

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 19th July, 2018

You are invited to attend the next meeting of **Asset Management and Economic Development Cabinet Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Thursday, 19th July, 2018
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

J Leither Tel: (01992) 564756
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors A Grigg (Chairman), N Avey, H Kane, S Kane and G Mohindra

PLEASE NOTE START TIME IS 7.30PM

1. WEBCASTING INTRODUCTION

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

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

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

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

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

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. SUBSTITUTE MEMBERS

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

4. DECLARATIONS OF INTEREST

To declare interests in any items on this agenda.

5. MINUTES (Pages 5 - 10)

To confirm the minutes of the last meeting of the Cabinet Committee held on 19 April 2018.

6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 11 - 18)

To consider the attached report AMED-001-2018/19.

7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 19 - 24)

To consider the attached report AMED-002-2018/19.

8. 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.

9. 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.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 19 April 2018

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.10 - 7.50 pm

Members Present: Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, S Kane and C Whitbread

Other Councillors:

Apologies: - G Mohindra

Officers Present: D Macnab (Acting Chief Executive), J Houston (Local Strategic Partnership Manager), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and A Rose (Marketing & Digital Content Officer)

Also in attendance:

19. WEBCASTING INTRODUCTION

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

20. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor C Whitbread substituted for Councillor G Mohindra.

21. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 7, St John's Road Development by virtue of being an Epping Town Councillor and a resident of St John's Road, Epping. The Councillor had determined that his interest was non-pecuniary but would leave the meeting if the discussion became too detailed and required a pecuniary interest to be declared.

22. MINUTES

RESOLVED:

That the minutes of the meeting held on 11 January 2018 be taken as read and signed by the Chairman as a correct record with the exception of a typographical error on page 5 of the minutes under the St John's Road Redevelopment, where it says tri-partie agreement and should say tri-partite agreement.

23. ECONOMIC DEVELOPMENT - PROGRESS REPORT

The Economic Development Officer (EDO) presented a report to the Cabinet Committee and updated them on a number of projects and issues being explored by the Economic Development Team.

1. Visitor Economy

The Tourism and Visitor Strategy had been finalised and agreed by the Tourism and Visitor Board. It was planned to launch the Strategy during the summer.

The Strategy was an example of the collaborative approach that the Economic Development team (EDT) had been working towards in conjunction with partners such as Epping/Ongar Railway, Waltham Abbey Town Council, Epping Forest College, The Royal Gunpowder Mills and others.

The Visit Epping Forest website had continued to grow in content and audience. This was the first year that detailed analytics for the website were available. From the first quarter of this calendar year there were over 20,000 users viewing over 45,000 pages and the EDT had seen in excess of 80% of which were new users.

2. Economic Development Strategy

Following significant input into the employment aspects of the Local Plan, the EDT were now focussing on the delivery of a new long term Economic Development Strategy. It was currently anticipated that a draft strategy would be put forward for approval by the end of the calendar year. The Strategy will not be EFDC's alone but a partner document looking at the district as a 'place' and recognising the involvement, influence and role of many stakeholders in the local economy.

3. Town Centres

Waltham Abbey Wayfinding Project

As reported at the last meeting of the Cabinet Committee this project had been completed. There had been a Survey of local stakeholders to ascertain their views on the strategy and overall their responses were very agreeable. They welcomed the new signs around Waltham Abbey and thought that they were informative and an improvement of the town's appearance.

4. Business Support

Business Briefing

The EDT had produced a mini version of its One Business Briefing which was issued and distributed alongside the Business Rate bills to just under 4,000 contacts with the District in March 2018.

External Funding

The EDT continued to work to attract external grant funding for businesses within the District. A few examples of this work are highlighted below:

South East Business Boost (SEBB) - A capital grants scheme for business growth was offering grants of £1,000 to £10,000 for up to 30% of total project costs. SEBB informed the EDT that to date this was the best response they have had to their workshop schemes across Essex. The very first funding grant has come out of the workshops and been given to a local business in Ongar.

6. Digital Innovation Programme

ARUP consultants, one of the leading consultancies on digital innovation have been selected to work with the DIZ to develop a long term strategy for digital development in the area. The aim of the strategy, which will be completed by July, is to give a clear picture of what digital infrastructure and approaches already exist across the geographies and sectors that make up the DIZ and to set out the key challenges facing an area like this to become a Beacon for digitally enabled service delivery and economic development. The project is jointly funded by 11 organisations including private sector, health sector, local authorities and economic development organisations.

At the request of the Chairman the EDO would give a presentation at the next Cabinet Committee regarding the background and the work programme of the Digital Innovation Programme.

Resolved:

- (1) That the current progress and work programme of the Council's Economic Development Section were noted; and
- (2) That the EDO would give a presentation at the next meeting of the Cabinet Committee regarding the background of the Digital Innovation Programme.

Reasons for Decision:

To appraise the Committee on the progress made with regard to Economic Development issues.

Other Options Considered and Rejected:

None, as this was a monitoring report for information, not action.

24. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT

The Head of Economic Development presented a report to the Cabinet Committee and advised that the report was detailed and asked Members if they had any questions.

Councillor J M Whithouse asked if there were any updates on the St Johns Road Development and stated that he was conscious nationally that there had been quite a lot of movement in the retail market and more recently changes in the casual dining market and was wondering if that was relevant to this area and if it would have any effect on the progression and development of the site.

The Head of Economic Development advised that figures had been published this week alluding to footfall in the high street and trading through retail parks, evidence was emerging and he would feed that information back when it was available.

The Chairman advised that Frontier Estates were very keen to proceed but that Epping Town Council had still yet to sign and that it was all in the hands of the Solicitors.

Councillor J M Whitehouse asked if the development would look similar to the outline plans published in 2012 or were there any significant changes.

The Chairman advised that the cinema and the food store was still keen to progress and there were also plans for the residential development on the site.

Resolved:

That the current progress on the Council's Asset Management and Development projects were noted.

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

Other Options Considered and Rejected:

None, as this was a monitoring report for information, not action.

25. ANY OTHER BUSINESS

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

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>
7 (5)	North Weald Airfield	3

27. NORTH WEALD AIRFIELD

The Acting Chief Executive verbally updated the Cabinet Committee on the progress at North Weald Airfield. He advised that the Council were dealing with the Airfield and the non-aviation side.

Aviation

The Police Air Service base would be moving from Lippitts Hill in High Beach to North Weald Airfield by the end of 2018, once their base had been built. The Cabinet Committee noted that the Herts and Essex Air Ambulance Service have been successfully operating from North Weald Airfield for several years.

Non Aviation

The market at North Weald Airfield was running with more success since the new Operators took over the market.

Enquiries had been made from an outdoor events company who organised large events. They were looking at North Weald Airfield to potentially host a family orientated weekend event and also a classic car event.

CHAIRMAN

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-001-2018/19

Date of meeting: 19 July 2018

Portfolio: Asset Management and Economic Development

Subject: Economic Development Report

**Responsible Officer: John Houston / Mike Warr / Vicki Willis
(01992 564094 / 564472 / 564593)**

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

(1) To note the progress and work programme of the Council's Economic Development Section and provide feedback if Members wish;

Executive Summary:

This report updates the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.

Reasons for Proposed Decision:

To appraise the Committee on progress made with regard to Economic Development issues.

Other Options for Action:

None, as this monitoring report is for information not action.

Report:

1. Visitor Economy

The 2018 Tourism and Visitor Summit is being planned for the end of October and once again the Marriott Hotel Waltham Abbey is being approached as host and sponsor.

A meeting is being organised with Harlow, East Herts and Uttlesford Councils to join with Broxbourne and Epping Forest District to explore joint marketing and promotion opportunities.

The proposed 2019 Food Fair for Waltham Abbey is moving forward. Sunday 5 May and Monday 6 May have been proposed. Expressions of interest are being sought from potential stall holders and other participants. Those making up the organising committee include Waltham Abbey Town Council, Waltham Abbey Church, Waltham Abbey Town Partnership, Vibrant Partnerships, Epping Forest District Museum, Abbey View Produce, P A Sparks and Sons Ltd and One Epping Forest. Funders are being sought and links explored with a

number of organisations including the local schools, Town Twinning Association and the Health and Wellbeing Board.

The Visit Epping Forest website continues to grow. May 2018 saw the highest monthly visitors with a 26% increase over the previous highest month. 'Users' are being used as a KPI measurement with a target for the next quarter of 24,744.

Following a series of discussions a locally based company is progressing its planning for a major destination event to be held at North Weald Airfield during the summer of 2019. Once final details have been agreed, a date for July 2019 will be announced and the event will be formally launched to the public.

An expression of interest has been made to Ville de Compiègne, a mid-sized town 80km north of Paris which is looking to lead on an EU Interreg bid for 2,500,000 € – 4,000,000 €. The bid requires other partners from countries within the EU and was referred to Visit Epping Forest by Invest Essex. The project seeks to link together visitor areas that fall just outside capital cities with a view to improving economic growth through branding, upskilling tourism staff and building visitor traffic between the participating locations and countries. In order to fulfil the geographic, population and diversity of attractions on offer, an area covering Waltham Abbey and Broxbourne, with the Lee Valley between, has been proposed for the bid. This bid is at an early stage with the bid lead currently talking to all those who have expressed interest, with a view to the selected participants developing a bid for submission in 2019.

2. Economic Development Strategy

The Team is focusing on the delivery of a new long term Economic Development Strategy as outlined at the April meeting. A more detailed update will be provided at the next AMED meeting and Members will be invited to input into the strategy process in the Autumn.

3. Business Support

Business contacts and GDPR

The Team is working to ensure that its database which includes approximately 2,000 contacts is fit for purpose going forward in terms of the requirements of GDPR. This also extends to ensuring that the Team is collecting and managing new details in the correct manner.

External Funding

The Team continues to work to attract external grant funding for businesses within the District. A few examples of this work are highlighted below:

South East Business Boost (SEBB) – as reported previously, SEBB is a grants scheme for business growth that is offering grants of £1,000 to £10,000 for up to 30% of total project costs. The Economic Development Team is working closely with SEBB in promoting the Fund and as at last reporting (May 2018) six grants have so far been awarded in the District. A couple of recent approvals are Connaught Farm Nurseries (£10,000) and Allen Watson Ltd (£10,000). Very recently the scheme has been extended to cover revenue as well as capital expenditure which is positive and the Team will be disseminating this message locally.

Low Carbon Across the South East (LoCASE) - The Team continues to help in the promotion of this scheme which assists SMEs in reducing business costs by cutting emissions and seeks to increase awareness of opportunities in the low carbon market. A total of 11 awards have now been made locally in the District; the total value of which being c £86,000.

5. Epping Forest District Skills Board

The Skills Board met in April and presentations were made by Princess Alexandra Hospital, the LSCC and the Harlow Enterprise Zone. Partners outlined their skills needs going forward and the role schools and colleges need to play. As a result of the meeting, further meetings were agreed between PAH and Epping Forest College to create joint training opportunities and work experience for Care Students.

6. Digital Innovation Programme

A successful symposium to discuss the development of the Digital Innovation Strategy for the West Essex and Eastern Hertfordshire Digital Innovation Zone was held on 15 June at Harlow College. With around 60 guests gathered including local, county and central government plus representatives from the health, education and voluntary sectors and a number of private sector and business representatives, the symposium examined the opportunities for the DIZ that consultants Arup Consulting has identified as part of its strategy development. It also broke down into a number of workshops where the delegates examined in detail subjects such as how to digitally future-proof our local economic prosperity, how to ensure digital inclusion and participation, and how to ensure digital technology and approaches are built in to new developments and communities from the beginning. Arup will now take away the feedback from the workshops and main symposium and use this insight in developing the draft Digital innovation Strategy. It is hoped to launch the strategy at a major event in September.

A team lead by Epping Forest DC on behalf of the DIZ Board and in conjunction with Princess Alexandra Hospital, West Essex CCG and Essex partnership University Trust had been successful in gaining a place on the LGA / The Design Council programme 'Design in the Public Sector' and have been examining options to use digital approaches to reduce A&E attendance amongst Over-75s. That programme has concluded but the work continues and the team is currently prototyping laptop technology for ambulance crews to improve the flow of patient information. The LGA have approached Epping Forest DC to feature the project in 'first' magazine and the article should be published in late July.

7. Superfast Broadband

The Rural Challenge Project was completed in early July. The project has seen in excess of 4,300 properties connected up to the fibre broadband network installed by Gigaclear and more than 235km of physical infrastructure installed in the ground across the district. Attention will now focus on encouraging take-up of the service. This will deliver world class speeds to the areas served.

Following agreement by Cabinet to contribute a further £350,000 of council funding towards further broadband infrastructure, the contract for the rollout of fibre broadband to a further 2,188 properties has been signed by Superfast Essex and the installation of these connections will bring the district's level of superfast broadband coverage up to 99.67% by December 2019. This will leave just 207 properties without superfast broadband in the district; however the Team is actively exploring options to bring coverage to these few remaining properties.

7. Food Sector

Closing the Gap: State of the area's food industry

The Team coordinated a launch event for the final report of the Lea Valley Food Board. This took place at the House of Commons hosted by the Rt. Hon. Dame Eleanor Laing M.P. on 23 May 2018. This report sets out the findings on local productivity and opportunities and set out

a series of recommendations to expand and sustain future growth. The report was successfully launched; 50 partners attended, representing businesses, colleges and universities and enterprise partnerships. One of the report's key recommendations was the establishment of a new food partnership across the South East between government, business and academia.

South East Food Board

In its current format the Food Board will hold its final meeting in September. It will hopefully then become part of a wider regional partnership between local authorities and food industry representatives. A number of key partners from across the South East have indicated a willingness to become part of the South East Strategic Food board. The Vice Chairman of SELEP has agreed to host initial meeting; officers are making preparations for this.

BioBoost Project

The Team continues to work with the Food Board on this EU Programme. In June the project partners met in Belgium to review progress in the workstreams being led in each country around recycling and carbon reduction in the glasshouse industry. A series of events locally are being prepared and it is hoped that the food festival can be part funded for this service.

8. Partner Liaison - The Economic Development Team continues to liaise with, support and attend meetings with a number of Partner Organisations. These include, at varying intervals:

- Essex County Council
- South East Local Enterprise Partnership (SELEP)
- London Stansted Cambridge Consortium (LSCC)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Board
- Co-op Officer Group/ workstreams of Harlow and Gilston Garden Town
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest
- Superfast Essex
- Princess Alexandra Hospital
- West Essex CCG
- Essex Partnership University Trust
- Rainbow Services, Harlow
- Anglia Ruskin University

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

None as this is a progress report.

Safer, Cleaner and Greener Implications:

None as this is a progress report.

Consultation Undertaken:

None as this is a progress report.

Background Papers:

None

Risk Management:

N/A

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Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Economic Development Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the committee note the progress and work programme of the Council's Economic Development Section
Relationship with other policies / projects:	All
Name of senior manager for the policy / project:	Derek Macnab, Acting Chief Executive and Director of Neighbourhoods
Name of policy / project manager:	John Houston

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

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p>
	<p>If no, state reasons for your decision:</p> <p>No. This is a highlight report of progress made and upcoming initiatives and projects. Any equalities impact assessment for individual work, projects or programmes will be detailed on the respective reports for those workstreams.</p>

Name and job title of officer completing this analysis:	Vicki Willis, Economic Development Officer
Date of completion:	05/07/2018
Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Vicki Willis, Economic Development Officer Michael Warr, Economic Development Officer Quentin Buller, Economic Development Officer Duncan Haslam, Economic Development Assistant
Date of authorisation:	05/07/2018
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	06/07/2018

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-002-2018/19

Date of meeting: 19 July 2018

Portfolio: Asset Management and Economic Development

Subject: Asset Management Co-ordination Group

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services Officer: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) To note progress on the Council's Asset Management and Development Projects.**

Executive Summary:

The report updates the Cabinet Committee on a number of major projects that the Council are managing with regards to its assets.

Reasons for Proposed Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

Other Options for Action:

None, as monitoring report is for information only not action.

Report:

1. Epping Forest Shopping Park:

The Shopping Park is reaching the anniversary of the first retail units opening. All of the tenants have reported that they are trading well and the park is proving popular with customers. The last three remaining units have now been let with Mountain Warehouse and Home Bargains being fitted out. Boots are in the advanced stages of negotiation. It should be noted that if Boots were to proceed as per the planning conditions, a pharmacy would not operate on the site.

All aspects of the construction units of the retail park and associated Highways S278 works are now practically complete. In terms of the construction contract there is a recurrent issue on a small number of units with regard to roof leaks, which is being addressed by the main contractor and their sub-contractor.

2. Oakwood Hill Depot:

Feasibility work has been completed on the relocation of the Housing Repairs Service to the Depot. A planning application to provide car parking to facilitate the parking has been submitted

3. Pyrles Lane Nursery:

After some delays associated with establishing the most appropriate means of disposal the site is now being actively marketed by the Council's Agents. The sale is being promoted within the property market on the basis of a private treaty expecting offers in excess of £3m. An option has been included in the sales particulars for any potential developer to build the affordable housing element of the scheme with a view to the Council purchasing the homes to form part of the Council's housing stock.

4. St John's Road Redevelopment:

A meeting was held in late June with Frontier Estates, Epping Town Council and the District Council to finalise the details. It was confirmed that Frontier Estates wish to proceed with the same mixed use scheme in accordance with their expression of interest and the agreed Design and Development Brief. It is hoped to report at the Cabinet Committee meeting that contracts have been entered into. Frontier Estates are being encouraged to enter into a Planning Performance Agreement to assist them in bringing their planning application forward.

5. North Weald Airfield:

As highlighted at a previous Cabinet Committee meeting, the lease with the National Police Air Service has been completed and work will commence shortly on the construction of their new facilities. These may be temporary in the first instance as they are keen to relocate from their current operational site. To reduce the risk, an option to relocate the model flying club to an alternative site on the old golf range, just outside the perimeter of the Airfield, is being actively pursued. Negotiations are ongoing with operators who wish to increase flight training activity at the Airfield.

6. Landmark Building (Former Winston Churchill PH).

Tenants have been secured for all of the retail units at the Landmark Building.

7. Hillhouse Development:

The new Waltham Abbey Leisure Centre is still due for opening to the public in November 2018. An application for the Independent Living Scheme, further to a procurement process conducted by Essex County Council for the provider, is due to be submitted in the near future.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

There are no specific implications.

Safer, Cleaner and Greener Implications:

All developments are undertaken with regard to safer by design and energy efficiency.

Consultation Undertaken:

None

Background Papers:

Risk Management:

Risks relevant to each project are contained within individual Project Plans / Corporate Risk Register.

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Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Progress Report on Council's Redevelopment Schemes
Revised / new / withdrawal:	
Intended aims / outcomes/ changes:	
Relationship with other policies / projects:	
Name of senior manager for the policy / project:	Derek Macnab, Acting Chief Executive and Director of Neighbourhoods
Name of policy / project manager:	Karim Pabani

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

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	No. Not at this stage as simply monitoring report with no executive decision

Name and job title of officer completing this analysis:	Derek Macnab Acting Chief Executive and Director of Neighbourhoods
Date of completion:	06/07/2018
Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

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