

Select Committee Agenda



Neighbourhoods Select Committee Thursday, 20th September, 2018

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

**Council Chamber, Civic Offices, High Street, Epping
on Thursday, 20th September, 2018
at 7.30 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

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Members:

Councillors N Bedford (Chairman), H Brady (Vice-Chairman), A Beales, P Bolton, R Brookes, K Chana, I Hadley, S Heather, L Hughes, L Mead, S Neville, A Patel, M Sartin, D Stocker and J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE:

6.30 pm

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

3. NOTES OF PREVIOUS MEETING (Pages 5 - 16)

To agree the notes of the meeting of the Select Committee held on 26 June 2018.

4. DECLARATIONS OF INTEREST

To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 17 - 20)

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing Work Programme. Members are asked at each meeting to review both documents.

6. EMERGENCY PLANNING AND CORPORATE HEALTH AND SAFETY ARRANGEMENTS

((Chairman) To receive a presentation from the Council's Contingency Planning & Corporate Safety Officer, Ms L Lipscombe, followed by a Members' question and answer session.

7. LOCAL PLAN UPDATE

To receive a progress report on the current position of the Local Plan.

8. KEY PERFORMANCE INDICATORS 2018/19 - QUARTER 1 PERFORMANCE

To note that the Quarter 1 Performance report is to be agreed by the Finance and Performance Management Committee at its meeting on 13 September 2018. Future quarterly reports will be made to the Select Committee thereafter.

9. CORPORATE PLAN KEY ACTION PLAN 2018/19 - QUARTER 1 PERFORMANCE

To note that the Quarter 1 Performance report is to be agreed by the Finance and Performance Management Cabinet Committee at its meeting on 13 September 2018. Future quarterly reports will be made to the Select Committee thereafter.

10. TRANSFORMATION PROGRAMME - PROJECT DOSSIER (Pages 21 - 28)

To consider the report (attached).

11. TRANSFORMATION PROGRAMME - PROJECT CLOSURES (Pages 29 - 34)

To consider the report (attached).

12. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

13. FUTURE MEETING

To note the next meeting date of this Committee will be held on 20 November 2018 at 7.30pm.

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF NEIGHBOURHOODS SELECT COMMITTEE
HELD ON TUESDAY, 26 JUNE 2018
IN COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 9.10 PM**

Members Present: N Bedford (Chairman), H Brady (Vice-Chairman), P Bolton, R Brookes, K Chana, I Hadley, S Heather, L Hughes, L Mead, S Neville, M Sartin, D Stocker and J H Whitehouse

Other members present: N Avey and J Philip

Apologies for Absence: A Beales and A Patel

Officers Present D Macnab (Acting Chief Executive), A Blom-Cooper (Interim Assistant Director (Planning Policy)), J Nolan (Assistant Director (Neighbourhood Services)), V Messenger (Democratic Services Officer) and E Taylor (Temporary Planning Policy Officer)

1. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

It was reported that Councillor J Jennings was substituting for Councillor A Beales.

2. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the meeting of the Select Committee held on 20 March 2018 be agreed.

3. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor N Avey (Environment Portfolio Holder) made a declaration of interest in agenda item 9, Corporate Plan Key Action Plan 2017/18 Quarter 4 (Outturn) Performance, by virtue of him also being the Mayor of Epping Town Council.

- Develop the St John's Road site – Tripartite Agreement member

4. AIR QUALITY

As a joint presentation on Public Health and Air Quality was made at the meeting, please see the next item.

5. PUBLIC HEALTH

The Neighbourhoods Services Assistant Director, J Nolan, made a presentation on the work of the Public Health Team. The presentation also covered environmental pollution and issues around air quality.

Neighbourhoods Services incorporated the following services areas:

- Public Health Team
- Neighbourhoods Team
- Licensing Team
- Leisure Management
- North Weald Airfield
- Emergency Planning
- Corporate Health and Safety

Public Health had developed during the 19th century when sanitary inspectors were employed in 1875. Public health inspectors had come in by 1955. Environmental health officers (EHOs) originated from 1972 and training took eight years to complete. EHOs inspected all food premises and inspections covered hygiene, training and management systems. The food hygiene rating went from zero up to five for the best. However, it was not compulsory for food ratings to be displayed at the establishments' premises in England. It was likely that the law would be changed next year for this to become compulsory. There were just over 1,200 registered food businesses in the District and just over half had been routinely inspected, on a risk basis, last year. High risk food establishments were inspected every six months, while those deemed to be low risk were usually every three years. During inspections, food and swab samples would be taken and analysed. Enforcement action would be instigated if necessary. Last year 258 written warnings were issued and three Hygiene Improvement Notices. Voluntary closure was the first option, of which there was one last year, otherwise a 'forced' closure would be compulsory.

Health and safety enforcement was divided between the Health and Safety Executive (HSE) and local authorities. The Council was responsible for 4,469 premises and was required to carry out twelve intelligence led H&S inspections last year. It had also received 36 accident notifications via RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Some of these could become lengthy cases. A project looking at carbon monoxide emissions from open fuel cooking appliances using charcoal had been conducted by Public Health, which had instigated changes to the way restaurants use these appliances.

Infectious Disease Control covered various diseases but those most likely to occur involved acute infectious hepatitis, food poisoning, haemolytic uraemic syndrome (HUS) and Legionnaires Disease. However, not all cases of food poisoning were from food, but could be from the norovirus stomach bug.

Environmental pollution encompassed 42 permitted processes and could range from major industrial users to residents bonfires, or from dry cleaners' solvents. Most complaints (37) were in relation to bonfires. Monitoring of nitrogen oxide (NOx) levels was carried out in the District. The District had one Air Quality Management Area. There were 75 NOx monitors analysed monthly at 28 locations. One such location was at Bell Common where two houses fronted onto the T-junction with Theydon Road at the traffic lights.

Looking forwards domestic wood burners might be covered by new legislation. The Public Health Team was also involved in health promotion and organised basic food hygiene courses for establishments in the District to publicise best practice and minimise food poisoning. It promoted the Christmas turkey campaign, summer BBQ campaign and supported World AIDS Day, National No Smoking Day, Clean Air Day and the Littering Campaign.

On animal welfare, the Council had a contract with Waltham Forest Borough Council to deal with stray dogs in the District. During 2017/18 there were 35 dogs collected of which the majority were re-homed. Pest control (114 complaints were received), dog fouling, animal welfare licensing (including licensing of dangerous dogs) were all covered by Neighbourhood Services.

The Neighbourhoods Team was set up as part of the Safer, Cleaner, Greener Initiative. The uniformed officers dealt with fly-tipping, littering, graffiti, fly-posting, noise nuisance complaints and many more. Fly-tipping in the District was on the increase and currently took up 56 per cent of officers' time, as they dealt with 2,338 incidents last year compared to 1,600 in 2010. Officers had used to carry out high visibility patrols on littering and helped promote education in schools on littering, but this had all stopped because fly-tipping had risen dramatically. Noise nuisance complaints (1,384 were received) took up 33 per cent of officers' time.

The Licensing Team handled 4,500 licences per year. Various licenses were issues under the Licensing Act 2003, Gambling Act 2005, Public Hire and Hackney Carriage licensing. The Police, who were a statutory consultee in the licensing process, had reviewed four licences. Special treatment licences, i.e. for tattooing, were also issued and the Neighbourhoods Team would look at hygiene, equipment and procedures that were in place to reduce the risk of hepatitis.

On Leisure Management, there were four leisure centres that came under the contract the Council had with Places for People.

North Weald Airfield brought in an income of £750,000 per annum and covered 5,000 square metres. A regular market was located there. The Air Ambulance and National Police Air Force (NPAF) were based at the airfield. It would also be used in a major disaster to accommodate large numbers of people should the need occur for their relocation, or in the event of the Council being required to co-ordinate a response to the death of a senior national figure.

The Council was a Category 1 Responder, which was the same level as Essex Police and Essex County Fire and Rescue Service. It was also a member of the Essex Resilience Forum and took part in multi-agency exercises for major disasters. Examples of major incidences that had occurred previously in the District included flooding of the River Roding, an unexploded bomb in Roydon at Dobbs Weir Road, unexploded ordinance at Waltham Abbey, the Nazeing wood yard fire, a Debden gas explosion, a Loughton gas leak and a fire at Limes Farm, Chigwell.

The Council also had a corporate responsibility to look after the staff, premises, a duty of care to visitors and those also interacting with staff. L Lipscombe was the Council's new Contingency Planning and Safety Officer. She would be reviewing all the Council's safety policies. Regarding the Transformation Programme project closure (agenda) report on the pandemic flu plan, the Council had a duty to prepare and this was an example of the concern to maintain essential services.

Lastly there had only been one exhumation in 2017/18. Half of all exhumations were as a result of moving remains from one cemetery to another.

The following questions were received from members.

Councillor J H Whitehouse asked about dog fouling, to which J Nolan, the Assistant Director (Neighbourhood Services), said the Neighbourhoods (NBHs) Team would investigate complaints received.

Councillor S Neville asked about air pollution monitoring in the District and if Buckhurst Hill was the area that had the highest pollution. J Nolan replied that pollution in the District was mainly from vehicles, plus from idling and stationary traffic in queues. A record of the Council's monitoring sites was available on the Essex Air website at: <http://www.essexair.org.uk/AQInEssex/LA/EppingForest.aspx> On car idling, how successful was the Council in stopping this? J Nolan replied that a change in legislation had recently authorised officers to cover this problem. However, people would need to be advised of the legislation change by the Council as they would be unaware. After a few months, probably around autumn, the NBHs Team would then enforce this. Councillor S Neville referred to a question put to Council in April 2018 about enforcement action taken at Buckhurst Hill and asked to see the report. J Nolan would ask the officer to supply a copy of the report.

J Nolan asked members for suggestions of how the Council could use the change in legislation to target idling in the District? The Chairman suggested buses, to which J Nolan commented that sometimes public service vehicles were covered by other legislation.

Councillor K Chana asked if food safety inspections were announced in advance, to which the reply was, no.

Councillor R Brookes asked how the Council screened complaints from the public on food poisoning, as to whether they were genuine, for instance if they had eaten at a certain restaurant. J Nolan replied that it was rare if there had only been one person that had got sick, as usually there would be multiple cases. Public Health officers would go and investigate and take food and swab samples from the premises. Councillor R Brookes asked if 10 per cent of complaints would prove to be genuine cases of food poisoning. J Nolan said that people did genuinely think that they had food poisoning, but around three quarters of cases reported would have originated at home.

Councillor H Brady asked about staff resources, to which J Nolan replied that there were six Environmental Health officers, nine Neighbourhoods officers and four (equivalent) full time posts in Licensing.

6. LOCAL PLAN UPDATE

The Select Committee agreed to bring forward agenda item 12.

The Planning and Governance Portfolio Holder, Councillor J Philip, reported that he had not received any news on the judicial review of the Local Plan.

This Local Plan update had been reported at the Local Plan Cabinet Committee on 14 May 2018. There had been significant work achieved around the Harlow-Gilston Garden Town. Monthly meetings had helped to drive progress forwards. With the Implementation Team's funding in place, recruitment to the team had commenced. The first meeting of the Quality Review Panel in April 2018 had considered the pre-application proposal for Quinton Hill Farm, an industrial development site in Waltham Abbey.

Regarding the West Essex and East Hertfordshire Housing Market Area (HMA), the impact of growth from visitors and road traffic on air quality was of particular importance to the Epping Forest Special Area of Conservation (SAC), which needed to be dealt with quickly. This had led to the agreement of a Memorandum of Understanding (MoU) by the four district councils (Epping Forest, East Herts, Harlow

and Uttlesford) plus Hertfordshire and Essex County Councils, Natural England and the City of London Corporation (Conservators of Epping Forest) to monitor any environmental impact on the Forest. A strategy to mitigate such impacts had also been agreed to cover the management of visitor pressure and air quality. Further transport and air quality modelling would be undertaken with and without mitigation schemes within the Epping Forest SAC to produce a revised Transport Assessment Report. To help address the pressure on air quality, consideration would also be given to the implementation of sustainable transport schemes. Furthermore, the Council had a duty under the Habitats Regulations to protect the Epping Forest SAC from the effects of development.

The four district councils had also commissioned a study in 2017, which had now been completed, to assess employment needs of the West Essex and East Herts Functional Economic Market Area (FEMA). A MoU to reflect the report's findings was being progressed to achieve an agreed approach to meeting future employment demands across the FEMA through emerging Local Plans.

The Co-operation for Sustainable Development Board, which included the Council, continued to converse with Princess Alexandra Hospital on its options to relocate the hospital to a new site (preferred option) or redevelopment.

The latest Strategic Flood Risk Assessment Report had assessed the flood risk posed to each of the development sites and also identified which sites would require the Exception Test. The recommendations provided regarded the issues that would need to be addressed as part of a site specific Flood Risk Assessment (FRA) at the planning application stage.

Ten parish councils had started to prepare their own Neighbourhood Plans. Chigwell Parish Council had now submitted its Neighbourhood Plan to the Council for (Regulation 16) publication, which would require a consultation for a period of six weeks.

The Interim Assistant Director (Forward Planning) reported that a consultation on Epping Town Council's Neighbourhood Plan was currently being undertaken. This would close on 31 July 2018 and it would then be submitted to the Council for examination.

7. HARLOW COUNCIL - LOCAL PLAN REGULATION 19 PRE-SUBMISSION PUBLICATION

The Select Committee agreed to bring forward agenda item 13.

Harlow Council had published on 24 May 2018, the Harlow Local Development Plan under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). A six-week consultation on the Pre-Submission Plan had followed which would close on 6 July 2018. However, the Council's response had been written before Harlow Council had withdrawn its objection to Epping Forest District Council's Local Plan (LP) – the suggestion had been made to remove this Council's sites from their LP.

Councillor J Philip made the following comments.

The Council had welcomed the commitment to meet the identified level of housing for Harlow in the Local Plan, as the Plan provided for 9,200 dwellings over the plan period with 30% affordable housing equating to 3,400 affordable homes. Princess

Alexandra Hospital had been identified for redevelopment and the site was allocated for housing, which would make a significant contribution to the delivery of the LP's housing target.

The Council had supported the provision of 18-20 hectares of additional employment floorspace as recommended in the HMA Assessment of Employment Needs (2017) evidence base document.

The Role of Green Wedges and Fingers (policy WE2) provided a strong commitment to the provision of high quality open spaces in Harlow, while policy PL4 permitted small-scale development on Green Wedges and Fingers, provided the roles and functions of the Green Wedges and Fingers and wider landscape setting were preserved. The Council had responded that it would be beneficial if the LP could provide further clarification on how these policy requirements would align, particularly in the context of Sustainable Transport Corridors.

Regarding the management of growth from development on the Epping Forest Special Area of Conservation (SAC), as referenced in the MoU, the Council had replied that it would be helpful to provide further commentary to explain that this was in relation to the potential effects of recreational pressure and air pollution on the integrity of the SAC.

RESOLVED:

That the Neighbourhoods Select Committee agreed with the Council's response to Harlow District Council's regulation 19 Local Development Plan Pre-Submission Publication of May 2018.

8. TERMS OF REFERENCE AND WORK PROGRAMME

(1) Terms of Reference

These were noted by members.

(2) Work Programme

Councillor J H Whitehouse said that the presentations that the Select Committee had received so far in 2018 from the Engineering, Drainage and Water Team, Public Health, Environmental Health and Neighbourhoods Teams had been very interesting. She asked, what other areas of work could be covered by similar presentations? The Acting Chief Executive, D Macnab, replied that with regard to the work programme, he would look at the longer term going forwards.

Item (15) Emergency Planning (a) to consider procedures following the Grenfell Tower fire – Councillor J Jennings said that the Council had made assurances that it had no high rise buildings, but were fire doors of a sufficient standard and had they all been checked?

The Acting Chief Executive replied that Building Control could provide checks. The Council did undertake checks on fire safety on its own housing stock. There was a systematic approach taken on what would happen in an emergency in a similar event, and the authority had the ability to deal with such incidents.

9. KEY PERFORMANCE INDICATORS 2017/18 - QUARTER 4 (OUTTURN) PERFORMANCE

There were twelve Key Performance Indicators (KPIs) that fell within the Neighbourhoods Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance for these indicators at the end of the year, to 31 March 2018, was that 9 (75%) indicators had achieved target, 3 (25%) indicators had not achieved target, although 2 (15%) indicators had performed within their tolerated amber margin.

NE1013 What percentage of all household waste was sent to be recycled or reuse? and NE1014 What percentage of all household waste was sent to be composted or anaerobic digestion?

Councillor J Jennings asked about NE1014 which had missed its target in quarter 4.

The Acting Chief Executive replied that this used to be a combined waste figure, but the target was divided and originally set as a 30 / 30 split in 2016/17. For this year the target had been adjusted, but the result for the 2017/18 outturn performance indicated that the targets were not quite right. NE1013 at 27.09% had achieved more than the 26% target in this final quarter, but NE1014 at 30.33% had under-performed as the target was 33%

NE1001 How much non-recycled waste was collected in the district? versus NE1014 What percentage of all household waste was sent to be composted or anaerobic digestion?

Councillor S Neville asked why NE1001's percentage had increased quarter on quarter while the percentage figure for NE1014 had decreased?

The Acting Chief Executive replied that the two were inter-related with NE1013, the percentage of all household waste sent to be recycled or reuse. The year-end target for NE1001 had not been achieved as the 400kg per household target had been exceeded, with 409kg per household of non-recycled waste collected. Accordingly, NE1013's target of 26% had been surpassed, as 27.09% household waste had been recycled / sent to reuse, which was good. However, on NE1014 only 30.33% of waste was sent to be composted / anaerobic digestion and was therefore lower than the 33% target, so the performance was worse.

NE1009 What percentage of out of hours noise complaints were responded to within 15 minutes?

Councillor J H Whitehouse said that she had contacted the Environment and Neighbourhoods (EN) Manager, R Gardiner, who had confirmed that three complaints had to be received before the EN Team would respond.

The Acting Chief Executive replied that the EN Manager did collated the noise nuisance data to reach a cumulative figure. EN officers would therefore wait to see if multiple complaints were reported as an indication of the 'nuisance' of the noise level.

RESOLVED:

That the Select Committee reviewed and noted the KPIs for 2017/18 Quarter 4 (Outturn) Performance in relation to the key performance indicators within its area of responsibility.

10. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 4 (OUTTURN) PERFORMANCE

There were ten actions in the Key Action Plan 2017/18 that fell within this select committee's areas of responsibility. At year-end, 6 (60%) of these actions had been achieved or were on target, 2 (20%) of these actions were 'Under Control', 2 (20%) of these actions were 'Behind Schedule', and therefore none of these actions was 'Pending'.

Councillor J H Whitehouse remarked that on the development of the St John's Road site (action 11), the Tripartite Agreement with Epping Town Council and Frontier Estates had not been signed despite completion by the end of May 2018 being anticipated.

The Acting Chief Executive replied that he had attended a meeting on 22 June 2018 with Frontier Estates, who had approved this agreement. Councillor N Avey, Environment Portfolio Holder and Epping Town Council Chairman, affirmed that Epping Town Council was ready to sign.

The current situation with the Pyrles Lane site in Loughton (action 7) was that it was on the market, although an auction process had been advised, and offers of over £3 million were being sought.

RESOLVED:

That the Select Committee reviewed and noted the progress of the Corporate Plan Key Action Plan for 2017/18 Quarter 4 (Outturn) Performance in relation to its area of responsibility.

11. TRANSFORMATION PROGRAMME - PROJECT CLOSURES

The O&S Committee had requested that the Project Closure reports from the Transformation Programme be submitted to the relevant select committee for information, hence this report.

Business transformation was delivered through a range of projects and programmes. The project closure reports for the Neighbourhoods SC were:

- Project P138 – Waltham Abbey Wayfinding;
- Project P139 – Pandemic Flu Plan;
- Project P112 – Operating Partner for North Weald Airfield; and
- Project P113 – Epping Forest Shopping Park.

The Acting Chief Executive explained that the pandemic flu plan to provide assurance to the public, staff, members and partners that critical services would continue to operate if there was a flu epidemic, was also a statutory requirement under the Civil Contingencies Act 2004. It had been considered by Management Board and also required Home Office approval.

The Epping Forest Shopping Park had three vacant units, of which two were under contract and a third currently in negotiation.

Councillor J H Whitehouse said that the summaries given in the project closure reports were informative. She asked if the Waltham Abbey Wayfinding project had

been closed too early and was a review process built into the projects, e.g. after a year?

The Acting Chief Executive replied that it would depend on the project as to whether it would be reviewed. However, he would raise the points she had queried. In particular if reviews / assessment were required in the terms that the work had been completed, but had the project actually worked.

Councillor N Bedford agreed with the change of focus of the project to leasing out the North Weald Airfield (NWA), as finding an operating partner had not been possible. The air flight training school providing air pilot training would be a welcome addition to the facilities at the NWA.

The report was noted and that the National Police Air Force (NPAF) and Essex Ambulance Service were the other new leaseholders.

RESOLVED:

That the Select Committee noted the Project Closures for the transformation Programme.

12. TRANSFORMATION PROGRAMME - PROJECT DOSSIER

The O&S Committee had requested that the progress of projects and programmes within the Transformation Programme, known as the Project Dossier, be submitted to the relevant select committee for review, hence this report.

Business transformation was delivered through change projects and programmes. A project was a temporary activity to create something unique, whether it was a service or a product.

The project dossier reports for the Neighbourhoods SC were:

Workstream 2 Business Culture:

- P107 – Estates Service Review
-

Workstream 3 Resources, Accommodation and Technology:

- P162 – Staff Transport Plan
- P166 – Relocate Pyrles Lane Nursery
- P165 Major Tree Works Procurement

Workstream 4:

- P114 – St John's Road Development
- P115 – Local Plan Programme
- P135 New Leisure Management Contract Programme

Councillor J H Whitehouse was particularly interested in the staff transport plan. She asked for more information as members received a lot of complaints on this issue.

The Acting Chief Executive said that the staff transport plan had been presented by the Assistant Director (Technical Services), K Durrani, at a recent staff briefing. A company had been contracted to establish where and how staff travelled to/from work. There were circa 540 staff for around 220 staff spaces. The Council was not the only employer to require parking, as there were schools and local businesses,

including the shops, whose employees worked in the town and regularly sought out somewhere to park on a daily basis. He acknowledged that on street parking was a contentious issue. Options to mitigate the reliance on parking in the town would include flexible working arrangements and car sharing. Certain staff were allocated as essential users to allow them priority parking at the Civic Offices. However, other incentive schemes were being explored. He also suggested that the Neighbourhoods SC could invite K Durrani to a future meeting to provide an update on the progress of the staff transport plan.

RESOLVED:

That the Select Committee had reviewed and noted the Project Dossier for the transformation Programme.

13. CORPORATE GREEN WORKING PARTY

The Corporate Green Working Party (CGWP), which was set up in 2012 to focus on the Council's internal functions, continued to work across departments. The reports for the meetings held on 6 March and 29 May 2018, together with their respective agreed priority commitments and actions spreadsheets, were noted.

There was concern that the CGWP would not meet again until December 2018 because the Environmental Coordinator's contract finished at the end of June 2018, and a replacement would not be appointed until the Council restructure was in place.

Councillor S Neville was concerned that if the Environmental Coordinator, E Ainslie, was leaving, who would undertake her duties until a replacement was appointed.

The Acting Chief Executive advised members that:

- the Council restructure was likely to identify some duplication across the service areas;
- the Corporate Green Working Party would continue, the members of which were intended to be champions of the environment in their respective areas of work;
- the data collected would need to be assessed to see if it was useful to members;
- the new Environmental Coordinator would not be a straight replacement, nor did he know yet the scope of work such a replacement would be required to cover.
- he would try and reschedule the next quarterly meeting for September 2018 rather than being deferred until December 2018.

Councillor J H Whitehouse said that in respect of G.07 to investigate electric vehicle charging points in the District, she had attended a meeting with the Assistant Director (Technical Services), the Car Park and Street Furniture Manager and a resident who was knowledgeable in this area as grant funding was available for electric vehicle charging points. The Assistant Director was interested but did not have sufficient resources for the work. She had also spoken to the Assistant Director (Development

Management) as a new planning condition had been introduced to provide electric vehicle charging points.

The Acting Chief Executive replied that there seemed to be a reluctance from County Highways to become involved, but rather for the district / unitary councils to do this across the County instead. The Council had some charging points, two dedicated ones at the North Weald Airfield and at the Epping Forest Shopping Park. The feasibility of the introduction into off street car parks was also being explored.

14. ENVIRONMENTAL CHARTER

The Acting Chief Executive said that the Environmental Charter's commitment and action plan was scrutinised by this select committee in June 2016 and was endorsed by Cabinet in September 2016 when it was signed by the Leader and Chief Executive of the Council. Although the commitments and action plan were required to be reviewed on a six-monthly basis, in reality, the CGWP checked the upcoming actions at every quarterly meeting with an overall review of actions twice annually.

Since the 2017 report, the CGWP had undertaken the following:

- discussions had taken place with many groups to ensure that the CGWP actions were in line with corporate and other plans;
- EFDC had participated in 'energy switch' auctions, and had lobbied for a 'green tariff' option in future;
- a 'no idle' policy had been implemented by Environmental Health;
- electric vehicle charge points had been investigated for both the Civic Offices staff car park and the public car parks;
- LED lighting had been installed at the Council's offices and car parks wherever possible; and
- the CGWP was looking at Council purchases to see if there were 'green' alternatives which could be used.

RESOLVED:

That the Neighbourhoods Select Committee receive an update on progress of the Environmental Charter every six months.

15. ANNUAL REPORT FOR OFF STREET PARKING 2017 - 2018 - OFF STREET OPERATIONAL REPORT

This operational report provided members with an annual update on the progress NSL Ltd had made since being awarded a five-year contract on 1 April 2017 to carry out the enforcement of the eighteen off street car parks owned by the Council. The North Essex Parking Partnership (NEPP) continued to enforce on street parking and was also responsible for implementing new restrictions across the District in conjunction with the Council.

The Acting Chief Executive said that members were concerned about parking enforcement generally. However, the more prosperous off street parking had been

transferred back to the Council. NSL Ltd was also required to provide the Council with monitoring information.

Early problems had occurred when NEPP continued to invoice the Council incorrectly, but this had been resolved. An annual contract with the Driver and Vehicle Licensing Agency (DVLA) had been organised for the purpose of obtaining 'Keeper Details'. Although there was a slight delay in sending out the statutory documents, the DVLA had carried out and approved its first audit of the Council. NSL had increased parking enforcement as its staff worked on a shift basis to facilitate seven-day coverage. Thus enforcement had increased in the car parks. This was not a money making exercise but rather 'good' enforcement. Surfacing, increased cleanliness and new ticketing machines to enable chip and pin payments had been installed in the Council's car parks, which had driven up income to £1.3 million.

Members were pleased that improvement works had been undertaken in the car parks for the benefit of the shoppers and commuters using them.

Councillor J Jennings reported a problem with the ticket rolls in the machines at the Loughton car parks. The Acting Chief Executive replied that as the ticket machines could remotely alert the Council of any faults, he assumed these had been rectified.

16. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

There were no reports to be made to the next meeting of the O&S Committee on 24 July 2018.

17. FUTURE MEETING

It was noted that the next meeting of the Neighbourhoods Select Committee would be held on 20 September 2018 at 7.30pm.

NEIGHBOURHOODS SELECT COMMITTEE

TERMS OF REFERENCE 2018/19

Title: Neighbourhoods Select Committee

Status: Select Committee

Terms of Reference:

General

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood Directorate;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
 - (a) environmental enforcement activities;
 - (b) waste management activities;
 - (c) leisure Management; and
 - (d) the development of the Local Plan;
4. To consider the effect of Government actions or initiatives on the services and functions of the Neighbourhoods Directorate and any implications for the Council's residents, service users and others, and to respond to consultation activities as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers, insofar as they relate to the services and functions of the Governance Directorate, to help develop appropriate policy;
7. To identify any matters within the services and functions of the Governance Directorate that require in-depth scrutiny, for referral to the Overview and Scrutiny Committee;
8. To recommend the establishment of task and finish panels to the Overview and Scrutiny Committee as necessary, in order to undertake any activity within these terms of reference;

Performance Monitoring

9. To undertake performance monitoring in relation to the services and functions of the Neighbourhoods Directorate, against adopted Key Performance Indicators and identified areas of concern;

Environment

10. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party;
11. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

Leisure

12. To monitor and keep under review leisure management matters and in particular the procurement of the Leisure Management Contract; and

Transformation Programme

13. To review relevant projects and associated closure and benefits reports arising from initiatives undertaken as part of the Council's Transformation Programme.

Chairman: Councillor N Bedford

Neighbourhoods Select Committee (Chairman – Councillor N Bedford) Work Programme 2018/19			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) KPIs 2017/18 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2017/18 (COMPLETED)	26 June 2018 20 September 2018 20 November 2018 29 January 2019 19 March 2019
(2) KPIs 2018/19 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2018 Q2 in November 2018 Q3 in January 2019 KPI targets for 2019/20 in March 2019 (report req'd)	
(3) Corporate Plan Key Action Plan 2017/18 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2017/18 performance. (COMPLETED)	
(4) Corporate Plan Key Action Plan 2018/19 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 September 2018 Q2 November 2018 Q3 January 2019	
(5) Directorate Business Plan 2019/20	19 March 2019	All relevant Portfolio Holders to present highlights of the priorities and service challenges from the business plan for their portfolio for the next year, to the final meeting of the select committee in each municipal year.	
(6) Transformation Projects – relevant to this Committee	As appropriate	Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.	
(7) Transformation Projects – closure and benefits reports	As appropriate	That any Directorate appropriate project closure and benefits realisation reports be submitted to this SC for information.	
(8) Local Plan – to receive regular updates on the current position	Update to go to each meeting	Committee to keep a watch in brief on the position of the District's Local Plan.	
(9) Environmental Enforcement Activity	March 2019	Annual report to Committee.	

Neighbourhoods Select Committee (Chairman – Councillor N Bedford) Work Programme 2018/19			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(10) Corporate Green Working Party – to receive progress report	As appropriate: January 2019	(a) To monitor and keep under review the Council's progress towards the development and adoption of a corporate environmental policy / energy strategy. (b) To receive Officer full progress report (<u>not</u> Minutes) of December 2018 meeting.	
(11) Environmental Charter – to receive 6-monthly updates	June 2018	To receive an annual update of the Council's Environmental Charter as agreed on 28 June 2016. (COMPLETED)	
	January 2019	To receive 6-monthly updates on the progress of the Environmental Charter from June 2018 onwards.	
(12) Off-Street Parking Service – yearly review	June 2018	To review on an annual basis the off-street parking service upto 31 March 2018. The contract with NSL started April 2017. (COMPLETED)	
(13) Leisure Management Contract	As appropriate: November 2018	To review the Council's leisure contract with Places for People Leisure (PfP). The contract started April 2017. (NB: next meeting on 27 September 2018).	
(14) Emergency Planning and Corporate Health and Safety Arrangements	November 2018	(a) Following the Grenfell Tower Fire – to consider our procedures.	
	November 2018	(b) To receive a Fire Risk Assessment report for the Townmead Depot, Waltham Abbey.	
	September 2018	(c) To receive a presentation on the Council's emergency planning and corporate health and safety arrangements.	
(15) Air Quality Officer	June 2018	Presentation made. (COMPLETED)	
(16) Public Health Officer	June 2018	Presentation made. (COMPLETED)	

Report to Neighbourhoods Select Committee

Date of meeting: 20 September 2018



Portfolio: Leader of the Council

Subject: Transformation Programme – Project Dossier –
Neighbourhoods Directorate

Officer contact for further information: David Bailey, Head of Transformation
(01992 564105)

Democratic Services Officer: Vivienne Messenger, Democratic Services Officer
(01992 564265)

Recommendations/Decisions Required:

(1) That the Committee reviews the updated Project Dossier for the Transformation Programme – Neighbourhoods Directorate.

Reason for decision:

The Overview and Scrutiny Committee requested the progress of projects and programmes within the Transformation Programme – known as the Project Dossier – be reported to regular meetings of the Committee for review.

Options considered and rejected:

None.

Report:

Introduction:

1. The Corporate Plan provides a framework to demonstrate how the work of the Council fits together at a strategic level. It provides a focus to establish a set of corporate priorities, describing how the organisation will deliver positive change.

2. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. Operational objectives can concern Business As Usual (BAU) or business transformation.

3. Business transformation is delivered through change projects and programmes. A project is a temporary activity to create something unique – a thing, a service or a product – that:

- Leads to change;
- Has a defined start and end;
- Has limited resources;
- Has specific objectives; and
- Enables benefits to be realised.

5. Here is a simple example which illustrates the difference between Business As Usual and business transformation.

If you build a car in your garage – it's a project. Whereas if you are a car manufacturer, building hundreds of cars a day, it's a production line and simply business as usual, i.e. it isn't unique. However, parts of a larger process can be considered projects, e.g. designing the car. So by their very nature, the delivery of any change involves project management.

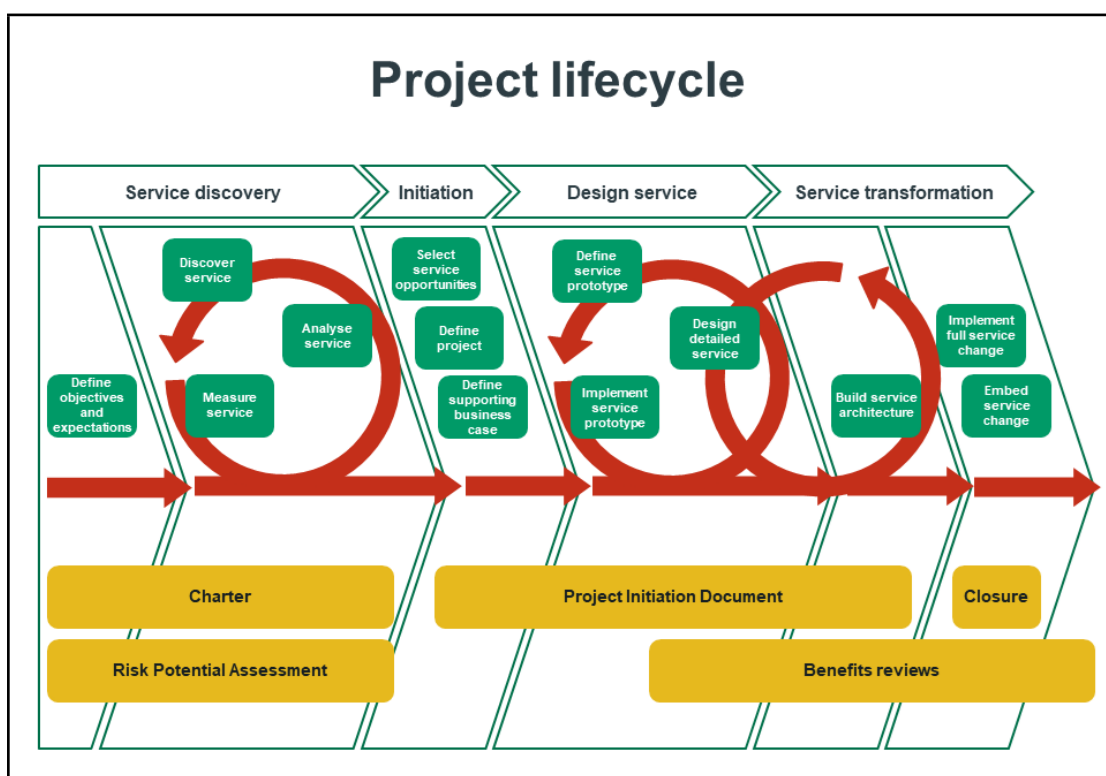
6. The Council established its Transformation Programme in early 2016, grouping change projects from the Corporate Plan into four workstreams:

- Customer Experience;
- Business Culture;
- Resources, Accommodation and Technology; and
- Major Projects.

7. A corporate methodology for managing projects was established in June 2016. All projects are registered with the Programme Management Office (PMO), overseen by the Head of Transformation. Projects are managed differently, depending on an assessment of their scale or complexity. This assessment is completed using the Risk Potential Assessment tool (RPA).

<i>RPA</i>	<i>Qualities</i>	<i>Project management</i>	<i>Processes</i>	<i>PMO support</i>
High	Transformative project – requires authority wide co-ordination	Overseen by the Transformation Programme Board	Charter, initiation document and evaluation are required and approved by TPB. Other documents may be required	PMO actively engaged in supporting the project
Medium	Project management best practice	Managed within a single directorate	Charter, PID and evaluation are required and logged with PMO	Support provided by PMO
Low	Minimal need for project management	Managed within a single service area	Charter, PID and evaluation are encouraged	Support available from PMO on request

8. High and Medium complexity projects follow a project life cycle (see diagram below).



Project Dossier:

9. The Committee are asked to consider and review the list of active High and Medium complexity projects, known formally as the Project Dossier. This is given in the Appendix. The information, structured by Workstream, includes:

- Workstream;
- Project reference number and title;
- Current project lifecycle stage, i.e.
 - Discovery (chartered),
 - Initiation (Project Initiation Document, PID / Programme Definition Document, PDD),
 - Prototype (design service),
 - Implementation (transformation),
 - Closure;
- Risk Potential Assessment (RPA), i.e.
 - Medium or
 - High complexity;
- Start and due dates;
- RAG = Current project status as Red, Amber, Green (RAG);
- Select Committee for scrutiny, i.e.
 - O&S – Overview & Scrutiny,
 - CSC – Communities,
 - GSC – Governance,
 - NSC – Neighbourhoods,
 - RSC – Resources,
- Level of completion (as percentage); and
- Project Sponsor and Project Manager.

Resource Implications:

None.

Legal and Governance Implications:

There are no governance implications from this report.

Safer, Cleaner and Greener Implications:

There are no Safer, Cleaner or Greener implications.

Consultation Undertaken:

No formal consultation was undertaken in the preparation of this report.

Background Papers:

Regular Transformation Programme Highlight Reports to the Cabinet.

Risk Management:

There are no Risk Management implications.

Equality:

There are no Equality Impact implications.

Appendix - Project Dossier Neighbourhoods Directorate

Key:

Current project lifecycle stage, i.e. Discovery (chartered), Initiation (Project Initiation Document, PID / Programme Definition Document, PDD), Prototype (design service), Implementation (transformation), Closure.


Risk Potential Assessment (RPA), i.e. Medium or High complexity.

RAG = Current project status as Red, Amber, Green (RAG).




Select Committee for scrutiny, i.e. O&S – Overview & Scrutiny, CSC – Communities, GSC – Governance, NSC – Neighbourhoods, RSC – Resources.

Generated on: 04 September 2018




Workstream 2 Business Culture

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P107 Estates Service Review	Implement	Medium	05-Apr-2015	31-Jul-2018		98%	NSC	Chief Estates Officer (NEV01)	Progress report requested from project manager.

Workstream 3 Resources, Accommodation and Technology

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P162 Staff Transport Plan	Initiation	High	04-Oct-2017	31-Mar-2023		18%	NSC	Assistant Director - Technical (NTS01)	
P166 Relocate Pyrles Lane Nursery	Implement	High	11-May-2017	30-Jan-2019		70%	NSC	Assistant Director - Technical (NTS01) .	
P165 Major Tree Works Procurement	Implement	High	24-Jul-2017	01-Aug-2018		98%	NSC	Assistant Director - Technical (NTS01)	Project manager to provide update on final actions.

Workstream 4 Major Projects

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P114 St John's Road Development	Implement	High	20-May-2015	31-Mar-2018		92%	NSC	Acting Chief Executive	Project manager to provide update on final actions.
P115 Local Plan Programme	Implement	High	17-May-2016	01-Apr-2019		41%	NSC	Interim Assistant Director (NFP502) .	Q1 – The Local Plan has been delayed following a Planning Court ruling on 20 March 2018 when Mrs Justice Lang in granting leave for a full hearing ordered that the Council be restrained from submitting the LPSV for independent examination until the final determination of the judicial review claim, or further order. The judicial review hearings were held on 23 and 24 May 2018. In the judgement given by Mr Justice Supperstone on 29 June 2018, the High Court dismissed the legal challenge to the Local Plan paving the way for the Council to submit the Plan to the Secretary of State for Independent Examination.
P135 New Leisure Management Contract Programme	Implement	High	20-May-2015	31-Mar-2023		24%	NSC	Leisure Management Contract Manager	

PMO Project Closure Report

Generated on: 04 Sep 18

1. Project title	District Emergency Control Centre Plan		5. Reference	P140
2. Managed By	Lisa Lipscombe, Contingency Planning & Council Safety Officer; Jim Nolan, Assistant Director - Environment & Neighbourhoods (NNS01)		6. Creation Date	30-Mar-2017
3. Sponsored By	Derek Macnab, Acting Chief Executive		7. Last Modified Date	05-Jun-2018
4. Corporate Plan link	3.b.2016 To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access			
8.		Baseline	Actual	
Start Dates		18-Oct-2016	18-Oct-2016	
End Dates		30-Apr-2017	05-Jun-2018	
Budget				
9. Timeline				
30-Nov-2016	Charter Approval			
30-Apr-2018	Initial discovery/desktop research/establishment of working group and solution options			
30-Apr-2018	Solution proposals and selection by Management Board			
30-Apr-2018	Solution development, testing and training			
30-Apr-2018	Solution implementation			
30-Apr-2018	Evaluation of project.			
10. Executive Summary			11. Recommendations	
What was the project? The project was to ensure that provisions are made for the operation of a District Emergency Control Centre (DECC) in the event of a Civil Emergency. What did you do? Met with the former project manager and the project sponsor to review the existing arrangements. It was agreed that EFDC response arrangements for a localised civil emergency clearly show the planned set up of a control mechanism for control of an emergency (found in EFDC Civil Emergency Plan 2015-2020. It was also agreed that the need for the new provisions will be reviewed when the accommodation review is complete. Why was it established? Due to an accommodation review it was thought that the existing arrangements in the event of Civil Emergency were out of date and it was felt that new provisions are needed.			To formally close the project The issue is to be dealt with in BAU	
12. Benefits				
<input type="checkbox"/> Improved response to Civil Emergencies <input type="checkbox"/> Meet or exceed statutory/regulatory requirements <input type="checkbox"/> Increased preparedness (internal) <input type="checkbox"/> Improved staff awareness				

13. Projects and/or programmes of work that are affected by this project	
P139 - Pandemic Flu Plan P141 - Business Continuity Plan Template P135 Leisure Management Contract	
14. What went well?	15. Areas to be improved?
The new project manager met with the previous project manager and the project sponsor and concluded that the existing plan is fit for purpose and that it will be reviewed when accommodation review is complete	<ul style="list-style-type: none"> • There was insufficient internal resource available to complete the work within the original timeframe. Deadline for this project was extended on 3 occasions where the previous project manager had limited capacity to complete the 3 projects he was managing due to his workload on the Leisure Management Contract. • Project member management needs to be considered as two project members were not involved.
16. Findings	
Decision to close this project was based on evidence found in EFDC Civil Emergency Plan 2015-2020. Deadline for this project has been extended on four occasions. The former project manager had limited capacity to complete the 3 projects he was managing (P139 - Pandemic Flu Plan, P140 - Emergency District Control Centre Plan and P141 - Business Continuity Plan Template) due to his workload on the Leisure Management Contract project (P135).	
17. Data	
EFDC Civil Emergency Plan 2015-2020	
18. Project Members	
EFDC01 - All internal staff	
19. Workstream	
WS7 Closed Projects and Programmes	

Report to Neighbourhoods Select Committee

Date of meeting: 20 September 2018



Portfolio: Leader of the Council

Subject: Transformation Programme – Project Closures

Officer contact for further information: David Bailey, Head of Transformation
(01992 564105)

Democratic Services Officer: Vivienne Messenger, Democratic Services Officer
(01992 564265)

Recommendations/Decisions Required:

(1) That the attached Project Closure report(s) from the Transformation Programme be noted.

Reason for decision:

The Overview and Scrutiny Committee requested that Project Closure report(s) from the Transformation Programme are submitted to the relevant select committee for their information, or in the case of those being managed by the Chief Executive to the Overview and Scrutiny Committee.

Options considered and rejected:

None.

Report

Introduction:

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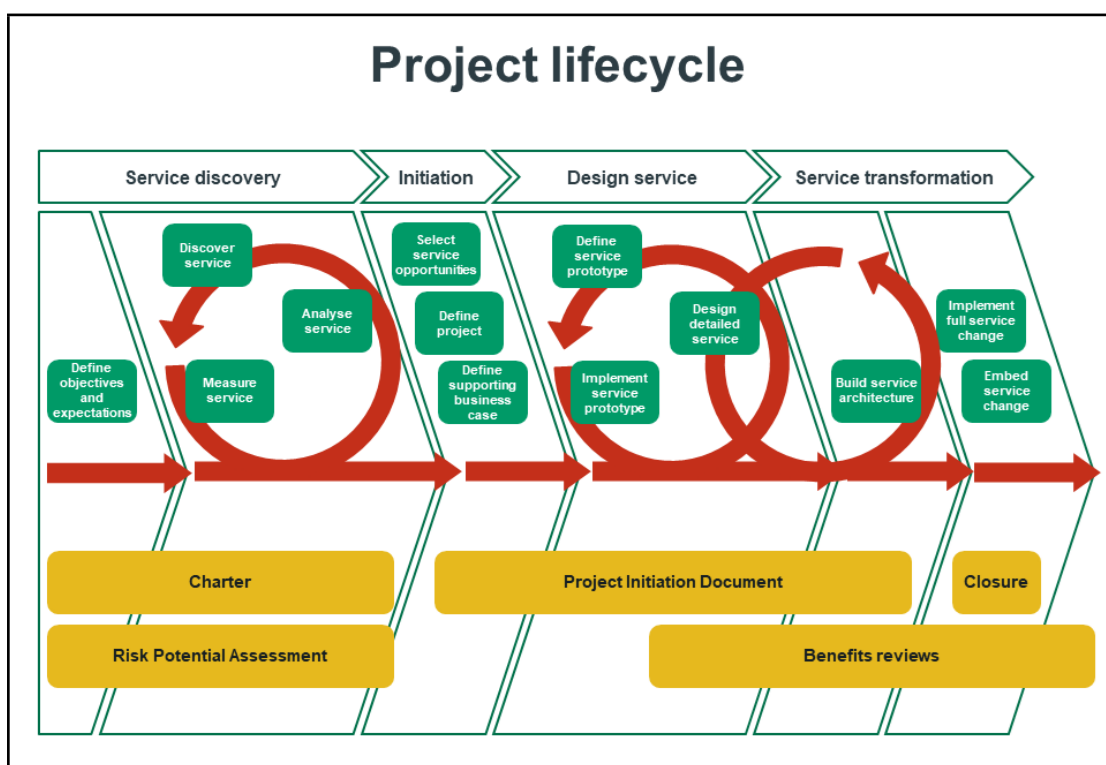
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8. High and Medium complexity projects follow a project life cycle (see diagram below).



Project Closures:

9. When a High or Medium complexity project comes to an end, the project is evaluated by the Project Sponsor and Project Manager, with input from the Project Team. This process is facilitated by the link officer assigned to the project from the Transformation Programme Management Office.

10. The request to close the project then progresses through the Programme Management Office (PMO), where once agreed formally recommend closure to the Transformation Programme Board.

11. The Committee are asked to consider the attached project closure report(s) in the Appendix.

Resource Implications:

None.

Legal and Governance Implications:

There are no governance implications from this report.

Safer, Cleaner and Greener Implications:

There are no Safer, Cleaner or Greener implications.

Consultation Undertaken:

No formal consultation was undertaken in the preparation of this report.

Background Papers:

Regular Transformation Programme Highlight Reports to the Cabinet.

Risk Management:

There are no Risk Management implications.

Equality:

There are no Equality Impact implications.

Appendix - Project Closures Neighbourhoods Directorate

Key:

Risk Potential Assessment (RPA), i.e. Medium or High complexity.

Select Committee for scrutiny, i.e. O&S – Overview & Scrutiny, CSC – Communities, GSC – Governance, NSC – Neighbourhoods, RSC – Resources.

Generated on: 04 September 2018

<i>Workstream</i>	<i>Project</i>	<i>RPA</i>	<i>Scrutiny</i>	<i>Sponsor</i>	<i>Manager</i>
Workstream 2 Business Culture	P140 District Emergency Control Centre Plan	Medium	NSC	Derek Macnab, Acting Chief Executive	Lisa Lipscombe, Contingency Planning & Council Safety Officer .

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