

Committee Agenda



**Epping Forest
District Council**

Council Housebuilding Cabinet Committee Thursday, 5th April, 2018

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

**Council Chamber, Civic Offices, High Street, Epping
on Thursday, 5th April, 2018
at 7.00 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

Jackie Leither Tel: 01992 564756
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Members:

Councillors S Stavrou (Chairman), W Breare-Hall, S Kane, G Mohindra and J Philip

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS

(Director of Governance) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

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

4. MINUTES (Pages 3 - 16)

To confirm the minutes of the last meeting of the Cabinet Committee held on 29 January 2018.

5. APPOINTMENT OF FRAMEWORK CONSULTANTS AND CONTRACTORS FOR THE FUTURE DELIVERY OF THE COUNCIL HOUSE-BUILDING PROGRAMME (Pages 17 - 42)

(Director of Communities) To consider the attached report, CHB-007-2017/18.

6. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

7. EXCLUSION OF PUBLIC AND PRESS

Exclusion: 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: 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.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Council Housebuilding Cabinet **Date:** Monday, 29 January 2018
Committee

Place: Council Chamber, Civic Offices, **Time:** 7.00 - 8.35 pm
High Street, Epping

Members Present: S Stavrou (Chairman), W Breare-Hall, S Kane and C Whitbread

Other Councillors: R Morgan

Apologies: Councillor G Mohindra and J Philip

Officers Present: A Hall (Director of Communities), P Pledger (Assistant Director (Housing Property)), M Rudgyard (Development Manager) and J Leither (Democratic Services Officer)

17. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor C Whitbread substituted for Councillor J Philip.

18. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

19. MINUTES

That the minutes of the meeting held on 12 December 2016 be taken as read and signed by the Chairman as a correct record.

20. ANY OTHER BUSINESS

The Cabinet Committee noted that there was no other urgent business for consideration.

21. DELIVERY OF FUTURE PHASES OF THE HOUSE-BUILDING PROGRAMME

The Assistant Director (Housing Property & Development) presented a report to the Cabinet Committee. He advised in September 2017, East Thames, who were the Council's Development Agents, gave notice of their intention to invoke Schedule 8 (Exit Management Plan) of the Housing Development Agency Services Agreement that they no longer wished to act as Development Agents on behalf of the Council. Whilst a 3-month exit management term was set out in the Agreement, East Thames agreed to extend this term to 6-months, ending on 9 March 2018, to enable as smooth a hand-over as possible.

The Council have appointed a Senior Project Management Officer, based on a temporary 3-year fixed term contract to work on some of the Project Management functions previously undertaken by East Thames. This was being funded from savings that had been identified through the withdrawal of East Thames.

The Council now had an opportunity to review its approach, based on its experiences over the last 4-years, and to put in place arrangements that could deliver a more efficient service and if possible de-risk some of the aspects of the programme that have so far resulted in additional costs across schemes that were on site. However, due to the relatively short Exit Management Plan, it was necessary to act quickly taking account of the fact any future appointments would require an EU procurement exercise, which was a lengthy process.

Listed below are some of the problems the Council has faced on previous phases, which have led to delays or additional costs to the Council:

Ground Contamination

Issue – Across each site, soil surveys had been undertaken to give an idea of contamination for contractors to base their risk and price accordingly in their tenders. The level of detail had resulted in that risk being understated and Contractors claiming additional costs and time where the contamination was later found to be more extensive. This was particularly the case for Phases 1 & 2.

Way Forward – To undertake a more extensive set of soil surveys and to consult with the Council's Planning Officers at the earliest opportunity to agree a method statement and soil contamination remediation plan that would satisfy the Planning Conditions allowing these conditions to be discharged prior to the Contractor submitting their costs.

Drainage

Issue – Drainage design was the responsibility of the Contractor under a Design and Build contract. However, connection to local sewers was not always practical due to invert depths, thus resulting in local pumping stations or sewerage treatment stations on sites. This was not only more expensive but could lead to more expensive on-going maintenance liabilities.

Way Forward – To appoint an EU compliant Framework Agreement of Consultant Civil Engineers to undertake a detailed sewer investigation and to fully design the sewerage strategy for each site in advance of appointing the Contractor. This would be done in conjunction with any soil contamination remediation plan.

Foundation Design

Issue – Foundation design was the responsibility of the Contractor under a Design and Build Contract. However, foundation design followed any decision on how to deal with any ground contamination. Since ground contamination had often led to significant variations following more detailed surveys after the Contractors had been appointed, the design of the foundations often changed as a result of the final soil contamination remediation plan being agreed with the Planning Authority.

Way forward – To appoint an EU compliant Framework Agreement of Consultant Structural Engineers to undertake detailed foundation designs taking account of the detailed soil contamination remediation plan and the drainage design.

Detailed Design

Issue – Most of the current contracts have been let on a Design and Build basis, whereby the Contractor takes over responsibility for the detailed design from the planning stage design drawings. This had, on occasion, led to changes in the design and layout of the properties resulting in either the Employers Requirements not being met or additional costs to ensure the Employers Requirements were met.

Way Forward – To appoint an EU compliant Framework Agreement of Consultant Architects to undertake detailed technical drawings up to and including RIBA Stage 3, whereby key aspects of the design could be achieved; including kitchen and bathroom layouts, as well as room sizes. This Framework would also be used to undertake future feasibility studies and to take forward sites to the planning stage.

Selection of Contractors and Fixed Price Tenders

Issue – The Council has had difficulty identifying suitable, competent and willing Contractors to tender for works that were spread over multiple sites, for example, some of the larger developers were not interested in low value contracts (sub £5m) and SME Contractors had very little experience in Design and Build Contracts.

Where tenders had been sought, they had been based on a fixed price Design and Build Contract. When the problems described above had surfaced, the onus had been on the Contractors Design team to remedy the problem, and in most cases resulting in delays and increased costs.

Way Forward – To appoint an EU compliant Framework Agreement of Contractors based on a two stage tender to allow early appointment of a preferred partner, prior to the completion of all the information required to enable them to offer a fixed price. In the first stage, tenders were sought based on overheads, prelims and profit, whilst seeking preliminary views on phasing, programme, site management and opportunities to drive improved efficiency. Selected parties were then invited to participate in Stage Two, having undertaken the detailed design in a collaborative manor amongst the Project Team, after which the schemes were priced to form a fixed price.

Employers Agents

Issue – For each of the phases already let, the Council had relied on the Employers Agents appointed by East Thames as the Development Agents. This had led to a less responsive service as any issues raised would have to go via the Development Agents and sometimes the communication broke down.

Since the current Employers Agents, Pellings LLP, were appointed by East Thames directly, the Council would now need to appoint its own Employers Agents. This would require an EU procurement exercise due to the overall value of the fee.

Way Forward – For Phases 4 onwards, to appoint an EU compliant Framework of Employers Agents with whom the Council would work directly with. This would allow a better working relationship and a better understanding of the Council's needs and expectations.

Site Supervision

Issue – Site supervision had not presented itself as a particular issue. However, this essential role had previously been undertaken by East Thames directly. Since they

were terminating their contract it would be necessary to directly appoint a Clerk of Works to undertake all client site supervision functions.

Way forward – To seek quotes from suitable organisations that provide Clerk of Works Services and to engage their services on a frequency to suit the progress of building works.

The Assistant Director advised the Cabinet Committee that the Council had appointed Cameron Consulting to undertake the specialist EU Procurement exercise to pull together the framework of various Consultants and Contractors. Their appointment was approved by the Housing Portfolio Holder in November 2017. The programme for appointing the various specialists should be completed by May 2018, which would enable the Council to pick up the 24 x Phase 4-6 sites and progress them as quickly as possible.

In order to maintain continuity for the sites currently in progress, it was recommended that Pellings LLP, who were currently in contract with East Thames and (for which the Council had a Collateral Warranty in place) be novated to Epping Forest District Council and the existing building contracts be amended to remove reference to East Thames, based on advice from the Councils' Legal Services.

It should be noted that based on the fees paid to East Thames, which were agreed following a competitive tender exercise, there would be an overall saving of £550,000 to the Council should Pellings LLP be appointed directly to complete the schemes currently on site (Phases 1-3 inclusive) by novating the contract on their current terms.

The Cabinet Committee expressed concerns regarding Pellings LLP being novated and the consequences involved if they were to walk away from Phases 1-3.

The Assistant Director advised that Pellings LLP did not want to walk away from the Council's Housebuilding Programme and that they had committed themselves to finishing Phases 1-3. However, this was still subject to a formal contract, where negotiations were still ongoing.

The Cabinet Committee asked why East Thames had decided to exercise the exit clause in the contract to terminate their appointment as Development Agent of the Council Housebuilding Programme.

The Assistant Director advised that East Thames had stated it was for commercial reasons and that they wanted to concentrate on their own sites and their own delivery programmes.

The Cabinet Committee asked why the Council had employed Development Agents in the first instance and not fulfilled this project in-house.

The Assistant Director advised that the Council needed to react quickly and deliver new Council homes as the Council was accumulating the 1-4-1 receipts, which needed to be spent within 3 years and there were no staff resources or procedures in place to "hit the ground running". The Council thought that Housing Associations or other Consultancies that were already doing this type of work would tender, and in simple terms, the Council could hand over the sites and the Development Agents would then hand the Council the keys at the end of the agreed time.

The Council have learnt a number of valuable lessons and have accumulated a wealth of knowledge and experience during the last 6 years, which it intended to

incorporate into the future delivery of the Council Housebuilding Programme, from Phase 4 and beyond.

The Cabinet Committee congratulated P Pledger and his team for the work and effort put into the smooth operation of the Council Housebuilding Programme.

Decision:

- (1) That, following the decision made by East Thames to terminate its contract after 4-years as the Council's Development Agent, the Cabinet Committee noted the approach now being taken to deliver the future phases of the housebuilding programme; and
- (2) That the contract with Pellings LLP, who were currently in contract with East Thames and (for which the Council has a Collateral Warranty in place) be novated to Epping Forest District Council and the existing building contracts with the Contractors for Phases 1, 2 and 3 be amended to remove reference to East Thames.

Reasons for Decision:

East Thames were appointed following a competitive EU tender exercise to act as the Council's Development Agents on the Council Housebuilding Programme. The appointment was for 4-years with the option to extend for a further 3-years. However, after 4-years, East Thames have decided to exercise the exit clause in the contract and terminate their appointment giving 6-months' notice. This has led to the Council having to act quickly to put in place an alternative delivery model for future phases. This report sets out that approach, and was for noting at this stage.

Other Options Considered:

1. To re-tender and appoint another Development Agent to replace East Thames; or
2. To employ the relevant resources in-house to deliver the programme directly.

22. PROGRESS REPORT FOR PHASES 1-6

The Assistant Director (Housing Property & Development) presented a report to the Cabinet Committee. He advised that the report was for noting only and set out the progress that had been made across phases 1-3 and future phases 4-6 of the Housebuilding programme.

Phase 1

Further to the determination of the contract with Broadway Construction Limited, a contract was awarded to P A Finlay and Company Limited to complete the works on Phase 1 as approved by the Cabinet Committee on the 22 September 2016.

The Phase 1 recovery work was completed on the 31 October 2017 with the last two homes on the Red Cross site in Waltham Abbey being handed over and occupied. The homes built are now in the defects liability period (a 2 year period where the Contractor retained responsibility for any contractual defects reported). The defects liability period for Phase 1 will end on the 31 October 2019.

The original contract with Broadway Construction Limited was let on the 27 October 2014 with completion expected on the 13 November 2015. With the delays that built

up under the contract with Broadway Construction, together with the Council determining the contract and the subsequent procurement of a new contract with P A Finlay and Company Limited meant an overall delay of 102 weeks on the original anticipated handovers.

The determination of the contract with Broadway Construction Limited also led to a significant increase in costs with the works costs rising from £2,331,170.02 to £5,852,557.98. Overall, the recovery project was 66% more expensive than the original contract. The increased costs were mainly due to remediation works, additional drainage works and utility works. This can be seen as the premium paid for appointing a contractor to take on another contractor's unfinished work and all the risks associated with the project.

Notice of Adjudication from Broadway Construction Limited

On 22 November 2017 the Council received a notice of Adjudication, which was referred by Broadway Construction Ltd (BCL). The dispute concerns the termination of the contract by the Council on 1st June 2016. BCL maintains and claims that the termination was wrongful and constituted a repudiatory breach of contract.

In April 2016, the Council served a default notice on BCL claiming that BCL was not proceeding with the contract works regularly and diligently. Later on 1 June terminated the Contract on the ground that BCL had continued with the default specified in its notice served in April 2016. BCL assert that this was contrary to the true facts and progress of the works on the Project, and that they do not accept the validity of the default notice or the termination of the Contract.

BCL have therefore given notice to refer the dispute to adjudication in accordance with the Contract.

BCL are seeking the following relief and decision from the Adjudicator:

- That the Council wrongfully terminated the Contract;
- That the Council was liable for repudiatory breach of contract;
- That the Council was liable to pay Broadway the costs, damages and expenses that are proven to have been incurred by Broadway as a result of the wrongful termination of the Contract and repudiatory breach of contract;
- That the Council has no entitlement to retain or withhold liquidated damages improperly withheld prior to and following the termination of the Contract because no demand for payment of liquidated damages had been made in accordance with the Contract; and
- That the Council shall pay the Adjudicator's costs and expenses incurred in this adjudication.

The Council had appointed Trowers and Hamlins as its expert Solicitors to defend the adjudication. The Adjudicator had indicated that he should reach his decision by 2 February 2018.

A previous adjudication served on the Council by Broadway Construction Limited in February 2017, which was contested at the time, centred on the final payment made to Broadway Construction Limited at the time of the contract termination. The key points in that claim were:

- Whether the second payless notice was given beyond the permissible date set out in the Contract;
- Whether the second payless notice failed to explain how the proposed sum of £0 had been calculated;
- Whether the Council, through previous correspondence, had derogated from the payment mechanism under the Contract and guaranteed payment of £74,494.02 to Broadway; and
- Whether the Council had a contractual entitlement to serve a second payless notice.

The adjudicator found in favour of the Council on the first three points but on the fourth he found in favour of Broadway Construction Limited, namely that the Council was not entitled to serve more than one pay less notice in relation to a payment notice, which resulted in the Council being ordered to pay Broadway Construction Limited £74,494.02 (plus £2,985.88 interest) along with the adjudicators fees (£3,107) bringing the total to £80,586.90.

The Development Manager, Matthew Rudgyard presented the remainder of the report to the Cabinet Committee.

Phase 2 – Burton Road, Loughton

Works on site were progressing well, although behind schedule due to land contamination which had attributed to the completion date falling behind by 26 weeks. The anticipated completion date was 27 August 2018.

There was a variation in the contract sum by an extra £952,175.85 this was due to contamination remediation and utilities and cable disconnections.

Phase 3 – Bluemans End, North Weald

The contract was close to completion with handover expected at the end of January 2018. There had been a 2 week delay on this site due to the discovery of further asbestos in the ground and a delay to the installation of a water main.

There was a variation in the contract sum by an extra £47,758.77 this was due to additional works required to provide permeable block paving, additional clearance of the watercourse on the development boundary, boundary wall works, soil contamination remediation and asbestos removal.

Stewards Green Road

Works were at an advanced stage with internal and external finishes being focused on. There had been a 6 week delay due to a dispute between the Contractor and the Architect regarding the stairs not being fitted in accordance with the drawings. In addition, further asbestos was found in the ground.

There was a variation in the contract sum by an extra £25,089.81 this was due to additional works required to make alterations to the MVHR system, alterations made to the party wall insulation and alterations made to the kitchen windows.

London Road

Construction work was proceeding well with works due to be completed on time.

There was a variation in the contract sum by an extra £20,415.00 this was due to changes needed to ensure that the completed home met the Code for Sustainable Homes Level 4.

Parklands, Coopersale

Work was progressing well and it was reported that there was a delay of 1 week due to inclement weather over the contract.

There was a variation in the contract sum by an extra £5,000.00 this was due to additional works required to the boundary of the site.

Springfield and Centre Avenue, Epping

Springfield and Centre Avenue were two separate sites which were being managed under one contract. Work was progressing well and it was reported that there was a delay of 1 week due to determining ownership of some garages/sheds.

There was a variation in the contract sum by an extra £165,000.00 this was due to additional works required to the boundary wall of the site.

Centre Drive

Work was progressing well and it was reported that the build was scheduled to be on target with no variation in the cost reported on this project to date.

Queens Road, North Weald

Construction works were expected to commence on site on the 5 March 2018. A package of initial enable works needed to be completed including the relocation of a UKPN substation, before the construction works could commence.

There was a variation in the contract sum by an extra £120,747.00 this was related to the contract uplift reported and approved by the Portfolio Holder in October 2017 and represented the increase in construction cost indices due to a delay of almost a year.

Phases 4-6

In September 2017, East Thames, who were the Council's Development Agents, gave notice of their intention to invoke Schedule 8 (Exit Management Plan) of the Housing Development Agency Services Agreement that they no longer wished to act as Development Agents on behalf of the Council. Whilst a 3-month exit management term was set out in the Agreement, East Thames have agreed to extend this term to 6-months, ending on 9 March 2018 to enable as smooth a hand-over as possible.

The projects that make up phases 4-6 of the Council Housebuilding Programme have continued to be progressed up to the point of achieving Planning Permission. 24 sites have achieved planning consents which would deliver 74 new affordable homes. 13 sites had failed to achieve planning consent, these would either be sold at auction and the remaining sites the Cabinet Committee would decide on the future use.

The Cabinet Committee noted that phase 1 had been a learning curve and were confident going forward with the Council's Housebuilding Programme.

Decision:

That the contents of this Progress Report on Phases 1 - 6 of the Council Housebuilding Programme be noted, and presented to the Cabinet in line with the Terms of Reference.

Reasons for Decision:

Set out in its Terms of Reference, the Cabinet Committee was to monitor and report to the Cabinet on an annual basis the progress and expenditure in relation to the Council Housebuilding Programme. This report sets out the progress made over the last 12-months.

Other Options for Action:

This report was on the progress made over the last 12-months and was for noting purposes only. There were no other options for action.

23. FINANCIAL POSITION

The Assistant Director (Housing Property & Development) presented a report to the Cabinet Committee. He advised that one of the Cabinet Committee's Terms of Reference was to monitor expenditure on the Housing Capital Programme Budget for the Council Housebuilding Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government (DCLG) allowing the use of additional "Replacement Right to Buy (RTB) Receipts" received as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding.

The Cabinet Committee regularly received detailed financial reports covering all financial issues relating to the Housebuilding Programme. The Financial Reports attached to agenda item 9 at Appendix 2, 3 and 4 set out the current financial position with the various aspects of the Housebuilding Programme.

The Cabinet Committee noted that due to programme spending, the Council are forecasting that no 1-4-1 receipts need be given back this year. It was also worth noting that if future spend was consistent with the forecast budget the Council should be able to utilise all 1-4-1 receipts over the lifecycle of the project.

Resolved:

- (1) That the current financial position be noted, in respect of:
 - (a) The amount of additional "Replacement Right to Buy (RTB) Receipts" for utilisation under the Government's "one-for-one replacement" scheme that had been received; when it was required to be spent; the actual expenditure to date; and the future planned expenditure profile (Appendix 2 of the agenda);
 - (b) The amount and use of financial contributions available to the Council's Housebuilding Programme from Section 106 Agreements, in lieu of the provision of on-site affordable housing on private development sites,

and other sources of funding (e.g. sales of HRA land and non-RTB property, and external funding) (Appendix 3 of the agenda) and;

- (c) The expenditure profile that reflects the house-building programme (Appendix 4 of the agenda).

Reasons for Decision:

The Council's Housebuilding Programme was a high profile, high cost activity. It was therefore essential to ensure that budgets, costs and expenditure were properly monitored, to enable corrective action to be taken at the earliest opportunity when necessary.

Other Options Considered and Rejected:

Not to have regular Financial Reports presented to the Cabinet Committee.

24. NEW DEVELOPMENT SITES

The Assistant Director (Housing Property & Development) presented a report to the Cabinet Committee. He advised In July 2012 the Cabinet approved a list of potential development sites, made up of a primary and reserve list, which would make up the Council Housebuilding Programme. At that time, it was agreed that any further development assessments would be undertaken over time by officers of:

- (a) All other garage sites comprising 6 or less garages;
- (b) Any further garage sites that started to have vacancies with no waiting list; and
- (c) Any Council-owned land on housing sites considered to be surplus to requirement.

At that time it was also agreed that further reports would be submitted to the Cabinet in order to consider whether or not these sites should be added to either the Primary List or Reserve List.

In practice, this process could be amended to free up valuable time for the Cabinet by delegating authority to the Director of Communities to undertake feasibility studies and viability studies on any new site that may be identified and to present them direct to the Cabinet Committee. These would be presented in the same way as other sites have been in the past, whereby local Ward Members were invited to participate in the discussion.

Should the Cabinet Committee then agree to proceed with the development site based on the feasibility study as presented, then it would be necessary to seek an amendment to the Cabinet Committee Terms of Reference, where it was currently only able to consider and sign-off development appraisals and financial appraisals for sites previously identified by the Cabinet as having development potential and that could be included within the Council's Housebuilding Programme.

It was therefore recommended that a recommendation be made to the Cabinet, through the minutes of this meeting, that:

- the Cabinet delegates authority to the Director of Communities to identify new Council House-building development sites and to undertake feasibility studies and viability studies; and
- the Cabinet Committee Terms of Reference be amended to allow the Cabinet Committee to agree any new development sites that may be added to the House-building programme.

The Cabinet Committee expressed concerns that underused garage sites were a magnet for antisocial behaviour, although some of the sites were relatively small it was still worth considering these sites to provide affordable homes for local people.

The Cabinet Committee asked officers to also look for larger sites in the district as they felt that building works would happen quicker on a larger site.

Recommendation to Cabinet:

- (1) That a recommendation be made to the Cabinet to delegate authority to the Director of Communities to identify new Council House-building development sites and to undertake feasibility studies and viability studies, in consultation with the Portfolio Holder, which would then be presented to the Cabinet Committee for consideration; and
- (2) That a recommendation be made to the Cabinet to amend the Cabinet Committee Terms of Reference to allow the Cabinet Committee to agree any new development sites that may be added to the House-building programme.

Reasons for Recommendation:

Currently, the Cabinet Committee was only authorised, in its Terms of Reference, to approve any feasibility studies for sites that appeared on the original list of 65 sites approved by the Cabinet in 2012, each of which had now been considered and had either obtained Planning Permission or an alternative option agreed.

In order to avoid adding work to the Cabinet process, this report sought to delegate authority to the Director of Communities to identify sites, undertake a feasibility study and viability study before presenting the outcome to the Cabinet Committee, whose Terms of Reference would need to be amended to reflect this process.

Other Options Considered:

To take each new site to the Cabinet for approval in the first instance as was the current procedure. However, this created unnecessary anxiety for local residents where sites may not even be viable in the first place. This also was work that could be delegated to the Cabinet Committee to free up valuable time for the Cabinet.

25. CHANGE OF NAME AT QUEENS ROAD, NORTH WEALD DEVELOPMENT

The Assistant Director (Housing Property & Development) presented a report to the Cabinet Committee. He advised that he had received a request from North Weald Parish Council to change the name of the new development to the rear of 9-19 Queens Road, North Weald from Elizabeth Court to Cyril Hawkins Close. He explained that Cyril Hawkins had passed away and he was a long standing Chairman and Parish Councillor of North Weald Parish Council.

The Cabinet Committee noted that the late Cyril Hawkins was a great servant to the Parish of North Weald and recognised that he had been actively involved with helping Council Officers to negotiate with UK Power over the power cable diversions that were necessary to bring this site forward.

Decision:

- (1) That, following a request by North Weald Parish Council, the new development to the rear of 9 -19 Queens Road, North Weald, previously named Elizabeth Court, be renamed Cyril Hawkins Close; and
- (2) That formal application be submitted to the Director of Neighbourhoods for the above name and numbering change, in accordance with the Council's Street Naming and Numbering Policy.

Reasons for Decision:

Street naming (or re-naming) of sites to be constructed under the Council Housebuilding Programme was set out in the Terms of Reference as a responsibility for the Council Housebuilding Cabinet Committee.

The Queens Road, North Weald development site has already been agreed by the Cabinet Committee in December 2016 to be named Elizabeth Close. However, the Council had received a request from the North Weald Parish Council to rename the street after the former long-standing Chairman, Councillor Cyril Hawkins, who sadly passed away last year.

Other Options Considered and Rejected:

To retain Elizabeth Close as the street name for the development, which had already been agreed by the Cabinet Committee.

26. EXCLUSION OF PUBLIC AND PRESS

Resolved:

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
12	Request to purchase a Potential Council housing Development site – Whitehills Road, Loughton	1 & 3

27. REQUEST TO PURCHASE POTENTIAL DEVELOPMENT SITE AT WHITEHILLS ROAD, LOUGHTON

The Director of Communities presented a report to the Cabinet Committee. He advised that the Council had received an unsolicited offer to purchase a garage site in Whitehills Road, Loughton. The garage site was included in the Council's Housebuilding Programme, Phases 4-6 and planning permission had been sought

and received for two 2-bedroom bungalows. Members were asked to consider the offer received.

Decision:

That the unsolicited offer received to purchase the Council's garage site in Whitehills Road, Loughton (currently included within the Council's Housebuilding Programme with planning permission for two 2-bedroom bungalows) be refused and that the Council continues to develop the site for affordable rented housing as part of the Council's Housebuilding Programme.

Reasons for Decision:

An unsolicited offer had been received to purchase the development site, which the Cabinet Committee needed to consider.

Other Options Considered and Rejected:

- (1) To seek competitive tenders for the site on the open market.
- (2) To accept the offer received.

CHAIRMAN

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Report to the Council Housebuilding Cabinet Committee



**Epping Forest
District Council**

Report reference: **CHB-007-2017/18**

Date of meeting: **5 April 2018**

Portfolio: Housing – Cllr S. Stavrou

Subject: Appointment of Framework Consultants and Contractors for the future delivery of the Council House-building Programme – Approval of Tenders

Responsible Officer: Paul Pledger – Asst. Director (Housing Property & Development) (01992 564248)

Democratic Services: Jackie Leither

Recommendations:

- (1) That the appointment of Consultants and Contractors for the future delivery of the Council House-building programme be considered and presented as a supplementary report once the tender evaluation report is received from the Procurement Consultants.

Reasons for Proposed Decision:

Tenders have been sought via an EU compliant tender exercise for the appointment of various specialist Consultants and Contractors to deliver the future phases of the Council's House-building programme. These tenders have been evaluated and reported as a supplementary report once the tender evaluation report is received from the Procurement Consultants.

Other Options for Action:

1. To employ the relevant resources in-house to deliver the programme directly.

Background

1. At its meeting in January 2018, the Cabinet Committee were advised that East Thames were exercising their right to end their role as Development Agents and as a result considered a report on a way forward in terms of delivering the future phases of the Council's House-building programme.
2. That report explained how the Council had reviewed its approach based on its experiences over the last 4-years, and how it would deliver a more efficient service and de-risk some of the aspects of the programme that have so far resulted in additional costs across schemes that are on site. This included dealing with ground contamination, drainage, foundations and advancing the designs to a more detailed stage prior to appointing the Contractor. The Cabinet Committee were advised that this would require an EU procurement exercise in order to make the necessary appointments.

3. The Council appointed a specialist procurement consultant, Cameron Consulting to undertake the EU Procurement exercise to pull together the framework of various Consultants and Contractors.
4. Notices were placed in the European Union Journal for a Multi-Disciplinary Design Team, Employers Agents and Contractors where expressions of interest were received and evaluated based on a 60:30:10 split, based on quality, price and an interview to explore the approach that they would take to engage and deliver as part of a team on behalf of the Council.
5. Tenders were received and evaluated independently of the Council followed by a moderation exercise that included Officers. The interviews took place between Monday 19 March and Wednesday 21 March 2018. The outcome of the tender exercise will be reported as a supplementary report once the tender evaluation report is received from the Consultants.

Resource Implications

The Council will benefit from a saving of £550,000 as a result of not using East Thames as its Development Agents.

The cost of appointing the Framework Consultants will be reported as a supplementary report once the Consultants tender evaluation report has been received in due course.

Legal and Governance Implications

EU Procurement Rules dictate that any contract for works with a value in excess of £4,104,394 for works and £106,047 for Services must be tendered in accordance with European Procurement legislation.

The Council has its own set of Procurement Rules, which refers all contracts in excess of EU thresholds must be procured in accordance with European Procurement legislation.

Safer, Cleaner and Greener Implications

None

Consultation Undertaken

None relevant at this stage

Background Papers:

- Previous reports to the Cabinet Committee on procurement options in July 2013 and January 2016
- A report to the Cabinet Committee on the future delivery of the Council House-building Programme for future phases reported in January 2018.
- The Council's Development Strategy

Risk Management

There is a comprehensive risk register that has been compiled and is being monitored in respect of the house-building programme. Each risk, where appropriate has a risk mitigation action plan.

A detailed examination of the advantages and disadvantages as well as associated risks to this approach were reported to the Cabinet Committee in January 2018.

Equality Analysis

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

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Equality Impact Assessment

Section 1: Identifying details
Your function, service area and team: Housing Property and Development
If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:
Title of policy or decision: Council House Building
Officer completing the EqlA: Mary Masterson Tel: X2132 Email: mmasterson@eppingforestdc.gov.uk
Date of completing the assessment: 15/01/18

Section 2: Policy to be analysed	
2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>This is linked to an existing agreed programme of works. The wider Equality Impact Assessment for Housing Repairs and Maintenance (incorporating Council house-building programme and work to Void Properties) covers this project.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>EFDC undertakes responsive repairs to all of its 6,500 Council homes, undertakes works to around 300 void properties per annum making properties ready for re-letting and has a planned maintenance programme over a 30-year business plan cycle that aims to renew around 3,300 key components per annum. EFDC also plans to build 300 new affordable homes over the next 10 years.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>That all Council homes meet the “Decent Homes Standard”. The Council House-building (CHB) programme aims to provide well-designed, quality homes that are affordable, sustainable and suitable for the needs of people across all protected groups. This assessment intends to fully evaluate the effect the programme could have on protected groups, and therefore aims to give an overview of the actual and potential impacts of actions set out within the programme. This assessment will continually evolve as the programmes of work progress</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities?
	All of the above
	Will the policy or decision influence how organisations operate?
	No
2.4	Will the policy or decision involve substantial changes in resources?
	No

2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The delivery of new affordable housing is part of a wider Corporate objectives namely to deliver new homes to meet the needs of local people while also supporting economic development; and design and building our services around the needs of our ageing population and residents living in deprivation.</p>
-----	---

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.0 Reference Material

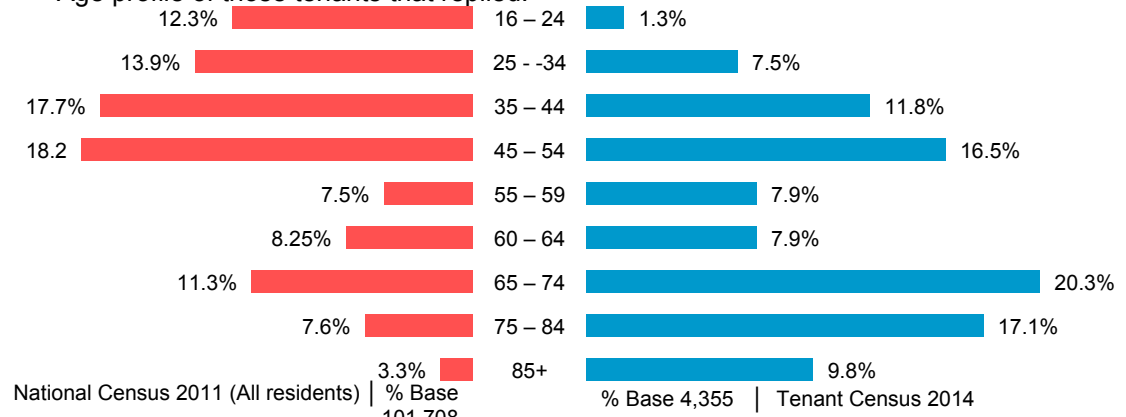
Age	Disability	Gender	Gender reassignment	Marriage / civil partnership	Pregnancy / maternity	Race	Religion/belief	Sexual orientation	other																																																
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Appendix ref.001 – NOMIS Data	2011 ONS EFDC Area Age Structure <table><thead><tr><th>Age</th><th>%</th><th>Age</th><th>%</th><th>Age</th><th>%</th><th>Age</th><th>%</th></tr></thead><tbody><tr><td>0-4</td><td>5.9% (7366)</td><td>15</td><td>1.2% (1519)</td><td>25-29</td><td>5.3% (6624)</td><td>65-74</td><td>9.2% (11464)</td></tr><tr><td>5-7</td><td>3.4% (4193)</td><td>16-17</td><td>2.5% (3094)</td><td>30-44</td><td>20.5 (25542)</td><td>75-84</td><td>6.2% (7743)</td></tr><tr><td>8-9</td><td>2.1% (2638)</td><td>18-19</td><td>2.2% (2771)</td><td>45-59</td><td>21% (26169)</td><td>85-89</td><td>1.7% (2178)</td></tr><tr><td>10-14</td><td>5.8% (7235)</td><td>20-24</td><td>5.3% (6663)</td><td>60-64</td><td>6.7% (8295)</td><td>90+</td><td>0.9% (1165)</td></tr></tbody></table> <p>Ageing population will require dwellings that are adaptable.</p> <table><tbody><tr><td>1. 45-59 yrs – 21% (26169)</td><td>5. 75-84 yrs - 6.2% (7743)</td></tr><tr><td>2. 30-44 yrs – 20.5 (25542)</td><td>6. 0-4 yrs – 5.9% (7366)</td></tr><tr><td>3. 65-74 yrs – 9.2% (11464)</td><td>7. 0-14 yrs – 5.8% (7235)</td></tr><tr><td>4. 60-64 yrs – 6.7% (8295)</td><td></td></tr></tbody></table>									Age	%	Age	%	Age	%	Age	%	0-4	5.9% (7366)	15	1.2% (1519)	25-29	5.3% (6624)	65-74	9.2% (11464)	5-7	3.4% (4193)	16-17	2.5% (3094)	30-44	20.5 (25542)	75-84	6.2% (7743)	8-9	2.1% (2638)	18-19	2.2% (2771)	45-59	21% (26169)	85-89	1.7% (2178)	10-14	5.8% (7235)	20-24	5.3% (6663)	60-64	6.7% (8295)	90+	0.9% (1165)	1. 45-59 yrs – 21% (26169)	5. 75-84 yrs - 6.2% (7743)	2. 30-44 yrs – 20.5 (25542)	6. 0-4 yrs – 5.9% (7366)	3. 65-74 yrs – 9.2% (11464)	7. 0-14 yrs – 5.8% (7235)	4. 60-64 yrs – 6.7% (8295)	
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Appendix ref.003 – ONS Data: Homelessness	Homeless (Statutory) 2017 <p>Total as of 31 March 2017 (all age ranges)</p> <table><tbody><tr><td>116 - Temporary accommodation</td><td>31 - B&B</td><td>45 – Hostel</td><td>40 – Other</td></tr></tbody></table> <p>The attached ONS of 2011 showed the following: -</p> <table><tbody><tr><td>47 - Temporary accommodation</td><td>5 - B&B</td><td>32 – Hostel</td><td>10 – Other</td></tr></tbody></table>									116 - Temporary accommodation	31 - B&B	45 – Hostel	40 – Other	47 - Temporary accommodation	5 - B&B	32 – Hostel	10 – Other																																								
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Appendix ref.004 – EFDC HRA Business Plan 2016/7	<p>Within the Housing Service the ratio of staff is: -</p> <ul style="list-style-type: none">Over 70% are over 45 years of age10% are under 35 years of agePg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the ‘protected characteristics’ of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.																																																								
Residents consultations – <p>Appendix ref.005 – EFDC Planning EFDC Statement of Community Involvement</p> <p>Appendix ref.006 - EFDC Neighbour Consult Template letter</p> <p>Appendix ref.007 - EFDC Making your views known leaflet</p>																																																									
<p>Neighbour consultation letters are sent out once a planning application is registered. Where any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10). This enables members of the local community to contact</p>																																																									

the planning department raise an issue if there is one.

Appendix
ref.008 –
Epping
Forest
Census 2014

Over half of all tenants (57%) responded.
47% of those tenants were 65 or over and 26.9% were 75 and over.
At the time of the Tenant census the respondents were older than the wider EFD population, with a median age of tenants being 63 compared to 48 for the overall population of EFDC.

- Age profile of those tenants that replied: -



- Wards with an elderly population with a median age over 70:
 - Lower Nazeing (median age 71)
 - Waltham Abbey North East (71)
 - North Weald Bassett (72)
 - Moreton and Fyfield (73)
- Wards with the youngest tenants: -
 - Grange Hill (47)
 - Loughton Fairmead (56)
 - Loughton Roding (56)
 - Waltham Abbey Honey Lane (57)
 - Waltham Abbey South West (58)

Appendix
ref.009 –
Epping
Forest Draft
Local Plan
Consultation
2016

& BGP1
Housing
Background
Paper

Ageing population – will require dwellings that are adaptable and accessible for disabilities/
Pg 13 Paragraph 2.4 states:
“The District’s population increased by almost 17,000 between 1961 and 2011. Government estimates that the District’s population had risen by just over 5,000 since 2011.”
“In 2011, compared to the rest of England, the District had smaller proportions of people aged under 30 and a larger proportion of people aged 45 to 64 years and 65 years and over.”
“by 2033, projections suggest the proportion of people aged over 65 years will rise sharply compared to the other age bands”

	Affordable Housing Need (in households)*				
	East Herts DC	Epping Forest DC	Harlow DC	Uttlesford DC	HMA Total
Unmet need for affordable housing in 2011					
Total unmet need for affordable housing	1,632	1,171	1,597	818	5,218
Supply of housing vacated	471	544	849	242	2,106
Overall impact of current affordable housing need	1,161	627	748	576	3,112
Future need for affordable housing 2011-33	4,128	3,152	3,289	2,724	13,291
Percentage of overall housing need	31%	34%	67%	27%	35%

The above table (Epping Draft Local Plan) shows the projected need for affordable housing (measured in households) in the District from 2011-2033 (for households not dwellings). These figures take into account current unmet need for affordable housing and starter homes, projected

	<p>future need arising from new households which will form in the future, and also the number of existing households which are likely to fall into need in the future.</p> <p><i>'3,152 of the new homes need to be affordable'</i></p> <p>Ageing population. Demand on health services. Need dwellings that are accessible and adaptable.</p>
<p><u>EFDC KPI COM004 - How many households were housed in temporary accommodation</u></p>	
<p>An increase in the number of households in temporary accommodation provided under homelessness legislation: -</p> <p>2016-17 (all age ranges) Q1 – 103 Q2 – 111 Q3 – 101 Q4 – 116</p> <p>2017-18 (all age ranges) Q1 – 21</p> <p>Total number of homeless households in temporary accommodation at the end of Q1 was 97.</p>	
<p><u>ONS Subnational population projections for England 2012 – based on 2011 Census</u></p> <p>&</p> <p>Appendix ref.010 – EFDC Population Forecast 2012</p>	<p>Council considers all new homes should be built to category 2 'accessible and adaptable dwellings' – dependent on site specific viability testing ensuring no compromise to delivery of development.</p> <ul style="list-style-type: none"> • 22.3% of the EFD population is aged 65 years and over and life expectancy is increasing; • 5% population growth rate for the Epping Forest District.
<p><u>EFDC ER's Vol 1-5 JCT DB11</u></p> <p>Appendix ref.011 – Employers Requirements - Generic</p>	<p>Contractors are required to produce a plan to target employment for the existing estate and local labour and discuss opportunities that will be available on any project to enable the placement of apprentices and trainees.</p> <p>Also, contractors are required to recruit new apprentices and trainees from approved sources - 'The Contractor shall employ apprentices and trainees for supervised waged work experience, throughout the duration of this contract.</p> <p>Contractor will agree numbers of apprentices. Trainees or waged trainees weeks on site with the Employed based on the thresholds contained within the Framework Agreement.</p>
<p>Appendix ref.012 – Strategic Housing Market Assessment for West Essex & East Herts 2015 Pg101 & 108</p>	<ul style="list-style-type: none"> • ECC demand analysis assessment - identified a shortfall in independent living units. • EFDC needs to provide approximately 11,300 (market housing & affordable) new homes over the Local Plan period (up to 2033) (specific split of houses vs. flats, numbers of bedrooms etc.). • Older people are living longer, healthier lives and specialist housing offered today may not be appropriate for the future years. • Accessible housing in the district is needed with a view of adaptable lifetime homes. • Government's reform of Health and Adult Social Care is underpinned by sustaining people at home for as long as possible. Dwellings to meet cat. 2 requirements (dependent on viability).
<p>Appendix ref.013 – EFDC Employers Requirements EFDC ER's Vol 1-5 JCT DB11</p>	<p>Adopted by EFDC based on a combination of the East Thames Design Standards and the HCA Design Standards.</p>
<p>Gracelands CMS Equality and Diversity Policy</p>	
<p>Gracelands CMS Ltd has embedded equality into its service provision, targeting resources where they are needed and in ways that ensure tenants have equal access to services. Their Policy extends to monitoring its suppliers. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.</p>	
<p>Mears PLC Equality and Diversity Policy</p>	
<p>Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends from the Board and includes all staff, supply chain partners they work with, residents and</p>	

customers across all of its contracts. Their Policy is reviewed and updated bi-annually or sooner if required. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

Appendix ref.014 – East Thames Priority Needs Policy

East Thames Single Equality Scheme which included their equality and diversity statement, aims and action plan. The document includes the Equality Act 2010 and due to the nature of the document it goes further than promoting equalities internally. The action plan sets out clear equalities responsibilities for meeting the aims of the Scheme including a range of tasks working with residents/community/service users.

Appendix ref.015 - Pellings Equality Diversity Policy

Pellings is committed to upholding and developing the principles of equality and diversity throughout the organisation and in the preservation of an individual's dignity at work. They recognise the need to encourage a positive attitude towards diversity amongst their employees as part of their culture. This commitment extends to the Contractors and other Consultants that they contract with.

Appendix ref.016 - Secure by Design – Designing out crime of new developments

Consideration is given to designing safe places to live (vulnerable older people).

EFDC Repairs and Improvements & Repairs recharge costs 2017

Council residents are able to report the faults by phone, email or via the mobile app.

Impact of an ageing population study Epping Forest District

- Between 2015 and 2025 it is anticipated that the number of over 65's in Epping Forest will increase from 25,400 to 30,000 and over 50's – 64's, from around 24,200 to 27,400.
- Services in preventative healthcare and activities to help people to remain active and health in later life, could help increase the proportion of life spent in good health and reduce costs to a wide range of organisations.
- Loughton Alderton is one of the wards that have some of the lowest life expectancy and this is identified as being linked to deprivation and less positive lifestyles.
- Evidence shows good physical and mental health are essential to living longer and a better quality of life.
- 2013 there were 1,855 Dementia sufferers, by 2025 the number is expected to be 2,553 (37.6%).

EFDC Housing Register & housing-allocations-scheme-2015-v3

Total number of applicants on Epping Forest District Council's Housing Register

*Priority Bands	Q1	Q2	Q3	Q4	
Housing Register	1531	1515	1477	1462	
Band A*	135	134	120	125	<i>Urgent medical grounds/disability</i>
Band B*	526	534	516	538	<i>Existing Council tenants aged over 60yrs</i>
Band C*	706	700	706	683	<i>moderate medical grounds relating to disability</i>
SWL	164	147	134	116	

Careline Annual Report 2015-16

Epping Forest Careline currently has approximately 2,500 clients. Years of experience managing a community alarm service and enabling independent living. Customers to feel more secure in their home, as help is at the press of a button. The service is beneficial to those that feel vulnerable in some way: they are unwell, may have previously fallen, been injured, experienced an intruder in their property or garden or have an on-going illness or been recently discharged from hospital.

- A new Careline call handling provider will be used to enable the service to facilitate the demand from an increasing older generation living longer healthier independent lives.

Nov 2016 random Careline survey of 300 clients (12% of the user base).

- 99.3% satisfied with the quality of service;
- 99.3% happy with time taken to respond to calls;
- 100% found Epping Forest Careline staff helpful;
- 98% service was good value for money – this was a reduction from 99.2% in 2015. *There was a marginal rise in monitoring fees for the 1st time in 3 years which may account for this.*
- 99.3% found equipment easy to use;
- 100% would recommend Epping Forest Careline to friends and family;
- 347 new installations across the district in 2016. Yearly call total - 61,162, averaging 168 daily;

Sheltered Housing Guide

- EFDC provides sheltered housing for older residents that are capable of living on their own but feel more secure with the support of a visiting Scheme Manager;
- Self-contained flats, bungalows and studios. Housing with communal lounge -social activities;
- Currently located in Loughton, Watham Abbey, Buckhurst Hill and Epping.
- Once the new Careline provider is agreed a Sheltered Housing Review will be undertaken to identify all future options for the current properties and provide recommendations.

Downsizing Scheme

- EFDC enables older residents to downsize to a smaller more manageable property;
- Financial incentive as they could be eligible for a lower rent and receive up to £4,000;
- £1000 for each room "released", plus £500 for removal expenses and £500 to meet decoration costs.
- Younger larger families will benefit from these properties becoming available.

C.A.R.E Home Improvement Agency, Handyperson Scheme EFDC Internal Decorating Service for the elderly

- Through the Caring and Repairing in Epping Forest (C.A.R.E) Home Improvement Agency, the Council seeks to assist older people and disabled home owners to improve, repair or adapt their houses. They may also assist with home improvements to: -
 - prevent hospital admission;
 - support prompt discharge from hospital.
- C.A.R.E. provides a handy person service to retired home-owners / private tenants over the age of 60 years. Vetted contractors carry out small, low cost repairs / home security work, fall prevention measures. Chargeable service (lower for those on means tested benefits).
- Tenants living in Sheltered Accommodation or in General Needs housing if over 60 years of age or registered disabled are able to access a free of charge handy man service. This recognises that some aspects of the Tenancy Agreement which are the responsibility of the tenant(s) may not be able to be undertaken or place the tenant at risk of harming themselves i.e. fall from a height when changing lightbulbs.
- Tenants over the age of 60 years have access to a free of charge service to decorate a room of their choice every four years.

The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)

- Countries which have more efficient housing have lower Excess Winter Deaths (EWDs)
- Link between EWDs, low thermal efficiency of housing / low indoor temperature (SAP rating).
- EWDs are almost three times higher in the coldest quarter of housing than in the warmest.
- 21.5% of all EWDs are linked to the coldest quarter of housing.
- Around 40% of EWDs are attributable to cardiovascular diseases.
- Around 33% of EWDs are attributable to respiratory diseases.
- Strong relationship between cold temperatures and cardio-vascular and respiratory diseases.
- Cold housing negatively affects: -
 - dexterity and increases the risk of accidents and injuries in the home
 - children's educational attainment, emotional well-being and resilience &
 - twice likely to suffer from a variety of respiratory problems
- Fuel poverty negatively affects dietary opportunities and choices.
"The annual cost to the NHS of treating winter related disease due to cold private housing is £859 million. This does not include additional spending by social services, or economic losses through missed work. The total costs to the NHS and the country are unknown. A recent study showed that investing £1 in keeping homes warm saved the NHS 42 pence in health costs..." [Chief Medical Officer Report, 2009]

Disability / Dependents / Caring Responsibilities

'Considerate constructors' reports & site scoring explained Example:([Roundhills 08/07/15](#))

The Monitor's Site report lists the following headings in the checklist which must be addressed in order for the site to achieve compliance and the scores (1/10) indicate that a site has reached a standard beyond statutory requirements.

1. Care about **Appearance**

2. Respect the **Community**
3. Protect the **Environment**
4. Secure everyone's **Safety**
5. Value their **Workforce**

Sites are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the checklist may result in a higher score.

The score awarded reflects the Monitor's opinion on how the site is performing based on what they see at the time of the visit and their discussion with the Site Manager.

Residents consultations [EFDC Planning EFDC Statement of Community Involvement](#)

As above category – the local community has a chance to raise any issues.

[JCT D&B contract](#) and JCT Measured Term Contract, 2011 are the industry standard contracts signed by both parties to agree scope cost of works.

Equal Opp Para states Pg 10: -

In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- i. the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- ii. all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- iii. the Employer's equal opportunities policies and procedures as may be adopted and amended from time to time as notified to the Contractor.

Appendix ref.017 - ECC
Development Management Policies
(to be read in conjunction with,

1. [Appendix ref.018 - The Urban Place Supplement](#); and,
2. [The Essex Design Guide](#),
3. [Appendix ref.019 - Parking Standards Design and Good Practice](#).

1. The reports reflect the required balance between the need for new housing, protecting the transport network for the safe movement of people.
Lists design standards, accessibility and transport sustainability policies along with Impact and mitigation policies such as safety audits, congestion, air quality and HGV movement.
2. Provides guidance on the layout of densities below 20 dwellings per hectare/ over 20 dwellings. Provides guidance for accessibility for disabled people to dwellings. Good practice to design new dwellings to be able to be visited unassisted by disabled people as far as the entry to the dwelling. There will need to be a flat area 900mm x 900mm minimum on the same level as the threshold outside the entrance to each dwelling. (pg80)
3. Provides guidance on parking standards. 1 car parking space for every 4sqm of GFA. (Gross Floor Area. If a development has a GFA of 17sqm, a calculation 17 divided by 4 gives 4.25 spaces, rounded up to the nearest whole number giving a total number of 5 spaces.
Bus routes within the residential developments will require a min clear passage of 6 metres.

Appendix ref.020 - ECC Development and Public Rights of Way

Considers access issues.

[Feasibility Studies](#)

The project team undertakes a desktop analysis of each site enabling the team to rule out any sites that are not suitable for development, due to legal, financial or technical reasons. Suitable sites will then have initial feasibility plans produced, where initial views are sought from planners. An investment appraisal will be conducted. This requires rents to be agreed with the officer of the council. The contractor will work closely with the council Legal Team to identify any issues that need to be resolved and determine the best route to proceed. It is certain that issues regarding rights of way, access etc. will have to be dealt with. In these cases the necessary use of

appropriation, under the planning act, will be used. The Contractor and council legal team will liaise to ensure the legal risks are fully explored and mitigated.

[Strategic Housing Market Assessment for West Essex & East Herts 2015](#) Pg108

Report supports the need for 15% of affordable housing to meet Category 3 requirement to aide accessibility for wheelchair users. Currently, 1-30 households in England (3.3%) have at least one wheelchair user. These proportions are likely to increase over the period to 2033.

[Appendix ref.021 - Epping Forest Draft Local Plan 2016](#) Will require dwellings that are adaptable & accessible.

EFDC E-Learning Module – Disability Awareness

All EFDC staff undertakes this learning course to improve disability awareness.

[EFDC – HRA Business Plan 2016](#) & R&M Business Plan 2016-17

Around 10% of the EFDC Housing Service staff have a disability

The Council endeavours to carry out adaptations to properties to meet the reasonable needs of disabled tenants. This is based on assessments and recommendations from Social Services Occupational Therapists.

[Appendix ref.008 - Epping Forest Tenant Census 2014](#)

- 30.2%% stated they had a disability
- 34% of households contained at least one person who had a disability
- North Weald Bassett Ward contained the highest proportion of tenants with a disability (39%), followed by Waltham Abbey North East (38%). *These Wards had a higher than average number of older residents.*
- 1.4% of tenants needed assistance in communicating due to hearing difficulties, with 14 of these tenants understanding British Sign Language. 45 of the tenants that responded could lip read.
- 6% of tenants preferred to receive information in other formats due to sight problems, and 7 of these preferred information on audio tape. Braille was preferred by 2 tenants, but the vast majority (240).
- Grange Hill Ward - youngest population, smallest proportion of tenants with a disability (1.4%)
- Under a third of tenants stated they had a disability (30.2%), higher than the overall population of EFDC (15.7%).

[Appendix ref.022 - EFDC Customer Impact Assessment – Repairs \(Sep 2011\)](#)

The 2011 CIA showed that the working procedure could give rise to difficulty when reporting repairs dependent on the disability. Or residents with a visual disability cannot identify tradesmen.

[Appendix ref.023 - East Thames Priority Needs Policy](#)

Staff undertake the necessary training to ensure they have 'disability awareness'.

Gracelands CMS Ltd Policy on Equal Opportunities and Diversity

All employees receive training in Equal Opportunities and Diversity at induction and throughout their employment. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

Mears PLC Equality and Diversity Policy

Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends from the Board and includes all staff, supply chain partners they work with, residents and customers across all of its contracts. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

[EFDC Housing Register & housing-allocations-](#)

Total number of applicants on Epping Forest District Council's Housing Register

*Priority Bands	Q1	Q2	Q3	Q4
Housing Register	1531	1515	1477	1462
Band A*	135	134	120	125
Band B*	526	534	516	538

Urgent medical grounds/disability

Existing Council tenants aged over 60yrs

<u>scheme-2015-v3</u>	<table><tr><td>Band C*</td><td>706</td><td>700</td><td>706</td><td>683</td><td><i>moderate medical grounds relating to disability</i></td></tr><tr><td>SWL</td><td>164</td><td>147</td><td>134</td><td>116</td><td></td></tr></table>	Band C*	706	700	706	683	<i>moderate medical grounds relating to disability</i>	SWL	164	147	134	116	
Band C*	706	700	706	683	<i>moderate medical grounds relating to disability</i>								
SWL	164	147	134	116									
Appendix ref.024 – Strategic Housing Market Assessment	<ul style="list-style-type: none">• Pg 108: Report supports the need for 15% of affordable housing to meet Category 3 requirement to aide accessibility for wheelchair users.• Currently, 1-30 households in England (3.3%) have at least one wheelchair user. These proportions are likely to increase over the period to 2033.• Therefore, adaptable accessible housing is needed.												
<u>Local Authority District - Indices of Deprivation</u> via www.gov.uk <u>Mental Health JSNA</u>	<p><u>Mental Health JSNA</u> Page 31</p> <p>“...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems.”</p> <p>Within this document it states:-</p> <p><i>“a survey of 152 homeless people in Essex..” “..the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three.”</i></p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>												
<u>Decent Home Definition</u>	<p>EFDC meets the Decent Home Standard.</p> <p>To meet the Decent Homes Standard the Council or Housing Association home must: -</p> <ul style="list-style-type: none">• Meet the HHSRS minimum safety standards for housing• Be in a reasonable state of repair• Have reasonably modern facilities and services• Have efficient heating and effective insulation. <p>If the property does not meet all four of the criteria it will fail the Decent Home Standard.</p>												
<u>EFDC Repairs and Improvements & Repairs recharge costs 2017</u>													
Council residents are able to report the faults by phone, email or via the mobile app.													
<u>ECC Independent Living Programme Position Statement</u> (published Oct2016)													
Pg 7:ECC’s most recent assessment of need for Independent Living Accommodation in the Epping Forest District shows a shortfall of 44 rental units and 143 market ILA homes are required by 2020.													
<u>Essex coalition of disabled people (ECDP)</u>													
<ul style="list-style-type: none">• Disabled people are underrepresented in the workplace and work with employers is required to increase the number of disabled adults in the work place.• Almost half (48%) of disabled people were dissatisfied with access to high street services in general. This is despite the view that ‘things are slowly getting better’ 65% of respondents felt that there had been no improvement to disabled access in the past five years. <p>http://www.ecdp.org.uk/ & http://www.bluebadgestyle.com/</p>													
<u>The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)</u>													
<ul style="list-style-type: none">• Mental health is negatively affected by fuel poverty and cold housing for any age group.• More than 1 in 4 adolescents living in cold housing are at risk of multiple mental health problems compared to 1 in 20 adolescents who have always lived in warm housing.• Cold housing increases the level of minor illnesses such as colds and flu and exacerbates existing conditions such as arthritis and rheumatism.• Improving the energy efficiency of the existing stock is a long-term, sustainable way of ensuring multiple gains, including environmental, health and social.													
Gender													
Appendix ref.025 –	Epping Forest district population: - <ul style="list-style-type: none">• 64219 – 51.5% - female												

- 60440 – 48.5% - male

Appendix ref.026 – ‘Considerate constructors’ reports & site scoring explained

As above category, and: predominately male workforce in the building industry. The number of female workers is increasing across the building industry.

Appendix ref.027 - Example: Roundhills
08/07/2015

EFDC – HRA Business Plan 2016

Within the Housing Service the ratio of staff is: -

- Around 60% are women
- Over 70% are over 45 years of age
- 10% are under 35 years of age

Appendix ref.022 - EFDC Customer Impact Assessment – Repairs (September 2011)

The CIA in 2011 showed a low impact and that residents may feel at risk when strangers are in their property. The Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.

Chapter 2 Setting the Scene - EFDC

		Epping Forest (%)	East of England (%)	England (%)
All people aged 16-64	Economically Active	80.4	80.2	78
	In Employment	76.9	77	73.9
	Employees	63	66.4	63.1
	Self Employed	13.9	10.3	10.4
	Unemployed	3.4	3.8	5.1
Males aged 16-64	Economically Active	86.6	86.2	83.6
	In Employment	80.4	82.7	79.2
	Employees	59.5	68.7	64.7
	Self Employed	20.9	13.8	14.1
	Unemployed	#	3.9	5.1
Females aged 16-64	Economically Active	74.5	74.3	72.5
	In Employment	73.5	71.4	68.8
	Employees	66.2	64.3	61.6
	Self Employed	#	6.8	6.8
	Unemployed	#	3.8	5

These numbers are not available as Government's sample size is too small to provide an estimate, or because the numbers are so small they would disclose personal data.

Gender	All persons	Males	Females
Occupation			
All categories: Occupation	61,609	32,614	28,995
1. Managers, directors and senior officials	9,051	6,071	2,980
2. Professional occupations	10,107	5,112	4,995
3. Associate professional and technical occupations	9,039	5,265	3,774
4. Administrative and secretarial occupations	9,269	1,624	7,645
5. Skilled trades occupations	7,167	6,481	686
6. Caring, leisure and other service occupations	4,845	766	4,079
7. Sales and customer service occupations	3,681	1,261	2,420
8. Process plant and machine operatives	3,839	3,521	318
9. Elementary Occupations	4,611	2,513	2,098

Economic Activity – Epping Forest District Council	Total	Male	female
All usual residents aged 16-74	90,622	44,089	46,533
Economically active	65,304	34,651	30,653

In employment	59,936	31,837	28,099
Employee: Part-time	12,023	2,105	9,918
Employee: Full-time	34,722	19,966	14,756
Self-employed	13,191	9,766	3,425
Unemployed	3,259	1,819	1,440
Full-time student	2,109	995	1,114
Economically inactive	25,318	9,438	15,880
Retired	12,746	5,308	7,438
Student (including full-time students)	4,055	2,005	2,050
Looking after home or family	4,459	261	4,198
Long-term sick or disabled	2,378	1,189	1,189
Other	1,680	675	1,005
Unemployed: Age 16-74	922	563	359
Unemployed: Age 50-74	655	418	237
Unemployed: Never worked	438	250	188
Long-term unemployed	1,298	672	626

Marriage / Civil Partnerships

Appendix
ref.028 –
NOMIS Data

		All persons	Males	Females
All categories: Living arrangements		100,672	48,322	52,350
Living in a couple		60,592	30,292	30,300
Married or in a registered same-sex civil partnership		49,472	24,745	24,727
Living arrangements				
Age	All categories:	couple	Married/in a registered same-sex civil partnership	
16-19	5,862	72	1	
20-24	6,652	870	127	
25-29	6,614	3,005	1,223	
30-34	7,506	4,923	3,295	
35-39	8,367	6,107	4,614	
40-44	9,630	6,996	5,524	
45-49	9,909	7,378	6,104	
50-54	8,609	6,414	5,526	
55-59	7,602	5,707	5,101	
60-64	8,266	6,278	5,769	
65-69	6,394	4,683	4,371	
70-74	4,980	3,314	3,158	
75-79	4,193	2,547	2,451	
80-84	3,294	1,536	1,482	
85+	2,794	762	726	

Appendix ref.029 – ONS Data 2011 - Population

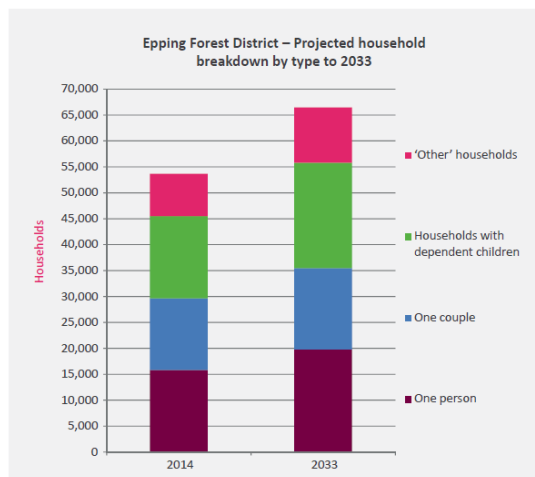
Of the Epping Forest District population:

- 49.9% are married
- 0.2% are in a same-sex civil partnership

Appendix
ref.012 -
Strategic
Housing
Market
Assessment
for West
Essex & East
Herts (Sep
2015)

- Population projection information gathered from the census shows the changing of household trends and provision for the future needs for existing families and new family unit trends.
- EFDC needs to provide approximately 11,300 (as mentioned above)
- The approximate affordable housing need by tenure and dwelling size 3,200.

Pregnancy / maternity & Dependents/Carers



'It is expected that the total number of households (a household being a single person who lives alone, or a group of people who live together) in 2011 was roughly 52,000. This is expected to rise to approximately 66,460 by 2033. The household projections suggest that by 2033, there will be proportionately more households consisting of one person, or a family with dependent children, and proportionately less households consisting of one couple.'

Affordable Rents Policy

The Council Housebuilding Cabinet Committee approved the recommendations to: -

1. Charge affordable rents for Council properties built under the Council's Housebuilding Programme be re-affirmed;
2. Properties (re)let, the Council's affordable rents be set at a level equivalent to the lowest of: -
 - a. 80% of market rents for the locality in which the property is situated, as assessed by the Council's Estates and Valuations Division;
 - b. The Local Housing Allowance level for the Broad Market Rental Area (BMRA) in which the property is situated; and
 - c. A rent cap of £180 per week, irrespective of the size of the property.
3. Affordable rent be increased annually by the Retail Price Index (as at the preceding September) + 0.5% (or any other maximum increase determined by the Government), until the tenant vacates, when the affordable rent will be re-based in accordance with the Homes and Communities Agency's (HCA's) Affordable Rent Model and the policy at (2)
4. Council's rent cap level be reviewed annually by the Council Housebuilding Cabinet Committee; and
5. That the Director of Housing be authorised to enter into Short Form Agreements with the Homes and Communities Agency for all developments, to enable affordable rents to be charged for the properties built under the Housebuilding Programme, and the 'Provider Representative' names in the Agreements be a senior figure at East Thames Group.

Race

EHRC review 'Race Right in the UK' July 2016

Inequalities re: housing, education and health. Poorer employment prospects and lower pay

Appendix ref.030 – ONS Data 2011 – Ethnic Groups	85.2	White; English/Welsh/Scottish/Northern Irish/British	0.7	Asian/Asian British; Pakistani
	4	White; Other White	0.6	Mixed/Multiple Ethnic Groups; White and Asian
	2.4	Asian/Asian British; Indian	0.6	Mixed/Multiple Ethnic Groups; Other Mixed
	1.1	White; Irish	0.5	Asian/Asian British; Chinese
	1	Black/African/Caribbean/Black British; African	0.5	Other Ethnic Group; Any Other Ethnic Group
	0.9	Asian/Asian British; Other Asian	0.2	Mixed/Multiple Ethnic Groups; White and Black African
	0.8	Black/African/Caribbean/Black British; Caribbean	0.2	Asian/Asian British; Bangladeshi
	0.7	Mixed/Multiple Ethnic Groups; White and Black Caribbean	0.2	Black/African/Caribbean/Black British; Other Black
			0.1	White; Gypsy or Irish Traveller
			0.1	Other Ethnic Group; Arab

Appendix ref.008 – Epping Forest Census 2014	Just over half of all tenants responded: -			
	36%	White Irish	5%	Bangladeshi
	87%	White – Other	9%	Asian – Other
	23%	Black – African	3%	Mixed – White and Black African
	11%	Black – Caribbean	16%	Mixed – Other
	4%	Black – Other	1%	Chinese
	7%	Indian	9%	Other ethnic group
	3%	Pakistani	3%	Gypsy / Roma / Traveller background

Appendix ref.031 – EFDC Street numbering and naming policy - Para 4.7 (4)

No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.

Updating Overall Housing Need 2014

Migrant trends.

EFDC has housed two Syrian families in the district so far. Introductory information has been translated into Arabic.

Appendix ref.004 - EFDC HRA Business Plan 2016

- Over 90% of the EFDC Housing service staff are white.
- Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the 'protected characteristics' of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.

JCT D&B contract and JCT Measured Term Contract, 2011

Equal Opp Para states Pg 10: -

In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- the Employer's equal opportunities policies and procedures as may be adopted and amended from time to time as notified to the Contractor

EFDC Customer Impact Assessment – Repairs

The 2011 CIA showed low impact that working procedure can give rise to possible language problems. The Council has access to translation services.

Appendix ref. 032 – EFDC Census 2011 Data

	All categories: Ethnic group	White: Gypsy or Irish Traveller
All categories	51,991	71
All tenure %	100%	0.1%
Owned or shared ownership: Total	37,771	33
Owned outright	18,070	25
Mortgage/loan/shared ownership	19,701	8
Social rented total	7,803	29
Social rented total %	100%	0.4%
Social rented from council (Local Authority)	6208	26
Social rented: Rented from council (LA) %	100%	0.4%
Social rent: Other social rented	1,595	3
Private rented or living rent free: Total	6,417	9
Private rented: Private landlord or letting agency	5,307	4
Private rented: Other private rented or living rent free	1,110	5

Religion / belief

Appendix ref. 033 – ONS Data

Of the EFDC Population

- Christian - 61.8% (77053)
- Buddhist – 0.3% (416)
- Hindu – 1.4% (1745)
- Jewish – 3.2% (3972)
- Muslim – 1.9% (2377)
- Sikh – 1% (1253)
- Other religion – 0.3% (432)
- No religion – 22.5% (28061)
- Do not wish to disclose – 7.6%

Appendix ref.008 – Epping Forest Census 2014

	<p>Just over half of all tenants responded: -</p> <ul style="list-style-type: none"> • 61% stated they were Christian • 21% said they had no faith or religious beliefs
Residents consultations – Appendix ref.034 – EFDC Planning EFDC Statement of Community Involvement	Neighbour consultation letters are sent out once a planning application is registered. Any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10).
Appendix ref.031 – EFDC Street numbering and naming policy - Para 4.7 (4)	No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.
Appendix ref.004 - EFDC HRA Business Plan 2016	Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the 'protected characteristics' of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.

Sexual orientation and Gender reassignment

Appendix ref.008 – Epping Forest Census 2014	<p>57% of all tenants responded stating –</p> <ul style="list-style-type: none"> • 62.2% were heterosexual • 0.6% were gay or bisexual • 26% did not state their sexuality • 10% did not specify
Appendix ref.008 – Epping Forest Census 2014	<p>57% of all tenants responded stating -</p> <ul style="list-style-type: none"> • 62.2% were heterosexual • 0.6% were gay or bisexual • 26% did not state their sexuality • 10% did not specify.
EFDC Hate Crime	Data does not indicate that sexual orientation is a focus for hate crime in the district.

[Inequality among lesbian gay bisexual and transgender groups in the UK - A review of evidence](#)
by Nathan Hudson-Sharp & Hilary Metcalf, National Institute of Economic and Social Research July 2016

The evidence base is insufficient to properly assess inequality and relative disadvantage by sexual orientation and gender identity

- Homophobic bullying in schools
- LGBT people are at greater risk of crime, particularly gay men, young people, and BME groups
- LGBT people's health is worse than heterosexual people
- LGBT people prefer and are more engaged with specialist rather than mainstream services
- Discrimination in the workplace
- LGBT familial rejection resulting in mental health problems and homelessness
- LGBT housing needs not addressed with homelessness services
- Improvement in acceptance of LGBT people in public positions however fear or abuse and expectation of discrimination are barriers to engagement in public and political life.
- Improvement in public acceptance of LGB people
- LGBT asylum seekers face additional barriers to securing housing employment and financial stability
- Young LGBT people face hostility in education, at home, and in wider society.
- Older LGBT people have more concerns than heterosexual people about moving into care homes, independence, mobility, health, housing, and mental health.

	Page 8 - The revised OAN shows that the full objectively assessed need for housing 2011-33 was 46,058 but is now 54,608.
Appendix ref. 035 – ONS Data - Tenure	In 2011 the census showed the following tenure: - <ul style="list-style-type: none"> • Social rented – 7802 • Private rented – 5472 • Owned outright – 18069 • Owned with a mortgage – 19699 • Living rent free - 675
Appendix ref.004 - EFDC HRA Business Plan 2016	The housing register is assessed and housing need is reflected in the new build plans.
Appendix ref.004 - EFDC HRA Business Plan 2016	
The above includes the Repairs and Maintenance Business Plan 2016 - Sets the Council's standards, Policies, strategies and targets for all Responsive Repairs, Voids and Planned Maintenance programmes.	
https://www.gov.uk/government/publications/national-planning-policy-framework--2 (NPPF)	
<p>The report highlights the important of quality open spaces for sport and recreation as this has a positive effect on the health and well-being of communities.</p> <p>Deliver a wide choice of high quality homes, widen communities for home ownership and create sustainable, inclusive and mixed communities local planning authorities should:</p> <ul style="list-style-type: none"> • Plan for a mix of housing based on current and future demographic trends, market trend and the needs of different groups in the community (including but not limited to those with protected characteristics). • Identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand. 	
www.turn2us.org.uk/What-is-fuel-poverty	
<p>In June 2013 Department-of-Energy-and-Climate-Change-(DECC) published a 'framework for Energy and Climate Change'. Definition states that a household is said to be in fuel poverty if: -</p> <ul style="list-style-type: none"> • they have required fuel costs that are above the average (the national median level); and • were they to spend that amount they would be left with a residual income below the official poverty line 	
The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)	
<ul style="list-style-type: none"> • Investing in the energy efficiency of housing can help stimulate the labour market and economy, as well as creating opportunities for skilling up the construction workforce. • Estimated half of homes in sparsely populated English communities have an energy efficiency rating of below SAP30, (considered a significant health hazard). In 2006, 21% in rural areas were in fuel poverty compared with 11% in suburban and 10% in urban areas. • Rural homes are likely to be detached, larger in size than urban homes, more difficult and more expensive to heat, or to make more energy efficient. • Access to mains gas is rare (about 5 or 10 miles from an urban area). Rural homes pay more for their fuel leading to a high percentage in fuel poverty. Heating by electric, oil or solid fuel, tends to be more expensive and less efficient. • Many rural homes are older buildings. Likely to have solid walls (almost all homes built before 1919 are solid walled), which are generally less well-insulated than cavity walls (as can be found in nearly all homes built after 1945). Over 60% of homes in urban areas and rural towns are cavity walled and on mains gas, 32% in villages and 21% in hamlets. • These factors mean that it is on average more difficult and more expensive to improve the energy efficiency of a rural home and need to be considered when developing policies and interventions aimed at reducing fuel poverty. 	
Draft-local-plan	

- None of the areas within the District ranked within the 10% most deprived nationally
- Parts of Loughton Alderton and Waltham Abbey Paternoster wards were ranked within the 20% most deprived (2nd decile), with parts of Grange Hill, Waltham Abbey North East and Waltham Abbey High Beach wards in the 30% most deprived (3rd decile).
- Housing affordability in the District has been a significant problem in more recent times. Areas situated on the border of Greater London, are attractive to city commuters.
- 2001-2013 housing was less affordable in the District than in England as a whole, and broadly comparable to that in East Herts District, Uttlesford District and Greater London as a whole.

[Enjoy good health wellbeing - Essex County Council](#) (2010)

The data within the EFDC Home Energy Conservation report 2017 table (below) shows the number of households in the district has increased 224 but the number of households in fuel poverty has reduced from approx. 5,257 to approx. 4,185 (2.1%)

Fuel Poverty in Local Authorities

LA Code	LA Name	English region	All Households	Fuel Poor Households	Percent Fuel Poor
22UB	Basildon	East of England	72,359	4,997	6.9%
22UC	Braintree	East of England	60,447	5,520	9.1%
22UD	Brentwood	East of England	30,708	3,144	10.2%
22UE	Castle Point	East of England	36,789	3,493	9.5%
22UF	Chelmsford	East of England	70,896	6,347	9.0%
22UG	Colchester	East of England	73,275	7,666	10.5%
22UH	Epping Forest	East of England	53,235	5,257	9.9%
22UJ	Harlow	East of England	35,191	2,196	6.2%
22UK	Maldon	East of England	25,740	2,393	9.3%
22UL	Rochford	East of England	33,675	3,195	9.5%
22UN	Tendring	East of England	65,180	7,777	11.9%
22UQ	Uttlesford	East of England	31,139	3,441	11.1%
2017 EFDC Report		Epping Forest	53,459	4,185	7.8%
2010 Essex County Council Report		Epping Forest	53,235	5,257	9.9%

[Private Sector House Condition Survey](#) 2011

- EFDC District has an ageing population with a higher rate of heads of household aged 65 and over than that found nationally (30.0% compared with 25.1%). This will potentially place increasing demands on the authority for adaptations and works to allow frail and vulnerable occupiers to live in their own homes, with the current potential cost for Disabled Facilities Grant being estimated at £3.6 million.
- Given the findings in relation to energy efficiency, vulnerable occupiers and Fuel Poverty, a logical approach to private sector housing assistance and enforcement would include a focus on energy efficiency.

Housing Service Strategy on Energy Efficiency - 2015

Provision of energy efficiency advice and measures in residential properties across the district;

a) Improving SAP ratings: Currently the number of properties in the lowest SAP Bands is:

- Band G = 0 properties, Band F = 6 properties, Band E = 393 properties

Over the next two years, the Council aims to undertake energy efficiency measures on low SAP properties such that there:

- Are no Council properties with inefficient gas boilers in SAP bands E, F and G;
- Is an annual reduction in properties in SAP band D; and,
- Is an increase in the number of properties in SAP bands C and B.

Between 2014 and 2017 percentage of properties in bands D, E, F and G have been reduced by:

- Band G 100%, Band F 92%, Band E 31%, Band D 16%

and properties in bands C and B have increased as follows:

- Band C 73%, Band B 58%

b) Installing energy efficient boilers

- Currently the total number of properties in our own housing stock with inefficient boilers is:
- SEDBUK Band G = 85, SEDBUK Band F = 56, SEDBUK Band E = 298 properties.

3.1

What does the information tell you about those groups identified?

Increasing population, especially an increasing older generation. Therefore, a greater need for housing that can be easily adapted to suit the resident's needs. Quality housing is vital to ensure both the mental and physical wellbeing - investing in energy efficiency housing.

3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive: <ul style="list-style-type: none"> Increase dwelling numbers across the district. New builds will be built to Lifetime Homes Standard so will be adaptable to suit occupier's needs. <ul style="list-style-type: none"> All accessible (ground floor flats and Sheltered accommodation flats) without level access showers and are in need of a replacement bathroom will be fitted with a graded floor shower as standard. All existing adaptations that are fit for purpose will remain in place. Light fittings in bathrooms (when replaced) are LED type that requires no bulb replacement. Blending valves are installed to all taps to avoid scalding. Adaptations will be undertaken to properties to meet the reasonable needs of disabled tenants, based on assessments and recommendations from Social Services Occupational Therapists. Better quality housing (Decent Homes Standard) has a beneficial impact for physical and mental well-being. Reduces the chance of falling into 'fuel poverty'. Colder homes have a detrimental effect on a family's health and development. Adverse: Temporary access restrictions and noise while homes are under development but will include methods to manage works to reduce impact. Positive : With the increase of property numbers it enables Council tenants to downsize enabling larger families to be housed. Also enables families to stay in the community and provide support. Positive: Improving services and housing within the community enables people from different backgrounds to form relationships with one another and improve social interaction. Breaks down barriers. Neutral For households who cannot allow male workers - as restricted by their religion or belief the Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened.	M
Disability		M
		L
Pregnancy/maternity		L
Race		L
Religion/belief		L
Sexual orientation		L

	The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.	
Gender	Neutral For households who cannot allow male workers - as restricted by their religion or belief the Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.	L
Gender reassignment		L
Marriage/civil partnership		L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Temporary access restrictions and construction noise during council house-building.	To communicate with residents through-out the building process	Ongoing
Affordable rent – the most significantly impacted will tend to be those with lower incomes. They will be unlikely to afford the new affordable rent.	Affordable rent prices will be made clear to tenants when properties are advertised.	Ongoing

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Alan Hall	
Signature of person completing the EqIA: Mary Masterson	15 January 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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