

Select Committee Agenda



Stronger Council Select Committee Tuesday, 9th July, 2019

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

Council Chamber - Civic Offices
on **Tuesday, 9th July, 2019**
at **7.00 pm** .

Georgina Blakemore
Chief Executive

**Democratic Services
Officer**

R Perrin Tel: 01992 564532
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors P Bolton (Chairman), D Stocker (Vice-Chairman), R Bassett, R Brookes, D Dorrell, H Kane, M Owen, S Rackham and J M Whitehouse

SUBSTITUTE NOMINATION DEADLINE: 6PM

WEBCASTING NOTICE

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1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following announcement:

“The Chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image, and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. APOLOGIES FOR ABSENCE

3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

4. DECLARATION OF INTEREST

To declare interests in any item on the agenda.

5. TERMS OF REFERENCE & WORK PROGRAMME (Pages 5 - 8)

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the terms of reference and work programme for the select committee. Members are invited at each meeting to review both documents.

6. REVIEW OF POLLING DISTRICTS, POLLING PLACES & POLLING STATIONS 2019 (Pages 9 - 42)

To consider the attached report.

7. ACCOMMODATION PROJECT (Pages 43 - 46)

To consider the attached report.

8. PEOPLE STRATEGY (Pages 47 - 52)

To receive a presentation from P Maginnis, Service Director (Business Service).

9. CORPORATE PLAN ACTION PLAN YEAR 2 PERFORMANCE REPORT (Pages 53 - 64)

To consider the attached report.

10. DATES OF FUTURE MEETINGS

To note the next meeting date of this Committee will be held on;

8 October 2019;
14 January 2020; and
14 April 2020.

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STRONGER COUNCIL SELECT COMMITTEE

TERMS OF REFERENCE 2019/20

Core Areas of Responsibility

- (1) To provide scrutiny for the following corporate projects:
 - People Strategy;
 - Accommodation Strategy; and
 - Digital Enablement
- (2) To monitor the Corporate Plan Action Plan performance report and provide scrutiny of services that are not performing to standard and develop proposals for their improvement. The Stronger Council Select Committee in its review of Corporate Key Performance Indicators can task other Select Committees to review service performance and develop proposals for improvement.

Scrutiny Role of the Select Committee

- (1) To engage in policy review and development, with a focus on improvement and how this can be best achieved;
- (2) To develop a work programme each year that effectively scrutinises the areas of responsibility outlined above;
- (3) To consider any matter referred by the Overview and Scrutiny Committee, Cabinet or a Portfolio Holder and to make recommendations as appropriate;
- (4) To consider the effect of Government actions or initiatives that affect the Select Committees areas of responsibility and the impact on customers, residents, businesses and visitors to our district, and to respond to consultation activities as appropriate;
- (5) To establish working groups and task and finish panels 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 to help develop policy;
- (7) To monitor and review relevant projects and associated closure and benefits reports; and
- (8) To engage with the community and encourage community engagement.

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**Stronger Council Select Committee
Work Programme 2019/20
Chairman: Councillor P Bolton**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	Corporate Plan Action Plan (KPI's by exception) – performance scrutiny	Corporate Action Plan KPI's, Q1 Apr, May, Jun – 9 July 2019 meeting Q2 Jul, Aug, Sept - 8 Oct 2019 meeting Q3 Oct, Nov, Dec - 14 Jan 2020 meeting Q4 Jan, Feb, Mar – 14 Apr 2020 meeting Live system reporting – by exception. No pre- distributed reports, projection of live data on the night.		9 July 2019 8 October 2019 14 January 2020 14 April 2020
2.	People Strategy	9 July and 8 October 2019 - Project reporting, issues focussed.		
3.	Digital Enablement	Prioritisation of Council Technology strategy. Outcome focussed 14 January 2020		
4.	Accommodation	9 July and 8 October 2019 - Project reporting, issues focussed		
5.	Financial Issues Paper	9 July 2019 Scrutiny of MTFS 20/21 onwards		

6.	Draft budget scrutiny	2020/21 budget setting (joint with FPMCC) 14 January 2020		
7.	Asset Management Strategy	Council asset strategy (new)	Approved by the Cabinet 13/06/19 and referred to Council 30/07/19 for adoption.	
8.	Review of Polling Places, Polling Districts & Polling Stations	9 July 2019		
9.	Review of Local Elections 2019	October 2019		



Report to Stronger Council Select Committee

Date of meeting: 9 July 2019

Subject: Review of Polling Districts, Polling Places and Polling Stations 2019

Officer contact for further information: S. Tautz (01992 564180), W. MacLeod (01992 564023)

Democratic Services Officer: R. Perrin (01992 564532)

Recommendations:

That a report be submitted to the Council recommending:

- (a) **that, following review, the proposals for Polling Districts and Polling Places in the Epping Forest District as set out in Appendix 1 to this report, be approved;**
- (b) **that the proposals be published and copies be made available for inspection by the public at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;**
- (c) **that the intention of the Electoral Registration Officer to reflect any alterations required as a result of the review in the revised Electoral Register to be published on 1 December 2019, be noted; and**
- (d) **that, when determining the location of Polling Stations for future elections, the (Acting) Returning Officer take account of the any comments made about specific Polling Stations arising from the review.**

Introduction:

1. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. In accordance with the provisions of that Act a compulsory review must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013. The current review of the parliamentary polling districts and polling places within the Epping Forest District commenced on 18 February 2019 and is required to be completed by 31 January 2020.
2. Whilst the findings of the review would normally be considered by the Select Committee and be subject of appropriate recommendations to be made to the Overview and Scrutiny Committee, members are reminded that the Overview and Scrutiny Committee agreed at its meeting on 18 December 2018 that such recommendations be made directly to the Council by the former Governance Select Committee. This approach was taken to the current review in order to ensure that it was completed on time, as the Returning Officer had determined that the review should be undertaken in the period following the local

elections in May 2019 and prior to the commencement of the next Electoral Register canvass in August 2019. Although the Council adopted a revised select committee framework from the commencement of the 2019/20 municipal year, the Stronger Council Select Committee has assumed many of the overview and scrutiny responsibilities of the former Governance Select Committee.

Roles and Responsibilities

3. The statutory responsibility for reviewing Parliamentary polling districts and polling places rests with the District Council for so much of any constituency as is situated within its area. It is therefore necessary for the Council to consider polling districts and polling places in the Epping Forest Parliamentary Constituency and those parts of the Brentwood and Ongar and Harlow Parliamentary Constituencies which are situated within the Epping Forest District.
4. Where the Council makes any alterations to the polling districts within its area, the Electoral Registration Officer must amend the register of electors accordingly.
5. The (Acting) Returning Officer for each relevant constituency must comment during any review on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

Definition of Terms

6. A polling district is a geographical area created by the sub-division of a UK Parliamentary Constituency for the purposes of a UK Parliamentary election. Each parish should be a separate polling district, unless there are special circumstances, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district.
7. A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from places across the polling district. It has been the practice at this Council to designate the entire polling district as the polling place although the Electoral Commission is of the view that polling places should be defined more specifically, for example, by designating a particular building or area and its environs. As the Council's approach has not been an issue in the past it is proposed that it be continued and this is reflected in the proposals.
8. A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

Scope of Compulsory Reviews

9. Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the district should be taken into account as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

Accessibility

10. As part of a review the Council must seek to ensure (a) that all electors in a constituency

in the district have such reasonable facilities for voting as are practicable in the circumstances and (b) that so far as is reasonable and practicable every polling place and polling station is accessible to electors who are disabled.

Review Process

11. Notice of a review together with details of the existing polling districts, polling places and polling stations was given on 18 February 2019. Copies were made available at the Civic Offices and at the libraries at Buckhurst Hill, Loughton, Ongar and Waltham Abbey. Details were also published on the Council's website. District Councillors were consulted via the Council Bulletin. Details were sent to the three local Members of Parliament, Eastern Region members of the European Parliament, Parish and Town Councils, local County Councillors, local political party agents, the Returning Officers for the three Parliamentary Constituencies covering the District and those with specific experience of assessing access to persons with different disabilities. A press release was issued and social media was used to publicise the review.
12. The consultation period ran from 18 February 2019 until 1 April 2019. The consultation stage of the review provided for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There were two aspects of this stage: (a) submissions from the (Acting) Returning Officers of the UK Parliamentary constituencies which on receipt have to be published by the Council so that others can take account of those views and (b) submissions from electors and other interested persons and bodies.

Results of the Consultation Exercise

13. A number of responses were made to the consultation stage of the review. These are set out in the following paragraphs of this report, together with the response of the Electoral Registration Officer.
14. In accordance with the requirements of the polling districts, polling places and polling stations review, the representations of the (Acting) Returning Officers for the Epping Forest and Harlow Constituencies were published on the Council's website. No representations were received from the public in respect of the (Acting) Returning Officer's representations and no representations were made by the (Acting) Returning Officer for the Brentwood and Ongar Constituency.

(a) (Acting) Returning Officer - Epping Forest Constituency

15. The (Acting) Returning Officer for the Epping Forest Constituency has confirmed that he is satisfied with the existing provision of polling places within the constituency boundary. However, with respect to the Allnutts Institute, Epping (Hemnal Ward), this polling place is no longer available due to the condition of the building and has been replaced for the District Council Elections on the 2 May 2019, by the nearby Scout Hut in Flux's Lane, Epping. Whilst the Scout premises have been inspected and evaluated as suitable, this will be the first occasion it is being used for polling purposes and until it has been practically utilised, its suitability going forward cannot be completely assured.
16. The (Acting) Returning Officer also highlighted that, on a wider more strategic point with regard to future provision, the Submission Version of the Council's Local Plan was currently undergoing its Examination in Public and anticipated an additional 11,400 homes being provided up until 2033. The (Acting) Returning Officer advised that the Council would be closely monitoring the delivery of these new homes, some of which would be constructed during the next review period and that polling station provision in some areas of growth, may not be adequate and may require additional accessible premises to be provided.

Response of the Electoral Registration Officer

17. The polling station at Allnutts Institute (Epping Hemnall Ward) is no longer available due to the condition of the building and has been replaced by the nearby Scout Hut in Flux's Lane. The Scout Hut premises have been inspected and evaluated as suitable for the purposes of a polling station and have been well received by electors within the Epping Hemnall Ward.
18. Significant development is likely to be experienced within the Epping Forest District in the five years to the next review of Polling Districts, Polling Places and Polling Stations. In the main however, such development has yet to commence and it is not considered that this needs to be addressed as part of the current review. It is proposed that this issue be monitored as part of the annual publication of the Register of Electors and that, if necessary, further smaller-scale local reviews be undertaken to establish the level of growth across the district and to identify whether any additional facilities are required.
19. The Council is able to carry out interim reviews and to change polling districts and polling places before the end of the five-year review cycle, but the same processes will need to be undertaken for the affected areas as for the compulsory five-yearly review.

(b) (Acting) Returning Officer – Harlow Constituency

20. The (Acting) Returning Officer for the Harlow Constituency confirmed that in terms of the areas within Epping Forest District that fell within the Harlow Constituency, he is broadly happy with the existing provision of polling places within the constituency boundary.
21. The (Acting) Returning Officer observed that with the redevelopment of the Railway Arms in Lower Sheering, residents had a distance to travel to vote at Sheering Village Hall. The (Acting) Returning Officer advised that he understood that options locally for premises were difficult and to date there had been no alternative solution presented. The (Acting) Returning Officer also identified that a similar situation occurs in the Riverside Ward and that, whilst St. Giles Church is a suitable venue, the alternative location used in 2018 would now be suitable.
22. The (Acting) Returning Officer suggested that the Council also consider the likely impact of developments proposed under local plan to the south, east and west of Harlow, as during the next review window some developments would have commenced and in the longer-term Polling Station provision in these areas may not be sufficient or accessible.

Response of the Electoral Registration Officer

23. The Railway Arms Public House in Lower Sheering has been redeveloped and is no longer available for use as a polling station. Although it is accepted that some electors have a distance to travel to vote at Sheering Village Hall, there has to date been no alternative solution presented.
24. The polling station at St. Giles Church Hall in Nazeing has been used as a polling station for many years. The alternative location used in 2018, although suitable for use as a polling station, was utilised only on a temporary basis during a period of renovation works to St. Giles Church Hall.
25. Significant development is likely to be experienced within the Epping Forest District in the five years to the next review of Polling Districts, Polling Places and Polling Stations. In the main however, such development has yet to commence and it is not considered that this needs to be addressed as part of the current review. It is proposed that this issue be monitored as part of the annual publication of the Register of Electors and that, if necessary, further smaller-scale local reviews be undertaken to establish the level of

growth across the district and to identify whether any additional facilities are required.

26. The Council is able to carry out interim reviews and to change polling districts and polling places before the end of the five-year review cycle, but the same processes will need to be undertaken for the affected areas as for the compulsory five-yearly review.

(c) Councillor S. Murray

27. Councillor Murray submitted comments in respect of the Loughton Roding Ward (AZ, BA, AY) and indicated that no changes were required for BA and AY in terms of polling places or polling district boundary.
28. With regard to polling district AZ, Councillor Murray considered that as a polling district it was fine and that, traditionally, the polling district has always voted at Whitebridge School. Whilst understanding why this was not used in 2017 due to building works, Councillor Murray was disappointed that it was not used again in 2018 (although the reason wasn't clear as the building work had finished). Councillor Murray strongly feels that from now on for all future elections this polling district must return to Whitebridge School as this is by far the best polling place for this area (plus BA polling place - St Michaels Church already has 2,100 voters without the extra voters generated by the AZ use in 2017 and 2018).
29. Councillor Murray suggested that further points to consider are that for Whitebridge School to serve the AZ polling district properly it is necessary to ensure that pedestrian access is provided via both entrances - Southern Drive and Greensted Road (traditionally access has not been possible via Southern Drive) and that during polling hours (7-10) the vehicular access via Greensted Road needs to be kept open to aid voters with mobility problems (the walk from the public pavement outside the school to the classroom used for voting is considerable).

Response of the Electoral Registration Officer

30. As there were no local elections in the Loughton wards in May 2019, the use of Whitebridge Junior School in Roding Road, Loughton as a polling station was not required. With the short notice available to the Returning Officer to make relevant preparations for the European Parliamentary election on 23 May 2019, it was considered that it would not be appropriate to seek the use of the school as a polling station. However, the Electoral Registration Officer has written to the Head Teacher of Whitebridge School to make it clear that, in addition to seeking the use of school facilities as a polling station for the local elections to be held in May 2020, the Returning Officer will require the use of Whitebridge School for use as a polling station in the event of any general election or referendum being required to be held later this year.
31. The Head Teacher of Whitebridge School has advised the Returning Officer that, whilst it is understood that use of the school as a polling station was suspended for health and safety reasons whilst building work was undertaken, future such use of the school should be reconsidered. In order to make the school available for use as a polling station, the Head Teacher has advised that it is necessary to close the entire school (18 classes, up to 540 children), which is extremely disruptive to the education of children and inconvenient for parents that work. The Head Teacher has suggested that St. Michaels and All Angels Church Hall in Roding Road is only a short distance from Whitebridge School and that its use as a polling station is preferred, as it does not disrupt the education of children.
32. If Whitebridge School is reinstated as a polling station from 2020, the Electoral Registration Officer will consider the additional matters raised by Councillor Murray with regard to pedestrian and vehicular access to the classroom used as the polling station.

(d) Councillor D. Wixley

33. Councillor Wixley endorsed the comments submitted by Councillor S. Murray with regard to Loughton Roding Ward.

Response of the Electoral Registration Officer

34. As (c) above.

(e) Councillor G. Chambers

35. Councillor Chambers has suggested that the polling station for residents of Knighton Green in Buckhurst Hill should be at St John's Church Hall.

Response of the Electoral Registration Officer

36. The polling station at St. John's Church Hall, High Road, Buckhurst Hill is not in the polling district for residents of Knighton Green. Whilst it may be more convenient for residents of Knighton Green to vote at St. John's Church Hall, this approach is not supported as it could lead to other instances where properties are nearer the 'wrong' polling station than the 'right' one and this is not the purpose of the current review. There will always be situations where specific houses/streets are nearer to a neighboring polling station than their own and it is considered that this issue would be better addressed as part of a wider boundary review, the undertaking of which is included as an objective in the Council's current Corporate Plan.

(f) Councillors J. H. and J. M. Whitehouse

37. Councillors Whitehouse and Whitehouse identified that houses in Rayfield, Epping are split between the AN and AO polling districts. The even numbers and 27-73 are in AO but 1-25 are in AN and that the review was an opportunity to bring all Rayfield houses into the AO polling district.
38. The Councillors also pointed out that Coopersale Street hamlet is split down the middle with numbers 2-38 in the Allnutts polling district and 1-9 in the Coopersale polling district, and suggested that all the dwellings in this part of Coopersale Street should be in the AL (Coopersale) polling district.
39. Councillors Whitehouse and Whitehouse suggested that the Scout Hut at Flux's Lane is closer to residents in Bridge Hill, Ivy Chimneys, the bottom of Sunnyside Road and possibly Springfield than Pelly Court and that residents may find it more convenient to vote there rather than Pelly Court.

Response of the Electoral Registration Officer

40. The situation in Rayfield has been the case for many years and has not led to any negative comments being made by electors. However, it would be sensible for all electors in Rayfield to be in the same polling district and it is recommended that house numbers 1-25 Rayfield be transferred to polling district AO with the result that the polling station for all electors in the road will become Epping Town Council Offices in St. John's Road. This arrangement will ensure that the previously 'split' situation for Rayfield is combined within the revised Electoral Register to be published on 1 December 2019, so that all electors are able to vote at the same polling station.
41. The situation in Coopersale Street has been the case for many years and has not led to any negative comments being made by electors. However, it would be sensible for all electors in Coopersale Street to be in the same polling district and it is recommended

that house numbers 2-38 Coopersale Street be transferred to polling district AL with the result that the polling station for all electors in the road will become the Coopersale Social Institute. This arrangement will ensure that the previously 'split' situation for Coopersale Street is combined within the revised Electoral Register to be published on 1 December 2019, so that all electors are able to vote at the same polling station.

42. The Scout Hut at Flux's Lane is not within the polling district for residents of Bridge Hill, Ivy Chimneys, Sunnyside Road or Springfield. Whilst it may be more convenient for residents of Bridge Hill, Ivy Chimneys, Sunnyside Road and Springfield to vote at the Scout Hut in Flux's Lane, this approach is not supported as it could lead to other instances where properties are nearer the 'wrong' polling station than the 'right' one and this is not the purpose of the current review. There will always be situations where specific houses/streets are nearer to a neighboring polling station than their own and it is considered that this issue would be better addressed as part of a wider boundary review, the undertaking of which is included as an objective in the Council's current Corporate Plan.

(g) County Councillor C. C. Pond

43. Councillor Pond pointed out that the Oakwood Senior Citizens Club had changed tenancy and had been renamed, and may not be available as a polling station. Councillor Pond was concerned that some electors had told him that they do not like to enter a pub and wondered if the polling station at Mannock Drive might be utilised instead.

Response of the Electoral Registration Officer

44. The Electoral Registration Officer is not aware of any issues with regard to the continued use of the Oakwood Hill Senior Citizens Club as a polling station.
45. The provision of polling station facilities at the Cottage Loaf Public House are contained within a separate room and it is not necessary for electors to enter the bar areas of the premises in order to vote. The Electoral Registration Officer is not aware of any issues with regard to the continued use of the Cottage Loaf as a polling station.
46. The polling station at Trinity Church Hall, Mannock Drive, Loughton is not within the polling district for residents of the Loughton Roding ward.

(h) Epping Town Council

47. Epping Town Council suggested that the Allnutts Institute was unsafe for use and that, as the polling station would change to the Scout Hut in Flux's Lane, electors should be properly redirected. The Town Council also identified that the Scout Hut had building deterioration issues.

Response of the Electoral Registration Officer

48. The Scout Hut in Flux's Lane, Epping has been inspected and evaluated as suitable for the purposes of a polling station. The polling station has been well received by electors within the Epping Hemnall Ward.

(i) Stanford Rivers Parish Council

49. Stanford Rivers Parish Council has confirmed that, in its opinion the current polling arrangements in place for the parish are appropriate and adequate.

Response of the Electoral Registration Officer

50. The views of the parish council have been noted.

Proposals following the review

51. The proposals for changes to existing polling districts, polling places and polling stations arising from consideration of the review are attached as Appendix 1 to this report. The only changes proposed relate to the Epping Forest Parliamentary Constituency and are the transfer of:
 - (a) house numbers 1-25 in Rayfield, Epping from polling district AN to polling district AO, resulting in the polling station for these electors being the Epping Town Council Offices in St. John's Road, rather than the Epping United Reformed Church in Lindsey Street; and
 - (b) house numbers 2-38 in Coopersale Street, Epping from polling district AK to polling district AL, resulting in the polling station for these electors being the Coopersale Social Institute, rather than the Allnutts Institute (now the Scout Hut, Flux's Lane, Epping).
52. Since the last compulsory review, all polling places and polling districts have been kept under consideration and an evaluation of their suitability carried out after each election. No changes have been identified in relation to polling places. Changes have been made to polling stations by the (Acting) Returning Officer when necessary.
53. The (Acting) Returning Officer has reviewed the accessibility for disabled persons of polling stations at each election in recent years and has arranged for works to be undertaken where required. It is considered that each of the proposed polling stations are fully accessible.
54. The Electoral Registration Officer proposes that the necessary alterations to the Register of Electors resulting from the changes to polling districts set out in this report be reflected in the revised register to be published on 1 December 2019, following the completion of the annual canvass.
55. Electors affected by the review will be made aware of changes to the places where they vote, for example, when they receive poll cards for the next election.
56. There are no proposals for changes to existing polling districts, polling places and polling stations arising from consideration of the review, in either the Brentwood and Ongar or Harlow Parliamentary Constituencies. Details of the existing polling districts, polling places and polling stations within each Constituency are set out in Appendix 2 and Appendix 3 to this report.
57. In making the recommendations set out in this report, the Electoral Registration Officer has had regard to:
 - (a) the reasonable requirements of the electors in the constituency; and
 - (b) accessibility for disabled persons to the polling stations within the polling places.

Publication of the conclusions of the review

58. Once the Council has agreed the proposals, details of the new polling districts and polling places must be made available to the public at the Civic Offices, in at least one conspicuous place in each of the three Parliamentary Constituencies and on the Council's website.
59. Along with the reasons for the decisions on the review and the designation of polling districts and polling places as a result of the review, the following must also be published:

- (a) correspondence sent to the (Acting) Returning Officers;
- (b) correspondence sent to any person with particular expertise in relation to access to premises or facilities for disabled people;
- (c) representations received by the Council;
- (d) the minutes of the Council meeting at which consideration is given to the review;
- (e) details of the places where the results of the review have been published.

The Appeals Process

60. It is possible that representations could be made to the Electoral Commission claiming that the review process has not been conducted correctly. As a result, the Commission may require the Council to make further amendments.

Resource implications:

The recommendations arising from the review can be met from within existing budget provision, provided that the review process is completed before 1 December 2019 when the new Register of Electors is to be published. If this deadline is missed, the Register will need to be republished when the process is completed, which will necessitate a supplementary estimate for printing costs etc.

Consultation undertaken:

Consultation on the review was undertaken with District Councillors, County Councillors for the Epping Forest District, Parish and Town Councils, local MPs, Eastern Region MEPs, local political party agents, Returning Officers for the three Parliamentary Constituencies covering the district, Voluntary Action Epping Forest (on behalf of groups with experience of assessing access to persons with different disabilities), the public (via press releases, social media and the Council's website). The review documents were available inspection at the Civic Offices and at the offices of Brentwood Borough Council and Harlow District Council.

Legal and Governance Implications:

It is a requirement of the Electoral Registration and Administration Act 2013 that the review is completed by not later than 31 January 2020.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations in respect of the Council's commitment to Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Risk Management:

Failure to meet the reasonable requirements of electors may result in the Electoral Commission directing the Council to make alterations or making them on behalf of the Council.

Equality:

Account has been taken of the need to make polling places and polling stations accessible for all electors.

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DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

PROPOSED POLLING DISTRICTS AND POLLING PLACES

EPPING FOREST PARLIAMENTARY CONSTITUENCY

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Buckhurst Hill East	Buckhurst Way	AA	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (Wentworth Court and No's 2-24 evens), Birch Close, Buckhurst Way (51-71 odds, Honeysuckle Court and 2-182 evens), Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road (2-90 evens, The Atrium, Mountbatten Court), Maple Close, Station Way, Walnut Way, Willow Close	The polling district	Roding Valley Hall, Station Way	1799
Buckhurst Hill East	Loughton Way	AB	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District	The polling district	Woollard Centre, Loughton Way	1881
Buckhurst Hill West	St Johns	AC	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane, Brook Road, Chandos Close,	The polling district	St John's Church Hall, High Road	2705

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Chequers Hills Road, Church Road, Devon Close, Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers, Shore Point), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 29-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers, Waikato Lodge), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway (odds), The Stables, Trent Road, Tuttlebee Lane			
Buckhurst Hill West	Westbury	AD	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St. John's Polling District	The polling district	Buckhurst Hill Baptist Church, Palmerston Road	2740
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish.	The polling district	Room at All Saints Church, Romford Road	1851
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish comprising the roads – Brunel Road, Chigwell Park, Chigwell	The polling district	Room at the Convent, Turpins Lane	1854

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Park Drive, Chigwell Road, Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road (Little West Hatch, School House West Hatch School, Cedar Park, Chigwell Nursery, 187-221 odds, 118-160 evens, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, Park View, Roding Lane, New Barns Way, Park View, Roding Lane, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane			
Chigwell Village	Chigwell Village	AG	That part of the Chigwell Village parish ward of Chigwell parish not included in the St. John's Polling District	The polling district	St. Mary's Parish Rooms, High Road	1668
Grange Hill	Limes Farm	AH	That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede	The polling district	Limes Farm Centre, Limes Avenue	2069

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Grange Hill	St Winifreds	AJ	That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District	The polling district	St Winifred's Church Hall, Manor Road	3241
Epping Hemnall	Allnutts	AK	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages, Birds Green, Stonards Farm), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield.	The polling district	Scout Hut, Flux's Lane	1192
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Archer Close, Brickfield Road, Chevely Close, Coopersale Common, Coopersale Street, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	Coopersale Social Institute, Institute Road	835
Epping Hemnall	Hemnall	AM	That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts	The polling district	Pelly Court, Hemnall Street	3007
Epping Lindsey and Thornwood Common	Lindsey North	AN	That part of the Epping St. John's ward of Epping Town Council comprising the roads –	The polling district	Epping United Reformed Church, Lindsey Street	2114

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Aragon Mews, Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odds, 2-114 evens), Beaconfield Way, Beulah Road, Birch View, Boleyn Row, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, King Henrys Walk, Kingswood Park, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Severnsfield, Seymour Chase, Shaftesbury Road (7-49 odds, 2-76 evens), St Margaret's Hospital, Stonards Hill (Redgrove House, 1-7 odds, Old Pastures), The Plain, The Woodyard, Thornwood Road, Tidy's Lane, Woodbury Down, Woodmeads.			
Epping Lindsey and Thornwood Common	Lindsey South	AO	That part of the Epping St. John's ward of Epping Town Council not included in the Lindsey North Polling District	The polling district	Conference Room, Epping Town Council Offices, St. John's Road	2494
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	Thornwood Village Hall, Weald Hall Lane	820
Loughton	Barfields	AQ	That part of the Loughton	The polling district	Murray Hall,	2838

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Alderton			Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill (71A and 73), Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney		Borders Lane	
Loughton Alderton	Oakwood	AR	That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District	The polling district	Senior Citizens Clubroom Oakwood Hill	659
Loughton Broadway	Willingale	AS	That part of the Loughton Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington Green, Barrington Road, Burton	The polling district	The Nursery Unit, Thomas Willingale Primary School, The Broadway	1943

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road (56-96), Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 evens, 247-297 odds)			
Loughton Broadway	Hereward	AT	That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District	The polling district	The Cottage Loaf, Jessel Drive	1943
Loughton Fairmead	Fairmead	AU	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odds), Colebrook Path, Conyers Way, Droveway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close, Pyrles Green, Pyrles Lane (2-132 evens), Swanshope, Sycamore Close	The polling district	Grosvenor Hall, Grosvenor Drive	1625

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Loughton Fairmead	Colebrook	AV	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road (2-42), Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road	The polling district	Trinity Church Hall, Mannock Drive	968
Loughton Fairmead	Hillyfields	AW	That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts	Loughton Fairmead	Grosvenor Hall, Grosvenor Drive (outside Polling District)	714
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	Loughton Baptist Church, High Road	3419
Loughton Roding	Barncroft	AY	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 evens, 73-123 odds), River Way (57-153 odds, 62-156 evens)	Loughton Oakwood	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	441

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Loughton Roding	Whitebridge	AZ	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 evens, Hubbard Court, 59-125 odds, Roxwell House, Parndon House), Witham Close	The polling district	Whitebridge Junior School, Greensted Road	1128
Loughton Roding	St Michaels	BA	That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts	The polling district	St. Michaels and All Angels Church Hall, Roding Road	2113
Loughton St. Johns	Loughton St. Johns	BB	The Loughton St. Johns ward of Loughton Town Council	The polling district	St. John's Church Hall, Church Lane	3511
Loughton St. Marys	St. Mary's	BC	That part of the Loughton St. Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, St Mary's Close, Staples Road, Station Road, The Drive, Traps Hill (nos 1-69 odds), Tycehurst Hill, Woodland Road, York	The polling district	St. Mary's Parish Centre, High Road	1923

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Crescent, York Hill			
Loughton St. Marys	Whitehills	BD	That part of the Loughton St. Mary's ward of Loughton Town Council not included in the St. Mary's Polling District	Loughton Alderton	Murray Hall, Borders Lane (outside Polling District)	1999
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	St. Mary's on the Green Hall, Coppice Row	3330
Waltham Abbey High Beach	High Beach	BF	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Arthur's Lane, Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill	The polling district	High Beech Village Hall, Avey Lane	496
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Baden Drive, Bury Road, Butlers Drive, Cornwall Place, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, King George Way, Mill Lane, Mott Street (Daines Nursery, The Bungalow, Lira, Magnolia Cottage, Old Plough Cottage, Rose Cottage, Cedar Lodge, Beechside Bungalow,	The polling district	Room in the White House, Gilwell Park, Bury Road	964

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Netherhouse Cottages, Cottages Golden Row), Powell Drive, Sewardstone Green, Sewardstone Road, Woodman Lane			
Waltham Abbey High Beach	Upshire	BH	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill	The polling district	Upshire Village Hall, Horseshoe Hill	322
Waltham Abbey High Beach	Woodbine Close	BJ	That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts	The polling district	Room at Woodbine Close Social Club	274
Waltham Abbey Paternoster	Ninefields	BK	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court, Hill House, Loughton Court,	The polling district	Community Room, Waltham Abbey Leisure Centre	1708

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court			
Waltham Abbey Paternoster	Paternoster	BL	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District	Waltham Abbey Ninefields	Community Room, Waltham Abbey Leisure Centre	1808
Waltham Abbey Honey Lane	Leverton	BM	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Cobmead Grove, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton Court, Harrier Way, Hawk Close, Haywood Court, Honey Lane, (119-207 odds, Honey Lane Care Home, Upshire Hall Lodge, Upshire Hall Lodge, 102-176 evens, Honeylands, Honeylands Cottage), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court,	The polling district	Leverton Primary School, Honey Lane	2004

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Farthingale Lane, Wren Drive			
Waltham Abbey Honey Lane	Brookways	BN	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Hockley Court, Holecroft, Honey Lane (30-100 evens), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway, Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close	The polling district	Brookways, Roundhills	1512
Waltham Abbey Honey Lane	Honey Lane	BO	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District	The polling district	Leverton Primary School, Honey Lane	1190

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Waltham Abbey North East	Breach Barns	BP	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue.	The polling district	Community Centre, Saxon Way (outside Polling District)	426
Waltham Abbey North East	Monkswood	BQ	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District.	The polling district	Community Centre, Saxon Way	2851
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council.	The polling district	Waltham Abbey Town Hall, Highbridge Street	3398
Broadley Common, Epping Upland and Nazeing	Upland North	BS	That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk, Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The Magpies, Thornwood Road, Upland Road	The polling district	Epping Upland Primary School, Carters Lane	652
Broadley Common, Epping Upland and Nazeing	Upland South	BT	That part of the Epping Upland parish not included in the Upland North Polling District	Epping Lindsey South	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	68

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	The Scout Hall, Perry Hill	495
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	Craner Produce Farm, Common Road	634

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DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

PROPOSED POLLING DISTRICTS AND POLLING PLACES

BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	North Weald Village Hall, High Road	3730
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	Budworth Hall, High Street	1488
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	Budworth Hall, High Street (outside Polling District)	575
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	St James Church Hall, St James Avenue	1400
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	Community Centre, Cripsey Avenue	1812
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	High Ongar Village Hall	504
High Ongar, Willingale and The Rodings	Norton Mandeville	CC	The Norton Mandeville parish ward of the High Ongar parish	High Ongar Village	High Ongar Village Hall (outside Polling District)	158
High Ongar,	Paslow	CD	The Paslow Common parish	High Ongar Village	High Ongar	378

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Willingale and The Rodings	Common		ward of the High Ongar parish		Village Hall (outside Polling District)	
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	Willingale Village Hall	418
High Ongar, Willingale and The Rodings	Abdess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	Room in The Rodings, Dunmow Road	404
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	New Village Hall, Ongar Road	1400
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	Parish Rooms, Lambourne End	217
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	Moreton Village Hall (outside Polling District)	232
Moreton and Fyfield	High Laver East	CK	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Mill Lane, Moreton Road	The polling district	Matching Village Hall, Matching Tye (outside Polling District)	69
Moreton and Fyfield	High Laver West	CL	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District	Magdalen Laver Village	Magdalen Laver Village Hall, Church Road (outside Polling District)	138
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and	Matching Green Village	Matching Village Hall, Matching Tye	87

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			The Lavers group of parishes		(outside Polling District)	
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Moreton Village Hall, Church Road	327
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Magdalen Laver Village Hall, Church Road	210
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	Fyfield Village Hall	673
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling district	Toot Hill Village Hall	657
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	Stapleford Abbots Village Hall, Stapleford Road	844
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	St Mary's Church Hall, Tawney Road, Stapleford Tawney	113
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	The Gatehouse, All Saints Church, Theydon Garnon	123
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	174

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DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

PROPOSED POLLING DISTRICTS AND POLLING PLACES

HARLOW PARLIAMENTARY CONSTITUENCY

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
Page 39	Hastingwood North	CV	That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane Threshers Bush, Harlow Common, Hastingwood park, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Hill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	St Mary Magdalen Church Hall, Potter Street	301
	Hastingwood South	CW	That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District	The polling district	Hastingwood Village Hall, Glovers Lane	214
	Matching (1)	CX	The Parish of Matching comprising the roads – Carters Green, Church Lane, Clifford Close, Downhall Road, Harlow Road, Harlow Tye, High Lane, Hobbs Cross Road, Homefields, Housham Tye, Matching Green (Lascelles, Flat	The polling district	Matching Village Hall, Matching Tye	564

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			at Lascelles, The Cherry Tree, Lascelles Cottage, Lascelles Lodge, Wingates, Martinsfield, The Leys, Martins Cottage, Kingstons Cottages, Mulberry Cottage, Lilac Cottages, Andell Cottage, Stonecroft, Lavender Cottage, Karensa, Scathes, Greenside, Chapel Cottage, Little Honington, Honington House, Beeches, Forge Cottage, Blackwood House, Moat House, Saddlers Cottage, Maytrees, Limes Cottage, Pear Tree House, Pond House, The Old Exchange, The Maltings, The Malt Barn, Albion House, Green Edge Cottage, The Lone Pine), Matching Hall, Matching Road, Moor Hall Road, New Way Lane, Newmans End, Potash Road, Rainbow Road, The Green, Threshers Bush			
Hastingwood, Matching and Sheering Village	Matching (2)	CX	The Parish of Matching comprising the roads High Laver Road, Little Laver Road, Matching Green (Rose Cottage, Little Watermans, Willow Cottage, Horsegate, Brick Cottages, Jasmin Cottage, North Cottage, Restcot, Perry Cottage, Chestnut Cottage, The	The polling district	Matching Village Hall, Matching Tye	171

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate (June 2019)
			Lilacs, The Chequers, Elm House, Little Elm Cottage, Maple House, Elms Farm House, Home Meadow Barns), Watery Lane			
Hastingwood, Matching and Sheering Village	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	Sheering Village Hall, The Street	701
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	Sheering Village Hall, The Street (outside Polling District)	1798
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	St Giles Church Hall, Nazeing	2514
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	St. Giles Church Hall, Nazeing (outside Polling District)	847
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	St. Christopher's Hall, Dobbs Weir Road	417
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	St. Peter's Church Hall, High Street	1354

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Report to Stronger Council Select Committee

Date of meeting: 9 July 2019

Subject: Accommodation Project

Officer contact for further information: Sacha Jevans (Interim Strategic Director)

Democratic Services Officer: Rebecca Perrin

Recommendations/Decisions Required:

That the Committee note the progress on the Accommodation Project.

Executive Summary

The accommodation programme continues to progress. The accommodation Programme Board meets monthly and the governance structure has been developed with four distinct workstreams:

- I. Construction of New Building
- II. Sale of land at the back of Civic Offices
- III. Refurbishment of Civic Offices, and
- IV. Recruitment of Partners/Tenants for Civic Offices

A project manager has now been commissioned to progress all the workstreams. This report notes the progress made under the four project areas. The corporate plan provides key milestones for the full year 2019/20.

1. Construction of New Building

North Weald Airfield (NWA) is a 150ha site which is currently used for general aviation and commercial purposes, and is the Council's biggest land asset.

The Epping Forest District Council Local Plan Submission Version identifies a Masterplan Area comprising of the operational airfield, including associated runways, taxiways and grassed areas, and a cluster of industrial, commercial and retail uses with associated car parks and hardstanding. Included in the area is an indicative development area of 40.8 ha (NWB.E4) within which is a specifically identified employment site that is allocated for a minimum floorspace of 10,000 m² of B1/B2/B8 class use (business use/general industrial/storage and warehousing).

Site NWB.E4 extends over a significant portion of what is currently NWA along with land outside of the airfield perimeter which accommodates a number of separate plots let to third party occupiers, both on standard occupational leases and long-term ground leases.

A recent report to Cabinet sought their approval of a development brief and permission to seek expressions of interest from consultants to develop the final Masterplan. The masterplan will include potential for new EFDC office accommodation.

The chosen consultant will be required to:

- prepare a Master Plan detailing the most appropriate allocation of uses;

- design an indicative layout;
- prepare all necessary supplementary supporting documentation, including analysis of envisaged economic, employment, and social implications, together with a Traffic Impact Assessment.

In addition to progressing North Weald as an option for new office space the EFDC assets team will continue to explore any other alternative options.

2. Sale of land at the back of the Civic Offices.

Valuation work has been completed by an external consultant on the development of the rear of the Civic Building reported in the April 2019 Cabinet. Further work is now being undertaken on the development options with the view to providing a revised sale of land estimate. The timetable for progress on this site is linked to the decant of the building and progress of the alternative option for EFDC accommodation. The modelling options and planning requirements will be considered in next steps.

3. Refurbishment of the Civic Offices

The current listing status of the building creates several restrictions both internally and externally to the civic offices. A meeting with Historic England and Bisset Adams the architect has taken place to establish the extent (or limitations) of the alterations that can be made to enable a commercially lettable space and/or improved working environment for EFDC staff. The designs will include; new café provision, letting of 1st floor space to external business, council chamber refurbishment to support digital working, maximisation of any open office space to enable more collaborative working (the second floor).

Indicative floor space plans for the second floor have been undertaken to investigate the maximum desk space capacity for the second floor. These designs include creating an open plan space on the second floor with meeting areas and c130 desk spaces.

Tenders have gone out for a new contract for the café with submissions expected by the end of July.

An initial presentation to demonstrate the potential for upgrading the technology in the Council Chamber including the projector, web cam, and interactive software.

4. Recruitment of Partners/Tenants for the Civic Offices

Work has commenced on selecting an independent commercial agent that will provide marketing advice for potential partners/tenants for the civic offices. This work will include discussions with any potential partners such as libraries and NHS. This piece of work will be progressed as soon as it is understood from Historic England and Bissett Adams the extent to which alterations can be made. The design of the space will be required to help inform what type of market would be interested.

Reason for decision:

The accommodation project supports the overall aspirations of the Council Corporate Plan.

Options considered and rejected:

Take no interim action within the Civic building and wait for the new build to be constructed. This is a less favourable option as an expedited new build would be 2 – 3 years of no change. The people strategy is delivering on time and the creation of the new 4-layer management spine is progressing well. There are physical barriers to working in a collaborative way, there are also barriers to working in a digital way that can be overcome without listed consent; particularly the council chamber facilities. The interim changes will go some way to opening office spaces and reconfiguring alternative working space i.e. new café – work, rest, eat, meet.

Consultation undertaken:

Consultation continues with local partners and businesses for the potential letting of spaces and the cafe. Staff are being consulted on any changes created through the improvements to the second floor.

Resource implications:

The engagement of specialist resources is being funded from the £425k agreed budget in September 2018.

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PEOPLE STRATEGY 2017 - 2020



PEOPLE STRATEGY

- u Overview
- u 5 Work Streams
- u Benefits
- u Common Operation Model



PEOPLE STRATEGY OVERVIEW

- ∅ Objectives
- ∅ Business Context
- ∅ 5 Work Streams



PEOPLE STRATEGY WORK STREAMS

Stream 1 - Leadership Capacity

Stream 2 - Developing the Organisation

Stream 3 - Skills of the Workforce

Stream 4 - Resourcing the Organisation

Stream 5 - Pay and Benefits

PEOPLE STRATEGY NEXT STEPS

- u Closure Report for Business Support
- u Review of the People Strategy
- u New People Strategy for 2020 - 2023

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Report to Stronger Council Select Committee

Date of meeting: 9 July 2019



Subject: Corporate Plan Action Plan Year 2 Performance Report

Officer contact for further information: Julie Chandler (01992 564214)

Democratic Services Officer: Rebecca Perrin (01992 564532)

Recommendations/Decisions Required:

That the Select Committee reviews Q1 performance in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.

Report:

1. The Corporate Plan Action Plan provides a mechanism for reporting to Members on the Council's Key Performance Indicators (KPIs) and key Programmes of work and highlights the Council's overall performance against agreed Corporate Objectives.
2. The Year 2 Action Plan (covering 2019/20) represents the second reporting cycle for EFDC's Corporate Plan (2018-23). Performance Measures for Year 2 have been streamlined to enable improved focus on how Corporate Objectives are being met.
3. The Q1 Action Plan Performance information is attached at Appendix 1.

Resource Implications:

Resource requirements for actions to achieve specific objectives or benefits within the plan will be identified by the responsible Service Director and reflected in the respective budget.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the Safer, Cleaner and Greener initiative, or any crime and disorder issues with the district. Relevant implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

Consultation Undertaken:

Leadership Team
Overview & Scrutiny Committee
Finance & Performance Management Cabinet Committee

Background Papers:

Corporate Plan Action Plan Year 2 Performance Report & FPMCC-002a Appendix 1 - Corp
Plan Action Plan Year 2 Report v2

Epping Forest District Council Corporate Plan 2018-23

Epping Forest District Council Corporate Plan Progress Reports (Q1-Q4 2018/19)

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific objectives or benefits will be identified by the responsible service director during business planning and communicated to the Corporate Risk Management Group.

Stronger Communities

Stronger Communities


Strategic Aims: People live longer, healthier and independent lives, Adults and children are supported in times of need, People and communities achieve their full potential

Corporate Objective


1. Engaging with the changing needs of our customers

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer								
Increased Customer Satisfaction <i>Aligning to the Council's focus to put the customer at the heart of everything we do</i>	Overall Target = 67.00% <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>67.00%</td> <td></td> <td></td> </tr> </tbody> </table>		Value	Target	Status	2019/20	67.00%			<u>Corrective Action</u> (Quarterly updates) Please note this is an annual measure	Customer Services Director
	Value	Target	Status								
2019/20	67.00%										

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer								
Improved Customer first contact resolution <i>The fundamental purpose of the corporate contact centre is to resolve customer enquires at the first point of contact, not including follow up calls</i>	Overall Target = 45.00% <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>37.41%</td> <td>45.00%</td> <td>✔</td> </tr> </tbody> </table>		Value	Target	Status	Q1 2019/20	37.41%	45.00%	✔	<u>Corrective Action</u> (Quarterly updates) The 1st Quarter 2019/20 total figure has been estimated at 37.41% due the last week not yet being completed.	Customer Services Director
	Value	Target	Status								
Q1 2019/20	37.41%	45.00%	✔								


Programme	Progress	Comments	Lead Directorate & Responsible Officer
Customer Excellence: Programme <i>A range of customer related projects to meet the changing needs of our customers</i>	RAG <u>Corrective Action</u> 	Work is underway on a number of projects including the Universal Credit Impact Working Group which will inform future actions when complete. The appointment of a new Customer Services Manager on 8th July 2019 will accelerate the work around a	Customer Services Director

new Customer Service Strategy for delivery in October.

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Insight & Behaviour: Programme <i>A range of customer related projects to understand the wants & needs of our customers & the data evidence to support future decisions</i>	RAG <u>Corrective Action</u> 	There are on-going projects that will lead to future actions under this work programme. The Switch project in conjunction with Citizens Online is continuing and will shortly produce a deep-dive into the Council area and provide data and insight into future digital inclusion work which will be presented in October to the Stronger Communities select Committee.	Customer Services Director

Corporate Objective

2. Supporting healthy lifestyles

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Delivery of the Epping Forest Health & Wellbeing Strategy Programme <i>To facilitate & directly deliver a range of health-related projects</i>	RAG <u>Corrective Action</u> 	The Epping Forest Health and Wellbeing Board membership has been reviewed and improved, as have the three action groups. The Epping Forest Health and Wellbeing Strategy Action Plan is being implemented and all targets have been met to date.	Community and Partnership Services Director


Corporate Objective

3. Promoting independence for older people & people with disabilities

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer
Promote and raise awareness of Careline to increase the number of	Overall Target = 137 <u>Corrective Action</u>	(Quarterly updates)	Housing and Property Service

new Telecare alarm installations by 10% each year

Careline enables older and disabled residents to remain independent and living in their own homes for longer




	Value	Target	Status
Q1 2019/20	46	34	

Q1 - Target achieved

Director




Corporate Objective

4. Safeguarding & supporting people in vulnerable situations

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer								
Households accepted as being unintentionally homeless and in priority need <i>The Council takes all reasonable steps to prevent homelessness; the recent Homelessness Reduction Bill has increased statutory duties upon housing providers to prevent homelessness</i>	Overall Target = 95 <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>20</td> <td>24</td> <td></td> </tr> </tbody> </table>		Value	Target	Status	Q1 2019/20	20	24		<u>Corrective Action</u> Q1 - Target achieved	(Quarterly updates) Housing and Property Service Director
	Value	Target	Status								
Q1 2019/20	20	24									
To increase customer satisfaction of the Homesafe & Sanctuary schemes <i>The schemes provide improved home security, reassurance and peace of mind to the most vulnerable residents of the district Satisfaction is also based on the amount of survey returns (e.g. 12 out of 38 surveys were returned; of those 12 there was a 100% satisfaction rate)</i>	Overall Target = 33% <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>33.00%</td> <td></td> <td></td> </tr> </tbody> </table>		Value	Target	Status	2019/20	33.00%			<u>Corrective Action</u> Q1 - 8 community safety surveys were completed, 2 are outstanding and 1 response was received - this is a position on 25th June. Please note this is an annual measure and will be reported on at Q4.	(Quarterly updates) Community and Partnership Services Director
	Value	Target	Status								
2019/20	33.00%										




Corporate Objective

5. Enabling communities to support themselves

Key Performance Indicator	Progress (baseline and target data)		Comments	Lead Directorate & Responsible Officer						
To maintain the number of Community champions and volunteers in the district Champions and volunteers <i>To increase the volunteer & Community Champion capacity across the District.</i>	Overall Target = 50	<u>Corrective Action</u>	(Quarterly updates)	Community and Partnership Services Director						
	<table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>13</td> <td>12</td> <td></td> </tr> </tbody> </table>		Value		Target	Status	Q1 2019/20	13	12	
	Value	Target	Status							
Q1 2019/20	13	12								

Corporate Objective

6. Provide culture & leisure

Key Performance Indicator	Progress (baseline and target data)		Comments	Lead Directorate & Responsible Officer						
Increase new leisure centre attendees year on year <i>Number of new leisure centre members across the District</i>	Overall Target = 260,028	<u>Corrective Action</u>	(Quarterly updates)	Contracts and Technical Services Director						
	<table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>200,086</td> <td>65,007</td> <td></td> </tr> </tbody> </table>		Value		Target	Status	Q1 2019/20	200,086	65,007	
	Value	Target	Status							
Q1 2019/20	200,086	65,007								

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer								
Increase cultural activity attendance <i>Cultural activity users of; Epping Forest District Museum, Lowewood Museum, Outreach activities, &; Remote users</i>	Overall Target = 206,000 <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>173,787</td> <td>51,500</td> <td></td> </tr> </tbody> </table>		Value	Target	Status	Q1 2019/20	173,787	51,500		<u>Corrective Action</u> (Quarterly updates) Q1 - target met (as of 24/6/19) Users in Person – 11,015 Total Usage – 173,787	Community and Partnership Services Director
	Value	Target	Status								
Q1 2019/20	173,787	51,500									

Corporate Objective

7. Keeping the district safe

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer									
Community Safety Hub added value <i>Measuring the positive disposables concluded by the Community Safety Hub (as set by the Police Activity & Tasking Log and by self-generation from officers). 'Positive disposables' - indicates all positive outcomes including support for victims and actions carried out by the team</i>	Overall Target = 95% <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>73%</td> <td>95%</td> <td></td> </tr> </tbody> </table>		Value	Target	Status	Q1 2019/20	73%	95%		<u>Corrective Action</u> Continue to monitor the Hub tasking log to ensure that outstanding activities and tasks are managed throughout the year (as investigations and actions are still ongoing).	(Quarterly updates) 22 activity/tasks undertaken from Apr 2019 to 24 June 2019. 16 completed: <ul style="list-style-type: none"> • 2 self generated actions outstanding • 4 tasks outstanding *The above is in addition to the patrols performed by the EFDC Community Safety Team officers.	Community and Partnership Services Director
	Value	Target	Status									
Q1 2019/20	73%	95%										

Stronger Place

Strategic Aims: Delivering effective core services that people want, A district with planned development, An environment where new and existing businesses thrive

08. Keeping the district clean & green

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer

Increase in Recycling <i>An increase in the amount of recycling produced by the District</i>	Overall Target = 57%	<u>Corrective Action</u>	(Quarterly updates)	Contracts and Technical Services Director
	Value Target Status		Q1 - This high recycling level is due to the green waste levels during this growing season and will now fall each quarter until the end of the year.	
	Q1 2019/20 64.81% 57%			

Key Performance Indicator	Progress (baseline and target data)			Comments	Lead Directorate & Responsible Officer
Reduction of household waste <i>A reduction in the amount of household waste produced on average per household in the District</i>	Overall Target = 410	<u>Corrective Action</u>	(Quarterly updates)	Contracts and Technical Services Director	
	Value Target Status		Q1 - target met		
	Q1 2019/20 89 95				

09. Improving the district housing offer

Programme	Progress	Comments	Lead Directorate & Responsible Officer
To deliver the Council housebuilding programme <i>Building or acquiring new affordable properties in the District</i>	RAG <u>Corrective Action</u> The tender period has been reduced to take into account delays in the design period. SoS is still expected in September 2019.	Delays in receiving the results of the soil investigation have led to the design programme being a little behind schedule (particularly in relation to foundation and underground services). This has meant that the tender issue has been delayed until the end of July 2019.	Housing and Property Service Director

10. Planning development priorities & 11. Ensuring Infrastructure supports growth


Programme	Progress	Comments	Lead Directorate & Responsible Officer
Local plan programme: Programme	RAG <u>Corrective Action</u> 	The Local Plan examination hearings took longer than expected. It is unlikely that we will receive the Inspector's Report by July 2019 (as set out in the Local Development November 2018) which will have a knock	Planning Service Director

on impact on the timescale for adoption of the Plan. We will, however, receive interim findings from the Inspector by mid-July.

12. Supporting business enterprise & attracting investment

Programme	Progress	Comments	Lead Directorate & Responsible Officer
St Johns Road Programme <i>A new development to provide a range of leisure & housing to residents & visitors to the District</i>	RAG <u>Corrective Action</u> 	Project management consultant appointed & working towards completion of Work Stage 1 resulting in a presentation to Cabinet on 5th December. Programme Board established and meeting monthly.	Commercial and Regulatory Services Director

13. People develop skills to maximise their potential & 14. Promoting retail, tourism & the visitor economy

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Growth/Skills/Employment Programme <i>A range of projects to provide a strategic approach to develop the economic & social well-being of the District</i>	RAG <u>Corrective Action</u> 	The key elements of the growth skills and employment programme are contained within the draft economic strategy 'Nurturing Growth' which is progressing through a consultation process	Community and Partnership Services Director

Stronger Council

Strategic Aims: A culture of innovation, Financial independence with low Council Tax

15. Enhancing skills & flexibility of our workforce

Programme	Progress	Comments	Lead Directorate & Responsible Officer
People Strategy Programme	RAG <u>Corrective Action</u>	COM - Team Managers roles are being recruited	Business Services

A range of projects to improve the design & development of the Councils workforce to meet future needs & support the corporate direction of the Council



Pay, Benefits & JE review - Collective Agreement agreed with Trade Unions, implementation date 1 Oct 19. To consult on job families
 Staff development to run in parallel with COM timetable.
 Recruitment Strategy complete, finalising the action plan.
 Development of ITrent - the programme of module implementation is ongoing.

Service Director


16. Improving performance through innovation & new technology

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Digital Enablement Programme A range of projects to improve the design & development of the Councils technology to meet future needs & support the corporate direction of the Council	RAG <u>Corrective Action</u> 	The overall Project Manager for the ICT Programme is leaving. All tasks have been assigned to a member of staff to continue work tasks. ICT Strategy Action Plan has been reviewed and redundant projects will be removed from Pentana and the overall Strategy reviewed. All remaining actions are on track.	Business Services Service Director


Page 62

17. Efficient use of our financial resources, buildings & assets

Key Performance Indicator	Progress (baseline and target data)			Comments	Lead Directorate & Responsible Officer
Meet the saving target identified in Medium Term Financial Strategy	Overall Target = £870,000	<u>Corrective action</u>		Please note this is an annual measure.	Business Services Service Director
	Value	Target	Status		
	2019/20	£870,000			

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Accommodation Strategy: programme <i>A range of projects to improve the design & development of the Councils buildings & assets to meet future needs & support the corporate direction of the Council</i>	RAG <u>Corrective Action</u> 	The programme is on track, key achievements in Q1 are as follows: <ul style="list-style-type: none"> • Created initial furniture and capacity design for 2nd Floor Civic Centre • Engaged with Historic England to establish and refresh existing relationship and agree next steps • Engaged with Bisset Adams – M&E consultant - to establish and refresh existing relationship and agree next steps • Compiled and released tender document for Civic Centre Caf&eacute; • Reviewed AV options for Council Chamber 	Housing and Property Service Director

18. Working with commercial partners to add value for our customers

Programme	Progress	Comments	Lead Directorate & Responsible Officer
Partnership Working Programme	RAG <u>Corrective Action</u> 	Stronger Council to consider the removal of this item as it relates to BAU and therefore cannot be measured adequately.	

19. Robust local democracy

Key Performance Indicator	Progress (baseline and target data)	Comments	Lead Directorate & Responsible Officer						
Maintain number of eligible voters	Overall Target = 98.6% <u>Corrective Action</u>	Please note this is an annual measure	Customer Services Director						
	<table border="1"> <thead> <tr> <th>Value</th> <th>Target</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>98.6%</td> <td></td> </tr> </tbody> </table>	Value	Target	Status	2019/20	98.6%			
Value	Target	Status							
2019/20	98.6%								

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