



CABINET
Thursday, 8th November, 2018

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

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 8th November, 2018
at 7.00 pm .

Derek Macnab
Acting Chief Executive

Democratic Services
Officer

A. Hendry (Democratic Services)
Tel: (01992) 564246 Email:
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Housing Portfolio Holder) (Vice-Chairman), N Avey, A Grigg, H Kane, A Lion, J Philip, G Mohindra and S Kane

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

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. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 18 October 2018 (to follow).

5. REPORTS OF PORTFOLIO HOLDERS

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

To receive any questions submitted by members of the public and any requests to address the Cabinet.

(a) Public Questions

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, rule Q3 refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

(b) Requests to Address the Cabinet

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, paragraphs 27 & 28 refers).

7. OVERVIEW AND SCRUTINY

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function; and

(b) To consider any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

8. REINVESTMENT FOR IMPROVEMENTS AND ENVIRONMENTS IN COUNCIL

CAR PARKS (Pages 5 - 24)

(Safer Greener and Transport Portfolio Holder) to consider the attached report (C-020-2018/19).

9. GYMNASTIC CENTRE NORTH WEALD AIRFIELD (Pages 25 - 36)

(Assets and Economic Development Portfolio Holder) to consider the attached report (C-021-2018/19).

10. EXTENDING THE FUNDING OF 2 EPPING FOREST CAB DEBT ADVISORS (Pages 37 - 46)

(Housing Portfolio Holder) to consider the attached report (C-019-2018/19).

11. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires 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.

12. EXCLUSION OF PUBLIC AND PRESSExclusion

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 of the Constitution (Access to Information) 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 one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

Report to the Cabinet

Report reference: C-020-2018/19
Date of meeting: 08 November 2018



**Epping Forest
District Council**

Portfolio: Safer, Greener and Transport
Subject: Reinvestment for improvements and enhancements in Council car parks
Responsible Officer: Qasim (Kim) Durrani (01992 564055).
Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) To agree to reinvest some of the additional predicted income because of the tariff review and recommend to Council the following Capital growth bids in the car parking budget for the 2019/20 financial year:

- (a) £100,000 for environmental enhancement and improvement works;
- (b) £60,000 for installation electric charging points subject to the outcome of the ongoing feasibility study;
- (c) £23,000 for installation of new CCTV systems;
- (d) £100,000 allocation for new LED lighting;

(2) To agree to recommend to the Council a DDF growth bid of £40,000 in 2019/20 for appointment of external consultants to carry out feasibility assessment to increase car park capacity; and

(3) To agree that the ongoing costs of £10,000 from 2019/20 onwards arising from the recommendations in this report to be funded from the additional income generated by the increase in parking charges already agreed by Cabinet.

Executive Summary:

The Cabinet agreed changes to the parking tariff at its meeting on 6 September. It is estimated that the revised tariff could result in additional income of up to £300,000 per year. It considered that some of the income could be reinvested to improve and enhance car parks. It agreed the investment will improve customer experience and help increase income.

The Council owns 20 car parks across the District with a total of 1763 parking spaces. Car parks are categorised as short or long stay with each attracting a separate set of parking tariff.

The purpose of this report is to seek approval to reinvest some of the increased income that is likely to arise because of the recently agreed parking tariff review into enhancing and improving Council owned off street car parks. Hopefully encouraging new customers and enhancing the experience of existing customers. The additional investment will make Council

car parks more welcoming, improve security, environmentally friendly and enhance customer experience. An assessment of options to increase capacity could result in proposals to invest in expanding existing car parks.

Reasons for Proposed Decision:

At the September meeting Cabinet agreed to receive a further report setting out the funding growth bid for environmental enhancement and improvement in the Councils off street car parks.

Other Options for Action:

Some or all of the recommendations in the report could be rejected with varying degree of consequences, as listed in the risk management section of the report.

Report:

1. At its meeting on 6 September Cabinet agreed a new parking tariff for the District. This was the first increase since 2015 with the tariff bands of up to 2 hours stay remaining unchanged, these represent circa 85 percentage of the total usage. At the same time Cabinet also considered investment growth bids for improving and enhancing car parks. Cabinet agreed in principle with the idea of reinvesting some of the income back into the car parks however it was not convinced of the case for growth bids and asked for a further report with details of the additional investment. The estimated investment sought consists of £283,000 Capital allocation and £40,000 DDF.

2. The 20 off street car parks that the Council owns are spread across the entire District, Car Park Inventory is attached as appendix 1. There is existing budget allocation to keep these car parks in a good state of repair and cleanliness. There is no budget for improving or upgrading existing car parks and separate growth bids are required to carry out one off works. The growth bid of £100,000 equates to circa £5,000 per car park. Detailed cost estimates will be prepared once the project commences. It is an officer assessment that not all car parks will require the same level of investment. Site specific assessment and design will be carried out for each car park to determine the level and scale of improvement and enhancement. The type of works in each car park will vary for example: new combined recycling and refuse waste bins, new bollards to improve pedestrian safety, improved road markings, separation of pedestrian and vehicle movements, grass or hedge planting and large pot planters where appropriate. Some works will be carried out by the Council's term maintenance contractors whereas it may be necessary to carry out procurement exercise elsewhere. It envisaged that some car parks will see less than £5,000 spent and others more. The costs of works will range from: installation of a large pot planter for £2,000, a dual use recycling and refuse bin for £1,500, average cost of safety improvements by installing bollards or fence is £3,000, average cost of painting new pedestrian walkway road markings is £1,000, some car parks could benefit from directional boards or finger posts and their costs range from £200 to £500, it is recommended to agree a bid of £100,000 for environmental enhancement and improvement works **recommendation 1(a)**

3. One way of tackling the air quality challenges in the District is to encourage the use of electric vehicles. Enquiries from Members and residents suggest that there is demand for electrical vehicle charging points, however it is felt that the limited number of charging facilities currently in the district could be discouraging residents from switching to electric vehicles. Officers have carried out market research to engage with the private sector to find a viable solution for provision of charging points across the District. Unfortunately, the market is still fragmented and we currently consider that there is no one provider that can offer a favourable and equitable solution to all users. Each provider has their own payment solution

and loyalty scheme these result in a variety of overheads and charges especially for users who are not members of a supplier loyalty scheme. The Council is keen to ensure that the most appropriate system is installed to ensure maximum usage. ECC is leading on a County wide initiative for installation of charge points and these could include Council owned car parks, in some cases a central government grant maybe available. However, at this stage it is not clear how many Council car parks could attract government funding, something that will become clear once the Council is able to assess each site and make an application for grant funding. In case grant funding is obtained while working in collaboration with ECC then there would be no costs to the Council. ECC has a scheme for some park and ride sites in the County where the capital outlay and ongoing costs are covered by the sale of electrical charge. The estimated average cost of installation of a single machine is £6,000 without the associated ancillary works to enable power connections. If no central government funding is obtained then the Council could seek to install electric charging points in busier car parks and seek to recover the ongoing operational costs and initial capital investment. While all options are being explored it is recommended to agree a bid of £60,000 for installation electric charging points subject to the outcome of the ongoing feasibility study **recommendation 1(b)**

4. Installation criteria for CCTV systems in off street car parks is different to other sites across the District. For example District wide CCTV systems are installed following an assessment of anti-social behaviour and crime statistics whereas in off street car parks the consideration is Park Mark accreditation and evidential requirements like minor accidents or car break-ins. A Capital budget allocation of £100,000 was made at the time of the last tariff review in 2015 for installation of new CCTV systems in eleven car parks. Out of these seven car parks have had new CCTV systems installed and against the original budget allocation of £100,000 there is an underspend of £12,985. A full breakdown of works, alterations and changes in scope is provided in appendix-2. In addition, four car parks have been identified, three in need of a complete upgrade of dated CCTV and one new car park only recently converted to pay and display. The estimated cost for installation of CCTV systems in these car parks is £23,000. It is recommended to agree a growth bid of £23,000 for installation of CCTV systems. **recommendation1(c)**

5. In 2015 Cabinet approved £100,000 for installation of LED lighting in car parks. This project has proven difficult to implement due to competing work load of officers, lack of in house capability and the absence of a comprehensive solution in the market. Against the original allocation of £100,000 an expenditure of £63,000 has been incurred and the following four car parks have benefitted from new LED lighting: Traps Hill, Loughton, Darby Drive, Cornmill and Quaker Lane in Waltham Abbey. It is envisaged that to implement LED lighting project in car parks external consultants will be engaged. The estimated additional cost for the delivery of LED for the remaining car parks is £186,000. This estimate is based on the experiences from the delivery of LED project so far and includes a provision for consultancy fee. There is an existing budget allocation of £86,000 in the Capital programme. It is recommended to agree a growth bid £100,000 allocation for new LED lighting **recommendation 1(d)**

6. The Council is faced with a challenge of addressing the growing demand for safe public parking in the towns and villages across the District. While an additional 93 spaces have been created in Loughton with a further 44 planned, there is clearly demand for more spaces. The challenge for the Council is to encourage the use of sustainable transport and ensure the vitality and vibrancy of high streets and shops. The Council is keen to take full advantage of experiences of others. It is intended to appoint external consultants to explore and devise options for achieving these objectives. These could be in the form of technological interventions like occupancy display boards or assessing feasibility of building additional level of parking over existing car parks. It is recommended to agree a DDF growth bid of £40,000 in 2019/20 for these purposes **recommendation 2**

7. If the Capital funding recommended in this report is agreed then there would be the need for ongoing maintenance costs, for example: energy and maintenance of new CCTV systems, replanting and re-bedding of flower beddings, maintenance of large pot plants, emptying of litter bins and processing costs for electric vehicle charging systems. Details of costs are provided in the Resource Implication section of the report and it is recommended that the ongoing costs of £10,000 in 2019/20 be allocated against the additional income estimated due to the increase in parking charges **recommendation 3**

Resource Implications:

There are 20 car parks across the District from which the Council made an income of £1,347,000 in 2017/18 which consisted of: £918,000 by cash in pay and display machines, £300,000 paid by phone, £25,000 by chip and pin, £104,000 by purchase of Season Tickets and Resident Permits.

The recommendations in this report add to a Capital budget allocation of £283,000 consisting of £100,000 for environmental improvement and enhancements, £60,000 for electrical charging points, £100,000 for new LED lighting systems and £23,000 for replacement of end of life CCTV systems. If funding bids to central government for installation of electrical charging points in car parks are successful then there would be savings in the £60,000 sought. At this stage it is recommended to include the bid in budget growth and an update will be provided at the budget setting meeting of the Council.

It is hoped that by carrying out these enhancement and improvements the car parks will attract more users which will not only increase the income for the Council but also help bring more shoppers and visitors to the shops and businesses on the high streets.

The DDF expenditure of £40,000 is for engaging external consultants to advise the Council on options for use of innovative technologies or possibilities of expanding capacity of existing car parks.

In the fullness of time and once the electrical charging points become popular the Council will be able to recover any ongoing costs as well as capital investment in electrical charging points. However, until that happens there is a need to allocate adequate on-going budget.

The CSB expenditure of £10,000 will be met from the anticipated additional income from the revised parking tariff. The estimated ongoing cost associated with the projects recommended in this report is:

Item	Activity	Estimated yearly cost	Remarks
CCTV systems	Yearly maintenance	£2,000	
Green infrastructure	Maintain landscape enhancements. To include: General cyclic aftercare e.g. watering, weeding, pruning, seasonal planting etc.	£2,000	
Electric charging	Loss of income due to reduction in turn over of parking bay	£5,000	Although users of charge points will pay the parking fee for the duration of the stay these bays will be underutilised until EV charging becomes popular

	Back office costs for providers to support 24/7 charging operations	To be recovered from user	
	Licence and compliance fees	£1,000	Banking and transaction costs
			Electrical charge rate will be set at a level to seek recovery of these costs while remaining competitive.
Total		£10,000	

The £100,000 sought for allocation for new LED lighting in the remaining car parks will result in a further reduction in energy costs for the Council.

Legal and Governance Implications:

The Council has the legal powers to charge for and enforce car parking on its land.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation. Replacement of some of the dated end of life CCTV camera systems will further enhance safety and security for users and facilitate in retaining the Park Mark status.

Installation of better quality LED lighting, bollards, litter bins and sign posts will improve safety, appearance of car parks and enhance user experience.

Consultation Undertaken:

none

Background Papers:

Cabinet report on 6 September on parking tariff review

Risk Management:

If the £100,000 requested for environmental enhancement and improvement works is not agreed then an opportunity to improve and enhance would be lost. This funding is requested to do over and above the routine maintenance of car parks. For example, some car parks don't have litter bins, some of the budget would be used to install large pot planters at appropriate car parks

If the £60,000 sought for installation electric charging points, subject to outcome of an ongoing feasibility is refused then there is reputation risk to the Council of not taking measures to improve air quality in the District. The Council could also be criticised for ignoring requests by residents and motorists to be able to charge electrical vehicles. If central government funding is obtained for some or all car parks then there would be a saving in this budget.

The £23,000 sought for installation of new CCTV systems or replacement of the end of life dated systems will improve coverage in the car parks.

The DDF growth bid of £40,000 will enable the Council to engage external consultants to assess feasibility for expansion in car park capacity. Failing to do this may mean the Council could lose out on opportunity for increasing income and helping the town centres if viable alternatives are available.

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Environmental improvements and enhancements in car parks
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Capital and revenue budget allocation for works in Council car parks
Relationship with other policies / projects:	Corporate Plan, Stronger Communities and Stronger Place
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	A Hoadley

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: Council Officers will monitor Car Park users</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards
Dependents / caring responsibilities	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Those with caring responsibilities may find the tariff systems in car parks complex to follow
Disability	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into pay and display machine and reading and understanding the tariff boards
Gender reassignment	Corporate commitment to Equality. Promoting culture and leisure	In the case of gender reassignment it may be that they feel uncomfortable to speak with a Civil Enforcement Officer (CEO) to seek further information or clarification.
Marriage and civil partnership	Corporate Plan 2018 -23. Enabling Communities to support themselves	Might feel insecure approaching a Civil Enforcement Officer (CEO)
Pregnancy and maternity	Corporate Plan 2018 -23. Supporting healthy lifestyles	Pregnant women may have difficulty in walking long distances to get pay and display tickets.
Race / ethnicity	Corporate Plan 2018 -23. People and communities achieve their full potential	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Religion or belief	Corporate Plan 2018 -23. Promoting culture and leisure	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Sex	Corporate Plan 2018 -23. Adults and children are supported in times of need	Some patrons may feel vulnerable using the car parks when it is dark.
Sexual orientation	Corporate Plan 2018 -23. People and communities	There is limited information available to enable an assessment of the

	achieve their full potential	impact on this Characteristic.
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Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Dependents / caring responsibilities	Those with caring responsibilities may find the tariff systems in car parks complex to follow	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Disability	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into p&d machine and reading and understanding the tariff boards	Disabled badge holders can park in all Council car parks for free
Gender reassignment	Might feel insecure approaching a Civil Enforcement Officer (CEO)	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Marriage and civil partnership	In the case of gender reassignment it may be that they feel uncomfortable to speak with a CEO to seek further information or clarification.	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Pregnancy and maternity	Pregnant women may have difficulty in walking long distances to get pay and display tickets.	CEOs will observe the vehicle before issuing a PCN, this will allow sufficient time for drivers to walk to a machine and buy adequate ticket.
Race / ethnicity	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO or member of Council staff to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email
Religion or belief	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further	Information is available on the Council Website and can also be

	information or clarification on the service.	requested by email
Sex	Some patrons may feel vulnerable using the car parks when it is dark.	All Council car parks are Park mark accredited; CCTV and lighting systems are being upgraded through the ongoing work on the Parking Strategy.
Sexual orientation	There is limited information available to enable an assessment of the impact on this Characteristic. It is assumed that some members of this group may feel uncomfortable approaching a CEO or Council officer	Information is available on the Council Website and can also be requested by email

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	Improvement in signage and due consideration to observation time before issue of a PCN.	
Dependents / caring responsibilities	Observation by CEO before issuing a PCN and ability for motorists to call the Council and speak with a staff member.	
Disability	Provision of bays for disabled badge holders, free parking across all car parks.	
Gender reassignment	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Pregnancy and maternity	Observation time before issue of a PCN, use of CEOs as agents of the Council when dealing with the members of the public	
Race / ethnicity	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Religion or belief	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and	

	members of the public.	
Sex	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Sexual orientation	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	Ability to ring the Council for information,	
Dependents / caring responsibilities	Observation by CEO before issue of a PCN to ensure that those with caring responsibilities have adequate time to attend to those cared for.	
Disability	Free parking in all Car Parks throughout the year.	
Gender reassignment	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Pregnancy and maternity	Observation before issue of a PCN will ensure those with mobility restrictions can get ample time to purchase pay and display tickets	
Race / ethnicity	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Religion or belief	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Sex	Ability to monitor enforcement contractors commitment to equality legislation and foster good	

	relations via the Car Parking Partnership Board	
Sexual orientation	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
<ol style="list-style-type: none"> The actions/decisions have the potential to adversely affect the characteristic groups. This will be mitigated by ensuring that the enforcement contractors activities are managed and monitored through the formal contractual arrangements and the proposed new Car Parking Partnership Board. Equalities monitoring and reporting will be reviewed by the Car Parking Partnership Board and corrective measures reviewed periodically. The opportunity to replace the display signs and boards in the car parks will be taken to simplify the information on display, as much as permissible under the relevant legislation, to make it easier for some of the adverse impacts identified in this analysis to be mitigated. CEOs will be the Councils interface with the public, they will, through the enforcement contractor, be encouraged to play a supportive and helpful role. 	Mrs A Hoadley Car Park and Street Furniture Manager	Regular reviews and on going monitoring updates to be provided to Service Director

Name and job title of officer completing this analysis:	Amanda Hoadley Car Parking and Street Furniture Manager
Date of completion:	08/10/2018
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim (Kim) Durrani Director Contracts and Technical Services
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be

updated as your policy or service changes develop, and it exists as a log of evidence of due regard;

- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

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CAR PARK INVENTORY 2018

CAR PARK	Times Charges Applicable	Parking Bays	Disabled Bays	Short/Long Stay	0-30 minutes	Up to 1 hour	Up to 2 hours	Over 2 hours	Up to 3 hours	Over 3 hours	Up to 4 hours	Up to 5 hours	Sat - 2 hrs free or £1 all day	Sun 0 2 hrs free or £1 all day	Columns (lights)	Columns (CCTV)	Columns (Lights/CCTV) combined	No. of P&D Machines	Bins	Bring Bank	LED Lighting
Bakers Lane, Epping, CM16 5eg	08:00 - 18:00	124	7	S/L	£0.20	£0.90	£1.80	£3.80					✓	✓	5	2	2	2	0	No	
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	46	4	S	£0.20	£0.80	£1.60		£3.20	£10.00			* full tariff	free	0	0	2	2	0	Yes	
Burton Road, Debden, IG10 3ST	08:30 - 17:30	100	4	S/L	£0.20	£0.90	£1.80	£3.80					✓	✓	11	0	0	3	0	No	
Burton Road Access Road, Debden IG10 3ST	08:30 - 17:30	23	0	S/L											0	1	0	0	0	No	
Burton Road South, Debden, IG10	08:30 - 17:30	13	0	S/L	£0.20	£0.90	£1.80	£3.80					* full tariff	free	2	0	1	1	0	No	
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	22	3	S	£0.20	£0.90	£1.80		£2.30		£3.00	£3.70	** ✓	** ✓	2	0	1	1	0	No	
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	174	4	S/L	£0.20	£0.80	£1.60	£3.50					free	free	12	2	0	3	1	No	Yes
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	189	14	S	£0.20	£0.90	£1.80		£2.30		£3.00	£3.70	✓	✓	15	0	4	3	2	Yes	
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	65	4	S/L	£0.20	£0.80	£1.60	£3.50					free	free	4	0	3	2	3	Yes	Yes
High Beech, Loughton, IG10 4HH	08:00 - 18:00	25	4	S	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	1	0	0	1	1	No	
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	26	0	S/L	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	2	0	0	1	0	No	
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	270		S	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	N/A	N/A	N/A	N/A	N/A	N/A	
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	103	5	S	£0.20	£0.80	£1.60		£3.20	£10.00			* full tariff	free	4	2	0	2	2	Yes	Yes
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	98	6	L			£1.80	£3.80					✓	✓	5	0	5	3	0	Yes	
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	16	2	S	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	0	0	0	1	1	No	
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	56		S	£0.20	£0.80	£1.60		£3.20	£10.00			* full tariff	free	N/A	N/A	N/A	N/A	N/A	N/A	
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	20	0	L			£1.80	£3.80					✓	✓	0	0	0	1	0	No	
The Drive, Loughton, IG10 1HW	08:00 - 18:00	38	2	S	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	1	0	0	1	0	No	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	73	4	L			£1.60	£3.50					free	free	2	0	2	1	3	No	
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	168	11	S/L	£0.20	£0.90	£1.80	£3.80					✓	✓	6	0	7	4	1	Yes	Yes
Vere Road, Debden, IG10 3SW	08:30 - 17:30	82	0	S	£0.20	£0.90	£1.80		£3.50	£10.00			* full tariff	✓	12	2	0	4	0	No	
Beaumont Park Drive, Bakery Close, Roydon	N/A	32	3	N/A	free	free	free	free	free	free	free	free	free	free				0	0	Yes	
TOTALS		1763	77																		

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* Full Tariff means that these car parks run the weekly tariff on Saturday as well. Normal tariff Monday to Saturday

✓ This means that a 2 hour period can be obtained by pressing the button for a ticket. If more than 2 hours is required then a ticket must be obtained by inserting £1.00 for the whole day

** This car park has a vehicle key pad and a free 1 hour option is available by using the vehicle key pad to obtain a ticket for an hour. More than an hour then cash/card must be inserted to obtain a ticket. The same applies to Saturday/Sunday but it is for 2 hours free

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EFDC CAR PARKS PROJECT – CCTV 2016 – 2018 – last updated Aug 2018

Site No.	Car Park Location	Project Cost	Running Total	Additional Comments	Status
			£100,000.00	Overall Car Park Project Fund	
1	Bansons Car Park, Ongar	£8432.50	£91,567.50	Completed and 'live'	COMPLETED
2	Pleasance Car Park, Ongar	£8432.50	£83,135.00	Completed and 'live'	COMPLETED
3	Traps Hill, Loughton	£14,750 + £1,395	£66,990.00	£1,395 is for additional work requested to cover playpark and front entrance area. £715 was spent on suspension of works fees (this did not come from the project budget)	COMPLETED
4	Lower Queens Road Car Park, Buckhurst Hill	£12,695	£54,295.00	This car park is an addition to the project and was not taken into account when providing approximate costs. System life time has expired and partial system failure evident. Extra funding will be required.	COMPLETED
5	Quaker Lane, Waltham Abbey	£12,800 + £860 EXTRA WIFI	£40,635.00	Design complete full costing March 2017	COMPLETED
6	Cornmill, Waltham Abbey	£12,800	£27,835.00	Design complete full costing March 2017	COMPLETED
7	Darby Drive, Waltham Abbey	£14,850	£12,985.00	Planning Application Approved 17 th Oct 2017	COMPLETED
8	The Drive, Loughton			Replacement Column Required	1ST STAGE DESIGN
9	High Beech Car Park, Loughton			Power & Lighting Required	1ST STAGE DESIGN
10	Smarts Lane, Loughton			Power & Lighting Required	1ST STAGE DESIGN
11	Queens Road Car Park (top) Buckhurst Hill			Power & lighting Required	MAY NOT BE VIABLE
		Total Initial Budget left to date →	£12,985.00	*Spend to date does not include quoted costs for Oakwood Hill, Cottis & Bakers Lane, Vere Road & Burton Road Car Parks	
12	Oakwood Hill Estate Car Park *	£5,675		This car park is an addition to the project and was not taken into account when providing approximate costs. Extra funding will be required.	

EFDC CAR PARKS PROJECT – CCTV 2016 – 2018 – last updated Aug 2018

13	Cottis Lane Upgrade *	£5,000		These car parks are in addition to the project and was not taken into account when providing approximate costs.	PENDING
14	Bakers Lane Upgrade *	£5,000		These car parks are in addition to the project and was not taken into account when providing approximate costs. Extra funding will be required.	PENDING
15	Vere Road, Debden *	£4,000		These car parks are in addition to the project and was not taken into account when providing approximate costs. Extra funding will be required.	PENDING
16	Burton Road, Debden *	£4,000		These car parks are in addition to the project and was not taken into account when providing approximate costs. Extra funding will be required.	PENDING

Seven out of the original 11 car parks are now completed and fitted out with new LED lighting and CCTV.

Original Car Parks Project:

Some cost variations have arisen due to rise in product prices since the original quotations in 2016 as well as in depth feasibility studies in three car parks, Smarts Lane, High Beech and Queens Road Upper. It is believed that Queens Road car park costs may not be justified based upon works to install a power supply lighting and services in a small 12 space car park such as this. Although this would free up a small portion of budget if this car park was omitted from the project we would still require some additional funding to complete the original 11 car park project. Estimated costs to full fill this would be in the region of a further **£10,000**.

Additional Work:

Oakwood Hill, Loughton small EFDC car park on industrial estate next to the depot **£5,675**

Cottis Lane, Epping. **£5,000**

The CCTV in this car park is now overdue for a complete upgrade, it has now exceeded its 7yr mean time before failure.

Bakers Lane, Epping. **£5,000**

The CCTV in this car park is now 8 years old and overdue for a complete upgrade. There are issues with this equipment that need addressing beyond basic servicing and minor repairs due to its age.

Vere Road & Burton Road, Debden.

£8,000 in total

Since the garages were demolished some gaps between camera coverage have emerged meaning additional cameras are required. As the current system for Debden is running at full capacity new server units will be required to accommodate new CCTV.

Ongoing servicing:

As with all CCTV, servicing costs must be taken into consideration. Standard servicing is 6 monthly and costs approximately £80 per camera. As Bakers Lane and Cottis Lane are already captured with the servicing budget for CCTV, approximately **£2,000** per annum would be required to cover the cost of the additional cameras. **Note:** This does not include the original CCTV for car parks project only the additional ones above.

Estimated additional funding total costs = **£33,675 +£2,000 per year ongoing.**

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Report to the Cabinet

Report reference: C-021-2018/19
Date of meeting: 08 November 2018



Portfolio: Assets and Economic Development
Subject: Gymnastic Centre North Weald Airfield
Responsible Officer: Julie Chandler (01992 564214)
Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

- 1. That Cabinet seek a bid from the 2019/20 budget for a Capital Allocation of £240,000 to invest in the Gymnastics Centre at North Weald Airfield, to enable essential building works to be undertaken and to equip the facility with a complete set of new gymnastics apparatus;**
- 2. That expressions of interest are sought from suitably qualified gymnastics clubs to enter into a lease in order to provide opportunities for local children and young people of all abilities to participate in recreational and competitive gymnastics and,**
- 3. That delegated authority is granted to the Service Director Commercial and Regulatory Services in liaison with the Asset Management and Economic Development Portfolio Holder to agree the final terms of the lease.**

Executive Summary:

Epping Forest Gymnastics Centre at North Weald Airfield was established in 1986 for the purpose of providing a centre of excellence for gymnastics, catering for children and young people from the district and surrounding area. It is now in a poor state of repair and investment is needed to undertake essential building works and replace the ageing equipment.

The current lease for the facility is up for renewal at the end of December 2018. Due to the lack of investment and commitment to developing gymnastics by the current leaseholder, the tenant has been given notice to vacate the building at this time.

However, gymnastics continues to have a very high profile, due to the great success of British Gymnasts in World, Olympic and Commonwealth Games. The current facilities for gymnastics across the Epping Forest District cannot accommodate the number of children and young people wishing to participate in the sport.

This report therefore seeks Cabinet approval to invest £240,000 in the Council owned purpose built gymnastics centre at North Weald Airfield, to cover the costs of essential building works and repairs, and the purchase of new gymnasts apparatus. This investment is order to enable the facility to be fully utilised as a beginner through to development level centre of excellence.

Reasons for Proposed Decision:

The Epping Forest Gymnastics Centre has received minimal investment by the current tenant over the last 25 years and is now in need of significant repair and improvement to enable its use to be maximised. Other Epping Forest facilities providing gymnastics in the area cannot cater for the level of interest and hence, several hundred children are on waiting lists to participate in gymnastics.

By improving the purpose built facility at North Weald Airfield and purchasing new apparatus, the Council can meet the demand for gymnastics. This would not only increase participation by young people in sport, but also is in accordance with the Council's policy to invest capital to generate a revenue return. The lease income would be significantly greater than current interest rates achieved in the Council's investment portfolio.

Other Options for Action:

1. To demolish the centre, although, if this option is taken, gymnasts who currently use the centre will need to re-accommodated elsewhere, if the facility is closed permanently. There is already a lack of availability in the district.
2. To ensure only essential health and safety work is undertaken and continues to lease the centre at a peppercorn rate. However, some external works are essential which would require significant future Capital investment and a complete set of new apparatus is needed to operate the centre safely in the longer term. This option would not realise a revenue return for the Council.

Report:

1. Epping Forest Gymnastics Centre at North Weald Airfield was built by the District Council in 1986, following an assessment of gymnastics facilities in Essex, which identified a deficit in provision. It was designed as a centre of excellence catering for beginner through to elite gymnastics and for many years was successful in generating many international level boys and girls gymnasts and operating an extensive beginner programme.
2. Due to the success of the club, in the 80's and 90's it attracted professional coaches from Russia and Eastern Europe and during this time, the centre was managed by a British team coach.
3. As the centre was established to support the development of gymnastics, it has always been leased at a peppercorn rent, although the tenant was responsible for internal repairs and maintenance of apparatus. This was on the basis that it enabled young people with talent to initially be identified through school delivery and beginner classes, who could then be coached at an affordable and in many cases, a subsidised rate. Over the first 12 years of operation, the centre was very well run and maintained to a high standard, with regular investment in the equipment, coaching and internal elements of the building.
4. However, following a change of management in the late 1990's, which is not unusual in gymnastics as coaches and managers move to higher level provision, it was taken over by a local gymnastics Trust who over recent years, have provided little investment into the centre and its infrastructure. This has resulted in a diminished membership level with less classes and coaching being delivered.

5. Over the last three to four years, officers from the Council have pursued the Trust to improve the standard of the building and to make investment into the centre, but to no avail. The centre is now in a poor state of repair both externally and internally and only a limited number of classes are provided by the Trust, with the building being hired out to several other providers, to operate their own activities from.
6. All external works to the building are the responsibility of the Council, but the interior of the building and external land surrounding the centre, are the responsibility of the Leaseholder. Unfortunately, a recent building survey identified that the whole site now requires significant investment to bring it up to a standard suitable for ongoing safe and efficient provision of gymnastics.
7. As the Trust has not invested in the required maintenance of the centre and have not maximised use of the facilities, they have been issued with a termination notice at the next break clause of the 31 December 2018.
8. However, bearing in mind the significant success of British Gymnastics over the last 5 – 10 years, with several World Champions being developed in the UK, the profile of gymnastics has never been higher. It has also been identified locally, that there are waiting lists for all gymnastics clubs currently provided in the district and in the neighbouring district of Harlow.
9. In addition, over the last few years, the Council has received several expressions of interest from clubs that already operate successfully and have large waiting lists, in taking over the lease of the Gymnastics Centre at North Weald. Therefore, there is the opportunity to invite expressions of interest for the operation of the Centre.
10. Therefore, if the Council invests in the gymnastics centre, it will be able to realise a revenue return and will also be able to provide valuable sporting opportunities for local young people. It is proposed that the Council provides the Capital funding as it does not wish to grant a long lease term which would be necessary for any club to attract external funding or grant aid. An initial term of 5 years is proposed.
11. This report therefore seeks Cabinet agreement to a capital bid being made for :
 - i) The investment of a total of £240,000 in the internal and external refurbishment of the gymnastics centre and purchase of gymnastics apparatus;
 - ii) Subsequent to i) above, for officers to invite expressions of interest for lease of the gymnastics centre to a suitably qualified local gymnastics provider/s for the provision of beginner to elite gymnastics.

Resource Implications:

Investment of £240,000 Capital for the refurbishment of the gymnastics centre. Expressions of interest will seek an indication of the potential annual rental income which will be in excess of any current investment return from the Council's Capital. The Council has a policy of investing capital to achieve revenue returns.

Safer, Cleaner and Greener Implications:

The gymnastics centre requires a range of improvements to maintain it up to Health and Safety requirements.

Consultation Undertaken:

Consultation has been undertaken with British Gymnastics and local gymnastic providers.

Background Papers:

NWA Gymnastics Centre Building Condition Survey.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Community & Partnerships

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Epping Forest Gymnastics Centre Refurbishment

Officer completing the EqIA: Tel: Extn: 4214 Email: jchandler@eppingforestdc.gov.uk

Date of completing the assessment: 12/10/2018

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? New</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To obtain Council authority to refurbish Epping Forest Gymnastics Centre at North Weald Airfield, in order for it to be leased to a new Gymnastics Club and realise an annual revenue income of £12,000.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Improvement of a Council asset in order for it to generate an income stream.</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? <p>There is currently a deficit of gymnastics provision in the district with long waiting lists for boys and girls classes. If the Gymnastic Centre is refurbished, the Council will be able to accommodate the needs and aspirations of children and young people from across the district. There will also be opportunity of gymnastics provision for children and young people with additional needs.</p> <p>Will the policy or decision influence how organisations operate? It is anticipated that the refurbished facility will attract a new club to operate an extensive programme of activities and classes.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? One –off capital investment is required, which will generate a revenue return.</p>
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? The decision supports corporate outcomes by generating a revenue income stream from a venue which is currently leased at a peppercorn rent.</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).

3.1	What does the information tell you about those groups identified? This decision will have a positive effect on participation in sport by children and young people and will enable the opportunity for children and young people with additional needs to participate in gymnastics.
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? Although no formal consultation has been undertaken, the evidence of need for gymnastics provision in the district has been identified through consultation with local providers, who have significant waiting lists for gymnastics classes.
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: As above.

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 – Children and Young people , including those with additional needs	Medium to High
Disability	Positive	Medium to High
Gender	neutral	
Gender reassignment	neutral	
Marriage/civil partnership	neutral	
Pregnancy/maternity	neutral	
Race	neutral	
Religion/belief	neutral	
Sexual orientation	neutral	

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 X <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.

Section 7: Sign off

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

Signature of Head of Service: Julie Chandler

Date: 12/10/18

Signature of person completing the EqIA: Julie Chandler

Date: 12/10/18

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA 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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Report to the Cabinet

Report reference: C-019-2018/19
Date of meeting: 8 November 2018



Portfolio: Housing – Councillor S. Stavrou
Subject: Extending the funding of 2 Epping Forest Citizens Advice Bureau Debt Advisors
Responsible Officer: Paul Pledger – Service Director (Housing & Property) (01992 564248)
Democratic Services: Adrian Hendry (01992 564246)

Recommendations:

(1) That the Cabinet seek a bid from the 2019/20 budget for the funding of the Epping Forest Citizens Advice Bureau's (CAB) two existing full-time Debt Advisors for a further year to be agreed from 1 April 2019 and funded as follows:

(a) £8,400 from the Housing Revenue Account (HRA); and

(b) £33,600 from the General Fund District Development Fund (DDF).

Executive Summary:

At its meeting on 12 October 2017 (Minute 55 refers) the Cabinet agreed a further extension of the funding of the Epping Forest Citizens Advice Bureau's (CAB) two Debt Advisors for 2018/2019. The CAB made a presentation to the Overview and Scrutiny Committee on 24 July 2018 (Minute 23 refers) on the use and outcomes of all the Council's grant funding they receive.

Bearing in mind the reductions in the overall national Welfare Budget there is an increased need for residents to receive continued support around personal budgeting and debt advice. Such advice is very valuable to the Council in both keeping rent arrears low and preventing homelessness. It is therefore recommended that the CAB's Debt Advisors service is extended for a further year from 1 April 2019.

Reasons for Proposed Decision:

To agree to extend the funding of the CAB's two existing Debt Advisors for a further year from 1 April 2019, in order to provide support to residents with personal budgeting and debt advice which will assist the Council in controlling rent arrears and preventing homelessness.

Other Options for Action:

The main alternative options appear to be:

1. Not to agree to extend the funding of the CAB's two existing Debt Advisors for a further year from 1 April 2019.
2. To only extend the funding for one CAB Debt Advisor.
3. To provide funding for more than two CAB Debt Advisors.

Report

1. At its meeting on 12 October 2017 (Minute 55 refers) the Cabinet agreed a further extension of the funding of the Epping Forest Citizens Advice Bureau's (CAB) two Debt Advisors for a further year in 2018/2019. The CAB made a presentation to the Overview and Scrutiny Committee on 24 July 2018 (Minute 23 refers) on the use and outcomes of all the Council's grant funding they receive.

2. Between 1 April and 31 August this year, the CAB Advisors managed debts of around £444,000 and assisted 286 clients. In addition, there were 246 drop-in clients who had face-to-face interviews with the Debt Advisors. Around 41% of the clients were Council or Housing Association tenants and 18% of all clients were either threatened with homelessness or homeless. The CAB has reported that 308 debt issues were addressed with a total of 1,340 activities being conducted on behalf of clients.

3. The CAB is required under their Agreement with the Council to have one Debt Advisor based at the Limes Centre, Chigwell for one half day each week. The CAB have extended this service to 2 half days each week. The CAB has reported that around 37% of the clients assisted were first seen at the Limes Centre during the 5 month period referred to. Many of these clients make repeat visits and become regular visitors with each appointment lasting for up to an hour.

4. Bearing in mind the reductions in the overall national Welfare Budget, there will be an increased need for residents to receive continued support around personal budgeting and debt advice. Such advice may reduce the risk of some households presenting to the Council as homeless, resulting in savings in costly bed and breakfast, hostel or even temporary/interim accommodation in the Council's own stock and assist the Council in controlling rent arrears. It is therefore recommended that the funding of the Citizens Advice Bureau's (CAB) two existing Debt Advisors for a further year be agreed from 1 April 2019 and funded as follows:

(a) £8,400 from the Housing Revenue Account (HRA); and

(b) £33,600 from the General Fund District Development Fund (DDF).

5. Due to the ring-fence around the HRA, the split between the HRA and DDF reflects the approximate ratio between the service users i.e. Council tenants or non-Council tenants.

Resource Implications

To set some context, for every person that is prevented from becoming homeless as a result of this debt advice, the charge made to single homeless people accommodated in B&B hotels, that is eligible for housing benefit, is equivalent to around £15,920 per annum. Although the charge is self-funded (i.e. is equivalent to the charge made to the Council by the hotels) the Council's Housing Benefit Service is only able to recover the equivalent of around £7,640 (48%) per person per annum from the Government. This is because the Government wants to penalise local authorities to accommodate homeless households B&B. Therefore, the resultant

average cost to the General Fund, through the loss of B&B subsidy, is around £8,280 per person per annum.

The exact percentage split between the HRA and the General Fund cannot be accurately predicted as it is based on the circumstances of those that come forward for advice. The HRA contribution would reflect the proportion of the total number seeking advice that are Council tenants, with everyone else in the Private Sector taking up the General Fund contribution.

Legal and Governance Implications

None

Safer, Cleaner and Greener Implications

None

Consultation Undertaken

None

Background Papers

CAB Service Agreement

Risk Management

If funding the extension of the CAB 2 Debt Advisors was not agreed this could increase the risk of more households presenting to the Council as homeless resulting in additional costs. It may also result in rent arrears increasing.

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.

Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: Homelessness and Housing Management

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Extension of the 2 Citizens Advice Bureau's (CAB) Debt Advisors Service

Officer completing the EqlA: Roger Wilson Tel: 01992 564419

Date of completing the assessment: 18 September 2018

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 procedure?</p> <p>No</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To continue to provide a debt advice service through the CAB in order to assist the Council in preventing homelessness and keeping rent arrears under control.</p> <p>What outcome(s) are you hoping to achieve (i.e. decommissioning or commissioning a service)?</p> <p>To supplement services already provided by the Council with expert debt advice to local residents.</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? <p>Yes, service users will benefit from the extension, it will also assist the Council's busy Homelessness Team as they will be able to refer cases and the service will assist vulnerable groups of people threatened with homelessness.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes, the service will assist the Council but also other agencies who may not need to provide support to vulnerable groups if their debts are managed and controlled at an early stage.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>The 2 posts have been funded for the last four years with no increased funding being requested.</p>
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 2 Advisors play an important role in the Council delivering the services set out in its Homelessness Strategy which is a document required by statute.</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, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.0

Reference Material



ONS Data for Epping.xlsx

Age / Dependents / Disability

Homeless (Statutory) 2018

- Total as of 31 March 2018 (all age ranges) 116 –
- Temporary accommodation 21 - B&B 45 – Hostel 40 – Other

Population Density

- Essex No. of persons per hectare 3.7% (124,659) East of England - 3.1% (5,846,965.)
- England – 4.1 % (53,012,456.)

[EFDC Home Energy Conservation Act 1995 - progress report 2017](#)

Age / Dependents / Disability

Number of fuel poor households and residents in Essex

County / LA	Est no. of households	Est no. of fuel poor	%
Essex	597510	44726	7.5
Epping Forest	53459	4185	7.8

Epping Forest District residents are experiencing more fuel poverty than across Essex

CAB statistics

Race

The CAB compiled the following statistics of the 112 clients that attended their service in relation to debt advice: -

<u>Ethnicity</u>	
Asian or Asian British – Indian	0%
Asian or Asian British – Chinese	0%
Asian or Asian British – Other	0%
Asian or Asian British – Pakistani	2%
Black or Black British – African	2%
Black or Black British - Caribbean	2%
Mixed – Other	1%
Mixed White & Black African	1%
Mixed White & Black Caribbean	2%
Other – any other	2%
White – British	77%
White – English	3%
White – Gypsy or Irish Traveller	0%
White – Irish	2%
White – Scottish	0%

	<p>White – Welsh 0%</p> <p>White – Other 6%</p>
<p>Local Authority District - Indices of Deprivation via www.gov.uk Mental Health JSNA</p>	<p>Mental Health JSNA Page 29</p> <p><u>Deprivation and Poverty</u></p> <p>Deprivation can often be an indicator of mental health need as it is related to many associated risks (housing, employment, poverty). Some of the most deprived and affluent areas of England are located in Essex.</p> <p><u>Index of Multiple Deprivation (IMD)</u></p> <ul style="list-style-type: none"> • Essex 2015 IMD is 17.2 compared to 21.8 nationally. • Epping Forest – 15.263 • Harlow – 23.558 • Tendring – 28.445 • Brentwood – 9.881 <p><u>Mental Health JSNA Page 31</u></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>

3.1	<p>What does the information tell you about those groups identified?</p> <p>Additional support provided to clients in relation to the management of their financial affairs especially preventing and managing debt can help to reduce homelessness in the area.</p>
3.2	<p>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?</p> <p>No</p>
3.3	<p>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:</p> <p>No consultation necessary, cannot identify groups as unable to anticipate homelessness occurring.</p>

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 Providing additional resources to the CAB can help to prevent and reduce debt which can result in homelessness	H
Disability		H
Pregnancy/maternity/dependents		H
Race		n/a
Marriage/civil partnership		H
Gender	No data located	n/a
Gender reassignment		n/a
Religion/belief		n/a
Sexual orientation		n/a

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 checked="" 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.
None	N/A	N/A

Section 7: Sign off

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

Signature of Service Director (Housing & Development): Paul Pledger	Date: 18 September 2018
Signature of person completing the EqIA: Roger Wilson	Date: 18 September 2018

Advice

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

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