



CABINET
Thursday, 3rd December, 2015

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

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 3rd December, 2015
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
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Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Finance Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, A Grigg, D Stallan, G Waller, H Kane, A Lion and J Philip

PLEASE NOTE THE START TIME OF THE MEETING

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

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

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

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 5 November 2015 (previously circulated).

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

To answer questions asked by members of the public after notice in accordance with the motion passed by the Council at its meeting on 19 February 2013 (minute 105(iii) refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

7. OVERVIEW AND SCRUTINY

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

(b) To consider any matters that the Cabinet would like the Council's Overview and Scrutiny function to examine as part of their work programme.

8. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 15 OCTOBER 2015 (Pages 7 - 16)

(Asset Management & Economic Development Portfolio Holder) To consider the attached minutes from the meeting of the Asset Management & Economic Development Cabinet Committee, held on 15 October 2015, and any recommendations therein.

9. LOCAL PLAN BUDGET AND RESOURCES UPDATE (Pages 17 - 22)

(Planning Policy Portfolio Holder) To consider the attached report (C-058-2015/16).

10. HOUSING REPAIRS AND MAINTENANCE HUB (Pages 23 - 34)

(Housing Portfolio Holder) To consider the attached report (C-040-2015/16).

- 11. TRANSFORMATION PROGRAMME (Pages 35 - 42)**
(Leader of Council) To consider the attached report (C-051-2015/16).
- 12. DISTRICT CCTV PROVISION - STRATEGIC DIRECTION (Pages 43 - 74)**
(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-048-2015/16).
- 13. EPPING FOREST MUSEUM - CAPITAL BUDGET (Pages 75 - 80)**
(Leisure & Community Services Portfolio Holder) To consider the attached report (C-047-2015/16).
- 14. KEY OBJECTIVES 2015/16 - QUARTER 2 PROGRESS (Pages 81 - 104)**
(Leader of Council) To consider the attached report (C-049-2015/16).
- 15. HOUSES IN MULTIPLE OCCUPATION LICENSING POLICY (Pages 105 - 122)**
(Housing Portfolio Holder) To consider the attached report (C-050-2015/16).
- 16. LOCAL COUNCIL TAX SUPPORT SCHEME 2016/17 (Pages 123 - 140)**
(Finance Portfolio Holder) To consider the attached report (C-052-2016/17).
- 17. YOUTH ENGAGEMENT - TASK & FINISH REVIEW (Pages 141 - 146)**
(Chairman of Overview & Scrutiny) To consider the attached report (C-053-2015/16).
- 18. CAPITAL REVIEW 2015/16 - 2019/20 (Pages 147 - 164)**
(Finance Portfolio Holder) To consider the attached report (C-054-2015/16).
- 19. TOWN AND VILLAGE CENTRES OPPORTUNITIES FUND (Pages 165 - 172)**
(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-055-2015/16).
- 20. CALENDAR OF COUNCIL MEETINGS 2016/17 (Pages 173 - 180)**
(Governance & Development Management Portfolio Holder) To consider the attached report (C-056-2015/16).
- 21. 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 require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

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

22. 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):

<u>Agenda Item No</u>	<u>Subject</u>	<u>Paragraph Number</u>
23	Section 106 Affordable Housing – Barnfield, Roydon	3

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.

Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers

Paragraph 8 of the 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

23. SECTION 106 AFFORDABLE HOUSING - BARNFIELD, ROYDON (Pages 181 - 184)

(Housing Portfolio Holder) To consider the attached restricted report (C-057-2015/16).

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 15 October 2015

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 9.05 pm

Members Present: Councillors A Grigg (Chairman), H Kane, S Stavrou, G Waller and D Stallan

Other Councillors: Councillors K Angold-Stephens, A Lion, C Whitbread and J M Whitehouse

Apologies: Councillor W Breare-Hall

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), J Nolan (Assistant Director (Neighbourhood Services)), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and S Tautz (Democratic Services Manager)

Also in attendance: Oliver Fursdon (Savills)

9. 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.

10. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor D Stallan substituted for Councillor W Breare-Hall.

11. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor C Whitbread declared a personal interest in agenda item 9, St John's Road Development by virtue of being a resident of Epping. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

(b) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 9, St John's Road Development by virtue of being a member of Epping Town Council 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.

12. MINUTES

RESOLVED:

That the minutes of the meeting held on 9 July 2015 be taken as read and signed by the Chairman as a correct record.

13. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer 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) **Business Support / Growth Hub** – SELEP funded the business support website and face to face business support enterprise that had been put together based on the Southend Growth Hub model that previously existed. Although the website was now active, the official launch will be on the 21 October 2015. A contractor had been appointed, Colbea and they will undertake the face to face element of the business support enterprise.

(2) **Town Centres** – Officers of the Economic Development Team had recently been to a meeting of the District and Town Centres teams. These were quarterly updates with the partnerships on their ongoing projects under the Town and Village Centres Opportunities Fund. A guest speaker from the Braintree Town Team was invited to talk about the experiences of the Braintree Town Team and had given our town partnerships some inspiration and ideas to take forward new initiatives into their towns and enable them to bid for the new Town and Village Centres Opportunities Fund.

We have also met with representatives from Buckhurst Hill and Loughton High Road town partnerships to establish what issues they were facing and to give some input and advice regarding what would work in their towns. We have been actively engaging with representatives from Waltham Abbey Town Partnership on a bid to the Essex County Council Community Initiatives Fund in respect of developing a wayfinding project in the town which was originally an expressions of interest but they have now invited us to make a full application. This had now been submitted and we should hear in November 2015 the outcome of that bid.

(3) **Superfast Broadband** – There had been some minor delays in making sure that the rollout went to the most effective parts of the rural challenge area that need it. This evening the very first community event is taking place in Moreton Village Hall which would be the start of the community engagement for the delivery of the project in Moreton, Bobbingworth and the Bovinge area and should go live in the new year. The next community event was scheduled for November 2015 in Fyfield.

(4) **Business Briefing** – The Economic Development team were pleased with how the new Business Briefing had developed. There had been a total redesign to give the Business Briefing a new look and feel. The latest edition, published last week, had been emailed out in pdf format to just under 700 contacts and was building. The Business Briefing had been very positively received by the public and there were also around 800 downloads from the website and new business enquiries were being received by the Economic Development team.

(5) **Partner Liaison** – The Partner Liaison project had been a key to the Economic Development team reaching out and contacting more Partners. One of the Partners that we have liaised with recently and are very keen to support us was

Loughton Library. They are attempting to make the Library more self sufficient and would be running two projects in November - one a Public Office which would encourage new and start up businesses to consider starting some of their work from the Library. There will be desk space provided for them and with people at the same stage in their businesses this would enable them to bounce ideas off each other. The second project was an Ideas Incubator where the Library would be used to encourage people with ideas for social enterprises.

Resolved:

That the progress and work programme of the Council's Economic Development Section be noted.

Reasons for Decision:

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

Other Options Consider and Rejected:

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

14. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated them on further progress which had been achieved since the publication of the Agenda.

(1) **Epping Forest Shopping Park** – The Cabinet received regular monitoring reports on the progress of the development of the Epping Forest Shopping Park. The latest report was considered by the Cabinet on the 8 October 2015. The most significant development with respect to the project was with regard to the tenders for the Highways Section 278 Works and the main construction project for the retail units. A separate report was contained within this agenda regarding a request by Cabinet for the Asset Management Committee to undertake more detailed project monitoring with a proposal as to how this could be practically achieved.

(2) **Oakwood Hill Depot** – A contractor had now been appointed and ground works had started on the construction of the Council's new Depot at Oakwood Hill to accommodate Grounds maintenance and Fleet Operations. It was anticipated that the steel frame for the building would start to be erected in the next 4-6 weeks with the expected completion in April 2016.

(3) **Ongar Academy** – The new secondary school opened for the first intake of Year Seven Pupils in September. Temporary classroom accommodation had been provided on redundant tennis courts to the rear of the Leisure Centre under Licence from the Council. Pre-application discussions had commenced on the new permanent school. Heads of Terms had been agreed for the sale of the playing fields to accommodate the new school, subject to planning consent being agreed.

(4) **Winston Churchill Public House** – The Cabinet were notified that Higgins Homes were the development partner for the site of the former public house. Work for the flats and the retail area had now begun.

(5) **Pyrles Lane Nursery** – A revised application had been submitted for planning approval on the site, which sought to address the previous grounds for

refusal. Following the necessary period of consultation, it was predicted that the matter would be considered by the District Development Management Committee in December 2015.

(6) **Town Mead Depot** – Further to advice received from the Environment Agency and the Council's Development Service it was confirmed that the site was highly unlikely to progress for residential development due to flood risk. Alternative uses may therefore need to be considered.

(7) **North Weald Airfield** – Essex County Council (ECC) undertook to do a report, based on their experience across the county, regarding a Park & Ride Scheme for the Airfield. To date we have not received any formal written report but ECC have verbally expressed that in their opinion a Park & Ride Scheme at North Weald Airfield would not be economic or viable. The Director of Neighbourhoods advised that he had a meeting with Essex County Council this week and that he would ask for a written report and a timescale when we could expect to receive this report. He advised, however, that a formal report may have to be commissioned.

Since the tragic events that had recently occurred at Shoreham, the dynamics of air shows had now significantly changed. Some of the changes that the CAA have implemented was that vintage aircraft were only allowed to do fly byes and that air shows would not be allowed near the vicinity of any major roads. Therefore this project may have to be revisited at a later stage.

There was a separate report before this Cabinet Committee at agenda item 10.

(8) **St John's Road** – There was a separate report before this Cabinet Committee at agenda item 9.

(9) **Hillhouse Leisure / Community Hub** – The Business Case and Procurement Strategy for the next Leisure Management Contract, which included a potential replacement for Waltham Abbey Swimming Pool at Hillhouse, had been agreed by the Cabinet Committee on the 8 October 2015.

There was the potential for a co-location of a GP service, a replacement leisure facility for Waltham Abbey swimming pool and an extra care housing project for the elderly being promoted by Essex County Council. This would be going out to the market within the next month inviting Leisure Management Contractors to bring forward outline schemes for a new leisure facility located on this site.

Resolved:

(1) That the monitoring report on the development of the Council's property assets be noted.

(2) That the Director of Neighbourhoods would request from Essex County Council the report that they were preparing on the Park and Ride Scheme at North Weald Airfield.

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 monitoring report was for information not action.

15. EPPING FOREST SHOPPING PARK - MONITORING ARRANGEMENTS

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the future monitoring arrangements for the development of the Epping Forest Shopping Park (EFSP).

The Cabinet have received regular high level progress reports on the EFSP project. The Council had acquired the sole interest in the EFSP and the Council would now carry all the risks associated with the development of the EFSP. As it was a major capital project and the Council would be utilising public money, therefore robust monitoring arrangements must be put in place.

For some time now there had been a Consultant project team steering this project and the Council have appointed White, Young and Green to undertake a project management role and to work together with the Consultants and Officers of the Council to produce regular progress reports. Cabinet have asked if the Asset Management and Economic Development Cabinet Committee would take on the monitoring role of this project on the Council's behalf.

The way this would be achieved:

- (1) The Asset Management and Economic Development Cabinet Committee meet five times a year and would report back to Cabinet through their regular monitoring reports.
- (2) White Young & Green be asked to prepare a bespoke report for this Cabinet Committee, advising of the risk management and the programme costs for this project and be invited to a Cabinet Committee meeting to present the report.
- (3) The letting agents, Colliers would prepare a report on the interested tenants and answer any questions regarding the letting and management of the project. Colliers would be invited to attend a Cabinet Committee to present this report.

The Director of Neighbourhoods asked the Chairman and Members of the Cabinet Committee if they thought this was the correct way to approach the monitoring of this project and were they agreeable to this proposal.

The Chairman put it to the Members of the Cabinet Committee and they unanimously agreed that this was the correct venue for this project to be monitored.

Resolved:

Subject to the outcome of the decision of Cabinet on the 8 October, proposing that the Asset Management Cabinet Committee undertake more detailed monitoring of the development of the Epping Forest Shopping Park Project and consideration by the Cabinet Committee of how this could be practically achieved. Members agreed that the Asset Management and Economic Development Cabinet Committee would take on the monitoring role of the Epping Forest Shopping Park on the Council's behalf.

Reasons for Decision:

The Council having acquired the interest of their development partner Polofind Ltd, was now the owner, developer and future operator of the Epping Forest Shopping Park. The project represents a major capital investment with an associated element of risk. Cabinet are considering on the 8 October 2015, whether the Asset Management Cabinet Committee have a role to play in ensuring the project was monitored effectively.

Other Options Consider and Rejected:

To advise Cabinet that the Asset Management Cabinet Committee do not consider it appropriate to undertake the monitoring of the project.

16. ST. JOHN'S ROAD DEVELOPMENT - UPDATE

The Director of Neighbourhoods presented a report to the Cabinet Committee updating them on the progress to date on the St John's Road development. He advised that concerns had been raised by Members and local residents, regarding the lack of progress on this scheme.

The Director advised that the St John's Road site was in a key town centre location within Epping. The site was owned by Essex County Council, the majority landowner, Epping Town Council and Epping Forest District Council owning adjacent land. With the relocation of the junior school and closure of the Adult Education and Youth Centres on the site, it was recognised that any redevelopment of the area would need to be given careful consideration.

In conjunction with the County Council and the Town Council, the District Council commissioned a Design and Development Brief for the area, to provide planning guidance. The Design and Development Brief was intended to provide a vision for the future of the area and once agreed by the Councils' Cabinet and Full Council, would represent non statutory planning guidance. The Development Brief had now been formally agreed by the District Council and had become a material consideration for any future planning application for the sites and forms part of the evidence base for the new Local Plan.

A joint marketing campaign was undertaken and a number of Expressions of Interest and bids were received which resulted in the appointment of Frontier Estates whose proposal was deemed to not be financially advantageous but to meet the designs and aspirations of the development brief. Their proposal contained a food store, a 3 screen cinema, shops and restaurants as well as some residential units.

At the time of discussions regarding the contract for sale of Essex County Council's land at St John's Road, a need for provision to meet the accommodation needs of vulnerable adults was identified in the locality. The Council was the freehold owner of Lindsay House in Lindsey Street, Epping, which had previously been leased to the Abbeyfields Society for housing the elderly. As demand for this type of bedsit accommodation reduced, the Charity did not wish to extend its occupancy. Therefore, after negotiations with the Diocese around the extension of the covenants, Essex County Council expressed a desire to purchase the building and convert it for use for supported living for vulnerable adults. The purchase of Lindsay House, therefore, became part of the negotiations with the District Council acquiring the County Council land at St John's Road. A sale price had now been agreed between the County and District Council. However, as Essex County Council were selling the land to another public body, i.e. EFDC, they have sought the Secretary of State's

approval, by means of a State Aid application. A concern that prompted the application was that the County Council had received a higher unsolicited offer from a residential care home provider. Whilst of higher value, a large care home would not be in accordance with the Design and Development brief prepared by the planning authority and would not deliver the wider community benefits.

Unfortunately, the extension of the Lindsay House covenant, the detailed negotiations around conditions of sale and the necessary State Aid application, have led to the delay. However, it was hoped that the sale can be concluded and the tripartite agreement entered into in the next few weeks. Going forward it would then be for the developer to submit the necessary Planning application anticipated early in the New Year.

Resolved:

That Members note the progress on the St John's Road, Epping, Redevelopment Project.

Reasons for Decision:

To update Members on the progress of the St John's Road Redevelopment Scheme, which was a major strategic site in Epping, with the potential to deliver significant community benefits.

Other Options Considered and Rejected:

Not to provide an update at this point.

17. RESULTS OF MARKETING EXERCISE FOR AN OPERATING PARTNER FOR NORTH WEALD AIRFIELD

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the results of a Marketing Exercise for an Operating Partner at North Weald Airfield. The Director introduced Mr O Fursdon, a director from Savills, who were the Council's Agents. Savills had been commissioned by the Council to undertake an Expressions of Interest soft marketing operation at North Weald Airfield. Mr Fursdon would be presenting the Expressions of Interest received when the meeting went into private session.

The Director advised that the Council had over time, commissioned a number of studies in relation to the future of North Weald Airfield. As a result of the most recent review, undertaken by Deloitte's in July 2013, Cabinet resolved that the preferred option was that the Council pursued a mixed aviation/development option, subject to the outcome of the Local Plan. As part of this consideration of the future of the Airfield, Members also requested that pro-active steps be taken to maximise aviation activity on the site. The Cabinet agreed to seek an operational partner to promote aviation and the associated uses and officers were asked to appoint marketing agents.

Since the Council acquired North Weald Airfield from the Ministry of Defence, a number of general aviation, commercial and leisure uses have been developed on the site. However, these have largely been as a result of incremental organic growth and not as a result of any clear strategic policy direction. As an asset of considerable value and potential, the Council had commissioned a number of reports, in order to assist in determining the best future for the site. The most recent piece of significant strategic review work was undertaken by Deloitte. The Cabinet considered the

conclusions of the Deloitte Study in July 2013 and concluded that aviation should be retained and that the residual of the site should be promoted for mixed use development, as part of the Council's Local Plan. To inform the Local Plan a Masterplanning Exercise was undertaken for North Weald Bassett, which now forms part of the evidence base.

Having determined that aviation should be retained in the longer term, Members asked that pro-active steps be taken to maximise the aviation use of the site. This was not only to make best use of the asset but recognised that aviation activity currently required a degree of subsidy. Therefore increased revenue was required to offset the Council's costs in maintaining the considerable amount of infrastructure and staffing resource, required to operate flying safely.

In order to take this objective forward, Property Consultants Savills were appointed to undertake a soft marketing exercise, to obtain the views of companies operating in the aviation industry. This exercise indicated that there was a level of interest in North Weald Airfield and concluded that some form of operational management agreement would be the most attractive offer. This was reported to the Cabinet in July 2014, who agreed that as a result of this finding, a more formal marketing offer should be developed.

The Council's Consultants, Savills, prepared a marketing brochure which was advertised within the Aviation Trade Press, seeking more formal expressions of interest. This brought forward a number of interested parties. Two days of well attended Airfield site visits were held, in order to provide the opportunity for potential bidders to understand in greater detail the condition of the site, how it was currently managed and the current mix of tenants and uses.

A closing date for Expression of Interest was set, which resulted in three bidders submitting formal proposals. After the closing date, a further expression of interest was received on behalf of an existing tenant at the Airfield. Subsequent clarification now indicates that the tenant was not necessarily interested in entering into any agreement for the wider management of the Airfield, but would like to work with any potential future operational partner appointed by the Council.

The three parties who expressed an interest, were asked to provide details of their Company Structure, their Skills and Experience, their Financial Standing and their Vision for the Airfield.

These proposals have been analysed. Each party had also been interviewed by Savills and Officers, in order to seek clarification and a greater level of understanding of their submissions.

This marketing exercise was not a formal procurement process, the proposals contain information that was commercially sensitive and contain details of business planning and financial modelling, that each party would not wish to be shared in public. This was particularly true as they have expressed a desire, to be included in any future formal procurement process. On this basis, the three proposals will be presented to Members by the Council's Consultants in Part II of the Committee Agenda.

Members will therefore have the opportunity to assess the merits of each proposal and seek to identify, not necessarily a preferred aviation partner at this point from the current bidders (as this had not been a formal procurement in line with OEJU regulations) but rather a preferred general approach and potential next steps, to recommend to Cabinet.

Resolved:

- (1) That the Cabinet Committee considers the Expression of Interest proposals, resulting from the marketing exercise seeking an aviation operational partner.
- (2) That based on consideration of the proposals, the Cabinet Committee recommends to a future Cabinet meeting, any preferred approach and recommended next steps, to achieving the Council's objectives in relation to aviation activity at North Weald Airfield.

Reasons for Decision:

In accordance with the original Cabinet request to seek to maximise aviation activity at North Weald Airfield.

Other Options Considered and Rejected:

Alternative approaches that could be considered are to seek to improve the use of the Airfield utilising solely in-house expertise or to dispose of the Airfield, which would mean less future direct control for the Council.

18. ANY OTHER BUSINESS

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

19. 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>
13	Presentation on Expressions of Interest for North Weald Airfield	3

20. PRESENTATION ON EXPRESSIONS OF INTEREST FOR NORTH WEALD AIRFIELD OPERATING PARTNER

The Director of Neighbourhoods advised Members that this meeting would now go into private session and advised that Mr Fursdon would now give his presentation of the Expressions of Interest received.

Mr Fursdon advised that there had been three expressions of interest received, from companies covering a broad range of interests within the world of aviation. He advised that the written proposals had been evaluated and informal interviews held with each party to gain further understanding of their skills and experience, financial standing and their vision for the Airfield.

The Director of Neighbourhoods stated that it was apparent that each company would bring different perspectives and propose different types of future management arrangements and investment options. It would be the decision of the Asset Management and Economic Development Cabinet Committee to recommend to the Cabinet what type of approach they feel would best meet the Council's objectives, with respect to aviation intensification and the reduction of subsidy for flying activities.

At this time, the Cabinet Committee would not be recommending a preferred partner from the three proposals received. This was because the marketing exercise was only "soft market-tested" and therefore not conducted in accordance with the more formal procurement regulations that would apply if the Council (as a public body) were seeking to enter into any longer-term contractual arrangement. However, what the marketing exercise had established was the level of interest in the opportunity, the types of operator and the terms that they would be seeking.

Resolved:

That in assessing the Expressions of Interest received as a result of the marketing exercise for an operational partner. Members be cognisant of a number of key considerations which may influence procurement options.

Recommended:

- (1) That a long lease be granted;
- (2) That the non-aviation area be excluded;
- (3) That the Council may wish to invest in this project; and
- (3) That the new Partner would manage all existing tenants.

Reasons for Decision:

To assist Members in identifying key considerations from the presentation of Expressions of Interest.

Other Options Consider and Rejected:

To not proceed with the appointment of an operational partner and maintain the current management arrangements.

CHAIRMAN

Report to the Cabinet

Report reference: C-058-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Planning Policy
Subject: Local Plan Budget and Resources update
Responsible Officer: Kassandra Polyzoides (01992 564119)
Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- (1) To agree a growth bid in the sum of £976,390 to the District Development Fund Local Plan budget to cover the period up to and including 2018/19;
- (2) To recommend a Continuing Services Budget supplementary estimate in the sum of £25,000 for 2015/16 to the Council for approval; and
- (3) To agree a growth bid for the Continuing Services Budget in the sum of £75,000 in 2016/17 to formalise the previously agreed restructure of the Planning Policy team.

Executive Summary:

The preparation of the Local Plan for Epping Forest District is an on-going and complex process. The level of expert evidence that is required to support the emerging Local Plan is significant. The guidance on exactly what this should cover continues to evolve in light of the National Planning Policy Framework and its associated Guidance, and emerging Inspector's Reports into other Local Plan Examinations around the country. Much of the evidence and support needed requires expert knowledge on specific topics, and therefore necessitates commissioning external consultants with the requisite expertise and experience.

An addition of £976,390 is required to prepare the Local Plan, and reach adoption in accordance with the current Local Development Scheme, in September 2018.

CSB growth of £25,000 for the remainder of 2015/16, and a further growth of £75,000 in 2016/17 will be required to formalise the recently approved and implemented restructure of the Planning Policy team.

Reasons for Proposed Decision:

The preparation of a Local Plan is a statutory duty for Local Authorities, and must be formulated taking into account robust and up-to-date evidence. Any Local Plan that is not supported by such evidence is more likely to be found unsound when examined by the Planning Inspectorate.

Best endeavours have been and continue to be made, to seek savings and cost efficient working where possible, for example, by making best use of economies of scale in preparing jointly commissioned evidence where appropriate. Examples of this to date include the

preparation of the Strategic Housing Market Assessment and Functional Economic Area study across a four authority area.

Other Options for Action:

There are no other reasonable options for action.

Report:

1. Cabinet was updated in June 2015 on the Local Development Scheme and resources for the Local Plan (C-007-2015/16). This report identified there would be a shortfall in the overall Local Plan budget, and a commitment was made to address this in the next Council budget cycle. This current report now identifies the expected expenditure on the Local Plan to reach adoption in line with the approved Local Development Scheme, in Autumn 2018. The figures presented below will be kept under regular review, in accordance with any amendments to the Local Development Scheme.

2. The table below shows the currently available budget, current spend and commitments to date in 2015/16, and estimated further spend for this financial year. This identifies that in the period up to 2018/19 when the Local Plan is expected to be adopted, a further £976,390 is required to the District Development Fund Local Plan budget. The existing budget of £469,410 can be re-profiled to cover expected expenditure to the end of 2015/16, with the remaining £61,270 rolling forward to 2016/17. Therefore, allowing for this re-profiling, additions to the DDF Local Plan budget are not required until 2016/17.

	2015/16	2016/17	2017/18	2018/19	Total
Spend	£157,320	£0	£0	£0	£157,320
Committed	£146,320	£60,000	£0	£0	£206,323
Estimated spend (evidence)	£131,500	£386,310	£126,150	£0	£643,960
Estimated spend (LP process)	£0	£105,600	£105,600	£184,000	£395,200
Contingency sum (5%)				£70,000	£70,000
Total budget required	£435,140	£551,910	£231,750	£254,000	£1,472,800
Current allocation	£216,410	£280,000			£496,410
Additional requirement	£218,730	£271,910	£231,750	£254,000	£976,390

3. The detail of the projects and expenditure anticipated to be necessary to reach adoption of the Local Plan are included in Appendix 1. A number of these growth items are as a direct consequence of changes to government policy, for example, further updates needed for Gypsy and Traveller Accommodation and the Strategic Housing Market Assessment. In addition, there is a need to ensure that the evidence used to support the policies and allocations in the Local Plan is kept up-to-date. It will be particularly key that the Strategic Housing Market Assessment, Economic Study and the Strategic Land Availability Assessment are updated immediately prior to the Draft Plan Preferred Approach consultation, due to take place during Summer 2016.

4. In preparing the Local Plan, and identifying the most appropriate set of policy choices and land allocations to deliver the eventual growth targets, a range of options will need to be tested by specific areas of evidence. This includes transport testing, flood risk assessment, infrastructure delivery, Habitat Regulation Assessment and sustainability appraisal. A number of these items have been within the work programme for some time, and are not new elements.

5. Members have recently requested further analysis of the potential development capacity within settlements is completed, and this work is now underway. This project will cost £43,100 when complete. The Local Plan budget will also now fund the Hillhouse Masterplanning exercise (£26,000) as requested by the Finance and Performance Management Committee in November 2015. A further large area of additional expenditure is the additional requirement for public relations support for the next Local Plan consultation event. A brief for this work is currently being drafted, and it is estimated this will total £50,000. Continuing use of Fortismere Associates to provide project management support to the Planning Policy team is a significant area of expenditure, as set out in the attached Appendix.

6. A restructure of the Planning Policy team to improve resilience and provide career progression opportunities was agreed by Management Board in May 2014, and the need to increase the CSB to fully implement this was heralded in a report to Cabinet in July 2014 (C-010-2014/15). Following appointment to the newly created career grade and establishment posts, the extent of CSB growth is now clear. An addition of £25,000 is required for the remainder of 2015/16, with a further £75,000 required from 2016/17, resulting in an overall growth of £100,000 per annum to the Policy Team CSB. In addition, a further DDF growth item is included to ensure that the Projects Officer position can be replaced from April 2016, following the retirement of the current postholder. An appointment will be sought for an initial 18 month contract, with the position being kept under review.

Resource Implications:

As per the report above, the District Development Fund Local Plan budget requires an additional £976,390 for the period up to 2018/19. Growth in the Planning Policy team CSB of £25,000 is required for the remainder of 2015/16, with a further £75,000 required from 2016/17, resulting in an overall growth of £100,000 per annum.

Legal and Governance Implications:

Epping Forest District Council has a statutory duty to prepare a revised Local Plan for the District, which takes into account robust and up-to-date evidence on a number of matters. Without such evidence, any Local Plan presented to the Planning Inspectorate is more likely to be found unsound, leaving the Council in a vulnerable position in respect of resisting planning applications in inappropriate locations.

Safer, Cleaner and Greener Implications:

The robust evidence required to support the preparation of the emerging Local Plan, seeks to meet the Council's aspirations in respect of the Safer, Cleaner & greener agenda.

Consultation Undertaken:

Director of Resources.

Background Papers:

None.

Risk Management:

The preparation of the Local Plan is one of the Council's key corporate priorities. The budgetary provisions required to ensure robust and up-to-date evidence is available to support emerging Local Plan policies is key to limiting the risk that the event document is found sound and appropriate by the Planning Inspectorate.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The preparation of the Local Plan can potentially affect all residents, workers and visitors of the District. No protected groups are directly discriminated against by the setting of this budget.

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Report to the Cabinet

Report reference: C-040-2015/16
Date of meeting: 5 November 2015



Portfolio: Housing

Subject: Repairs and Maintenance Hub – Blenheim Way, North Weald

Responsible Officer: P Pledger (01992 564248)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That, subject to planning permission, the Council constructs a new Repairs and Maintenance Hub on Council-owned land at Blenheim Way, North Weald to enable the Housing Repairs and Maintenance Services to be co-located, thus freeing up land at the existing Epping Depot site for the planned redevelopment at St Johns Road and free up office accommodation at the Civic Offices, Epping;

(2) That Contract Standing Orders C6 (Contracts in Excess of £50,000) be waived and that Pellings LLP be appointed to undertake the architectural and all other multidisciplinary building consultancy services for a fee of £170,000, subject to a presentation by them confirming their experience, expertise and proposed approach to the delivery of the project to all members of the Cabinet, following which the Housing Portfolio Holder be authorised to confirm or otherwise the formal appointment of Pellings LLP;

(3) That Mears be appointed to act as Project Managers to deliver the relocation/co-location project, as a “Key Deliverable” under the terms of their existing Repairs Management Contract, at their tendered rate;

(4) That the capital costs estimated to be around [Cost to be verbally reported here], including construction costs and fees, associated with the new Repairs and Maintenance Hub be funded from the Housing Revenue Account (HRA);

(5) That a recommendation be made to Council for a Supplementary Capital Estimate of £300,000 to cover fees and works in 2015/16, with the balance of [Cost to be verbally reported here] being included in the Capital Programme for 2016/17;

(6) That the required HRA funding be provided through either revenue contributions to capital outlay (RCCO) and/or further borrowing from the Public Works Loan Board (PWLB);

(7) That the Director of Resources be authorised to determine:

(a) The most appropriate form of capital funding; and

(b) If further borrowing is required, the most appropriate PWLB loan to secure and to then obtain the loan;

(8) That a recommendation be made to Council to transfer the land from the General Fund to the Housing Revenue Account, with an appropriate adjustment being

made in the balances due between the funds; and

(9) That a Planning Application be submitted for the new Repairs and Maintenance Hub.

Executive Summary:

The Council needs to re-locate its Housing Repairs Service from the Epping Depot, to enable the proposed re-development for the St Johns Road area of Epping to proceed. Having searched for alternative vacant buildings around the district and other potential development sites to relocate to, with none found to be suitable, this report seeks agreement to the construction of a new Repairs and Maintenance Hub on a Council-owned vacant brownfield site in Blenheim Way, North Weald. This would also create the opportunity for the Housing Repairs team to be co-located with the Housing Assets Team, currently based at the Civic Offices, which would not only result in operational benefits but, more importantly, free-up accommodation at the Civic Offices – on the ground floor, close to Reception – to assist with the Council's Accommodation Strategy. The report also seeks agreement to fund the new Hub at an estimated cost of around [Cost to be verbally reported here] from the HRA through revenue contributions to capital outlay (RCCO), further borrowing from the PLWB or both.

With sufficient space to create additional office accommodation, the design also allows for other Council services or Partner Organisations working on behalf of the Council to occupy the building.

In order to meet the very tight deadlines necessary to build a new facility and thereby vacate the existing Depot before the date that the Council is required to give the developer vacant possession, a waiver to Contract Standing Orders is required in order to quickly appoint the architects and building consultants as well as project managers, for which this report discusses and makes recommendations to appoint Pellings LLP and Mears respectively. A planning application will also be required and this report seeks authority to make an application.

Reasons for Proposed Decision:

In July 2014 the Cabinet agreed the Heads of Terms for a development agreement for the development of a site in St John's Road, Epping, which includes the current Council's Housing Repairs Depot, for the purpose of redeveloping the site to create a food store, car park, small cinema, restaurants, ancillary commercial uses and residential development. This requires the existing Housing Repairs Depot to be vacated at relatively short notice.

Other Options for Action:

- (a) Not to use Council-owned land, which could be used for another purpose, and to buy land elsewhere in the district to construct a new building – but the capital costs would be far higher and, in any event, officers are not aware of any other suitable sites.
- (b) Not to use the brownfield site in North Weald, and use an alternative Council-owned site elsewhere in the district – although no suitable site has been identified, and construction needs to commence quickly.
- (c) Not to construct a new Repairs and Maintenance Hub and instead use an existing building, either in the Council's ownership or rented from a private landlord. However, in the last 3-years very few buildings have been identified and those that have been were not found to be suitable.
- (d) To fund the construction from the General Fund, as is the case for all other Council assets, and for the HRA to pay a contribution to the General Fund by way of rent.

However, there are insufficient General Fund capital resources available in the short and medium term after taking account of all other commitments the Council has in place.

- (e) Not to waive Contract Standing Orders and appoint Pellings LLP and appoint the company or an alternative architect and other necessary Building Consultants, either from the Essex Procurement Hub or through a competitive tender exercise instead. However, that would cost considerably more or add a considerable delay to the project, which requires a fast track approach. There will also be an additional cost to undertaking a procurement exercise.

Report:

1. In July 2014 the Cabinet agreed the Heads of Terms for a development agreement for the development of a site in St John's Road, Epping, which includes the current Council's Housing Repairs Depot, for the purpose of redeveloping the site to deliver a Food store, 3 screen cinema, a mix of shops and restaurants, new Town Council Offices and Meeting Rooms, plus some residential. This requires the existing Housing Repairs Depot to be vacated at relatively short notice.

2. For some time prior to this, the Council's Estates and Valuation Team have been looking for alternative sites for the Housing Repairs Service to relocate to, be it vacant offices or industrial buildings to rent or suitable land to build a new facility. Existing Council facilities such as the Town Mead Depot in Waltham Abbey have also been considered, but rejected on planning grounds due to its location in a flood zone and in a high density residential area. Additionally, all 65 of the sites earmarked for Council house-building have been considered, but none have been found to be suitable due to either insufficient size or inadequate access.

3. However, an existing brownfield site has been identified in Blenheim Way, North Weald, which is about $\frac{3}{4}$ of an acre in size, and is owned by the Council (See appendix A). The site, formally part of the Parade Ground of RAF North Weald, was originally earmarked for a Health Centre as part of the recent housing development but, in the event, the proposal did not come to fruition and was not provided. Therefore the land remains vacant. Within the Local Plan, the site is listed as being suitable for Employment, Business, Industry and Warehousing. Anything else would require a formal change of use through the normal planning processes.

4. The requirement for a replacement site for the Housing Repairs Service is already established. However, it is proposed to co-locate the Service with the Housing Assets Team (currently based at the Civic Offices), which would have the added advantage of providing a co-ordinated Housing Repairs and Maintenance Service (or "Hub"), and would also free up office accommodation on the ground floor of the Civic Offices as part of the Council's Accommodation Strategy. The site at Blenheim Way is in a suitable location for the provision of the proposed new Hub.

5. In total there are 22 posts on the establishment in the Housing Assets Team. In addition, there are 22 Repairs Officers operating in the customer and technical teams, a further 3 staff from Mears who provide the Repairs Management Service, 35 Council-employed tradesmen posts and 2 Apprentices. This equates to a total of 84 staff that would operate out of the proposed new Repairs and Maintenance Hub.

6. The Council has commissioned Pellings LLP, who is the architect, employer's agent and multi-disciplinary building consultant working with East Thames (the Council's Development Agent) to deliver the Council's house-building programme, to undertake a feasibility study to provide a new Repairs and Maintenance Hub at the Blenheim Way site, where the existing Repairs Service and Housing Assets Service could be co-located.

7. Their appointment to undertake the feasibility study did not require them to tender in accordance with Contract Standing Orders as the fee was below £10,000. However, due to the urgent nature of relocating the Repairs Service in order to provide vacant possession of the Epping Depot site, it is recommended that Contract Standing Orders C6 (Contracts in Excess of £50,000) be waived and that Pellings LLP be appointed to undertake the architectural and all other multidisciplinary building consultancy services for an agreed fee of £170,000, subject to a presentation by them confirming their experience, expertise and proposed approach to the delivery of the project to the all members of the Cabinet, following which the Housing Portfolio Holder be authorised to confirm or otherwise the formal appointment of Pellings LLP. Officers have obtained a quote from another Construction Consultancy from the Essex Procurement Hub Framework on a like for like basis, which was higher than the quote provided by Pellings LLP.

8. Utility searches and a Topographical Survey of the proposed site have already been carried out and an initial design prepared and costed by Pellings LLP, taking account of the findings of the preliminary surveys. The proposed site plan can be found at Appendix 2 of this report.

9. With as many as 42 desk spaces in total, there will not be enough on-site parking for all staff. Therefore, alternative parking will need to be identified, perhaps making use of the nearby North Weald Airfield.

10. The Ward Councillors understand the urgency of the need to relocate from the Epping Depot site and have not objected to the proposal. However, as part of the consultation process to date, they have explained that the Parish Council have been seeking to provide a play area in the vicinity of the recently completed residential development adjacent to this site. Therefore, they have asked that provision be made on the site to provide space for such a facility, should the Parish Council wish to take up this option and provide the facility at its own expense.

11. The estimated cost of constructing the new Repairs and Maintenance Hub is around [Cost to be verbally reported here] plus fees (around £170,000) and fit-out costs.

12. Subject to confirmation of appointment, Pellings LLP would act as the lead Building Consultant on the project, and it will be necessary to appoint a Project Manager to act on behalf of the Council to co-ordinate the day to day aspects of the project including the client liaison, managing the relocation and the associated staffing issues, identifying the infrastructure, ICT, communications, furniture and finishings etc. Since Mears are appointed as the Council's Repairs Management Contractor, and have vast experience of dealing with decommissioning and setting up new depot locations across the country, it is recommended that Mears operate as Project Managers as a new "Key Deliverable" under the terms of their existing contract, at the previously tendered rate of £381 per day. Having regard to the time required to undertake this role, the estimated cost is around £27,000.

13. With a budget requirement of around [Cost to be verbally reported here], it is recommended that this be met from the Housing Revenue Account (HRA), which already has headroom to borrow following self-financing that was introduced in 2013. Since the House-building programme is already moving at a pace to keep up with the need to spend 1-4-1 receipts and in view of the commitment to improve our existing housing stock to a "Modern Homes Standard", although some of the costs may be able to be funded from revenue contributions to capital outlay (RCCO), it is likely that the HRA will need to borrow all or most of the funding to provide the new Hub from the Public Works Loans Board (PWLb).

14. Whilst the Council's Offices, shops and Depots are held as General Fund Assets, the General Fund has already committed the majority of its capital reserves to other major projects in the short to medium term, it is therefore recommended that the new Repairs and Maintenance HUB be funded from the HRA and that the Director of Resources be authorised

to determine the most appropriate form of capital funding and, if further borrowing is required, the most appropriate PWLB loan to secure and to then arrange a loan with the PWLB if necessary.

15. Whilst the design is still at its feasibility stage, subject to the Cabinet agreeing to Recommendations 1-6 above, a detailed design will need to be developed and planning permission sought. Preliminary meetings have been held with the Assistant Director (Development Management), who has no objections at this stage and supports the development proposals for the site. Therefore, it is recommended that a Planning Application be submitted for a Repairs and Maintenance Hub on the Council-owned brownfield site in Blenheim Way, North Weald.

Resource Implications:

Total estimated costs of around [Cost to be verbally reported here] to be funded by the HRA, for which borrowing from the PWLB may be necessary. The costs are broken down as follows.

- The estimated cost of construction - around [Cost to be verbally reported here]
- Estimated cost for fees - £170,000
- Estimated cost for Project Management by Mears as a “Key Deliverable” – £27,000
- Estimated allowance for fit out costs of £340,000
- 10% Contingency is included

These costs can be offset against the capital receipt to be received from the sale of the existing Epping Depot site as part of the major redevelopment at St John’s Road.

As the Repairs and Maintenance Hub will be providing services predominantly to the HRA and is being financed by the HRA, it is appropriate that the land involved should be transferred from the General Fund to the HRA. Following the transfer of commercial properties from the HRA to the General Fund there is a balance between the funds on which the General Fund pays interest to the HRA. A valuation for the land will be obtained and the transfer will reduce the balance outstanding between the funds, thus reducing the interest paid by the General Fund.

Legal and Governance Implications:

The Housing Act 1985

Safer, Cleaner and Greener Implications:

This development site would constitute as “brownfield” due to its previous development use linked to the airfield. Any new building will make use of modern and efficient materials and will achieve a high EPC score for energy efficiency. Mobile and flexible working practices will be incorporated into the building design and operating procedures.

Consultation Undertaken:

The Ward councillors have been consulted and, in view of the need to relocate from the Epping Depot, do not object to the proposal, subject to the inclusion of an opportunity for the Parish Council to provide a small play area on the site if they wish.

Background Papers:

None.

Risk Management:

The main risks associated with this relate to the speed by which the new Hub can be constructed, as it needs to be completed in time to provide vacant possession at the existing Epping Depot. To mitigate this, the architects have been briefed that any methods of construction available to minimise the construction period should be considered.

Other risks include the HRA being unable to meet the costs of the works as well as other financial commitments. However, the recent report to the Finance and Performance Management Cabinet Committee by the Council's HRA Business Planning Consultants established that, subject to the (unknown) costs and implications of the Government's proposal to require councils to sell "high value" void properties, the HRA could fund, on average, around £1million of housing improvements each year. Although borrowing would be required, the loans could be repaid over the 30-year period of the HRA Financial Plan. Therefore, some of this financial capacity could be utilised to fund the provision of the Hub.

Due Regard Record

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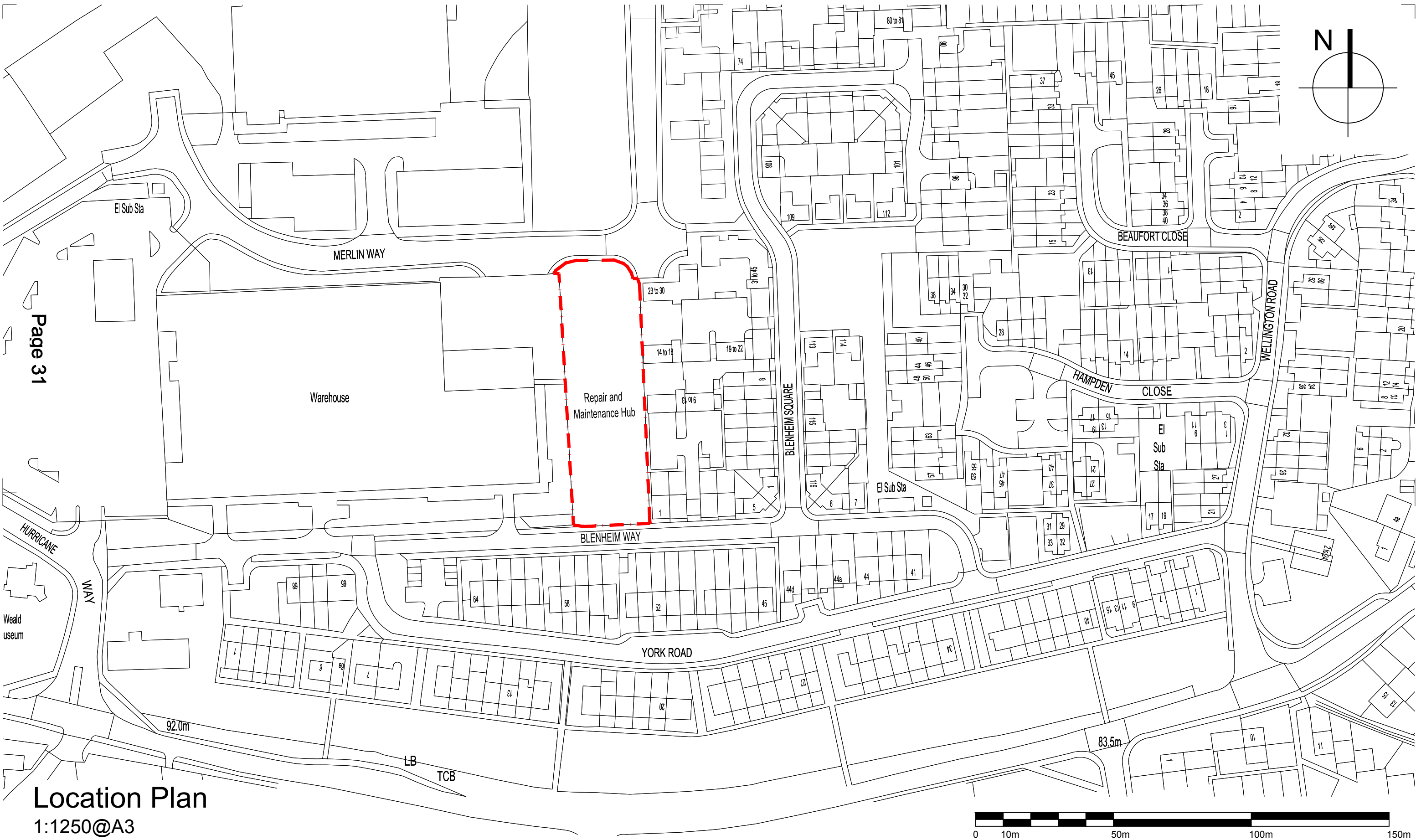
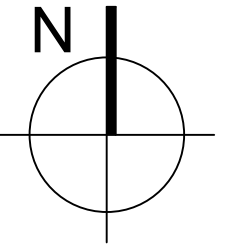
S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

This report is considering the merits of constructing a new building to accommodate the combined Housing Repairs and Maintenance Service on a site in North Weald. Any new buildings must meet Part M (Access To and Use of Buildings) of the Building Regulations, which addresses access to and the use of buildings by all groups.

As this will be a Council facility for Council employed staff, all of the Council's existing equality Policies will apply.

Disabled parking is also incorporated.

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Location Plan

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NOTES:

Report all discrepancies, errors and omissions
Do not scale from this drawing.
Verify all dimensions on site before commencing any work or preparing shop drawings.
All materials, components and workmanship are to comply with all the relevant British Standards, Codes of Practice, and appropriate manufacturers recommendations that from time to time shall apply.
For all specialist work, see relevant drawings.

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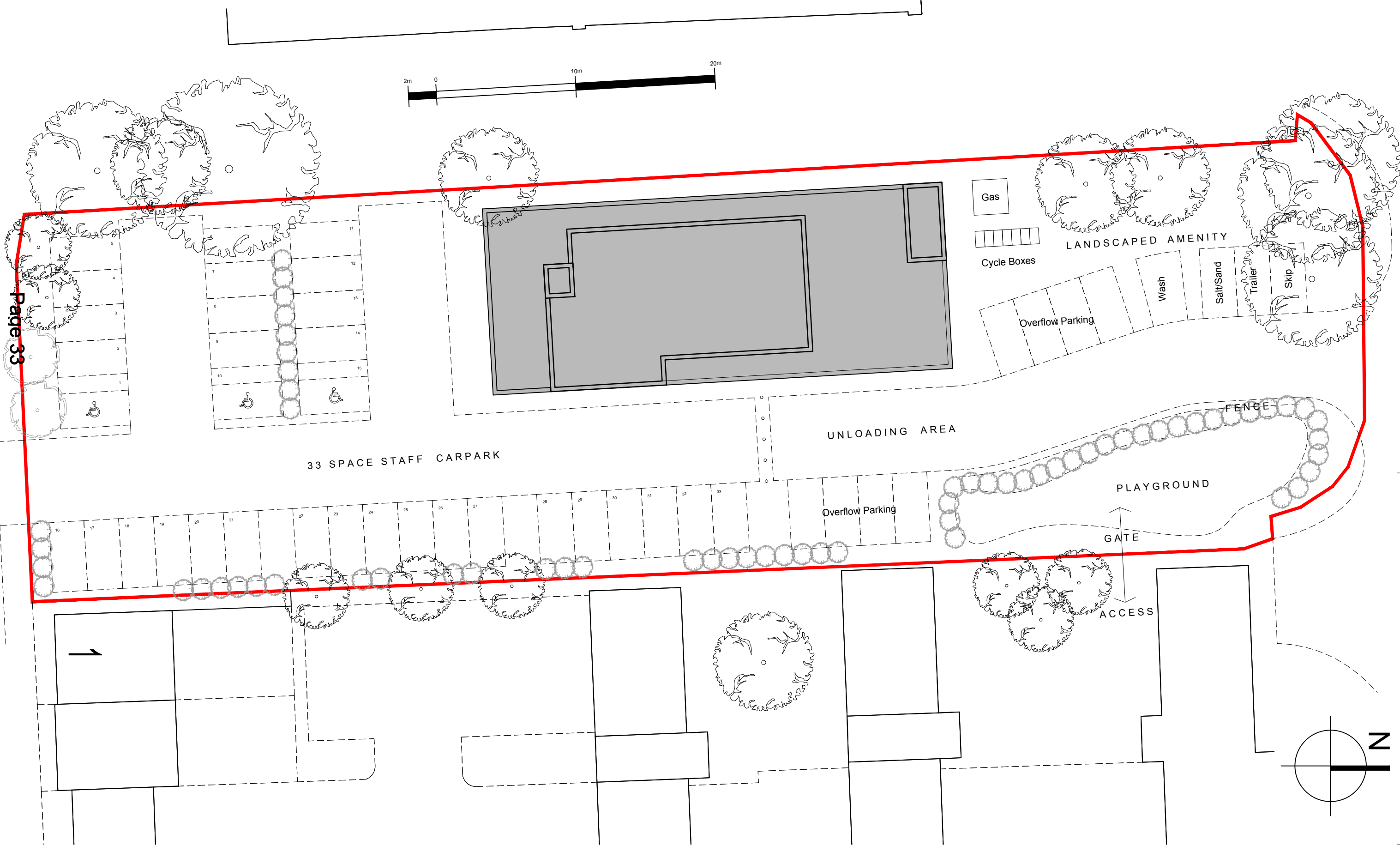
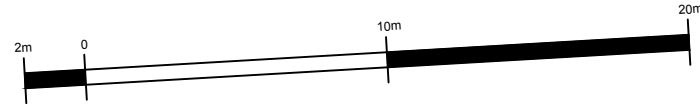
PRELIMINARY

Rev	Date	Description	Name



Pellings LLP 24 Widmore Road Bromley Kent BR1 1RY t 020 8460 9114 f 020 8313 0019 e bromley@pellings.co.uk www.pellings.co.uk		Architecture & Planning ■ Building Surveying ■ Project Management ■ Cost Consultancy ■ CDM Co-ordination	
CLIENT	Epping Forest District Council	PROJECT	North Weald, Repair and Maintenance Hub.
TITLE	Site Location Plan	DATE	SEP 15
		SCALE	1:1250 @A3
		DRAWN	NP
		CHK	
		DRAWING No	774 002 E-01
			A

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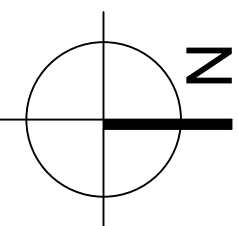
NOTES:
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 For all specialist work, see relevant drawings.

PRELIMINARY

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Rev	Date	Description	Name

Pellings LLP 24 Widmore Road Bromley Kent BR1 1RY t 020 8460 9114 f 020 8313 0019 e bromley@pellings.co.uk www.pellings.co.uk		Architecture & Planning ■ Building Surveying ■ Project Management ■ Cost Consultancy ■ CDM Co-ordination			
CLIENT	Epping Forest District Council	PROJECT	North Weald, Repair and Maintenance Hub.		
TITLE	Proposed Site Layout	DATE	SEP 15	SCALE	1:250 @A3
		DRAWN	NP	CHK	
		DRAWING No	774 002 E-02		B



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Report to the Cabinet

Report reference: C-051-2015/16
Date of meeting: 3 December 2015



Portfolio: Leader
Subject: Transformation Programme
Responsible Officer: Glen Chipp (01992 564080).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That Cabinet agrees the scope of the Transformation Programme;**
- (2) That Cabinet notes the appointment of the Head of Transformation from within existing resources;**
- (3) That Cabinet notes that the programme is likely identify significant changes to the way we deliver services which may require significant capital investment; and**
- (4) That Cabinet agrees that major changes recommended as part of the programme will be the subject of future reports and supported by a fully evaluated business case.**

Executive Summary:

Local Government is facing an unprecedented series of challenges over a sustained period. As Central Government seeks to reduce the budget deficit it is inevitable that departments that are not specifically protected will bear the brunt of spending cuts. Local councils have already been working hard to improve efficiency and effectiveness and are being asked to do even more over this Parliament.

Against this background of severe financial constraint, customer demands are increasing and advances in technology have led customers to expect that their local council will interact with them in very different ways. In addition this council acknowledges there will be increasing pressure on services from an ageing population.

Given this challenging environment even well run Councils with strong reserves like Epping, must face the fact that the current operating model is unsustainable in the long run. We have got to do things differently if we are to maintain frontline services.

The Council is committed to keeping Council Tax low so increasing local taxes to replace ever decreasing Central Government funding is not an option. Growing other sources of funding from commercial and investment activity will help bridge some of the gap – the Langston Road development is a good example of this. Cost saving initiatives will also help, but after many years of cuts it is difficult to identify more incremental savings.

If the Council is to rise to the challenge posed by increasing customer demands and reduced

central grant we must fundamentally review the way that services are delivered. The Transformation Programme will seek to do just that. It will consider how we interact with our customers, how we best use technology to improve service and reduce cost, how and where we work and how we build capacity in our communities to help reduce demand for our services.

This report sets out the broad scope of a programme of work that will fundamentally question what we do and how we do it. The initial programme will last for 18 months and be led by the Council's Leadership Team and be co-ordinated by the Head of Transformation within existing resource budgets. It is anticipated that the programme will recommend investments in technology and changes to working practices that will improve customer service and deliver efficiency savings. Major recommendations brought forward through the programme will be reported with fully costed business cases for either Cabinet or Council to approve any investment required.

After the initial period the programme will be reviewed and consideration given to extending it. Bids for extra resources will be required if the programme is to continue to deliver transformational change.

Reasons for Proposed Decision:

As Government funding continues to reduce, the Council must develop a co-ordinated strategy to deliver the outcomes set out in the Corporate Plan.

Other Options for Action:

No other options are appropriate in this respect. Failure to review the Council's processes and procedures would result in stagnation. Against a background of financial constraints this would inevitably lead to reduced services or increases in Council Tax.

Report:

Introduction

1. This report sets out some of the challenges faced by local Councils over this Parliament. The scale of the challenge is unprecedented and even the very best run councils cannot expect to be able to continue to operate in exactly the same way.
2. In recent years local councils have consistently driven down costs. This Council has balanced budgets without having to cut front line services. However, there is a limit to the amount of incremental savings that any organisation can deliver whilst still maintaining its level of service delivery.
3. The Council is rightly proud of its record of not increasing Council Tax in the depth of a recession. Cabinet have set out an ongoing objective to keep Council Tax low. Consequently, to address the challenges facing the Council, a co-ordinated programme of transformational change is required. Incremental changes will no longer be sufficient.

Drivers for Change

- Technology
4. Existing technology and work patterns place limits on our effectiveness and on our efficiency. Our systems are still not readily available on mobile technology; our files and data are not easy to share; we under-utilise the capability of some of our new technology and we

have a large array of different ICT applications.

5. The pace of technological change is fast and presents us with new opportunities to improve the way we work and the way we serve our customers. This will involve new ways of working and further cultural change.

6. Some Potential Benefits of Investment in Technology:

- (a) 24/7 access to all suitable services via electronic self serve;
- (b) Staff can work on a variety of devices and from any location;
- (c) Public access via website to a range of data sets and information – consequent reduction in Freedom of Information requests;
- (d) Reduction in print and stationery costs if staff has the confidence to adopt paperless and self serve techniques; and
- (e) Potentially easier to share relevant information.

- Accommodation

7. Office space and of all the associated overheads is expensive. Our existing working practices do not optimise the use of floor space. Changing the way we work to adopt more flexible work practices, reducing paper filing and hot desking can all play a part in minimising expenditure on this expensive resource. This will allow us to reduce costs whilst still maintaining front line services. Even if the Council was not facing financial challenges we would still be looking to make better use of offices to improve value for the public purse. It is much preferable to shed office space than to reduce staff numbers.

- Customer Experience

8. Customers have come to expect to be able to access services in the manner that suits them best. One of the Council's Corporate Aims is to adopt a modern approach to service delivery to ensure services are efficient, effective and fit for purpose. To achieve this, the Council must provide a multichannel approach allowing access via telephone, email, personal contact and social media. Customers tell us that they prefer to have their requests handled by the first person they contact rather than being passed between departments. A one stop shop approach, whereby customers can access all services through a single point of contact is expected. The customer contact review is specifically looking at the way we interact with our customers.

- Financial Constraints

9. The financial pressure facing all Councils has been mentioned already in the report. Whilst it is true that this Council is well run and well placed financially, this simply means we have the luxury of a measured transformation programme where we can take the right decisions to reduce costs in a controlled and organised manner. Much effort is being put into developing other income streams to replace central government grants but we also need to attack processes and procedures which cause waste and inefficiency. It makes sense for the Council to use its strong reserves to finance fundamental changes in service delivery that will improve efficiency and reduce costs rather than using reserves to plug revenue budget gaps.

Approach to Transformation

10. Transformation is an ongoing process rather than a one-off project. It cannot be delivered by one person but requires all of us to fundamentally question the way we work. A small Transformation has been created using existing budgets. The team comprises the new Head of Transformation and the Council's Graduate Trainee supported by the Chief Executive's Assistant.

11. The Transformation Team will report to the Chief Executive and work with Management Board and Assistant Directors to manage projects that will deliver the cultural changes we need. A number of projects have already started and others are being identified. The Customer Contact Review was already underway and is a good example of how the multi-disciplinary teams involved in transformation will work.

12. A report has already been presented to Management Board scoping the Customer Contact Review (copy of available with the background papers to this report). In short this project will seek to identify and quantify existing customer contacts across the Council. Research will be undertaken to inform understanding of options for:

- Development of a single centralised reception for each of the district's town centres;
- A customer relationship management (CRM) system; and
- Channel shift to ICT customer contact points through choice.

13. Another key work stream will be to review the Council's office accommodation to ensure that we are making best use of the space available. This will consider all options including relocating from the office space in Epping. The findings of this work stream will be fundamental in shaping the overall transformation strategy so it is important that it is tackled early in the programme. The first stage will be an analysis of the current situation to establish a base line. An assessment will then be undertaken to estimate potential space saved if flexible working practices are adopted and technology is used to reduce filing requirements. It may then be possible to release some of the site either for development or for sub-letting. It's likely that external experts may be needed to assist with this.

14. Any cultural change takes time and if change is to be implemented effectively it is essential to involve all relevant stake holders in the process. A major role of the Transformation Team will be to engage with customers, staff and partners promoting the benefits of change and listening to valid concerns of stakeholders.

15. Service improvements and savings from Transformation Projects will be collated by the Transformation Team and reported monthly to Management Board.

16. It is not possible to identify every potential element of any Transformation Programme at the start. This report has focussed on a number of high level themes and seeks to explain why fundamental changes are needed. It is inevitable that additional ideas will be generated as work progresses so the initial scope is necessarily fairly wide.

17. Business cases will be presented for all major recommendations made and Cabinet have specified that, whilst major investment will be contemplated, it is important that the business cases show reasonable pay back for the Council.

Resource Implications:

At this stage it is not possible to be specific about the resources required. It is implicit that a high performing council continues to review its processes and procedures in order to remain efficient and effective. Consequently much of the work will be business as usual for the whole of the Council's management team.

That said, the Council has appointed to a Head of Transformation post, funding the role from existing project budgets for a period of 18 months. The role will be supported by the Executive Assistant to the Chief Executive and the Council's Graduate Trainee, again funded from within existing resources.

Cabinet have specified that projects coming forward under the banner of the Transformation Programme must have sound business cases and show a reasonable payback for the Council. Clearly significant transformational changes will require radical thinking and significant investments. As the changes are not yet specified in detail the scale of investment cannot be quantified accurately. However, major proposals will be set out with a full business case as required by Cabinet.

It is anticipated that the transformation programme will deliver considerable net benefit to the Council. Should this prove to be the case it is likely that the Head of Transformation role and the associated support will be required beyond the initial 18 month period. A report will be brought to Cabinet prior to the end of the period to consider this.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Any such implications arising from recommendations made through the Transformation Programme will be dealt with in the specific reports. There is considerable potential to improve access to council services as and when current working practices and locations are reviewed.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the Corporate Safer, Cleaner, Greener initiative, nor any crime and disorder issues within the district. Any such implications arising from recommendations made through the Transformation Programme will be dealt with in the specific reports. There is considerable potential to improve access to council services as and when current working practices and locations are reviewed.

Consultation Undertaken:

Initial scoping sessions have been undertaken with Cabinet and the Council's Leadership Team. Other Councils that have initiated transformation programmes have also been visited. It is envisaged that wide consultation will be undertaken with all relevant stakeholders as proposals emerge from the programme.

Background Papers:

The Corporate Aims and Key Objectives 2015 – 2020.
The Customer Contacts Review

Risk Management:

Customer satisfaction may be affected if expectations for service delivery are not met. The Council's capacity to continue to provide high quality services will be tested through the change process. Staff morale and engagement with new working practices are also likely to be significant factors.

Early engagement with staff and other relevant stakeholders is critical. On-going communication and explanation of the benefits of transformational change will be necessary. Inevitably some staff will find change more difficult than others.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

There are no equality implications arising from the recommendations in this report. The transformation programme will, however, inevitably recommend changes to the way the Council provides services in the future. A key principle in the redesign of services will be to focus on the customer. The provision of services in accessible ways will continue to be a prime consideration.

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Report to the Cabinet

Report reference: C-048-2015/16
Date of meeting: 3 December 2015



Portfolio: Safer, Greener and Transport
Subject: District CCTV Provision – Strategic Direction
Responsible Officer: Julie Chandler (01992 564214).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations:

- (1) That the attached CCTV Strategy 2016-2022, including the associated Funding Plan, be approved;
- (2) That the CCTV General Fund Capital Budget of £40,000 per annum be re-profiled as below over the next 4 years, and that HRA Capital be funded from the HRA, to meet the requirement of the CCTV Strategy's Funding Plan:

	<u>General Fund</u>	<u>HRA</u>
2016/17	£74,000	Nil
2017/18	£23,000	£14,000
2018/19	£13,000	Nil
2019/20	£50,000	£24,000

- (3) That in order to meet the extended workload generated through the ongoing development of CCTV provision, officers undertake a review across all Directorates to identify any existing capacity to support the workload of the CCTV Officer and Assistant;
- (4) That subject to item (4) being unsuccessful, that a sum of £53,910 be included as a DDF Bid for three years from 2016/17 – 2018/19 to cover the appointment of a Trainee CCTV Assistant post, on a fixed term basis;
- (5) That a CSB growth bid of £1,000 in 2016/17 is agreed, to cover the increased costs of CCTV repairs and that future, annual CSB requirements set out in the CCTV Strategy be included in future revenue budgets over the following four years; and,
- (6) That opportunities for providing a CCTV service to other local and District Councils are explored.

Executive Summary:

Cabinet was presented with a report at its July meeting, that set out the issues associated with the ongoing expansion of CCTV operated by the Council across the district, including costs of maintenance, repair and replacement of equipment and considered whether or not, in principle, the Council wished to continue to provide and invest in CCTV for the future.

Cabinet agreed that it did want to continue to provide and invest in CCTV and officers were asked to produce for a future meeting a fully-costed CCTV Strategy for the district, setting out details of all systems currently in operation by the Council and all proposed CCTV installations over the next five years. A copy of the strategy is attached to this report.

The Strategy sets out the Council's current CCTV provision, detailing respective locations, numbers of cameras, condition and costs for maintenance, repair and replacements over the next seven years, along with recommendations for de-commissioning of equipment. It also provides a CCTV Funding Plan setting out the capital and revenue budgets required each year over the next 5 years in order to plan for the required replacements of existing CCTV systems and routine servicing and repairs, differentiating between the funding required by the HRA and the General Fund.

Separate to the Funding Plan, an assessment will be made each year of those systems coming towards the end of their expected life to ensure that actual replacements/renewals are prioritised in the order of greatest need, and that renewals are only undertaken when they are actually required.

Cabinet is therefore asked to approve the CCTV Strategy 2016–2022.

Reasons for Proposed Decision:

The level of CCTV coverage requested by Directorates for key locations in the district has increased significantly over the last few years, but the budget held by Community Safety has not increased in line with this. The regular maintenance work undertaken under contract has helped keep the costs of repair to a minimum over the last few years, but the budget is now unable to accommodate the levels of expenditure required for continued growth, ongoing maintenance, equipment repairs and replacement.

Other Options for Action:

(i) A decision could still be taken not to increase the current CCTV budget and to phase out respective systems as they fail. However, this option was discounted at the Cabinet meeting in July 2015, since this would leave these areas of the district without CCTV coverage and therefore a lack of detection in the case of vandalism or crime.

(ii) The resources required for the Funding Plan could be reduced, with systems renewed beyond their expected useable life. However, this is not recommended due to the reliance placed on ensuring that systems are maintained in good working order and the importance of all systems being fit for purpose.

Report:

1. Responsibility for CCTV transferred to the Community Safety Team as part of the Safer Cleaner Greener Review in 2008, but since this time, the budget for ongoing maintenance of the equipment which is located across the District, has not increased from the £4,460 per annum that was originally transferred.

2. The maintenance contract for the Council's CCTV equipment was renewed in summer this year and there is a shortfall of approximately £1,000 on the existing budget, due to the additional equipment that has been installed across the District over the last seven years. However, this is a relatively small increase over such a long period of time and this is partly due to the regular cleaning and maintenance of the equipment, which has extended the life span of cameras and because of the competitive market for this kind of contract. In addition, during this time, other cameras have been replaced or improved by changing to higher specification parts which are more resilient.

3. Although, in general, the cameras and equipment are lasting longer than originally expected, some of the equipment at the original sites are now coming towards the end of their 'Mean Time Before Failure' (MTBF) and will need replacing. In view of the importance and reliance now placed on CCTV for crime prevention and detection, it is essential that the Council has reliable and good quality equipment, so that it can provide CCTV footage where requested from the Police and to provide a source of revenue from insurance companies.

4. There is also increasing demand from Directorates for new CCTV coverage in the District and although, in most cases, the respective service areas meet the capital costs for new CCTV equipment, the revenue budget held by Community Safety has generally not been increased to cover the associated increased costs of maintenance, repairs/replacement and management of these extended and new sites.

5. Therefore, in view of the increasing reliance on CCTV, the number of new systems being installed, the need to invest capital expenditure on replacing old equipment and to fund increased servicing costs, at its meeting in July 2015, Cabinet was presented with a report setting out the issues associated with the ongoing expansion of CCTV operated by the Council across the District and considered whether or not, in principle, the Council wished to continue to provide and invest in CCTV for the future. In response, Cabinet agreed that it did want to continue to provide and invest in CCTV and officers were asked to produce for a future meeting a fully-costed CCTV Strategy for the district, setting out details of all systems currently in operation by the Council and all proposed CCTV installations over the next five years.

6. Therefore, as requested by Cabinet, a fully-costed CCTV Strategy for the period 2016-2022 has been formulated and is attached to this report. The Strategy sets out the Council's current CCTV provision, detailing respective locations, numbers of cameras, condition and costs for maintenance, repair and replacements over the next seven years, along with recommendations for de-commissioning of equipment. It also provides a CCTV Funding Plan setting out the capital and revenue budgets required each year over the next 5 years in order to plan for the required replacements of existing CCTV systems and routine servicing and repairs, differentiating between the funding required by the HRA and the General Fund.

7. The recommendations at the commencement of this report sets out the additional revenue funding required, to meet the requirements of the Funding Plan.

8. Separate to the Funding Plan, an assessment will be made each year of those systems coming towards the end of their expected life to ensure that actual replacements/renewals are prioritised in the order of greatest need, and that renewals are only undertaken when they are actually required

9. It should also be noted, that the staffing capacity for operation of the Council's CCTV systems has not increased in line with the expansion of new systems across the district. As mentioned in this report, the number of cameras has more than doubled over the years, and with the proposed CCTV projects to be installed over 2016/17, the total number of cameras will be in excess of 650. Therefore, the ongoing monitoring, cleaning and repair (in addition to the annual maintenance contract which is carried out by an external company) requires significant staff time, which is not sustainable with the existing two staff.

10. Officers will therefore conduct a review across all Directorates, to identify any capacity amongst existing staff that could be realigned to support the CCTV operation of the Council and if this is not successful, it is suggested that a low cost option to address this lack of capacity and to support staff succession planning for CCTV, would be to establish a trainee position for CCTV. This would be based on a DDF bid for a three year fixed term contract, with an indicative career grade ranging from Grade 3 – 5, subject to Job Evaluation. The cost of this, based on the mid-point scale, would be approximately £18,640 per annum, plus on-costs and overheads.

11. Cabinet is asked to approve the CCTV Strategy 2016–2022 and the associated required capital and revenue requirements accordingly.

Resource Implications:

The CCTV Strategy contains fully-costed proposals in respect of existing CCTV and known future requirements. The recommendations summarise the associated Funding Plan.

Legal and Governance Implications:

The Council provides CCTV footage to Essex Police as required and, over the last year, has provided evidence which assisted Government agencies to bring to justice perpetrators involved in major crime in the district.

Safer, Cleaner and Greener Implications:

As stated, CCTV coverage is utilised across the district to identify issues of crime and disorder and anti-social behaviour (including fly-tipping) and enables the Council's Environmental Health Team and Essex Police to identify offenders and bring them to justice.

Consultation Undertaken:

As explained in the main report, the Cabinet was consulted in June 2015 on whether or not, in principle, the Council wished to continue to provide and invest in CCTV for the future.

Background Papers:

None.

Risk Management:

The Council's CCTV cover currently provides local communities with re-assurance that people will be deterred from committing crime and hence, this helps to reduce fear of crime amongst local residents. Therefore, if the Council takes a decision to remove or not replace CCTV equipment as it reaches the end of its serviceable use, it is possible that crime and public fear of crime may rise in these locations.

Since the Cabinet has already agreed in principle to continue to provide and invest in CCTV, the biggest risk is not investing in ensuring that existing CCTV systems are properly maintained – in particular, any failure of the Council to be able to provide CCTV footage to the Police of an incident that should have been captured on camera but was not due to poor maintenance would not only present a serious reputational risk to the Council, it could result in the perpetrator of a serious crime not being apprehended.

Due Regard Record

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S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

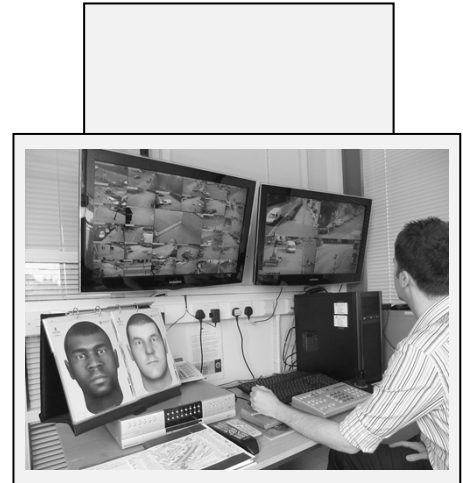
The subject of this report does not impact on the Equality Act 2010.

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CCTV STRATEGY

2016 – 2022



Epping Forest
District Council
Communities

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Introduction

This CCTV Strategy covers the period 2015 - 2022 and follows on from the previous strategy that was produced in 2008, when the Community Safety Team took over responsibility for the Council's CCTV provision as part of the Safer, Cleaner, Greener Review.

The Strategy sets out the Council's current CCTV provision, detailing respective locations, numbers of cameras, condition and costs for maintenance, and repair and replacements over the next seven years, along with recommendations for de-commissioning of equipment. It also provides an overview of the benefits that are realised for the local communities in which it is installed and the various use made of CCTV footage by the Police and insurance companies.

Over the years that CCTV has been in place, the Council has gained respect from local residents and businesses, for providing a reliable and robust CCTV service. In a recent self-assessment tool carried out by the National CCTV User Group, EFDC scored highly in working to compliance, based on the government's ongoing commitment for delivering further regulation to CCTV.

The Council's success in use of CCTV has generated ongoing demand from Directorates to install new CCTV equipment within key areas of the district and the point has now been reached where an increased budget is required, to meet the costs of replacing old equipment and the increased servicing and maintenance costs, which is also covered by the Strategy.

National Policy

In June 2013, the Home Office published a new Surveillance Camera Code of Practice. This new Code issued by the Secretary of State is pursuant to section 30 (1) (a) of the Protection of Freedoms Act 2012 and provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities as defined by section 33 of the 2012 Act in England & Wales. EFDC must have regard to the code when exercising any functions to which the Code relates.

One of the key aspects of the Code is the introduction of 12 guiding principles. Within these principles there is a need for transparency in use, clear roles, good governance, rules and policies being in place, legal compliance, and regular reviews.

In March 2014, a new Surveillance Camera Commissioner was appointed. His role is to:

- Encourage compliance
- Review how the code is working
- Advise ministers on if the code needs amending
- Provide advice and information to the public and system operators such as EFDC about effective, appropriate, proportionate and transparent use of surveillance camera systems.

Overview of the Council's CCTV Code of Practice

In July 2014 the Code of Practice (CoP) for CCTV operated by EFDC was reviewed and changes were made to reflect the new national Code released in 2013. Further to this, in 2015, a separate Code for the use of Rapid Deployment CCTV was written and is due to be incorporated into the general CCTV CoP.

The full CoP can be found on the CCTV page within EFDC's public website, showing a measure of transparency in keeping with national expectation. The Code covers those areas listed overleaf:

- How and why we use CCTV in Epping Forest
- Aims of use
- Purposes
- Objectives
- Planning of systems
- Privacy
- Ownerships
- Processes

Regular reviews of the Code are carried out in line with the national code and acts of law, to ensure that the Council utilises CCTV responsibly and lawfully.

New CCTV Installations

The Council has operated a protocol in recent years whereby Council Directorates requiring the installation of CCTV systems at new sites, in order to meet their operational requirements, are responsible themselves (with the assistance of the CCTV Team) for justifying the need and securing the required funding or budgetary provision. In cases where the CCTV needs to be installed on private land, such as to monitor fly tipping, they are also responsible for liaising with respective landowners to gain authorisation and access local power networks. The planning, installations and all technical work related to the systems is then undertaken by the CCTV Team.

This approach will continue under this latest CCTV Strategy, which not only ensures that the costs of new CCTV installations are considered and included within the business cases prepared by individual directorates as part of their operational plans, it also places the responsibility for ensuring that such systems are really required with the same directorate responsible for providing/securing the funding.

CCTV - Current Status in Epping Forest District

At the time of production of this Strategy (December 2015), the Council has a total of 484 CCTV cameras installed in 42 sites across the district, and a further 9 portable units and 4 covert systems which are utilised as and when required.

There are also six new CCTV installation projects currently in progress as follows:

- Provision across 10 x EFDC Car Parks
- The District Museum in Sun Street, Waltham Abbey
- Limes Avenue, Limes Farm, Chigwell
- Springfields, Waltham Abbey
- Shelley Close, Ongar,
- Internal cameras at the Civic Offices

This is an increase of approximately 100 x CCTV cameras to the existing provision at 15 new sites and all of the above will be completed by end of the current financial year.

There are also plans already in place for further roll-out of CCTV in 2016/17 amounting to around 50 more cameras and these projects include:

- Birch View, Epping
- Norway House, North Weald
- Epping High Street
- External cameras at the Civic Offices

If all of these projects go ahead, this would further increase the number of sites to be monitored and maintained and will see a total of 650 cameras across the district by the end of 2017. However, there is currently an insufficient revenue resource available to properly maintain both the Council's current CCTV systems and the new installations being rolled out and those planned for 2016/17 and beyond.

Added to this, many of the cameras are reaching the end of their life expectancy, which is between 5-7 years, and therefore will require a system upgrade or complete replacement. A detailed breakdown of this can be seen in the Financial Forecast table on pages 10/11.

Therefore, this Strategy sets out the costs associated with maintaining, servicing and repair of the existing CCTV systems and potential opportunities for de-commissioning of equipment which is no longer useful or relevant, and a forecast of costs in respect of the projects planned for 2016/17.

The Benefits of CCTV

Across all sites in the District, CCTV cameras record images continually over the 24 hour period, although only key locations are proactively monitored under certain circumstances between 9am – 5.00pm. This tends to be where the Council is working with Essex Police in the monitoring of potential crime hot spots, or in response to local intelligence. These monitored locations can however be changed as and when required. In the last year, this monitored CCTV coverage helped Government agencies to identify criminals involved in major crime in the District.

It is evidenced that CCTV is certainly a deterrent to crime and with systems such as the Council's, which are well managed and maintained, CCTV footage is frequently utilised by the Police, resulting in many perpetrators of crime being brought to justice. In 2013 & 2014 Essex Police requested view of footage on 452 occasions and, in 2015, requests averaged approximately 20 per month. Areas of surveillance where CCTV has been particularly useful include Night Time Economy crime and capture of footage related to several cases of financial abuse of older people living in the district.

In addition, the Council is receiving approximately 2 requests per month from insurance companies for which a fee of £120 is charged per request and this will potentially increase, as CCTV cover is rolled out across more car parks in the district. This charge has been recently reviewed in line with a national poll, which identified EFDC charges to be within the highest group nationally.

Some recent examples of how CCTV has either played a role in, or has been the main source of evidence in, criminal cases in the district are as below;

- **April 2015:** Fly-tipping prosecution (**Perpetrator given a £3,567 + £120 costs fine and a 26 week suspended jail sentence and night time curfew**). CCTV evidenced 2 separate incidents by same individual which made up part of the prosecution);
- **Current:** Unlicensed taxi driving (**EFDC prosecution is pending for unlicensed taxi driving**) CCTV provided vehicle registration evidence enabling a prosecution to go forward);
- **March 2015:** A local nightclub had its licence reviewed after repeated serious levels of violence from stabbings, beatings, offensive weapons and intentional harm with a vehicle. CCTV was instrumental in this closure;
- **Current:** Serious Fraud (CCTV provided to HM Customs & Revenue). This is ongoing;
- **Sept 2015:** Driving of a motor vehicle when alcohol level above limit and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 12 months**);

- **Oct 2015:** Driving of a motor vehicle when alcohol level above limit, no insurance and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 3 years**);
- **Oct 15:** Assault, possession of a bladed weapon, burglary, ABH and damaging property (**14 months imprisonment**); and,
- **Nov 15:** Theft from a property in Loughton (**Convicted but awaiting details**).
- **Nov 15:** Attempted murder of a male in Loughton (**Perpetrators arrested**).

CCTV is also known to reduce fear of crime amongst the public and, where used in the Council's buildings, provides staff with reassurance.

Revenue Generation

There are a number of ways of generating additional revenue from CCTV, including operation of a CCTV Control Room. Control Rooms can offer traffic management, door access and alarm services, telecare, car parks, monitoring services for external organisations, schools, care homes, local businesses and so on.

Requests for CCTV Footage

CCTV requests are chargeable with the exception of law enforcement agencies such as the Police. This is separate from Subject Access requests which are chargeable up to a maximum fee of £10.00

The following outlines EFDC CCTV Download & Point of Transfer (POT) Fees Policy for 2016-2017 and future years:

- 2016-2017: £120.00 for up to the first 4 hours of CCTV footage. This fee includes labour time, statements, sundries, storage media, secure delivery and all administration.
- 2016-2017: After the initial 4 hours there will be an hourly rate charge of £30 per hour or part hour to cover officer time.
- Fees to be reviewed and increased annually in line with EFDC's standard increases for fees and charges

EFDC revenue income since starting this particular service in 2013 is as follows:

YEAR	AMOUNT OF SALES	TOTAL INCOME
2013	2	£240.00
2014	10	£1,200.00
2015 (Up to September)	7	£840.00

We anticipate an increase on 2014's figures by the end of 2015 and anticipate a continued growth in income when a further 10 car parks in the district come on line with CCTV services in 2017.

Advertising

The CCTV Officer is currently exploring the rental of EFDC CCTV columns in high streets and high roads, as potential advertising space. The type of advertising would be in the form of a vertical flag similar to those used for the Olympic Torch relay in Waltham Abbey. This is at a very early stage and figures have not been finalised and there is also a requirement to ensure there is no detrimental impact on the CCTV service and structural soundness of the street furniture.

Loan of Equipment

The Council's mobile CCTV units are loaned to housing associations and parish and town Councils in the district, to assist them in the reduction of ASB. At present, this is provided at a cost of £240 for 3 months. This currently only covers the cost of installation, however, a monitoring service could be charged on top of this, as the camera will always remain under the control of EFDC for interrogation and evidence retrieval. The benefits of this include reducing ASB in the district whilst assisting other organisations, as well as generating a small income. The average mobile CCTV camera costs approximately £5,000, which includes ongoing airtime costs, so it is more cost effective for HA's to loan such equipment rather than purchasing

CCTV Consultancy

The Council's CCTV Officer is qualified and therefore able to act as a CCTV consultant within the Council and to external organisations including the police. This service could however be expanded and promoted on a charging basis.

Innovation

The Council's CCTV Team are actively engaged with the newly-formed Essex CCTV User Group, which includes Brentwood, Colchester, Basildon, Chelmsford, Thurrock, Maldon and Tendring Councils. The intention of this group is to use a partnership approach to achieve common goals through experience; avoid unnecessary costs, share success stories, technical knowledge and expertise and potentially may include sharing of equipment.

LED lighting is now being used as it is more energy efficient and provides improved image quality for CCTV and can be better directed, avoiding light pollution. LED lighting is being recommended as part of the lighting remit for the car parking improvement program.

New smarter energy equipment is also being designed where mobile CCTV can operate through solar energy. EFDC have already been privy to a proto-type demonstration by a Hertfordshire based manufacturer and if this innovation is successful, this could reduce the Council's energy costs significantly.

Potential Decommissioning of Systems

In order to reduce ongoing costs of CCTV in the district, the Council will be undertaking a decommissioning assessment exercise. This will focus on CCTV systems that are under-utilised in terms of reporting and requests for downloads.

The CCTV Code of Practice is quite clear that regular reviews should be undertaken, to ensure that the use of a surveillance camera system remains in pursuit of a legitimate aim and there is a pressing need for its use. However, this should not be confused with the need for CCTV for building, property and staff safety, where a service is provided such as Careline, and the use of cameras in car parks and for environmental reasons, such as Bobbingworth former landfill site.

The following sites will be considered for potential decommissioning based on the last two years of service and other factors such as reduction of service requirement;

1. Roundhills Shops (Waltham Abbey)
2. Oakwood Hill Shops (Loughton)
3. Upshire Shops (Waltham Abbey)
4. Coopersale (Parklands shopping) (Epping)
5. Langston Road Depot (Loughton)

It is important to note that if these sites are decommissioned, whilst by definition it will be because the benefits outweigh the disadvantages, there is a risk that:

- Crime and disorder & anti-social behaviour may increase;
- Incidents will not be captured;
- There may be a potential rise of fear in the local community; and
- There may be a loss of public confidence.

There is no hard and fast evidence to support that these areas have a very low crime rate because of the deterrent value provided by the presence of the CCTV. However, where a mobile CCTV unit has been introduced to an area in the past, results have shown a significant reduction in ASB, but on its removal, the problem has returned.

Partnerships with Local Councils

As with the CCTV Consultancy section above, part of the Council's CCTV Strategy is, subject to staffing capacity, to utilise the expertise of the District Council's small CCTV Team to assist parish and local councils with both advice and support, on an "at-cost" consultancy basis, with the installation and renewal of CCTV systems on land their land and buildings in their localities.

In addition, the District Council will consider requests from local councils to link their existing or future systems in to the District Council's CCTV network. The District Council will also consider requests from local councils to include the repair and servicing of their CCTV systems as part of the District Council's Annual Servicing Agreements.

Further to this, officers will investigate opportunities to provide CCTV services on behalf of other District Council's in order to maximise income generation and reduce overheads.

Out of Hours Response

The Council operates a low-cost, but resilient, approach to emergency call-out requests from the Police to locate, download and provide CCTV footage to assist the Police with criminal investigations.

In the first instance, one of the four members of the Community Safety Team trained in undertaking this specialist role is contacted out of hours. Once trained, it is envisaged the Trainee CCTV Assistant "see below" would be able to increase the number trained to deal with out of office work, by 25%. Since the Team does not operate on a formal standby basis if, on a rare occasion that none of the trained Team is available to attend, one of two Council-approved contractors will be contacted to undertake this role.

Financial Forecasting

The Financial Forecast Table on the next page shows the approximate costs and estimated dates to replace the CCTV systems at each site by using new technology such as Analogue to High Definition (AHD).

From 2020, Analogue CCTV will no longer be in service and the Council is already addressing this issue, by replacing parts of analogue systems as they fail, with new technology such as 'AHD' or HD Turbo. Apart from ensuring that the Council is ready for the future IP or HD systems which will be the standard in 2020, this is helping to make a significant reduction in the number of cameras requiring full replacement at the end of their 'meantime before failure' and has the added benefit that higher quality images are recorded than with old, analogue equipment.

These cost savings can be seen in the Financial Forecast Table, which shows that savings between 35% and 50% can be made on the original installation costs.

It is also important to note, that although cameras and equipment are expected to last approximately 7 years, this is not always the case and does not mean that a full replacement will be required. With good maintenance and planning, it is evident that systems can last longer than expected.

Staffing Capacity

The staffing capacity for operation of the Council's CCTV systems has not increased in line with the expansion of new systems across the district. As mentioned, the number of cameras has more than doubled over the years, and with the proposed CCTV projects to be installed over 2016/17, the total number of cameras will be in excess of 650.

As can be seen from the Financial Forecast Table on pages 10/11, the expected lifespan of each of the cameras and associated systems varies greatly across the CCTV sites, therefore necessitating ongoing monitoring, cleaning and repair, in addition to the annual maintenance contract which is carried out by an external company. Therefore, the current staffing capacity is not sustainable.

Officers will therefore undertake a review across all Directorates, to assess whether there is any available staff capacity which can be utilised to support the Council's CCTV services. If this proves unsuccessful, it is suggested that a low cost approach to address this lack of capacity and to support succession planning for the CCTV Service, will be to introduce a Trainee CCTV Assistant post, to be funded through DDF.

The Capital and Revenue Budget Requirements chart on pages 11/12, therefore includes the cost of this proposal.

Financial Forecast for Existing Sites & Systems

		Date Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
1	Bakers Lane Car Park, Epping	2010	2	£10,000	£5,000
2	Barrington Hall, Debden (Careline)	2014	6	£900	£900
3	Bobbingworth	2010	2	£10,000	£5,000
4	Borders Lane shopping parade, Loughton	2012	4	£7,765	£4,000
5	Buckhurst Court, Buckhurst Hill (Careline)	2010	2	£3,000	£1,500
6	Chapel Road, Epping (Careline)	2010	2	£3,000	£1,500
7	Civic Offices, High Street, Epping	2008	0	u/k	£10K - £15K
8	Civic Offices, (Homefield House), Epping	2013	4	£2,000	£1,000
9	Civic Offices, IT Helpdesk + CompSuite.	2008/2015	0 / 7	£2,050	£1,000
10	Civic Offices, Interview Rooms, High St, Epping	2015	7	£2,050	£1,000
11	Clifton Road, Loughton (Land Drainage)	2010	2	£3,500	£1,500
12	Cottis Lane Car Park, Epping	2011	3	£9,250	£3,500
13	Debden Broadway, Loughton	2013	4	£64,000	£30,000
14	Epping Forest District Museum	2015	7	£8,000	£3,000
15	Frank Bretton House, Ongar (Careline)	2013	4	£3,000	£1,500
16	Grove Court, Waltham Abbey (Careline)	2014	6	£1,000	£500
17	Hedgers Close, Loughton (Careline)	2010	2	£3,500	£2,000
18	High Road, Loughton.	2014	6	£38,000	£28,000
19	High Street, Epping	2012	4	£34,000	£25,000
20	Hyde Mead House, Nazeing (Careline)	2013	4	£2000	£1,000
21	Jessop Court, Waltham Abbey (Careline)	2013	4	£2,800	£1,200
22	Jubilee Court, Waltham Abbey (Careline)	2013	4	£3,000	£1,500
23	Langston Road Depot, Loughton	2013	4	£14,850	£10,000
24	Leonard Davis Court, North Weald (Careline)	2013	4	£2,000	£1,000
25	Limes Farm Shopping Parade, Chigwell	2014	6	£8,000	£3,500
26	Limes Farm Yellow Block, Chigwell - Alarm	2008	0	£65,000	£25,000
27	Limes Hall, Limes Farm, Chigwell	2011	3	£25,000	£10,000
28	Limes Hall Office, Limes Farm, Chigwell	2014	6	£1,000	£500
29	Longcroft Rise, Oakwood Hill Estate, Loughton	2008	0	u/k	£8,000
30	Loughton Way, Shops, Buckhurst Hill - Alarm	2013	4	£15,000	£8,000
31	Lower Queens Road Car Park, Buckhurst Hill	2009	1	£23,000	£12,000
32	North Weald Airfield	2015	7	£20,000	£13,000
33	North Weald Airfield Wheelie Bin Compound	2010	2	£7,000	£2,500
34	Norway House, North Weald	2012	4	£25,000	£15,000
35	Parklands Shopping Parade, Coopersale	2013	4	£9,500	£4,000
36	Parsonage Court, Loughton (Careline)	2013	4	£5,000	£3,000
37	Pelly Court, Epping (Careline)	2010	2	£15,000	£9,000
38	Pyrles Lane Shopping Parade, Loughton - Alarm	2010	2	£15,000	£9,000
39	Queens Road, Buckhurst Hill	2014	6	£26,500	£18,000
40	Roundhills Shops, Waltham Abbey - Alarm	2009	1	£15,000	£8,000
41	Town Mead, Orchard Gardens, Waltham Abbey	2015	7	£8,000	£5,000
42	Upshire Shopping Parade, Waltham Abbey	2008	0	u/k	£6,000

Financial Forecast for Proposed Sites

		Approx Date to be Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
43	EFDC car parks (10 sites)	2016-17	7	£100,000	£30,000
44	Limes Avenue (Green Block)	2016-17	7	£45,000	£13,000
45	Springfields, Waltham Abbey	2015	7	£15,900	£4,000
46	Shelley Close, Ongar	2015	7	£6,500	£1,200
47	Birch View, Epping	2015-16	7	£15,000	£5,000
48	Sun Street Museum, Waltham Abbey	2015	7	£10,000	£2,000
49	Civic Offices (Internal)	2015	7	£6,000	£1,000
50	Civic Offices (External)	2016-17	7	£8,000	£1,800
51	Epping High Street	2016-17	7	£25,000	£6,000
52	Norway House	2016-17	7	£10,000	£2,000

CCTV Funding Plan

Using the Financial Forecast Table above, the Funding Plan below has been formulated - which shows:

- (a) The capital budgets required each year over the next 5 years in order to plan for the replacement & upgrade renewals of existing CCTV systems; and
- (b) The associated revenue budgets required over the next 5 years for routine servicing and repairs.

Although the majority of CCTV replacements are on land held in the General Fund, some of the replacements are on land held in the Housing Revenue Account (HRA - e.g. sheltered housing schemes and the Homeless Persons Hostel). Therefore, the Funding Plan below differentiates between the capital and revenue funding required by the HRA and the General Fund.

It should be noted that the forecasts within the Funding Plan do not allow for inflationary increase in costs.

It is important to note that although the Financial Forecast Table is used to inform the Funding Plan, an assessment will be made of those systems coming towards the end of their expected life to ensure that actual replacements/renewals are prioritised in the order of greatest need, and that renewals are only undertaken when they are actually required.

The following table shows the capital forecast for CCTV provision from 2016/17 to 2021/22 and suggests a re-profiling of the existing Capital Budget provided for CCTV, which is £40,000 per annum.

Capital	Capital Budget Requirements					
	2016/17	2017/18	2018/19	2019/20	2020/21	Years 6-7
CCTV Expend.	74,000	23,000	13,000	50,000	32,000	75,000
HRA	0	14,000	0	24,000	0	2,000

The following table shows the revenue forecast for CCTV provision from 2016/17 to 2021/22 and includes the costs of establishing a trainee CCTV post.

	Revenue Budget Requirements					
Revenue	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Existing Budget	32,000	32,000	32,000	32,000	32,000	32,000
(General Fund)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)
(HRA)	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)
Expenditure						
Maintenance Contract	6,000	7,000	8,000	9,000	9,100	10,000
General repairs	25,000	26,000	27,000	28,000	29,000	30,000
CCTV Trainee	16,140	16,870	17,900	18,640	19,500	20,670
Increased GF Budget Required over existing budget	15,140	17,870	20,900	23,640	25,600	28,670

CCTV Action Plan

Separate to this CCTV Strategy, an annual CCTV Action Plan will be included within the Community Services and Safety Business Plan, which identifies the actions already identified within this CCTV Strategy, as well as new actions that arise during the course of the Strategy period.

APPENDIX ONE

Breakdown of CCTV downloads per site – 2014

(Refer to appendices 4,6 for graphical breakdown by area) ** Refer to appendix 8 for mobile CCTV

	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping		1	1	
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth				
4	Borders Lane shopping parade, Loughton			4	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping	1	2	1	1
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping	1		1	1
13	Debden Broadway, Loughton	17	13	12	26
14	Epping Forest District Museum				2
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)				1
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	14	4	16	21
19	High Street, Epping	20	6	12	14
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)				
23	Langston Road Depot, Loughton	1		1	3
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell	1	1	1	1
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1		
27	Limes Hall, Limes Farm, Chigwell		1		3
28	Limes Hall Office, Limes Farm, Chigwell				
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1		1
30	Loughton Way, Shops, Buckhurst Hill - Alarm			1	2
31	Lower Queens Road Car Park, Buckhurst Hill	4	2	2	1
32	North Weald Airfield				1
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			2	
35	Parklands Shopping Parade, Coopersale				
36	Parsonage Court, Loughton (Careline)				
37	Pelly Court, Epping (Careline)	1		1	2
38	Pyrles Lane Shopping Parade, Loughton - Alarm	3	3	5	
39	Queens Road, Buckhurst Hill	4	1	6	6
40	Roundhills Shops, Waltham Abbey - Alarm				
41	Upshire Shopping Parade, Waltham Abbey		1	1	1
**42	Mobile Cameras	4		1	3

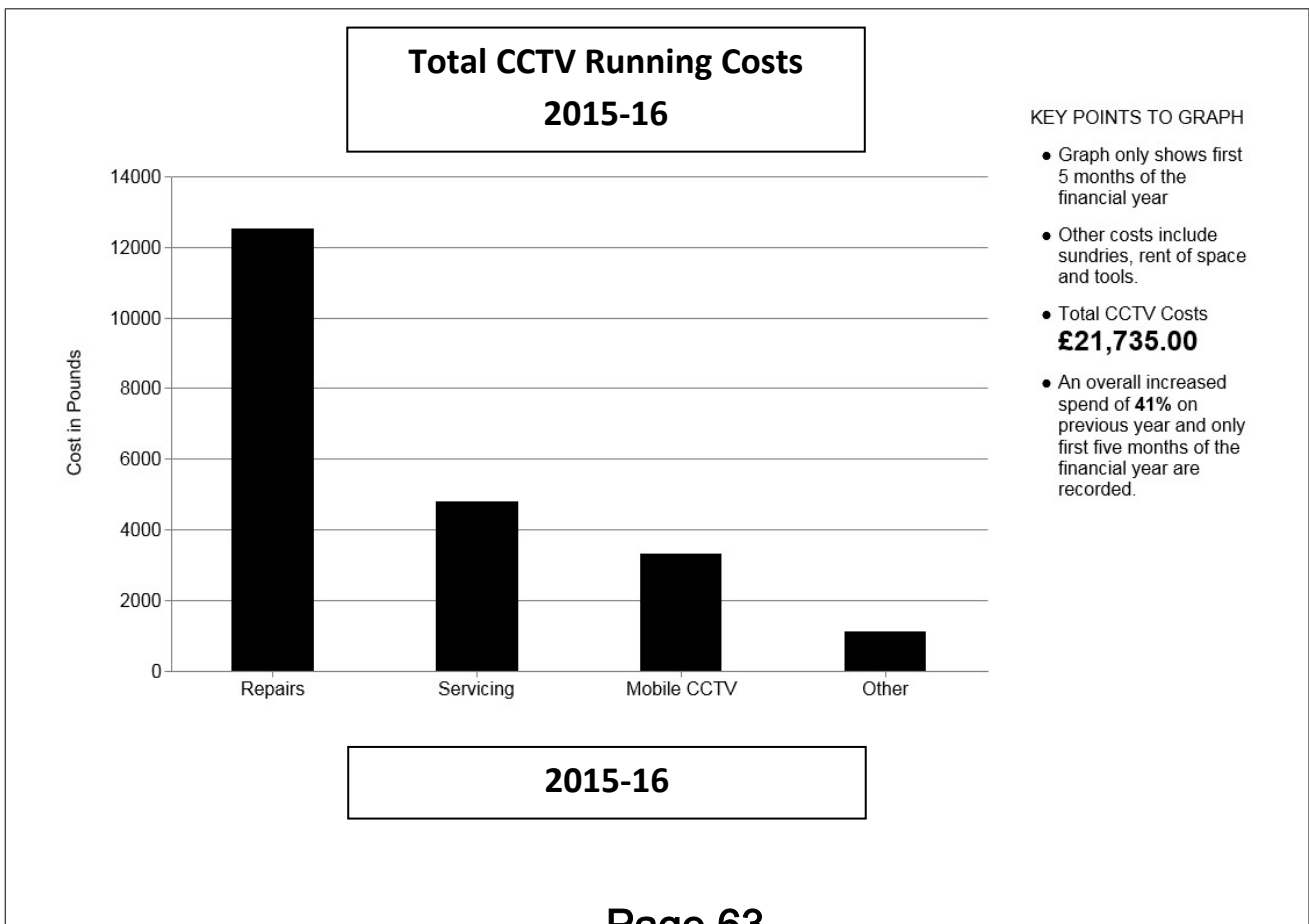
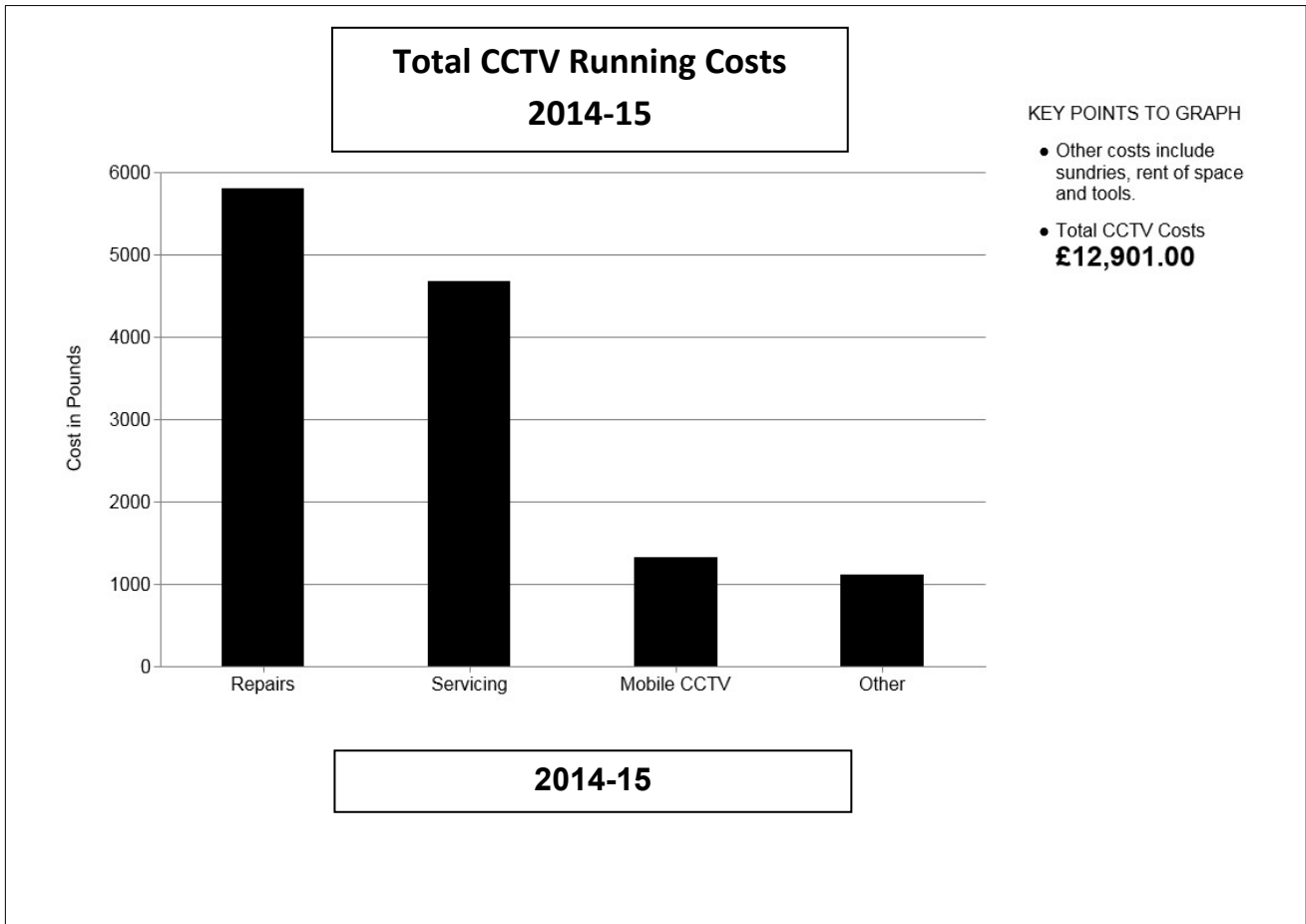
APPENDIX TWO

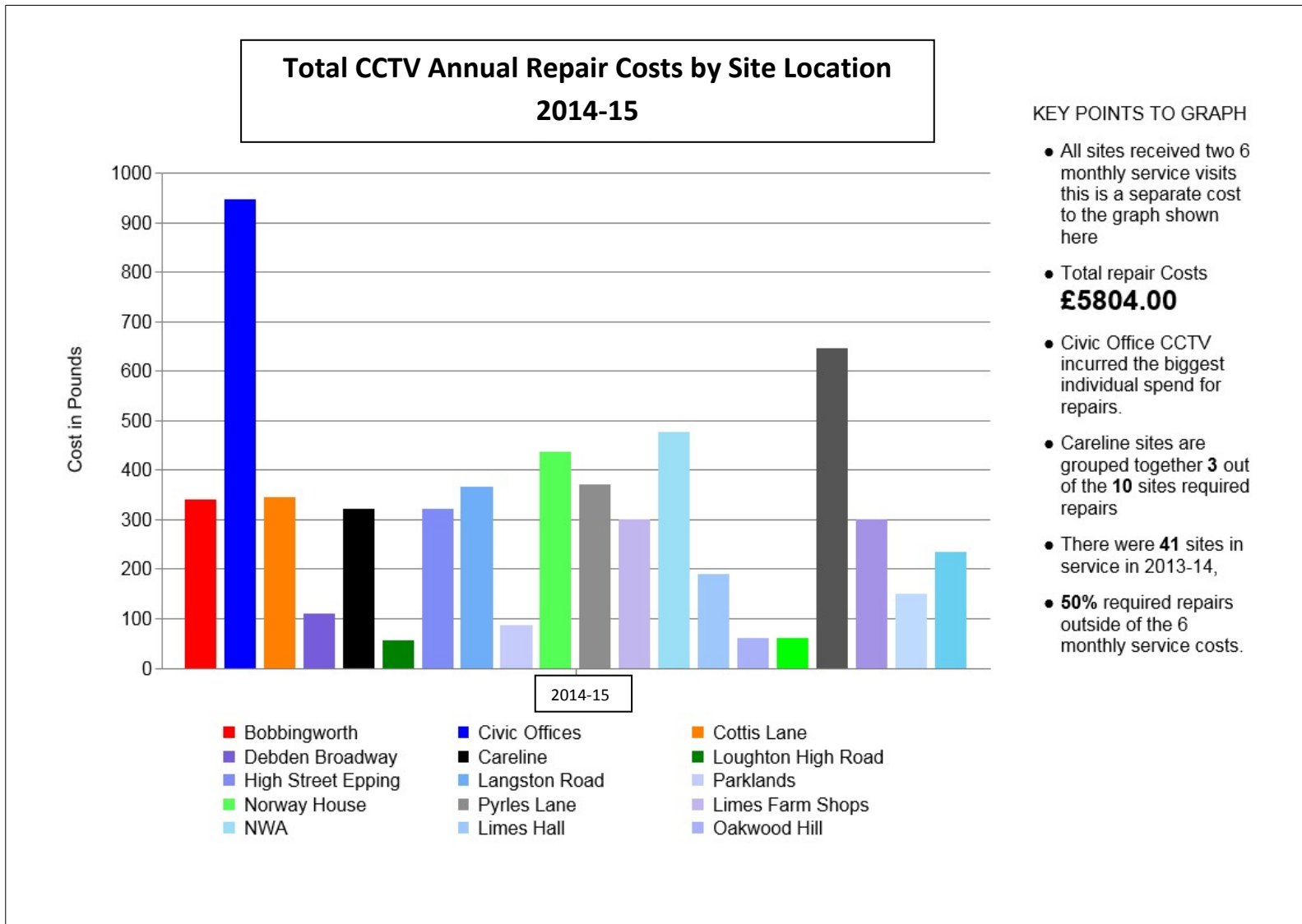
Breakdown of CCTV downloads per site – 2015

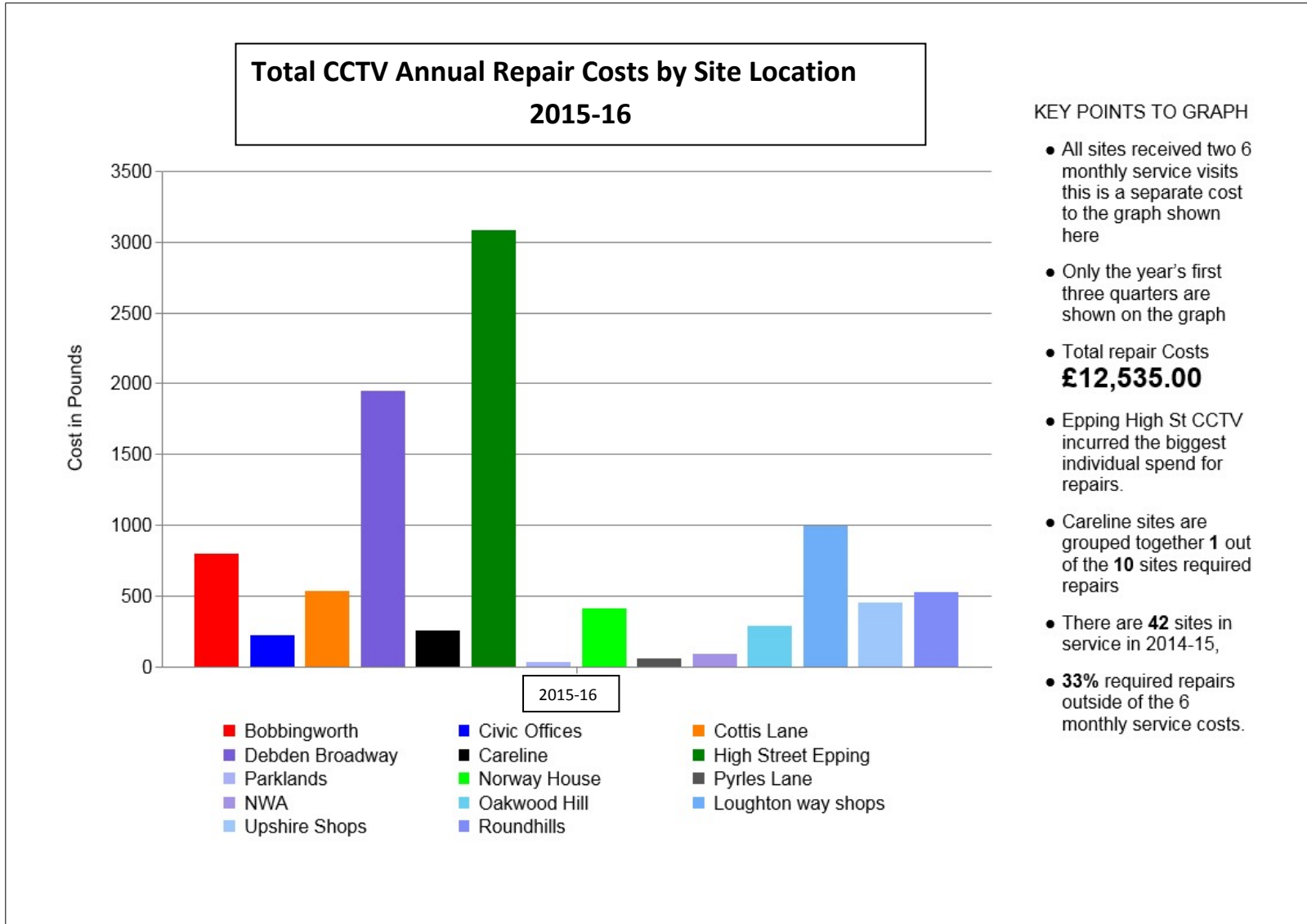
(Refer to appendices 5 & 7 for graphical breakdown by area) ** Refer to appendix 9 for mobile CCTV

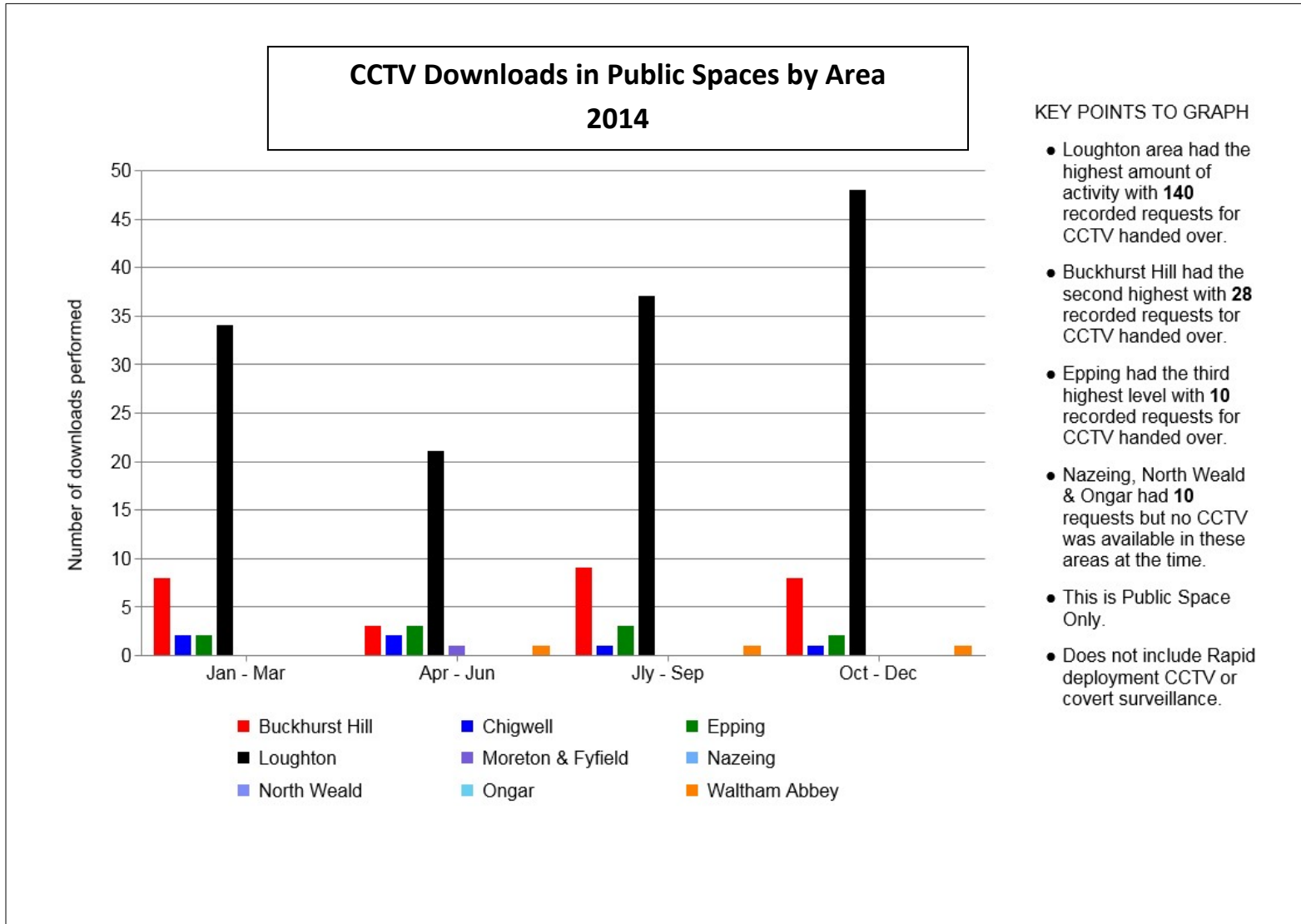
	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping	1			
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth	1			
4	Borders Lane shopping parade, Loughton	1		1	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping		2		
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping		1	1	
13	Debden Broadway, Loughton	7	11	20	
14	Epping Forest District Museum	1			
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)			1	
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	9	16	19	
19	High Street, Epping	14	13	6	
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)	1			
23	Langston Road Depot, Loughton			18	
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell		1	5	
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1	5	
27	Limes Hall, Limes Farm, Chigwell			2	
28	Limes Hall Office, Limes Farm, Chigwell	1			
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1	3	
30	Loughton Way, Shops, Buckhurst Hill - Alarm	3	2	1	
31	Lower Queens Road Car Park, Buckhurst Hill			2	
32	North Weald Airfield		1	3	
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			6	
35	Parklands Shopping Parade, Coopersale	1	1		
36	Parsonage Court, Loughton (Careline)			1	
37	Pelly Court, Epping (Careline)				
38	Pyrles Lane Shopping Parade, Loughton - Alarm	1	2		
39	Queens Road, Buckhurst Hill	3	2	3	
40	Roundhills Shops, Waltham Abbey - Alarm			1	
41	Town Mead, Orchard Gardens, Waltham Abbey				
42	Upshire Shopping Parade, Waltham Abbey				
**43	Mobile Cameras	1	3	7	

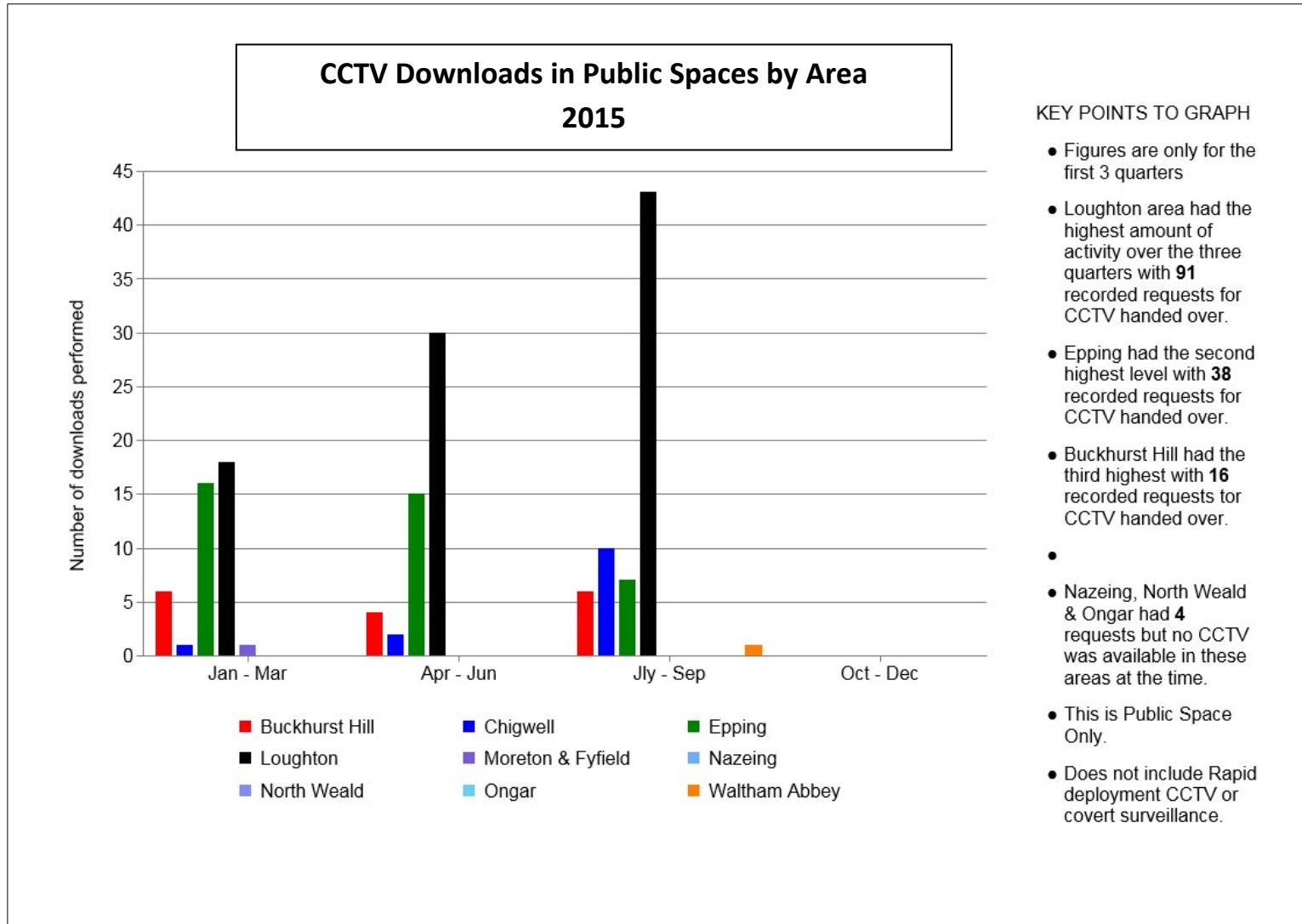
APPENDIX THREE

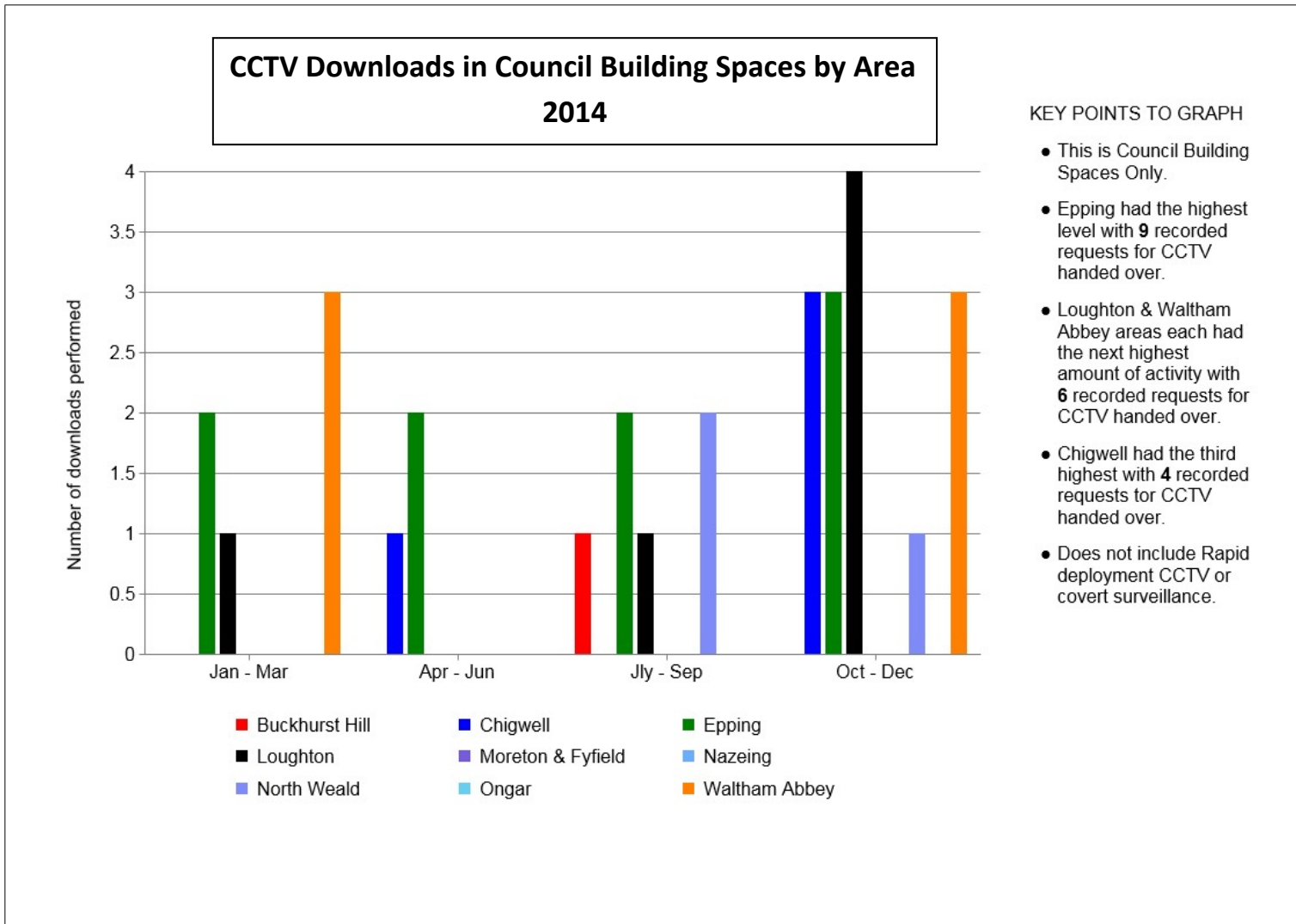


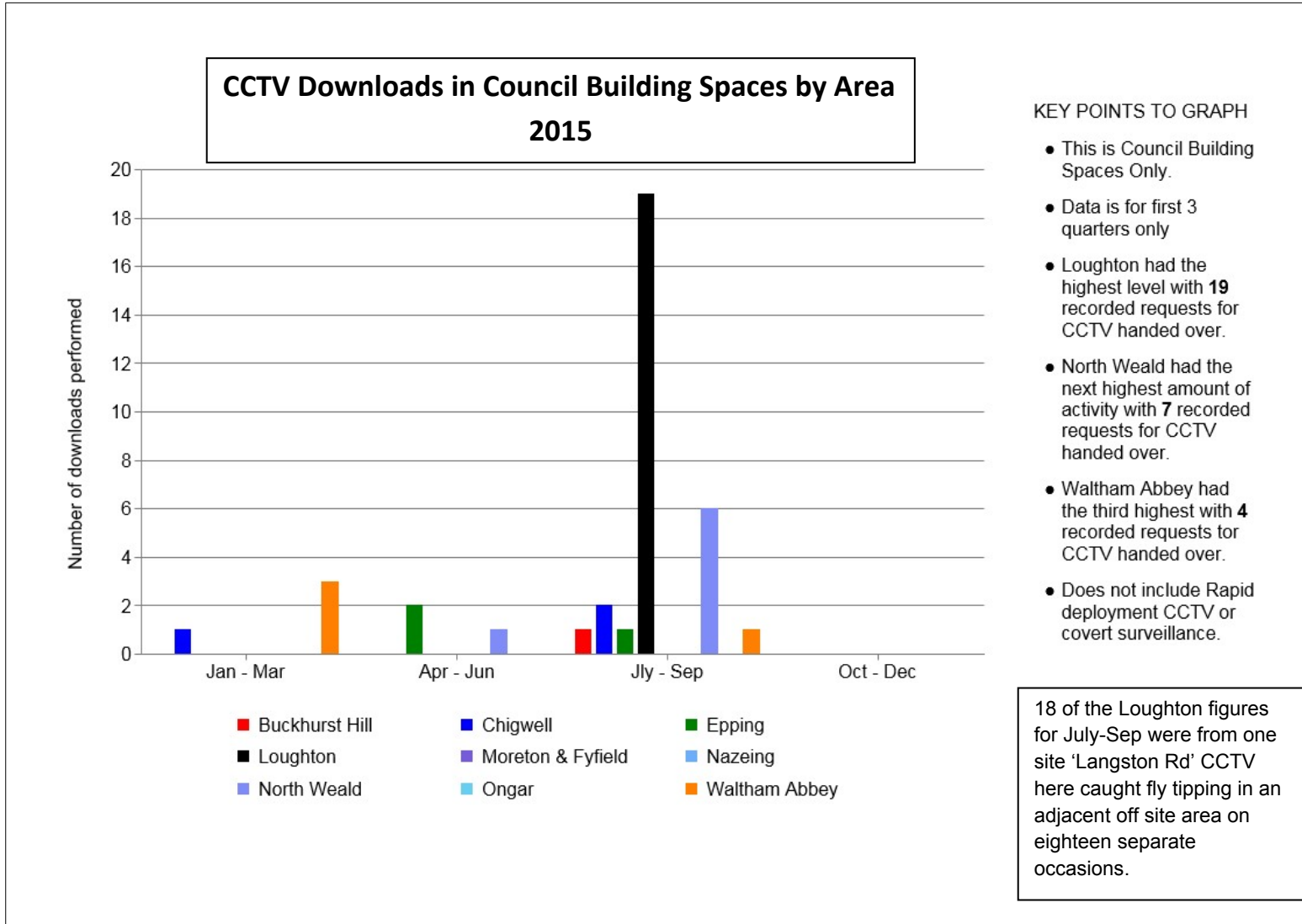


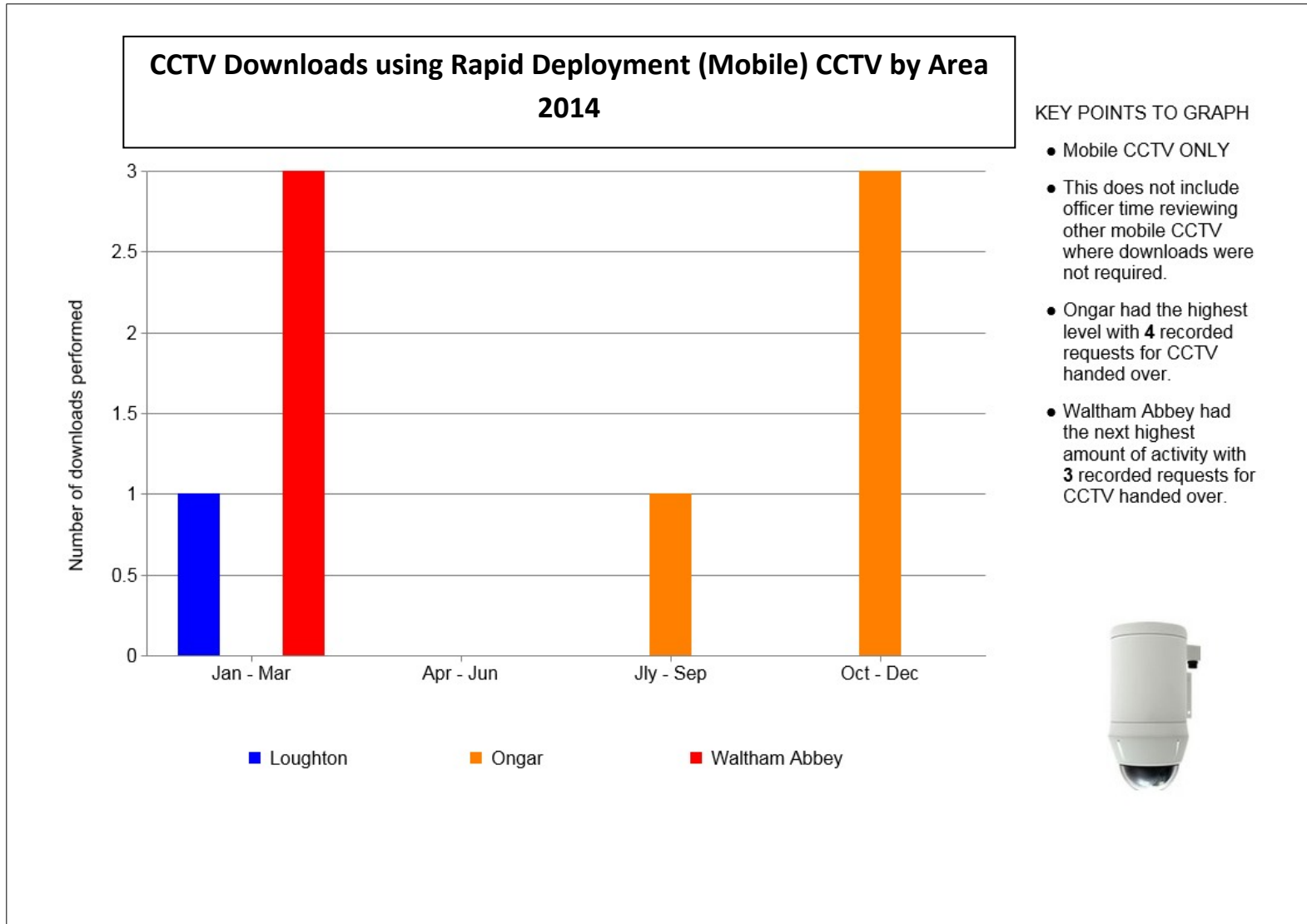




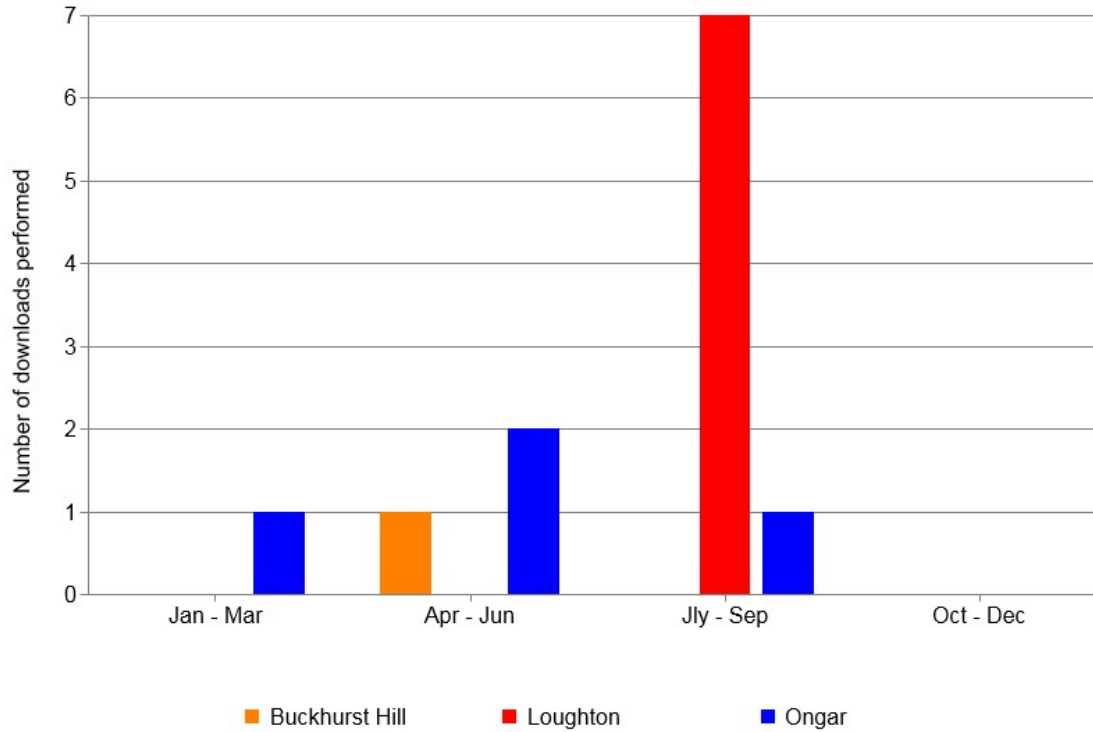








CCTV Downloads using Rapid Deployment (Mobile) CCTV by Area 2015




KEY POINTS TO GRAPH

- Mobile CCTV ONLY
- Only first three quarters of year recorded.
- This does not include officer time reviewing other mobile CCTV but downloads were not required.
- Loughton had the highest level with **7** recorded requests for CCTV handed over.
- Ongar had the next highest amount of activity with **4** recorded requests for CCTV handed over.




Corporate CCTV Signs 2015

It is a legal requirement in public spaces to place signs warning people of the fact that CCTV is in use. The signs must provide key information such as the purpose of scheme, scheme operator details and contact information. Each sign costs in the region of £35 to purchase and erect/attach.



CCTV
24 HR VIDEO RECORDING



Images are being recorded in this area for the purpose of building security, staff and public safety.
Evidence gathered may be used to prosecute offenders.



This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608



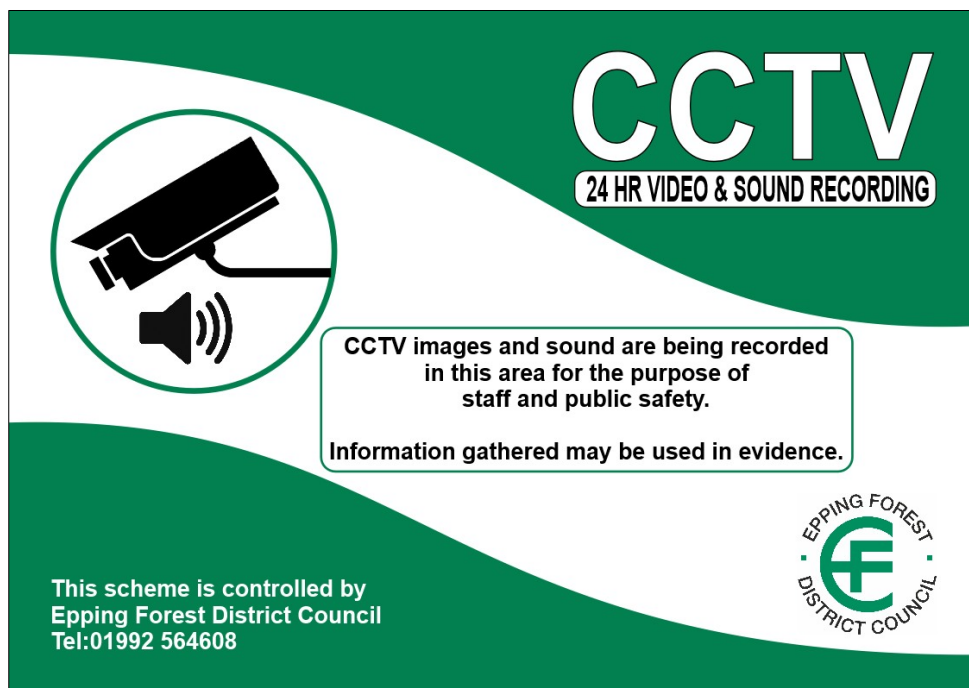
CCTV
24 HR VIDEO RECORDING




Images are being recorded in this area for the purpose of public safety, anti-social behaviour, vehicle security, crime prevention and detection.
Evidence gathered may be used to prosecute offenders.




This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608



CCTV
24 HR VIDEO & SOUND RECORDING



CCTV images and sound are being recorded in this area for the purpose of staff and public safety.
Information gathered may be used in evidence.



This scheme is controlled by
Epping Forest District Council
Tel: 01992 564608

APPENDIX THIRTEEN

Risk Assessment Matrix for CCTV

Principle 1 of the CoP

“Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need”.

The matrix below will also be used in tandem with a Privacy Impact Assessments (PIA) as laid out by the Information Commissioners Office (ICO)

Impact on Community	4				
	3				
	2				
	1				
	0				
		1	2	3	4
Likelihood of Incidents					

- High Priority
- Medium priority subject to funding
- Low Priority / Does not fit CCTV criteria

Likelihood Of Incidents	Impact On Community
<p>1 – Highly unlikely Event is/would be exceptional/rare</p>	<p>1 – Minor/Insignificant Consequence negligible. Associated costs/losses are relatively small. Negligible effect on service provision. No embarrassment likely to occur for organisation. External partner does not have funds for ongoing CCTV costs</p>
<p>2 – Possible but unlikely Event not expected to occur, but small chance of occurrence</p>	<p>2 – Moderate Consequence modest. Material financial consequence but scope to absorb within budget. Noticeable effect on service provision. Failure to meet locally determined standards of service. External partner has a small/limited amount of funds for ongoing CCTV costs</p>
<p>3 – Possible and probable Event likely to occur</p>	<p>3 – Major/Grave Consequence severe. Significant financial consequence which cannot be absorbed within budget. Serious impact on quality/quantity of service provision. Failure to meet regulatory standards. Likely to be national/local press interest. External partner has sufficient funds for ongoing CCTV costs</p>
<p>4 – Virtually certain Event very likely to occur</p>	<p>4 – Catastrophe Consequence extreme. Continuity of element of service compromised. Dire financial impact, such that need fundamental rethink of how and/or whether to provide service. Failure to provide statutory services/meet legal obligations. Likely to be significant national/local press interested</p>

Report to the Cabinet

Report reference: C-047-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Leisure and Community Services
Subject: Epping Forest District Museum Capital Budget
Responsible Officer: Julie Chandler (01992 564214)
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That Cabinet notes the 6% uplift in the cost of works associated with the District Museum redevelopment due to unforeseen delays, additional building works and associated professional fees, and, refers to the separate report on the Capital Programme in respect of the budget for this.

Executive Summary:

Following original delays with the agreement of the lease for purchase of the first floor at 37, Sun Street and a range of subsequent issues, work to extend and redevelop the District Museum facilities commenced at the end of April this year. The planned building works programme was a total of 27 x weeks, with an expected completion date of October 27th 2015.

However, since the first week of the building contract phase, a range of other unforeseen issues have caused delay to the works programme, including discovery of archaeological finds in the floor of the Georgian part of the building where the lift is now situated, and additional fire protection works required due to a change of use of the second floor of 37, Sun Street. This has resulted in a longer building works programme than expected and additional cost of building works and professional fees amounting to £88,000, which is an uplift of approximately 6% on top of the original build cost.

Officers have approached the Heritage Lottery Fund (HLF), which is the main funder of the project, to try and secure a contribution towards this increase in costs, but unfortunately, owing to the large sum that the HLF has already invested in the project, this is not possible.

The budget for this deficit will therefore be covered within the report on the Capital Programme

Reasons for Proposed Decision:

Due to reasons stated in this report, the cost of the main contract for the Museum redevelopment has increased.

Other Options for Action:

None.

Report:

1. The main building contract for the redevelopment and extension of the District Museum commenced at the end of April 2015. Originally, the contract period was for 27 weeks, with a completion date expected to be end of October 2015. However, due to a series of delays associated with both the listed buildings at 39/41 Sun Street and the new premises at 37, Sun Street, additional work has had to be undertaken and the building programme has been extended by a further 8 x weeks, with completion expected by 21st December 2015.

2. The first phase of the building contract included work to strip out and clear the buildings at 37 and 39/41 Sun Street; fireproofing of beams in the listed building and preparation of the lift pit. The excavation work on the pit uncovered archaeological finds from a previous building on the site and this led to a delay of one week on the installation of the concrete base for the lift, whilst assessment and recording works took place. A delay of around one week was also caused in the first few weeks of the works, due to the landlord revoking a decision to allow access to the premises at 37, Sun Street via an existing staircase. This resulted in the main contractors needing to create an alternative means of access to first floor premises, via a large window at the rear of the building on the First Floor.

3. Further to this, a change of development for the Second Floor premises of 37 Sun Street to convert the office space into residential accommodation, necessitated the installation of fire proofing across the entire ceiling of the first floor acquired by the Council, adding 4 x weeks to the building programme. There have been a range of other issues associated with the landlords, which have generated additional costs and time to the project.

4. As expected, there have been a range of unforeseen issues that have cropped up in conjunction with the listed building areas of the museum and these mainly include incidences of rising damp and defective plasterwork. This has required liaison with Essex County Council Heritage Conservation Officer, conservation approvals and a revision of planned plastering works, to accommodate use of traditional building materials and application, instead of modern day materials. This has added time and unexpected cost to the project, but it is required as part of the listed buildings regulations.

5. The delays in progress of works due to these issues have amounted to in excess of 8 x weeks over run and an Extension of Time (EOT) for the building works programme has been agreed with the main contractors, Coniston Ltd. for an 8 x week period.

6. In addition, the project architects and contract administrators, Hawkins Brown, have submitted a letter requesting additional payment for their work on the project, based on the following;

- Their initial tender was submitted in November 2013 and since then the contract has changed significantly in scope, requiring them to manage the fit out element of the main contract and work over a much longer period than envisaged;
- Their tender was based on a contract of £855,000, when the actual contract was revised to £1,470,000; and,
- The project programme was originally for twelve months from November 2013 to November 2014, but has stretched out to 25 x months.

7. The additional cost related to the issues already identified in this report are included in the table below, along with smaller cost items:

Item	Reason	Cost
Archaeological recording	Archaeological items found in lift pit. Listed building requirement	3,300.00
Anthrax testing	Horse hair present in fabric of building	600.00
Reinforcement of lift base	No allowance for re-bar	2,750.00
Tile changes	New specification	950.00
Asbestos testing and encapsulation	Additional testing required and covering	1,700.00
Mechanical & Electrical Changes	Required	7,300.00
Installation of new site access to 37, Sun Street	Bridgeman's revoked agreement to allow access via rear staircase to building	8,780.00
Installation of fireproofing to all ceilings across first floor 37, Sun Street	Change of proposed use of second floor at 37, Sun Street	13,210.00
Boxing in and making good	Required following Bridgeman's re-direction of ventilation pipework to first floor	700.00
Close up of external wall first floor, 37, Sun Street	Existing office extracts removed	1,350.00
Window rebalancing	To enable windows at 37, Sun Street to be locked	620.00
Security Rooflight	Required for flat roof 39, Sun Street	810.00
Flat roof works	Re- felting and works at 39, Sun Street	6,690.00
Conservation report	Required listed building	2,000.00
Stannah Lift	Revised positioning due to stopping distance	1,050.00
Floor raising	Required in reception/shop	3,000.00
Door and sanitaryware changes	Required	1,500.00
Drainage works	Additional drainage to rear of 39, Sun Street	1,530.00
Overhead automatic door opening	DDA requirement	1,500.00
Plaster Works	Listed building requirement of lime based fibrous plaster	3,300.00
Extension of Time	8 x weeks additional build time required	34,000.00
Additional Professional fees	Extended period of time and as listed	61,000.00
Total		157,640.00

8. Although the total amount of variations to the original contract price are over £157,000, throughout the main building contract, officers have worked closely with the project architects and Coniston to reduce costs on a range of items including equipment and building works. This has enabled a significant reduction in the overall cost of the building programme, which will mean that approximately £69,500 of the additional will be covered within the contract sum and contingency. Therefore the uplift in cost is actually only £88,000.

9. As stated, officers have already approached the Heritage Lottery Fund (HLF) to try and secure a contribution to the uplift, but unfortunately, due the large sum that has already been provided by the HLF to the project, this is not possible.

10. This budget to cover this deficit will therefore be covered within the report on the Capital Programme

Resource Implications:

The Heritage Lottery Fund has awarded EFDC £1,650,000 towards the redevelopment of the Museum, to include both revenue and capital funding. The Council has already committed £250,000, which was a 50% contribution towards the purchase of the long lease of the first floor premises at 37, Sun Street, Waltham Abbey.

Due to a number of factors as outlined in this report, the costs for the buildings works have

increased and this has resulted in a shortfall of £88,000, which represents an uplift of approximately 6%.

Legal and Governance Implications:

The Council has legal contracts with professional consultants appointed to the project and the main building contract is subject to a JCT contract with Coniston Ltd.

Safer, Cleaner and Greener Implications:

The redevelopment of the Museum fits within a strategy for the economic regeneration and sustainability of Waltham Abbey Town Centre, which has a range of benefits for people of all ages and abilities living in Waltham Abbey.

Consultation Undertaken:

A wide range of stakeholders have been consulted on the Museum project, including; The Heritage Lottery Fund, Museums in the East Region, Waltham Abbey Town Council, WA Town Centre Partnership, Arts Council England and local Heritage and Historical Societies.

Background Papers:

Cabinet Report March '13 – Recommending the Council's contribution to the purchase of the First Floor, 37, Sun Street

Leisure and Wellbeing Portfolio Decision December '13 – Ref. Appointment of Consultants

Leisure and Community Services Portfolio Holder Decision November '14 – Ref. Decision to waive Contract Standing Orders in respect of number of Tenderers.

Risk Management:

The main key risk for the project is potential loss of external funding secured from The Heritage Lottery Fund due to delays with progress of works. This has however been addressed by agreement on an extended date for completion of the project.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

One of the key priorities of the Museum Redevelopment Project is to provide step-free access across the whole of the museum building, in order to make it fully DDA compliant, by way of installing a lift, which will access all floor levels. This will enable the collections and temporary exhibitions to be accessed by people of all ages and abilities, many of whom will not have previously had this opportunity.

Therefore, this report serves to proactively enable the engagement of people with physical disabilities, the elderly and those with limited mobility.

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Epping Forest District Council

Report to Cabinet

Report reference: C-049-2015/16

Date of meeting: 3 December 2015

Portfolio: Leader

Subject: Corporate Plan Key Action Plan 2015/16 – Quarter 2 progress

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions required:

(1) That the Cabinet reviews the position in relation to the achievement of the Council's key objectives for 2015/16 at the end of Quarter 2.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and therefore are subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. Since the Action Plan 2015/16 was agreed by Cabinet in March 2015, five (5) additional actions have been identified as appropriate to progress the Key Objectives during 2015/16, and these have therefore been added to the action plan from quarter 2.

Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2015/16 at the end of the second quarter (30 September 2015).

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.

2. The Key Action Plan 2015/16 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2015/16. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.

3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. Since Cabinet agreed the action plan in March 2015, five (5) additional actions have been identified as appropriate to progress the Key Objectives during 2015/16, and these have therefore been added to the action plan from quarter 2.

4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. A schedule detailing Quarter 2 progress against the now fifty-five (55) individual actions of the 2015/16 Key Action Plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the individual actions:

- (a) **Achieved** - specific actions have been completed or in-year targets achieved;
- (b) **On-Target** - it is anticipated that specific actions will be completed or in-year targets achieved;
- (c) **Under Control** - specific actions have not been completed or achieved in accordance with in-year targets, although completion/achievement is likely to be secured by revised target date or year-end;
- (d) **Behind Schedule** - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets, and completion/achievement may not be secured by year-end; and
- (e) **Pending** - specific actions were not completed or achieved in accordance with in-year targets.

5. At the end of Quarter 2:

- 49 (89%) of the individual actions have been achieved or are on target to be achieved by the target date or a revised target date by the end of the year;
- 5 (9%) of the individual actions are behind schedule and may not be completed by the end of the year;
- 1 (2%) of the individual actions are currently on hold as a result of external circumstances.

6. The Cabinet is requested to review progress against the Key Action Plan for 2015/16 at the end of Quarter 2. This report will also be considered by the Overview and Scrutiny Committee at its meeting on 5 January 2016.

Resource Implications:

Resource requirements for actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Consultation Undertaken:

Progress against actions to achieve specific key objectives for 2015/16 as set out in this report, has been submitted by each responsible service director/chief officer direct to the 'Ten' performance management system. Current progress in respect of each of the key objectives for 2015/16 has been reviewed by Management Board (28 October 2015) and will be considered by the Overview and Scrutiny Committee on 5 January 2016.

Background Papers:

Quarter 2 progress submissions for the key objectives for 2015/16 and relevant supporting documentation is held by responsible service directors.

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Due Regard Record

SUBJECT: Corporate Plan Key Objectives 2015/16 – Quarter 2

REPORT TO: Cabinet (3 December 2015)

Date/Officer	Summary of equality analysis
<p>4 November 2015</p> <p>B Copson</p>	<p>The Council remains subject to a duty imposed by the Local Government Act 1999, to secure continuous improvement in the way in which its functions and services are exercised. An overriding aim of the key objectives is to improve outcomes and circumstances for all sections of the community.</p> <p>The annual identification of actions to take forward the key objectives provides an opportunity to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year.</p> <p>There are no equality implications arising from the specific recommendations of this report. Relevant implications arising from individual actions in the 2015/16 Key Action Plan to achieve the key objectives, will be identified by the responsible service director.</p>

i) (a) Ensure the Medium Term Financial Strategy meets service requirements

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Action	Lead Directorates	Target Date	Status	Progress
1) - Deliver identified savings	Management Board	31-Mar-16	On Target	(Q1 2015/16) - Savings are on track at the end of Q1. Quarterly financial reporting of cumulative savings will be presented to Management Board to monitor progress. Most of the savings identified involved restructuring actions that have already been implemented in Q1. (Q2 2015/16) - Savings plan remains on track and within budget in Q2.
2) - Progress savings identified	Management Board	31-Mar-16	On Target	(Q1 2015/16) - The 2016/17 budget process will follow a similar cycle to last year. The Director of Resources has already produced a financial issues paper and an outline MTFs to kick the process off. Savings targets will be considered at a Leadership Team meeting in the autumn. (Q2 2015/16) - Preparations on track. New Head of Transformation recruited to assist with transformational change.
3) - Develop business cases	Management Board	30-Sep-15	Under Control	(Q1 2015/16) - Several ideas have come forward and these are now being worked up into business cases. (Q2 2015/16) - Business cases for Grass Cutting Equipment, LED Lighting, Rental Loans and Self-Serve Cash Kiosks have been put forward. All will generate operational savings.
4) - Commence the budget cycle	Resources	31-Jul-15	Achieved	(Q1 2015/16) - A meeting of the Finance Cabinet Committee has been arranged for 20 July and the agenda will include the Financial Issues Paper. (Q2 2015/16) - The Finance Cabinet Committee met as scheduled to commence the budget cycle with the Financial Issues Paper.

i) (b) Review and develop the Council’s assets and landholdings

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Action	Lead Directorates	Target Date	Status	Progress
1) Complete phase 1 of the Council Housebuildings	Communities	31-Dec-15	Behind Schedule	<p>(Q1 2015/16) - The contractor has commenced construction works. However, the development has been delayed, mainly due to the time it took for the contractor to put a performance bond in place. There are also on-going discussions with the contractor about responsibility for some additional costs, all of which are due to be considered by the Council Housebuilding Cabinet Committee on 27th July 2015</p> <p>(Q2 2015/16) - Having regard to legal advice, the Council Housebuilding Cabinet Committee agreed that no additional costs should be paid to the contractor and that, if the works go beyond the date of Practical Completion without good reason, Liquidated and Ascertained Damages (LASDs - allowed for in the contract) should be applied to compensate the Council for the loss of expected rent from the new properties. Progress with the works continues to be slow and behind programme. Practical Completion is in November 2015, when a Certificate of Non-Completion will be issued in accordance with the contract provisions.</p>
2) Complete the major refurbishment scheme at Marden Close	Communities	30-Sep-15	Achieved	<p>(Q1 2015/16) - The refurbishment/conversion scheme is due for completion in October 2015</p> <p>(Q2 2015/16) - The works have been completed.</p>
3) Secure planning permission and commence Phase 2 of the Council Housebuilding Programme	Communities	31-Aug-15	Under Control	<p>(Q1 2015/16) - Following refusal by the Area Plans Sub-Committee of planning permission to provide 52 new affordable homes, a revised planning application for 51 new affordable homes has been submitted and is awaiting determination by the District Development Management Committee.</p>






				(Q2 2015/16) - Full Council granted planning permission in September 2015. Tenders have been invited and tender returns are awaited.
4) Negotiate and complete the St John's redevelopment Scheme at Epping	Neighbourhoods	30-Sep-15	Under Control	<p>(Q1 2015/16) - The Diocese has agreed to relax the Covenant on Lindsay House and the terms of disposal to Essex County Council have been agreed. The legal documentation regarding the purchase and subsequent sale of the St John's Road Site to Frontier Developments, is largely complete. Awaiting final agreement by the County Council's Cabinet in early September 2015. Legal advice has been sought regarding State Aid. A potential alternative site for a new Housing Repairs Centre, to which the facilities at the Epping Depot at the St Johns Rd site (together with the Housing Assets staff currently based at the Civic Offices, Epping) could relocate is under consideration.</p> <p>(Q2 2015/16) - A clarification was sought by the Secretary of State which has delayed the receipt of State Aid approval. An update on the project was given to the Asset Management Cabinet Committee in October. The outstanding issue in relation to the purchase of Essex County Council's interest is in relation to an overage agreement protecting the County, in the event that a higher volume scheme is developed. The District Council are seeking to implement steps to ensure any scheme is mixed-use and in accordance with the agreed Design and Development Brief. A report on the potential relocation of the Housing Repairs Service to a site in North Weald, is due to be considered by the Cabinet in November 2015.</p>
5) Work in partnership with Moat Housing to commence the development of the Council garage site	Communities	31-Mar-16	Behind Schedule	<p>(Q1 2015/16) - The Director of Communities is working with Moat Housing on the arrangements for the proposed development, including the design (on which ward members will be consulted). EFDC's Legal Services are also close to completing the first draft of the required lease.</p> <p>(Q2 2015/16) - Following the announcement as part of the Chancellor's Summer Budget (now included within the Welfare Reform and Work Bill) that all social landlords must be reduce their rents by 1% per annum for the next 4 years, Moat has had to revise its</p>

					financial appraisal for the development. This has resulted in a position where the Council was due to receive a capital receipt of £425,000 transferring the land to Moat for the development, to Moat now being unable to provide a capital receipt if all the properties continue to be provided at affordable rents as originally proposed. Officers are currently considering the implications of this; one option is that the Council considers undertaking the development itself. In the meantime, progress with the development has been delayed.
6) Seek to vacate the Council's Hemnall Street Offices, Epping in order to redevelop/let the premises.	Management Board Communities	31-Mar-16		On Target	<p>(Q1 2015/16) - Awaiting space to become available at both the Civic Offices, Epping and the Epping Forest Museum, Waltham Abbey (when the extension/refurbishment is completed in Jan/Feb 2016)</p> <p>(Q2 2015/16) - It is planned that a report will be presented to the Cabinet in November 2015, proposing a Council-owned site where a new Repairs and Maintenance Hub could be constructed - to which both the Housing Repairs Service (currently based at the Epping Depot) and the Housing Assets Team (currently based at the Civic Offices, Epping) could be co-located. Not only would this achieve a number of operational objectives, it would also enable the Epping Depot to be vacated (allowing the redevelopment of the St. Johns area of Epping to proceed) and office accommodation on the ground floor of the Civic Offices to be freed-up (in accordance with the Council's planned Accommodation Strategy).</p>
7) Review all licence arrangements at North Weald Airfield	Neighbourhoods	30-Apr-15		Under Control	<p>(Q1 2015/16) - As a result of the marketing exercise undertaken by Savills, three expressions of interest have been obtained from potential Development Partners to increase aviation activity and revenue. Interviews are being held in late August, with the intention of reporting to the Asset Management Cabinet Committee in October 2015.</p> <p>(Q2 2015/16) - The Asset Management Cabinet Committee received a presentation from the Council's consultants, Savills, on the three proposals received as a result of the soft marketing exercise undertaken to identify a potential aviation partner. From the</p>

					presentation, a clearer indication was received from Members on the key considerations that they would like taken on board in any further procurement exercise. This will be reported to a future Cabinet.
7) (a) Appoint an experienced development partner	Neighbourhoods	31-Oct-15		Under Control	<p>New action from Q2:</p> <p>(Q2 2015/16) - Following the presentation of the three proposals received as a result of the soft market testing exercise to the Asset Management Committee in October, a further report will be made to Cabinet in January 2016, recommending next steps to undertake a more formal procurement exercise.</p>
8) Progress the Epping Forest Shopping Park Scheme	Neighbourhoods	30-Sep-16		On Target	<p>(Q1 2015/16) - The Council has acquired the interest of its previous Development Partner Polofind Ltd. Project Team now working directly to EFDC. Main contract being let in accordance with OEJU Regulations. Highways Contract due to be tendered by end of August 2015 with practical construction work due to commence February 2016. Anchor Tenants largely secured. Still aspiration to open for the Christmas Trading Period in 2016.</p> <p>(Q2 2015/16) - The contract for the S278 Highways Works is due to be let at the end of October 2015, with the main construction contract under OJEU procurement regulations following shortly afterwards. A special Cabinet is to be held on the 11 January 2016 to appoint the successful tenderer for the main construction contract. It is hoped to have pre-let contracts in place with anchor retail tenants by the end of the year, in advance of the construction contract being awarded.</p>

i) (c) Make savings and increase income through shared services

Action	Lead Directorates	Target Date	Status	Progress
1) Work with 5 neighbouring councils to renew the contract and service arrangements for the Shared Housing Register Management Service	Communities	31-Jan-16	On Target	<p>(Q1 2015/16) - Following a detailed EU Competitive Dialogue process, the Herts & Essex Housing Options Consortium (HEHOC) has selected the existing provider, LHS, on the basis of price and quality, to provide the service under a new contract. The Housing Portfolio Holder has formally agreed to award the Council's contract to LHS and the legal contract documentation is currently being prepared for signature.</p> <p>(Q2 2015/16) - Procurement and legal work continues to finalise the arrangements, in accordance with the original timetable.</p>
2) Approach neighbouring authorities to carry out checking and vetting of Building Control plans through partnership working.	Governance	31-Jan-16	On Target	<p>(Q1 2015/16) - Continue to partner with architects in respect plan checking work taking place in other authorities and we are adding partners to our list which is bringing in more work and income. Weston Homes continue to be our biggest partner.</p> <p>(Q2 2015/16) - This process is continuing and the list has been added to during the second quarter. Building Control income is on an upward trend.</p>
3) Review the shared opportunities with the Public Law Partnership	Governance	31-Mar-16	On Target	<p>(Q1 2015/16) - Ongoing – staff attend quarterly meetings with the PLP and special interest groups. Use of shared library and reduced costs for training are explored and utilised. Monitoring Officer investigations are both conducted by EFDC or on our behalf through the PLP.</p> <p>(Q2 2015/16) - We continue to respond to requests from other Councils. A review of partnerships is underway by Internal Audit and the Legal section is participating with this in connection with the PLP in particular.</p>

<p>4) Explore the possibility of sharing an integrated HR/Payroll IT system with other authorities.</p>	<p>Resources</p>	<p>30-Sep-15</p>		<p>Behind Schedule</p>	<p>(Q1 2015/16) - Work is progressing with Braintree and Colchester and a common specification has been agreed for a new system. (Q2 2015/16) - Procurement has been delayed by legal issues at one of the partner authorities. We are working to resolve these issues and still hope to proceed with a joint procurement.</p>
<p>5) Explore providing payroll services to other authorities.</p>	<p>Resources</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>(Q1 2015/16) - This was intended to follow on from the implementation of the new system. However, one authority in Essex is having difficulties and initial discussions have been held with them to provide support. (Q2 2015/16) - The other authority mentioned at Q1 decided to pursue other options. We will respond positively to any approaches but will not actively seek opportunities until the new system has been implemented.</p>
<p>6) Explore providing an audio typing service to other authorities.</p>	<p>Resources</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - An approach had been received from Harlow but it was not possible to reach any agreement. Opportunities will now be explored with other authorities. (Q2 2015/16) - No fresh opportunities have arisen in Q2.</p>
<p>7) Identify additional Council services that may benefit from a shared provision with other organisations (either provided by the Council or others)</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Not due yet - some early conversations about potential opportunities identified have taken place. (Q2 2015/16) - Not due yet - some early conversations about potential opportunities identified have taken place.</p>
<p>7) (a) Undertake a review of NEPP Off Street Parking arrangements</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>New action from Q2: (Q2 2015/16) - The Council has commissioned a review of off street parking which will be reported to Cabinet in December 2015.</p>

ii) (a) Produce a Local Plan

Action	Lead Directorates	Target Date	Status	Progress
1) Update the Council's Housing Strategy, following production of the Preferred Options for the Local Plan.	Communities	31-Dec-15	Pending	(Q1 2015/16) - Awaiting production of the Local Plan Preferred Options. (Q2 2015/16) - As Q1
2) Complete the gathering of information to form the evidence on which key decisions will be taken as part of the Local Plan.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - Local Development Scheme agreed by Cabinet in June. Preferred Options targeted for Autumn 2016. Cabinet to consider Green Belt Review Stage 1 in September 2015 with Stage 2 to be completed by the end of the year. (Q2 2015/16) - Green Belt Review Stage 1 considered by Cabinet in September 2015. Consultants have been engaged to undertake Stage II which is targeted to be completed by the end of the year.
3) Agree on objectively assessed Housing and Employment Need for the Local Plan Period.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - The Strategic Housing Market Area Assessment is due to be considered by the Duty to Co-operate Board on the 22 September 2015. A series of workshops are planned before the Council seeks to formally submit the Objectively Assessed Housing and Employment Need conclusions, into the Local Plan Evidence Base, at its Cabinet Meeting in October 2015. (Q2 2015/16) - The Cabinet has accepted the Strategic Housing Market Area Assessment into the evidence base for the Local Plan. This study identified an Objectively Assessed Housing Need of 11,300 for the plan period. Work is ongoing with partner authorities, under the duty to co-operate, to work towards the housing target. A series of Member Workshops are being held in the Autumn on various policy considerations.

<p>4) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.</p>	<p>Neighbourhoods</p>	<p>30-Jun-15</p>	<p style="background-color: orange;"></p>	<p>Under Control</p>	<p>(Q1 2015/16) - The sustainability appraisal work has commenced and due to completion in the early Autumn. Cabinet has agreed to the initial CIL Assessment. (Q2 2015/16)- Sustainability appraisal work has now been completed. Work on CIL is ongoing.</p>
<p>4) (a) Undertake Phase 1 of a comprehensive Green Belt Review</p>	<p>Neighbourhoods</p>	<p>31-Jul-15</p>	<p style="background-color: green;"></p>	<p>Achieved</p>	<p>New action from Q2: (Q2 2015/16) - Phase 1 of the Green Belt Review was reported to the Cabinet in September 2015. Consultation commissioned for Phase II to be completed in January 2016.</p>
<p>5) Undertake the Preferred Options Consultations.</p>	<p>Neighbourhoods</p>	<p>30-Sep-15</p>	<p style="background-color: orange;"></p>	<p>Under Control</p>	<p>(Q1 2015/16) - Preferred Options Consultation was according to the current LDS programmed to take place in July to September 2016. Extended consultation on the 1st Phase of the Green Belt Review is likely delay this phase of the Local Plan. Preferred Options Consultation now likely to start 10 weeks of consultation in early September 2016. (Q2 2015/16) - As per Q1.</p>
<p>6) Submit the Final Local Plan to the Planning Inspectorate for Examination.</p>	<p>Neighbourhoods</p>	<p>30-Nov-15</p>	<p style="background-color: orange;"></p>	<p>Under Control</p>	<p>(Q1 2015/16) - Final Plan to be submitted to Planning Inspectorate in October 2017 with a potential Examination in Public in early 2018, dependent on Planning Inspector availability, with adoption in September 2018 if found sound. (Q2 2015/16) - As per Q1.</p>

ii) (b) Sustainable economic development

Action	Lead Directorates	Target Date	Status	Progress
1) Consider the practicalities of revising procurement arrangements to encourage/require contractors to employ local residents for Council contracts.	Resources	31-Dec-15	On Target	(Q1 2015/16) - An updated Procurement Strategy was approved by the Finance Cabinet on 19 March 2015. Revisions to procurement arrangements will be considered when implementing the strategy. (Q2 2015/16) - A working party is undertaking a significant updating of Contract Standing Orders. Currently the requirements relating to local businesses are contained in CSO 1.
2) Incorporate the findings of the Economic Development Study into the Local Plan Evidence base with a view to determining future Employment Need.	Neighbourhoods	30-Apr-15	Under Control	(Q1 2015/16) - The future employment needs of the District have been assessed as part of the work undertaken to develop the Strategic Housing Market Area Assessment which also addresses employment. Due to be considered by Cabinet in October 2015. (Q2 2015/16) - Cabinet adopted the employment needs of the District as part of the SHMAA report considered in October 2015.
3) After consultation on Preferred Options to allocate Employment land within the Council's Local Plan.	Neighbourhoods	30-Nov-15	Under Control	(Q1 2015/16) - Employment policies and site allocations will be made after consideration as part of the Preferred Options exercise. Scheduled for Autumn 2016. Council to consider Publication Plan in March 2017. (Q2 2015/16) - As per Q1.
4) Develop and implement a new Economic Development Plan for the District, building on the work that has been undertaken with regard to individual Town Centres.	Neighbourhoods	31-May-15	Behind Schedule	(Q1 2015/16) - Work is ongoing with respect to the development of the Economic Development Plan. A key decision which will be central to the plan, is the employment requirements identified through the SHMA. The Plan is now anticipated in December 2015. (Q2 2015/16) - The employment needs have now been identified, with the Economic Development Plan now anticipated in January 2016.

<p>5) Continue to support the work of Local Business Partnerships to support the local economy and generate additional local employment opportunities.</p>	<p>Neighbourhoods</p>	<p>(not specified)</p>		<p>On Target</p>	<p>(Q1 2015/16) - Work is ongoing to support Local Business Partnerships through attendance at Town Centre Partnerships, the publication of Business Briefings and organisation of networking events. The work in relation to Superfast Broadband will be of significant benefit to businesses in rural areas.</p> <p>(Q2 2015/16) - The Rural Challenge Broadband Scheme has been awarded to Gigaclear whose roll out is due to commence at the beginning of November 2015. This will provide a significant improvement to broadband speed for rural businesses as well as residents.</p>
<p>5) (a) To be proactively involved in the delivery of the Essex Superfast Broadband Project</p>	<p>Neighbourhoods</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>New action from Q2: (Q2 2015/16) - Essex Rural Broadband Project is rolling out in November 2015.</p>
<p>6 Continue with the Council's apprenticeship scheme for the district's young people, providing sustainable employment opportunities.</p>	<p>Resources</p>	<p>30-Sep-15</p>		<p>Achieved</p>	<p>(Q1 2015/16) - A new cohort will be recruited during 2015. The council is in discussion with partners to see if it is possible to expand the apprenticeship scheme.</p> <p>(Q2 2015/16) - A new cohort has now been recruited, with two of the posts being part funded from the Community Fund established by our partnered housing associations.</p>

ii) (c) Leisure and Cultural Strategy


Action	Lead Directorates	Target Date	Status	Progress
1) Complete the extension and major refurbishment of the Epping Forest District Museum, Waltham Abbey and open to the public.	Communities	31-Dec-15	On Target	<p>(Q1 2015/16)- Good progress continues to be made, with an estimated completion date for works in October 2015, to be followed by the 3/4 month fit-out period prior to opening in Jan/Feb 2016</p> <p>(Q2 2015/16) - Good progress continues to be made and officers continue to be impressed with the contractor and architects, as well as the quality of the works. However, due to delays with the installation of the new lift and other unforeseen complications, the contract completion date is now 23.12.15. The Public Opening is now planned for March 2016. Most of the associated costs of the delay can be covered by the contract contingencies, but the associated increase in fees is likely to result in a small overspend on the final out-turn.</p>
2) Work in partnership with Waltham Abbey Town Council to investigate the feasibility of developing a new leisure/community hub at Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-Mar-16	On Target	<p>(Q1 2015/16) - Initial discussions continue to be held at officer level between EFDC, WATC, Essex CC and NHS England on potential community/leisure development opportunities for the locality around Hillhouse. Initial costings have been produced by Essex CC's consultants (funded by Essex CC) to inform the discussions. The intention is to come forward with a report to Cabinet in the Autumn proposing, and seeking funding for, the joint appointment of consultants to formulate a Masterplan, on which local residents can be consulted, prior to consideration/adoption by the Cabinet.</p> <p>(Q2 2015/16) - Good progress continues to be made by EFDC, Essex CC and NHS England on the initial plans for the provision of a proposed leisure/community hub for the area. Essex CC has agreed to fund the appointment of Masterplanning Consultants to formulate a Draft Masterplan for the area on what could be provided, on which a public consultation exercise would be undertaken. Fee submissions from suitably-experienced consultants are currently awaited. A report will be brought forward to Cabinet on the proposals in due course,</p>

				prior to the proposed Public Consultation Exercise.
3) Appoint external specialist support to the competitive dialogue process for the new Leisure Management Contract, to ensure that the Council achieves best consideration.	Neighbourhoods	30-Apr-15	Achieved	<p>(Q1 2015/16) - RTP Consultants appointed. Officer Working Groups and Portfolio Holder Advisory Group established. Work is advanced on Initial Business Case to be considered by Portfolio Holder Advisory Group in September and Cabinet in October. The report to Cabinet will be recommending the Contract Strategy to include Contract length, packaging and options for refurbishment and/or new build.</p> <p>(Q2 2015/16) - The Cabinet formally accepted the Business Case and Procurement Strategy for the new Leisure Management Contract at their October meeting. The OJEU advert is due to be placed in the last week of October. VEAT notice has been issued clarifying the intention to extend the current contract by up to 1 year. Contract Documents being prepared to include the Descriptive Document and Draft Contract for bidders' interested in responding to the pre-qualification questionnaire and engaging with the competitive dialogue process.</p>
3) (a) Business case for procurement and contract packaging options for the new leisure Management Contract	Neighbourhoods	30-Sep-15	Achieved	<p>New action from Q2:</p> <p>(Q2 2015/16) - Business Case and Procurement Strategy agreed by Cabinet on the 8 October 2015.</p>
4) In accordance with the recommendations of the Leisure and Culture Strategy, jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	31-May-15	Under Control	<p>(Q1 2015/16) - Since formal adoption by Full Council in December 2014, work is ongoing to deliver the key objectives of the Strategy through the Leisure Management Procurement process and Neighbourhood and Communities Business Plans.</p> <p>(Q2 2015/16) - The new Ongar Academy successfully opened for the first intake of pupils in September. Currently operating out of temporary accommodation leased to the Academy at the rear of the Leisure Centre. Pre-application discussions have commenced on the new permanent school.</p>




<p>5) As part of the competitive dialogue procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey.</p>	<p>Neighbourhoods</p>	<p>31- Mar-16</p>		<p>Under Control</p>	<p>(Q1 2015/16) - As per ii) (c) 2). (Q2 2015/16) - Principle of re-provision on the Hillhouse site endorsed by Members as part of the agreement of the Leisure Management Business Case and Procurement Strategy.</p>
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iii) (a) Customer Contact

Action	Lead Directorates	Target Date		Status	Progress
<p>1) Increase the opening hours of the Council Office at the Limes Centre, Chigwell, to improve access for local residents to a range of Council services.</p>	<p>Communities</p>	<p>30-Jun-15</p>		<p>Behind Schedule</p>	<p>(Q1 2015/16) - Cabinet has approved the appointment of an additional part-time member of staff, funded by the HRA for an initial 2-year pilot period - and recruitment is underway. Once appointed, the opening hours of the Council Office at the Limes Centre will be increased into weekday afternoons. (Q2 2015/16) - There was a very poor response to the recruitment exercise for the additional part-time member of staff (mainly, it is thought, due to the temporary nature of the post during the Pilot period), resulting in the Housing Service being unable to make an appointment. In the meantime, discussions continue on the best way of increasing the range of Council and non-Council services that can be provided from the Council Office.</p>
<p>2) Introduce web-based and smartphone applications to enable Council tenants to report repairs on-line.</p>	<p>Communities</p>	<p>31-May-15</p>		<p>Under Control</p>	<p>(Q1 2015/16) - A new smartphone App has been produced and is now available for Council tenants to use to easily report repairs, using a "diagnostic tool" - as part of the Communities Directorate's approach to encourage channel shift. This was also identified and agreed as one of the "Key Deliverables" for the Repairs Management Contract with Mears. Work is also progressing on the development of a similar web-based facility for tenants to report repairs as well. (Q2 2015/16) - As Q1.</p>

<p>3) Establish a multi-disciplinary officer group to undertake a review and report on proposals for improving customer contact with the Council.</p>	<p>Management Board</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - The scope of the project has been agreed by Management Board and the multi-disciplinary officer group will hold its initial meeting in September.</p> <p>(Q2 2015/16) - The review is progressing and updates have been provided to Management Board and to Joint Cabinet / Management Board. The Leadership Team has been consulted and an update provided to employees at an All Staff Briefing.</p>
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iii) (b) Modern Technology to enhance the Customer Contact

Action	Lead Directorates	Target Date		Status	Progress
<p>1) Introduce more flexible methods for customers to pay for Council services.</p>	<p>Resources</p>	<p>31-Dec-15</p>		<p>On Target</p>	<p>(Q1 2015/16) - This work is ongoing and the most recent example is the support given to the Neighbourhoods Directorate to facilitate the payment of parking charges by debit and credit cards.</p> <p>(Q2 2015/16) - The work in this area continues and will be combined with the work streams on customer contact and transformation.</p>
<p>2) Introduce an on-line facility for customers to easily view and research objects held by the Epping Forest District Museum.</p>	<p>Communities</p>	<p>31-Mar-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Work is progressing well.</p> <p>(Q2 2015/16) - The focus of the Museum Heritage and Culture Team is on fitting-out and preparing the Epping Forest Museum for public opening in March 2016. However, in the background, work continues to progress on the plans to introduce an on-line facility.</p>
<p>3) Scan old Development Control & Building Control files and microfiche and increase the number of planning records available on the Council's</p>	<p>Governance</p>	<p>31-Jul-16</p>		<p>On Target</p>	<p>(Q1 2015/16) - Microfiche scanning project using supervised apprentice staff is well underway. Historic planning application information continues to be scanned so that more information is available to the public and businesses on the Website. Selected</p>

website.				Building Control documents are being scanned to enable remote working. In both cases, quality checking is taking place before secure destruction of hard documents. (Q2 2015/16) - Scanning is continuing and checks are being made to ensure quality is maintained. However this is a considerable task and is essential to support flexible working.
4) Investigate and, if possible, implement the returns of Local Land Charges Searches by email.	Governance	30-Apr-16	Under Control	(Q1 2015/16) - Electronic solutions to viewing LLC Register on public access computers, emailing searches to solicitors and receiving email searches with card payments are largely dependent on ICT input – although this is ongoing and LLC are liaising with ICT, this is progressing slowly and proving difficult to solve. (Q2 2015/16) - Discussion with the respective Portfolio Holders has taken place with a view to resolving this outstanding issue.
5) Update the Contracts Register so that the contract documentation can be accessed and viewed by using an icon on the register. This will apply to new contracts at first.	Governance	30-Apr-16	On Target	(Q1 2015/16) - Funding of £40,000 has been secured to progress electronic records within Legal Services. Liaising with ICT, Information@Work Aspect has been identified as a possible solution for electronic records management – a scanning machine has been obtained and dedicated staff employed from 10 August 2015 to start scanning Legal Records beginning with the Contracts Register. (Q2 2015/16) - The dedicated staff resource has started this process and considerable progress has been made.
6) Identify, during audits, any manual documentation or process that can be improved by conversion to electronic form.	Governance	31-Mar-16	On Target	(Q1 2015/16) - Internal Audit continue to identify efficiencies during their audit work. Recently Internal Audit has been working with IT on a new gifts and hospitality form, and looking at the sickness absence form as part of the Personal Data Working Group. (Q2 2015/16) - Amendments have been made to electronic documentation relating to sickness absence and the Monthly Certificate of Service. The Personal Data Working Group continues to

				explore EFDC wide resolutions using electronic processes.
7) Continue the implementation of the Council's ICT Strategy, with the completion of key projects	Resources	31-Mar-16	On Target	(Q1 2015/16) - The implementation of the ICT Strategy is continuing. Many different options have been evaluated for mobile working and solutions are in place in several areas of the Council. (Q2 2015/16) - Work continues on the various projects within the overall strategy. An update report and request for capital funding in 2016/17 has been drafted for Cabinet in October.
8) Complete a review of accommodation and make recommendations on utilisation of space and flexible methods of working.	Management Board	30-Sep-15	Under Control	(Q1 2015/16) - Visit to Leadership Team by Colchester's Director of Operations to explain how flexible working has progressed there. Subsequent workshop with leadership team to identify how each directorate at Epping might approach this. Job description for Head of Transformation role drafted and recruitment process started. Q2 (2015/16) – Head of Transformation recruited. David Bailey will join the Council in November. Customer contact project has commenced to review contact centres and recommend the best methods of engaging / transacting with our customers.

iii) (c) Understanding the ageing population

Action	Lead Directorate	Target Date	Status	Progress
1) Undertake a study to identify and better understand the demographics of an ageing population in the District and the effects on the Council and local residents	Communities	31-Mar-16	On Target	(Q1 2015/16) - The final scope of the study, which will be led by the Asst. Director (Community Services and Safety) has almost been finalised. A multi-directorate officer project team has been formed to oversee and progress the project, which has already met a few times. The Council's National Graduate Trainee will be seconded to work on the project, under the supervision of the Lead AD, for 6 months from September 2015.

				(Q2 2015/16) - The Council's National Graduate Trainee has just been seconded to the Communities Directorate (from October 2015), under the supervision of the Asst. Director (Community Services and Safety) and is undertaking preparatory work and interviews for the project.
2) Review the provision and delivery of community and cultural services to older people	Communities	31-Oct-16	On Target	(Q1 2015/16) - This is being reviewed as part of the wider Ageing Population Project, with the current provision and delivery under initial review. (Q2 2015/16) - As Q1.
3) Undertake a review of the Council's sheltered and designated accommodation for older people	Communities	31-Mar-16	On Target	(Q1 2015/16) - Two separate work-streams have been identified and established, each being managed through officer project teams. Work-stream 1 is considering the streamlining and modernisation of the Scheme Management Service and is being led by the Asst. Director (Housing Operations) - with a view to an outcome report being considered in detail by the Housing Select Committee in November 2015, with resultant recommendations being made to Cabinet. Work-stream 2 is considering the longer-term rationalisation and improvement of existing sheltered/grouped housing scheme sites and is being led by the Director of Communities - with a view to a proposed strategy being produced and presented to the Housing Select Committee in 2016 for initial consideration. (Q2 2015/16) - WORK-STREAM 1 - In view of the lack of demand from older people, and the continuing high need/demand for general needs accommodation, it is planned to report to the Housing Portfolio Holder in October 2015 on a proposal to "de-designate" all remaining flats on housing estates that are currently designated for occupation by older people and for future vacancies in such properties to be let to general needs housing applicants. The wider options and proposals for streamlining and modernisation the Scheme Management Service is taking longer to plan. It is currently planned to report to a meeting of the Housing Select Committee on the issues, options and plans in the early part of 2016. WORKSTREAM 2 - The Officer Project Team

				<p>has met on a number of occasions. A formal assessment of demand/"lettability" of each sheltered housing scheme, based on data and experience, is currently being undertaken. The need for options appraisals for each sheltered housing scheme has been identified, with a number of factors also identified to be taken into account when considering the future of each of each site. The current thinking of the Project Team is to develop a strategy with two key phases: Phase 1 – comprising detailed consideration for the potential redevelopment of identified sites (likely to be 2 or 3 sites); Phase 2 – Keeping under periodic review the lettability and demand for other identified schemes, compared to the demand for general needs housing in those areas. The Project Team is also formulating an "EFDC Sheltered Housing Accommodation Standard" for all the sheltered housing schemes that would be retained under the eventual strategy.</p>
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Report to the Cabinet

Report reference: C-050-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Housing
Subject: House In Multiple Occupation (HMO) Licensing Policy
Responsible Officer: Sally Devine (01992 564149).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the updated version of the House in Multiple Occupation (HMO) Licensing Policy, attached at Appendix A, be approved and adopted; and
- (2) That if the Government exercises its proposal to extend the mandatory licensing of Houses in Multiple Occupation in England, the new House in Multiple Occupation (HMO) Licensing Policy will be reviewed and updated to take into account the legislative changes.

Executive Summary:

The Council's existing House In Multiple Occupation (HMO) Policy is now several years old and pre-dates the corporate restructure in 2008 and the transfer of private sector housing functions to the Housing Directorate. It is now appropriate to review and update the policy to reflect how officers in the new Communities Directorate will carry out their HMO licensing functions. The draft revised policy is attached as Appendix 1 to the Report

Reasons for Proposed Decision:

In order to ensure that service users are fully aware of what to expect from Council officers and can be satisfied that they will be treated fairly and proportionately.

Other Options for Action:

Not to adopt a Policy. This course of action would leave the Council open to criticism as it could not demonstrate a fair and open approach towards its HMO licensing function.

Report:

1. The Council's current House in Multiple Occupation (HMO) Licensing Policy was produced in 2007 by Environmental Services, pre-dating the corporate restructures in 2008 and 2010 which resulted in the transfer of the Private Sector Housing Team to the Housing Directorate and subsequently Communities Directorate. .
2. It is necessary to review and update the existing policy to take account of the transfer of functions to the Communities Directorate and to take account of any relevant legislative changes.

3. The new House in Multiple Occupation (HMO) Licensing Policy is attached as Appendix 1 to this report. It explains the types of properties that need to be licenced and it sets out the framework for the application and licensing of Houses in Multiple Occupation (HMO). The policy will ensure that the Council takes a fair, considered, consistent and transparent approach to licensing these properties. A Comparison Table at Appendix B highlights the changes made and differences between the existing HMO Licensing Policy and the proposed policy.

4. This Council currently only licences HMOs that meet the criteria for mandatory licensing, these being considered to be the properties affording the highest health and safety risk to occupiers. The Housing Act 2004 allows local authorities discretion to introduce Additional Licensing to cover other types of HMOs beyond the mandatory criteria where there is evidence that a significant proportion of HMOs of that description are being managed sufficiently badly so as to give rise to problems associated with anti-social behaviour either to the occupiers of the HMOs or members of the public. Officers have no evidence to suggest that the criteria for Additional Licensing are currently being met and as such do not recommend extending the scope of the Council's licensing function beyond the mandatory element.

5. The Housing Act 2004 also allows local authorities discretion to introduce Selective licensing of all privately-rented properties, not just HMOs, in a designated area. An area can be designated for selective licensing if it is an area of low housing demand, the area is experiencing significant anti-social behaviour issues and the landlords are failing to take appropriate action. Additional criteria are also now in force to allow a designation to be made in order to combat problems in an area experiencing poor property conditions, an influx of migration, a high level of deprivation or high levels of crime. Officers are currently carrying out a review based on data analysis to see if the criteria for Selective Licensing are met. If appropriate the results will form the basis of a further report for consideration by Members for the introduction of Selective Licensing and this policy will be updated accordingly.

6. The Government has indicated its proposals to extend the mandatory licensing of HMOs in England and it is currently consulting with local authorities on this matter. If the scope of mandatory licensing is extended to other types or sizes of HMOs, it will be necessary to review and update the Council's House in Multiple Occupation (HMO) Licensing Policy accordingly, to take into account the legislative changes. Members are therefore being made aware of the possibility, in the near future, for the need of a further revision of the HMO licensing policy.

Resource Implications:

All costs are contained within current budgets.

Legal and Governance Implications:

The adoption of the revised Policy will ensure that the HMO licensing functions are carried out in a fair and consistent manner and in accordance with the provisions of the Housing Act 2004, the Private Sector Housing Enforcement Policy and the principles of the Regulator's Code.

Safer, Cleaner and Greener Implications:

One of the main aims of the Council's Private Sector Housing function is to protect the health and safety of the residents, including people living in HMOs. The Council is required to licence HMOs that meet certain criteria because they pose particular health and safety risks

to occupiers.

Consultation Undertaken:

None.

Background Papers:

None.

Risk Management:

Failure to carry out its mandatory licensing functions would put the Council in breach of its legal obligations and would compromise the health and safety of the people living in licensable HMOs. Failure to have a clear and comprehensive policy will leave the Council open to criticism from landlords and tenants alike.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The local authority has a legal duty to licence all licensable houses in multiple occupation. These are properties that present a potentially high risk to the health and safety of occupying tenants particularly in respect of fire safety; provision of amenities and overcrowding. Licensing allows a local authority to ensure that the property and management standards are satisfactory.

The Council carried out a Private Sector House Condition Survey (PSHCS) in 2011 which profiled residents in private sector housing, including the private rented sector, across the District. The results of the survey were compared where possible with the results of a PSHCS carried out in 2005 which shows an increase in the private rented sector as a percentage of all stock from approximately 3% in 2005 to 15% in 2011.

The PSHCS includes profiling against a variety of criteria including age, family income and disability. This demonstrates that a higher proportion of 'vulnerable residents' (e.g. families with children and/or older people on low incomes and/or disabled people) live in non-Decent homes in the private rented sector than in owner occupied homes.

Research and analysis from a broad range of statistical data, summarised in the Parliamentary Report on 'Housing and Health' suggests that living in poor housing can lead to an increased risk of cardiovascular and respiratory disease as well as to anxiety and depression. Problems such as damp, mould, excess cold and structural defects which increase the risk of an accident also present hazards to health.

People living in houses in multiple occupation face potential additional health and safety risks associated with sharing washing and cooking facilities and living in overcrowding conditions. These can manifest as a psychological illness, increased infections, impaired development of children etc. There is also a significant increase in risk of harm through inadequate fire safety provision compared to single households because there is disconnection between individuals living in the properties and occupiers do not therefore have control of the whole living space. The properties tend to be larger than a typical house and therefore the travel distance to safety in the event of a fire is greater.

The PSHCS estimated that there are approximately 200 houses in multiple occupation (HMO) across the district and that 20 of these are likely to be licensable. It is likely that the numbers are likely to be higher with the introduction of the recent welfare reforms that has meant that single people particularly are faced with sharing

rooms in houses as their only affordable option for housing. People living in houses in multiple occupation are often the poorest and most vulnerable residents in the district and an HMO licensing policy is important to help ensure that minimum standards are met in those properties that present the highest risks.

The Council does not currently licence other categories of HMOs beyond that required under the Housing Act 2004 and has not introduced discretionary selective licensing of properties generally across the district. As such there can be no suggestion by landlords of unfairly aggressive enforcement by the Council or discrimination..

The proposed House in Multiple Occupation Licensing Policy is directed by the requirements imposed under the Housing Act 2004 which includes allowing local authorities to charge for their reasonable costs in carrying out their licensing functions. This Council charge a fee for the duration of the licence, renewable every 5 years (some conditions apply) and the costs are based on officer time in inspections, vetting applications and general administration. The fees are reviewed annually and are comparable with those charged by other local authorities in Essex. As such these are considered to be fair to landlords as part of their business costs.

The House In Multiple Occupation (HMO) Licensing Policy for Epping Forest District Council

HMO Licensing Policy 2015-2018

1.0 Introduction

- 1.1 This policy sets out the framework for the application and licensing of Houses in Multiple Occupation (HMOs). The policy will ensure that the Council takes a fair, considered, consistent and transparent approach in relation to the licensing process.
- 1.2 The HMO licensing regime was introduced by the Housing Act 2004. There are 3 types of licences:
 1. Mandatory Licensing for HMOs;
 2. Additional Licensing for HMOs not subject to Mandatory Licensing; and,
 3. Selective Licensing for private rented property under certain conditions.
- 1.3 This policy deals with mandatory licensing for HMOs. The Council has not applied for additional discretionary powers to extend its licensing powers beyond the mandatory requirements. Additional discretionary licencing can be applied for where HMOs in a specific area are badly managed and are giving rise to anti-social behaviour. However, the Government is considering extending the scope of mandatory licensing of HMOs and should this occur, this policy will be updated accordingly.
- 1.4 Selective licensing covers all privately-rented properties, not just HMOs, in a designated area. An area can be designated for selective licensing if it is an area of low housing demand, the area is experiencing significant anti-social behaviour issues and the landlords are failing to take appropriate action. Additional criteria are also now in force to allow a designation to be made in order to combat problems in an area experiencing poor property conditions, an influx of migration, a high level of deprivation or high levels of crime. The Council is currently carrying out a review based on data analysis to see if the criteria for Selective Licensing are met. If appropriate the results will form the basis of a further report for consideration by Members for the introduction of selective licensing and this policy will be updated accordingly.

2.0 Definition of a House in Multiple Occupation (HMO)

- 2.1 An HMO is a dwelling which is occupied by persons who do not form a single household. The occupants share kitchen, bathroom or WC facilities. The dwelling is the occupant's main place of residence. The definition includes houses containing bedsits, hostels, shared houses and flats. Self-contained flats in converted buildings may also be HMOs if they were converted before 1991 and at least one third of the flats are occupied under short tenancies.
- 2.2 This is a summary definition; the full definition is complex and is described by the standard tests detailed in Section 254 of the Housing Act 2004. The full definition is attached in Appendix 1.

3.0 Types of Building that require an HMO Licence

3.1 An HMO must have a licence if all three of the following apply:

- it is three or more storeys high;
- it is occupied by five or more persons; and,
- it is occupied by persons living in 2 or more single households.

3.2 The following properties are exempt:

- Buildings comprising entirely of self-contained flats;
- Buildings owned or managed by a Housing Association, Local Authority, Education Authority, Police or Health Services;
- Some religious establishments;
- Some student accommodation; and,
- Buildings where the basement is in commercial use and there are only 2 storeys above.

3.3 The full definitions regarding licensing can be found in the Housing Act 2004 section 55 and the Licensing of Houses in Multiple Occupation (Prescribed Definitions)(England) Order 2006. Appendix 2 provides a link to this document which can also be viewed on the Council website.

4.0 Suitability for Occupation

4.1 An HMO licence must be granted if the Council is satisfied that:

- The HMO is reasonably suitable for occupation by the number of persons permitted under the licence (as set out in Schedule 3 of the Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions)(England) Regulations 2006 as amended by The Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007;
- the licence holder is a fit and proper person;
- the proposed licence holder is the most appropriate person to hold the licence;
- the proposed manager, if not the licence holder, is fit and proper; and,
- the proposed management arrangements are satisfactory, including that the person involved in the management of the house is competent and the funding for management is satisfactory.

5.0 Fit and Proper Person

5.1 The Council is required to assess whether the applicant and any manager or any person associated with them or formerly associated with them are fit and proper persons to own or manage an HMO. In making this assessment the Council must have regard to:

- any previous convictions relating to offences involving violence, sexual offences, drugs or fraud;
- whether the proposed licence holder has contravened any laws relating to housing or landlord and tenant issues;

- whether the person has been found guilty of unlawful discrimination practices;
- Whether they have been in control of a property subject to an HMO Control Order, an Interim Management Order (IMO) or Final Management Order (FMO) or works in default carried out by a Local Authority within the previous five years; and,
- Whether they have been subject to any legal proceedings by a Local Authority for breaches of planning, compulsory purchase, environmental protection legislation or other relevant legislation.

5.2 An unspent conviction or other failure is not necessarily automatic grounds for refusing a licence and other circumstances e.g. training undertaken by the landlord or subsequent co-operation with the Council will be taken into account.

5.3 Where there is evidence of a problem, applicants will be invited to submit an explanation of their actions. The applicant will be required to account for the failure to comply with legislation and satisfy the Council that this will not recur. The Council may also require the applicant to complete a Standard Disclosure and Barring check by the Disclosure and Barring Service and provide details of the result as part of their HMO application.

6.0 Property Standards

6.1 The Council will expect all licence holders and managers to comply with the minimum standards for kitchen and bathroom facilities and space standards set out in The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions)(England) Regulations 2006 as amended. The Regulations are a prescribed legal requirement.

6.2 In addition the Council will refer to the 'Essex Approved Code of Practice, Amenity Standards for HMOs'. The Code of Practice was produced in collaboration with all Essex Local Authorities and its purpose is to accord with national standards and to offer local interpretation with regard to minimum standards for space and amenities required for HMO licensing. This document is guidance; it is not prescribed in law, but it is considered to be fair, reasonable and practical and it is the standard that is applied Essex-wide. The ['Essex Approved Code of Practice, Amenity Standards for HMOs'](#) can be viewed on the Council website.

7.0 Inspection Policy

7.1 An HMO licence application pack will be issued on initial enquiry from landlords. Officers will visit all properties where an HMO licence application has been submitted prior to the licence being approved or refused. The inspection will include an assessment under the Housing Health and Safety Rating System (HHSRS). The risks to health from 29 potential hazards are assessed. Each hazard identified is scored and classified as category 1 or category 2. Where Category 1 or 2 hazards are found, informal action will be used initially to encourage owners to carry out the works unless the defect represents an imminent risk to the health and safety of the occupants in which case formal action will be taken. If this fails, however, enforcement action will be taken in accordance with the Housing Act 2004 and the Council's Private Sector Housing Enforcement Policy.

7.2 Previously licensed HMOs will be revisited to ensure compliance with time-limited conditions, if they are subject to complaint or if there is concern about management standards at the property (such as where the landlord fails to supply on request documentation such as an annual Gas Safety Certificate). If additional licence conditions are required after an inspection of an HMO, the licence may be varied to include such conditions.

8.0 Licence Applications

8.1 Mandatory HMO licensing has been a legal requirement since 2006. A variety of methods have been used by the Council to notify landlords of this obligation including:

- Publicising the HMO licensing provisions in the local press and The Forester;
- Providing information on the Council website;
- Sending letters and reminders to all landlords (when contact details are known);
- Writing to all known Letting Agents; and,
- Attendance at open days for the E15 Acting School.

8.2 The responsibility for licensing rests with the person having control of, or the person managing, the property. This is the owner, or the person who lets the property and collects the rent.

8.3 New legislation introduced in March 2015 made changes to the levels of fines that may be imposed for criminal offences. Operating an HMO without a licence is a serious offence. On successful prosecution and summary conviction the court may impose a fine of any amount; previously the fine was capped at £20,000. For other offences including failure to comply with a licence condition the statutory limit provided in the Act (previously set at level 5, £5,000) can also be exceeded should the court consider it just to do so.

8.4 All existing and prospective landlords should now be aware of the requirement to licence. When officers become aware of an unlicensed property consideration will be given to prosecuting straightaway particularly where it is apparent that conditions at the property are unsatisfactory, it is being poorly managed and there are no extenuating circumstances which have prevented the landlord from making an application. Any decisions will be made in accordance with Council's 'Private Sector Housing Enforcement Policy' which is available on the Council's website.

8.5 A valid application for an HMO licence shall comprise of:

- a fully completed application form, signed and dated;
- inclusion of relevant test certificates relating to gas and electrical safety, fire alarm and emergency lighting servicing;
- a plan of the property;
- a copy of any relevant planning consent;
- a copy of any relevant building Regulations Approval or Completion Certificate; and,
- the relevant fee (see paragraph 16.0 below).

8.6 The application will be processed in accordance with private sector housing in-house procedures. The target performance indicator to complete the process to approval or refusal following receipt of a full and proper application is 4 months.

9.0 Duration of Licences

9.1 An HMO Licence will usually be granted for a period of 5 years from the date of approval. However a licence may be granted for a shorter period of time if the Council has concerns about the condition of the property, management deficiencies or the applicant's fit and proper person status. The applicant will be consulted about the Council's concerns prior to approving a licence for a shorter period.

9.2 Where a shorter licence is granted, and subsequently all relevant concerns and conditions are met, a further licence will be issued. The duration of the first and second licence periods will be for five years in total. No additional fee will be required for the second licence.

10.0 Mandatory and Discretionary Licence Conditions

10.1 The Council will attach conditions to the HMO Licence some of which are mandatory. The licence will also specify the maximum number of occupants who may occupy the HMO. The number of occupants will depend on the number and size of rooms and the number of amenities.

10.2 The following mandatory conditions will be applied to all HMO licences:

- Provide copies of gas certificates annually;
- Keep electrical appliances in a safe condition and supply on demand to the Council a Periodic Test and Inspection Certificate for the electrical installation;
- Ensure that all smoke alarms are in proper working order and provide a declaration as to their condition and location;
- Keep furniture made available by the licence holder in a safe condition; and,
- Provide the occupants with a written statement of the terms on which they occupy the property.

10.3 In addition to the mandatory licence conditions the Council may apply discretionary conditions to all licences.

11.0 Management Arrangements

11.1 The Council will expect the licensee to comply with The Management of Houses in Multiple Occupation (England) Regulations 2006. These regulations impose duties on the manager of an HMO so that certain facilities are provided, inspected and maintained, the structure of the property is kept in good order and residents provided with contact details for the manager. Appendix 2 provides a link to this document which can also be viewed on the Council website.

11.2 The Management Regulations also impose duties on HMO residents, in that they must not interfere with any requirement imposed on the manager under the Regulations.

11.3 There is no provision for enforcement notices to be served under the Management Regulations. Non-compliance with the Regulations is a strict offence and landlords who knowingly fail to comply will be considered for prosecution in the Magistrates' court. The penalties for this are a level 5 fine for each individual contravention.

12.0 Temporary Exemption Notices (TEN)

12.1 The Council may grant a TEN where:

- the owner of a licensable HMO states in writing that they are acting to make it non-licensable; and,
- the Local Authority is satisfied that it will be non-licensable within three months of the date of receiving the written notice.

12.2 A second three month TEN will only be served in exceptional and unforeseen circumstances.

13.0 Rent Repayment Order (RRO)

13.1 The Council may make an application to the First Tier Tribunal (FTT) (Property Chamber) for a RRO where housing benefit payments have been made to a landlord or managing agent operating an unlicensed HMO. A maximum of 12 months' payments can be ordered to be repaid.

14.0 Management Orders

14.1 Where there is no prospect of an HMO being licensed or it is necessary to protect the health, safety and welfare of the occupiers or neighbouring residents, the Housing Act 2004 requires the Council to make an Interim Management Order (IMO). This enables the Council to take over the management of an HMO and become responsible for running the property and collecting rent for up to a year. In extreme cases this can be extended as a Final Management Order (FMO) for five years. The Council may work in partnership with a partner registered social landlord to manage such properties.

15.0 Appeals

15.1 The Council will enable licence applicants to make representation to the Assistant Director (Private Housing and Communities Support) in the Communities Directorate if they are aggrieved with an officer's decision to set particular conditions or to refuse, revoke or vary a licence. They will also be able to make representations against an intention to serve an IMO.

15.2 A landlord may appeal formally to the FTT if the Council decides to refuse a licence, grant a licence with conditions, revoke a licence, vary a licence or refuse to vary a licence. The FTT has quasi-judicial status and is made up of housing lawyers, valuers, surveyors and lay people. Members qualified to chair committees and tribunals are appointed by the Lord Chancellor and other members are appointed by the government's Department for Communities and Local Government (DCLG). Three members usually sit on each committee or tribunal. An appeal against the decision of the FTT is to the Lands Tribunal and can only be made with the permission of the FTT or the Lands Tribunal.

16.0 Licence Fees

16.1 A licence fee is charged for all licensable HMOs. The licence fee is reviewed annually in accordance with Councils 'Fees and Charges Policy'. The fee is based on a property with up to 5 units of accommodation with an additional fee for each extra room thereafter. The fees have been set to cover the Council's costs and include for officer time spent on inspections, vetting applications and general administration. The charge for a renewal application is the same as the initial licence fee as the cost in terms of officer time is comparable. The [fees](#) can be viewed on the Council's website

17.0 Register of Licensed HMOs

17.1 The Council maintains a Public Register of licences, TENs, IMOs and FMOs. The register is recorded electronically and is updated regularly. The information will generally be made available to the public in accordance with the relevant provisions of the Data Protection Act 1998 and the Freedom of Information Act

2000. The [register](#) is available for viewing on the Council website and a hard copy is available to view by appointment during normal office hours in the Civic Offices in Epping.

18.0 Policy Review

18.1 This Policy will be reviewed at least every 3 years or earlier if there are any changes to legislation, guidance or the Council's procedures.

Extract from Housing Act 2004 Section 254

Meaning of “house in multiple occupation”

- (1) For the purposes of this Act a building or a part of a building is a “house in multiple occupation” if—
 - (a) it meets the conditions in subsection (2) (“the standard test”);
 - (b) it meets the conditions in subsection (3) (“the self-contained flat test”);
 - (c) it meets the conditions in subsection (4) (“the converted building test”);
 - (d) an HMO declaration is in force in respect of it under section 255; or
 - (e) it is a converted block of flats to which section 257 applies.

- (2) A building or a part of a building meets the standard test if—
 - (a) it consists of one or more units of living accommodation not consisting of a self-contained flat or flats;
 - (b) the living accommodation is occupied by persons who do not form a single household (see section 258);
 - (c) the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it (see section 259);
 - (d) their occupation of the living accommodation constitutes the only use of that accommodation;
 - (e) rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation; and
 - (f) two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or more basic amenities.

- (3) A part of a building meets the self-contained flat test if—
 - (a) it consists of a self-contained flat; and
 - (b) paragraphs (b) to (f) of subsection (2) apply (reading references to the living accommodation concerned as references to the flat).

- (4) A building or a part of a building meets the converted building test if—
 - (a) it is a converted building;
 - (b) it contains one or more units of living accommodation that do not consist of a self-contained flat or flats (whether or not it also contains any such flat or flats);
 - (c) the living accommodation is occupied by persons who do not form a single household (see section 258); (d) the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it (see section 259);
 - (e) their occupation of the living accommodation constitutes the only use of that accommodation; and
 - (f) rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation.

- (5) But for any purposes of this Act (other than those of Part 1) a building or part of a building within subsection (1) is not a house in multiple occupation if it is listed in Schedule 14.
- (6) The appropriate national authority may by regulations—
- (a) make such amendments of this section and sections 255 to 259 as the authority considers appropriate with a view to securing that any building or part of a building of a description specified in the regulations is or is not to be a house in multiple occupation for any specified purposes of this Act;
 - (b) provide for such amendments to have effect also for the purposes of definitions in other enactments that operate by reference to this Act;
 - (c) make such consequential amendments of any provision of this Act, or any other enactment, as the authority considers appropriate.
- (7) Regulations under subsection (6) may frame any description by reference to any matters or circumstances whatever.
- (8) In this section—
- “basic amenities” means—
- (a) a toilet,
 - (b) personal washing facilities, or
 - (c) cooking facilities;
- “converted building” means a building or part of a building consisting of living accommodation in which one or more units of such accommodation have been created since the building or part was constructed;
- “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30) ;
- “self-contained flat” means a separate set of premises (whether or not on the same floor)—
- (a) which forms part of a building;
 - (b) either the whole or a material part of which lies above or below some other part of the building; and
 - (c) in which all three basic amenities are available for the exclusive use of its occupants.

Appendix 2

Links to Relevant Documents

	Legislation	Link to Document
1.	Housing Act 2004	http://www.legislation.gov.uk/ukpga/2004/34/contents
2.	The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 as amended by (see item 3.)	http://www.legislation.gov.uk/uksi/2006/373/contents/made
3.	The Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007	http://www.legislation.gov.uk/uksi/2007/1903/contents/made
4.	The Management of Houses in Multiple Occupation (England) Regulations 2006	http://www.legislation.gov.uk/uksi/2006/372/contents/made
5	The Houses in Multiple Occupation (Certain Converted Blocks of Flats)(Modifications to the Housing Act 2004 & Transitional Provisions for Section 257 HMOs)(England) Regulations 2007	http://www.legislation.gov.uk/uksi/2007/1904/contents/made
6	The Licensing of Houses in Multiple Occupation (Prescribed Descriptions)(England) Order 2006	http://www.legislation.gov.uk/uksi/2006/371/contents/made
	Guidance	
7.	Essex Approved Code of Practice – Amenity Standards for HMOs. January 2012	Available on the EFDC website :
8.	LACORS Housing – Fire Safety Guidance	http://www.cieh.org/policy/fire_safety_existing_housing.html
9.	Housing Health and Safety Rating System Operating Guidance	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15810/142631.pdf
	Policies	
10.	Private Sector Housing Enforcement Policy 2015	Available on the EFDC website

APPENDIX B

Differences between the existing HMO Licensing Policy and the proposed new HMO Licencing Policy	
Existing policy	New proposed policy
The policy relates to mandatory licensing of houses in multiple occupation (HMO)	<p>Explains that there are 3 types of licensing for private sector housing but EFDC only carries out mandatory licensing.</p> <p>The Government is considering extending the scope of mandatory licensing and this policy document will be amended accordingly</p>
Definition of a house in multiple occupation (HMO) is included as an appendix	<p>Definition of a house in multiple occupation (HMO) is included as an appendix</p> <p>In addition the main document explains the types of buildings that require a licence and those that are exempt</p>
Property Standards reference the Essex Approved Code of Practice, Amenity Standards for HMOs	In addition to the Essex Approved Code of Practice, Amenity Standards for HMOs this new policy also applies The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions)(England) Regulations 2006 as amended; this being new legislation introduced after the adoption of the existing policy document.
Fit and Proper Person checks- where necessary an applicant is required to account for any unspent convictions or other failures prescribed	In addition to submitting any explanation for their actions, the applicant may be required to complete a Standard Disclosure and Barring check by the Disclosure and Barring Service and provide details of the result as part of their HMO application
Management Arrangements – the requirements are lifted from The Management of Houses in Multiple Occupation (England) Regulations 2006.	The new policy explains the general content of The Management of Houses in Multiple Occupation (England) Regulations 2006 and directs the reader to the on- line link.

	<p>The policy also explains the procedure and penalties for non-compliance of the Management Regulations</p> <p>The policy explains that certain licence conditions will be applied (mandatory conditions) or may be applied (discretionary conditions) and the penalty for non-compliance</p>
Landlords are encouraged to apply for a licence where it is necessary	<p>The policy explains the criteria that a local authority must apply in deciding 'suitability for occupation' and whether an HMO licence can be issued</p> <p>It is made clear that landlords are required to apply for a licence if their property meets the criteria for mandatory licensing. If they fail to do so they will face prosecution and, if convicted, will be liable to an unlimited fine (previously capped at £20,000).</p> <p>Failure to comply with a licence condition is also an offence carrying a fine on successful prosecution</p> <p>The policy also informs about further enforcement options through Rent Repayment Orders and Management Orders</p> <p>The policy explains the appeal procedure</p>
Licence Fees will normally run for 5 years and will be subject to a fee, reviewed annually	The policy explains how the fee amount is determined for each HMO; that the fee for a licence renewal is the same as the initial licence fee and that the fees can be viewed on the council website (link included)
Policy is silent regarding a Public Register of Licences	The Council is required to maintain a Public Register of licences. The Register is available to view on-line (link included) or can be viewed at the Council offices
Policy is silent on review period	The Policy will be reviewed at least every 3 years or earlier if appropriate

Report to the Cabinet

Report reference: C-052-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Finance
Subject: Local Council Tax Support Scheme 2016/17
Responsible Officer: Janet Twinn (01992 564215).
Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That Cabinet note the responses to the consultation on the scheme for 2016/17;
- (2) That the scheme be amended to reduce the maximum liability percentage for people of working age from 80% to 75%; and
- (3) That a minimum income floor for self-employed people of working age be introduced into the scheme.

Executive Summary:

As part of the major changes to the Welfare Benefits system, from 31 March 2013 Council Tax Benefit ended and was replaced by a new scheme called Local Council Tax Support (LCTS). A key principle of the scheme was the protection of people who are of an age where they can claim Pension Credit. The Government introduced Regulations to ensure that pensioners who previously received Council Tax Benefit have continued to receive the same level of assistance they had prior to LCTS being introduced.

The Pan Essex LCTS project group, comprising of all the billing authorities and the unitary authorities in Essex, was created in January 2012 to devise a modular approach upon which all Essex authorities could base their local schemes according to local needs. The precepting authorities of Essex County Council, Essex Fire Authority and Essex Police have been involved from the beginning of the project. The project is managed by the Benefit Managers under guidance from the Essex Finance Officers Association.

Council approved the Epping Forest LCTS scheme for 2013/14 in December 2012, and, since that first year, the scheme has remained unchanged. On 23 July 2015, Cabinet approved the general principle that the Local Council Tax Support scheme for 2016/17 should aim to be cost neutral for the Council and that public consultation should be undertaken on certain elements of the scheme. Consultation on the 2016/17 scheme was undertaken from 27 August 2015 to 11 October 2015. Following the consultation period Members now need to approve the scheme for 2016/17 and decide whether the scheme should remain in its current form for 2016/17 or whether any amendments should be made.

Reasons for Proposed Decision:

If any changes are to be made to the current scheme either for financial or other reasons, full Council needs to approve the final scheme on 15 December 2015.

Due to reductions to Government funding, the cost to the Authority of the LCTS scheme is

increasing and, if the aim is to make the scheme as cost neutral as possible, changes will need to be made to the scheme for 2016/17. It is therefore proposed to reduce the maximum percentage of the Council Tax liability that is included in the calculation of LCTS entitlement for people of working age.

It is also proposed to have a minimum income floor for self-employed people who have established their business but declare income that is below the national living wage. This change is in line with how income from self-employment is treated in Universal Credit.

Other Options for Action:

If the Council does not approve any amendments to the scheme by 31 January 2016, the existing scheme will have to continue.

Report:

Proposed Local Council Tax Support scheme 2016/17

1. In 2013/14, the Government funded LCTS with a specific grant, but after that initial year, the funding has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained business rates. The specific allocation for LCTS funding is therefore not identifiable, but the overall package has been reducing each year and will reduce again in 2016/17. The Department for Communities and Local Government have stated that Members will need to decide on the value of the funding to be used for LCTS.

2. After operating the same scheme for three years, it is proposed that the scheme should be changed for 2016/17 as the cost of the scheme is exceeding the funding allocated to the scheme.

3. The Pan Essex LCTS project group has been looking at how schemes can be changed to both simplify the administration of the schemes and to make further cuts in expenditure on the schemes. However, there are several issues that need to be considered if schemes were changed significantly from the current means testing schemes. The future is uncertain for the benefits provision within Local Government and, whilst local authorities still have Housing Benefit and a specified means testing scheme for people of pensionable age, it is not appropriate to significantly change how LCTS is administered and calculated.

4. Consultation was undertaken to specifically look at proposals to reduce expenditure and administration on the current working age scheme. The two specific issues were to seek views on changing the maximum percentage that people of working age can receive from the current 80%, and the introduction of a minimum income floor for people who are self-employed.

5. Currently, the total expenditure on LCTS is £6,644,000, which is made up of £3,743,000 for elderly recipients and £2,901,000 for working age recipients. It was originally anticipated that expenditure on the current scheme would total £6,741,640 for 2015/16 and therefore there is an underspend which is primarily due to a decrease in the caseload. The total number of recipients of LCTS has fallen from 7612 in April 2015, to 7360 in October 2015, a reduction of 252 in seven months. If this trend of a reduction in the caseload continues, there will be a reduction in LCTS expenditure to offset against the cost of the scheme, but it will not be sufficient to offset the full cost.

6. The grant used to fund the scheme for 2015/16 is £5,806,663 and there is therefore a current shortfall of £837,337. Based on the current caseload, if the scheme was not changed, the expenditure in 2016/17 will be in the region of £6,587,000. As the grant is expected to reduce by 10%, the shortfall for 2016/17 is likely to be in the region of £1,361,000 unless the scheme is changed to reduce expenditure. The current caseload has a 50% split between 3669 people of pension age and 3691 people of working age, although the expenditure for people of pension age is far greater. However, if changes are to be made to the LCTS

scheme, people of pension age are protected and therefore changes can only be made to the 50% of the caseload relating to people of working age.

7. If the scheme is changed to achieve further savings, a change to the maximum percentage of 80% for working age recipients would achieve approximately £40,800 savings per 1% reduction. A reduction in the maximum percentage to 77% would therefore mean that the cost of the scheme would be in the region of £6,465,000, whilst a reduction in the maximum percentage to 75% would mean that the cost of the scheme would be in the region of £6,383,000. It is therefore proposed to decrease the maximum percentage used for calculating Local Council Tax Support for people of working age from 80% to 75%, to make savings of £204,000.

8. As the major impact of any further reduction in LCTS will be on low income working age families, there is a risk of a reduction in the collection rate should this group be asked to pay considerably more towards their Council Tax. With the Government Welfare Reform initiatives that are ongoing, it is this same group who are most affected by the social sector under occupancy rule, benefit 'capping' and Tax Credit changes. If there is a significant reduction in the amount of support, there will become a time where people who were paying their Council Tax, albeit that it was difficult for them, will not pay at all because the total amount is impossible for them. The savings outlined above can only be achieved if those sums can be collected.

9. If the maximum percentage is reduced to 75%, based on the Council Tax for the current year, the amount of LCTS would be reduced by approximately £1.15 (£0.85 if claiming a single resident discount) per week for a band B property, £1.30 (£0.97 if claiming a single resident discount) per week for a band C property and £1.45 (£1.10 if claiming a single resident discount) per week for a band D property. It will be these amounts that people in receipt of LCTS will have to pay in addition to the amount that they are paying under the current scheme.

10. Although there are different demographics throughout Essex which have given rise to slightly different schemes for the Essex Authorities, a maximum percentage of 75% is comparable with other Essex Authorities. For 2015/16, 1 Authority had a maximum of 70%, 3 had a maximum of 75%, 1 had a maximum of 76%, 1 had a maximum of 77%, 7 had a maximum of 80%, and 1 had a maximum of 87.5%. However, all the Authorities are currently considering whether changes should be made

11. Predicting the costs of the LCTS scheme for 2016/17 is difficult because the impact of proposed Tax Credit changes is unknown. The Government has announced their intention to reduce the Tax Credit bill but there will be an effect on the cost of LCTS to Local Authorities. As LCTS entitlement is means tested, if a claimant's income decreases due to a reduction in the amount of Tax Credits that they receive, the amount of LCTS that they receive will increase. The cost to the Authority will therefore increase. During the previous three years, we have seen savings to the LCTS scheme that have arisen because the economy has improved and there are less people relying on state benefits. Although that trend may continue, it is unlikely to fully offset the additional cost to the LCTS scheme by people who receive a reduced amount of Tax Credits.

12. A further proposed change is in relation to working age claims where either the claimant, the partner, or a non-dependant is self-employed. The Universal Credit Regulations provide that there is a Minimum Income Floor where a person is self-employed. This means that if their declared earnings from self-employment are below the National Living Wage of £7.20 per hour for workers aged 25 or older, or the National Minimum Wage levels for workers under 25 years, it is the National Living Wage/National Minimum Wage rates that are used in the calculation of Universal Credit. Self-employed claims are the most difficult and time consuming to calculate as many people do not have audited accounts, and, in many cases have very few records at all. The Benefit Assessment Officers have to act as an Accountant using whatever evidence is available, but ultimately it is very difficult to verify any income and expenditure details for the self-employed. It is not uncommon for a Benefit

Assessment Officer to spend up to half a day assessing just one self-employed claim. However, if our LCTS scheme is changed to introduce the Minimum Income Floor for self-employed, the administrative burden on the Authority would be greatly reduced, and it would be aligning our scheme with other Government Welfare Reforms. Universal Credit is currently due to commence roll-out in the Epping Forest District in February 2016 and therefore it is appropriate to introduce this change to our Local Council Tax Support scheme from April 2016 to provide a consistent approach to Welfare Reform.

13. For people who are starting new businesses, it is proposed that the Minimum Income Floor would not apply for the first year of the business. This gives the person the opportunity to assess whether their business is financially viable or not. For those who have an established business and declare income from self-employment that is below the Minimum Income Floor, either the National Living Wage rate or the National Minimum Wage rate will be used in the calculation of LCTS for the number of hours that are worked. There are currently about 300 claims where someone in the household is self-employed. About 65% of these have declared earnings below the hourly rate of £7.20. There will therefore be some savings to the LCTS scheme through the introduction of the Minimum Income Floor but it is not possible at this time to be able to give an estimated value. However, the main objectives are to provide a consistent approach to Welfare Reform and to reduce the administrative burden on the Authority.

14. The draft scheme for 2016/17 is shown in appendix 1. The scheme already allows for the annual uprating of premiums, allowances and non-dependant deductions that are used in the calculation. The scheme cannot be finalised until both the Uprating Order from the Department for Work and Pensions, and the Prescribed Requirements Regulations from the Department for Communities and Local Government, are laid before Parliament. These are expected to be late in November / early December.

15. When changes are made to LCTS schemes, Authorities are required to be mindful as to whether transitional protection should be applied to protect current recipients from reductions in entitlement, but this is not considered appropriate for the proposed changes. To apply transitional protection would not achieve significant savings as the expenditure on existing claims would remain the same and would not allow for any savings to be achieved, other than from LCTS for new claimants. The maximum percentage would therefore need to be set at a much lower level than 75% for new claimants. In addition, the monetary value for each claimant is not significant enough to justify transitional protection but, in the few cases where hardship may be caused, the Exceptional Hardship Payment scheme is available. A further consideration is the additional administrative burden of running two different schemes, one for people claiming before April 2016, and a different scheme for those claiming after April 2016.

16. The changes to the LCTS scheme will be publicised and current recipients of LCTS who will be affected by the changes will be notified in advance to give them the opportunity to budget for the reduction in LCTS.

Consultation

17. If changes are to be made to the current scheme, we must consult on those changes with the major preceptors (County Council, Police & Fire Authorities) and the public. This includes any changes to make the scheme more beneficial to certain groups as this may have a negative impact on other groups, including taxpayers that do not receive any LCTS. Essex County Council finance officers regularly attend the Pan Essex LCTS project group meetings and the Police and the Fire Authority are invited and receive minutes of all the meetings. The Pan Essex Benefit Managers report to the Essex Finance Officers Association where representatives of all the major preceptors are usually in attendance. The Essex Finance Officers Association in turn reports to the Essex Strategic Leaders Forum. The major precepting authorities have therefore been consulted and have indicated that they will not object to the schemes.

18. Consultation with the public was carried out from 27 August 2015 to 11 October 2015. The consultation was asking for views specifically on retaining the current scheme for 2016/17, whether the maximum percentage should be changed and whether a Minimum Income Floor for the self-employed should be introduced. The consultation also included questions concerning the funding of the LCTS scheme.

19. The other Essex Authorities have been undertaking their own consultations during a similar period. The consultation process was the same as in the previous three years where each Authority has published information on their proposals on their website with a link for responses to Essex County Council who have co-ordinated the responses. Essex County Council also publicised each Authority's consultation on their own website. People who do not have access to the internet or who wished to give a more detailed response were able to do so directly to the Council. In addition to the website, posters were displayed in the Council offices and leaflets advertising the consultation were sent with 1000 Council Tax bills sent during the consultation period.

20. A total of 43 responses were received to the consultation which, although disappointing, is a similar number to previous years where 58 responses were received for the 2015/16 consultation and 41 responses for the 2014/15 consultation. The number of responses is in keeping with other Essex Authorities who have also had a similar number of responses. The only exception has been Uttlesford DC who had over 1000 responses and was due to their Council newsletter being delivered to all their households when their consultation opened.

21. The results of the consultation are shown in Appendix 2. The results do show that a much larger number of people viewed the consultation but then chose not to respond. It could be surmised that they are satisfied with the proposals in the consultation as they did not have strong views against the issues in the consultation. Overall the responses to the consultation that were received did not highlight any issues that would give cause to reconsider the two proposed changes.

Resource Implications:

LCTS scheme for 2016/17:

From 2014/15 the funding has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained business rates. The actual amount of funding for LCTS is therefore not identifiable within the settlement figures, although the overall package continues to be reduced. In view of the decrease in the caseload, a level of savings can be achieved but these will be more than offset by an increase in LCTS expenditure following reductions in Tax Credit. Changes do need to be made to the scheme if it is to be self funding as far as is possible, but even the proposed changes will still leave a shortfall which the Council will need to finance.

The LCTS scheme needs to be designed to ensure, as far as possible, stability and sustainability in the Council's finances. LCTS is not a benefit and it is treated as a discount within the Council Tax calculations. This means that the Council's taxbase will reduce (as will the taxbase for all other preceptors) but the funding from the Government will cover a large proportion of the lost Council Tax income.

Exceptional Hardship Fund: For the last three years there has been a small hardship fund to assist households which have been experiencing exceptional hardship. It is anticipated that the current year's budget for this fund will be adequate. The County, Fire and Police are all contributing towards this fund and they have agreed that they will continue with those contributions for 2016/17.

Legal and Governance Implications:

There is a legal requirement to make a LCTS scheme under the Local Government Finance

Act 2012

Safer, Cleaner and Greener Implications:

There are no specific implications.

Consultation Undertaken:

Consultation has been undertaken with ECC, the Police and Fire authorities and the public. The results are detailed in this report.

Background Papers:

Council report 16 December 2014

Cabinet report 23 July 2015

Risk Management:

There are a number of financial risks associated with the LCTS scheme. Monitoring against the taxbase and collection is continuing but no major problems have been identified to date. For the last three years, LCTS expenditure has shown an underspend with regard to anticipated expenditure which has been due to the caseload continuing to reduce. However, the change to Tax Credits is likely to reverse this trend as people with reductions to one income stream will be compensated through other benefits and LCTS.

Consultation:

Consultation on LCTS has been undertaken as outlined in the Welfare Reform Act 2012.

Demand Risk:

The Government grant in 2015/16 is not clearly identifiable and there is a possibility that demand and eligibility for financial support under the LCTS scheme for 2016/17 may be greater than in 2015/16, particularly if economic conditions worsen. The cost of additional discounts would be borne in proportion by the major precepting authorities (ECC, Police, Fire, EFDC). Conversely if demand falls (e.g. if economic conditions improve), the additional saving would be realised by the same authorities.

Inflation risk:

Any increase in the Council Tax by County, Police, Fire, District or parishes, will result in the cost of the LCTS scheme increasing.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

Local Council Tax Support Scheme

Background: The Local Council Tax Support Scheme is designed to help those of working age on a low income. If any changes are to be made to the Council's existing scheme, consultation must first be undertaken.

Report:

Any reduction in the amount of Local Council Tax Support payable is likely to impact on families with children of school age or disabled people who are more likely to have a fixed or lower income, and claimants from ethnic minorities whose families tend to be larger

If the level of Council Tax liability increases above affordable levels, there is a risk that people may have to leave their homes and move to cheaper properties, which may be some distance away. For children of school age this may mean they have to change schools which may cause disruption to their education; for disabled people this may mean that they are separated from their friends and families who may provide support and assistance to their daily lives; and for people from ethnic minorities who may also be separated from their extended families. Some recipients may get into debt.

There are just under 3700 people of working age who would be affected by changes to the current scheme. These include families with school age children, people with disabilities and people from ethnic minorities.

A number of measures are being taken to mitigate the potentially negative impacts of the scheme:

- Consultation has not been restricted to certain groups. Anyone was able to respond, including local taxpayers who are not LCTS recipients, and any organisation who provides support to vulnerable people.
- Consultation included seeking views on using different sources of funding for the scheme as an alternative to reducing entitlement.
- Additional resources have been directed towards people affected by providing them with information about alternative housing and help with financial management, as well as help and advice with payment plans to pay their Council tax liability.
- The scheme spreads the changes as widely as possible to reduce inequalities;
- The Exceptional Hardship Fund will assist people with the most exceptional circumstances.

Equality of opportunity is built into the system via The Exceptional Hardship Fund. Premiums for children and disabled persons are included in the calculation of entitlement, which provide some additional support to these groups.

Epping Forest LCTS Consultation 2016/17

Respondents: 256 displayed, 256 total **Status:** Open
Launched Date: 27/8/2015 **Closed Date:** 11/10/2015
Display:

Active Report Filters: None Active.
 Note: "(skipped this question)" can mean that the question was skipped, or that the user closed the browser without saving the page.

1. The basis of the current Local Council Tax Support scheme is that it is 'self funding' so costs the same as the amount of Government grant the Council receives. Do you agree that the Council should continue with a scheme, which is, as far as possible, self-funding?

	Response Total	Response Percent	Points	Avg
No responses were entered for this question.				
Yes	36	86%	n/a	n/a
No	3	7%	n/a	n/a
Don't know	3	7%	n/a	n/a
Total Respondents		42		
(skipped this question)		214		
View conditional responses (if applicable)				<input type="button" value="view"/>

2. Do you think we should adopt any of the following options to help fund the scheme? Please select one answer for each source of funding

	Yes	No	Don't know	Response Total	Points	Avg
<input type="button" value="view"/> Increase the level of Council Tax	48.84% (21)	44.19% (19)	6.98% (3)	43	n/a	n/a
<input type="button" value="view"/> Use the Council's reserves	34.88% (15)	51.16% (22)	13.95% (6)	43	n/a	n/a
<input type="button" value="view"/> Reduce the funding available for other Council Services	30.23% (13)	55.81% (24)	13.95% (6)	43	n/a	n/a
Total Respondents				43		
(skipped this question)				213		
View conditional responses (if applicable)						<input type="button" value="view"/>

3. If the Council were to partly or fully fund the shortfall in the scheme what would be your order of preference? Please rank in order of preference (1, 2, or 3), where 1 is

Appendix 2

the option you most prefer and 3 being the least preferred option

	1	2	3	Response Total	Points	Avg
view Increase the level of Council Tax	41.86% (18)	25.58% (11)	32.56% (14)	43	n/a	n/a
view Use the Council's reserves	34.88% (15)	41.86% (18)	23.26% (10)	43	n/a	n/a
view Reduce the funding available for other Council Services	30.23% (13)	23.26% (10)	46.51% (20)	43	n/a	n/a
Total Respondents				43		
(skipped this question)				213		
View conditional responses (if applicable)						view

4. Please use the space below to make any other comments you may have about how the council should fund the scheme:

View responses to this question		view
Total Respondents		3
(skipped this question)		252

5. Thinking about Option 1 (Reducing the maximum level of support), do you agree with the principle of every working age person having to make a minimum payment? (One answer only)

	Response Total	Response Percent	Points	Avg	
View responses to this question					view
Yes	32	80%	n/a	n/a	
No	7	18%	n/a	n/a	
Don't know	1	2%	n/a	n/a	
Total Respondents		40			
(skipped this question)		216			
View conditional responses (if applicable)				view	

6. If you do agree, what level of minimum payment do you think should be applied?

	Response Total	Response Percent	Points	Avg	
View responses to this question					view

Appendix 2

23%		4	11%	n/a	n/a
25%		16	44%	n/a	n/a
30%		5	14%	n/a	n/a
Don't know		4	11%	n/a	n/a
Other, please specify % view		7	19%	n/a	n/a
Total Respondents			36		
(skipped this question)			220		
View conditional responses (if applicable) view					

7. Comments:

View responses to this question view	
Total Respondents	3
(skipped this question)	253

8. Thinking about Option 2 (The Minimum Income Floor for the Self Employed), do you agree with the principle?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	31	78%	n/a	n/a
No	6	15%	n/a	n/a
Don't know	3	8%	n/a	n/a
Total Respondents		40		
(skipped this question)		216		
View conditional responses (if applicable) view				

9. Please use the space below to make any other comments you have about the Council's preferred options:

View responses to this question view	
Total Respondents	2
(skipped this question)	254

10. Please use the space below if you would like the Council to consider other options:

View responses to this question view	
--	--

Appendix 2

Total Respondents	2
(skipped this question)	254

11. If you have any further comments to make regarding the Council Tax Reduction scheme please use the space below

View responses to this question view	
Total Respondents	1
(skipped this question)	255

12. Please provide the first line of your postcode:

View responses to this question view	
Total Respondents	26
(skipped this question)	230

13. Does your name appear on the Council Tax Bill for your household?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	24	75%	n/a	n/a
No	8	25%	n/a	n/a
Total Respondents		32		
(skipped this question)		224		
View conditional responses (if applicable) view				








14. Does your household receive Local Council Tax Support?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Yes	0	0%	n/a	n/a
No	32	100%	n/a	n/a
Not sure	0	0%	n/a	n/a
Total Respondents		32		
(skipped this question)		224		

Appendix 2

View conditional responses (if applicable) [view](#)



15. Please select all the descriptions below that best describes your household:

		Response Total	Response Percent	Points	Avg
View responses to this question view					
A family with one or two dependent children		12	32%	n/a	n/a
A family with three or more children		2	5%	n/a	n/a
A lone parent household		2	5%	n/a	n/a
A carer		0	0%	n/a	n/a
A household with full and/or part time workers		12	32%	n/a	n/a
A household that includes someone who is disabled		1	3%	n/a	n/a
A single person household or a couple without children		2	5%	n/a	n/a
None of the above		3	8%	n/a	n/a
Don't know		0	0%	n/a	n/a
Total Respondents			37		
(skipped this question)			219		
View conditional responses (if applicable) view					


16. Where did you hear about this consultation?

View responses to this question view	
Total Respondents	16
(skipped this question)	240







17. Are you:

		Response Total	Response Percent	Points	Avg
View responses to this question view					
Male		12	40%	n/a	n/a
Female		16	53%	n/a	n/a



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Prefer not to say		2	7%	n/a	n/a
Other, please specify		0	0%	n/a	n/a
		Total Respondents	30		
		(skipped this question)	226		
View conditional responses (if applicable)					view

18. Age:

		Response Total	Response Percent	Points	Avg
View responses to this question					view
24 years or below		3	10%	n/a	n/a
25 - 34		6	20%	n/a	n/a
35 - 44		3	10%	n/a	n/a
45 - 54		10	33%	n/a	n/a
55 - 64		6	20%	n/a	n/a
65 years or above		2	7%	n/a	n/a
		Total Respondents	30		
		(skipped this question)	226		
View conditional responses (if applicable)					view



19. Do you have any long-standing illness, disability or infirmity? (Long-standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time)

		Response Total	Response Percent	Points	Avg
View responses to this question					view
Yes		8	27%	n/a	n/a
No		22	73%	n/a	n/a
		Total Respondents	30		
		(skipped this question)	226		
View conditional responses (if applicable)					view







20. If yes, does this illness or disability limit your activities in any way?

		Response Total	Response Percent	Points	Avg
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Appendix 2

View responses to this question view					
Yes		3	14%	n/a	n/a
No		18	86%	n/a	n/a
Total Respondents			21		
(skipped this question)			235		
View conditional responses (if applicable) view					

21. Ethnicity:

	Response Total	Response Percent	Points	Avg	
View responses to this question view					
White English/Scottish/Welsh		23	77%	n/a	n/a
White Irish		2	7%	n/a	n/a
Any Other White Background		2	7%	n/a	n/a
Black or Black British African		0	0%	n/a	n/a
Black or Black British Caribbean		0	0%	n/a	n/a
Any Other Black background		0	0%	n/a	n/a
Mixed White/Black Caribbean		0	0%	n/a	n/a
Mixed White/Black African		0	0%	n/a	n/a
Any Other Mixed Background		1	3%	n/a	n/a
Asian or Asian British Indian		1	3%	n/a	n/a
Asian or Asian British Pakistani		0	0%	n/a	n/a
Asian or Asian British Bangladeshi		0	0%	n/a	n/a
Any other Asian Background		0	0%	n/a	n/a
Chinese		0	0%	n/a	n/a
Arab		0	0%	n/a	n/a
Other, please specify view		1	3%	n/a	n/a
Total Respondents		30			
(skipped this question)		226			
View conditional responses (if applicable) view					

22. What is your religion?

	Response Total	Response Percent	Points	Avg
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View responses to this question view				
No religion		13	43%	n/a
Christian		15	50%	n/a
Jewish		0	0%	n/a
Muslim		1	3%	n/a
Buddhist		0	0%	n/a
Sikh		0	0%	n/a
Hindu		0	0%	n/a
Any other religion view		1	3%	n/a
Total Respondents			30	
(skipped this question)			226	
View conditional responses (if applicable) view				

23. Do you consider yourself to be ...?

	Response Total	Response Percent	Points	Avg
View responses to this question view				
Heterosexual or straight		26	87%	n/a
Bisexual		0	0%	n/a
Gay or Lesbian		1	3%	n/a
Prefer not to say		3	10%	n/a
Other, please specify		0	0%	n/a
Total Respondents		30		
(skipped this question)		226		

Additional Comments

4 Please use the space below to make any other comments you may have about how the council should fund the scheme:

1

I understand EFDC to have quite healthy reserves (in relation to other Authorities) and feel these should be used in the first instance, until the economy is in a better place. Many people not entitled to LCTS are also feeling the pinch and I do not think a rise in council tax would be fair, or popular, particularly given that we have seen reduction in services such as street lighting, reduced bin collections, poor road conditions. (I appreciate ECC are responsible for street lighting/roads - but one must think about perceptions)

2

Increasing Council Tax will just mean even more funding is needed to cover the shortfall for people on Council Tax Support

3

Apply additional restrictions against entitlement to Local Council Tax Support and reduce the number of exemptions available on council tax

7 Comments:

1

Other taxpayers shouldn't pay

2

Everyone should contribute something to society and running of our district. I also think that pensioners should have to pay.

3

I do not believe the savings should primarily come from the people on the lower incomes, what about increasing the council tax for people in the higher banded properties.

9 Please use the space below to make any other comments you have about the Council's preferred options:

1

Everyone should pay council tax, everyone should pay something towards their council tax. No one should be fully subsidised by everyone else. Benefits are not taxed whilst minimum wage is, therefore even on benefits they should pay something.

2

I have made my comments based on being a resident here, I live in Waltham Abbey. In addition, I work for the Authority, and so feel I have a good grasp of some of the financial issues people face, and also people's attitudes. I think people should be encouraged to pay something towards the running of the place we live, but think we should go further and extend that to pensioners as those on benefit actually have more disposable income than working/non working families.

10 Please use the space below if you would like the Council to consider other options:

- 1 Include child benefit as income
- 2 I feel that the current climate will improve in time and the need to cut LCTS support will become lesser in time. I feel that our reserves could meet some of that demand, rather than just making cuts to our services. Nobody wants to see libraries close etc.

11 If you have any further comments to make regarding the Council Tax Reduction scheme please use the space below

- 1 I am definitely in favour of assuming the living wage for all self employed persons. There are a lot of people that claim to be self employed doing the bear minimum as its a means to claim working tax credit. If a person is genuinely setting up a business in order to prosper, they are not going to just work 16 hours per week. Equally if the business is not making money after a year, then it would not make sense for the business to continue. The rules around this have been abused for years and people have said they earn next to nothing but have continued the business.

Report to the Cabinet

Report reference: C-053-2015/16
Date of meeting: 03 December 2015



Committee: Overview and Scrutiny
Subject: Overview and Scrutiny Youth Engagement Task and Finish Review
Responsible Officer: Julie Chandler (01992 564214)
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/ Decisions Required:

- (1) That the Council retains and continues to support and develop the Youth Council in terms of wider youth engagement;
- (2) That the Youth Council be afforded the opportunity to present a report/update twice a year to all Members of Council through a suitable meeting;
- (3) That the Youth Council acts as a consultee for stakeholder presentations at Overview and Scrutiny Committees;
- (4) That the current operational budget for the Youth Council be maintained at £12,000 per annum;
- (5) That Cabinet considers a request for Continuing Services Budget (CSB) Growth of £8,000 per annum, for an enabling fund that the Youth Council can access for projects to be agreed by the Neighbourhoods & Communities Select Committee;
- (6) That the Council pursues the devolvement of the budget and responsibilities for Youth Provision from Essex County Council to the District Council; and
- (7) That Cabinet considers a request for Continuing Services Budget (CSB) Growth of £25,000 per annum, for targeted work by Community Services and Safety and not at the detriment of the current service.

Executive Summary:

As part of the Council's budget saving process in 2014/15, the Finance and Performance Management Cabinet Committee requested that officers undertake a review of the most effective use of the Council's budget related to youth engagement.

In response, the Portfolio Holder for Leisure and Community Services submitted a proposal to the Overview & Scrutiny Committee, to establish a Task & Finish Review Panel to undertake this work. This was agreed and the review was undertaken between April and September 2015.

This report provides an overview of the findings of the panel and a set of recommendations that have been agreed by the Overview and Scrutiny Committee.

Reason for decision:

The recommendations in this report were agreed by the Youth Engagement Task and Finish Panel and subsequently Overview and Scrutiny Committee, in order to retain and expand the services provided by Epping Forest Youth Council and the Council's Community Services Department.

Options considered and rejected:

None.

Report:

1. The Youth Engagement Task and Finish Review Panel was Chaired by Cllr S Murray Supported by Cllr Mohindra, as Vice Chair. Other Panel members included Cllrs C. Roberts, B. Surtees, K. Adams, R. Butler, S. Neville, B. Surtees, A. Patel, Cllr Mrs Kane and two members from the Youth Council; Jaymey McIvor and Matthew Tinker.
2. The scope of the review included detailed analysis across a range of work undertaken by the Youth Council, Community Services and Safety, and Essex County Council. This took the form of presentations on each area of work and was supported by feedback and case studies.
3. The Youth Councillors that were part of the panel gave a presentation on the work and successes of the current Youth Council and achievements of their predecessors over the previous seven years. This included details of a Youth Conference at the Civic offices, with 90 pupils from years 7, 8, 9 and 10 representing ten secondary schools from in and around the District. At this event, it had been identified that a priority issue for young people was bullying, and in response, the Youth Council had developed their own campaign called '#URNot Alone'. They had promoted this by providing advice in school assemblies and had provided pupils with a USB memory stick wristband promoting the campaign. The scheme had been so well received and successful that the Youth Council had been awarded the prestigious County-wide High Sheriff of Essex's Shield and £1000 towards the project.
4. Other work presented by the Youth Councillors included volunteering, developing social media contacts (7200 views on twitter during the anti-bullying campaign) and significant success in securing external funding during the last six years, which amounted to £28,000.
5. The Panel were very impressed with the work and commitment of the Epping Forest Youth Council and the level of communication with their peer group, which extended across their school community and the local area where they live. The Panel suggested that greater emphasis could be placed on promotion of the Youth Council within the Council itself, to ensure that senior Members were aware and understood the valuable contribution that they made locally. They also agreed that the Youth Council represented excellent value for money as currently funded by the Council, and noted that, the EFYC budget and associated costs had not increased since EFYC began in 2008; that EFYC had generated the equivalent of 39% of its running costs in external funding and that Youth Councillors themselves had independently applied for and secured external funding for EFYC.
6. Further research was commissioned by the Panel which included comparisons to other local authority Youth Council functions in the local area and further afield. The Panel concluded from these studies, that Epping Forest Youth Council was more impressive in its work than these others and that the operation of EFYC was excellent, in comparison to other Youth Councils represented at the UK Youth Parliament. This conclusion was further endorsed by feedback from local schools and other statutory and non-statutory partners.

7. The second phase of work focussed on youth engagement work undertaken by the Council's Community Services and Safety teams and the work of Essex County Council which has a statutory responsibility for provision of Youth Services.

8. Community Services officers provided an overview of the work delivered for young people and this included general activities and youth engagement per se. The panel heard that over £750,000 external revenue funding had been generated by Community Services in the last five years, to develop specific programmes of work for target groups. Much of this work focussed on super output areas of the district; young people with additional needs and young people referred by schools as needing support, advice and guidance. This included football sessions in Waltham Abbey and Limes Farm, an inclusion project and in-school programmes on issues such as self-harm, substance misuse and positive behaviour and attitudes. These particular sessions had been very well received by schools as they had seen marked differences in behaviours and attitudes in school. They had also reported that issues of self-harm had reduced and participants were showing improved confidence and self-esteem.

9. The panel also heard about the Council's Crucial Crew and Reality Roadshow initiatives, which provide personal safety and wellbeing advice to children and young people. Delivered to every child in Year 6 and Year 9 respectively, that go to school in the district, these programmes provide important advice and guidance for young people around internet safety, drugs and alcohol awareness, road safety, bullying and healthy relationships. The latter being added in the last couple of years, due to the high level of known domestic abuse in the district.

10. The Task & Finish Review Panel were impressed with the breadth and extent of the work undertaken by the Council's Community Services and Safety Teams and felt that the targeted work that had been delivered was excellent. They agreed that this work should be continued and potentially developed in conjunction with local Parish and Town Councils, in order to address key local issues and hence, agreed recommendation vii) in this report.

11. Officers from Essex County Council (ECC) were invited to present to the panel on work being delivered in the district for young people and were disappointed to hear that no face to face youth work is now undertaken anywhere in Essex, due to severe budget cuts over the last few years. It was also noted that the current provision by ECC for the Epping Forest District was 1.5 FTE staff and that the remit of the service had been changed to 'Community Capacity Building' and support for the voluntary sector to deliver initiatives.

12. The panel were concerned that this new remit for Youth Work staff had already resulted in duplication of work in the district, with the Council having its own Community Engagement officers. They also felt that some of the work described by the County Council representatives was not aligned to key areas of priority. This led them to reaching a consensus, that the District Council would be best placed to understand the local issues and needs of young people, and that devolvement of Essex County Council's remaining resources for young people to EFDC, would enable an improved service to be delivered across the district.

13. The final and detailed report of the Youth Engagement Task & Finish Panel was presented to Overview and Scrutiny at its' meeting on 20th October and agreement was reached on the suggested recommendations of the report.

14. This report therefore seeks Cabinet approval to the recommendations made by the panel.

Resource implications:

This report recommends to Cabinet two items of CSB growth: 1) That an additional £8,000 is made available each year for the Youth Council to deliver projects as agreed through the Neighbourhoods and Communities Select Committee and 2) That an additional £25,000

budget is made available for Community Services, to undertake targeted work with young people identified with self-esteem and confidence issues and those displaying anti-social and other negative behaviours.

Consultation undertaken:

A wide range of consultation was undertaken as part of the Youth Engagement Task & Finish Review, including with local secondary schools, Essex County Council and public and voluntary sector partners.

Legal Implications:

None.

Background papers:

Agenda and minutes from the Task & Finish Review; consultation and questionnaire papers from local schools and public and voluntary sector partners.

Safer, Cleaner & Greener Implications:

The recommendations from the Task & Finish Review, seek agreement from the Council to increase investment in local young people, including to provide targeted work with young people at risk of anti-social behaviour and youth nuisance and those at risk of self-harm.

Risk Management:

None.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

This report contains recommendations that may impact positively on the seven equality protected characteristics, including young people with additional needs.

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Report to the Cabinet

Report reference: C-054-2015/16

Date of meeting: 3 December 2015.



**Epping Forest
District Council**

Portfolio: Finance

Subject: Capital Review 2015/16 – 2019/20

Responsible Officer: Teresa Brown (01992–564604).

Democratic Services Officer: Gary Woodhall (01992–564470).

Recommendations/Decisions Required:

- (1) That the latest five-year forecast of capital receipts be noted;**
- (2) That the level of usable capital receipts currently predicted to be £5,891,000 at 31 March 2020 be noted;**
- (3) That increased external borrowing of an estimated £25,000,000, necessary to support the General Fund capital programme, be noted;**
- (4) That the following amendments to the Capital Programme be recommended to Council to approve:**
 - (a) supplementary capital estimates of £88,000 for the museum development project and £12,000 for two remaining private sector housing grants; and**
 - (b) supplementary capital estimates of £49,000 and £7,000 for planned maintenance works at the Civic Offices and CCTV equipment at Town Mead depot respectively, previously included the Revenue accounts;**
- (5) That the following amendments to the Capital Programme be approved:**
 - (a) carry forwards totaling £18,024,000 from 2015/16 to 2016/17 and 2017/18 in respect of General Fund capital schemes as outlined in the report and Resource Implications table;**
 - (b) a reduction of £151,000 for replacement refuse bins to be compensated by an equivalent revenue allocation and a reduction of £447,000 as a result of discontinuing the Open Market Home Ownership scheme;**
 - (c) virements within the General Fund and Housing Revenue Account in respect of the categories of work identified in the report; and**
 - (d) re-phasing of the housebuilding programme, planned maintenance programme and off street parking initiative financed within the Housing Revenue Account, with carry forwards of £3,663,000 as identified in the report and Resource Implications table; and**
- (6) That the appropriation of Lindsey House from the Housing Revenue Account to the General Fund be approved.**

Executive Summary:

This report sets out the Council's Capital Programme for the five year period 2015/16 to 2019/20. It includes the forecast capital investment in Council owned assets; estimates of capital loans to be made for private housing initiatives; and projected levels of revenue expenditure funded from capital under statute. The capital programme has been prepared by updating the programme approved in February 2015, amended for any slippage and re-phasing approved in June 2015, as well as new schemes and allocations approved by Cabinet since then.

The allocations included in 2015/16 and 2016/17 represent approved sums for capital schemes which the Council is committed to deliver. Allocations given for the years 2017/18 to 2019/20 represent forecast sums as a guide to future capital investment and the schemes to which they relate will require Cabinet approval before going ahead. The projects already approved within the capital programme have been reviewed and spending control officers have reassessed estimated final costs and the phasing of expenditure profiles for each scheme as part of the capital review. Recommendations have been made to make amendments as appropriate.

The Council's overall programme of capital expenditure is summarised for each Directorate in Appendix 1 and shows forecast investments of £152,689,000 in Council-owned assets over the five year period under consideration. Details of individual schemes or groups of projects are shown at Appendix 2 for the General Fund capital programme and an analysis of works into specific categories is shown at Appendix 3 for the Housing Revenue Account (HRA) Capital Programme. Appendix 1 also shows the Council's forecast to finance capital loans up to a maximum of £5,298,000 and planned expenditure of £3,713,000 which is classified as revenue expenditure but which can be financed from capital resources, over the five year period. Analyses of these figures are given in Appendices 4 and 5 respectively.

With regard to funding the capital programme, the report sets out proposed sources of finance over the five-year period from 2015/16 to 2019/20 in the lower section of Appendix 1, based on maximising the funding available to finance each scheme. The report identifies estimated external funding from grants and private sources of £6,150,000, and it proposes that capital receipts of an estimated £34,087,000 and direct revenue funding of an estimated £96,463,000 be applied to finance the capital programme over the next five years. It is forecast that external borrowing of an estimated £25,000,000 will be necessary to support the Council's investments in new developments within the General Fund. The estimated level of capital resources available now and in the future are given in Appendix 6. In summary, the balance of capital receipts is expected to fall from £19,615,000 as at 1 April 2015 to £5,891,000 by 31 March 2020 and the Major Repairs Fund balance is expected to decrease from £11,154,000 to zero by 31 March 2018, with annual contributions to be used in full each year thereafter.

Reasons for Proposed Decision:

The capital programme presented in the appendices is based on decisions already approved by the Cabinet. The expenditure profiles suggested are based on Member agreed timescales and practical considerations. The decisions proposed are intended to make the best use of the capital resources currently available and forecast to become available for capital schemes to 2019/20.

Other Options for Action:

The level of capital receipt resources is predicted to fall to £5,891,000 by 31 March 2020, based on the assumption that all capital receipts will be used during 2015/16 except the 1-4-1 balance generated from the Right to Buy sales, which will be applied to the Council's new housebuilding programme in line with the HRA self-financing rules. Revenue balances will be used to support the capital programme initially and in 2016/17 external borrowing will be

required. The revenue consequence of reducing the level of capital and revenue balances over the next five years is to reduce investment income. At the same time, borrowing will result in increased revenue costs in the form of interest charges. Members may choose to reduce the General Fund and/or Housing Revenue Account capital programmes by re-considering the inclusion of some new schemes or re-assess the inclusion of some existing schemes.

With regard to financing the General Fund and HRA capital programmes, there are a number of options available. The proposal put forward sets the level of direct revenue funding at high levels in order to reduce the need for external borrowing. However, these contributions could be reduced by increasing the levels of external borrowing. This option has been rejected because the revenue contributions suggested in this report are affordable within the General Fund and HRA, according to current predictions, and the cost of increased borrowing would ultimately result in higher net interest charges.

Report:

Resources

1. The five year Planned Maintenance Programme is reviewed periodically to ensure that the Council's operational and commercial property assets are properly maintained and improved to meet Health and Safety requirements, statutory regulations, contractual obligations, customer demands and the long term protection and value of the authority's assets. The capital allocations included in Appendix 2 were approved in October 2013 and updated as part of the Capital Review in December 2014. The largest schemes are planned for the civic office buildings: the window replacement programme is complete; electrical upgrades are underway, including the installation of smart metering to reduce energy usage in the civic office complex; the separation of the heating system into four areas has commenced to allow greater control over temperatures in each area; and the installation of solar energy panels will be carried out shortly once essential roofing upgrade works have been completed. Most of the other schemes are expected to be completed by the end of the financial year. However, four schemes have been identified as slipping into 2016/17 including the replacement of electrical distribution equipment at the Civic Offices. The other three schemes to upgrade the car parks at Epping and Waltham Abbey leisure centres and the roof at the Waltham Abbey centre have been put on hold pending finalisation of the Leisure Strategy. These budgets total £70,000 and Members are requested to approve re-phasing this sum into 2016/17 and 2017/18. In addition, a supplementary capital estimate of £49,000 is requested to be recommended for approval by Council; this sum having originally been set aside within the planned maintenance revenue account for the replacement windows at the Civic Offices.

2. The need to upgrade the roofs on some of the industrial units at Oakwood Hill Industrial Estate was identified in 2013 and the Council commissioned an appraisal of the work required and an assessment of the where the responsibility for this work lay. The appraisal was undertaken by Stace, who reviewed a typical lease to assess current repairing obligations and future liabilities within the terms of the lease. It was concluded that it is the landlord's obligation to ensure that all exterior additions are undertaken to a rentable standard and it is the tenant's responsibility to maintain skylights. With roof repairs needed to achieve current building regulation standards, four options were considered and overlay sheeting was decided to be the best method. The main complication with this scheme has been how the Council would recover the costs of the works from its current tenants. Meetings with the council tenants are being conducted to establish when the works will commence. Although it is anticipated that they will start this financial year, it is unlikely that much work will be completed before 31 March 2016 and Members are requested to approve a carry forward of £ 200,000 to 2016/17.

3. The General ICT capital programme for 2015/16 was approved in October 2014, along with an additional sum of £80,000 for a new integrated payroll and human resources

system. Progress has been made on most projects including: the Bankers Automated Clearing Service replacement system; configurations for the remote management and service desk systems; and implementation of the Freedom of Information system. All ICT projects are expected to be completed by the year end except for the uninterruptable power supplies replacement system, some “good for enterprise” licences; and the mobile and flexible working roll out. A carry forward of £89,000 to 2016/17 is requested to allow for this slippage.

4. A report was submitted to Cabinet in October this year which detailed several ICT capital projects scheduled for 2016/17. A sum of £185,000 was approved for the schemes identified from the ICT strategy to improve productivity and efficiency or maintain services. The main projects to be undertaken in 2016/17 are the replacement of security devices used for authentication of electronic payment system transactions; an upgrade to the general ledger system and a storage solution for public facing server.

5. A small sum of £20,000 was recently approved from the “Invest to Save” proposals for the purchase of two self-service kiosks to be located at the Council's cash offices. This sum has been included in the 2016/17 equipment budget within the Resources Directorate.

Neighbourhoods

6. The largest capital project within the General Fund is the investment in a new Shopping Park at Langston Road. A supplementary capital estimate of £30,636,000 was approved by Cabinet in June for the purchase of Polofind's interest in the Epping Forest Shopping Park and the development of the site at Langston Road by the Council as sole owner developers; £14,658,000 has been included in this financial year and £16,200,000 is recommended to be carried forward into 2016/17. A financial analysis is currently being undertaken to identify the costs associated with the Section 278 Highways Works, which constitute revenue expenditure which can be financed from capital under statute. The purchase of Polofind's interest was completed on the 3rd July 2015, and the tender process is underway for the Section 278 highways works and for the main shopping park contract. Once evaluated the award of the contracts will be considered by a special Cabinet meeting on the 11 January 2016. Whilst the current project plan still anticipates a shell completion for October 2016 ready for tenant fit out, the final opening date for the new Retail Park will depend on the programme of works accepted as part of the award of tenders. Marketing activity is ongoing to secure anchor tenants in advance of letting the main construction contract.

7. The construction of a new depot at Oakwood Hill is well underway. Work commenced on site in late September and the project is scheduled to be completed by the end of April 2016. Service managers moving to the new depot are making preparations to transfer from the Langston Road Depot. A budget of £2,625,000 was allocated to the project and costs are expected to be met within this sum. It is anticipated, however, that a relatively small proportion of the costs will fall in 2016/17 and a carry forward of £200,000 is proposed to be carried forward.

8. Another large capital project the Council is investing in is the redevelopment of the depot site at St John's Road, Epping. This Council is currently in negotiation with Essex County Council to finalise the contract to purchase the former St John's school site adjacent to the depot site. A contract is also being drawn up with Frontier Ltd for them to purchase the whole site once they have obtained planning permission for their proposed development. It is anticipated that it will take between 9 and 12 months from the time of the purchase of ECC's land to the sale of the whole site to Frontier in order to secure the necessary planning consent. Approval from the Secretary of State has been received for the land transaction with ECC but agreement has yet to be reached on an overage clause protecting the County's interests, if a scheme of significantly higher value was developed. An estimated sum of £6,000,000 has been included in this year's capital programme for the purchase of the land from ECC and the capital receipts schedule has been amended to account for the anticipated proceeds from the sale of the land. As part of the negotiations with ECC, Lindsey House is

expected to transfer to County's ownership. In anticipation of this, Members are asked to approve the appropriation of Lindsey House from the HRA to the General Fund.

9. Progress continues to be made on the site of the former Sir Winston Churchill public house. The scheme is now being taken forward by Epping Forest based developer Higgins Homes. Work has commenced on site with an anticipated 20 month build programme. Once complete, the Council anticipates receiving rental income from the ground floor retail premises in late 2017.

10. An allocation of £101,000 was set aside in the current financial year and £30,000 annually thereafter for the replacement of refuse bins and recycling containers. However, with the new waste management contract in place, it is thought more appropriate to top up existing stock from revenue resources. The majority of this allocation has therefore been withdrawn from the capital programme and will be provided within the revised revenue budget to be presented to Cabinet in early 2016. A capital sum of £40,000 is recommended to be retained in 2015/16 only for the provision of new bins previously not provided, in particular for blocks of flats.

11. The budget for Council Car Parks includes an allocation of £190,000 for the purchase and installation of new pay and display machines in Council owned car parks. All machines have now been installed and expenditure is expected to be within budget. An additional £100,000 has been included as part of the "Invest to Save" proposals for LED lighting in car parks. A survey undertaken by Philips Lighting Ltd established that the existing lighting is inefficient and that significant savings in energy consumption and maintenance costs can be achieved through a programme of LED lighting upgrades and improved time control.

12. The remaining capital balance of £15,000, contributed towards operating the market at North Weald Airfield, has been used towards upgrading the CCTV system. No further contributions are anticipated at the present time.

13. The flood alleviation scheme currently has an approved budget of £31,000. However, there are no plans to spend this allocation in 2015/16 and therefore Members are asked to approve a carry forward of the full budget.

14. An annual allowance of £30,000 is provided within the capital programme for the replacement of grounds maintenance vehicles. The 2015/16 allocation has been set aside for the purchase of a replacement vehicle to be delivered in early 2016 and no changes to the budget is required. An additional £63,000 has been included in 2016/17 for the purchase of a tractor and accessories for grass cutting as part of the "Invest to Save" programme, which will be financed from revenue contributions.

Communities

15. The capital programme includes provision for a major project to extend and redevelop the Council's museum. Heritage Lottery funding of £1,650,000 was secured, of which £1,500,000 has been assigned to the capital project. The project will transform the museum, providing step free access across the site and bringing a large percentage of the reserve collections into the heart of the museum. Coniston Ltd was selected as the preferred main contractors in December 2014 and Cabinet approved an additional allocation of £345,000 to allow for the agreed tendered sum. Works began on site at the end of April 2015 with a projected completion by end of October 2015. However, there have been a number of events which have caused delays, details of which are given in a report on the museum project elsewhere on the agenda. As stated in the report on the museum these issues have necessitated an extension of time and have resulted in increased costs. It is estimated that a further £88,000 will be required and Members are asked to recommend this sum to be approved by Council. The allocations given in Appendix 2 of this report have been adjusted in line with the recommendations, pending approval.

16. An ongoing programme of providing off street parking facilities on HRA Council

Estates has been underway for several years, jointly funded between the HRA and General Fund. The programme is now in the sixth phase with design works currently being carried out by a consultant to provide parking bays at Paley Gardens and Torrington Drive. Works on both sites are planned to commence in early 2016 subject to successful planning applications. However, it is likely that the off-street parking budget will be underspent in 2015/16 and carry forward of £400,000 is requested in respect of the General Fund allocation to be re-phased into 2016/17 and 2017/18.

17. An allocation of £309,000 was included in the capital programme for the acquisition of the lease for an area of office space on the second floor of Bridgeman House, Waltham Abbey, to enable the transfer of the Community Services team to be located in one building. As this is unlikely to take place this year, it is recommended that the full sum be carried forward to 2016/17.

18. The CCTV capital programme is progressing well, with the new system at North Weald Airfield already installed and the new systems and upgrades at Roundhills, the museum and the portable camera facility expected to be completed by the end of the year. The systems in Epping high street, Oakwood Hill depot and the Council's car parks are expected to slip into 2016/17. Members are asked to approve a carry forward of £124,000 for these three systems. Essential installation of a CCTV system at Town Mead Depot, due to security problems, has led to unexpected expenditure on this budget. An additional capital sum of £7,000 is requested to cover the cost of this new system, which will be financed from a contribution from revenue budgets, where savings have been already been identified. Another report elsewhere on the agenda recommends re-phasing the programme and the proposals have been included in the capital programme pending approval.

Housing Revenue Account (HRA)

19. The proposed HRA Capital Programme is forecast to invest £106,668,000 over the five year period from 2015/16. The Council's housing development programme, including new house building, property acquisitions and some conversion schemes, accounts for £41,575,000 of this total. A provisional sum of £3,200,000 has been included for the construction of a new depot at North Weald and capital improvement works to the existing stock accounts for the remaining £61,893,000.

20. The major conversion works at Marden Close and Faversham Hall started on site in September 2014 and is now nearing completion. With regard to phase one of the new house building programme, work started on 4 sites in Waltham Abbey in October 2014, but the works have not progressed in line with the original contract period, which had a completion date of 13 November 2015. The latest estimate suggests that the contractor is behind programme by between 5 and 8 months and the contractor Broadway Construction Ltd is reporting completion of three sites by March 2016 and the fourth site, at Harveyfields, by July 2016. Planning permission for phase two was obtained in September 2015 to build 51 homes at Burton Road and tenders are being sought for consideration in early January. This will be part funded from the £500,000 Homes & Communities Agency (HCA) Affordable Housing Grant recently awarded to the Council, subject to the Council achieving Development Partner Status with the HCA.

21. The new house building programme is monitored closely by the Council Housebuilding Cabinet Committee where a decision was made to accelerate the house-building programme in order to keep up with the rate at which the one-for-one capital receipts have been accumulating. In order to achieve this, the planned construction periods of phases three to six have been brought forward such that they overlap and the Council's development agent, East Thames Group, have re-profiled costs over the next five years to reflect the accelerated programme. This information has been used to prepare the HRA capital programme in Appendix 3.

22. As the house building programme is ambitious, it could be subject to delays. Potentially, this could result in qualifying expenditure being below targets which, in turn, could result in some of the one-for-one capital receipts being passed to the Government. In order to mitigate this risk, the Cabinet

Committee have looked at a number of options such as including purchasing street properties, negotiating over section 106 developments and purchasing land sites. Negotiations are now in hand with a private developer, Linden Homes, to purchase 8 new affordable homes in Roydon. An estimated spend profile has been included for the current plans in the housing development budget on Appendix 3 and Members are asked to endorse the new expenditure profile.

23. The Council needs to re-locate its Housing Repairs Service from the Epping Depot to enable the proposed re-development for the St Johns Road area of Epping to proceed. There is a report earlier in the agenda to construct a new Repairs and Maintenance Hub on a Council-owned vacant brownfield site in Blenheim Way, North Weald. This will also create the opportunity for the Housing Repairs team to be co-located with the Housing Assets Team, currently based at the Civic Offices. A provisional sum of £3,200,000 has been included in the HRA Capital programme in Appendix 3, pending Members' decision on this matter.

24. Capital investment in improvement works to the existing housing stock has increased since 2012/13 when the Council agreed to upgrade maintenance levels from the Decent Homes Standard to a Modern Homes standard. This has enabled bathrooms, kitchens, roofs etc. to be replaced within shorter time scales. Between 2015/16 and 2019/20 an estimated £61,893,000 will be invested in the housing stock and HRA estates. The categories of work undertaken are listed in Appendix 3. In previous years, there has been a separate category for work carried out on void properties but this did not identify the type of work being undertaken. This year the forecast spend on void properties over the next five years has been identified to the following categories: heating, rewiring, roofing, balcony resurfacing, double glazing, structural work and asbestos removal. Although expenditure on voids is not shown separately, this information is available for management purposes as required.

25. An additional sum of £800,000 has been included for voids in the heating, rewiring and water tank replacement category, Expenditure on these works remains high and the budgets for heating and water tanks are expected to be fully spent by the year end. The rewiring budget has been enhanced in previous years to allow for the high level of demand as a consequence of the introduction of new rewiring regulations and a further virement of £310,000 is requested to cover increased electrical testing to be carried out in council flats. On the other hand, reductions in the work required to bring many domestic properties up to current electrical installation standards has resulted in reduced levels of expenditure and it is suggested that £200,000 be carried forward from 2015/16 to 2016/17.

26. The programme of works on windows and doors is expected to accelerate during the year after a slow start and all planned works are expected to be completed by the year end; no changes to the allocations are reported.

27. An additional £60,000 has been allocated to the roofing budget for void upgrades to flat roofs, tiled roofs and balcony resurfacing. The programme of planned works on flat roofs programme is ahead of schedule as these works are profiled for completion in the summer months, whilst the works on the tiled roofing have increased following a slow start. Overall no budgetary changes are anticipated for this category of works.

28. The other planned maintenance category includes Norway House improvements, door entry system installations and energy efficiency works. The Norway House improvement scheme including bathroom replacements and other upgrades is underway and the budget is expected to be fully spent by the end of the year. Upgrades of door entry systems and energy efficiency works are expected to be lower than originally anticipated this year. The only energy efficiency work that currently attracts substantial government grant funding is the Domestic Renewable Heat Incentive repaid over a 7-year term following the installation of air source heating. An accelerated programme of air source heating installation is currently underway for which income of just under £300,000 is projected for all current registered installations over the 7-year term, assuming there are no changes to the existing rules. It is recommended that the budget for door entry systems be reduced by £110,000 to be reallocated to other categories of work and that £150,000 of the energy efficiency budget be carried forward to 2016/17 to allow for reduced workloads this year.

29. The Council's structural repairs budget is used to fund a planned programme of major remedial structural works; ad-hoc urgent major structural repairs; and structural repairs to void properties for which an additional sum of £153,000 has been incorporated. Most of the structural projects are planned to take place in the second half of the budget year and the budget is expected to be fully spent for 2015/16. It is anticipated that the conversion of Leonard Davis House will be undertaken next financial year and Members are requested to approve a carry forward of £100,000 to allow for this.

30. The kitchen and bathroom replacement budgets both allow for planned replacement programmes as well as ad hoc installations, which need to be carried out urgently. Although the kitchen programme has been hindered by problems of gaining access to some properties, it is expected to complete on time with a saving of £200,000, which is recommended to be vired to other categories of work. The bathroom programme has been accelerated and a four-year upgrade programme of the flats located in the blocks at Copperfield is on target for completion by the end of 2015. No changes to the allocations are proposed.

31. The programme for environmental improvements includes budgets for off street parking on housing estates, gas pipe-work replacements, watercourse repairs, CCTV systems, garages and fencing. An additional £100,000 has been allocated for work associated with void properties. The largest project in this category is off street parking and it is anticipated that the budget for the works will be under spent in the current financial year, it is therefore proposed that £600,000 be carried forward from 2015/16 to be re-phased into 2016/17 and 2017/18. The second largest project is the gas pipe-work replacement programme. Work on the Ninefield Estate started in 2014/15 and is expected to be completed in 2015. Work on Oakwood Hill and other estates in Loughton started this financial year and is expected to be completed in 2016/17. A carry forward of £100,000 is recommended to allow for the proposed timetable. The budget for external lighting schemes was increased in 2015/16 to finance additional works at Jessopp Court and other locations; expenditure is expected to be on budget for this financial year. CCTV installation on HRA properties in Springfield and Shelly Close are expected to be completed in 2015/16, and a sum of £15,000 is requested to be brought forward from 2016/17 to accommodate a new system to cover Limes Farm yellow block.

32. Demand for disabled adaptations continues to increase and several large projects are being undertaken this year making it necessary to put some disabled adaptation requests on hold until next financial year in order to keep within the budget allocated. No changes are requested to the approved capital programme at this point.

33. The other repairs and maintenance category includes feasibilities, asbestos removal and the contingency budget for emergency or urgent work. An additional sum of £100,000 has been included for asbestos work on void properties. All budgets are expected to be utilised by the year end and no changes to the allocations are reported.

34. The capital service enhancements budget includes allocations for the front entrance fire door replacement programme on leasehold properties, the refurbishment of communal kitchens in sheltered schemes, the Oakwood Hill estate enhancement scheme, the provision of electric scooter stores at sheltered schemes, and a new online rents system. The front entrance fire door replacement project on leasehold properties is expected to be fully spent by the end of the year and phase 2 of the refurbishment of communal kitchens in sheltered housing schemes has been completed with costs are expected to be on budget. After completing the provision of electric scooter stores at two schemes in 2014/15, a review of demand for scooter stores is being undertaken and a small budget is available for 2015/16 for design works on two schemes. The scope of the work on the Oakwood Hill Estate enhancement scheme has yet to be agreed and, with expenditure currently on hold, the budget of £160,000 is requested to be carried forward to 2016/17. The online rents system budget of £15,000 is also requested to be carried forward due to the scheme being dependent on the installation of a separate system as well as the recruitment of a new IT

team leader.

35. The Housing DLO Vehicles budget is requested to be carried forward to finance replacement tipper vehicles in 2016/17.

Capital Loans

36. The planned programme for the provision of capital loans for private housing assistance from 2015/16 to 2019/20 and the loan to the Council's waste management operator in 2015/16 is shown on Appendix 4.

37. The Open Market Shared Ownership Scheme has provided interest-free loans to B3Living to enable first time buyers to purchase properties on the open market. Two phases have been completed and the scheme has been very successful in helping several people in the District to enter home ownership. However, it is proposed to discontinue the scheme and re-allocate the existing funding to finance higher priority schemes in the capital programme, pending Member approval.

38. With regard to other private sector housing assistance, a major change was introduced on 1 July 2012, when all discretionary financial assistance given by the Council became repayable upon the sale or transfer of property. An annual allocation of £350,000 had been included in the capital programme previously but uptake for these loans was low initially although it is now increasing. It is suggested that the budget be reduced to £160,000 this financial year and set at £230,000 thereafter.

Revenue Expenditure Financed from Capital under Statute

39. The capital programme for revenue expenditure to be financed from capital resources is detailed on Appendix 5 for the period 2015/16 to 2019/20.

40. Over the past few years the Council has invested in three major parking reviews. The Epping parking review was completed in 2013/14 and the Buckhurst Hill review is nearing completion. Discussions are now commencing on the Loughton Broadway review which will commence once the Buckhurst Hill project has been completed. As works at Loughton Broadway are unlikely to start before the end of this financial year, it is recommended that £190,000 is carried forward to 2016/17 for this review.

41. The number of referrals from occupational therapists, which initiate Disabled Facilities Grants (DFGs), have been growing significantly since March 2013 and the level of demand has levelled off at an all-time high such that expenditure is forecast to be around £500,000 per year from 2015/16 onwards. A recent report to Cabinet secured a supplementary estimate of £120,000 for 2015/16 to cover the demand and a capital growth bid was also made for an additional £120,000 for the following 3 years until 2018/19. The allocations have been revised in the five year capital programme.

42. The budget for other private sector housing assistance covers private sector housing grants approved under the previous system of non-repayable grants for decent homes, small works and thermal comfort assistance. A new Housing Assistance policy came into effect from 1 July 2012, which involves loans being offered to private householders rather than grants. However two remaining grants, sanctioned before the change came into effect, have become payable this financial year; an additional allocation of £12,000 is sought to cover this commitment.

43. The contribution towards the Rural Challenge Superfast Broadband Project has been made following the award of the contract by Essex County Council to Gigaclear. Preparatory work has been taking place, a detailed delivery plan is being prepared and the roll out of the network has now begun. This will provide a significant improvement to broadband speeds for rural businesses and residents alike.

44. Approximate figures have been included in the programme for works to be

undertaken on HRA leasehold properties, resulting from sales of flats under the Right To Buy legislation.

HRA Self-Financing

45. From 1 April 2012 the HRA has operated under the new rules of Self-financing whereby the Council retains its own rents and the old Subsidy system was abandoned. This enabled the Council to fund and manage the housing stock without Government intervention. However, in the 2015 Summer Budget it was announced that social rents will reduce by 1% per year over a four year period. The new Welfare Reform and Work Bill was published on 9 July 2015 which sets about enacting these changes. The Bill covers all types of rent within the social sector with the exclusion of shared ownership. This means that all new build properties let at affordable levels will also have the reduction applied over the next four years. A report prepared by the Council's HRA Business Planning Consultants CIH Consultancy estimated a loss £14,000,000 in rental income to the HRA over the next four years and around £228,000,000 over the next 30 years compared to the Council's previous expectations. A report to Finance and Performance Management Committee advised that no immediate corrective action is required at present, apart from curtailing uncommitted expenditure from the Service Enhancement Fund, and that the position is reviewed in 2016/17.

45. A 30-year plan was drawn up by our housing consultant, which was presented to Cabinet on 12 March 2012, which indicated that surplus balances would be generated. Members decided to invest these surpluses in a construction programme to provide 120 new Council properties over a six year period.

46. When the self-financing rules were introduced the rules changed regarding the amount of capital receipts which can be retained from right-to-buy sales. The Council now retains a sum of money based on the outstanding debt attributable to each house sold plus a further amount representing the 'Local Authority Share' of the capital receipt. These two elements can be used to fund any schemes within the capital programme or to offset debt. However, the third element retained by the Council can only be used for the provision of replacement housing. This element, often referred to as 1-4-1 funding, comes from any increase in right-to-buy sales over the numbers used in the self-financing settlement. This last element has to be used within three years of receipt and can only constitute a maximum 30% of the house-building programme. Appendix 6 forecasts the anticipated receipts the Council will retain over the next five years.

47. The Council's housing consultant monitors the position carefully and provides regular updates to the 30-year HRA plan in order to ensure that the Council achieves the best use of the resources available. Any decisions to re-cast the HRA Financial Plan emanating from the new Welfare Reform and Work Bill are to be delayed until further information becomes available on the effect of the Government's separate proposal to require local authorities to sell "high value" void properties.

Capital Financing

48. Appendix 1 shows a summary of the capital programme along with the financing profile. The Council has approved estimates of capital expenditure under Prudential Code Indicator P (2) and also financing proposals for the years 2015/16 to 2019/20. Appendix 1 has applied the same principles with regard to funding although changes in the expenditure profile have been reflected in the financing requirements in each year.

49. The Council has maintained a consistent policy of prudence in forecasting available capital resources to ensure that any capital project included in the capital programme will be fundable. This means that only capital receipts received to date and projected receipts from the sale of council houses and loan repayments from the Council's waste management

operator are taken into account; no recognition of any other potential receipts is made. Therefore when predicting levels of available capital funding, receipts from future land sales are not taken into account.

50. Similarly a prudent view is taken of other sources of capital funding including funds receivable from Government Grants and private contributions. For instance, the availability of Section 106 monies to fund capital projects is based on payments received to date and not payments anticipated in the future. With regard to Section 106 monies, in the past these sums were generally used for the provision of affordable housing via contributions to Housing Associations. However, from 2013/14 onwards it was agreed that Section 106 monies will be used to support the Council's own house-building programme.

51. The position regarding the generation of capital receipts improved after the maximum allowable discount was increased significantly on 1 April 2013. The number of Council House sales rose to 53 sales in 2013/14 from 13 the year before and remained high at 46 in 2014/15. Sales have slowed down this year with 12 sold to 31 October 2015 and it is estimated that a total of 27 dwellings will be sold by the year end. Future projections are notoriously difficult to make as there remain many uncertainties in the housing market, therefore a cautious and prudent approach has been adopted at this stage: 16 sales have been estimated for 2016/17 onwards. The situation will continue to be monitored.

52. Appendix 6(a) shows the latest forecast of capital receipt generation, their application and hence the likely level of resources available to fund new projects. It takes into account the changes which have resulted from the HRA self-financing and capital pooling rules. Due to the increase in the Council's capital investment programme, the majority of the capital receipt reserve will be fully utilised this financial year. Based on current expenditure and projected receipts, usable capital receipts will be reduced to £5,891,000 by 31 March 2020 at the end of the programme period and the majority of the balance will represent the 1-4-1 reserves which can only be applied to the Council house building programme.

53. For the first time in many years, therefore, it will be necessary to borrow funds to finance the General Fund capital programme. It is forecast that external borrowing totalling £25,000,000 will be required by 2016/17 at the latest, which falls within the authorised limit approved by Members. This sum has been kept to a minimum by making use of increased revenue funding from General Fund. The need to increase borrowing for the HRA capital programme to 2019/20 has been mitigated by using all available balances on the Major Repairs Reserve and significantly reducing the balance on the HRA self-financing reserve. Planned contributions to the HRA self-financing reserve have also been diverted to contribute directly to the capital programme.

54. Appendix 6(b) shows that the balance on the Major Repairs Reserve will be fully utilised by March 2017 and that annual contributions to the fund will be used in full each year to finance capital works to existing dwellings. Members are asked to note that the use of direct revenue funding and capital receipts are indicative figures only and will be revised when the HRA forecast is updated within the 30-year plan.

Resource Implications:

The following table lists all sums recommended to be carried forward to future years:

Capital Project	Sum C/F from 2015/16	Appendix
Planned Maintenance Programme	70	2
Upgrade of Industrial Units	200	2
General IT	89	2
Langston Road Shopping Park	16,200	2
Oakwood Hill Depot	200	2
Flood Alleviation Schemes	31	2

Housing Estate Parking	400	2
Purchase Bridgeman House, W Abbey	309	2
CCTV Systems	124	2
Open Market Shared Ownership Scheme	211	4
Parking Review Schemes	190	5
Total General Fund Schemes	18,024	
New House Building & Conversions	2,395	3
Heating/Rewiring/Water Tanks	100	3
Other Planned Maintenance	150	3
Structural Schemes	100	3
Garages & Environmental Improvements	685	3
Capital Service Enhancements	175	3
Housing DLO Vehicles	58	3
Total HRA Schemes	3,663	

Legal and Governance Implications:

The legal and governance implications are taken into account within individual project reports.

Safer, Cleaner and Greener Implications:

In considering individual capital schemes and the programme overall, the Council gives due consideration to safer, cleaner and greener issues.

Consultation Undertaken:

All Directors and spending control officers for individual schemes have been consulted.

Background Papers:

Reference has been made to previous Cabinet reports and minutes. The Local Government Act 2003 (for England and Wales) and the Regulations have also been complied with.

Risk Management:

There is a financial risk involved in reducing the balance of usable capital receipts over the next five years.

Due Regard Record

Name of policy or activity:

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
30 October 2014	This report represents a financial summary of the sums approved within the Council's Capital Programme from 2015/16 to 2019/20, in addition to the associated funding projections over this period of time.
Teresa Brown Principal Accountant	At this stage the aims of the public sector equality duty will already have been taken into account when the individual schemes were originally approved. As this report does not represent a formative stage in the approval of capital projects, an equality analysis is not considered relevant in respect of this report.

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**CAPITAL PROGRAMME
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
EXPENDITURE						
Resources	1,628	1,024	168	0	0	2,820
Neighbourhoods	23,393	16,574	80	30	30	40,107
Communities	1,623	865	463	53	90	3,094
Total General Fund	26,644	18,463	711	83	120	46,021
Total HRA	17,405	25,979	28,750	17,108	17,426	106,668
Total Capital Expenditure on Council Assets	44,049	44,442	29,461	17,191	17,546	152,689
Total Capital Loans	4,378	230	230	230	230	5,298
Total Revenue Expenditure Financed From Capital under Statute	923	840	650	650	650	3,713
TOTAL CAPITAL PROGRAMME	49,350	45,512	30,341	18,071	18,426	161,700
FUNDING						
Government Grant for DFGs	437	370	370	370	370	1,917
Grants for New Housebuilding	37	250	250	0	0	537
Other Government Capital Grants	1,078	45	45	45	45	1,258
Private Funding	1,838	150	150	150	150	2,438
Total Grants	3,390	815	815	565	565	6,150
General Fund	12,316	12,684	0	0	0	25,000
Total Borrowing	12,316	12,684	0	0	0	25,000
General Fund	10,153	5,709	661	83	120	16,726
HRA	1,634	1,925	4,313	1,550	1,645	11,067
REFCuS & Loans	4,664	550	360	360	360	6,294
Total Capital Receipts	16,451	8,184	5,334	1,993	2,125	34,087
Direct GF Revenue Funding	3,112	70	50	0	0	3,232
Direct HRA Revenue Funding	4,900	7,619	7,680	7,663	7,680	35,542
HRA Major Repairs Reserve	9,181	16,140	8,783	7,850	7,950	49,904
HRA Self- Financing Reserve	0	0	7,679	0	106	7,785
Total Revenue Contributions	17,193	23,829	24,192	15,513	15,736	96,463
TOTAL	49,350	45,512	30,341	18,071	18,426	161,700

**CAPITAL PROGRAMME
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Resources						
Planned Maintenance Programme	1,162	530	168	0	0	1,860
Upgrade of Industrial Units	151	200	0	0	0	351
General IT	315	274	0	0	0	589
Equipment	0	20	0	0	0	20
Total	1,628	1,024	168	0	0	2,820
Neighbourhoods						
Langston Road Shopping Park	14,658	16,200	0	0	0	30,858
Oakwood Hill Depot	2,425	200	0	0	0	2,625
St John's Road Epping Development	6,000	0	0	0	0	6,000
Sir Winston Churchill Site	35	0	0	0	0	35
Waste Management Equipment	40	0	0	0	0	40
Pay & Display Car Parks	190	50	50	0	0	290
North Weald Market Improvements	15	0	0	0	0	15
Flood Alleviation Schemes	0	31	0	0	0	31
Grounds Maint Plant & Equipt	30	93	30	30	30	213
Total	23,393	16,574	80	30	30	40,107
Communities						
Museum Development	1,551	0	0	0	0	1,551
Housing Estate Parking	24	358	440	40	40	902
Purchase Bridgeman House, W Abbey	0	309	0	0	0	309
CCTV Systems	48	198	23	13	50	332
Total	1,623	865	463	53	90	3,094
TOTAL GENERAL FUND	26,644	18,463	711	83	120	46,021

**CAPITAL PROGRAMME
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Housing Revenue Account						
New House Building & Conversions	3,953	9,794	17,086	5,212	5,530	41,575
North Weald Depot	300	2,900	0	0	0	3,200
Heating/Rewiring/Water Tanks	3,581	2,569	2,253	2,525	2,525	13,452
Windows/Doors	1,296	1,177	1,074	1,041	1,041	5,629
Roofing	1,302	1,500	1,190	1,232	1,232	6,456
Other Planned Maintenance	421	558	386	371	371	2,107
Structural Schemes	453	500	400	400	400	2,153
Small Capital Repairs/Voids	0	1,138	1,138	1,138	1,138	4,552
Kitchen & Bathroom Replacements	4,332	4,088	4,352	4,412	4,412	21,595
Garages & Environmental Improvements	991	957	306	312	312	2,878
Disabled Adaptations	442	450	450	450	450	2,242
Other Repairs and Maintenance	293	115	115	115	115	753
Capital Service Enhancements	242	275	100	0	0	617
Housing DLO Vehicles	0	108	50	50	50	258
Less Work on Leasehold Properties	(200)	(150)	(150)	(150)	(150)	(800)
TOTAL HRA	17,406	25,979	28,750	17,108	17,426	106,668

Appendix 4

**CAPITAL LOANS FOR PRIVATE HOUSING ASSISTANCE
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Capital Loans						
Open Market Shared Ownership Scheme	146	0	0	0	0	146
Private Sector Housing Loans	160	230	230	230	230	1,080
Waste Management Loan	4,072	0	0	0	0	4,072
TOTAL CAPITAL LOANS	4,378	230	230	230	230	5,298

Appendix 5

**REVENUE EXPENDITURE FINANCED FROM CAPITAL UNDER STATUTE
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
REFCuS						
Parking Review Schemes	127	190	0	0	0	317
Disabled Facilities Grants	500	500	500	500	500	2,500
Other Private Sector Grants	12	0	0	0		12
Superfast Broadband Programme	84	0	0	0	0	84
HRA Leaseholders	200	150	150	150	150	800
TOTAL REFCuS	923	840	650	650	650	3,713

**CAPITAL PROGRAMME
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £001	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Receipts Generation						
Housing Revenue Account	4,401	2,539	2,539	2,539	2,539	14,558
General Fund	812	5,777	815	851	888	9,143
Total Receipts	5,213	8,316	3,354	3,390	3,427	23,701
Receipts Analysis						
Usable Receipts	1,916	6,259	1,297	1,333	1,370	12,176
Available for Replacement Homes	2,443	1,436	1,436	1,436	1,436	8,187
Payment to Govt Pool	854	621	621	621	621	3,338
Total Receipts	5,213	8,316	3,354	3,390	3,427	23,701
Usable Capital Receipt Balances						
Opening Balance	19,615	7,523	7,034	4,434	5,210	19,615
Usable Receipts Arising	4,359	7,695	2,733	2,769	2,806	20,363
Use of Capital Receipts	(16,451)	(8,184)	(5,334)	(1,993)	(2,125)	(34,087)
Closing Balance	7,523	7,034	4,434	5,210	5,891	5,891

Appendix 6(b)

**MAJOR REPAIRS RESERVE
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £001	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Opening Balance	11,154	9,523	1,033	0	0	11,154
Major Repairs Allowance	7,550	7,650	7,750	7,850	7,950	38,750
Use of MRR	(9,181)	(16,140)	(8,783)	(7,850)	(7,950)	(49,904)
Closing Balance	9,523	1,033	0	0	0	0

Appendix 6(c)

**HRA SELF FINANCING RESERVE
2015/16 to 2019/20 FORECAST**

	2015/16 Revised Estimate £000	2016/17 Original Estimate £000	2017/18 Forecast £001	2018/19 Forecast £000	2019/20 Forecast £000	5 Year Total £000
Opening Balance	9,540	12,720	13,281	5,602	5,619	9,540
Contribution from HRA	3,180	561	0	17	0	3,758
Use of Self Financing Reserve	0	0	(7,679)	0	(106)	(7,785)
Closing Balance	12,720	13,281	5,602	5,619	5,513	5,513

Report to the Cabinet

Report reference: C-055-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Asset Management & Economic Development
Subject: Town & Village Centres Opportunities Fund
Responsible Officer: Mike Warr (01992 564593)
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That a bid for District Development Funding be requested from the Council in the sum of £35,000 for 2016/17 to continue the work of the Town & Village Centres Opportunities Fund;
- (2) That the fund be opened to all appropriately constituted organisations and bodies throughout Epping Forest District as well as Economic Development Officers (EDOs) from Epping Forest District Council, who would be allowed to bid for projects independently but also as partners in joint projects with other appropriate organisations; and
- (3) That a formal policy document be drafted to set out the nature and requirements of the fund, detailing the criteria for both the eligibility of properly constituted groups and the eligibility of applications, prior to the launch of the 2016/17 fund.

Executive Summary:

During 2013/14 the Council agreed to fund a £35,000 Town Centres Fund which enabled a set of Partners to undertake projects to support the local main High Streets. This fund was again made available during the 2014/15 financial year to enable town centre partnerships to make further project bids and again in 2015/16 although at this point it was also agreed to widen out the eligibility of the fund to enable smaller centres in the District to bid for funding. In addition, it would allow Council Economic Development Officers to propose projects. It is proposed to continue the good work generated by this fund by making a further amount of £35,000 available for partnerships to bid for in 2016/17.

It is proposed that the fund be opened to any appropriately constituted organisation within the District such as, for example, village hall committees, local traders groups, local business groups, local charitable organisations, subject to the need for any such bids to still address the key objectives of the scheme to enhance and promote the use of our District shopping centres.

To support this extension of the scheme to encompass a wider range of properly constituted groups and organisations it is proposed that a formal policy document be drafted setting out the full terms and conditions of the scheme and detailing the criteria for those groups that will be eligible to bid. This policy document will be submitted to the

Cabinet for agreement before the start of the 2016/17 funding cycle.

Reasons for Proposed Decision:

Making these funds available for the town centre partnerships, smaller District centres and other appropriately constituted organisations to bid for, encourages them to think creatively about how they can sustainably promote their town and District centres and create initiatives that have a lasting impact on the shopping centre economy. By widening eligibility to take part in the scheme these benefits can be spread to the wider economy and have an impact on the economies of smaller centres throughout the District. By encouraging District-wide initiatives the impact of this investment can be further increased to benefit other local economies elsewhere in the District.

Other Options for Action:

To not make the funds available.

To make the funds available in some other format or via a revised scheme.

Report:

1. During 2013/14 the Council agreed to fund a £35,000 Town Centres Fund which enabled town centre partnerships, including the chamber of commerce, to undertake projects to support the local main High Streets.

2. This fund was again made available during the 2014/15 financial year to enable those partnerships to make further project bids and again in 2015/16 although it was, at this point, widened out into a Town & Village Centres Opportunities Fund to also enable smaller 'village' centres to bid for funding. This was in recognition that our smaller shopping centres, wherever they may be in the District have a crucial role to play in enhancing and developing the economy of the District. Whilst smaller than the town centres that have previously been able to bid, these local centres will also have their own issues that they wish to address and will create a wider pool of ideas from which to develop potential District-wide, cross-centre initiatives.

3. It is further proposed that with effect from the 2016/17 programme the fund be opened up to all appropriately constituted bodies and organisations throughout the District that submit applications focused on benefiting the town and local shopping centres, whether locally or District-wide.

4. It is acknowledged that this opens up the scheme to applications from an extremely wide range of groups. To establish appropriate controls and limits as to how such groups should be 'properly constituted' it is proposed that a formal 'Town and Village Centres Opportunities Fund Policy' be published to coincide with the launch of the 2016/17 scheme. This policy will set out the requirements of all properly constituted groups and organisations, the specific criteria against which all applications will be assessed and decided upon and the ways in which the allocated funds will be monitored post-application.

5. All applicants are encouraged to submit proposals which address three key objectives:

- Ensure people are aware of what our centres have to offer and encourage more visits;
- Enhance the visitor experience and encourage people to stay longer; and

- Support our existing small businesses and help to encourage new investment and fill empty shops / business units.

6. Additionally, they are encouraged to propose creative local bids that could be applied on a District-wide basis. This can therefore create local impacts that have wider benefits as they are implemented or adopted elsewhere. Finally, they are also asked to consider the longer-term impact and sustainability of their proposals thereby using investment in the present to secure ongoing benefits for their town centres in the future.

7. Decisions as to whether applications are successful are made by the Portfolio Holder for Asset Management and Economic Development at the conclusion of each bidding round. These decisions are made with advice and comment from the District council's Economic Development Officers (EDOs) where appropriate. Projects put forward by Economic Development Officers, whether independently or in collaboration with partnerships, should be assessed and decided upon by the Portfolio Holder using the same criteria as all other bids but without further input from the EDOs. Should further clarification on the bid be required, as might happen with other external bids, this would be formally sought in writing from the EDOs.

8. Details of all successful bids agreed by the Portfolio Holder will be formally published at the conclusion of each round of applications as Portfolio Holder Decisions subject to call-in.

9. With the scheme having now run for three years it is suggested that, in addition to the three key objectives, the importance of District-wide and sustainable initiatives, plus the promotion of the Council's agreed economic development priorities be further emphasised to the partnerships for any future proposals. To achieve this it is proposed that the decision to allow Economic Development Officers (EDOs) to put forward appropriate projects be reinforced as well as allowing the EDOs to work with the centres to develop joint projects and applications.

10. This idea of joint working has already started to develop as part of the current scheme and has seen EDOs meeting with both established town centre partnerships to discuss ideas as well as representatives from smaller centres. A project to explore the potential for the promotion and development of a new Village Market in one of the village centres has begun and will hopefully bear fruit over the course of the next few months, as well as into the next year of the fund.

11. It is therefore recommended that the 2016/17 scheme and all subsequent schemes be open to the following range of applicants:

- The town centre partnerships and other appropriately constituted organisations and bodies of Buckhurst Hill, Epping, Loughton Broadway, Loughton High Road, Ongar and Waltham Abbey;
- Appropriately constituted organisations from the smaller village centres of Abridge, Chigwell, Nazeing, North Weald, Roydon and Theydon Bois;
- Epping Forest Chamber of Commerce;
- Epping Forest District Council Economic Development Officers;
- Joint project applications between any combination of the above centres and organisations, and including the Chamber of Commerce;
- Joint project applications between the above centres and organisations and the Economic Development Officers (EDOs) at Epping Forest District Council; and
- Any other appropriate projects at the discretion of the Economic Development Portfolio Holder.

Project History to Date

12. Applications supported to date over the three years of the programme include:

- Buckhurst Hill TCP – Photography Exhibition/Fashion Show;
- Buckhurst Hill TCP - Joining The Dots & Getting Us On the Map projects - producing promotional material for the town centre and linking up local businesses with a global research project being conducted by Manchester Metropolitan University;
- Golden Triangle (Buckhurst Hill, Chigwell, Loughton) – Golden Triangle “app”;
- Epping TCP – Epping Festival 2014;
- Epping Forest Chamber of Commerce – Marketing of One Shops Local;
- Epping Forest Chamber of Commerce - project to enhance the One Shops Local website bringing closer links with the Chamber’s own site;
- Loughton Broadway – Christmas Shop Local, Mural Project and Debden Day 2014;
- Loughton High Road TCP – originally for the Loughton Summer of Fun but as that did not go ahead in summer this has been agreed for a similar project later in the year;
- Loughton Broadway - the Shop For Local campaign for 2014 and Debden Day 2015;
- Loughton High Road TCP - funding towards the Milestones programme providing training to local businesses;
- Ongar Town Forum – Multi-disciplined/faceted approach to tourism;
- Ongar Town Forum – Further funding towards the multi-disciplined tourism initiative including enhancing the Visit Ongar website and developing the town App; and
- Waltham Abbey TP – funding for a Cucumber Festival subsequently redirected towards a Meridian Event. Marquees have also been funded for use at the Waltham Abbey Town Show.

13. Comprehensively evidencing the success and long lasting impact of the schemes and projects is not always practical or possible. To an extent this is in the nature of projects where establishing a clear link between action and effect is difficult but it is also a reflection of the limited resources that the partnerships work with when putting the projects together and the unstructured or unquantifiable nature of some of the projects eg. a fashion show or a decorative mural. However, that said, all bidders to the scheme are asked to demonstrate how they will monitor the progress and success of their project and what the lasting effect on their centre will be. They are further asked to complete an End of Grant Report which sets out what the grant has achieved. Whilst further efforts could be made to quantify and measure impacts and outcomes, the inclusion of these elements in the bidding process and end of grant summary encourages the partnerships to consider this when designing and delivering their project.

14. We will again, as part of the 2016/17 Fund bidding process, stress the importance of being able, as far as is possible, to demonstrate the impact the projects have had and will carefully consider this element when assessing new bids and proposed projects. Bids made by EDOs will similarly seek to evidence their impact where possible.

15. The current 2015/16 programme has recently received its first tranche of applications and it was pleasing to receive some applications from some smaller local centres as well as from the established town partnerships. This reinforces the thought that there is an appetite to access funding in these smaller centres and to implement creative local initiatives. The first tranche has seen a proposal centred on a village’s local market as well as proposals for an enhanced seating area for a small local centre.

16. This year we have also included the opportunity for partnerships that are struggling to operate effectively and that are at risk of ceasing to exist to apply to the fund for 'seed-funding'. This is intended to help those struggling partnerships to commission professional support and advice to develop a way forward for their partnership. A number of partnerships have shared with us their concerns about the feasibility of continuing and we have encouraged them to access this funding to address their issues and concerns. One application has been received for the seed funds although some work remains to be done to define the costs, scope and objectives of the work before it can progress. We have worked closely with the partnership to advise them, as much as we can, how to take this forward.

17. It needs to be acknowledged that after the first tranche of applications much of the current fund remains to be spent. This also includes an unallocated element of the previous year's fund (approximately £8k) and there remains some monies to be returned to the fund for some of the projects listed above that either did not require the full amount applied for or the project did not materialise, either partially or in full, sometimes due to a vital partner moving away from the District. That said, it should also be noted that Economic Development Officers are working on potential schemes that would require the drawdown of funding within this financial year.

18. It has not always been possible for each partnership to submit new, innovative and appropriate bids to the scheme. This is a reflection of many factors but it is considered that Economic Development Officers (EDOs) are in a position to further support the town centres through the submission of additional proposals as well as offering advice on potential new projects and support on appropriate joint projects.

19. The EDOs have up to this point held back from applying to the fund as they wanted to give the partnerships a full opportunity to bring forward proposals and access as much of the fund as possible. With the financial year moving on it is now the intention of the EDOs to put together a suite of proposals for consideration by the portfolio holder. It is not intended that these take any kind of precedence over applications by partnerships and other organisations however it is intended to propose projects and ideas which can have a wide and ongoing impact on the town centres. These ideas have not yet been formulated in detail but areas of interest include:

- Accessing key professional advice on the future of our town and local centres and the development of an understanding of the identities of our centres and what they have to offer;
- Developing a method for EFDC, the town partnerships and other interested parties to effectively communicate with their customer base;
- Exploring the potential of the District's markets to act as a catalyst for improved town and local centre performance;
- Working with the college and schools to identify potential town and local centre projects that can feed into curriculum activity and benefit both businesses and students; and
- Explore opportunities to tie in the District-wide tourism offer to the town and local centres to achieve mutually beneficial outcomes

20. This list will continue to be developed and where appropriate, the input, involvement and support of the town partnerships will be sought. It is also acknowledged that some of the ideas proposed will need to wait until the 2016/17 programme to ensure there is capacity to deliver them.

21. The Town & Village Centres Opportunities Fund is seen as an important means of

encouraging locally driven economic development initiatives which are owned and therefore supported by the local business community. It is therefore suggested that the scheme be continued and that the same level of District Development Funding as in previous years is provided for 2016/17, that being £35,000.

Resource Implications:

An allocation of £35,000 will be required from the District Development Fund in 2016/17.

Legal and Governance Implications:

It is not considered that any implications arise from this report. It should be noted that an agreed standard is required at application stage and a number of stages and procedures to acknowledge any funds awarded and account for any funds drawn down are imposed upon partnerships applying to the scheme. All bids are expected to further complete post-project assessments of their scheme.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

The partnerships have been involved at various stages in refining the application process.

Background Papers:

None.

Risk Management:

If the £35,000 funding is not secured there is a risk that appropriate District-wide and sustainable initiatives may not be able to access the vital seed funding they require to be put in place. In addition, the council may not be seen to have confidence in supporting the District's town centres and wider economy.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Applications approved under the Town & Village Centres Opportunities Fund provide much needed investment and the stimulation of the economy in town and village centres throughout the District.

Some of those centres are based in less affluent areas, with others located in more rural parts of the District. Consequently, local residents in those centres can sometimes experience the effects of deprivation, albeit for different reasons.

Funding through the scheme can mitigate those effects.

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Report to the Cabinet

Report reference: C-056-2015/16
Date of meeting: 3 December 2015



**Epping Forest
District Council**

Portfolio: Governance & Development Management
Subject: Calendar of Council Meetings 2016/17
Responsible Officer: Gary Woodhall (01992 564470).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2016/17 be recommended to the Council for adoption.

Executive Summary:

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar has developed over time to meet the changing needs of the authority and, where possible, meetings of a Committee have been standardised on a particular night of the week. The main change proposed for the Calendar this year is the scheduling of one date per month, predominantly but not exclusively, to be kept free Member briefings on the Local Plan.

Reasons for Proposed Decision:

To review the proposed Calendar of Meetings for 2016/17, prior to its final adoption by the Council.

Other Options for Action:

Individual frequencies of meetings could be varied. In practice additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

Report:

1. Democratic Services submit the draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council. The draft Calendar at Appendix 1 is based upon the current year's calendar, with approximately the same number of meetings. It has been slightly amended in some places but wherever possible:

- (a) Miscellaneous meetings have been scheduled for a Monday evening;
- (b) Overview and Scrutiny and Select Committee meetings have been scheduled for a Tuesday evening;
- (c) Planning Sub-Committee meetings have been scheduled for a Wednesday

evening; and

(d) Cabinet and Cabinet Committee meetings have been scheduled for a Thursday evening.

2. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

The Executive

3. Regular Council meetings have remained on their traditional Tuesday night. With the elections returning to their traditional date of the first Thursday in May, the Annual Council is scheduled for Thursday 26 May 2016. This is two days later than in the past but allows extra time to complete the appointment process and prepare the papers for the meeting.

4. The Cabinet is scheduled to meet 9 times throughout 2016/17. An extra meeting was arranged during 2015/16 to assist the Cabinet in meeting its work programme, and this can be repeated during 2016/17 if required.

5. Meetings of the Local Plan Cabinet Committee have been removed from the Calendar for 2016/17. This Cabinet Committee has not met since 25 March 2013 as all reports concerning the Local Plan are being submitted to the Cabinet for consideration and decision. It is felt by the Planning Policy Portfolio Holder that this arrangement ensures the reports get a wider audience amongst Members, and consequently the dates formerly reserved for the Cabinet Committee in the Calendar have been released.

6. In line with previous years, the Council Housebuilding Cabinet Committee has not been included on the Calendar as the advice from Officers is that it meets as and when evaluations for the different sites are received. Therefore, no purpose would be served in scheduling regular quarterly meetings.

Overview & Scrutiny

7. Last year, an opportunity was been taken to revise the organisation of Overview & Scrutiny for 2015/16. Following the initial meeting in June 2015, to confirm the membership and Chairmen of each Select Committee, there were five Scrutiny cycles – each spread over two months and culminating in a meeting of the full Overview & Scrutiny Committee. It was felt that this arrangement had worked well, and it is proposed to retain it for 2016/17.

Planning

8. The Calendar for 2011/12 changed the frequency of the Area Planning Sub-Committees from a three weekly cycle to a four weekly cycle. It is felt that this change has worked well, with minimal impact upon the relevant Key Performance Indicators, and this arrangement has again been retained for 2016/17.

9. The week of the Annual Council meeting has been kept free of Planning meetings and this will enable training to take place for any new Members elected. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, as there would be a detrimental impact upon the Planning Performance Indicators if there was a six or seven week gap between meetings of the Sub-Committees.

Religious Festivals

10. No Area Planning Sub-Committee meeting has been scheduled for Wednesday 12 October 2016, as this would clash with the Jewish festival of Yom Kippur. This has necessitated a five week gap between Sub-Committees from September to October, but the usual four week gap has been reinstated for the meeting cycles for the remainder of the municipal year (with the exception of Christmas week). The scheduled dates for Rosh Hashanah of 2/3/4 October 2015 and for Pesach of 10/11 April 2016 have also been kept clear of all meetings.

Licensing

11. Licensing Sub-Committee meetings have remained on a Tuesday morning, and no evening meetings for the Licensing function have been scheduled. A Premises Review would only be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. Oftentimes, additional meetings of the Sub-Committee are arranged to hear cases concerning Premises (Alcohol) Licences, but these are scheduled as and when required. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

Miscellaneous Committees

12. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councils they are not organised by the District Council.

13. Two meetings of the Appointments Panel have been scheduled for the two Thursdays following the Local Elections on 12 and 19 May 2016, prior to the Annual Council on 26 May. Two corresponding meetings have also been scheduled for May 2017.

14. The Chief Internal Auditor has proposed that the number of meetings of the Audit & Governance Committee be reduced from the current five to four meetings per year. A report will be considered by the Committee at its next meeting on 30 November 2015, and two potential schedules have been provided to allow for their decision.

15. A new initiative for 2016/17 is the scheduling of one date per month predominantly for Member Briefings in relation to the development of a new Local Plan. This is to minimise the impact upon the Calendar when Member Briefings are required, and the Planning Policy team can schedule these dates into their Project Plan. Although these dates could also be used for other meetings or further Member Training sessions if they are not required by the Planning Policy team.

16. The Local Councils Liaison Committee was asked to indicate their preferred evening for their meetings at their last meeting on 16 November 2015. Their preference was to hold their meetings on a Monday evening and this has been accommodated in the schedule.

Conclusion

17. The Cabinet is requested to consider the draft Calendar of Council meetings for 2016/17, as attached at Appendix 1, and whether any further changes are required. However, it should be noted that the current Calendar is extremely congested and the organisation of any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 15 December 2015.

Resource Implications:

No identifiable savings as there are no significant changes planned for next year's Calendar.

Legal and Governance Implications:

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various different Local Government Acts.

Safer, Cleaner and Greener Implications:

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

Consultation Undertaken:

No external consultation undertaken.

Background Papers:

None.

Risk Management:

That an insufficient number of meetings would be scheduled for a particular Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Wherever possible, meetings have not been scheduled to coincide with major religious festivals.

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Epping Forest District Council Calendar of Meetings 2016/17

		2016								2017					
Meeting		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Executive															
Council		26th		26th		27th		1st	13th	14th(16th)			25th	25th	
Cabinet			9th	21st		1st	6th	3rd	1st		2nd	9th	6th		
FPM Cab Comm			16th	28th		15th		10th		19th		30th			
AM & ED Cab Comm				14th			27th			26th			13th		
Scrutiny															
OS Committee			7th	19th			25th		19th		28th		18th		
Housing Select Comm			20th			6th		8th		17th		14th			
Governance Select Comm				5th		29th		29th		31st			4th		
Nghbrhds/CS Select Comm			28th			13th		15th		24th		21st			
Resources Selct Comm				12th			10th		6th		7th	28th			
Constitution Working Grp						20th					21st				
Planning															
District Development			8th		3rd	28th		30th			8th		5th		
Plans East		11th	15th	13th	10th	7th	5th	9th	7th	18th	15th	15th	12th	10th	
Plans West		18th	22nd	20th	17th	14th	19th	16th	14th	25th	22nd	22nd	19th	17th	
Plans South			1st-29th	27th	24th	21st	26th	23rd		4th	1st	1st-29th	26th	31st	
Licensing															
Licensing Committee							19th						19th		
Licensing Sub-Comm			7th	5th	2nd	6th	4th	8th	6th	10th	7th	7th	4th		
Miscellaneous															
Member Briefings			13th	25th	16th	12th	18th	24th	15th	11th	9th	13th	3rd		
Audit & Governance I			27th			19th		28th			6th	27th			
Audit & Governance II			27th			19th			12th			27th			
Housing Appeals Panel			6th	4th	1st	5th	3rd	7th	5th	9th	6th	6th	10th		
Joint Consultative Comm				18th			17th			16th			24th		
Local Councils Liaison				4th				7th				6th			
Appointments Panel		12th-19th												11th-18th	
Standards Committee				11th			24th			23rd			20th		
Dev Control Chairs/Officers						26th						20th			
Webcast meeting:															
			Easter 2017			Fri 14-Apr-17 to Mon 17-Apr-17									
			Rosh Hashanah			Mon 3-Oct-16 to Tue 4-Oct-16 (Sundown Sun 2-Oct-16)									
			Yom Kippur			Wed 12-Oct-16 (Sundown Tue 11-Oct-16)									
			Pesach			Tue 11-Apr-17 (Sundown Mon 10-Apr-17)									
			County Council Elections			Thu 4-May-17									

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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