

Select Committee Agenda



Stronger Council Select Committee Tuesday, 15th October, 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, 15th October, 2019**
at **7.00 pm**

G Blakemore
Chief Executive

**Democratic Services
Officer**

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Members:

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

SUBSTITUTE NOMINATION DEADLINE:

6:00 pm

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. NOTES OF PREVIOUS MEETING (Pages 3 - 26)

To agree the notes of the meeting of the Select Committee held on 9 July 2019.

5. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

6. TERMS OF REFERENCE & WORK PROGRAMME (Pages 27 - 30)

(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.

7. PEOPLE STRATEGY - HIGHER LEVEL APPRENTICESHIPS

To receive presentations from four of the higher level apprentices.

8. LOCAL ELECTIONS 2019 - REVIEW (Pages 31 - 38)

To consider the attached report.

9. ACCOMMODATION UPDATE

(Interim Strategic Director) To give a verbal update.

10. ANNUAL EQUALITY INFORMATION REPORT 2019 (Pages 39 - 64)

To consider the attached report.

11. CORPORATE PLAN ACTION PLAN YEAR 2 PERFORMANCE REPORT (Pages 65 - 66)

To consider the attached report. (Corporate Plan Q2 – To follow)

12. DATES OF FUTURE MEETINGS

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

14 January 2020; and
14 April 2020.

EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Stronger Council Select Committee	Date:	Tuesday, 9 July 2019
Place:	Council Chamber - Civic Offices	Time:	7.00 - 9.09 pm
Members Present:	Councillors P Bolton (Chairman) D Stocker (Vice-Chairman) R Bassett, R Brookes, H Kane, S Rackham and J M Whitehouse		
Other Councillors:	Councillors H Brady		
Apologies:	Councillors D Dorrell		
Officers Present:	J Chandler (Service Director (Community & Partnership Services)), N Dawe (Interim Strategic Director), S Jevans (Interim Strategic Director), W MacLeod (Senior Electoral Services Officer), P Maginnis (Service Director (Business Support Services)), R Perrin (Democratic Services Officer), A Rose (Marketing & Digital Content Officer) and S Tautz (Democratic Services Manager)		

1. 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.

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

There were no substitute members for the meeting.

3. DECLARATION OF INTEREST

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

4. TERMS OF REFERENCE & WORK PROGRAMME

The Chairman, Councillor P Bolton advised that the Terms of Reference and work programme for the Select Committee had been agreed by the Overview and Scrutiny Committee on 16 April 2019.

(a) Terms of Reference

The Committee were informed that the Terms of Reference set out the core areas of responsibility and role of the Stronger Council Select Committee.

The Committee noted the Terms of Reference.

(b) Work Programme

The Committee were advised that following each meeting, the work programme would be updated to reflect the Committee's progress and evolving issues. Currently,

items on the work programme had been assigned meeting dates for when the Committee would consider these items.

The Committee were concerned that they didn't appear to have a clear understanding of their role and what they were required to scrutinise, as the Committee's remit seem very vast. Furthermore, the People Strategy and Accommodation Project affected many elements of the Council services, which were also overlapped by Stronger Places and Stronger Communities Select Committee. The Chairman advised that this Committee's focus would be to monitor the Corporate Plan Action Plan and Key Performance Indicators and to scrutinise these where appropriate.

The Customer Services Portfolio Holder stated that the select committees were all in their infancy and perhaps the work programmes should be discussed at the next Overview and Scrutiny Committee, to see whether members were happy with the allocation of responsibilities. The Committee concurred with this suggestion.

The Chairman advised that there was an opportunity for the Chairman and Vice-Chairman of each Select Committee to discuss these issues at their joint meeting on 12 September 2019.

The Community and Partnerships Services Portfolio Holder commented that the Task and Finish Panel had agreed to reduce the select committees from four to three, on the basis that the work programmes would be more fairly distributed and that the select committees were based on the Council's three Corporate Priorities rather than service areas.

The Committee noted the work programme and agreed for the work programmes to be discussed at the joint meeting of Chairman and Vice-Chairman of Overview and Scrutiny on 12 September 2019.

5. REVIEW OF POLLING DISTRICTS, POLLING PLACES & POLLING STATIONS 2019

In attendance for this item was the Democratic Services Manager, S Tautz and Senior Electoral Services Officer, W MacLeod.

The Democratic Services Manager reported that the Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places, which had to be completed every five years. The current review of the parliamentary polling districts and polling places within the Epping Forest District commenced on 18 February 2019 and was required to be completed by 31 January 2020.

The Overview and Scrutiny Committee agreed at its meeting on 18 December 2018, that the appropriate select committee would directly make recommendations to Council, to ensure that the review was completed on time, following the local elections in May 2019 and prior to the commencement of the next Electoral Register canvass in August 2019.

The notice of a review together with details of the existing polling districts, polling places and polling stations was given on 18 February 2019, which ran until 1 April 2019. Submissions from the (Acting) Returning Officers of the UK Parliamentary constituencies in the district, electors and other interested persons and bodies were invited to comment. A number of responses were received from the (Acting) Returning Officer - Epping Forest Constituency, the (Acting), Returning Officer –

Harlow Constituency, various District Councillors, Epping Town Council and Stanford Rivers Parish Council.

The proposals that had been determined viable by the Electoral Registration Officer were that;

- Within the Epping Forest Parliamentary Constituency, the transfer of:
 - 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
 - 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).
- That no changes had been identified in relation to polling places;
- That each of the proposed polling stations were fully accessible;
- That the revised register would be published on 1 December 2019, following the completion of the annual canvass;
- That electors affected by the review would be made aware of changes to the places where they voted;
- That there were 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.

The Committee were asked to recommend the proposals of the review to Council on 30 July 2019.

Councillor R Brookes thanked officers for the detailed reported and endorsed the comments of Councillor S Murray for the polling district AZ Whitebridge to revert to Whitebridge Junior School, Greensted Road, as the parking and accessibility to this polling station was much better than the combined polling station at St Michaels and All Angels Church Hall, Roding Road. She advised that the Headteacher would also be able to plan for the yearly local elections, through teacher training dates, although she did acknowledge that ad-hoc dates for general elections could be problematic.

Councillor S Rackham commented on the use of a polling station in a public house and that this could deter votes for religious reasons. The Democratic Services Manager advised that this would be brought into future considerations, although no negative feedback from voters had been received at this time and the polling station itself was not in the bar area of the premises.

The Community and Partnerships Portfolio Holder advised that the polling station CA Shelley was actually at Ongar Primary School, Milton Crescent, Shelley. The Democratic Services Manager noted this amendment.

Councillor R Bassett advised that there may be future issues with the proposed polling station for the Harlow Parliamentary Constituency DA Nazeingbury, as St

Giles Church Hall, Nazeing would be undergoing refurbishment in early 2020. He suggested that an alternative venue could be Nazeing Primary School.

The Customer Services Portfolio Holder advised that there were other polling stations in Waltham Abbey wards that had roads which were divided between different polling stations and whether it was too late for these issues to be considered. The Democratic Services Manager asked him to put these recommendations in writing, so they could be considered.

RESOLVED:

That a report be submitted to the Council recommending:

- (a) That 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 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.

6. ACCOMMODATION PROJECT

The Interim Strategic Director, S Jevans updated the Committee on the progress of the Accommodation Project which included four workstreams;

- Construction of a new building;
- Sale of land at the back of the Civic Offices;
- Refurbishment of the Civic Offices; and
- Recruitment of partners/tenants for the Civic Offices.

The Interim Strategic Director advised that the construction of a new building would form part of a development brief and Masterplan exercise for the North Weald Airfield site. It would incorporate the most appropriate uses, provide an indicative layout and analysis of the envisaged economic, employment and social implication and include a traffic impact assessment. In addition to this, options for new office space were also being explored by the Assets Team.

Regarding the sale of the land at the back of the Civic Offices, valuation work had been completed and the timetable for this now depended on the decanting and alternative options for EFDC accommodation. The next steps required would include modelling options and planning requirements.

The refurbishment of the Civic Offices had progressed following a positive meeting with Historic England. The designs would include a new café provision, the letting of the first floor, council chamber refurbishments and open planned office space.

Furthermore, work had commenced on selecting an independent commercial agent who would provide marketing advice for potential partners/tenants for the Civic

Offices. This would be progressed once it was understood from Historic England and Bissett Adams to what extent, alterations could be made.

Councillor S Rackham enquired whether the Airfield usage would remain and whether the infrastructure had been considered. The Interim Strategic Director advised that the Airfield usage would remain, and the infrastructure would be considered as part of the Masterplan, where a travel plan would be included.

Councillor J M Whitehouse asked whether the project manager for the refurbishment of the Civic Offices had been recruited internally and whether an updated valuation for the sale of the land to the rear of the Civic Offices was available. The Interim Strategic Manager advised that the project manager had been recruited externally and she would have to come back to him with the current valuation.

Councillor R Bassett enquired whether members would be able to view the proposed plans for the Civic Offices and future new offices. The Interim Strategic Manager advised that plans would be made available for members in the Members Room.

The Community and Partnerships Portfolio Holder advised that the Stronger Communities Select Committee had received a detailed presentation regarding North Weald Airfield at their first meeting, which may benefit this Committee.

The Customer Services Portfolio Holder asked about timescales. The Interim Strategic Manager advised that she envisaged the preliminary work to be completed by December 2019.

The Committee were concerned that they were required to have an overall understanding across the Council's service areas and scrutinise the performance, but they did not appear to be given all the information. The Interim Strategic Manager advised that the report was intended to give a brief update on where the Council was on the Accommodation Project and further information relevant to this project would be brought to future meetings.

The Committee noted the update on the Accommodation Project.

7. PEOPLE STRATEGY

The Business Services Director, P Maginnis gave an overview on the People Strategy. The main objectives were for the Council to have the right people, in the right places with the right skills, being paid competitive salaries.

The strategy was based on five workstreams which were leadership capacity; developing the organisation for the future; skills of the workforce; resourcing the organisation and pay and benefits of the Council.

Recently the Council has undergone a management restructuring process, to improve decision making and reduce the management spine, along with a common operation model separating business support from technical skills. This brought together administrations support across the Council into one area. The restructuring process for Management Levels 1-4 had now been completed.

Councillor S Rackham asked whether the Local Government Association(LGA) study had revealed that the Council was top heavy in management; whether redundancies had occurred; how the Council recruited staff; and whether any interim staff were currently employed. The Business Services Director advised that the amount of management roles within the organisation had been identified by the LGA study and

that it effected the speed and process of decision making. Regarding compulsory redundancies there had not been any, although there had been a combination of voluntary redundancies and staff leaving. There were also interim staff that had been employed, to allow the Council to adapt and change to future requirements.

The Community and Partnership Services Portfolio Holder asked how the business support team would work across the various sites and whether the Council had met the relevant targets for employing staff with disabilities. The Business Services Director advised that the business support teams were not currently based together and going forward they would be using ICT and digital means to improve the services and therefore not requiring to be based in one place. Regarding the disability figures, she would have to come back to him.

Councillor R Bassett asked when members would receive an updated structure of the Council and if technical people would be managed by a technical manager. The Business Service Director advised that an update management structure would be published shortly in the members bulletin. The new Team Manager roles would be based mainly on the management experience but with the expectations that they had the relevant experience or technical knowledge to deal with their teams.

Councillor J M Whitehouse enquired about the job evaluations process; what were the currently vacancies broken down into deliberately held jobs and ones that were out for advertisement; and which service area's required immediate attention. The Business Services Director advised that the job evaluation process was being altered to be based on job families and the organisation requirements rather than an individual requesting an evaluation, although the right appeal would remain. She was unable to give up to date figures on the vacancies but would come back to him. Furthermore, the service areas that required immediate resources, interim staff had been employed enabling the Council to consider the future needs rather than employing someone permanently and Service Manager's were considering their areas and may not wish to recruit like for like positions going forward.

Councillor R Brookes commented that with so many changes happening, it must be very demoralising for staff. What had the agreed expenditure for the restructuring been spent on. The Business Services Director advised that the money had partially been used for support working with HAYES development and portal access to services they provide for staff and the financial strain and redundancy costs associated with the pensions with around £500,000 left. The Interim Strategic Director, N Dawe advised that the finance team were currently undergoing a tally of the costs for one-off costs associated with this, which would be available within the next couple of weeks.

Councillor H Kane endorsed the workshops that had previously been held with members as it had provided the background information on the People Strategy.

Councillor R Brookes asked whether it was the Council's policy to complete Exit Interviews. The Business Services Director advised that it was, and they took place with the leavers line manager or a member of HR, although most staff did not take up the opportunity.

The Committee noted the update of the People Strategy.

8. CORPORATE PLAN ACTION PLAN YEAR 2 PERFORMANCE REPORT

The Community and Partnerships Services Director, J Chandler advised that Corporate Plan Action Plan provided a mechanism for reporting the Council's Key

Performance Indicators and Programme of Works to members. It highlighted the Council's overall performance against the Corporate Objectives on a quarterly basis.

The Year 2 reported had been streamlined to enable an improved focus and the plan was a working document and officers would report on an exception basis.

The Community and Partnerships Service Director updated members as follows;

1. Engaging with the changing needs of our customers –

Increased Customer Satisfaction – The measure would be reported quarterly going forward. The first quarter was 73.4% which had exceeded the overall target for the year, so the overall target had now been increased to 75%.

Improved Customer First Contact Resolution – The green tick represented that the overall target would be achieved as the first quarter had a value of 37.41% with the overall target being 45%.

4. Safeguarding & Supporting People in Vulnerable Situations –

It was noted that the KPI related to customer satisfaction of Homesafe and Sanctuary schemes, relates to both the number of surveys returns as well as satisfaction with service provided.

5. Keeping the District Safe -

Community Safety Hub Added Value – To correct a typo from 'disposables' to 'disposals'. The comments would also be updated to confirm that the two self generated actions had been completed and only two externally generated tasks were outstanding, and this was due to ongoing case investigations with Essex Police.

Councillor R Bassett commented that the Committee had to review the value of the additional funding for Police Officers in Epping Forest, therefore could the measure be broken down to provide more information. The Community and Partnership Services Director advised that the Stronger Communities Select Committee had recently received a presentation from the Council's Police Sergeant and Community Safety Officer and that this information could be fed into the report.

ACTION: The Committee requested that the Overview and Scrutiny Committee discusses the allocations of responsibilities to each Select Committee, if the Stronger Council Select Committee had to scrutinise the overall performance.

10. Planning Development Priorities & 11. Ensuring Infrastructure Supports Growth -

The RAG rating was currently showing amber, although the Council expected to receive interim findings from the Inspector's Report for the Local Plan, shortly and this would be updated accordingly.

13. People Develop Skills to Maximise their Potential

The RAG rating was showing as amber although this was being addressed by the draft Economic Strategy 'Nurturing Growth' and required updating.

17. Efficient Use of Our Finance Resources, Buildings & Assets -The Committee asked for more information on the target and whether it was achievable. The Interim Strategic Director, N Dawe advised that the Council was currently reviewing cost

improvements, achievements and the use of finances and the preliminary work would be available by the end of July 2019. This would provide a clearer picture for the financial targets and the budget and associated papers.

18. Working with Commercial Partners to add Value for Our Customer – The Community and Partnership Services Director requested that this measure be removed because it could not be adequately measured. The Committee suggested that this measure could be changed to measure the savings of partnership working. The Interim Strategic Director advised that there were other key financial indicators that could be considered as well.

The Customer Services Portfolio Holder enquired whether the target for 6. Provide Culture and Leisure, of 65,007 was correct, as it appeared that this had already been achieved by the Waltham Abbey Leisure Centre alone. The Community and Partnership Services Director advised that she would speak to the relevant director to check the figures contained within the Action Plan.

The Committee noted the quarter 1 performance in relation to the key performance Indicators and Work Programme within the Corporate Plan.

9. DATES OF FUTURE MEETINGS

The Committee noted the next meeting would be held on 8 October 2019.

CHAIRMAN

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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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	<p>Corporate Action Plan KPI's, Q1 Apr, May, Jun – 9 July 2019 meeting Q2 Jul, Aug, Sept - 15 Oct 2019 meeting Q3 Oct, Nov, Dec - 14 Jan 2020 meeting Q4 Jan, Feb, Mar – 14 Apr 2020 meeting</p> <p>Live system reporting – by exception. No pre- distributed reports, projection of live data on the night.</p>	Q1 – Completed – 9 July 2019	9 July 2019 15 October 2019 14 January 2020 14 April 2020
2.	People Strategy	9 July and 15 October 2019 - Project reporting, issues focussed.	Updated - 9 July 2019	
3.	Digital Enablement	Prioritisation of Council Technology strategy. Outcome focussed 14 January 2020		
4.	Accommodation	9 July and 15 October 2019 - Project reporting, issues focussed	Updated - 9 July 2019	
5.	Financial Issues Paper	9 July 2019 Scrutiny of MTFS 20/21 onwards	15 October 2019	

6.	Draft budget scrutiny	2020/21 budget setting (joint with FPMCC) 14/23 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	Completed - 9 July 2019	
9.	Review of Local Elections 2019	15 October 2019		

Report to Stronger Council Select Committee

Date of meeting: 15 October 2019



Subject: Local Elections 2019 - Review

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

Democratic Services Officer: R. Perrin (01992 564532)

Recommendation:

- (1) That the Select Committee:**
 - (a) review the management and delivery of the local elections held on 2 May 2019;**
 - (b) consider any proposals of the Returning Officer for changes to arrangements for the management and delivery of local elections in future years; and**
 - (c) make appropriate recommendations to the Returning Officer for any further changes to be made to the future management and delivery of local elections; and**
- (2) That the Select Committee note provisional verification and counting arrangements for the Police, Fire and Crime Commissioner for Essex and local elections to be held on 7 May 2019.**

Introduction

Summary

1. This report discusses the planning, management and delivery of the local elections held on 2 May 2019. The report does not address arrangements made for the European Parliamentary election held on 23 May 2019, as a number of arrangements and processes for such election were prescribed by the appointed Regional Returning Officer for the Eastern Region (the Chief Executive of Chelmsford City Council).
2. The report identifies that, in the opinion of the Returning Officer, the planning, management and delivery of all relevant processes for the local elections was very effective. The management and delivery of the elections has been reviewed by the Elections Planning Group chaired by the Returning Officer and any issues requiring changes to arrangements for future years have been highlighted within this report. Candidates and agents involved in the local elections have been consulted on the management and delivery of the elections and any observations received are also contained within the report.

District and Parish Elections – 2 May 2018

3. The Elections Planning Group met regularly from the autumn of 2018 in order to plan for the elections and to ensure that relevant processes were undertaken at the appropriate times. A

project plan and risk register was prepared for the election, which reviewed and updated on a regular basis. However, it had not been anticipated that the previous Returning Officer would leave the authority in late 2018. A report was therefore made to the Council in December 2018 to appoint D. Macnab (Acting Chief Executive) as Returning Officer and Electoral Registration Officer. The new Returning Officer attended relevant training courses facilitated by the Society of Local Authority Chief Executives during January 2019 to ensure a smooth transition and as the Elections Planning Group was working to a project plan in its preparations for the local elections, all processes remained on track throughout the handover period.

4. There were 19 seats on the Council due for election in May 2019, of which all were due in the electoral cycle. No seats were due for election as a result of the resignation of a sitting councillor, although two seats (Hastingwood, Matching and Sheering Village, and Shelley) were not contested. Elections were also held for 28 parish and town council wards across the district (including two by-elections) on 2 May 2019.

(a) Publicity

5. A national campaign was once again undertaken by the Electoral Commission to promote opportunities for online inclusion in the Electoral Register.
6. To support and encourage registration and voting, the Corporate Communications Manager also undertook a sustained publicity campaign throughout the period of registration deadlines and during the run-up to the election.

(b) Pre-election Period

7. The nomination process for the elections worked well and officers were once again able to undertake the informal checking of nomination forms before the deadline for the receipt of nominations. As in previous years, a briefing session was held for local election candidates and agents (including town and parish councils), following the deadline for the receipt of nominations, in order to brief those standing for election on the arrangements to be employed by the Returning Officer for the management of the election and count processes. Local media representatives were also invited to attend the briefing session and, from the perspective of the Returning Officer, the briefing is considered to continue to be a useful exercise in preparation for the local elections each year.
8. All of the ballot papers for the election were printed by the Council's Reprographics Section, which once again provided an excellent service to the Returning Officer, particularly bearing in mind the tight timescale available for the printing of the papers. However, it should be noted that, with the closure of the Reprographics Section in August 2019, alternative arrangements for the printing of ballot papers for the local elections to be held in May 2020 and future years (and any general election or referendum required to be held later this year), will need to be arranged.
9. All books of ballot papers were hand checked and were supplied with ward names and ballot numbers printed on the cover of each book so that Presiding Officers could easily verify ward details when issuing ballot papers. Although this approach to the checking of the ballot papers is time-consuming, the Returning Officer considers that it is worthwhile, as no errors in the issue of ballot papers occurred in any polling station.
10. In the run up to the election, the Returning Officer received valuable assistance from Essex Police. The Returning Officer met with representatives of Divisional Commander Chief Inspector Lewis Basford to discuss the policing of the elections and the security measures to be put in place for polling stations and the count centre and to ensure the integrity of the election process. There was a very visible presence by Essex Police throughout the period of the election and the Returning Officer has recorded their appreciation to Chief Inspector Basford and his officers for

their support in maintaining the security of the election process and at the count, although no situations requiring the presence of uniformed officer presence occurred this year.

11. Only minor issues were raised with the Returning Officer during the pre-election ('Purdah') period and no formal matters were required to be pursued with the police. The Corporate Communications Manager handled one enquiry about publicity during the pre-election period, in relation to consideration of the St. John's Road development project by the Cabinet, which were defined as the discussion of an on-going project rather than formal 'announcements' that might otherwise be unacceptable during the purdah period.

(c) Postal voting

12. The local elections illustrated that postal voting continues to be popular amongst registered electors across the district and a total of 6010 postal vote packs for the local elections were issued on 16 April 2019. A low number of ballots were rejected by the Returning Officer at the scanning stage of the postal vote opening process and no evidence of fraudulent activity was identified.
13. Although 100% of identifiers were checked as part of the scanning process, some technology issues arose during the postal vote opening sessions with regard to the operation of the scanning equipment. As a result of the reliability issues encountered with some of the scanning equipment that has now been used for postal vote opening processes over a number of years, it is likely that expenditure will need to be incurred in the replacement of relevant equipment to ensure the effective management of postal vote processes at future elections.

(d) Staffing

14. The Returning Officer encouraged all Service Directors to release appropriate officers to participate in the election and Service Directors were helpful in making officers available for all processes related to the elections. Staff appointments for the elections were facilitated through the use of an electronic system which enabled employment offers to be issued and accepted online. This approach had replaced a paper-based system for the local elections in May 2018 and has worked well.
15. Staff appointments for the elections were completed during February 2019. Relevant staff attended effective training sessions for each stage of the election process, in accordance with the project plan. The briefing made to all staff employed on the election stressed the importance of customer care at all times during the election and no complaints were received from voters with regard to the performance of staff employed at polling stations.
16. Assumptions made about the level of staff required for the issue and opening of postal votes proved correct, as these processes were completed efficiently and effectively by a large team of experienced staff. An appropriate level of staffing for polling stations and the count process was achieved and officers of the Democratic Services Section and other service areas provided essential support to the Electoral Services Section, by assisting with the handling of enquiries concerning registration and voting.

(e) Polling Stations

17. On the day of the election, all polling stations opened on time and operated throughout voting hours (7.00am-10.00pm) without any significant difficulties being required to be resolved by the Returning Officer. The procedure developed for the handling of queues at the close of poll were not required to be invoked and turnout was at the level expected for local elections.

18. There were some changes to traditional polling station arrangements for the local elections on 2 May 2019:

Allnutts Institute, Epping

19. The Allnutts Institute (Hemnal Ward) was no longer available for use as a polling station due to the condition of the building and was replaced for the local elections by the nearby Scout Hut in Flux's Lane. Whilst the Scout Hut premises had been inspected and evaluated as suitable, this was the first occasion on which it was used for polling purposes and its suitability going forward will be assessed by the Returning Officer.

Hillhouse Primary School, Waltham Abbey

20. The polling station at Hillhouse Primary School (Waltham Abbey Paternoster Ward) was no longer available for use as a polling station and was replaced for the local elections by facilities at Waltham Abbey Leisure Centre. Whilst the Leisure Centre premises had been inspected and evaluated as suitable, this was the first occasion on which it was used for polling purposes and its suitability going forward will be assessed by the Returning Officer.
21. No observations regarding polling stations were received either on the day of the election or as a result of the post-election consultation exercise, although it was reported that, at one polling station, there were too many tellers from one political party.
22. However, a communication was also received from a member of the public with regard to the alleged activities of tellers at the polling station at North Weald Village Hall, who apparently sought to question electors as to the exercise of their individual vote when leaving the polling station. Although this approach by tellers has not been able to be substantiated by the Returning Officer, it is clearly unacceptable, for electors to be questioned in this way. The current protocol for the activities of tellers will be reinforced as part of the planning arrangements for the local elections to be held in May 2020 and will be reemphasised as part of the briefing session for local election candidates and agents.

(f) Verification and Count

23. A separate count plan was prepared for the verification and count stages of the election. The verification and counting of ballot papers for the local elections took place at Debden Park High School in Loughton and the assistance of the School in supporting the smooth operation of the Count has been recognised by the Returning Officer. It is the view of the Returning Officer that, in instances where a single type election is concerned or counting activities are required to be held on the day of an election, that the facilities available at Debden Park High School represent the best option for the effective management of the Count.
24. Counting commenced immediately on the close of poll, with the verification of postal votes. The count was undertaken using a 'mini count' system and a bespoke spreadsheet was used to simplify relevant procedures in the verification of ballots and the preparation of results. The Returning Officer intends to continue to develop electronic count processes where opportunities arise, to further aid the effective management of the count. Again, this year, appropriate public-address equipment was hired by the Returning Officer for temporary installation at Debden Park High School to facilitate the making of announcements during the count and the declaration of results.
25. The Corporate Communications Manager ensured that appropriate publicity was made available at all stages of the count process, with appropriate links to the Council's website. Social media was also used to communicate the results of the local election and the Council provided effective

media facilities at the Count. Despite a recount being required in respect of one parish ward, the Count was concluded by approximately 1.00am, just over three hours in duration.

26. As a result of issues experienced at the local election count in May 2018, the Returning Officer revised the terms of attendance for the count, to restrict attendance to the Count Centre by any person showing signs of the effects of the consumption of alcohol and to prohibit the drinking of alcohol within the Count Centre. Essex Police have advised that, despite the prominent display of warning signs at the Count Centre, some attendees were still present at the count under the influence of alcohol. The Police have confirmed that officers did not witness any direct consumption of alcohol at the Count Centre, but that they were aware of some attendees that became increasingly inebriated throughout the period of the count. The Returning Officer will therefore consider whether any additional requirements in this regard should be implemented for the local elections to be held in May 2020.

(g) Post-Election Consultation

27. The Returning Officer has written to all candidates and agents for the local elections, to seek comments or observations with regard to the management and delivery of the elections for consideration by the Select Committee. Members were also invited to comment on the management and delivery of the elections, through the Council Bulletin on 26 July 2019.
28. Whilst a majority of the general comments received by the Returning Officer were complimentary about the management and delivery of the local elections, some specific responses were made to the consultation exercise. These are set out in the following paragraphs of this report, together with the response of the Returning Officer. Where appropriate, comments received from candidates, agents and members of the Council will be considered as part of the planning arrangements for the local elections to be held in May 2020:

Nominations and Expenses Forms

29. Councillor N. Bedford (in the capacity of a party agent) has suggested that the nomination and expenses process was over-complicated and might deter individuals from standing for election at the local level.
30. The Returning Officer has confirmed that the Council has no control over the information required for the nomination and expenses process. The Council utilised standard nomination papers and expenses forms developed by the Electoral Commission for the local elections. The comments raised by Councillor Bedford have been passed to the Electoral Commission for consideration.

Expenses Form

31. One party agent has suggested that the post-election expenses form should contain clear guidance notes for completion;
32. The Returning Officer has confirmed that the Council has no control over the information required for the nomination and expenses process. The Council utilised standard nomination papers and expenses forms developed by the Electoral Commission for the local elections. The comments raised by the party agent have been passed to the Electoral Commission for consideration.
33. Another party agent has suggested that the existing notes page for the expenses form should make it clear that, where the candidate is also the agent in town/parish elections, they would need to sign the nomination form as the agent also.

34. Whilst the Council has no control over the information required for the nomination and expenses process and utilised standard nomination papers and expenses forms developed by the Electoral Commission for the local elections, the Returning Officer has revised the relevant part of the form for future local elections, to make it clear that it is the candidate that is required to sign the form, as there is no provision for the appointment of agents for town/parish council elections. The comments raised by the party agent have also been passed to the Electoral Commission for consideration.

Electoral Register

35. Another party agent raised concern that in previous elections, the Council had issued an electronic version of the Electoral Register as soon as a candidate had confirmed that they intended to stand for election for a particular political party but that, this year, the register was not supplied until the completed nomination forms had been submitted.
36. The Returning Officer has confirmed that copies of the Electoral Registers are only provided to election candidates once they have submitted their correctly completed nomination papers and that has been the process for over twenty-five years. Political parties are entitled to request one copy of the Electoral Register each year (either data or paper) and such request is usually made on publication of the Register each December, but can be made at any time.

Count

37. One local council candidate has suggested that consideration be given to having Town/Parish Council counts on the Friday morning and just having the District Council count on the Thursday night.
38. The Returning Officer must take a number of factors into account when determining arrangements for the local election count, including the availability of the Count Centre and the appointment of sufficient levels of count staff. The Returning Officer considers that the facilities available at Debden Park High School represent the best option for the effective management of local election count, but the school facilities are not available for day-time counts during term time. However, the Returning Officer considers all options available for the management of the count when planning the delivery of local elections.
39. No comments have been received from members of the Council with regard to the management and delivery of the local elections

Future Elections and Lessons Learned

40. It is the opinion of the Returning Officer and their senior staff that there were no material issues arising at the local elections held on 2 May 2019 that require changes to existing practices and procedures, all of which were completed successfully. Lessons learnt from the management and delivery of the local elections will be fed into the planning process for the elections to be held on 7 May 2020, which will begin shortly.
41. In May 2020 there will be elections for the Police, Fire and Crime Commissioner (PFCC) for Essex, alongside local district and parish council elections. Arrangements for the holding of the PFCC election and the verification and counting of ballots will, to a significant extent, be prescribed by the appointed Police Area Returning Officer (the Chief Executive of Colchester Borough Council).
42. However, members should be aware that the May Day Bank Holiday in 2020 has been moved to the day after the PFCC and local elections (8 May 2020) as part of the national celebrations to commemorate the 70th anniversary of VE day. This will mean that the verification and counting

of ballots will be unlikely to be able to take place on 8 or 9 May 2020 as a result of the holding of celebratory events and that it will therefore be necessary for counting activities for the PFCC and local elections to be undertaken across the Sunday of the bank holiday weekend and into the early part of the following week. The Returning Officer will ensure that members are kept advised of arrangements for the elections as these are finalised over the coming months.

43. The Select Committee is requested to review the management and delivery of the local elections held on 2 May 2019 and consider any proposals of the Returning Officer for changes to arrangements for the management and delivery of local elections in future years, and to make appropriate recommendations to the Returning Officer for any further changes to be made to the management of future local elections.

European Parliamentary Election - 23 May 2019

44. This report does not discuss the planning, management and delivery of the European Parliamentary election held on 23 May 2019, which was held three weeks after the local elections. As only short notice was available to the Returning Officer to make relevant local preparations for the election, a majority of staffing, polling station and verification arrangements were replicated from the local elections. A number of arrangements and processes for the European Parliamentary election, including arrangements for the count and local declaration of the 'result' of the election, were prescribed by the Regional Returning Officer.

Review of Polling District, Polling Places and Polling Stations

45. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts, polling places and polling stations. As the Select Committee will be aware, the findings of the recent compulsory review for the Epping Forest District were considered by the Council at its meeting on 30 July 2019.

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SCRUTINY



Report to Stronger Council Select Committee

Date of meeting: 15 October 2019

Subject: Annual Equality Information Report 2019

Officer contact for further information: M. Chwiedz (01992 562076)

Democratic Services Officer: R. Perrin (01992 564532)

Recommendations/Decisions Required:

That the Select Committee review the Equality Information Report for 2019.

Executive Summary:

The Equality Act 2010 requires that authorities subject to the public sector equality duty publish equality information annually to demonstrate compliance with the duty. The Council published its last equality information report in October 2018, and the 2019 report sets out the progress made since then to improve the Council's services and employment practices for people with protected characteristics.

The Council's progress against the public sector equality duty is monitored bi-annually by Management Board and overview and scrutiny to ensure compliance and drive improvement in performance.

Reasons for Proposed Decision:

The broad purpose of the public sector equality requires that the Council integrates a consideration of equality and good relations into its day-to-day business. It must consider how it can positively contribute to the advancement of equality and fairness, and reflect equality considerations into the design of policies and the delivery of services; and keep these issues under review.

The review and monitoring of performance against the equality duty helps the authority to comply with its legal requirement; and to provide services and employment practices which meet the diverse needs of its customers and employees.

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review progress against the public sector equality duty and to consider corrective action where necessary, could mean that opportunities for improvement are lost.

Report:

1. The Equality Act 2010 requires that public bodies, including the Council, which are subject to the public sector equality duty, have due regard to the need to:
 - (a) eliminate unlawful discrimination, harassment and victimization;
 - (b) advance equality of opportunity between different groups, and
 - (c) foster good relations between different groups.

Having due regard for advancing equality involves:

- (a) removing or minimising disadvantages suffered by people due to their protected characteristics;
- (b) taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- (c) encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The equality duty covers: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The duty to have due regard to the need to eliminate discrimination also covers marriage and civil partnerships.

2. The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day-to-day business of public bodies. Understanding how services affect different groups makes it more likely that the services have the intended effect and this can lead to greater equality and better outcomes. Organisations which provide services which meet the needs of their customers and workforce are likely to carry out their core business more efficiently and have a more productive workforce.

3. Public bodies are also subject to a specific duty which requires that they publish information at least annually demonstrating compliance with the equality duty. The Council last published information in October 2018 and the Equality Information Report 2019, attached at Appendix 1, sets out the work it has undertaken in the last 12 months to improve equality for its customers and employees.

4. The annual Equality Report translates technical action plans for the year into an accessible outcome led report setting out how people have actually benefited from the work undertaken. The report will be published on the Council's website alongside other equality information.

5. The Select Committee is requested to review the Equality Information Report for 2018.

Resource Implications:

Resource requirements for the production of the Equality Information Report 2019 have been met from existing resources within the Projects and Programme Team.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Publishing this report will help the Council comply with the Equality Act 2010.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from initiatives set out in this report will have been identified by the responsible

service director.

Consultation Undertaken:

Consultation on the Council's progress and initiatives was undertaken with the Council staff.

Background Papers:

Equality Information reports for, 2015, 2016, 2017 and 2018.

Impact Assessments:

Risk Management

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from specific activities set out in this report will have been identified by the responsible service director.

Equality:

The production and publication of this report helps people interested in the work of the authority to see the progress being made to improve equality in its services and employment practices. There are no equality implications arising from the recommendations of this report. Relevant implications arising from activities set out in this report will have been identified by the responsible service director.

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Epping Forest
District Council

www.eppingforestdc.gov.uk

Equality Information Report 2019



EPHING FOREST DISTRICT COUNCIL

VIC OFFICES

Contents

1. Introduction
2. Equality legislation and council duties
3. Workforce Equality Profile
4. Equality initiatives and progress

If you would like this report in another format, for example large print or Braille, please email:

equality@eppingforestdc.gov.uk

More information:

For more information about this report or any aspect of the Council's equality work see www.eppingforestdc.gov.uk or email equality@eppingforestdc.gov.uk

Foreword by the Portfolio Holder responsible for Equality Councillor Nigel Bedford



Epping Forest District Council is committed to equality in both employment and service provisions. Our goal is to be a Council that performs its role fairly and transparently, addresses barriers effectively and works with stakeholders and the public to improve our practice so that we can deliver high quality services, a better working environment and achieve positive change for all. Our staff, residents and service users are treated equally, with respect and dignity regardless of age, disability, race, gender reassignment, sexual orientation, gender, religion or belief, marriage and civil partnership, pregnancy and maternity.

We also recognise that we play an important role as a community leader and we use this opportunity to advance equality, fairness and community cohesion.

Our work is underpinned by legislation and one of the specific responsibilities is that we produce an annual report of our work to progress equality. We hope you will find our report interesting and that it will enable you to better understand how we are working to improve lives or people live, work and visit our district.

This Report

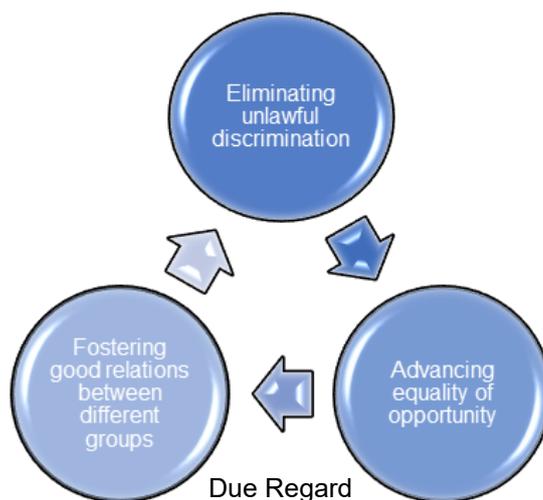
This report provides an overview of our work over the last 12 months since July 2018. As an overview of our work, this report doesn't necessarily contain information about everything we do. As an organisation committed to equality, much of what we do is routine and part of our everyday experience. Many of our activities which deliver greater equality, are so integrated into our way of working that they do not stand out as being evidence of compliance with equality legislation. Equality should be embedded and be just the way we do things at the Council. Therefore this report sets out just some of the changes we have made or services we have delivered over the last year.

1. Introduction

Statement of commitment to equality

Short Statement

Epping Forest District Council is committed to treating everyone equally and fairly according to their needs.



Full Statement

- ✓ Epping Forest District Council is committed to ensuring that all individuals and groups are treated with respect and are valued equally
- ✓ We will endeavour to make our services accessible to everyone
- ✓ We will endeavour to eliminate unlawful discrimination through our services and employment opportunities
- ✓ We will consult and involve people from our community, where appropriate, in the design of our services
- ✓ We will collect information about our customers, where necessary, to ensure our services are accessible and that we are providing the right services
- ✓ We will endeavour to promote understanding and good relations between communities
- ✓ We will consider taking positive action to address under-representation and promote diversity in our workforce profile
- ✓ We will publish information about our equality work
- ✓ We will use our procurement opportunities to drive equality
- ✓ We will ensure appropriate resources are available to meet our statutory equality responsibilities
- ✓ We will make sure that appropriate equality and diversity training is provided for all elected members and staff of the Council

2. Equality legislation and council duties

As a public sector organisation, Epping Forest District Council has a number of statutory duties with regards to equality. The Equality Act 2010 and associated Public Sector Duties require the Council to have 'due regard' to the following three areas:

- ➔ Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- ➔ Advance equality of opportunity between people from different groups
- ➔ Foster good relations between people from different groups

The Public Sector Equality Duty (PSED)

The PSED was created by the Equality Act 2010 and places a duty on public bodies and others carrying out public functions. Its aim is to embed equality considerations into the day to day work of public authorities.

Having 'due regard' means consciously thinking about the three general duty aims as part of the process of our normal business and decision making.

The term 'foster' means tackling unlawful discrimination and promoting good relations between different groups.

Having 'due regard' to the need to advance equality of opportunity involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The specific duties:

We have two additional specific duties:

1. Equality Objectives - we have to set equality objectives at least every four years that will help us to further the aims of the public sector equality duty
2. We must publish equality information annually to show the progress we are making to deliver the general duty.

In 2018 we set the following objectives to take us forward to 2020:

1. To apply robust equality requirements in commissioning, procurement and contract management
2. We will recruit and retain a diverse workforce, developing our capacity so that our employees have the knowledge, skills and confidence to deliver our plans
3. We will take into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible
4. We will embed equalities in all we do and make it part of business as usual

3. Workforce Equality Profile (as at 31/03/19)

There are 645 staff working for EFDC



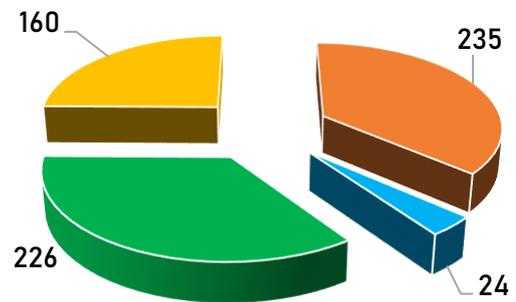
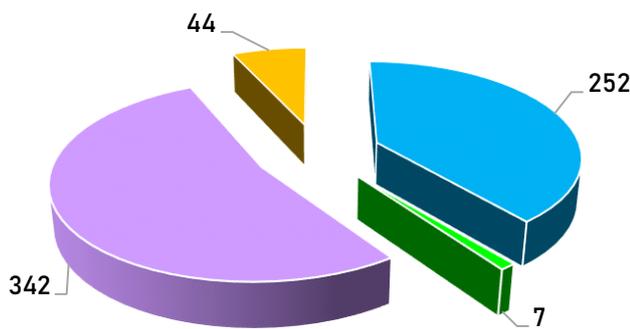
259

Gender
breakdown



386

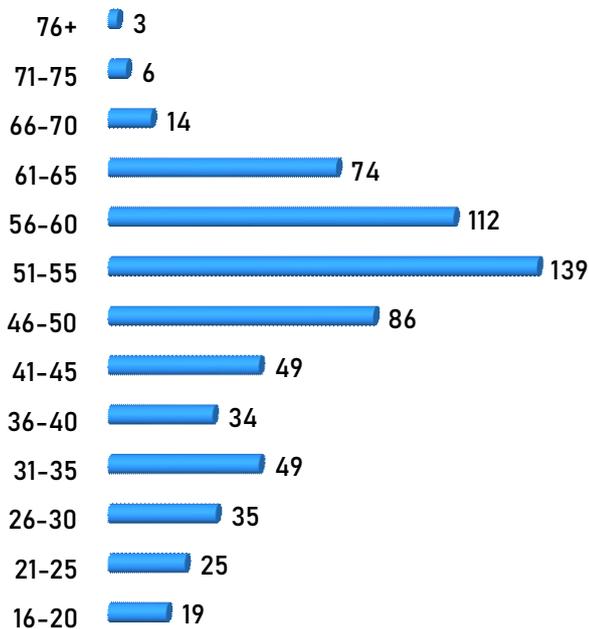
Working hour profile by gender



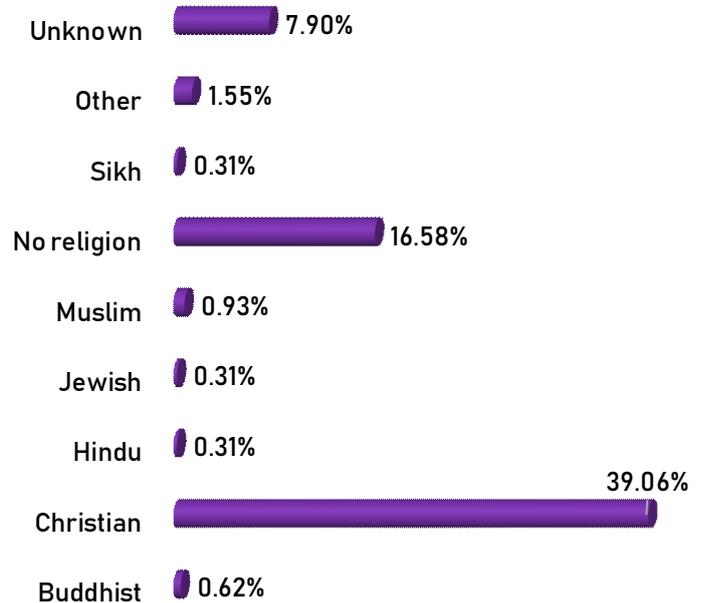
- Male permanent
- Male ft/temp
- Female permanent
- Female ft/temp

- Male full time
- Male part time
- Female full time
- Female part time

Age structure in EFDC



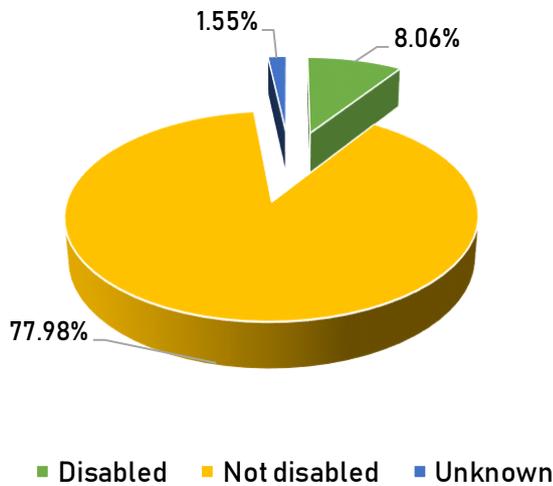
What religion/beliefs do EFDC staff hold?



Disability declarations:

Declared 87.60%

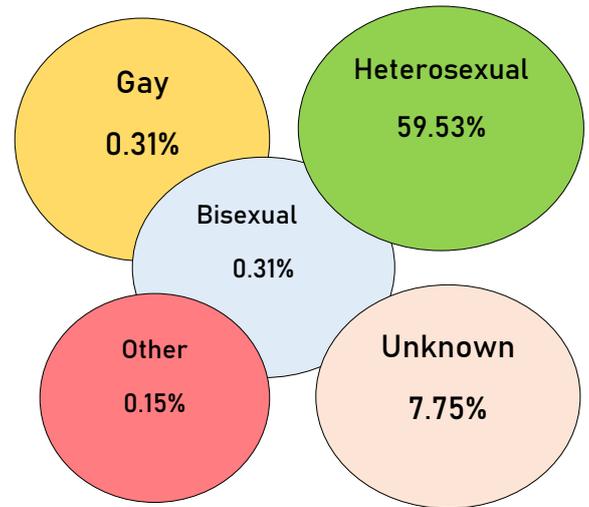
Not declared 12.40 %



Sexuality declarations:

Declared 68.06%

Not declared 31.94%



GENDER PAY GAP DATA



The Council's mean gender pay gap is 15.43% and the median pay gap is 17.99%. This means that male employees on average receive 15.43% more pay than female employees. There has been a reduction in our pay gap since 2018, which has decreased by 0.71%.

The percentage of male and female split into quartile figures are as follows:

Band	Pay Quartile	Female	Male
A	Lower	65%	35%
B	Lower Middle	71%	29%
C	Upper Middle	51%	49%
D	Upper	41%	59%

DECISION MAKING



Just over a third of Epping Councillors are female (34%). It compares to the national average of around 35%, according to a 2018 Local Government Association census of members.

4. Equality initiatives and progress

Mini Play Big Listen

The Museum, Heritage and Culture Service have been reviewing how the museum could be made more accessible to children with autism. A number of initiatives have been developed including our Mini Play Big Listen sessions. These are for parents and carers with children on the autism spectrum and on their way to diagnosis. The museums interactives and sounds are turned off for a relaxed opening and The Space has a chill out tent, sensory toys, and other activities. They also have experts on hand, such as speech and language therapists, to come along and talk to parents about their child's development.



Clothmaker's Wings

Working with the Gifted organisation, the Museum Heritage and Culture Team undertook a project and exhibition entitled the Clothmaker's Wings. 46 girls were selected to be involved in the project to help build self-esteem, life skills and confidence in order to overcome personal, social or learning barriers. The project resulted in the girls learning about the history of women's role in the textile industry and developing their own work which went on display.

Museum Movers

Following the launch of our new Museum Movers - which are fun, informal dance sessions, designed to promote health, well-being and freedom of movement for older people. 351 people have participated in the sessions over the past year. People are welcome to do a seated version or can challenge themselves by performing the exercises standing. The sessions provide a range of visual arts, dance and fitness techniques, enabling residents to express themselves through creativity, whilst developing strength and stamina, a sense of well-being and social interaction.



Of/By/For All

Of/By/For All is an audience development programme run by the Santa Cruz Museum of Art and History in California, that provides cultural organisations with tools to help them reach a wider range of audiences. We have pledged to engage 250 members of the local Italian community through a co-curation project, a museum exhibition, and museum events by April 2020.



Introduction of the Frontline website

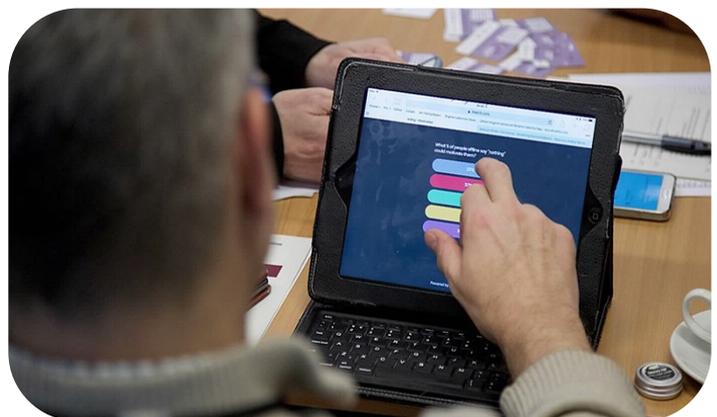
Epping Forest Frontline is an easy-to-use website where residents can find health and wellbeing services across the Epping Forest area. You can browse through the “library” of services or you can search for specific information. The information is listed under: Advice, Family, Older People, Mental Health, Transport, Disability, Addiction, and Wellbeing.



This is initially to be rolled out for the Customer Contact Centre staff and Safer Communities teams, whereby people can be directly referred to external local services, especially the elderly, disabled and vulnerable. Our Customer Services team will also have Epping Forest Frontline as an app on their desktops to be able to make referrals to the services where a customer identifies as needing help. This will mean that another phone call is not necessary by the customer, and they are referred in as short a timeframe as possible. All referrals are monitored by Frontline to ensure responses are received. This will be rolled out to all staff once the Customer Services team have piloted the app.

Digital inclusion Project

Working in partnership with Citizens Online, our Digital Inclusion Project seeks to encourage our 21,000 residents who have not recently, or who have never used the internet, to become engaged with all online services. This project involves: looking at where we need to target our resources and services and building a network of Digital Buddies. These digital buddies will be made up of internal EFDC staff and external organisations such as Voluntary Action who go out into the community.



Apprenticeship Programme

Our Apprenticeship Programme is an integral part of our council and one of our objectives is to help young people in the District to maximise their employment potential. Our apprentices are given the opportunity to work alongside experienced staff, giving them the chance to gain much needed work experience and qualifications at the same time. In 2019, we took on two Higher Level Management degree apprentices who are studying at Anglia Ruskin University. Our current Level 3 apprentices are applying for Higher Level degree apprentice roles in digital marketing, economic development and human resources. We will be recruiting another cohort of apprentices in September 2019. All apprentices have a personal coach/mentor who is a more experienced member of staff, who give up their time support the apprentices.



APPRENTICESHIPS

Want to earn £150 a week?
 Want to join a programme that's been successful for over 6 years?
 Expecting to gain GCSE 9-4 grades, including Maths & English?
 Live in Epping Forest District area?
 Aged 16-18?

Learn more
Earn more



Internships for students and graduates with disabilities

For the fourth year running, we are working with Leonard Cheshire to run the Change 100 summer internship programme. Change 100 is three-month paid summer internship and six-month professional development and mentoring programme for talented students and graduates with disabilities or long-term health conditions. Change 100 seeks to remove barriers experienced by disabled people in the workplace, in order for them to develop their careers and fulfil their potential. The programme provides valuable work experience with a prestigious and inclusive employer in a supportive environment. As well as their designated Change 100 contact for guidance and support, the programme also provides interns with a mentor at their placement, to aid their personal and professional development.

Epping Forest Youth Council

Epping Forest Youth Council is made up of 25 young people representing their peers across the district. EFYC gives local, young people a democratic voice to have their say on local issues. EFYC also highlights the importance of building communities where young people are empowered to make a difference. Previous projects run by EFYC include the MiLife mental health, emotional wellbeing project and a drugs awareness project. Their latest project, We R Safe, which launched in July 2019, is about ensuring the safety of young people and can be viewed on the Council's website.

EFYC 2018-2020
 Epping Forest Youth Council

Contact Diane Gilson-Butler, Youth Engagement Officer
 @eppingforestdc.gov.uk, efyc
 efyc@eppingforestdc.gov.uk
 01992 564365
 07789 372179

Braeside Independent School Samantha Halcrow Simran Tiwana	Chigwell School Abigail Whelan Jyoti Nag-Chaudhury	Davenant Foundation School Onyeka Okeke Eleanor Nsofor Archia Flynn Barnaby Hodgkinson
Deben Park High School Ashwin Gohil Jacob McNulty Rene Kent	Epping St John's School Stanimir Bakalov James Beavis Oliver Smith Megan Wilson Annabelle Yaman	
King Harold Academy Tomas Gray	The Ongar Academy Oliver Upson Harriette Pickering	Roding Valley High School Jasmine James Daniel Mehr Zak Smith Florence Now
		Independent Tallulah Fontenelle

EFYC logo, social media icons (Twitter, Facebook, Instagram), and contact information.

Walking Football

Walking Football is a slow-paced version of the game and is aimed at getting players back to playing the sport they love. It is designed to help people have an active life whatever their age or ability. It is a very relaxed session based around socialising with like-minded football fans. The Community and Partnerships Team deliver walking football in Waltham Abbey, with 18-20 people attending each session. This year the walking football group took part in their first ever tournament in Harlow and have played matches against a Harlow walking football team and a Leyton Orient walking football team.



Walking Football

Walking football is a slow paced version of the beautiful game and is aimed at getting players back into the sport.

Walking football is designed to help people keep an active lifestyle, as well as helping players recover from injuries!

The game is non-contact and any player who sprints or jogs whilst the ball is in play will concede a free kick.

Day
Saturdays
(first session 28/04/18)

Time
10:30—11:30 am

Location
Roding Valley Recreation Ground, Roding Road, Loughton, IG10 3BS

Price
£2.50

Epping Forest District Council
www.eppingforestdc.gov.uk

For more information please contact
Ezra Folan, Health & Wellbeing
Engagement Officer on 01992 554363
or ezra@eppingforestdc.gov.uk

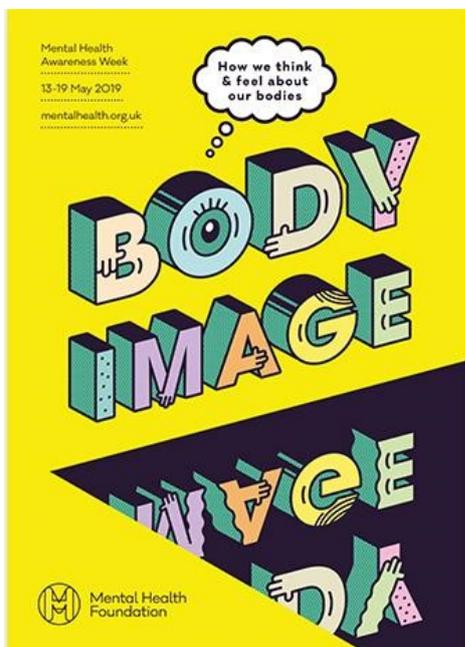
MiLife Project

MiLife is a national award-winning project commissioned by young people for young people, exploring how everyone can experience better emotional wellbeing and mental health. Epping Forest Youth Council (EFYC) worked with the Red Balloon Family Foundation, a local charity, which supports a wide variety of children's, youth and families projects along with NELFT. They also teamed up with NHS emotional well-being and mental health service (EWMHS) provider in this part of Essex. EFYC worked them to create the MiLife roadshow which visited all seven secondary schools as well as producing a number of associated resources. To date, over 10,000 young people have taken part in the scheme. Feedback from the project has been used to improve the scheme and this has led to 90% overall enjoying the MiLife intervention.

#consequences

#consequences is a community safety and awareness annual event aimed at year 9 pupils. It is tailored to address issues relating to young people that have been identified as a key concern in the Epping Forest district.

Hosted by Epping Forest District Council's Community, Health and Wellbeing Team, specialist service providers have been commissioned to deliver key messages about personal safety and wellbeing. They highlight the dangers of online safety, look at healthy relationships and the consequences of gang activity. During 2018-19, approximately 1000 pupils in the Epping Forest district received the latest information and guidance to enable them to make the right choices regarding the issues facing them.



Mental health awareness week

The focus of this year's Mental Health Awareness Week was on body image and the way it impacts our mental health. The Mental Health Foundation reports that over a third of UK adults have felt anxious or depressed because of concerns about their body image. One in five UK adults have felt shame because of their body image in the last year (Mental Health Foundation, 2019). The aim of the week was to increase our understanding of mental health, check in with friends, family members or colleagues and remind us to reflect on our own mental health and well-being. Supervision sessions were available with a therapist for all staff and a range of information, guidance and support was provided.

Smart Homes Scheme

We are looking at the Smart Homes scheme to install digital equipment into homes to assist the elderly and disabled. CVS Uttlesford, in conjunction with Rainbow Services, Harlow and Voluntary Action Epping Forest, are delivering a programme that will set up a number of homes across the Digital Innovation Zone with the very latest in digital technology. This will enable residents often when experiencing limiting health conditions, to live safely at home. A small number of exemplar homes have already been equipped and officers from DIZ board recently visited the first of these homes to be equipped in the Epping Forest District. The equipment installed consists of an Amazon hub, a small mobile tablet device and movement monitors in various rooms plus door monitors in places such as the toilet and fridge doors. These monitors produce daily data sheets that display daily activity and wellbeing as well as building a picture of normal routine to allow the system to flag any deviation as a potential issue to be investigated.



Webform for Assisted Collection applications

We are currently working on streamlining the application for an Assisted Collection process by introducing a webform, which is available both on our website and within the Customer Services Contact Centre. This will streamline and decrease the wait time for the elderly, disabled and infirm in obtaining an assisted collection of their containers. Currently, an application form must be posted out, then completed and returned to us for an assessment to commence. This can mean a long delay of some weeks to be able to start the assisted collection service. By completing the form online, or with one of our contact centre staff over the phone, the application is delivered directly to the area waste management officer within minutes. They can then quickly assess the application and process the change to collections. This could potentially shorten the wait time from a few weeks to 48

The Lime Farm FISH (Food in School Holidays)

The Community and Partnership team at EFDC along with partners Barnardo's Children's Centre's and the Epping Forest Food Bank, provide a holiday club for invited residents that are in need of support during the school holiday. The holiday club particularly focuses around food and nutrition, health and well-being and social interaction.

The club runs for two hours, with the first hour consisting of games, arts and crafts and sports and the second hour bringing together residents, volunteers and workers to share a meal. Since starting the Epping Forest FISH project three years ago, we have also seen and recognised the lack of social interaction that people experience during this time. The club is a fantastic way of alleviating this social isolation as it brings families together and encourages interaction with one another.



Stay Well this Winter

The Epping Forest Stay Well this Winter events have been developed by the Community and Partnerships Team, in partnership with the West Essex Clinical Commissioning Group, to promote Health and Wellbeing particularly over the winter months. The events target Epping Forest residents that are over 60, bringing together local health providers and practitioners who deliver key messages around health and well-being, medicine management, falls prevention, support services and accident prevention. Four successful events took place in November in Epping, Fyfield, Nazeing and Ongar with over 250 older people attending. The Stay Well this Winter events are promoted via local partners and by targeted promotion to ensure that both the general public, marginalised and hard to reach groups all have the opportunity to attend. We actively seek to break down barriers to ensure that everyone has the opportunity to attend, which includes transport and the use of facilities with appropriate access.

Strength and Balance Project for Care Homes

Delivery of a new project funded by Active Essex, to improve mobility and increase older people's level of physical activity in residential care homes, has begun with five care homes taking part. Our qualified exercise instructor initially visited each care home to deliver activity sessions to residents. The training sessions enable the activity coordinators to deliver safe and effective classes to their residents on a regular basis. In addition, the activity coordinators will receive mentoring and seven different short sessions have been developed on cards as a resource for the care homes to ensure sustainability of the project long-term.



Innovative housing solution for homelessness

We are embracing the innovative approach of using new, bespoke shipping containers as affordable housing units to help solve a growing housing crisis. The pods provide emergency accommodation to those struggling to find places to live. They are studio or one-bedroom homes and are insulated, fitted with windows, doors, kitchen units, radiators, electricity and running water. They not only provide an independent living solution, but also a cost-effective solution for the Council. Four have been installed as a trial project at our homeless hostel at Norway House in North Weald, providing temporary homes and storage for single people. Norway House already offers 48 rooms including single and double rooms in the main building and five chalets in the grounds for families, couples and individuals who find themselves homeless.

With over 1,500 people on the Housing Register, the pods offer a quick and innovative way of providing temporary accommodation for people facing homelessness, while more permanent places can be found for them. We work hard to provide homeless people with accommodation, advice, support and ultimately a better future. If the pods prove successful, we will be looking to introduce more to meet future needs of homeless people in the district.



Grant Aid Scheme for Community & Voluntary Organisations

EFDC awarded grants to voluntary and community groups involved in providing community, cultural or sports activities to support these organisations. Grants are awarded in order to provide successful services to residents of the Epping Forest district. In 2018-19, the Council awarded grants to a record number of community-based organisations from a range of groups from sports clubs to older people's services. In 2018-19, our grants totalling £83,450 have supported approximately 19,300 Epping Forest residents and over 1,000 volunteer roles.



Helping people at risk of domestic abuse

J9 is a Domestic Abuse initiative and its core aim is to raise awareness of domestic abuse and to enable all staff to understand their role and responsibilities. We provide free training courses to staff, agencies and voluntary groups across Essex. The courses explore the dynamics of domestic abuse and the impact abuse has on those involved and how this can differ according to gender, race or ethnicity, sexual orientation, faith, disability, or age.



A plan of action for victims of domestic abuse

EFDC continue to work in partnership Safer Places and Essex County Fire & Rescue Service providing Sanctuary Schemes for high risk victims of domestic abuse. Additional security measures are also provided, or a 'safe' room is created in the home to provide a sanctuary for people at risk.

Helping vulnerable victims of crime

EFDC also continue to work with the police, the voluntary sector and landlords to provide crime prevention advice and assistance to vulnerable people. The Homesafe scheme can provide peace of mind to vulnerable residents by making their homes safer and secure. Bespoke risk management plans are developed for people who are vulnerable through age, disability, race or their sexual orientation.

We are trained to respond

EFDC continue to provide training and refresher training on safeguarding which enables us to help identify vulnerable adults and children. We have also organised a number of bespoke training courses on Child Sexual and Criminal Exploitation, Hate Crime Ambassadors and mental health. These training courses are aimed at raising awareness amongst staff and partners and are accessible to all staff and partners working across the district.

Safeguard children and vulnerable adults

In 2018-19, our safeguarding team received 373 safeguarding reports which involved 372 children and 361 adults. Of these, 97 were reported to Social Care, 33 to the Police, and 54 to other agencies. 151 cases were not referred due to not meeting the statutory thresholds for Social Care however, all concerns were recorded and noted.

International Women's Day

International Women's Day has been celebrated across the world since the early 1900s. This year, through asking for a £1 donation from staff, we raised just over £150 for Safer Places, who provide support and an outreach service to women affected by domestic violence in our district. The money raised will contribute to helping the survivors of domestic abuse to recover, to empower and to rebuild their lives.



International Women's Day

Snapping the Stiletto exhibition

'Snapping the Stiletto' is an exhibition about Essex women, exploring how women's roles and opportunities have changed since gaining the right to vote in 1918. It also aims to dispel the negative stereotype of 'Essex girls' and their white stilettos, by highlighting the lives and achievements of Essex women. The exhibition was held at Epping Forest District Museum in Waltham Abbey from 12 January until 16 March. There are some famously owned heels on show including those from Essex actor Dame Helen Mirren and sportswoman Emma Hollis. Epping Forest District Museum is the first of five museums to host this touring exhibition, staged by Essex County Council with funding from the Esmee Fairbairn Collections Fund. Volunteers worked with 11 museums and discovered stories of women campaigning for the vote, improved health and welfare services, and animal welfare. They learnt about the crucial roles women played in wartime, women who ran successful businesses and women working at engineering firms in the county.



'GIVE A GIRL
THE RIGHT
SHOES, AND
SHE CAN
CONQUER THE
WORLD.'

MARILYN MONROE



Disability Inclusion Project

The Epping Forest Inclusion project has secured funding of £37,600 from Action for Children to provide a wide range of sport, physical and leisure activities for children and young people with disabilities until October 2019. The funding will enable the co-ordination and delivery of a range of sessions and activities enabling us to engage with children and young people with a wide range of interests. The project not only benefits the child with a disability but also the whole family. The inclusion of siblings at our holiday activities has been crucial for parents. Many parents often don't have the choice or opportunity to send siblings to the same activity as their child with disabilities. Having a child with a disability can often stretch the family unit and small things like being able to do activities together can prevent this. To date, approximately 1000 individual children and young people with disabilities have accessed this project.

Senior Safety Days in Nazeing

Two Community Champions from Nazeing helped to organise and promote a Senior Safety Day at St Giles Church, Nazeing, in March. Over 50 senior residents attended and were reminded how to keep safe in and around their homes. With speakers from Essex Fire & Rescue Service, Essex Police, Crime Stoppers and Neighbourhood Watch who spoke about fraud, scams and fire safety. All attendees went away more aware, having had good interaction with their peers and professionals. The day culminated with Arc theatre delivering a short piece of interactive theatre, which raised awareness of the various types of scams people may encounter and gave advice on how to avoid being a victim of scams and fraud. The feedback from those that attended was extremely positive and complimentary about the day.



30:30 Essex challenge

This year, we were involved in the 30:30 Essex challenge - a health and well-being initiative - promoting just 30 minutes of activity for the 30 days of June. 30:30 is a great way for you to get more physically active. The campaign encourages you to do 30-minutes of physical activity for 30 days (throughout the whole of June). You can choose any kind of activity, there are no restrictions on what you choose to do as long as you complete 30-minutes each day. You can tackle those 30-minutes as a block or you can break it down to three 10-minute sessions or two 15-minute sessions. We have a host of lunchtime classes and activities that helped staff to achieve the 30-minute objective!



Forever active programme

A packed programme of activities, crafts and social gatherings for adults in Epping Forest District is planned for the coming 12 months. Brochures and leaflets on a host of activities have been released covering May 2019 to March 2020. The Forever Active programme includes everyone - there's no restriction on age, ability or fitness.

The programme offers everything from cycling and walking football to yoga and pilates, as well as day trips to some of the country's most popular attractions.

Foreveractive

Leisure Activities April 2019 – March 2020



Waltham Abbey Leisure Centre

Waltham Abbey Leisure Centre in Essex celebrated its official opening on Saturday 15 June 2019, welcoming over 1,000 people through its doors throughout the day. Olympic swimmer Sharron Davies MBE opened the multimillion-pound centre in Waltham Abbey with our Chairman, Councillor Richard Bassett. The centre also held an Oceans of Fun event which offered free spaces to kids aged 7 - 14 years to experience different aquatic sports such as mini water polo, synchronised swimming and fast swimming. The event was offered as part of a collaboration between leading swimming brand Zoggs campaign and Total Swimming, set up by Olympian Steve Parry. It aims to inspire more children to actively get involved in aquatic sports. Attendees also received expert training advice from Olympic Swimmer Grant Turner, who competed in the London 2012 games and Team GB synchronised swimmer, Genevieve Randall. The community facility, which first opened to the public in November last year, has already proved popular, welcoming over 150,000 visitors to date and more than doubling gym memberships within its first eight weeks of opening.

Buckhurst Hill Social Isolation Project

A key finding from the Social Isolation research work in Buckhurst Hill was the request from residents for a beginner's yoga session. As a result, a beginner's yoga session has been set up at St James Church Hall in Buckhurst Hill, 6.30pm to 7.30pm every Wednesday. The first session took place at the beginning of April with 28 people attending. The session is open to all ages and abilities and is £5 per session.

A toolkit and social isolation awareness information session has been developed and is available to be delivered throughout Epping Forest District to help people understand what social isolation is and how people can help to reduce the levels of social isolation.

Workplace Health Champions

In January 2019, we called for enthusiastic and motivated people to develop activities and initiatives that promote health and wellbeing across the Council, commencing February 2019. The role gives individuals the opportunity to shape the Wellbeing Programme, which was set up to improve the wellbeing of our workforce. The role requires a commitment of one - two hours a week at work to the project, and successful colleagues receive training, as well.



Rotary Essex Disability Games

Our leisure contract manager, Peter Charman, the team at Ongar Leisure Centre and Rotary Clubs in London, Essex and Hertfordshire, supported in staging the first Rotary Essex Disability Games. Organisers were looking for a venue and Peter offered up Ongar Leisure Centre from its disabled access point of view. Hilary Wrightman, joint event coordinator and a member of the Rotary Club of Roding, contacted us to register her thanks to Peter, and appreciation for our Chairman, Richard Bassett in attending the event. Cllr Bassett said he thoroughly enjoyed the games: *“The competitors were having a great time trying the various activities and it was really good seeing them having fun supporting each other. Very well done to all the organisers and helpers. These were not people with disability but people with real ability and I was honoured to be part of the event.”* The event was opened by Paralympian Anne Wafula Strike MBE. Around 60 competitors took part in various sports - boccia, bowls, table tennis, darts, bagatelle, stick ball, quoits, wheelchair slalom and new age curling. There was also a wheelchair basketball demonstration and a chance for some of the competitors to try out the special wheelchairs. Plans are already in hand to make this an annual event, with the next Rotary Essex Disability Games set for 17 May 2020.



Crochet group helps residents in care homes with dementia

Our Community Engagement Officer set up a crochet group to bring residents together. Their project has been making innovative aids to helping people with dementia 'Twiddlemuffs' - as they're known - are knitted, crocheted or fabric tubes with accessories such as buttons, bells, ribbons sewn onto them. They help ease agitation in people with dementia by keeping their hands and minds occupied. Over a month, the group - which meets at the Monkshams Pub, Buckhurst Way, made 14 items and donated them to the Lower Queens Care Home in Buckhurst Hill. *“We met residents so they could select a twiddle muff as a gift. The happiness and joy was so evident and many residents expressed their sincere gratitude,”* said the Community Engagement Officer.



LGBT History Month and training opportunity

February 2019 was lesbian, gay, bisexual, and transgender (LGBT) History Month. To mark this event, the Project & Programme Management team invited the charity Outhouse East to deliver LGBT awareness training for staff. A successful pilot of this training took place on 28 January, covering bullying and hate crime, sexuality and gender identity and explored four out of the nine protected characteristics, as set out in the Equality Act (2010). The sessions were in high demand and very popular across all local authorities in Essex, and Outhouse East very kindly offered to deliver a further four sessions to EFDC staff in May.

Pride Week

Essex Pride is an annual celebration of LGBT+ in Essex and beyond and takes place in Chelmsford Central Park. Essex Pride has been running since 2003. Every year we fly the rainbow flag outside the Civic Offices in support and celebration. This is an event for the whole community. Pride inspires everyone to embrace equality and demonstrates that people from all walks of life can join together and celebrate diversity.



Dignity at Work

A network of Dignity at Work officers has been created at EFDC. To date, we have enlisted seven people from across the council, from planning to benefits and operations to enforcement. Dignity at Work Contact Officers play a vital role in promoting a positive environment where people are treated fairly and with respect. Their aim is to highlight and erase harassment, bullying, victimisation and any other forms of discriminatory behaviour which are totally unacceptable in the workplace. The role is voluntary and undertaken alongside their day jobs. As well as providing information to individuals, Dignity at Work Contact Officers intend to meet on a quarterly basis to identify common concerns and contribute to the development of positive and preventative action to improve communications and relationships between and amongst staff. They are also available to support anyone who feels they are being victimised in any way.

Talk to someone about your

DIGNITY AT WORK

Dignity at work champions offer a confidential ear

They are here to help and support you if you feel harassed, bullied, treated unfairly or without respect

Find out more, visit www.efdc.uk/intranet



Looking forward

We will publish more equality information in the July 2020 and annually in July thereafter.

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Report to Stronger Council Select Committee



Date of meeting: 15 October 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:

(1) That the Select Committee reviews Q2 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 Q2 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.