

# Committee Agenda



**Epping Forest  
District Council**

## ***Council Housebuilding Cabinet Committee Thursday, 12th March, 2020***

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

**Council Chamber - Civic Offices**  
on **Thursday, 12th March, 2020**  
at **7.00 pm** .

**Georgina Blakemore**  
Chief Executive

**Democratic Services  
Officer**

Jackie Leither Tel: 01992 564756  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors H Whitbread (Chairman), N Avey, A Patel, J Philip and S Stavrou

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### **WEBCASTING/FILMING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.**

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**1. WEBCASTING INTRODUCTION**

The Chairman will read the following announcement:

“This meeting is to be webcast.

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

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

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

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

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

**3. SUBSTITUTE MEMBERS**

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

**4. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

**5. MINUTES (Pages 5 - 10)**

To confirm the minutes of the last meeting of the Cabinet Committee held on 19 December 2020.

**6. PROGRESS REPORT - PHASES 4 TO 6 (Pages 11 - 32)**

To consider the attached report (CHB-009-2019/20).

**7. PURCHASE OF STREET PROPERTIES (Pages 33 - 46)**

To consider the attached report (CHB-007-2019/20).

**8. IMPACT OF RTB AND COUNCIL HOUSE BUILDING PROGRAMME ON THE HOUSING REVENUE ACCOUNT (Pages 47 - 60)**

To consider the attached report (CHB-008-2019/20).

**9. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive,

before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

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

## 10. EXCLUSION OF PUBLIC AND PRESS

### Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

### Background Papers

Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

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## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Council Housebuilding Cabinet **Date:** Thursday, 19 December 2019  
Committee

**Place:** Council Chamber - Civic Offices **Time:** 7.00 - 7.25 pm

**Members Present:** H Whitbread (Chairman), N Avey and A Patel

**Apologies:** Councillor J Philip and Councillor S Stavrou

**Officers Present:** D Fenton (Service Manager (Housing Management & Home Ownership)), J Cosgrave (Interim Development Housing Manager), J Leither (Democratic Services Officer) and V Messenger (Democratic Services Officer)

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### 11. 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.

### 12. SUBSTITUTE MEMBERS

The Cabinet Committee noted there were no substitute members.

### 13. DECLARATIONS OF INTEREST

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

### 14. MINUTES

#### **Resolved:**

That the minutes of the meeting held on 18 June 2019 be taken as read and signed by the Chairman as a correct record.

### 15. ACCEPTANCE OF TENDERS

Deborah Fenton, Service Manager, Housing Management and Home Ownership presented a report to the Cabinet Committee advising that the report sought approval for the recommendations for Phase 4 as stated in the report.

The Council's house building programme was due to enter phase 4 of 6, to undertake the next phase of the council house building programme, it was necessary to undertake a tender exercise taking cost and quality into account to satisfy the Council's Procurement Rules.

#### Package 1, Phase 4 – Chequers Road (Site A) and Bushfields, Loughton

As Part of the Epping Forest District Council's Housebuilding Programme, Airey Miller Limited undertook a competitive tender process. The Tenders were received on the

27 September 2019 and opened on the 10 October 2019. Four companies were invited to tender with three accepting and one declining. All tenderers submitted a list of clarifications with the tender returns.

TSG Building Services PLC were the most competitive tenderer, based on cost and their clarifications were reviewed in detail. The clarifications have been deemed as low to medium risk.

#### Package 2, Phase 4 – Chester Road, Loughton

As Part of the Epping Forest District Council's Housebuilding Programme, Airey Miller Limited undertook a competitive tender process. The Tenders were received on the 27 September 2019 and opened on the 10 October 2019. Four companies were invited to tender with three accepting and one declining. All tenderers submitted a list of clarifications with the tender returns.

TSG Building Services PLC were the most competitive tenderer, based on cost and their clarifications were reviewed in detail. The clarifications have been deemed as low to medium risk.

#### Package 3, Phase 4 – Queensway, Ongar and Millfield, High Ongar

As Part of the Epping Forest District Council's Housebuilding Programme, Airey Miller Limited undertook a competitive tender process. The Tenders were received on the 4 October 2019 and opened on the 10 October 2019. Four companies were invited to tender with three accepting and one declining. All tenderers submitted a list of clarifications with the tender returns.

TSG Building Services PLC were the most competitive tenderer, based on cost and their clarifications were reviewed in detail. The clarifications have been deemed as low to medium risk.

Councillor A Patel asked if penalties had been put in place for late completion.

Mr J Cosgrave, Interim Housing Development Manager advised that there were liquidated damages which were limited to any anticipated housing income rental that would be lost if any of the units were delayed.

Councillor A Patel asked in terms of the build specification were the Council asking for an NHBC level specification, as noted in the report, the building control requirement was not tied in with the Council's in-house building control.

The Interim Housing Development Manager stated that in terms of the build quality specification it was in accordance with the building regulations so whether it was the Local Authority or NHBC Standards they would be at the same level of building control standards.

Councillor A Patel stated that his understanding was to get an NHBC warranty on a property were greater than what would typically be through building control.

The Interim Housing Development Manager advised that the NHBC was a warranty insurance provider and both the Local Authority and NHBC administrate two aspects, one was in terms of the building control requirement, which was a statutory requirement and the second, which the NHBC have, were insurance warranty conditions, which were born out of their insurance experiences that are more robust

than is covered under the building control requirement. Local Authority building control have a similar approach but use a separate warranty provider.

Councillor A Patel asked if the Council had tied in their in-house building control to be the approved building control for these developments.

The Interim Housing Development Manager advised that this process would be activated once the contracts had been signed. The inspection and warranty provision was a separate statutory function.

Councillor A Patel stated in terms of learning from the previous delays the Council have come across in Phases 1, 2 and 3, are you satisfied that the Contractor is liquid and that the issues which previously happened will not happen again.

The Interim Housing Development Manager advised that looking back through the historical events of the previous Phases 1-3 that lessons had been learnt. Phase 4 was a completely different process, there was a new employers agent and due diligence team of consulting engineers and advisers and the quality of the due diligence appeared to be much more robust. The Phase 4 contracts are more reliant upon a design and build responsibility being passed to the contractor even though a great deal of the work has been thought through and processed within the technical information provided.

Councillor A Patel asked in terms of the soil and the contamination surveys were they down to the contractor to provide or have the Council provided this information.

The Interim Housing Development Manager advised that as part of the process for Phase 4 the site investigations have been carried out by the Council's Development Team of advisors who have produced technical site investigation recommendations that have been novated to the Contractor and who will then be responsible for the information provided and ensure that they are satisfied as well.

**Decision:**

- (1) That, TSG Building Services PLC be awarded the contract to undertake the construction of 5 properties, Chequers Road and Bushfields, Loughton in the sum of £1,365,481 together with the proposed construction period of 48 weeks.
- (2) That, TSG Building Services PLC be awarded the contract to undertake the construction of 3 properties, Chester Road, Loughton in the sum of £747,395 together with the proposed construction period of 34 weeks.
- (3) That TSG Building service PLC therefore recommend acceptance of the tender submitted by TSG Building Services PLC be awarded the contract to undertake the construction of 6 properties, Queensway, Ongar & Millfield, Higher Ongar in the sum of £1,372,925.

**Reasons for the Decision:**

The Council's Procurement Rules requires a Cabinet decision when awarding contracts in excess of £1m. However, the Cabinet have delegated authority to the Council Housebuilding Cabinet Committee to agree all tenders associated with the Council's house-building programme as set out in its Terms of Reference. Authorisation to enter into a Build Contract is required to enable a start on site to be made and for these properties to be delivered.

**Other Options Considered and Rejected:**

To award the contracts to any other contractor that has tendered for the works.

**16. PROGRESS REPORT FOR PHASES 2-6**

Deborah Fenton, Service Manager, Housing Management and Home Ownership presented a report to the Cabinet Committee which gave an update of the progress that had been made across Phase 4 of the Council housebuilding programme that had either completed, were on-site or were currently being procured. Since the programme began a total of 91 new homes for affordable rent had been completed. There were 16 units still in progress from phases 1-3. There were a further 72 units still expected to be delivered under phase 4. An update on the Council's approach to phases 5 and 6 are provided in the report (CHB-006) on the agenda.

She advised that lessons had been learned regarding Phases 1-3 and the Council had undertaken some methodology re-engineering. Following the Audit (Feb 19), a decision was made that it would be prudent to re-evaluate the Council's approach to the programme. Several changes were made to improve the delivery of the programme. These changes have now been implemented and embedded. This will drive efficiencies and improve delivery times.

- a. Internal resources – A development manager had been employed to take the lead and hold responsibility for delivery.
- b. Procurement and Contracting - A new Employers Agent had been appointed together with a Principal Architect to procure the Contracted Works with the aim of reducing cost and delivery variation.
- c. Programme packages – Sites were now costed individually; this will drive an improved delivery time. The previous way of packaging sites (multiple sites in each phase) led to the whole Phase being delayed if an issue was found on one specific site.
- d. Internal processes – The Council have reviewed the financial reporting and have implemented an updated reporting system to support the budget process further. This would enable site-specific reports as oppose to phase reporting in addition to a rolling 13-month cash flow.
- e. Executive and management reporting – The Council's Employers Agent has been instructed to supply an Executive Summary and Management Report. This will provide an overview for the Strategic Leadership Team and Members. In addition, the Management Report focuses upon the site by site issues to assist the development team's management of the programme.

**Phase 4**

Having implemented the changes to our methodology, the first group of sites had now been tendered. This forms the first group of 5 sites, to deliver 14 properties, within the 4<sup>th</sup> phase which will be capable of a start on site early in the New Year following completion of the contract, and subject to approval by the Cabinet Committee. There were a number of other packages which were currently being prepared.

**Phases 5 & 6**

Following a change in the methodology, the Council were commencing a review of other potential EFDC controlled sites. This exercise aimed to either build-out or sell to raise capital to purchase larger sites. Approximately 40 sites have already been

identified following a review several years ago. Once these potential sites have been assessed progress will be reported to the Cabinet Committee.

In addition to the above, we have been introduced to several potential development opportunities in third party control. These were currently being investigated with a view to the Council possibly acquiring these. The sites are larger and have the potential to provide an additional 22 units. Once these potential sites have been assessed progress will be reported back to the Cabinet Committee.

Councillor A Patel asked if there had been any problems with the sites in Buckhurst Hill as some of the sites had been partially cleared and then left.

The Interim Housing Development Manager advised that the demolition had been carried out in three stages, the first stage was to ensure that the planning consent was enacted therefore partial demolition by removing the garage doors was carried out and also partial contamination reports were submitted in order to make sure the planning consent did not lapse. The second stage was for most of the walls and roofs being removed in anticipation of the main contractor coming on site and finishing the third stage of demolition clearing the site. Due to the variation in levels on each site of asbestos contamination, this necessitated a slightly different approach than would normally happen.

Councillor A Patel raised the concerns of residents that when the garage doors were removed this brought a spate of anti-social behaviour, drug dealing dens and fly tipping that was happening at these sites. Councillor Patel wanted to reassure the residents that going forward with future schemes that this would not happen again.

The Interim Housing Development Manager stated that this happened due to the way the sites were packaged up, there was no understanding around the technical due diligence and constraints that each of the sites had. Therefore, the sites were originally packaged up in arbitrary geographical areas which progressed at variable rates and started to incur delays because one of the five or six packaged sites would have a technical issue.

The approach the Council were now taking was that each site would be reviewed individually and once technically appraised, assembled in a group of sites which made tendering a viable proposition in order to maximise the commercial environment, where the contracts are attractive enough the value of the tender to submit a good price.

Councillor A Patel stated that when the planning permissions for the Buckhurst Hill garage sites came forward I got a lot of complaints from residents for supporting the application. Residents were assured that those who had garages on these sites would be given an opportunity to relocate to other garages within the locality but this never happened as efficiently as the residents expected.

The Service Manager, Housing Management and Home Ownership stated that she was not aware of their being any issues but that she would get the relevant information and come back to the Cabinet Committee with further information.

Councillor H Whitbread, Chairman, added 91 homes delivered in the district was a great achievement and asked if it was realistic that the Council would meet their target of 300 new homes by 2024.

The Interim Housing Development Manager stated that 91 units had already been delivered, there were 16 units still in progress and a further 72 units in Phase 4 which would be delivered by January 2022 that equals 189 units. This leaves 111 units of the 300 unit target to find, plan and deliver by the year 2025 which should be achievable, if not exceeded.

The Service Manager, Housing Management and Home Ownership stated that the Council were aware of the net loss of properties regarding the right to buy and are currently working with finance around what would needed to be produced going forward to increase the Council's housing stock by 1% per year. We recognise as an Authority that our stocks should be increasing and not decreasing due to the right to buy.

Councillor A Patel asked of the sites that previously had planning permission agreed, how many of these permissions had lapsed and what were the Council going to do to resolve this.

The Interim Housing Development Manager advised that none had lapsed although they were in danger of lapsing as the permissions lapse for package 8 in Phase 4 on 25 January 2020. The Council have already programmed to do the first phase of demolition at the beginning of January and a programme in place to do the second phase of demolition and to address the issues of anti-social behaviour by boarding up the sites and making them secure.

**Decision:**

That the contents of this Progress Report on Phases 4 to 6 of the Council House Building Programme be noted and presented to the Cabinet in line with the Terms of Reference of the Council Housebuilding Cabinet Committee.

**Reasons for the Decision:**

To be noted and presented to the Cabinet in line with the Terms of Reference of the Council Housebuilding Cabinet Committee.

**Other Options Considered and Rejected:**

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

**17. ANY OTHER BUSINESS**

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

**18. EXCLUSION OF PUBLIC AND PRESS**

The Cabinet Committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

**CHAIRMAN**

## **Report to the Council House Building Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: CHB-009-2019/20**  
**Date of meeting: 12 March 2020**

**Portfolio: Housing and Property Services – Councillor H Whitbread**

**Subject: Council House Building Progress Report – Phases 4 to 6**

**Responsible Officer: Deborah Fenton (01992 564221)**  
**Service Manager**

**Democratic Services: J Leither (01992 564756)**

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### **Recommendations/Decisions Required:**

That the contents of this Progress Report on Phases 4 to 6 of the Council House Building Programme be noted and presented to the Cabinet in line with the Terms of Reference of the Council House Building Cabinet Committee.

### **Executive Summary:**

The report sets out the progress that has been made across phase 4 of the Housebuilding programme that has either completed, are on-site and are currently being procured. An update on outstanding units from previous phases has also been provided. Fourteen units (package 4.1) have been tendered and were approved at CHBCC on 19<sup>th</sup> December 2019. Twenty-two units (package 4.2) are now being tendered and will be reported to the CHBCC meeting in June 2020. Forty-nine units (package 4.3 – previously 31 units) have been reviewed, resulting in some additional potential units being identified. The proposals are being progressed for planning submission, tender and reporting to the CHBCC. Five units (package 4.4 are being technically progressed). An update on our approach to phases 5 and 6 will be provided within this report.

### **Reasons for Proposed Decision:**

Set out in its Terms of Reference, the Council House Building Cabinet Committee is to monitor and report to the Council on an annual basis progress and expenditure concerning the Council House Building Programme. This report sets out the progress made over the last 12 months.

### **Other Options for Action:**

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

### **The Report:**

Work has begun on phase 4 of our programme. An update on these and a brief update on our outstanding properties from early phases can be found below:

## **Phases 2 & 3**

Burton Road has six units which are completed however, challenges over the located of a gas pipe is still outstanding. A resolution is close to being reached. A further update will be provided at the next CHBCC. Queens Rd, which has had a delayed start due to contamination is on target to be completed in August, this is in line with the revised target date.

### **Phase 4 – package 4.1**

The first group of sites within package 4.1 were competitively tendered and presented for approval at the 19<sup>th</sup> December 2019 CHBCC meeting, relating to sites at Chequers Road (Site A) (3 x Properties) and Bushfeilds (2 x Properties), Loughton; Package 2 – Chester Road (3 x Properties), Loughton; and Package 3 – Queensway (4 x Properties) and Millfield (2 x Properties), Ongar; delivering the first 14 properties.

A pre-start meeting has been held, and contracts have now been issued for signing. Currently, post-tender and client changes are being priced to enable the Contractor to take possession imminently.

### **Phase 4 – package 4.2**

The second group of 6 sites, 4.2 are currently out for tender to deliver 22 properties, comprising Hornbeam Close (B) – 3 x units, Hornbeam House – 2 units, Bourne House – 2 units, Etheridge Road – 3 units, Denny Avenue – 3 units and Beechfield Walk – 5 units together with Kirby Close – 4 x units.

The role of the 'Principal Architect' and their involvement in the procurement of the sub-consultants, surveys and the associated scope of works has been reviewed and amended following which, it is anticipated this may result in c £150k to c£200k of savings in the fees going forward.

### **Phase 4 – package 4.3**

4.3 sites comprise of Lower Alderton Hall Lane – 2 x units, Inclusion of Lower Alderton Hall Lane is pending. This site is currently awaiting planning consent to be released pending the resolution with regards to the Local Plan and Natural England.

Pick Hill, Waltham Abbey – 2 x units are progressing now potential drainage outfalls have been identified. We have reviewed the potential scope of the site at Ladyfields, Loughton, which previously had approval for six units is now being re-planned to deliver c 17 units. Woollard Street, Waltham Abbey, has been redesigned as the consented scheme was undeliverable as the ridge height exceeded the permissible height. Pentlow Way, Buckhurst Hill – 7 units and Chequers Road (B) – 5 units, have been delayed pending agreement with Thames Water to permit build over contracts which have only recently been confirmed. Chequers Road (B) was consented for five units however it is being reviewed as it may be possible to deliver c 12 units totalling c 49 units (previously approved 31 units), These schemes will now progress to tender in March/April.

### **Phase 4 – package 4.4**

4.4 sites comprise of Thatcher's Close, Loughton – 1 unit, Broomfield Court, Waltham Abbey – 1 unit, Shingle Court, Waltham Abbey, - 1 x unit, Stoneyshtotts, Waltham Abbey – 1 x unit and Wrangley Court, Waltham Abbey, totalling five units, these are now being technically assessed with the aim of them being tendered in c June/ July 2020.

## **Phase 5 & 6**

Work to identify sites for the above phases is due to be completed by mid-March, following this officers will begin to hold briefings with members to start the consultation process. Reports will be presented to the next CHBCC

## **Sales**

Whitehills site is to be sold at auction in March 2020.

## **Rights of Way issues**

The Rights of Way/Access issues stemming from the Appropriation process are being addressed in line with the phased programme. A policy is being developed to ensure a fair and consistent approach is being taken.

## **Financial update**

Officers continue to work with colleagues in the Finance department to develop a more robust reporting system, particularly around cash flow. The outcome of this will be reported at the next CHBCC.

A financial update is available in appendix 1

## **Resource Implications:**

There is currently a Housing Development Officer role vacant, and this position will be reviewed going forward.

## **Legal and Governance Implications:**

There are no current anticipated Legal and Governance implications of merit at the time of writing this report.

## **Safer, Cleaner and Greener Implications:**

The continued delivery of the development housing programme will help address the antisocial behaviour issues associated with these garage sites and will reduce the opportunity for fly-tipping and thereby contribute to a Greener environment.

## **Consultation Undertaken:**

Interdepartmental involvement has and will continue to be engaged.

## **Background Papers:**

The Executive Report is attached to this report (appendix 1).

## **Risk Management:**

The Risks associated with the delivery of the current housing development programme is identified within the Executive Report attached.

**Equality Analysis:**

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



# Executive Report No. 5

## EFDC Building Programme Phase 4 Sites

30 January 2020

AIREY MILLER

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Package 3

Package 8

Package 6

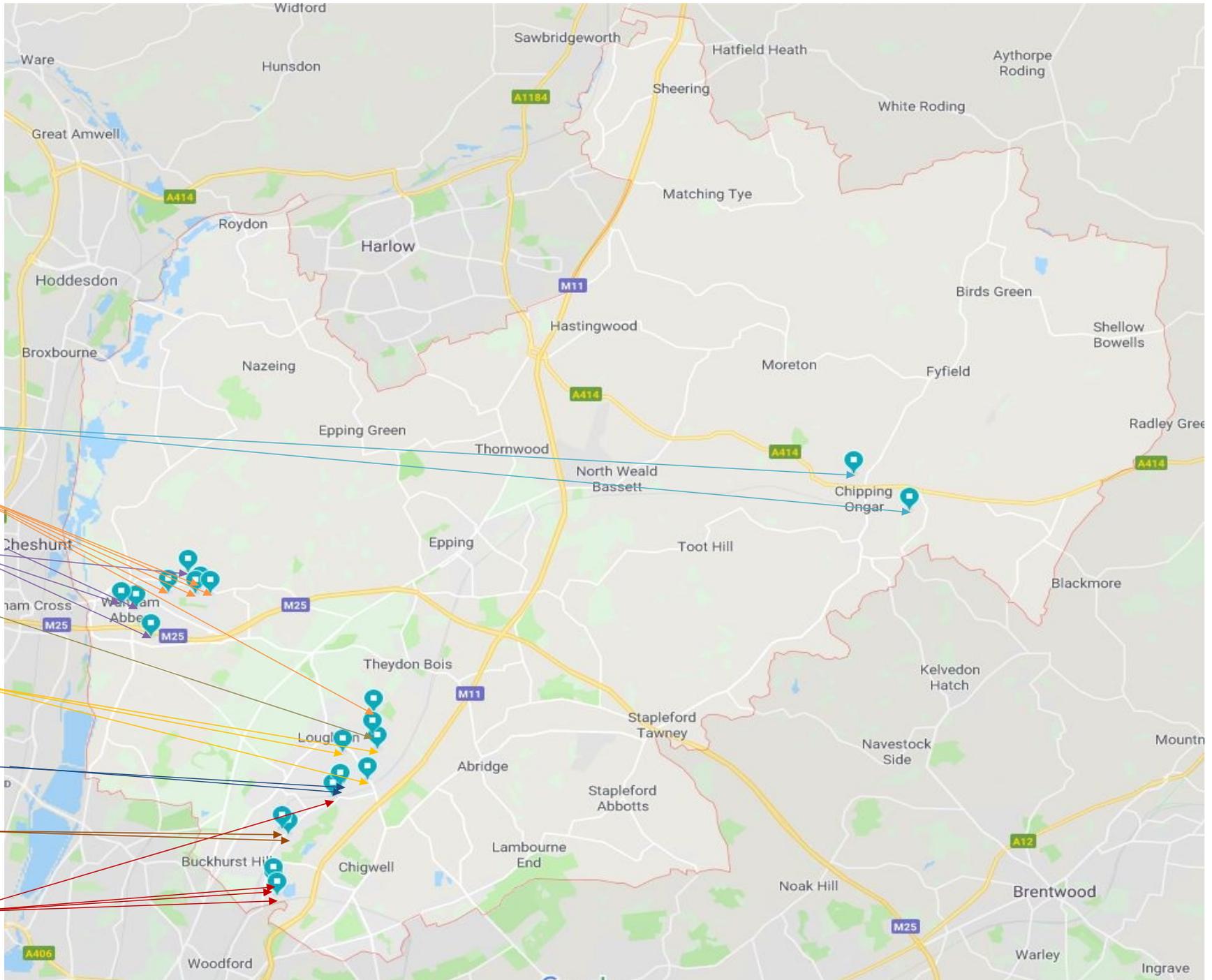
Package 2

Package 5

Package 1

Package 7

Package 4



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All Movement indicated in Red

# Programme Summary

## Programme Summary Statement

Sites / Codes		Units	RIBA Stage	Status against Milestone												Comments - Change Since Last Report
				Planning	Out to Tender	Tender Reported	Tender Approval	Start on Site	Handover							
Chequers Road Site A (Loughton)	4.1	HR124	3	4	05/02/16	09/08/19	+3	Nov-19	+4	Dec-19	+9	Jan-20	+12	Dec-20	+0	Pre contract meeting held
Bushfields (Loughton)	4.1	HR122	2	4	03/05/16	09/08/19	+3	Nov-19	+4	Dec-19	+9	Jan-20	+12	Dec-20	+0	Pre contract meeting held
Chester Road (Loughton)	4.1	HR130	3	4	04/03/16	09/08/19	+3	Nov-19	+4	Dec-19	+9	Jan-20	+12	Dec-20	+0	Pre contract meeting held
Queensway (Ongar)	4.1	HR140	4	4	20/06/16	09/08/19	+3	Nov-19	+4	Dec-19	+9	Jan-20	+12	Dec-20	+0	Pre contract meeting held
Millfield (Ongar)	4.1	HR138	2	4	20/06/16	09/08/19	+3	Nov-19	+4	Dec-19	+9	Jan-20	+12	Dec-20	+0	Pre contract meeting held
Hornbeam Close Site B (Buckhurst Hill)	4.2	HR136	3	4	04/08/16	Dec-19	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Hornbeam House (Buckhurst Hill)	4.2	HR137	2	4	04/08/16	Dec-19	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Bourne House (Buckhurst Hill)	4.2	HR135	2	4	04/08/16	Dec-19	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Fotheridge Road (Debden)	4.2	HR127	3	4	30/08/2016	Dec-19	+2	May-20	+2	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Denny Avenue (Waltham Abbey)	4.2	HR144	3	4	25/01/2017	Dec-19	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Beechfield Walk (Waltham Abbey)	4.2	HR142	5	4	23/03/2017	Dec-19	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Issued for tender - Dec 19
Power Alderton Hall Lane (Loughton)	4.2	HR121	2	4	04/03/16	Dec-19	+16	May-20	22	Jul-20	+30	TBC		TBC		Issued for pricing - likely to be placed on hold subject to planning approval
Kirby Close (Loughton)	4.2	HR120	4	4	21/09/16	Jan-20	+2	May-20	+8	Jul-20	+16	Jul-20	+16	Jul-21	+16	Drainage strategy resolved - fast tracked to phase 4.2
Pick Hill (Waltham Abbey)	4.3	HR145	2	3	25/01/2017	Mar-20		May-20	-8	Jul-20	-8	Sep-20		Aug-21	-4	Ongoing due diligence issues
Chequers Road Site B (Loughton)	4.3	HR123	TBC	0	09/02/16	May-20	+8	Sep-20	+8	Nov-20	+8	Nov-20	+8	Jan-22	+8	Ongoing due diligence issues
Ladyfields (Loughton)	4.3	HR125	17	1	21/09/2016	May-20	+8	Sep-20	+8	Nov-20	+8	Nov-20	+8	Jan-22	+8	RIBA 1 - scheme progressing
Woollard Street (Waltham Abbey)	4.3	HR149	9	1	13/12/2017	May-20	+8	Sep-20	+8	Nov-20	+8	Nov-20	+8	Jan-22	+8	RIBA 1 - scheme progressing
Pentlow Way (Buckhurst Hill)	4.3	HR139	10	1	20/12/2017	May-20	+8	Sep-20	+8	Nov-20	+8	Nov-20	+8	Jan-22	+8	On going due diligence issues
Thatchers Close (Loughton)	4.4	HR131	1	0	27/04/2019	Jun-20		Oct-20		Dec-20		Jan-21		Jan-22		Due diligence commenced - appointment outstanding
Bromefield Court (Waltham Abbey)	4.4	HR143	1	0	tbc	Jun-20		Oct-20		Dec-20		Jan-21		Jan-22		Due diligence commenced - appointment outstanding
Shingle Court (Waltham Abbey)	4.4	HR147	1	0	tbc	Jun-20		Oct-20		Dec-20		Jan-21		Jan-22		Due diligence commenced - appointment outstanding
Stonysshots (Waltham Abbey)	4.4	HR148	1	0	tbc	Jun-20		Oct-20		Dec-20		Jan-21		Jan-22		Due diligence commenced - appointment outstanding
Wrangley Court (Waltham Abbey)	4.4	HR161	1	0	tbc	Jun-20		Oct-20		Dec-20		Jan-21		Jan-22		Due diligence commenced - appointment outstanding

## Key Issues by Site

\* Subject to new programme

### 4.1 - Chequers Road Site A, Loughton (HR124)

- Garage Access Points to retained - Re-Design Required
- Tender report approved by EFDC 19/12/19
- Pre-contract meeting held
- Post tender client & design changes being priced
- Contracts to be issued

### 4.1 - Bushfields, Loughton (HP122)

- Tender report approved by EFDC 19/12/19
- Post tender client & design changes being priced
- Contracts to be issued Jan

### 4.1 - Chester Road, Loughton (HR130)

- Tender report approved by EFDC 19/12/19
- Post tender client & design changes being priced
- Flood risk assessment (for planning) - increase of height by 300mm - under review
- Contracts to be issued

### 4.1 - Queensway, Ongar (HR140)

- Tender report approved by EFDC 19/12/19
- Post tender client & design changes being priced
- Contracts to be issued

### 4.1 - Millfield, Ongar (HR138)

- Tender report approved by EFDC 19/12/19
- Post tender client & design changes being priced
- Contracts to be issued
- Adjacent owner at 4 Pyrles Green yet to sign party wall award

### 4.2 - Hornbeam Cl Site B, Buckhurst Hill (HR136)

- Issued for tender 19/12/19
- Sewer Diversion Application to be Progressed

### 4.2 - Hornbeam House, Buckhurst Hill (HR137)

- Issued for tender 19/12/19

### 4.2 - Bourne House, Buckhurst Hill (HR135)

- Issued for tender 19/12/19

### 4.2 - Etheridge Road, Debden ( HR127)

- Issued for tender 19/12/19

### 4.2 - Lower Alderton Hall Lne, Loughton (HR121)

- Lower Alderton - awaiting planning decision, likely subject to S106 agreement.
- Issued for pricing purposes regardless of planning issues

### 4.2 - Denny Avenue (HR144)

- Issued tender 19/12/19

### 4.2 - Beechfield Walk (HR142)

- Issued for tender 19/12/19
- Clarification on UKPN Diversion to LV Cable

### 4.2 - Kirby Close, Loughton (HR120)

- EFDC to inform of contact with Neighbour
- SW drainage outfall to EFDC asset established
- Scheme developed to 4.1 - tender
- Tender issued 30/01/20

### 4.3 All Sites

- Due diligence ongoing
- Drainage and utilities strategy progressing. Create liaising with UKPN and Thames Water.
- AM/ECD to prepare programme for phase 4.3 and 4.4.

### 4.3 - Pick Hill (HR145)

- Re-brief undertaken
- Enhanced topo/drainage survey instructed
- Will release scheme for RIBA 4.1 design
- Ownership concerns to Pick Hill entrance / verge

### 4.3 - Ladyfields, Loughton (HR125)

- RIBA 1 gateway
- Pre-app meeting 17/12/19 Held
- Drainage attenuation requires coordination with new footprint

### 4.3 - Chequers Road Site B, Loughton (HR123)

- RIBA 1 - pre-app meeting 17/12/20 held
- Flood risk - draft to be submitted 30/01/20
- Diversion and build over proposals sent to Thames Water
- Easement (6m) likely - impact to RIBA 1 proposals
- UKPN to quote for substation re-location - approval in principal

### 4.3 - Woollard Street (HR149)

- RIBA 1 - pre-app meeting 17/12/19 held
- Drainage proposal approved by Thames Water
- Access / RoW concerns

### 4.3 - Pentlow Way, Buckhurst Hill (HR139)

- RIBA 1 - pre-app meeting 17/12/19 held
- Re-design to avoid undercroft vehicular access
- Diversion and buildover proposals sent to Thames Water
- Overlooking concerns with 3 storey RIBA 1 proposals

### 4.4 - Thatchers Close, Loughton (HR131)

- Geotechnical due diligence appointed
- Phase 1 survey complete
- Planning enacted
- Appointment outstanding
- Further due diligence sought

### 4.4 - Bromefield Court (HR143)

- Geotechnical due diligence appointed
- Phase 1 survey complete
- Planning enacted
- Appointment outstanding
- Further due diligence sought

### 4.4 - Shingle Court (HR147)

- Geotechnical due diligence appointed
- Phase 1 survey complete
- Planning enacted
- Appointment outstanding
- Further due diligence sought

### 4.4 - Stonyshotts (HR148)

- Geotechnical due diligence appointed
- Phase 1 survey complete
- Planning enacted
- Appointment outstanding
- Further due diligence sought

### 4.4 - Wrangley Court (HR161)

- Geotechnical due diligence appointed
- Phase 1 survey complete
- Planning enacted
- Appointment outstanding
- Further due diligence sought

## Programme Summary - Mix & No. of Homes

Sites / Codes			Units	RIBA G/W	NIA	GIA	Flats			Houses			Total	Comments - Change Since Last Report
							1b	2b	3b	1b	2b	3b		
Chequers Road Site A (Loughton)	4.1	HR124	3	4	292	302						3	3	Pre contract meeting held
Bushfields (Loughton)	4.1	HR122	2	4	159	162					2		2	Pre contract meeting held
Chester Road (Loughton)	4.1	HR130	3	4	250	263					3		3	Pre contract meeting held
Queensway (Ongar)	4.1	HR140	4	4	200	205				4			4	Pre contract meeting held
Millfield (Ongar)	4.1	HR138	2	4	100	102				2			2	Pre contract meeting held
Hornbeam Close Site B (Buckhurst Hill)	4.2	HR136	3	4	118	163						3	3	Issued for tender - Dec 19
Hornbeam House (Buckhurst Hill)	4.2	HR137	2	4	211	303					2		2	Issued for tender - Dec 19
Bourne House (Buckhurst Hill)	4.2	HR135	2	4	142	201						2	2	Issued for tender - Dec 19
Etheridge Road (Debden)	4.2	HR127	3	4	188	261					1	2	3	Issued for tender - Dec 19
Penny Avenue (Waltham Abbey)	4.2	HR144	3	4	198	284					1	2	3	Issued for tender - Dec 19
Beechfield Walk (Waltham Abbey)	4.2	HR142	5	4	284	418						5	5	Issued for tender - Dec 19
Lower Alderton Hall Lane (Loughton)	4.2	HR121	2	4	TBC	TBC						2	2	Issued for pricing - likely to be placed on hold subject to planning approval
Kirby Close (Loughton)	4.2	HR120	4	3	258	373						4	4	Drainage strategy resolved - fast tracked to phase 4.2
Pick Hill (Waltham Abbey)	4.3	HR145	2	3	146	200						2	2	Ongoing due diligence issues
Chequers Road Site B (Loughton)	4.3	HR123	TBC	0	TBC	TBC			5				5	Ongoing due diligence issues
Ladyfields (Loughton)	4.3	HR125	17	1	377	507	12	4	1				17	RIBA 1 - scheme progressing
Woollard Street (Waltham Abbey)	4.3	HR149	9	1	351	592	3	6					9	RIBA 1 - scheme progressing
Pentlow Way (Buckhurst Hill)	4.3	HR139	10	1	292	463	6	4					10	On going due diligence issues
Thatchers Close (Loughton)	4.4	HR131	1	3	TBC	TBC						1	1	Due diligence commenced - appointment outstanding
Bromfield Court (Waltham Abbey)	4.4	HR143	1	3	TBC	TBC					1		1	Due diligence commenced - appointment outstanding
Shingle Court (Waltham Abbey)	4.4	HR147	1	3	TBC	TBC					1		1	Due diligence commenced - appointment outstanding
Stonyshotts (Waltham Abbey)	4.4	HR148	1	3	TBC	TBC					1		1	Due diligence commenced - appointment outstanding
Wrangley Court (Waltham Abbey)	4.4	HR161	1	3	TBC	TBC				1			1	Due diligence commenced - appointment outstanding
<b>Total</b>					<b>3,566</b>	<b>4,799</b>	<b>21</b>	<b>19</b>	<b>1</b>	<b>7</b>	<b>23</b>	<b>15</b>	<b>86</b>	

RIBA Gateway - This generally refers to the RIBA stage that the project is currently WITHIN.

## Current Construction Cost Status (Pre-Contract)

Sites / Codes		Units	Cabinet Approved Construction Cost	Initial AML Build Cost Est (Jan 18)	Latest Pre-Tender Estimate @ DEC	Variance (+/-)	Latest Construction Cost (Tender)	Variance (+/-)	Current Total	Comments - Change Since Last Report	
Chequers Road Site A (Loughton)	4.1	HR124	3	tbc	£828,690.00	£873,967.25	£45,277.25	£838,963.38	-£35,003.87	£838,963.38	Committee approved tender costs
Bushfields (Loughton)	4.1	HR122	2	tbc	£556,697.00	£614,053.62	£57,356.62	£526,517.80	-£87,535.82	£526,517.80	Committee approved tender costs
Chester Road (Loughton)	4.1	HR130	3	tbc	£718,238.00	£763,318.97	£45,080.97	£747,395.00	-£15,923.97	£747,395.00	Committee approved tender costs
Queensway (Ongar)	4.1	HR140	4	tbc	£1,120,361.00	£890,492.40	-£229,868.60	£914,924.57	£24,432.17	£914,924.57	Committee approved tender costs
Millfield (Ongar)	4.1	HR138	2	tbc	£351,024.00	£487,197.05	£136,173.05	£458,000.79	-£29,196.26	£458,000.79	Committee approved tender costs
Hornbeam Close Site B (Buckhurst Hill)	4.2	HR136	3	tbc	£804,225.00	£972,800.00	£168,575.00			£972,800.00	March 20 tender returns
Hornbeam House (Buckhurst Hill)	4.2	HR137	2	tbc	£447,445.00	£696,885.00	£249,440.00			£696,885.00	March 20 tender returns
Bourne House (Buckhurst Hill)	4.2	HR135	2	tbc	£597,832.00	£646,400.00	£48,568.00			£646,400.00	March 20 tender returns
Etheridge Road (Debden)	4.2	HR127	3	tbc	£852,555.00	£976,925.00	£124,370.00			£976,925.00	March 20 tender returns
Denny Avenue (Waltham Abbey)	4.2	HR144	3	tbc	£771,605.00	£958,800.00	£187,195.00			£958,800.00	March 20 tender returns
Beechfield Walk (Waltham Abbey)	4.2	HR142	5	tbc	£1,087,011.00	£1,297,200.00	£210,189.00			£1,297,200.00	March 20 tender returns
Lower Worton Hall Lane (Loughton)	4.2	HR121	2	tbc	£507,768.00	£554,700.00	£46,932.00			£554,700.00	March 20 tender returns
Kirby Close (Loughton)	4.3	HR120	4	tbc	£911,559.00					£911,559.00	Cost plan being developed based on tender info
Pick Hill (Waltham Abbey)	4.3	HR145	2	tbc	£625,415.00					£625,415.00	Order of cost being developed based on RIBA 1 / Pellings Design
Chequers Road Site B (Loughton)	4.3	HR123	TBC	tbc	£1,636,993.00					£1,636,993.00	Order of cost being developed based on RIBA 1 / Pellings Design
Ladyfields (Loughton)	4.3	HR125	17	tbc	£1,275,879.00					£1,275,879.00	Order of cost being developed based on RIBA 1 / Pellings Design
Woollard Street (Waltham Abbey)	4.3	HR149	9	tbc	£1,399,539.00					£1,399,539.00	Order of cost being developed based on RIBA 1 / Pellings Design
Pentlow Way (Buckhurst Hill)	4.3	HR139	10	tbc	£1,588,896.00					£1,588,896.00	Order of cost being developed based on RIBA 1 / Pellings Design
Thatchers Close (Loughton)	4.4	HR131	1	tbc	£266,716.00					£266,716.00	Order of cost being developed based on RIBA 1 / Pellings Design
Bromefield Court (Waltham Abbey)	4.4	HR143	1	tbc	£252,685.00					£252,685.00	Order of cost being developed based on RIBA 1 / Pellings Design
Shingle Court (Waltham Abbey)	4.4	HR147	1	tbc	£341,430.00					£341,430.00	Order of cost being developed based on RIBA 1 / Pellings Design
Stonysshots (Waltham Abbey)	4.4	HR148	1	tbc	£228,100.00					£228,100.00	Order of cost being developed based on RIBA 1 / Pellings Design
Wrangley Court (Waltham Abbey)	4.4	HR161	1	tbc	£200,756.00					£200,756.00	Order of cost being developed based on RIBA 1 / Pellings Design
<b>Total</b>					<b>£17,371,419.00</b>	<b>£9,732,739.29</b>	<b>£1,089,288.29</b>	<b>£3,485,801.54</b>	<b>-£143,227.75</b>	<b>£18,317,479.54</b>	

## Key Dates Milestones Summary

Sites / Codes	HR	Ph Units		Planning			RIBA 0-1 Viability Approval		RIBA 2 Completion Date		RIBA 3 Completion Date		RIBA 4 Completion Date		Procurement				SoS	HO	Comments - Change Since Last Report		
		1	2	Planned	Actual	Expiry	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Out	Return	Report	Approval					
Chequers Road Site A (Loughton)	HR124	4.1	3	-	05/02/16	06/02/19	-	*	-	*	-	19/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	21/01/20	21/12/20	Pre contract meeting held		
Bushfields (Loughton)	HR122	4.1	2	-	03/05/16	03/05/19	-	*	-	*	-	19/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	21/01/20	21/12/20	Pre contract meeting held		
Chester Road (Loughton)	HR130	4.1	3	-	04/03/16	04/03/19	-	*	-	*	-	20/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	21/01/20	21/12/20	Pre contract meeting held		
Queensway (Ongar)	HR140	4.1	4	-	20/06/16	20/06/19	-	*	-	*	-	21/12/18	17/07/19	08/08/19	09/08/19	04/10/19	11/11/19	16/12/19	21/01/20	21/12/20	Pre contract meeting held		
Millfield (Ongar)	HR138	4.1	2	-	20/06/16	20/06/19	-	*	-	*	-	21/12/18	17/07/19	08/08/19	09/08/19	04/10/19	11/11/19	16/12/19	21/01/20	21/12/20	Pre contract meeting held		
Hornbeam Close Site B (Buckhurst Hill)	HR136	4.2	3	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/07/21	Issued for tender - Dec 19		
Hornbeam House (Buckhurst Hill)	HR137	4.2	2	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/07/21	Issued for tender - Dec 19		
Bourne House (Buckhurst Hill)	HR135	4.2	2	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/07/21	Issued for tender - Dec 19		
Etheridge Road (Debden)	HR127	4.2	3	-	30/08/16	30/08/19	-	*	-	*	04/11/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/07/21	Issued for tender - Dec 19		
Denny Close (Waltham Abbey)	HR144	4.2	3	-	25/01/17	25/01/20	-	*	-	*	04/11/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/08/21	Issued for tender - Dec 19		
Beechfield Walk (Waltham Abbey)	HR142	4.2	5	-	22/03/17	22/03/20	-	*	-	*	04/11/19	04/10/19	19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/07/20	12/08/21	Issued for tender - Dec 19		
Lower Aldenon Hall Lane (Loughton)	HR121	4.2	2	-	04/03/16	04/03/19	-	*	-	*	29/11/19		19/12/19		19/12/19	02/03/20	02/05/20	02/07/20	12/09/20	12/09/21	Issued for pricing - likely to be placed on hold subject to planning approval		
Kirby Close (Loughton)	HR120	4.2	4	-	21/09/16	21/09/19	-	*	-	*	-	*	23/01/20		30/01/20	03/03/20	02/05/20	02/07/20	12/07/20	12/07/21	Drainage strategy resolved - fast tracked to phase 4.2		
Pick Hill (Waltham Abbey)	HR145	4.3	2	-	25/01/17	25/01/20	-	*	-	*	-	*	02/03/20		03/03/20	02/03/20	02/05/20	02/07/20	12/09/20	12/08/21			
Chequers Road Site B (Loughton)	HR123	4.3	TBC	-	09/02/16	09/02/19	05/02/20				22/02/20		27/03/20		02/05/20		03/05/20	03/07/20	02/09/20	02/11/20	12/11/20	12/01/22	Ongoing due diligence issues
Ladyfields (Loughton)	HR125	4.3	17	-	21/09/16	21/09/19	16/12/19				21/02/20		06/03/20		21/04/20		03/05/20	02/07/20	02/09/20	02/11/20	12/11/20	12/01/22	RIBA 1 achieved - scheme progressing
Woollard Street (Waltham Abbey)	HR149	4.3	9	-	13/12/17	13/12/20	16/12/19				21/02/20		27/03/20		02/05/20		03/05/20	03/07/20	02/09/20	02/11/20	12/11/20	12/01/22	RIBA 1 achieved - scheme progressing
Pentlow Way (Buckhurst Hill)	HR139	4.3	10	-	20/12/17	20/12/20	16/12/19				22/02/20		27/03/20		02/03/20		03/05/20	03/07/20	02/09/20	02/11/20	12/11/20	12/01/22	On going due diligence issues
Thatchers Close (Loughton)	HR131	4.4	1	24/09/19	27/04/16	27/04/19	-	*	-	*	02/03/20		02/06/20		03/06/20	03/08/20	03/10/20	02/12/20	02/01/21	03/01/22	03/01/22	Due diligence commenced - appointment outstanding	
Bromefield Court (Waltham Abbey)	HR143	4.4	1		25/01/17	25/01/20	-	*	-	*	02/03/20		02/06/20		03/06/20	03/08/20	03/10/20	02/12/20	02/01/21	03/01/22	03/01/22	Due diligence commenced - appointment outstanding	
Shingle Court (Waltham Abbey)	HR147	4.4	1		25/01/17	25/01/20	-	*	-	*	02/03/20		02/06/20		03/06/20	03/08/20	03/10/20	02/12/20	02/01/21	03/01/22	03/01/22	Due diligence commenced - appointment outstanding	
Stonshotts (Waltham Abbey)	HR148	4.4	1		22/02/17	22/02/20	-	*	-	*	02/03/20		02/06/20		03/06/20	03/08/20	03/10/20	02/12/20	02/01/21	03/01/22	03/01/22	Due diligence commenced - appointment outstanding	
Wrangley Court (Waltham Abbey)	HR161	4.4	1		22/02/17	22/02/20	-	*	-	*	02/03/20		02/06/20		03/06/20	03/08/20	03/10/20	02/12/20	02/01/21	03/01/22	03/01/22	Due diligence commenced - appointment outstanding	

RIBA Gateway - This generally refers to the RIBA stage that the project is currently WITHIN.

\* = Scheme inherited after original completion of noted RIBA Gateway

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# Equality Impact Assessment

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

## Section 1: Identifying details

Your function, service area and team: **Housing Development**

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

Title of policy or decision: **Progress Report – Council House building**

Officer completing the EqlA: **Deborah Fenton** Tel: **01992 564221** Email: **dfenton@eppingforestdc.gov.uk**

Date of completing the assessment: *25/2/20*

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? <b>No</b>
2.2	Describe the main aims, objectives and purpose of the policy (or decision): <b>N/A</b>  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? <b>N/A</b>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <b>No</b>  Will the policy or decision influence how organisations operate? <b>No</b>
2.4	Will the policy or decision involve substantial changes in resources? <b>No – budgets are already approved for the housebuilding programme</b>
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? <b>No</b>

### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

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

3.1	What does the information tell you about those groups identified? <b>That the only significant impact will be the reduction in the number of local residents on the Council House waiting list.</b>
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? <b>Consultation has been undertaken with members during the feasibility process and with the public through the planning process. Their views will have been considered by the planners and may have influenced the planning conditions that will need to be discharged.</b>
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: <b>N/A</b>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<b>Neutral – the paper is for information only and will not impact on any groups</b>	L
Disability	As above	L
Gender	As above	L
Gender reassignment	As above	L
Marriage/civil partnership	As above	L
Pregnancy/maternity	As above	L
Race	As above	L
Religion/belief	As above	L
Sexual orientation	As above	L

## Section 5: Conclusion

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

## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	N/A	N/A/De

**Section 7: Sign off**

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

Signature of Head of Service: Deborah Fenton

Date:26/2/20

Signature of person completing the EqlA: Deborah Fenton

Date: 26/2/20

**Advice**

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

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## **Report to the Council House Building Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: CHB-007-2019/20**

**Date of meeting: 12 March 2020**

**Portfolio: Housing and Property Services – Councillor H Whitbread**

**Subject: Purchase of street Properties**

**Responsible Officer: Deborah Fenton  
Service Manager (01992 564221)**

**Democratic Services: J Leither (01992 564756)**

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### **Recommendations/Decisions Required:**

That the contents of this Progress Report on the purchase of 18 street properties be noted and presented to the Cabinet in line with the Terms of Reference of the Council House Building Cabinet Committee.

### **Executive Summary:**

The report sets out progress that has been made in allocating our right to buy receipts in line with the report which was agreed by this committee in July 2015. Offers have been made and accepted on 18 properties across the district. The total spend amounts to £6,374,329m which is made up of 30% Right to Buy Receipts and the remaining funded from the capital house building programme. The financial profiling which is Appendix 1 in this report highlights a positive IRR of 3.46%. Furthermore, our Consultant has taken into account the construction methods, so not to risk increased asset management challenges as is often the case with older properties such as pre-45's. We are working towards an exchange by the end of the financial year to meet Government requirements.

### **Reasons for Proposed Decision:**

To give Cabinet assurance that all of the Councils 1-4-1 Receipts from Right to Buy (RTB) sales are spent within the required three years of receipt, and none are passed on to the Government, with Interest. The Cabinet agreed on the recommendations of the Council House Building Cabinet Committee to delegate the authority to the Service Director to source properties for sale on the open market, make verbal offers to purchase and make recommendations to the Housing Portfolio Holder to agree their purchase.

### **Other Options for Action:**

Not to purchase these properties and pass on the Receipts to Government with interest. This would not be in the best interest of the Council given the local housing need. Also, the strain put on the Council's Housing Revenue Account (HRA) due to the loss of stock under RTB would worsen.

**Report:**

In July 2015, the Council House Building Cabinet Committee considered a report on accelerating the house building programme to ensure that all 1-4-1 Receipts from Right to Buy sales are spent within the required three years of receipt and none are passed on to the Government, with interest. One of the options agreed was to purchase street properties. The recommendations of Cabinet Committee were later agreed by the Cabinet.

To assist the Council, Steven Tarry (Metaplan – CIHCM Development Director) was appointed by the Council. The instruction included sourcing street properties which were chain free and were not pre – 1945's (the construction method makes them difficult to treat). Also, a financial report be provided based on the income and expenditure profile over the period of the business plan (Appendix 1).

**Overview of the properties**

While the offers have been accepted, legal searches, property surveys and independent valuation surveys will need to be completed before exchange. Subject to a satisfactory outcome, it is recommended that the Council completes the purchase of these street properties, with a view of letting them at an affordable rent in line with the Rent Policy.

**Financial Appraisal**

A financial appraisal is attached to this report. It provides information on the financial performance for each property over the period of the business plan. The report shows the level of grant (RTB receipts) and loan. The interest rate for the loan is the current rate provided by the Public Loans Board. The final amount of spend is expected to be £6,374,329. This falls slightly short of the £6.8M planned spend and is due to a seller pulling out at the last minute.

**Resource Implications:**

The total expenditure amounts to £6,374,329, 30% of this is right to buy receipts and the remaining is from the capital house building fund.

**Legal and Governance Implications:**

All relevant conveyancing legislation that is applicable along with standing orders and Financial Regulations.

**Safer, Cleaner and Greener Implications:**

NA

**Consultation Undertaken:**

Council House Building Cabinet Committee decisions from 4<sup>th</sup> June 2015 and the subsequent Cabinet Decision on 23<sup>rd</sup> July 2015.

**Background Papers:**

Cabinet Decision, 23<sup>rd</sup> July 2015.

**Risk Management:**

There is a higher risk of losing Right to Buy receipts if the Council does not complete the purchase of the properties, thus impacting of the future HRA revenue account.

**Equality Analysis:**

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

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# Scheme Consolidation Summary

SDS ProVal Version 8.20 Apr-2013

Memorandum Information

**Consolidation Name** Epping ESPs TOTAL

Prepared By Steven Tarry, Metaplan Ltd

Version

File Path C:\Users\Steve's PC\Documents\SDS ProVal\ProVal Appraisals\ProVal Consolidations

**Date** 8 Feb 2020

**This File Last Saved** 17 Feb 2020

**Total Units** 18

**Schemes** 10

**Defaults Validation Check** Ok

**Comments**

**Key**

GN General Needs

LCHO Low Cost Home Ownership

NPV Net Present Value

NRS Net Revenue Stream

SH Supported Housing

SPPA Special Projects Promotional Allowance

**Schemes in this Consolidation**

		Units	Scheme Type	Appraisal Date	Local Authority
1	90 Crown Close	1	PF	27 Jan 2020	Epping Forest
2	30 STANFORD COURT	1	PF	27 Jan 2020	Epping Forest
3	35 Turners Close	1	PF	27 Jan 2020	Epping Forest
4	28 FAIRBANK CLOSE	1	PF	7 Feb 2020	Epping Forest
5	29 North Dean	1	PF	7 Feb 2020	Epping Forest
6	32 Wellington Road	1	PF	27 Jan 2020	Epping Forest
7	4 x 3BH - W. ABBEY	4	PF	27 Jan 2020	Epping Forest
8	4 x 3BH ONGAR	4	PF	27 Jan 2020	Epping Forest
9	85 Western Rd	1	PF	7 Feb 2020	Epping Forest
10	3 x 2 B Flats-W.Abbey/Loughton	3	PF	27 Jan 2020	Epping Forest

**Scheme Capital Costs - All Schemes**

	Units	18	Per Unit
Acquisition		5,851,250	325,069
Works		158,400	8,800
Persons		86	5
On-Costs (Fees & Interest)		364,679	20,260
Non Qualifying (incl. SPPA) & Other Costs		0	0
<b>TOTAL SCHEME COST</b>		<b>6,374,329</b>	<b>354,129</b>
Market Value (MV)		6,018,000	334,333
Cost:Value % TSC/MV		105.9%	
SHG Claimed (incl SPPA)		0	0
Other Grant or Subsidy		1,912,299	106,239
Initial Sales Receipts		0	0
Loan Adjustm't		0	0
Capital Contrib'		0	0
<b>Net Loan</b>		<b>4,462,030</b>	<b>247,891</b>

**Development Cashflows**

		First Event	Last Event	PC or Last Sale Date	Check for Errors in Scheme Cashflow
1	90 Crown Close				Yes
2	30 STANFORD COURT				Yes
3	35 Turners Close				Yes
4	28 FAIRBANK CLOSE				Yes
5	29 North Dean				Yes
6	32 Wellington Road				Yes
7	4 x 3BH - W. ABBEY				Yes
8	4 x 3BH ONGAR				Yes
9	85 Western Rd				Yes
10	3 x 2 B Flats-W.Abbey/Loughton				Yes

**Long Term Cashflow**

		Date into Managem't	First Income Received, Y/E	Last Income Received, Y/E
1	90 Crown Close	Mar 2020	Mar 2021	Mar 2065
2	30 STANFORD COURT	Mar 2020	Mar 2021	Mar 2065
3	35 Turners Close	Mar 2020	Mar 2021	Mar 2065
4	28 FAIRBANK CLOSE	Mar 2020	Mar 2021	Mar 2065
5	29 North Dean	Mar 2020	Mar 2021	Mar 2065
6	32 Wellington Road	Mar 2020	Mar 2021	Mar 2065
7	4 x 3BH - W. ABBEY	Mar 2020	Mar 2021	Mar 2065
8	4 x 3BH ONGAR	Mar 2020	Mar 2021	Mar 2065
9	85 Western Rd	Mar 2020	Mar 2021	Mar 2065
10	3 x 2 B Flats-W.Abbey/Loughton			

**Financial Assumptions & Summary**

Specified Month for End of Year 1	Mar	4,462,030	Peak Loan Occurs in Yr.1 Mar 2021
Loan Repayment	Annuity Method	Year 14	Income First Exceeds Costs
Repayment Term (years)	30	Year 30	Loan Repaid
Cashflow Calculated to Year	30 -	Year 25	First Cumulative Breakeven
Min Int. Cover 115.7%	Interest Rates Year 1 to 30	3.40%	511,621 Cumulative Balance at Year 30
Occurs in Yr.1 Mar 2021			-24,381 NPV Net Rent + Cap. Val. - Loan
			1,192,590 Capitalised Year 1 Rev. Deficit
			-449,720 Peak Cumulative Balance
			0 Total to Grant Recycling Fund
Net Present Value (NPV) Discount Rate	3.50% over 30 years		
NPV Calculation Option	Net Rent + Cap. Val. - Loan		
NPV of Net Rent at Year 1	4,437,649	IRR 3.46%	
Residual Cap. Value of Schemes at Year 1	0	Gross Yield 3.8%	
NPV of all Loans at Year 1	4,462,030	Net Yield 1.9%	
NPV of all Cap. Rec'pts at Year 1	0		

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## Equality Impact Assessment

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

## Section 1: Identifying details

Your function, service area and team: **Housing Development**

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

Title of policy or decision: **Portfolio Holder Report – Appointment of Metaplan**

Officer completing the EqlA: **Deborah Fenton** Tel: **01992 564221** Email: **dfenton@eppingforestdc.gov.uk**

Date of completing the assessment: 12/2/2020

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? <b>No</b>
2.2	Describe the main aims, objectives and purpose of the policy (or decision): <b>N/A</b>  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? <b>N/A</b>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <b>Yes - additional properties will be available for local people in housing need</b>  Will the policy or decision influence how organisations operate? <b>No</b>
2.4	Will the policy or decision involve substantial changes in resources? <b>No – budgets are already approved for the housebuilding programme</b>
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? <b>No</b>

### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

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

3.1	What does the information tell you about those groups identified? <b>That the only significant impact will be the reduction in the number of local residents on the Council House waiting list.</b>
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? <b>Consultation has been undertaken with members and the decision noted in the report to Cabinet on 23<sup>RD</sup> July 2015.</b>
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: <b>N/A properties will be added to the existing housing stock</b>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<b>Neutral – the paper is for information only and will not impact on any groups</b>	L
Disability	As above	L
Gender	As above	L
Gender reassignment	As above	L
Marriage/civil partnership	As above	L
Pregnancy/maternity	As above	L
Race	As above	L
Religion/belief	As above	L
Sexual orientation	As above	L

## Section 5: Conclusion

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

## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	N/A	N/A/De

**Section 7: Sign off**

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

Signature of Head of Service: Deborah Fenton

Date: 29/1/2020

Signature of person completing the EqIA: Deborah Fenton

Date: 29/1/2020

**Advice**

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

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## **Report to the Council House Building Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: CHB-008-2019/20**

**Date of meeting: 12 March 2020**

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<b>Portfolio:</b>	<b>Housing and Property Services – Councillor H Whitbread</b>	
<b>Subject:</b>	<b>Ongoing impact of RTB and Council House Building Programme on the Housing Revenue Account</b>	
<b>Responsible Officer:</b>	<b>Deborah Fenton Service Manager</b>	<b>(01992 564221)</b>
<b>Democratic Services:</b>	<b>J Leither</b>	<b>(01992 564756)</b>

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### **Recommendations/Decisions Required:**

That the contents of this initial report be noted. That a follow-up report is received on an annual basis to understand the ongoing impact of the Right to Buy (RTB) on the Housing Revenue Account (HRA) and the steps being taken to mitigate this via the Council House Building Programme.

### **Executive Summary:**

This report is an initial report, highlighting the impact of the Right to Buy purchases on the Housing Revenue Account. The number of properties purchased under the RTB since 1977 is 4876. This amounts to a loss of nearly 50% of EFDC Council Housing stock. Furthermore, the impact on the Housing Revenue Account in today's money amounts to approximately £25M per year. On average RTB completions are in the region of 30 per year. Since 2012 Councils have been able to use the RTB receipts to part fund street purchases or a building programme. EFDC has a house building programme, to date 108 properties have been built. The current build programme is based on delivery of a total of 370 properties to 2024. Our current programme will mitigate the RTB purchases, however will only increase our stock by 0.7% year on year if continued at the current rate (2021 72 properties). However, RTB creates an ongoing risk to the HRA, and before agreeing the next programme this Committee will need to consider whether the programme should seek to introduce a pipeline which will continue to increase overall housing stock.

### **Reasons for Proposed Decision:**

Set out in its Terms of Reference, the Council House Building Cabinet Committee is to monitor and report to the Council on an annual basis progress and expenditure concerning the Council House Building Programme. It is suggested that this includes the ongoing impact annually on the HRA from RTB, and mitigation by the ongoing Council Housing programme.

### **Other Options for Action:**

This report sets out the historical impact of RTB on the HRA, and the options to mitigate it going forward. There are no other options for action.

## **The Report:**

The impact of the RTB has been considerable in terms of impact on the number of units and the loss of revenue to the Housing Revenue Account. Changes were made around the use of receipts in 2012; this prompted several Councils including EFDC, to consider introducing Council House Building Programmes. Although this in itself was problematic, due to borrowing restrictions placed on local government. Furthermore, only 30% of the total cost of any development could be RTB receipts.

To date, EFDC has built 108 properties. The attached table (appendix 1) highlights the historical impact of RTB on housing stock. Using this table, we can predict that the completions going forward will be approximately 25-30 a year. This represents a loss to the HRA account of about £156K per year. The accumulative figure over four years based on 30 properties could be as much as £2M. Given the expected number is 30 per year, not 30 in total. Over five years, the loss can be expected to be considerable.

To mitigate the loss of Right to Buy and increase our housing stock by 1% per year, we would need to have a council house building programme which delivers 90 units a year. The Local Plan is currently a barrier to this as we do not have any sites which are allocated for council house building. Furthermore, the opportunity to build on smaller sites is limited as the local plan has only a small number of 'windfall' sites (sites which are not allocated) which are permitted to proceed each year.

Moving forward, this annual report will give the context required to help Members understand the impact of the RTB and the number of new build properties needed if this Council chooses to mitigate the future losses to the HRA.

## **Resource Implications:**

A structure is in place which would be able to deliver an increased pipeline. Funding for any future programme would be made up of grant, loan and RTB receipts

## **Legal and Governance Implications:**

There are no current anticipated Legal and Governance implications of merit at the time of writing this report.

## **Safer, Cleaner and Greener Implications:**

The continued delivery of the development housing programme will help address the antisocial behaviour issues associated with these garage sites and will reduce the opportunity for fly-tipping and thereby contribute to a Greener environment.

## **Consultation Undertaken:**

Interdepartmental involvement has and will continue to be engaged.

## **Background Papers:**

N/A

**Risk Management:**

The Risks associated with the current rate of RTB without a mitigating development programme will be a detrimental effect on the HRA.

**Equality Analysis:**

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

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# HOUSE SALES STATISTICS

Date: January 2020

## 1 Accumulative totals from 1.4.77

(a) Applications received	:12206
(b) Completed Sales	: 6432
(c) Offers made	:10129
(d) Not proceeding	: 5751
(e) Right to Buy Appls. received	: 9631
(f) Right to Buy Sales completed	: 4876
(g) Right to Buy Sales not proceeding	: 4754

## Not proceeding under Right to Buy

A. Up to and incl. Notice of Price	: 3764
B. From (A) sent to Legal	: 590
C. After going to Legal	: 400
	4754

	Feb 19	Mar 19	Apr 19	May 19	June 19	July 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Total	Monthly Average
Applications	6	1	4	4	5	1	2	4	6	5	4	2	44	3.67
Completions	2	2	1	3	1	2	1	5	0	0	1	4	22	1.83

## 2 Monthly Total:

(a) Applications received	:4	2H	2F
(b) Sales Completed	:4	2H	2F
(c) Not proceeding and denied	:2	2H	

## 3 Sales in process as at :

(a) Prior to Valuation	:4	2H	2F
(b) With Valuer	:3	2H	1F
(c) Sect 125 Offer price accepted Cash	:1	1H	
(d) Plan awaited	:0		
(e) Pending	:26	17H	6F 3M
(f) With Legal Section for Conveyance	: 9	5H	1B 2F 1M

## Circulation List

Cllr Holly Whitbread - Housing Portfolio Holder	Ioanna Tsiachri – Legal Executive
Teresa Brown – Principal Account	Cllr Syd Stavrou – Commercial and Regulatory Services Portfolio Holder
Nick Dawe – Interim Strategic Director	Simon Smith - C.I.H
Helen Pradun - Information & Strategy	Paul Pledger – Service Director (Housing Property & Services)
Marie Thorpe – Principal Home Ownership Officer	Timothy Howell – Information & Strategy
Deborah Fenton – Service Manager - Housing	Sacha Jevans – Strategic Director
Cllr Aniket Patel - Commercial and Regulatory Services Portfolio Holder	Jane Potton – Accountancy

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## Equality Impact Assessment

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

## Section 1: Identifying details

Your function, service area and team: **Housing Development**

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

Title of policy or decision: **Initial report – impact of RTB and Mitigation**

Officer completing the EqlA: **Deborah Fenton** Tel: **01992 564221** Email: **dfenton@eppingforestdc.gov.uk**

Date of completing the assessment: **2/12/19**

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? <b>No</b>
2.2	Describe the main aims, objectives and purpose of the policy (or decision): <b>N/A</b>  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? <b>N/A</b>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <b>No</b>  Will the policy or decision influence how organisations operate? <b>No</b>
2.4	Will the policy or decision involve substantial changes in resources? <b>No</b>
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? <b>No</b>

### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

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

3.1	What does the information tell you about those groups identified? <b>The significant impact will be an increase in the number of residents on the Council House waiting list, if the RTB is not mitigated</b>
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? <b>This report is for information only.</b>
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: <b>N/A</b>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<b>Neutral – the paper is for information only and will not impact on any groups</b>	L
Disability	As above	L
Gender	As above	L
Gender reassignment	As above	L
Marriage/civil partnership	As above	L
Pregnancy/maternity	As above	L
Race	As above	L
Religion/belief	As above	L
Sexual orientation	As above	L

## Section 5: Conclusion

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

**Section 6: Action plan to address and monitor adverse impacts**

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	N/A	N/A/De

**Section 7: Sign off**

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

Signature of Head of Service: Deborah Fenton

Date: 20/2/20

Signature of person completing the EqIA: Deborah Fenton

Date: 20/2/20

**Advice**

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

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