK PROGRAMME - 1 OCTOBER 2021 TO 31 JANUARY 2022**

**PORTFOLIO - ENVIRONMENTAL AND TECHNICAL SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Charging for EIR	To consider charging for Environmental Information Regulation requests. May become part of Service Charging Review in Autumn 22/23.	Yes		Cabinet		Mandy Thompson 01992 564705	
Transfer of Services to Qualis	To consider the business case for the transfer of MOT, Fleet and Grounds maintenance.	Yes		Cabinet		Andrew Small 01992 56 4055	
EFDC Waste Contract Strategic Options	To present strategic options for the Waste Contract.	Yes	8 November 2021	Cabinet		James Warwick 01992 564350	
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre.	Yes	TBC	Cabinet		James Warwick 01992 564350	
Off-Street Parking Tariff Review	Review of current EFDC off-street parking tariffs and recommend tariff for EFDC off-street car parks for implementation in 2022.	Yes	6 December 2021	Cabinet		James Warwick 01992 564350	Tariff Review Report

**WORK PROGRAMME - 1 OCTOBER 2021 TO 31 JANUARY 2022**

**PORTFOLIO - HOUSING SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
New Policy (Trees)	New Policy on our approach to trees which are impacting on safety of our assets.	Yes	21 June 2021	Cabinet		Deborah Fenton 01992 564221	
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	
Allocations Policy	Current allocations policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Tenancy Policy	Current tenancy policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	Yes	7 March 2022	Cabinet		Jennifer Gould 01992 564073	
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A revised	Yes	11 April 2022	Cabinet		Jennifer Gould 01992 564073	

	strategy will need to be taken through governance structure ahead of formal adoption in March 2022.						
Homelessness and Rough Sleeping Strategy	EFDC's current Homelessness and Rough Sleeping Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in March 2022.	Yes	11 April 2022	Cabinet		Jennifer Gould 01992 564073	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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**WORK PROGRAMME - 1 OCTOBER 2021 TO 31 JANUARY 2022**

**PORTFOLIO - COMMUNITY AND REGULATORY SERVICES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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	TBC	Cabinet		Nick Dawe 01992 56 4000 (2541)	
Markets Policy	To establish a new Markets Policy for the District.	Yes	TBC	Community & Regulatory Services Portfolio Holder		Sally Devine 01992 564149	
Extension of Funded Essex Police Community Safety Team	To review the extension of the SLA with Essex Police to fund EFDC Community Policing Team which ends in June 2023.	Yes	June 2022	Cabinet		Caroline Wiggins 01992 564122	Cabinet Reports previously published

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Leaseholder Insurance Policy Renewal	The Council's current insurance policy expires on 30 June 2022. A procurement exercise needs to take place to procure a new policy.	Yes	8 November 2021	Cabinet		Paula Maginnis pmaginnis@eppingforest dc.gov.uk	Previous Cabinet report on the re-tender of the Corporate Insurance Policy dated 13 September 2021

**WORK PROGRAMME - 1 OCTOBER 2021 TO 31 JANUARY 2022**

**PORTFOLIO - PROGRAMMES AND PROJECTS (CABINET MEMBER WITHOUT PORTFOLIO)**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
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SCRUTINY



## **Report to Overview and Scrutiny Committee**

**Date of meeting: 12 October 2021**

**Portfolio: All**

**Subject: Proposed Revised Terms of Reference – Stronger Place Select Committee**

**Officer contact for further information: Nick Dawe (01992 562541)**

**Democratic Services Officer: V Messenger (01992 564243)**

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### **Recommendations/Decisions Required:**

- (i) Overview and Scrutiny Committee is requested to the consider and, if appropriate, agree the proposed revised terms of reference for Stronger Place Select Committee (Appendix A)**

### **Report:**

1. Members of the Stronger Place Select Committee (23 Sept 2021) agreed to submit the proposed revised Terms of Reference for comment and approval to Overview and Scrutiny Committee.
2. Member comments on the Terms of Reference at the meeting of the of the Stronger Place Select Committee (22 June 2021) led to a report presented to Overview & Scrutiny Chairmen & Vice-Chairmen on 22 July 2021.
3. The revised Terms of Reference (Appendix A) were considered at the meeting of Stronger Place Select Committee (23 Sept 2021). The Select Committee commended the revisions and the clarity and context that they provided. It was noted that there needed to be some flexibility and that external presentations for information and awareness were an important aspect of the role of this Select Committee.
4. This report offers members of Overview and Scrutiny Committee an opportunity to consider and comment of the proposed terms of reference (Appendix A)
5. It should be noted that it is the prerogative of the Overview and Scrutiny Committee to agree changes to a select committee's Terms of Reference.
6. Projects to be scrutinised by the Stronger Place Select Committee will be validated an incorporated into the Work programme.

**Reason for decision:** To provide a member led approach to the Terms of Reference and Work Programme of the Stronger Place Select Committee

**Options considered and rejected:**

**Consultation undertaken:** None

**Resource implications:** None

**Legal and Governance Implications:** None

**Safer, Cleaner, Greener Implications:**

**Background Papers:**

**Impact Assessments:** see attached.

See overleaf/....

**APPENDIX A**  
**STRONGER PLACE SELECT COMMITTEE – PROPOSED TERMS OF REFERENCE 2021/22**

**Definition of Stronger “Place” Select (Scrutiny) Committee**

To consider Epping Forest District as a physical Place and to scrutinise the direction, policies and projects of the executive that affect the spatial and infrastructure requirements of the Epping Forest District.

**The Committees Areas of Responsibility (Scope)**

To consider the impact on customers, residents, businesses and visitors to our District, and to respond to consultation activities.

**Key Objectives**

1. To develop a work programme each year that effectively scrutinises the areas of responsibility outlined above.
2. To engage in policy review and development, with a focus on improvement and how this can be best achieved.
3. To consider any matter referred by the Overview and Scrutiny Committee, Cabinet or a Portfolio Holder and to make recommendations as appropriate.
4. To establish working groups and task and finish panels to undertake any activity within the terms of reference.
5. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers to help develop policy.
6. To engage with the community and encourage community engagement.
7. District Wide Management Contracts and provide scrutiny of services that are not performing to standard and develop proposals for their improvement.
8. To monitor and review relevant projects and associated closure and benefits reports.

**Sources of Information**

Epping Forest DC Corporate Plan 2018-2023

Local Plan Submission Version, including Main Modifications.

Departmental Business Plans

Cabinet Corporate Aims and Objective 2021/22

Cabinet Work Programme 1 July to 31 October 2021

**To provide scrutiny for the following corporate projects:**

1. Local Plan Delivery, Infrastructure Delivery Plan, S106 Agreements, associated parking
2. Epping Centre Development - St. Johns Road
3. North Weald airfield development (including master-planning)

4. Council Housebuilding
5. Economic growth, skills and employment
6. District Wide Waste Management Provision
7. District Wide Leisure Services Development

**To have overview of the green agenda** – helping to inform policy and future proofing the Place.

**To maintain an awareness of the impact of relevant external policies and partners.**

## Overview and Scrutiny Committee Work Programme 2021/22

**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-20)	To review progress regarding the establishment and operation of the Council's Group Company Structure at each meeting of the Committee.  ♦ <i>NB: At O&amp;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.</i>
3.	Covid-19 Response and Recovery	Ongoing  Added to Work Programme by OSC (22-Jun-20)	To review progress of the Covid-19 Response and Recovery Plan.
4.	Overview and Scrutiny Work Programme 2021/22	3 June 2021	To agree the work programmes for the Overview and Scrutiny Committee and each of the select committees for 2021/22.  (First meeting of each municipal year)

5.	Select Committee Memberships	3 June 2021	To consider nominations for membership of and appoint the Chairman & Vice-Chairman for each Select Committee.  (First meeting of each municipal year)
6.	Corporate Priorities 2021/22	3 June 2021	Leader of Council to present the Council's corporate priorities for 2021/22 to the Committee.  (First meeting of each municipal year)
7.	New Policy (Trees)	3 June 2021	To pre-scrutinise the new Policy on the Council's approach to trees which are impacting on the safety of its assets. (Cabinet decision due on 21.06.21).
8.	Town Centre Regeneration	8 June 2021 (extra)	To pre-scrutinise town centre regeneration for Loughton, Epping and Buckhurst Hill. (Cabinet decision due on 21.06.21).
9.	Pyrles Lane (Loughton) site	8 June 2021 (extra)	To pre-scrutinise Qualis' acquisition and development of the Pyrles Lane site. (Cabinet decision due on 21.06.21).
21.	Qualis Monitoring Report	8 June 2021 (extra)	To pre-scrutinise the Qualis 2020/21 Q2 monitoring report (due to timing issues, as progress reports go to Stronger Council Select Committee).
10.	Qualis Four-Year Business Plan	1 July 2021  Agreed at Agenda Planning Group (08-June-21)	To pre-scrutinise the Qualis four-year business plan for 2021-2025. (Cabinet decision due on 12.07.21).  <i>(NB: work programme item (11) Business case for the transfer of Corporate Asset management service – this was incorporated into the Qualis Four-Year Business Plan).</i>
12.	Overview and Scrutiny 2020/21 Annual Report	1 July 2021	To approve the final draft of the Annual Report.

13.	Local High Streets – Viability and Regeneration	12 October 2021 (Carried forward from 2020/21 work programme)	Report on reconvening the Local High Streets Task and Finish Panel which was postponed during 2020/21 until after the Covid crisis.
14.	Corporate Plan Year 4 2021/22: Q1 Performance	12 October 2021	To review Q1 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.
22.	Climate change	12 October 2021	Draft progress report (as overarching topic that spanned many services)
23.	Enforcement Project	18 November 2021	To report stage 1 progress of the enforcement project and its scrutiny under Programmes and Projects (Cabinet member without Portfolio (Cllr L Burrows)).
16.	Corporate Plan Year 4 2021/22: Q2 Performance	18 November 2021	To review Q2 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.
		7 December 2021 (TBC)	Extra meeting for external scrutiny (if required)
17.	Corporate Plan Year 4 2021/22: Q3 Performance	27 January 2022	To review Q3 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.
18.	Epping Forest Youth Council	31 March 2022	Annual Report from the Epping Forest Youth Council on completed and proposed activities.
19.	Elections Planning Progress Report	N/A ( <del>31 March 2022</del> )	REMOVED from work programme by OSC at 01.07.21 meeting as scrutiny undertaken by Stronger Council Select Committee.
15.	Transfer of Services to Qualis	TBC	To pre-scrutinise the business case for the transfer of MOT, Fleet and Grounds maintenance. (Cabinet decision TBC)
20.	Environmental Information Requests	TBC	To pre-scrutinise charging for EIRs. (Cabinet decision TBC)

## 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;  <i>Members to consider moving this item up a level in relation to children and Covid in the municipal year 2021/22.</i>



## Stronger Communities Select Committee

### Work Programme 2021/22

**Chairman: Cllr J Lea**

**Stronger Communities Corporate Programme Alignment focuses on People living longer, healthier and independent lives; Adult and Children were supported in times of need; and People and Communities achieve their potential.**

No.	Item	Deadline	Progress and Comments	Owner (Officer)	Programme of Meetings
1.	The Social Housing White Paper	15 June 2021	COMPLETED	D Fenton	15 June 21 21 Sept 21 11 Jan 22 1 Mar 22* (meeting solely for Ch/Inp Annual reports) 22 Mar 22
2.	Our new approach to resident's involvement	15 June 2021	COMPLETED	D. Fenton	
3.	Waltham Abbey Community & Cultural Hub (Feasibility on Epping Forest culture and community hub)	15 June 2021	COMPLETED Detailed proposal to be considered	J. Gould	
4.	"What are our customers telling us?" and update on the Customer Services Strategy	15 June 2021	Quarter 1 Report – Committee was updated. The figures for Q1 would not be available until 30 June.	S. Lewis/ R. Pavey	
		21 Sept 2021	Quarter 2 Report – Committee was updated.		
			Quarter 3 Report		
			Quarter 4 Report		
5.	Six-month report on the work of the Council-funded Police Officers	21 Sept 2021	COMPLETED	C. Wiggins	

6.	EFDC Museum Collections	21 Sept 21	To consider the high-level action Plan for the programme of work over 3 years, sent out in the Corporate performance Reporting Q3 and requested at O&S on 19.11.20.	F. Pellegrino/ J. Gould	
7.	Homelessness and Rough Sleeping Strategy Review	<del>21 Sept 21</del> 22 March 22	EFDC's current Homelessness and Rough Sleeping Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in March 2022.	J Gould	
8.	Allocations Scheme Review	<del>21 Sept 21</del> 1 March 22	Current allocations policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	J Gould	
9.	Tenancy Policy Review	<del>21 Sept 21</del> 1 March 22	Current tenancy policy due to expire March 2022. A revised Policy will need to be drafted, consulted on and be taken through governance structure ahead of agreement by Cabinet ready for implementation of new policy in April 2022.	J. Gould	
10.	Overarching Housing Strategy	<del>21 Sept 21</del> 22 March 22	EFDC's current Housing Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in April 2022.	J. Gould	
11.	Domestic Abuse Act	11 Jan 22	A briefing to members on the Act and the Strategy and impact on EFDC.	J. Gould/ C. Wiggins	
12.	Presentation from the District Police Commander	1 March 2022	Annual Report	C. Wiggins	
13.	Community Safety Partnership annual report and review of the district Strategic Intelligence Assessment	1 March 2022	Annual Report	C. Wiggins	
14.	Housing Associations	TBC	To consider how the Council could scrutinise housing associations. Requested O&S 3.06.21 Supported by the Committee 15.06.21	J. Gould	

15.	Data insight led review of customer service outlets	TBC	Options and recommendations for short, medium and long-term options		
16.	Digital Inclusion	TBC		S Lewis	

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**Stronger Council Select Committee  
Work Programme 2021/22  
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 – 20 July 2021 meeting Q2 Jul, Aug, Sept - 16 Nov 2021 meeting Q3 Oct, Nov, Dec - 18 Jan 2022 meeting Q4 Jan, Feb, Mar – 14 Apr 2022 meeting  Live system reporting – by exception. No pre- distributed reports, projection of live data on the night.		<del>20 July 2021</del> <del>14 Sept. 2021</del> 16 Nov. 2021 18 January 2022 03 March 2022 14 April 2022	James West?
2.	People Strategy	20 July and 16 Nov. 2021 – 18 January 2022 & 14 April 2022 Project reporting, issues focussed.			Paula Maginnis  Jo Budden
3.	Digital Enablement	Prioritisation of Council Technology strategy.			Paula Maginnis Maryvonne Hassall
4.	Accommodation	20 July and 16 Nov. 2021 - & 18 January 2022 Project reporting, issues focussed			Maryvonne Hassall

5.	Financial Planning	Scrutiny of MTFP 21/22 onwards		Andrew Small / Christopher Hartgrove
6.	Budget scrutiny	Qtr. 1 Budget Monitoring Rtp. 2021/22 – 14 September 2021; Qtr. 2 Budget Monitoring Rtp. 2021/22 – 16 November 2021; Qtr. 3 Budget Monitoring Rtp. 2021/22 – 3 March 2022  2022/23 budget setting 18 January 2022	Budget Monitoring Reports (Revenue and Capital Outturn for 2020/21)	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 Local Elections 2021	14 September 2021		Gary Woodhall
9.	Presentation from Council's Apprentices	<del>14 September 2021</del> To be rearranged		Lysandra Halmshaw
10.	Quarterly Budget Monitoring Report			Andrew Small/ Chris Hartgrove
11.	Quarterly Qualis Monitoring	14 Sept 2021		Andrew Small
12.	Report on new election legislation on Voter ID and any financial implications for the Council. when information was available.	TBC		Gary Woodhall

**Stronger Place Select Committee  
DRAFT Work Programme 2021/22**

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

<b>No.</b>	<b>Item</b>	<b>Deadline</b>	<b>Progress and Comments</b>	<b>Programme of Meetings</b>
1	Harlow and Gilston Garden Town (HGGT) – Transport Strategy	tbc	To seek partner Committee endorsement?	22Jun 2021 23 Sept 2021 13 Jan 2022 15 Mar 2022
2	Local Plan	tbc	Update on Main Modifications	
3	Branding of the Ground Floor Of the Civic Offices	23 Sept 2021	To consider Branding options for the ground floor of the Civic Officers	<b>Completed</b>
4	PAH & Whipps Cross	13 Jan 2022	External Presentations to inform of status of development and impact on EFDC	
5	Waste Management	13 Jan 2022	Contract/service options and retender	
6	Littering a	tbc	Consider littering across the District	
7	Leisure	April 2022	Overarching strategy for leisure across the district	
8	High Street regeneration.	13 Jan 2022		
9	Public Transport services including Taxis.	15 Mar 2022		
10	Traffic control, Cycle Lanes, Electric Scooters. Electric charging	15 Mar 2022		
11	Highways.	tbc		
12	Country Care	tbc		
13	Land Drainage	tbc		
14	Flooding-, SuDS	tbc	Dependency on several agencies: Environment Agency/ Highway	
15	Tree Preservation.	tbc		
16	Climate Change	tbc	Considered by OCS itself	
17	Enforcement	2022		

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