

Council Agenda



Epping Forest District Council

NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the VIRTUAL MEETING ON ZOOM at 7.00 pm on Thursday, 25 February 2021 for the purpose of transacting the business set out in the agenda.

A handwritten signature in blue ink, appearing to read 'G Blakemore'.

Georgina Blakemore
Chief Executive

**Democratic Services
Officer:**

Gary Woodhall Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

WEBCASTING NOTICE (VIRTUAL)

Please note: this virtual meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting, that cannot be overcome, the Chairman may need to adjourn the meeting.

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

The Democratic and Electoral Services Manager will read the following announcement:

“I 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). Thereby by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, the Chairman may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

4. MINUTES (Pages 7 - 24)

To approve as a correct record and sign the minutes of the meetings held on 17 December 2020 and 08 February 2021, as attached.

5. ANNOUNCEMENTS

(a) Chairman's Announcements

6. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

(a) to the Leader of the Council;

(b) to any Portfolio Holder; or

(c) to the Chairman of the Overview and Scrutiny Committee.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

7. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained within the Council's rules in Part 4 of the Constitution on any matter in relation to

which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;
- (b) to the Leader of the Council;
- (c) to any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

The Council's rules provide that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

8. REPORTS FROM THE LEADER & MEMBERS OF THE CABINET (Pages 25 - 70)

To receive reports and any announcements from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Commercial and Regulatory Services Portfolio Holder (attached);
- (c) Report of the Customer and Corporate Support Services Portfolio Holder (attached);
- (d) Report of the Environmental and Technical Services Portfolio Holder (attached);
- (e) Report of the Finance and Economic Development Portfolio Holder (attached);
- (f) Report of the Housing and Community Services Portfolio Holder (attached); and
- (g) Report of the Planning and Sustainability Portfolio Holder (attached).

9. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Council's rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; or

(ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

The Council's rules provide that answers to questions without notice may take the form of:

(a) a direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;

(b) where the desired information is in a publication of the Council or other published work, a reference to that publication;

(c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or

(d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Service Director.

In accordance with the Council's rules, a time limit of thirty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further ten minutes at their discretion.

10. MOTIONS

To consider any motions, notice of which has been given under the Council's rules.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

Reports of the Cabinet

11. PAY POLICY STATEMENT 2021/22 (Pages 71 - 78)

(Customer & Corporate Support Services Portfolio Holder) To consider the attached report from the Cabinet recommending the Pay Policy Statement to Council.

12. COUNCIL BUDGET 2021/22 (Pages 79 - 154)

(Leader) To consider the attached report.

Notes

That a recorded vote is held on the recommendations contained within the report, in accordance with the Council Procedure Rule V3 'Voting at Budget Decision Council 18 February 2016 Meetings' which directs Members to comply with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, immediately after any vote is taken at a budget decision meeting there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

"Budget decision" means a meeting at which:

(a) a calculation is made (whether originally or by way of substitute) in accordance with any of the Sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49,

52ZF, 52ZJ of the Local Government Finance Act 1992, as amended; or

(b) a precept is issued under Chapter 4 of Part 1 of that Act,

and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting.

References to a vote are references to a vote not only on the substantive budget motions agreeing the budget, setting council taxes or issuing precepts, but also on any amendments proposed at the meeting.

13. COUNCIL TAX SETTING 2021/22 (Pages 155 - 164)

(Finance and Economic Development) To consider the attached report.

14. QUALIS QUARTERLY MONITORING REPORT - Q4 2019/20 (Pages 165 - 230)

(Commercial and Regulatory Services) To consider the attached Qualis report which covers the 4th quarter up until the 31 October 2020.

15. OVERVIEW AND SCRUTINY COMMITTEE (Pages 231 - 232)

To receive the report of the Chairman of the Overview and Scrutiny Committee and to answer any questions without notice asked in accordance with Council Rules.

16. MEMBER REMUNERATION PANEL

Report to follow.

17. JOINT ARRANGEMENTS & EXTERNAL ORGANISATIONS

(a) To receive from Council representatives the reports (attached - if any) on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and

(b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

18. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Background Papers: Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

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

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council

Date: 17 December 2020

Place: Virtual Meeting on Zoom

Time: 7.00 - 9.30 pm

Members Present: Councillors H Kane (Chairman), J Share-Bernia (Vice-Chairman), N Avey, R Baldwin, R Bassett, N Bedford, P Bolton, H Brady, R Brookes, L Burrows, G Chambers, D Dorrell, I Hadley, S Heap, S Heather, R Jennings, S Jones, S Kane, H Kauffman, P Keska, Y Knight, J Leppert, C McCredie, J McIvor, L Mead, G Mohindra, R Morgan, S Murray, S Neville, M Owen, J Philip, D Plummer, C P Pond, C C Pond, S Rackham, B Rolfe, M Sartin, P Stalker, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Apologies: Councillors A Beales, J Jennings, A Lion, M McEwen, A Mitchell, A Patel, C Roberts, D Roberts and B Sandler

Officers Present: G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), A Small (Strategic Director Corporate and 151 Officer), S Jevans (Strategic Director), G Woodhall (Team Manager - Democratic & Electoral Services), J Leither (Democratic Services Officer), A Hendry (Democratic Services Officer) and S Kits (Lead Corporate Communications Officer - People)

41. WEBCASTING INTRODUCTION

The Democratic Services Manager reminded everyone present that the virtual meeting would be broadcast live to the Internet and that the Council had adopted a protocol for the webcasting of its meetings.

42. MINUTES

RESOLVED:

That the minutes of the Council Meeting held on 29 October 2020 be taken as read and signed by the Chairman as a correct record subject to page 4, Questions without Notice, (d) New Epping Sports Centre, it stated Councillor J H Whitehouse had asked a question to the Environmental and Technical Services Portfolio when in fact it should have read Councillor J M Whitehouse.

43. DECLARATIONS OF INTEREST

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

44. ANNOUNCEMENTS

- (a) Announcements by the Chairman of Council

(i) Former Joint Chief Executive John Scott

It was with much sadness that the Chairman informed Members that former Joint Chief Executive John Scott had recently passed away.

John Scott joined Epping Forest District Council as a housing manager and rose to become joint Chief Executive. As District Health and Housing Officer, his signature appeared on countless tenancy documents and agreements. His name was synonymous with house and home for thousands of local families.

He was an 'old-school' public servant. Housing was his vocation. Sometimes seen as a gruff plain speaker, those closest to him knew him to be a sensitive man who cared deeply. Today, many thousands of people live in safe, warm, good quality housing thanks to John Scott's legacy.

When the council restarted its council house-building programme, John Scott Court in Waltham Abbey was named in his honour.

Members paid tribute to the memory of former Joint Chief Executive John Scott and a minutes silence was held in his honour.

(ii) Lighting of the Menorah in Epping

The Chairman advised that she was delighted to be invited to attend the switching on of the Menorah in Epping.

At sundown on Thursday 10 December 2020 a giant Menorah (candelabra) was lit on the green in Epping to mark the start of the Jewish Festival of Chanukah.

It was the first time the festival had been marked in this way in Epping and had been brought about by Rabbi Yossi Posen and his wife Rivka who direct a Jewish Community Centre, the Chabad Centre which served Epping and the wider areas of West Essex.

(iii) Julie Chandler

The Chairman informed Members that Julie Chandler, Service Director, Communities left EFDC on the 11 December 2020 after 42 years of dedicated service to Epping Forest District Council.

The Chairman advised Members that Julie was one of the most committed members of staff she had the privilege to work with in her capacity as Portfolio Holder for Leisure. Hours were spent discussing and monitoring the progress of the refurbishment of the Museum and the excitement of opening the Tenders for the New Leisure Contract.

Julie started her career at EFDC as a lifeguard and sports coach at Ongar leisure centre back in 1978 she was promoted to an assistant manager working from the Hemnall Street offices where at its peak the over 50's New Horizons programme had over 2000 taking part in physical and social activities every week.

Promotion again came and as an Assistant Sports Development Officer Julie was responsible for managing holiday playschemes across the district. Stepping up again she was appointed Leisure and Promotions Officer responsible for the new logo's and marketing materials of all the leisure centres and the museum.

Many other promotions followed until Julie was appointed Service Director for Communities and Partnerships.

It must be noted that in her time Julie and her teams have competitively secured around £10 million external investment in Council Services for the community and her services have been and continue to be models of best practice across Essex.

I am sure that I speak for all members that Julie was an outstanding member of staff and we thank her most sincerely for her commitment to sport and to the district.

Julie will be missed but we wish you well in your new appointment.

(iv) Civic Offices

The Chairman advised that the Civic Offices would be lit up in green from the 24-26 December 2020 sending a message of hope.

45. PUBLIC QUESTIONS (IF ANY)

The Council noted that there were no public questions under notice that had been submitted for consideration at this meeting.

46. QUESTIONS BY MEMBERS UNDER NOTICE

The Council noted that there were no questions by members under notice that had been submitted for consideration at this meeting.

47. REPORTS FROM THE LEADER & MEMBERS OF THE CABINET

The Council received written reports from Portfolio Holders. The Chairman invited the Leader of Council to provide an oral report and the opportunity for other members of the Cabinet to give updates on matters concerning their relevant portfolios.

(a) Leader of Council

Councillor C Whitbread stated that it had been a busy time since the Council last met and a lot of the Council's efforts had revolved around the Covid-19 situation. Members were aware that the Covid figures have been rising and the UK were in the top ten for infection rates.

Resources had been received from Essex County Council and the Government as businesses in the district had been hit very hard and he thanked the Officers for all their hard work and effort to help in getting the grants out to businesses across the district. There was also help for the residents who were self-isolating and encouraging those that should be. The message to all residents was about personal responsibility and hope that over the Christmas period people keep their travelling down to a minimum and to keep themselves as much as they can to stay within their own homes, so enjoy Christmas make the best of it but keep in mind all the people around us and let's try and get this virus beaten. It was encouraging to know that a vaccination has been found and the roll out of that had now started and we can all look forward to a better 2021.

The Council have signed and completed on a lease with HMRC for a customs facility at North Weald Airfield, which had been achieved within Government timescales and will become effective on the 1 January 2021 when Great Britain leaves the European Union and Members will be kept updated at this progresses.

Good progress was being made on the refurbishment of the Civic Offices and would be finished on schedule, by the fourth quarter of this municipal year and it will be good to get back to face to face meetings. It was encouraging to see that the apprenticeship scheme was continuing with a new intake of apprentices.

The recovery was high on the Councils agenda and there has been some brilliant work done by Members and Officers and a number of reports that have come forward to Cabinet and then onto Council in recent times and again my thanks go out to Officers for all that they were doing to help and aid that recovery. This will be really important when we come through the post-Covid period that we have an economic strategy that works as we move forward.

(b) Housing and Community Services Portfolio Holder

Apprentices

Councillor H Whitbread advised that she had recently met six of the new housing apprentices and that she was really impressed how they had all gotten involved so quickly within the few months they had been working particularly during the pandemic.

Stay Well this Winter

Councillor H Whitbread stated that senior residents in the district were being encouraged to 'Stay Well this Winter', an even more important message this year given the challenges of the pandemic. I recently gave out a pack to one of my elderly neighbours. The packs contain useful information on how to stay well for the winter, hand sanitiser and a torch. These packs have been given out to all elderly residents across the Epping Forest district and was a very useful resource particularly at this time.

MiLife C19 Project – The Youth Council

Councillor H Whitbread advised Members that Cabinet had agreed funding for the Youth Council who continued to do brilliant work and had been working on a MiLife C19 project. This project was an online virtual programme with information about Covid-19 and resources, tips and coping mechanisms to encourage and support young people who were struggling with mental health issues.

(c) Environmental and Technical Services Portfolio Holder

Councillor N Avey advised in his report he had mentioned the new Highways Ranger service, which was a good news story for 2020. This service was working very well and we should thank the Officers involved for getting this service up and running so successfully.

48. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Chairman thanked Members for giving notification of intentions to ask questions without notice.

(a) Essex County Council's for the vulnerable during the Christmas period.

Councillor L Burrows asked the Housing and Community Services Portfolio Holder if she would like to comment on Essex County Council's support for the vulnerable through the Holiday Hunger and Welfare schemes.

Councillor H Whitbread replied that she was pleased when Essex County Council announced a Holiday Hunger programme, with the help of Government funding were able to roll out this programme. There were two specific programmes running in the district, one at Ongar Primary School run by the Red Balloon Foundation from the 21-23 December, there will be activities, arts and crafts for residents and children to get involved with as well as a healthy meal and a food parcel to take home. The second programme was at Oakwood Hill Community Centre in Loughton run by the Restored Church. In addition to this programme Voluntary Action Epping Forest and Essex Child and Family Wellbeing services were also providing food parcels and support to vulnerable families during this time.

(b) Demand responsive and regular services which were replacing bus route 87

Councillor C C Pond asked the Environmental and Technical Services Portfolio Holder what was being done with regard to linking in the Epping Forest Retail Shopping Park with Debden Broadway. He added that it seemed wrong that the Council should own a retail park and the only way to travel to the park was by car.

Councillor N Avey advised that he did not know the answer to the question but did agree with what Councillor Pond had said, he advised that he would speak to the officers concerned and reply back to Councillor Pond.

(c) How Covid had affected the District in 2020

Councillor G Chambers stated that 2020 had been a very difficult year and asked the Leader of Council if he could sum up how Covid had affected the district in 2020 and how the Council had performed during this period.

Councillor C Whitbread agreed that it had been a difficult year but it had shown the importance of Local Government, how good the officer teams were, how well that everyone, Councillors and Officers, had pulled together through the pandemic. There had been some brilliant examples in the way the Government grants were quickly turned around and sent out to businesses, Epping Forest was one of the fastest to get these grants paid in Essex. The work done around the welfare section and the ability to help high streets become socially distanced and doing the job as normal against the most difficult times. Learning to work from home, being flexible and doing all those extra things that make Epping Forest a special place to live and work in. As we move into 2021 there will be some hard times ahead and he had every confidence that Epping Forest would weather the storm and move forward.

Councillor C Whitbread advised that this was Councillor G Chambers last meeting as a District Councillor as he was stepping down to further his career and would like to take this opportunity on behalf of himself and all members to wish him well wherever the future took him.

(d) Civic Offices Accommodation Project

Councillor J M Whitehouse asked the Leader of Council if discussions had taken place with Essex County Council regarding the library and whether it would be occupying any of the space in the Civic Offices.

Councillor C Whitbread advised that there were ongoing discussions with ECC, negotiations were going well and hopefully by the next Full Council there will be some positive news to report.

(e) Qualis Staff Salaries

Councillor S Heap asked the Leader of Council how many employees had come from EFDC to Qualis and were Qualis paying their salaries.

Councillor C Whitbread advised that there had been staff transferred from the Council to Qualis and these staff were paid for by Qualis.

(f) Response from the MP about moving into Tier 3

Councillor S Murray asked the Leader of Council given that we had recently moved into Tier 3, does the Leader think the response from our MP was woefully inadequate in the sense that her only public quote was "I know this is disappointing news for the constituents and businesses". Therefore will the Leader use his good efforts to make sure that himself and our MP can go knocking on the Government's door and make sure that the businesses that were suffering got the support and were fully compensated, especially those in the hospitality sector.

Councillor C Whitbread advised that he did not have to comment or defend anyone's actions but would like Councillors to know that he was with the MP, Dame Eleanor Laing on Friday 11 December as she was preparing a letter to the Health Minister arguing most strongly for Essex to stay in Tier 2 and in particular Epping Forest. He stated that he knew how difficult moving into Tier 3 was for businesses, it was devastating for them, not only for the hospitality industry, it was devastating to all the feeder businesses, self-employed people who had not got three years of accounts and families. It was hard but the Government had to make tough decisions at this time and the Government were doing their best to get funding to businesses.

The job of the District Council was to get that funding to the businesses as quickly as possible and he advised that he had every confidence that the team at EFDC were working on that now. This Pandemic was ongoing and until it was under control there would be tough times ahead.

(g) Qualis – Social Housing

Councillor D Plummer asked the Housing and Community Services Portfolio Holder why council housebuilding under the Council's House Building Programme was subject to affordable rents rather than social rents. Affordable rents were a misnomer in that they would charge 80% or the market rate which was far from affordable for many families and also new council homes were subject to Right to Buy. Will the District Council commit to setting up a social housing association as part of the Qualis Group or could reasons be given as why this was not feasible.

Councillor H Whitbread advised that Qualis were committed to following the Council's Local Plan and delivering 40% affordable housing and the District Council continues with its Council Housebuilding Programme. With certain projects the Council look at different kinds of tenancies for example, St John's Road, a project looking to be delivered in Epping, those properties would not be the subject of a Right to Buy the Council and Qualis did look at different tenancies and different models of local housing were looked at with every site.

(h) The Landmark Building, The Broadway, Loughton

Councillor D Wixley asked the Leader of Council, in the absence of the Commercial and Regulatory Portfolio Holder, for several weeks there had been scaffolding up at the Landmark Building and it looked like there was work being done on the cladding, therefore concern had arisen whether the cladding was safe from a fire point of view and if there was an issue and would the Council have to bear the cost of any such remedial work or would it be down to the company that built the building.

Councillor C Whitbread advised that the Landmark was modern and Building Regulations had improved immensely and therefore the materials used would have been safe from a fire point of view. He would advise Councillor Patel to look into what was had been going on at the Landmark building and who would bear the costs and would ask him to report back to you.

(i) United Nations Universal Declaration of Human Rights

Councillor J Leppert asked the Leader of Council on behalf of a resident in his ward if he could clarify, in the light of a recent well-publicised Standards Committee case, whether he and the Council did or did not support and endorse Article 19 of the United Nations Universal Declaration of Human Rights which stated that everyone had the right to freedom of opinion and expression which included freedom to hold opinions without interference and to seek to impart information and ideas through any media and regardless of frontiers.

Councillor C Whitbread replied that everyone had a right to an opinion and everyone had a right to be responsible with their opinions, unfortunately some people aren't responsible with their opinions and unfortunately Councillor Leppert you found yourself in that position.

(j) Qualis Fleet of Vehicles

Councillor J H Whitehouse referred to the report of the Environmental and Technical Services Portfolio Holder where it stated that a fleet of 24 vehicles had been provided to Qualis by the Council and wondered if the Council had already given millions of pounds to Qualis why therefore were the Council providing the vehicles to Qualis.

Councillor N Avey replied that he did not know the answer to the question and that he would get back to her. If he found there to be an issue he would publicise it to the rest of the Council.

(k) Government Business Grants during Tier 3 of the Pandemic

Councillor D Sunger stated that as the District had now moved into Tier 3 could the Customer and Corporate Support Services Portfolio Holder confirm that the grants from the Government for businesses that needed support have now been distributed by the District Council and how many grants had been given out so far in this tranche.

Councillor S Kane replied that he was very conscious of the problems facing local businesses in the recent months due to the Pandemic and in particular the hospitality sector. The Government had made available to businesses a wide range of grants for businesses to provide some financial assistance which was then administered by the Council as the Local Authority. There were a number of different grants and the movement of our District by lockdown and different tiers had created an enormous complexity in the process. Businesses first had to apply for us to administer the

grants. He therefore assured Members and businesses that officers were doing the absolute best to make the application process as easy as possible, whilst maintaining the integrity of the award process which was required by Government. Officers had a target of paying all verified business applications by the Christmas break.

If businesses were contacting Members they should be referred to the EFDC website which was being reviewed and constantly updated in line with the most recent changes and ongoing circumstances.

(l) Qualis buying Commercial Property

Councillor M Owen stated that his question was to the Commercial and Regulatory Portfolio Holder and in his absence hoped that someone else could answer his question. He advised that he had some concerns with Qualis buying commercial businesses as this time, outside of the District, when a lot of businesses were reporting that their workforce would now be working from home and they would be reducing the headcount in their offices. Should Qualis still be going down this commercial property route or should they be re-assessing.

Councillor H Kauffman, Qualis Board Director advised that he was Chairman of the Risk Committee and Qualis had bought two assets, one was a Wickes DIY store in Malden and the other was an office building in Leatherhead. The blended yield was around 7%, if you look at interest rates, banking wise, the rate was down at zero and therefore you would be in negative interest rate territory very soon. Over the next two or three years money will go down in value and assets will go up, assets over the long term always go up therefore we had to buy carefully. He stated that he had been in this kind of business since 1977 and had also been to see the assets, he knew the quality of the assets, they were robust and not over rented. The office building in Leatherhead was rented by Hyundai and Zoetis, they were both multi-national multi-billion pound businesses and the rents they were paying were approximately £28 per square foot, which was very good value for a fully refurbished building. The office block has a ten year income stream and both properties were producing a gross income stream to Qualis of just under £1.4 million a year.

The Council had lent Qualis the money at an interest rate so Qualis was already paying a premium price for the money and getting a significantly surplus yield as we were receiving 7% blended on secure assets.

(m) Mitigation Strategy

Councillor D Dorrell stated that he welcomed the decision of Natural England to accept the Mitigation Strategy asked the Planning and Sustainability Portfolio Holder if he could give some indication to those whose business lives were being held up by the delay of nearly 2 years and what the next steps were and what actions were being put in place to expedite this problem matter.

Councillor N Bedford stated that he was please to announce that the Air Quality Mitigation Strategy had finally been agreed with Natural England. Officers from the Council at the highest level and those of Natural England to work tirelessly to get this Mitigation Strategy agreed.

I would like to take this opportunity to thank Dame Eleanor Laing for intervening which helped drive this forward without her assistance The Council would still be without a policy that had been agreed.

At earlier Council meetings it was reiterated to Members how important this document was for business and builders who had no work and their businesses were failing, if we did not get this policy approved it would affect everyone in this district. The strategy affects everyone in the district from those that want to build a granny annex to the local small time builder who was building two or three houses where originally there was just one property.

The Conservative party have pushed this policy to the limit, it has been scrutinised over and over and the best minds in the Country had looked at it so much that Natural England were going to use the EFDC strategy as an exemplar to producing Air Mitigation Strategies.

I hope that Members would be able to support this interim strategy, without calling it in, to enable the Council's Planning department to start releasing the backlog of applications that they hold.

(n) Sites in Epping for development

Councillor C McCredie asked the Leader of Council with regard to the five sites in Epping to be developed by Qualis and would like to be assured that the green initiatives for these sites were not just a token gesture but would be planned and managed in a sustainable way.

Councillor C Whitbread agreed and replied that it went without saying.

(o) Work on the Civic Offices

Councillor P Stalker stated that he was pleased to learn that the work on the Civic Offices was progressing well and was looking to see the new facility and what it had to offer. He asked the Leader of Council for an update on when the Civic Offices would be completed and what services would it include.

Councillor C Whitbread advised that the Civic Offices would be completed by quarter 4 and was making good progress he added that when it was finished it would be amazing and will have multiple uses. The ground floor would hopefully house a library and negotiations were currently ongoing with ECC and a number of other partners and will bring forward an exciting future for the Council.

It was not just about the Civic Offices in Epping because we were a District that covered five major centres, rural and urban areas and it was about trying to reach out to those areas as well. The important thing to come out of this was the Civic Offices would be an office fit for the 21st century.

49. MOTIONS

(a) Voluntary and Charitable Organisations

Moved by Councillor S Murray and seconded by Councillor S Neville

“That Epping Forest District Council:

(1) Notes, recognises and celebrates the contribution and hard work of the voluntary sector and the many community groups working throughout the Epping Forest District;

(2) Puts on record Member's thanks to the many volunteers for their many hours of service to our local community; and

(3) Resolves to continue to support the voluntary sector and as many community groups as possible throughout 2021 and beyond."

Carried

Motion as first proposed ADOPTED

RESOLVED:

That Epping Forest District Council:

(1) Notes, recognises and celebrates the contribution and hard work of the voluntary sector and the many community groups working throughout the Epping Forest District;

(2) Puts on record Member's thanks to the many volunteers for their many hours of service to our local community; and

(3) Resolves to continue to support the voluntary sector and as many community groups as possible throughout 2021 and beyond.

50. QUALIS BUSINESS PLAN

Mover: Councillor A Patel, Commercial and Regulatory Services Portfolio Holder

In the absence of Councillor A Patel, Councillor C Whitbread presented a report regarding the Qualis Business Plan 2020/21. He advised that Cabinet had considered the Qualis 2020/21 Business Plan Report at its meeting on 3 December 2020 and had Recommended the Plan to Council to be approved.

The Governance framework for Qualis, as agreed by Cabinet on 6 February 2020, set out the requirement that Qualis should seek agreement from its sole Shareholder (Epping Forest District Council - Cabinet and Council) for its proposed activities in the forthcoming year.

Under the terms of the Shareholder agreement between Qualis and the Council, Qualis were required each year to bring forward an annual and a 4-year Business Plan for agreement. The Business Plan set out the detailed activities for Qualis in the forthcoming year and once agreed by the Council, Qualis could deliver these activities without further recourse to the Council. Approval of the Business Plan represented the Council's main mechanism for annually influencing and controlling the activities of Qualis. During the year Qualis must only seek Shareholder approval if an action or activity sat outside of the approved Business Plan.

The Business Plan submitted by Qualis, attached to the agenda (pages 51-52), met the requirements to produce a 1 year Plan, setting out their immediate priorities. However, Qualis had asked for more time to produce their 4 year Strategic Plan as the permanent Board membership was only confirmed by Council on 29 October 2020. This would then give the new Board sufficient time to properly consider direction, longer term plans and strategy. Cabinet agreed that more time to properly undertake the development of a 4 year Plan was appropriate.

Councillor H Kauffman advised that in terms of complete transparency to all Members, he would like to propose a Full Members briefing to take place towards the end of January 2021 on the Qualis Investment Strategy, the two properties that have been bought, the one that was under negotiation and a discussion around the rationale behind those properties and their risk profile. If a presentation from an economist could also come to the meeting to give a strategy for the goals Qualis are trying to achieve, to assemble a institutional portfolio with limited risk that would stand Qualis and the Council in good stead for the long term.

Proposed by Councillor H Kauffman and seconded by Councillor S Kane.

Report as first moved: **ADOPTED**

RESOLVED:

- (1) That the Qualis 2020/21 Business Plan be agreed; and
- (2) That an All Member Briefing be held towards the end of January 2021 on the Qualis Investment Strategy.

51. LOCAL COUNCIL TAX SUPPORT SCHEME 2021/22

Mover: Councillor S Kane, Customer and Corporate Support Services Portfolio Holder

Councillor S Kane presented a report regarding the Local Council Tax Support Scheme for 2021/22, which had remained unchanged from 2020/21.

Report as first moved ADOPTED

RESOLVED:

That the revised Local Council Tax Support Scheme for 2021/22 be approved.

52. OVERVIEW AND SCRUTINY COMMITTEE

The Council received a written report from Councillor M Sartin, the Chairman of the Overview and Scrutiny Committee regarding the meeting that was held on the 19 November 2020. She advised that there was an amendment on page 75 of the Agenda in paragraph 1. where it referred to Dr John McGill this should in fact be Mr John McGill.

Councillor S Murray expressed concerns regarding the release of the restrictive covenants to Epping Forest College (New City College). He thanked the Members and Officers involved with the call-in to safeguard the land and the proposed new wellness centre for the community; and to resolve the future of the remaining open space and its protection for the community in perpetuity.

The sports hall that was built with public subscription for ordinary working class people to use which then got transferred to the college without any compensation to the local community. The College then proceeded to knock it down and sold the land for millions of pounds and an old peoples home was built on that land. New City College have campuses all over the country so what guarantee do the Council have that the money will be spent on the college in Loughton.

Councillor S Murray then went onto comment about the appointment of the new Chairman and Vice Chairman of the Stronger Place Select Committee and thought it was unfair that none of the minority groups were considered for these positions.

He asked the Leader if in 2021/22 he would be prepared to accept nominations for any chairman and vice-chairman for the Council and the Select Committees from a non-Conservative group.

Councillor C Whitbread advised that his group would be meeting regularly and would discuss Councillor Murrays question and would in time let the other groups know what they decide. It had been a very difficult year and next year would be no easier therefore, we all had to focus going forward to do the best that we can for the Epping Forest district.

Councillor M Sartin stated this was an outline report of the Overview and Scrutiny meeting on the 19 November 2020 and the minutes of that meeting will be published shortly and they were very detailed minutes going in depth on a lot of these items. The call-in for the release of the restrictive covenants to Epping Forest College (New City College) did get referred back to Cabinet on 3 December 2020 and it was Cabinet who made the decision.

Councillor C C Pond stated that the fact the call in was referred back to Cabinet for further consideration, he advised he was looking to the Leader of Council to find a way of protecting in perpetuity the remaining open space which will be left in the so-called wellness centre so that at 5, 10 or 15 years down the line we do not have to have the same argument again and that it should be protected for the use of the people of the district in general and Loughton in particular.

Councillor C Whitbread replied that we all know how important green spaces were especially now in the light of the pandemic. In the new year I will arrange a meeting with the Chief Executive, Councillor Pond and myself to see if there was any way we could take forward some form of method of more protection for that area.

RESOLVED:

That the Overview and Scrutiny report for the meeting held on the 19 November 2020 be noted.

53. STATEMENT OF LICENSING POLICY

Mover: Councillor R Morgan, Chairman of the Licensing Committee

Councillor R Morgan advised that on 30 November 2020, the Licensing Committee considered a report on renewing the Council's Statement of Licensing Policy.

The Licensing Authority had a statutory duty to review its licensing policy and as such, a consultation was carried out, beginning 22 September 2020 to 16 November 2020.

The new Policy updated the existing, to align with current internal council decision making; informing on current guidance and other publications and updating details of consultees. There was also a section that covered Exchange of Information, not included in the previous Policy document, which recognised the Council's responsibilities under the General Data Protection Regulations. The Policy document would be reviewed again no later than 2025 or such earlier time if deemed necessary.

Report as first moved: **ADOPTED**

RESOLVED:

That the recommendations from the Licensing Committee be adopted.

54. CALL-IN AND URGENCY - ADDITIONAL RESTRICTIONS GRANT POLICY

The Chairman of Council, Councillor H Kane advised that in accordance with the Overview and Scrutiny Rule 53 (Special Urgency) of the Constitution she was satisfied that the following decision of the Cabinet was reasonable in all circumstances and should be treated as a matter of urgency as any delay likely to be caused by the call-in process would seriously prejudice the Council's interests, as it would substantially lessen the time to get grant payments to struggling businesses.

The Government has made available a range of grants for businesses during the Covid period. One of the grants related to those businesses that can remain open during the latest Covid lockdown but were severely affected by its impact, as an example there will be businesses that supply the hospitality business and remain open yet their income has been severely affected. The grant was referred to as the Additional Restrictions Grant (ARG) and it was for each local authority to determine their own policy in relation to this in accordance with Government guidelines.

Decision:

- (1) That the Additional Restrictions Grant policy be approved; and
- (2) That the Chairman of Council be requested to waive the call-in requirements for this decision due to it being considered urgent and any delay caused by the call-in process would seriously prejudice the public interest.

55. JOINT ARRANGEMENTS & EXTERNAL ORGANISATIONS

(a) Voluntary Action Epping Forest (VAEF)

The Council received a verbal report regarding VAEF from Councillor B Rolfe, he advised that he had now attended the AGM and a meeting of the Trustees. He stated that he did not see any minutes from the VAEF as these were private meetings and he thought he should be party to those minutes.

The next meeting was on the 25 January 2021 and he stated he intended to bring a report to the next Council meeting.

Councillor S Murray thanked Councillor Rolfe for his report and stated that VAEF had a private element where other members were not invited, this was normal practice amongst most organisations.

Councillor D Plummer advised that VAEF sent out regular email updates to members and he found these to be very informative.

CHAIRMAN

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EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 8 February 2021

Place: Virtual Meeting on Zoom **Time:** 7.00 - 9.01 pm

Members Present: Councillors H Kane (Chairman), J Share-Bernia, N Avey, R Bassett, R Baldwin, A Beales, N Bedford, P Bolton, H Brady, R Brookes, L Burrows, D Dorrell, I Hadley, S Heap, S Heather, R Jennings, J Jennings, S Jones, S Kane, H Kauffman, P Keska, Y Knight, J Lea, J Leppert, A Lion, C McCredie, M McEwen, J McIvor, L Mead, G Mohindra, R Morgan, S Murray, S Neville, M Owen, A Patel, J Philip, D Plummer, C P Pond, C C Pond, S Rackham, C Roberts, D Roberts, B Rolfe, B Sandler, M Sartin, P Stalker, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Apologies: Councillors A Mitchell

Officers Present: G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), A Small (Strategic Director Corporate and 151 Officer), N Boateng (Service Manager (Legal) & Monitoring Officer), A Blom-Cooper (Interim Assistant Director (Planning Policy)), N Richardson (Service Director (Planning Services)), T Carne (Corporate Communications Team Manager), G Woodhall (Team Manager - Democratic & Electoral Services), J Leither (Democratic Services Officer), A Hendry (Democratic Services Officer), S Mitchell (PR Website Editor) and P Seager (Chairman's Officer)

Guest: J Maurici QC (Legal Advisor)

56. WEBCASTING INTRODUCTION

The Democratic and Electoral Services Manager 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.

57. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor S Murray declared a non-pecuniary interest in agenda item 3 by virtue of being a member and an ambassador of the Epping Forest Heritage Trust, he advised that he would remain in the meeting and vote on this item.

(b) Pursuant to the Council's Code of Member Conduct, Councillor D Wixley declared a non-pecuniary interest in agenda item 3 by virtue of being a member of the Epping Forest Heritage Trust, he advised that he would remain in the meeting and vote on this item.

(c) Pursuant to the Council's Code of Member Conduct, Councillor J H Whitehouse declared a non-pecuniary interest in agenda item 3 by virtue of being a member of the Epping Forest Heritage Trust, he advised that she would remain in the meeting and vote on this item.

(d) Pursuant to the Council's Code of Member Conduct, Councillor B Jennings declared a non-pecuniary interest in agenda item 3 by virtue of being a member of

the Epping Forest Heritage Trust, he advised that he would remain in the meeting and vote on this item.

(e) Pursuant to the Council's Code of Member Conduct, Councillor J Jennings declared a non-pecuniary interest in agenda item 3 by virtue of being a member of the Epping Forest Heritage Trust, she advised that he would remain in the meeting and vote on this item.

(f) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a non-pecuniary interest in agenda item 3 by virtue of being a member of the Epping Forest Heritage Trust, he advised that he would remain in the meeting and vote on this item.

58. MOTIONS

(a) Epping Forest District Council

Moved by Councillor Chris Pond and seconded by Councillor Jon Whitehouse

"That this Council resolves:

(i) it will determine planning applications only on the basis of the law, including the National Planning Policy Framework (NPPF) and other National Planning Guidance, the 1998 Local Plan, and the latest iteration of the new Local Plan, incorporating provisions which have been approved after consultation with the public and examination by the Inspector; and

(ii) the Interim Air Quality Strategy December 2020, and any prospect of a Clean Air Zone (CAZ) made under it, unless and until it has been approved and so incorporated by her, together with evidence the CAZ can be implemented prior to the erection and completion of any new housing, cannot carry any material planning weight and should be treated as wholly null and void."

Amendment moved by Councillor N Bedford and seconded by Councillor J Philip

"That the following amendments be made to the motion:

(i) deletion of wording at the end of paragraph (i) "incorporating provisions which have been approved after consultation with the public and examination by the Inspector;" and

(ii) deletion of paragraph (ii) and substitution of the following revised paragraph:

"that the Cabinet Member for Planning and Sustainability will form a cross party Portfolio Holder Advisory Group in no more than 1 month from the date of this resolution;"

(iii) addition of a new paragraph (iii)

"the Group is formed to support the Portfolio Holder in the delivery of the Interim Air Pollution Mitigation Strategy and provide oversight of the work of the Technical Stakeholder Group. This could include working with officers to identify where further initiatives not identified in the APMS could be brought forward to advance Air Quality Improvements with the objective of removing the need to introduce a Clean Air Zone (CAZ). Alongside the acceleration and enhancement of mitigation measures the

Portfolio Holder Advisory Group will provide democratic oversight of the development of any CAZ scheme prior to its consideration through the Council's formal decision-making processes and public consultation on it in the event that future air quality monitoring and modelling continues to demonstrate that, even after the acceleration and enhancement mitigation measures, a CAZ is required".

Carried

Motion as amended ADOPTED

RESOLVED:

The Council hereby declares that:

(i) it will determine planning applications only on the basis of the law, including the National Planning Policy Framework (NPPF) and other National Planning Guidance, the 1998 Local Plan, and the latest iteration of the new Local Plan;

(ii) that the Cabinet Member for Planning and Sustainability will form a cross party Portfolio Holder Advisory Group in no more than 1 month from the date of this resolution; and

(iii) the Group is formed to support the Portfolio Holder in the delivery of the Interim Air Pollution Mitigation Strategy and provide oversight of the work of the Technical Stakeholder Group. This could include working with officers to identify where further initiatives not identified in the APMS could be brought forward to advance Air Quality Improvements with the objective of removing the need to introduce a Clean Air Zone (CAZ). Alongside the acceleration and enhancement of mitigation measures the Portfolio Holder Advisory Group will provide democratic oversight of the development of any CAZ scheme prior to its consideration through the Council's formal decision-making processes and public consultation on it in the event that future air quality monitoring and modelling continues to demonstrate that, even after the acceleration and enhancement mitigation measures, a CAZ is required.

CHAIRMAN

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Report to the Council

Committee: Council

Date: 25 February 2021

Subject: Commercial and Regulatory services Portfolio Holder

Portfolio Holder: Councillor Aniket Patel

Recommending:

That the report of the Commercial and Regulatory services Portfolio Holder be noted.

Regulatory services:

Covid compliance and Enforcement: I am pleased to report that the Regulatory Service, with the Community Resilience Team and Licensing Team, continue to work pro-actively and reactively ensure compliance of the Corona virus restrictions in order to protect the community. The Teams react to complaints, carry out intelligence led compliance activity where appropriate and provide advice and guidance on a triage basis.

Most recently, the focus of proactive activity has been around compliance in supermarkets and the local convenience stores and corner shops that can be open by virtue of providing essential services during this lockdown period. Officers are working with police and our marshals to ensure compliance by both shop staff and management, and also the general public, to ensure covid safe arrangements are in place and that face masks are being worn where required.

Another area of concern is the increased numbers of people into the Epping Forest particularly at weekends as families and individuals take the opportunity to exercise. Steps are being taken to control the levels of activity into the this area by shared working with a number of partners including NEPP, the City of London, the British Transport Police, our community police, marshals and EHOs.

I am also pleased to report that the Private Sector Housing Team have been supporting the Essex and Southend Contact and Trace Service where they had been unable to contact residents with a positive test result. Officers have been contacting them to offer welfare support and assistance, as well as making sure they are able to properly self-isolate and that all contacts had been traced. This is further supported by additional agency staff that visit individuals at their home, where we have been otherwise unsuccessful in contacting them via phone or email. These are non- confrontational visits, principally to ensure residents have the support they need and can be directed to further welfare or financial help if needed. However, if evidence indicates an individual is failing to isolate, in breach of the Corona virus Regulations, the matter will be reported to the Police to investigate further.

Private Sector Housing: Aside from covid, the Environmental Health Officers in the Private Sector Housing Team have successfully taken enforcement action against two rogue landlords who unlawfully sub-let 3 properties, creating large houses in multiple occupation which have been operating without licences and without the required safety precautions. The

owners of the houses (in Chigwell and Buckhurst Hill) were unaware that this was happening. One house had 13 tenants, being charged £1000 per calendar month per room. Officers provided support for the owners to get their properties back with vacant possession; however, due to COVID restrictions, one property had to continue to be an HMO, and the owner was given help and advice to operate the property legally.

Following Police and Criminal Evidence Act interviews for the guilty parties, financial penalty notices are being issued resulting in £136K fines for the manager and £90k fines for the person having control. The fines are subject to appeal which may still be lodged. Tenants of these properties are being helped to reclaim rent paid during the unlicensed period via Rent Repayment Orders.

Neighbouring Local Authorities (LB of Redbridge & LB of Waltham Forest) have been advised of this action and intelligence has been shared between Councils to clamp down on this illegal behaviour.

Officers have also helped to rehouse a vulnerable gentleman found living in a dilapidated mobile home, without any connection to electricity, water or drainage. The conditions were appalling and urgent referrals to colleagues in the Homelessness Team resulted in him being offered emergency alternative accommodation.

I am also pleased to inform about our Teams activity in providing an often-forgotten service of Public Funerals; offered in circumstances when no next of kin can be found. The team make arrangements for a proper and legal funeral to be carried out. Excellent work recently by our officer ensured that one gentleman who died was able to have his ashes laid to rest with his wife, who had passed away 20 years before him, so they could finally be together. This is sensitive work and is always completed with compassion and understanding.

Private Sector Grants: I am pleased to report that the Private Sector Grants team are now fully bedded in and performing very well in challenging circumstances.

The year to date details are as follows:

YTD Approvals – DFG: £598,279.38
YTD Payments – DFG: £429,526.95
YTD Approvals DHRA/SWRA: £43,627.67
YTD Payments DHRA/SWRA: £21,217.81

This excellent performance has been achieved since new team members joined EFDC mid-July 2020 and everyone has worked extremely hard to recover from previous backlogs, some of which resulted from the first national lockdown in March which halted all grant work completely.

The whole team has continued to work through last and current lockdown period to support our vulnerable, elderly and disabled residents with essential adaptations. They are still carrying out home visits to grant applicants ensuring that they adhere to their risk assessment, and where necessary they are now also able to have Lateral Flow Tests for Covid-19 to reassure applicants that they are healthy, before visiting.

Licensing Team: In addition to dealing with covid related concerns within the licensed trade and providing support and guidance to our taxi drivers and licensed premises around financial assistance and business adaptation grants, I am pleased to inform that the Licensing Team continue business as usual. 8 new premises applications were heard at Licensing Panel since our last report and the Council has also processed its first adult gaming application.

Officers are successfully using zoom to carry out animal boarding inspections within people homes and they carry out remote Taxi Knowledge Tests to the taxi trade to allow new applications to be considered.

Commercial services:

North Weald Airfield: I am pleased to report that the national lockdown does not appear to have affected the vast majority of businesses on the Airfield with the logistics companies being particularly busy.

Aviation has however been seriously affected with the DfT grounding general aviation and flight training schools resulting in lost income for both aviation tenants and the Airfield. It has also delayed the implementation of the landing fee scheme which is now unlikely to commence before April.

The largest resident flying school is particularly suffering and has requested assistance from EFDC in order to survive this current national lockdown.

The current national lockdown has also resulted in the first public event of 2021 being cancelled. It is also highly likely that once again all public events will suffer the same fate.

Casual bookings for activities such as driver training have all but stopped with the likelihood that will not be able to restart until the lockdown is lifted. Again, this has resulted in a loss of income.

It should also be reported that the proprietor of the business who provided driver training and supercar experience days has ceased trading. He had been a regular client for the past 20 years and it's therefore with regret to announce his departure from NW.

However, I am pleased to report that there is interest from other organisations to provide driver training and supercar experiences at NW and the Commercial Service Manager is working to have an alternative provider in place by April following the decision to permit the activity to continue.

The market experienced excellent trading conditions up until the national lockdown began but is now offering an essential goods only service. Trader numbers have been very low as you would expect as have the numbers of the public attending. However, the operator intends to continue on the basis that they are providing a service to local people.

National Police Aviation Service (NPAS): NPAS continue to operate 2 aircraft from North Weald and I am pleased to report that noise complaints from the wider community do appear to be minimal although there is an on-going complaint from an Airfield neighbour.

Essex & Herts Air Ambulance Trust (EHAAT): I am pleased to report that the construction of the new Hangar is almost complete and is on target to be completed in February. There has been a recent complaint regards the training activity of the Air Ambulance. The frequency has increased due to travel restrictions to Italy where their simulator is based. It should be noted that not all training takes place at North Weald as the aircraft will disperse activity to Stansted and Cambridge Airports respectively.

NWA Master Plan: I am pleased to report that the Quality Review Panel took place on December 4th with the panel providing some useful feedback. There have also been 2 PPA workshops take place which have looked at transport, highways, air quality, noise and utilities. Progress in on-going.

HMRC Inland Border Facility: HMRC space for customs and transit from 1st January 2021 has completed and they are now fully operational on site. This occupation lasts for 5 years, subject to tenant break after the first 12 months on a rolling basis thereafter.

I am pleased to report that since opening there has been very little disruption to the local road network and Airfield operations. There have been some complaints from residents regards a small number of HGV's parking in Vicarage Lane West which is a designated clearway. That said, the facility will not become fully operational until February 16th after which time we will have a far better idea as to its affect on the local surroundings.

NWA Commercial lettings: Former Gymnastics Centre under offer to a community sports centre, transaction approved by EFDC and with solicitors to progress to completion. This is now pending submission of the tenants works/fit-out and thereafter is expected to complete.

Hanger 1 is under offer for a 10 year lease. This is in an advanced stage and expected to complete shortly, pending approval of the incoming tenants proposals on roofing works to the unit.

A large number of asset management and lease initiatives are ongoing at the airfield (subject to the outcome of the Master Plan).

The Market licence has been renewed for a further year, expiring December 2021.

An increase in the rent of Hangar 5 (let to Kings Transport) has been agreed between the tenant's surveyor and EFDCs Asset Management Department as part of the rent review provisions. This is subject to final sign-off by EFDC Directors. This will raise an additional £73,000 per annum for the remainder of the 15-year term.

Building Control: The Building Control team have seen a downturn in application numbers throughout the first three quarters of the financial year due to the ongoing restrictions. Although construction work is classed as essential, understandably there remains some economic uncertainty and discomfort among some homeowners inviting trades people into their homes to undertake construction work.

The fee-earning account is trading at approximately 72% budgeted income (£311,000 of £430,000 budget to date). We forecast this position will hold to year end with a likely outturn of £408,000 of £560,000 budget.

Inspection workload for the previous quarter was 85% of that for the same period in 2019. Building Control Surveyors inspecting sites have voiced frustration at poor levels of compliance with social distancing and PPE use among construction workers. Certain types of internal inspection are currently being avoided in all but the most urgent of cases where it would cause problems with house sales or finances.

All staff have been brought onto the establishment cutting costs of external contractors – approximately a £20,000 yearly saving. The current focus within the team is on training and overhauling processes to align with the national Local Authority Building Control Quality Management system

Epping Forest Shopping Park: The Epping Forest Shopping Park is under Covid-19 related trading restrictions as per Government regulations, excepting essential traders including Aldi and Boots.

The original roofing contractors have now submitted formal proposals as to substantial roofing and drainage works specification. Our solicitors, specialist roofing contractor and specialist drainage surveyors have completed their review of the contractor's proposals and our solicitors have formally responded to the contractors solicitor with further enquiries. We also require a second specialist surveyors opinion on the roofing proposals which our solicitor is currently sourcing.

Landmark Building: Units B, C & D handed back to the Council in February 2020 has now let to a local boxing gym. The tenant has now discharged the planning conditions within its recent planning consent and its Building Regulations application is near to a decision being made and should be decided shortly.

Terms were agreed for Unit A with a local fitness centre / gym at the asking rent, however the operator has now decided not to pursue their interest. Property is now being marketed and despite difficult access arrangements, some initial interest has been shown with a couple of strong interests where we are trying to firm up to obtain an offer from the proposed applicant.

On 1 October 2020 the letting of Unit G completed to Wenzel's The Bakers, a good covenant with 60+ stores. The tenant has now completed their fit-out to a high standard and is trading. This is an excellent addition to The Broadway and will hopefully increase footfall.

There is an offer on Unit E from a local business who wish to open a tanning salon and a change of use application has now been granted. Legal completion is expected by January / February 2021.

The lease for Unit F has now completed. The tenant has submitted the necessary planning and building regulations applications. Following the recent refusal at planning committee, the tenant is working with the Council on the best way to secure consent for its mechanical and engineering works.

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Report to the Council

Committee: Council

Date: 25 February 2021

Subject: Commercial and Regulatory Portfolio – Covid19 Responsibility

Portfolio Holder: Councillor Aniket Patel

Recommending:

That the report of the Commercial and Regulatory Portfolio Holder be noted in related to Covid19

The sharp rise in new Covid19 infections just before Christmas necessitated urgent changes to the response effort, both at a national, regional and district level.

The Government implemented a third national lockdown in response, and at the time of writing this is continuing.

At times over the Christmas period Epping Forest District had one of the highest rates of infection in the whole Country, peaking at just over 1,500 per 100,000. Since the 3rd lockdown was introduced infection numbers have fallen rapidly and the latest data (12 February 2021) indicates that this has now reduced to around 150.

With the peak infections came massive additional demand on the healthcare and associated sectors. The situation developed rapidly, and Essex Resilience Forum declared a major incident shortly after Christmas because of critical concern over hospital capacity. Over the past few weeks the position has begun to improve, and the major incident status was lifted at the beginning of February. The healthcare system remains under acute pressure, but the trend is improving reflecting the reduction in new infections and impact of the rapidly expanding vaccination programme.

Whilst Epping Forest DC had a limited role, the doctrine of mutual aid and support meant we were required to assist other agencies in the management of this incident.

EFDC staff made a massive effort to support the response in whatever way was requested and worked tirelessly for the residents of the District. This placed considerable extra strain on Council resources and staff have been moved between departments to cope with peak demands.

This Epping Forest DC response to the major incident included;

Supporting Test and Trace with calls and visits to those that the national and Essex service have been unable to contact. We had been expecting less than 10 call requests per day but at points received 200 per day.

Local Distribution of Lateral Flow Tests – Essex County Council managed to obtain a large number of Lateral Flow Tests, (LFT), in response to the heightened infection rates in the

County and asked all districts to help with the local distribution of these. Officers identified a location in Lyndsey Street, Epping and received a supply of 5,000 tests just prior to Christmas. Officers managed the collection and return of test kits to this location until the scheme was disbanded at the end of January.

Vaccination and Testing locations – Epping Forest District Council have been working closely with partners from Essex CC and Health to support in the identification of multiple sites for use as testing and vaccination centres. We have used key contacts in parishes, the community and our delivery partners to find suitable sites, often at short notice, in response to the changing nature of the pandemic. Sites identified include Epping, Theydon Bois, Buckhurst Hill and Loughton, amongst others, and the number of sites continues to increase as suitability is assessed.

Enforcement – Our Environmental Health Team continue to actively reinforce the Government's core messages, provide guidance and enforce legislation both within the resident community and the business community. We have stepped up the use of Parkguard to provide additional presence in the district's larger town centres, providing reassurance and advice. We are also using agency staff to support with the Test and Trace process. We are also working with the Corporation of London to manage the safe use of the Forest.

Communications – We have continued to amplify the Government and Essex communication messages to our residents using all mechanisms available. We have placed an order for street banners for main town centres to publicise and reinforce the Government's core messages.

The third lockdown created additional pressure on the Council, in respect of managing the practical implications of delivering services under the new rules and the additional demands for service. Our highest priority continues to be keeping the public and our officers safe when they are required to come in to contact.

The numerous Tier changes have all come with different levels of Government financial support for businesses and the Council's Revenues and Benefits Team currently have a very high workload signposting businesses, receiving applications, assessing applications and making payments. They are also responsible for making Government support payments to those on low incomes who are required to self-isolate. Finally, they are helping to award business assistance grants from a funding allocation provided by Essex County. The team are being supported by redeployed staff from other parts of the Council in order to ensure payments are made quickly.

In respect of service delivery, most services continue to operate, more or less normally, with some adjustment to ensure safety. The main exceptions are all leisure centres and the museum, which are completely closed for now. Extra care and attention is being exercised where we are required to enter people's homes (such as for housing repairs) and business premises.

During this latest peak the Council also saw much higher levels of sickness and self-isolation amongst staff. This has now returned to levels more consistent with the average experienced across the Covid Pandemic.

The changes to Tiers, the lockdown and the Council response continues to have a financial cost and a negative impact on income. This has been reflected in the Council's financial planning.

Report to the Council

Committee: Council
Date: 25 February 2021
Subject: Customer and Corporate Support Services Portfolio
Portfolio Holder: Councillor S Kane

Recommending:

That the report of the Corporate Services Portfolio Holder be noted

People Team

Common Operating Model

Consultation and recruitment are still underway for the remaining teams/positions to finalise the restructure process

- There are 8 vacancies in ICT due to the restructuring. Officers are now in the recruitment stages to fill the vacancies.
- Legal and Finance are soon to start the consultation process with employees regarding new structures for these teams.

People Strategy 2020 – 2022

Attracting, On-Boarding and Retaining Talent

- New career landing page designed and launched to external platforms.
- iTrent iRecruit Phase 1 – Go Live, new integrated recruitment system for all internal/external applicants has launched to the organisation on 6 January 2021.
- iTrent iRecruit Phase 2 – Implementation, fully automated system, contract and forms due for completion April 2021.
- iTrent iRecruit Phase 3 – Onboarding, full access and policies due for completion by May 2021.
- HR Power Hours have launched to the organisation covering everything HR induction for new and existing employees.
- Onboarding/Induction document designed and ready to launch to the organisation.

Developing our skills and behaviours

- The Learning Lifecycle is designed and launched to organisation
- The Leadership and Management development proposal has been designed and is waiting approval
- Development has started for our new iLearn learning management system

Engagement and Wellbeing project

- Winter wellbeing support launched to the organisation in Dec 2020.
- Wellbeing risk assessment launched to the organisation and is being used
- Our target of training 1 in 10 employees as Mental Health First Aiders has been exceeded and we have 63 trained in the organisation.
- 98% of Management spine trained on Mental Health awareness training.
- Perkbox sign up is currently sitting at 87.3% of the organisation, 495 employees out of 567 have logged into the site to access the fantastic employee benefits and tools. We have had over 2700 perk redemptions so far, a total saving for our employees of approximately £5K.
- Perkbox Insights launched on 2 November 2020; we have had 400 responses with 240 verbatim feedback comments. We are holding directorate feedback sessions throughout January 2021. Our overall engagement score currently sits at 3.7 out of 5.
- Perkbox Recognition launched on 1 December 2020.

High Performing and Flexible Workforce

- Review and redesign of performance management tools is ready for sign off; this is called 'Inspiring Great Performance'

Internal Policy and Process Improvement

- Adobe Sign has been embedded into the People Team processes.
- Policy review completed and a plan in place for ratification process.
- People process review underway for team efficiency review, embracing scan it, store it, scrap it approach.

Corporate Health and Safety

- The electronic Accident / Incident reporting system is working well with no issues to date.
- The Council has invested in 13 on-line Health & Safety courses which went live week commencing 18 January 2021.
- Risk Assessment Training will take place virtually due to the current lockdown restrictions. Organising dates for these sessions is underway.
- The Health & Safety Liaison Group (Facilities, Fleet, Grounds Maintenance and Qualis) is beginning to work together and there is now a Lead officer for all H&S items allocated to the depot. This is now seeing results in collaborative working and delivering actions.
- Managers have been made accountable for H&S in their particular service and monthly meetings are ongoing to discuss and resolve any issues or concerns. This is a positive process.
- First Aid training sessions are confirmed to take place in February and March 2021, ensuring space for social distancing and a safe learning environment. Following this training we will be complying with Health & Safety Executive guidance.

Contingency Planning

- The GOLD officer rota has been underway for several weeks without issue with the Contingency Planning Officer as support. Staff volunteers are currently undergoing Rest Centre training and all plans are being reviewed for response with COVID additional advice and guidance.

ICT

Service Management

- The day to day ticket management in the team continues to improve. The back log of over 500 old tickets has been brought down to under 50. The SLA achievement has gone up from 89% to 99%.
- A daily stand up process is focusing the whole team on those tickets that will become overdue each day, and on addressing resourcing issues in each team.
- A customer information guide has been published that clearly sets out the service levels and processes the team is now following.
- The next stage is to fix the underlying problems (recurring issues) and upskill the team to allow a 'shift left' of processes to the service desk to provide a faster response to customers and an improved first contact fix time.

Projects

- Additional project management resource has been engaged to assist with project organisation and resourcing. The new governance process continues to assist with priority calls, and shared visibility across the council of the project portfolio.
- The focus is now on resource management for projects; ensuring projects are only started when resource has been secured and the project is fully understood. This will improve the delivery rate for projects, which is currently behind schedule due to resourcing issues.
- In addition, partnership working is being used to assist with some strategic projects to ensure external expertise can add to the team's knowledge and to accelerate key projects.

Accommodation Project

- As the accommodation project reaches its final stages, the resource demand on ICT is peaking. The team are working on all aspects from equipment provision, application build through to infrastructure changes to the network.

Restructure of Team

- There are still 8 vacancies in the ICT team. The external recruitment process is in full flight, and interviews and appointments are expected over the next few weeks. Short term skills gaps have been temporarily filled and we will continue to work with suppliers to assist where needed. This has meant a series of projects and service requests have had to be rescheduled.

Business Support

Grants

- Business Support continue to support Revenues with grant applications and the Accounts Payable team for grant payments.

Local Land Charges

- HM Land Registry (HMLR) over the Christmas period removed two tanks of OS Maps and scanned them onto their system. From 45,000 spatial items outstanding we are now down to 7000.
- The project is still on track for completion Q4 2020/21.
- Currently, there is a turnaround time KPI of 10 days for searches, which prior to the Covid 19 lockdown in March 2020 was at 5 days. It is now 24 days due to the massive increase in searches as a result of the reduction on stamp duty. Daily targets for the team have been set which will help reduce times. There was also an issue with search information not being received from far back as November, but the Service Manager is addressing this. The target will continue to be monitored as a priority. The Council is not in a different position than most others at this time.

Corporate Print Project

- A supplier has been identified to work with the Council on a pilot project due to start in Q4 2020/21 and an implementation plan is being produced.

Accommodation - Concierge Project

- To facilitate the move back into the refurbished Civic building, officers are developing a new streamlined concierge service for EFDC employees and Tenants/partners and are currently gathering requirements/process/policy.
- Phase 1 of the project is due to complete March 2021 – on track.

Report to the Council

Committee: Council
Date: 25 February 2021
Subject: Customer and Corporate Support Services Portfolio
Portfolio Holder: Councillor Sam Kane

Recommending:

That the report of the Customer Portfolio Holder be noted.

1 The Customer Directorate has again been heavily involved in the Covid response, particularly within the Revenues and Corporate Communications teams.

Revenues and Benefits

2 The Revenues team, with the support of Business Support staff, continue to implement and process business support grants being made available by Central Government and the county; now covering the periods when the EFDC area has been subject to Tier 2, 3, 4 and National restrictions, due to the latest lockdown.

The aim of the team is to make grant payments as quickly as possible to struggling businesses and the grants process is absorbing a large amount of resource for the Revenues, Benefits and Business Support teams due to its complexity and the number and range of grants available and this not be underestimated. This is an additional burden which has been absorbed through the re-prioritisation of tasks but the duration of the grants process, now reaching a year has an inevitable impact on 'business as usual' work which is continually being risk-assessed to minimise any impact. The organisation has a process to redeploy resources to pinch points of work but the effect of the general Covid situation makes this challenging. The team is now entering a period of year-end processing including annual Council Tax and Business Rates billing along with Housing Benefit and Council Tax Support awards as we await the Government's next phase of the Covid response and demands on the team and authority generally.

Further information on all the business support schemes is available on the Council's website.

3 The Government's Test and Trace payment scheme has been in place since October, for those who are required to self-isolate for up to 14 days, cannot work from home and are on low incomes and in receipt of qualifying benefits. Successful applicants receive a £500 payment. Full details are available on the Council's website. So far, we have received over 750 applications, of which we have around 300 still in process. We have paid out over £100,000.

Further information on the Test & Trace Support Payment scheme is available on the Council's website.

4 Caseload numbers for Housing Benefit and Local Council Tax Support remain stable, likely due to the extension to the Furlough scheme to the end of the financial year, which will delay rises in unemployment. New claims during Q3 are being processed in 9.56 days compared to 11.07 days in Q2. In terms of channel shift, I am pleased to report that over 95% of new claims that the Council processes are now made on-line compared with 50% at the start of the financial year. We are also now carrying out over 90% of Housing Benefit and Local Council Tax Support reviews on-line.

5 Despite the challenges presented by working in a Covid-19 dominated environment, the team continues to pursue outstanding debts for Council Tax, Business Rates, Sundry Debts, Former Tenant Arrears and Housing Benefit Overpayments. We will be introducing a new Sundry Debtors system during the coming weeks.

Customer Services

6 The Customer Services team has successfully recruited a new Complaints & Satisfaction Officer who will be joining in March. Recruitment will shortly commence for a new Payment Solutions Team Manager as the current Manager is taking retirement. In addition, the Payments team has recently lost specialised technical support and a review of roles and accountabilities is taking place in conjunction with ICT to address the skills gap and risk.

7 The next phase of our customer strategy roadmap is underway. Analysis of why our customers contact us and how will help us to identify quick wins and demands that need to be addressed. Customer personas will be developed and used to help us reach out and engage our customer groups. We will be sharing proposals on potential improvements that could be made by each contact channel with customers for feedback. Examples of this could be the option to receive a call back when contacting us or to know where you are in the queue when holding on, in addition we are exploring new technology options such as live chat.

8 The first three 'Customer Shoes' behavioural training videos will be launched via our customer shoes knowledge hub towards the end of quarter four/early quarter one.

9 Our Digital Buddies programme of work is unfortunately on hold as residents have fed back that they do not wish to have this coaching virtually. In conjunction with VAEF we have set up support for the 2021 Digital Census and VAEF volunteers will be on hand to support residents with completion. These locations will be Oakwood Hill Community Centre on Mondays throughout March and April from 9.30am-3.30pm. Tuesdays throughout March and April at Waltham Abbey Leisure Centre and Fridays throughout March at Ongar Leisure Centre.

10 A number of technology issues raised by Members such as Mod.Gov calendar integration and not being able to open documents in Outlook are currently being worked on by ICT. The Team Manager is holding regular updates with ICT and working in conjunction with those Members effected to resolve all issues in a timely manner.

11 Quarter 3 contact centre performance key messages: 71% overall customer satisfaction (target 80%) key frustrations were for missed waste collections especially during the Christmas period due to a scheduling issues with Biffa. 90% complaints

resolved in 10 working days (target 85%), examples of complaints received were of noise issues taking longer to resolve as not being able to access residents' properties during restrictions and delays with repairs due to supplier challenges. First point resolution 47% (target 45%), highest proportion of transfers to Qualis.

12 Our Communications team are continuing to work collaboratively in partnership with ECC and Public Health England for Covid-19 as we move towards recovery phase as the vaccination programme is rolled out. For Brexit, our website is directing customer enquiries to HMRC, levels of traffic have been relatively light in the first few weeks since the opening of the inland border facility.

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Report to the Council

Committee: Council

Date: 25 February 2021

Subject: Environmental and Technical Services

Portfolio Holder: Councillor Nigel Avey

Recommending:

The report of the Environmental and Technical Services Portfolio Holder be noted.

COVID-19 – Response of Contracts and Technical Services: All services continue to perform well during the Covid-19 period. Office based staff are continuing to work remotely by using Microsoft TEAMS or ZOOM. Those who need to come to office for operational reasons are taking precautions to avoid the risk of infection. Operational staff have assisted with the Council's Safer Spaces Project to keep the high streets safe.

On the Waste Management side, Biffa are seeing higher levels of sickness due to COVID, as well as more positive cases within their staff, and family members testing positive and having to self-isolate. Collection rounds are still being completed but additional loaders are being deployed from other services once they have finished their round. Mop up crews consisting of Supervisors and Operations Manager are also going out and lorries are being tipped in the evening to ensure that they are empty for the morning.

Within Fleet, there has been a reduction in the number of MOT's being carried in January as the team have been affected by Covid-19. The team have adapted their shift patterns and been very flexible with their working hours to minimise any disruption to planned servicing and public MOT's.

Waste Management: The new recycling banks are now in place. These new banks occupy a smaller footprint and can collect glass, cans and plastic bottles as well as paper and card. This has enabled six additional car spaces being created in the car park in Lower Queens Road, Buckhurst Hill. They are also based on 1100 Litres wheeled bins so that all our recycling freighters can collect the banks on a more regular basis. This new bank system will reduce the amount of space occupied compared to the current system, reduce/eliminate the need for specialist collecting equipment thus reducing the carbon footprint of the service and have a faster reaction time to issues including overfilled banks as we can use our existing freighters. It will also improve the appearance of the recycling sites with distinct EFDC corporate identity.

Waste and recycling tonnages have seen a considerable increase as a result of Christmas and the current lockdown situation with more people working from home. Due to the sheer amount of recycling bags and cardboard that we are currently collecting, this is more than 2 trips from the house to the vehicle. The Biffa crews used to be able to do with one trip for recycling and then one for glass. At present it is not possible to do this in two motion's, due to the large volumes of recycling. This is having a knock effect on times to complete the rounds. Therefore, additional rounds have been deployed to deal with Christmas and lockdown weights. Week commencing 28th December, recycling tonnage had increased by 18% from the same week last year.

Car Parking: Car parking usage is still considerably lower compared to the same time last year, therefore income from the car parks remains significantly lower than previous years.

Last year we introduced Red Route (double red lines) in Epping Forest to tackle the issue of inconsiderate parking which was breaching Covid-19 regulations. NEPP are regularly patrolling daily with additional patrols at weekends and Bank Holidays. Since the introduction well over 1000 PCNs have been issued. NEPP are also using the CCTV enforcement car, in one visit by the car logged 154 illegally parked cars.

Leisure Management: The district's leisure centres remain closed under the Government's national lockdown. No date or timeframe has been given yet as to when the centres may be able to re-open. A funding application has been submitted to Sport England to assist with the financial impact that the COVID has had on the facilities. We hope to have a decision on our submission in the coming weeks.

Ongar Leisure Centre: The bulk of the refurbishment work at the Leisure Centre has now been completed within the £1.3m budget and with only slight delays due to Brexit/Import/Export problems with some suppliers. Members will be pleased to hear that sufficient savings were made to enable a small poolside viewing seating area to be installed for parents and additional decorative works in and around the reception areas. As a reminder, the refurbishment work included a complete replacement of the pool plant including water treatment and air handling systems. Replacement of the aged boilers with much more energy efficient and smaller units along with digital energy management systems. Repair and refurbishment of the leisure centre roof and skylights. Upgrade of electrical systems throughout the centre and the introduction of more energy efficient LED lighting where possible. Additional routine work such as asbestos encapsulation and/or removal was incorporated as needed.

Members will be pleased to hear that the large TV screens that were in the old reception area and outside the Council Chamber, have been re-used to provide parents with better viewing of their children's swimming lessons. Some surplus desks resulting from the accommodation have also been used to upgrade the offices at the leisure centre and reduce the refurbishment costs. The work was undertaken through provisions in the existing leisure contract and managed by Places Leisure and EFDC Officers. Members may be interested to know that the main contractor was a Chelmsford firm, Southern Counties Roofing, who performed very well under trying social distancing conditions. The centre has now had its operational life extended by five to seven years as per the project brief. Lockdown has prevented the centre from re-opening as originally planned but Places Leisure and EFDC will be doing some promotional work as soon as possible to encourage Ongar residents to visit the centre.

Buckhurst Hill Benches: Leisure and Car Parking Team officers recently supported Buckhurst Hill Parish Council and Waitrose with the provision and installation of some memorial benches outside the supermarket in Queens Road. The work was funded in part by Essex County Council through the local Councillor. The two benches are made of teak and inscribed with messages supporting NHS and frontline workers and commemorating the anniversary of VE day in 2020. In addition to these benches, a privately funded memorial bench was also installed at the top of Queens Road to commemorate the passing of members of a local family. Members will be pleased to know that the benches removed from Queens Road will be re-used around the District with one going to Ongar in the near future. Again, working with Buckhurst Hill Parish Council, the Leisure and Car Parking Team will be installing some new benches in the Roding Valley Recreation Ground as soon as the wet weather abates.

DaRT87 Demand Responsive Transport Trial: The trial service commenced on Saturday 2 January 2021. However lockdown has seriously suppressed demand, so only a minority of the 55 registering interest so far have used it. The main journey types for those registering are: NHS staff (13), those seeking a tube link for London commutes (15), EFDC staff (8), school/college (4). Geographically, the hotspots for interest are SW Harlow, Epping Green and Loughton.

The Traffic Commissioner backlog means the service still cannot charge fares, but we turned this into a 'try for free' offer via social media during mid-January. A total of 138 single trips were taken in three weeks in January. Later in January there were occasions when 4 to 6 passengers were on board (max 7 allowed under covid rules), our partners Epping Forest Community Transport attribute this to some passengers becoming regulars, a hopeful sign.

Procurement and Contract Development: The Procurement and Contract Development Team have continued to offer advice, guidance and support to officers with their projects and contracts, notably the Digital Planning Project, Car Park Minor Works / Street Furniture, Corporate Printing and the Housing Management IT System amongst others. The team have also provided Contract Management support to ICT with their strategic suppliers, such as Microsoft and Northgate.

Following Cabinet decision in December 2020 The Procurement Strategy and Rules for EFDC have been updated with effect from January 2021 the Team Manager has been running virtual training sessions. These raise awareness of the changes and give officers the opportunity to ask questions. Three sessions have taken place so far in January with two more scheduled in February, and the feedback has been positive from those who have attended so far. The Economic Development Team will facilitate engagement with local businesses and officers will provide advice on how local businesses can bid for supplies and services procured by the Council.

Fleet Operations: The workshop continues to operate 6 days a week and providing a full service/mot and safety inspection service, December was a busy month which included the free winter safety car check for staff/Members and stakeholders.

There has been a reduction in the number of MOT's being carried in January as the team have been affected by Covid-19. The team have adapted their shift patterns and been very flexible with their working hours to minimise any disruption to planned servicing and public MOT's.

Recruitment is underway for a 2nd apprentice and procurement is underway for a replacement fleet for Grounds Maintenance, CCTV and Country Care, we will be trialling electric options as part of this process to reduce our carbon footprint in line with Councils priorities.

Grounds Maintenance: The gardening teams are now well into their winter works programme, completing the annual pruning of the numerous roses, shrubs and hedgerows located throughout the district. It may be noticed that many of the ornamental beds have been covered in a layer of wood-chippings; this is a 'natural mulch' applied to the soil to help suppress weed growth, retain moisture and enrich the soil. This environmentally friendly method of weed control and plant management also provides an excellent way of recycling the wood-chippings generated from our tree maintenance work.

Additional sites throughout the district have been identified for planting works where shrubs have become old or tired and require replacement. These sites include the re-planting of the heathers at Leonard Davis House, additional shrub work at Thaxted Way and some minor turfing works at Buckingham Road. The winter bedding plants throughout the district have been installed with the Polyanthus and Pansy's showing bright display's during the shorter day and signs of bulbs emerging to flower in the coming weeks.

The servicing of equipment and machinery is underway in preparation for the start of the mowing season in the spring months. The servicing includes maintenance of the ride on lawn mowers, oil changes to tractors, repair of weed spraying lances and blade changes to hand mowers and hedge cutters.

Country Care: It is with great sadness to report that the team have lost one of its volunteers, Peter Spence and we would like to acknowledge our appreciation of all the hard work and time that he gave to Country Care. Peter volunteered with the team for 30 years and through his volunteering gave approximately £55,000 in monetary terms of his time. He will be greatly missed by the team and volunteers.

In between Lockdowns 2 and 3 three volunteer tasks have been held in the district's woodlands;

- In Chigwell Row Wood thinning was carried out on the dominant holly around some of the veteran oaks and the Heath had much of its invasive aspen removed.
- At Linder's Field the team and volunteers removed holly and sycamore removal and some bramble bashing round the hawthorn trees on the meadow.
- A total of 198 volunteer hours was given to the Service over the three tasks.

The team continues to conduct habitat management work but without the volunteer army the sites are presenting challenges.

A wetland bird survey report has been completed which analyses the abundance and species of wetland birds on three of the Local Nature Reserves: Church Lane, Thornwood Common and Nazeing Triangle. There is a good diversity on all three sites of wetland recordable species and the data collected is helping to plan future habitat management.

Unfortunately, due to the pandemic, events planned for the Festival of Culture will not go ahead as hoped. The team adapting the events for delivery on either Teams or Facebook.

Basic Tree Maintenance is ongoing and the tree planting for 2020-21 has commenced. The team have successfully recruited to the vacant Arboriculture Officer post and they will be joining the Council very soon. During this period, we are prioritising inspections on a risk basis.

Environmental Protection and Land Drainage: The team have been busy in recent weeks due to heavy winter rains. The 14th Jan saw heavy rain across the district and the team was busy monitoring our two larger flood storage reservoirs to ensure they performed their duty of collecting and storing water to delay it entering downstream catchments.

The team also ensured our other flood defence assets such as storm grills remained clear and free flowing by removing accumulated debris. Officers attended a number of properties across the district to provide advice and where necessary provided sandbags where they could be effective.

Following heavy rainfall events the team follow-up on all resident concerns raised and either refer them to other agencies such as Thames Water who are responsible for surface water sewers, Essex Highways who are responsible for road gullies or follow-up with landowners where ditches in their ownership are blocked or contributing to flood risk.

Although Epping District escaped the worst of the rains that affected the rest of the country on the 20th January the team and Councils term land drainage contractor were on standby to attend any emergency issues. The team have also met with Essex Highways to highlight key highway flooding sites that are high profile within the district and to have input into strategic projects such as Qualis development sites and North Weald Airfield Master planning.

We are recruiting to the post of Land Drainage Officer, following the notification of retirement in March of the current officer.

The impact of the coronavirus has meant that certain visits to premises to assess less urgent drainage issues or undertake sampling of private water supplies have been reduced, and only undertaken where risk assessed as safe to do so. But with the recent recruitment of a Principal Environmental Protection Officer our annual data return has been completed and inspections are increasing for pollution and water supply issues.

Highway Rangers: The rangers continue to work on reported issues from both Essex County Council and those reported by Members and residents. The types of jobs they have completed have included rebuilding damaged fencing at Staple's Road, a number of bollards across the district that have been hit by vehicles, repairs to highway signs and clearing tree and hedge growth around signs and walkways.

The rangers have also undertaken works in Epping High Street and Waltham Abbey to repair tree pits ready for new trees to be planted, refurbished one bench, with new wood on order for

other benches and a number of paving works. A new gate is on order for the Market Square in Waltham Abbey and has been chained temporarily to remove car access.

We have also utilised contractors to undertake larger projects such as paving works in Epping High Street where tree roots had lifted slabs, these were pruned with the help of the Arboriculture Officer and their contractors to ensure the iconic trees remain healthy and allow repairs to the footway to reduce trips and falls. Quite a number of reports that are made to the team are rejected as they are works that the rangers cannot work on such as defective street lights, pot holes or private hedges which remain the responsibility of Essex Highways.
<https://www.eppingforestdc.gov.uk/environment/highway-rangers-service/>

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Report to the Council

Committee: Council

Date: 25 February 2021

Subject: Finance and Economic Development Portfolio Holder

Portfolio Holder: Councillor John Philip

Recommending:

That the report of the Finance and Economic Development Portfolio Holder be noted.

Covid Economic Development Programme: In September, the Council appointed independent business consultants Studio-3, to complete town centre appraisal work following on from work previously undertaken by directors as part of the Safer Spaces programme. This work initially focussed on Waltham Abbey Town Centre and Ongar. Full reports which included detailed appraisals and recommendations were presented to and approved by Cabinet on 22nd December 2020 and 21st of January 2021. Reports on Loughton Broadway and Loughton High Street following the similar format will be presented for approval to Cabinet in March. The final two reports on Buckhurst Hill and Epping will be completed by the end of the financial year and then reported to Cabinet. In line with the decision to create a towns centre manager/project officer role officers are currently recruiting for that position.

Officers are currently working to contract and deliver online support to local businesses through the 'Click It local' and 'Maybe' platforms which are also being adopted by many neighbouring councils. These platforms focus on providing practical help to retailers and others for click and collect services and help with developing social media presence.

Covid Business support grants: Officers from across departments have continued to work closely to process and pay the myriad of grants that are available to local businesses from central government and others to support them through these difficult times. Economic officers in particular are supporting the EBAG program, providing grants from £500- £1500 for amendments for businesses to trade safely. Since the beginning of the pandemic council officers have supported the payment of over £31 million to local businesses.

Civic Office accommodation: The second floor of the civic office, which will be available to let from the private sector, should be completed within the next few weeks. A number of viewings have already taken place with potential tenants. A marketing campaign is being delivered via the commercial agents contracted by the council- Savills and Derrick Wade Waters. The marketing strategy will be reviewed at the end of February.

Business Database: In order to communicate directly with businesses electronically the council is updating and upgrading its business database. Approximately 3000 GDPR compliant email addresses for businesses have been acquired and work is ongoing to promote self-registration on the database with a target of 8000 businesses being set.

Business E-newsletter: The council is developing a new business e-newsletter 'Business Matters' which will be sent to registered businesses in the district highlighting key council services especially grant and funding sources. The first edition will be produced by the end of February.

General Economic Briefing: Council officers continue to review available economic indicators assessing the health of the local economy. These focus on key areas such as unemployment, furlough, SEISS, car parking information, footfall data (where available). Latest unemployment figures for December 2020 show a slight increase in the unemployment count from 4,770 in the previous month to 4,810. This figure is lower than a high of 4,985 recorded in August 2020. In January 2020 before Covid the unemployment rate was 1,455. Latest reliable figures on furlough in the district for November show a figure of 9,600 or 16% of working population. This is higher than the previous month of October where 6,300 local people were furloughed. Figures on uptake from SEISS in December show how many potentially eligible businesses/individuals (9500) are claiming it and this is at 63% down on the previous months figure of 73%.

Visitor Economy: Despite the current restrictions, the tourism website continues to attract visitors looking for information and local places to exercise. The site has enjoyed around 200,000 visits during the pandemic. Currently the site is being used as the anchor for the district's Festival of Culture, which has had to refocus its offer online. Although only just launched, this accounts for just under a quarter of visitors and expected to grow as the festival progresses. Whilst it is unfortunate that the close of the festival is likely to coincide with the easing of lockdown, we will be using the area of the website vacated to add a new permanent feature directly promoting the district's high streets at the point that people are again allowed to leave their homes and a degree of socialising is possible. We also expect to see a recurrence of interest in our district as a destination for those looking at 'stayactions', which was a feature of last summer expected to expand significantly across the UK this year as foreign travel is perceived as restricted, complicated or unwise.

Essex + Herts Digital Innovation Zone (DIZ):

BDUK Local Full Fibre Network project – The first GP sites to be connected up to this new fibre broadband infrastructure are due to have their connectivity infrastructure fully built out in February 2021. The project will make 'gigabit capable' ultrafast broadband networks available to these GPs as well making the possibility of 'fibre on demand' a reality for over 45,000 premises across the DIZ. 20 GP surgeries in or on the edge of Epping Forest are due to receive this connection by March 2021

DIZ Digital Inclusion Project: As a result of close working with CVS and health sector partners to develop a bid for its ongoing digital inclusion project, the DIZ has secured £178k of funding from the NHS Charities Fund. This funding will see a two-year pilot project across West Essex address digital inclusion through access to equipment, skills training and, critically, connectivity. Voluntary Action Epping Forest is linked into this project through WECAN and the project will also dovetail with the council's digital buddy programme to support the delivery of digital skills training. In the initial stages of the project, focus will be on supporting BAME communities across west Essex as well as those living with mental health issues including the impacts of suicide.

Digital Support for the High Street: As part of its focus on how digital might support the recovery of the high street beyond the COVID-19 pandemic, the DIZ has directly linked up with Newcastle City Council and Urban Observatory, funded by MHCLG, to

explore the use of CCTV systems to produce footfall analysis of the high street. The project will look to use the footfall analysis to provide residents, through an online platform, with the information they need to make informed decisions about a safe return to shopping on the high street. It is planned that the pilot exercise will take place on Epping High Street early in 2021 and work is in progress to understand the technical requirements of the project.

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Report to the Council

Committee: Council
Date: 25 February 2021
Subject: Finance and Economic Development Portfolio Holder
Portfolio Holder: Councillor J Philip

Recommending:

That the report of the Finance and Economic Development Portfolio Holder be noted.

Finance

The focus of the Finance Team for the past few months has been on developing and preparing the budget proposals for 2021/22 and the Medium-Term Financial Plan.

There are many elements to this, including a clear understanding where the Council's finances currently are in relation to this year's budget. Only through understanding what impact Covid19 has had and continues to have can we make judgements about its ongoing impact.

Significant amounts of work have gone into this process and the moving landscape and changing nature of the Pandemic has meant reacting and amending budget plans at short notice.

Unfortunately, the consequence of this is a budget planning process like no other, and the consequence has been that many reports have been produced later than I would have liked and often with less detail and engagement than I would usually expect.

The Finance Team's focus on producing the budget has also meant they were unable to address the final queries from our external auditors on the accounts for 2019/20 in time for the January Audit and Governance Committee. These will now be completed in time for the March committee.

I sincerely hope that next year we are able to develop a budget in a period of less restriction, with less uncertainty and a better outlook for all. In that space, and as time allows, we will revisit the assumptions underpinning this budget, concentrate on investing in recovery and engage further.

But for now, I recognise the considerable difficulty and unique challenges the Pandemic has presented and I'm hugely grateful to the officers of the Council for presenting a budget proposal tonight that I can say is robust, keeps the Council financially secure and recognises the real financial hardship that many of our residents are currently facing.

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Report to the Council

Committee: Cabinet

Date: November 2020

Subject: Housing and Community Services Portfolio

Portfolio Holder: Councillor H Whitbread

Recommending:

That the report of the Housing and Community Services Portfolio Holder be noted.

Executive Summary

The following report provides an update on progress in the following areas:

Older People's Services

The Older People's Service continue to support our older and vulnerable tenants while in lockdown. We have continued with our decision to keep the communal areas closed to support our residents with social distancing.

Plans are currently underway to convert 2 lounges (where schemes have an extra lounge) into habitable accommodation. This will bring 2 much needed accessible units to our housing stock.

Officers are in the early stages of planning a refurbishment for one of our older persons scheme. Further information will be provided to select committee later.

Income Recovery

The team continue to work in challenging conditions in terms of trying to collect rent in a difficult climate. Approval has recently been given to purchase 'Rent Sense' this is an analytical tool which will help the team to identify changes in payment behaviour. This will enable the team to provide tailored support to those people, who are beginning to struggle. Furthermore, the tools will help offices to priorities those people with higher debt levels who are struggling.

Estate and Land Team

The estate and land team have embarked on several projects to improve the environment and create places where people want to live.

Following the approval by Cabinet, in December, the team are now developing the bin storage replacement programme. The team are working closely with the Asset team to pick up any capital project which could be interlinked with our other project to add additional value to our estates.

Asset Management

Preparations are beginning to shape our Limes estate refurbishment programme. This follows our first block, stock condition survey which was carried out late last year. The programme will include new flooring, internal and external decorations. In addition, the team will be linking with the Estate and Land team to consider what tenant led improvements can be made using our 'It's more than bricks and mortar.'

Cleaning Service

Following feedback from our tenants, we have invested £8K in new cleaning equipment. This will enable us to embark on regular deep cleans in our blocks. Officers have also redesigned the uniform to give staff a fresh and professional look when on our estates.

Development

Our recent application to be a Home's England Investment Partner has been successful. In anticipation of this officers submitted an application for funding to support our phase 4.2 project which consists of 22 units. Officers are pleased to report that this bid was successful, and we have been awarded £1.3M in funding.

Report to the Council

Committee: Cabinet
Date: 25 February 2021
Subject: Housing & Community
Portfolio Holder: Councillor Holly Whitbread

Recommending:

The report of the Housing & Community Portfolio Holder be noted.

Community Resilience: The team changed management reporting lines and now sits alongside the Contracts and Technical and Commercial and Regulatory Services. This new arrangement is working well, there are clear synergies with Regulatory, Waste and Environmental Protection teams. The ease of collaborative working with show positive results for the benefit of residents.

The team is continuing to work on updating policies and introducing new processes where required. Workloads remain high but steady across the ASB and Enviro sections of the team.

Environmental Enforcement: Fixed Penalty Notices served; one for littering in Waltham Abbey (evidence supplied by resident's Ring doorbell) and one for breach of a Community Protection Notice for dog barking at Orchard Gardens. One Community Protection Notice served for light pollution at a property in Theydon Bois, two Noise abatement notices served on a licenced premises for excessive loud music. one successful prosecution for fly tipping heard at the start of December, for an incident which occurred in June 2019, against two defendants. Delay primarily due to Covid and courts being shut. Both the defendants were ordered to pay fines and Council's prosecution costs, a total of £ 3,891. Continued support is being provided to the Public Health team with Covid Compliance Checks. 30 visits were carried out in the first 2 weekends of December between the CR team and Licencing.

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crime prevention materials to stop the youth nuisance in the area. Parkguard service continues to be utilised in hot spot areas e.g. Loughton, Broadway etc

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Report to the Council

Committee: Cabinet

Date: February 2021

Subject: Housing and Community Services Portfolio

Portfolio Holder: Councillor Holly Whitbread

Recommending:

That the report of the Housing and Property Services Portfolio Holder be noted

Executive Summary

The following report provides an update on progress in the following areas:

Housing Information, Strategy and Policy

Tenant newsletter

The Housing Information, Strategy and Policy Team have recently published a newsletter for council tenants living at our new development at Burton Road, Loughton. It features news and helpful information for tenants regarding their new tenancies. Of course, they will also receive our usual six-monthly tenant newsletter, which is due in the spring, but we felt a one-off special newsletter would address some of the issues at Burton Road.

Housing Ombudsman's Complaint Code

As stated in the recent Members' Bulletin, we completed the self-assessment against the Housing Ombudsman's Complaint Code which is a requirement of the recent Social Housing White Paper. From March 2021, the Housing Ombudsman will publish online reports for each landlord with full details of complaints in a 'name and shame' format for those in non-compliance.

Consultation – Domestic Smoke and Carbon Monoxide Alarms

We completed and submitted the MHCLG's consultation on domestic smoke and carbon monoxide alarms, this is also a requirement of the recent Social Housing White Paper.

Other requirements from the White Paper, such as new regulatory consumer standards and performance measures, are due to be released by the Regulator from March onwards. As soon as these are released, we will work to implement them. Some may be included in the annual Local Authority Housing Statistics (LAHS) question set, which is due for release in April.

Housing Needs

Norway House (temporary accommodation)

Christmas was a huge success at Norway House and once again we were blown away by the generation of stakeholders and local residents. Upper Clacton Rugby Club ensured that every child at Norway House received a Christmas present and Epping Forest Food Bank provided a Christmas Food Hamper for every family.

We have already been successful in securing over £300 to buy Easter eggs for the children at Norway House, thanks to a Just Giving campaign by Kelsey Taverner.

We have also started looking at plans for the small garden at Norway House, which is due to be improved this year. Helen Palmer from the Culture and Community Team has sent us an excellent first draft of the design which we are very excited about.

Homelessness

Along with the CEO of Chess, our commissioned rough sleeping service, the Homelessness Team Manager delivered a presentation to Buckhurst Hill Parish Council last Thursday evening on homelessness services for rough sleepers. We talked about the work that both the homelessness team within EFDC, and Chess do to engage and support rough sleepers within the District. We provided an overview on projects currently being undertaken, the funding behind the projects and shared information on how members of the public are better able to help rough sleepers and support their local homelessness charities in the work that they do. The presentation was well received, and a subsequent article will feature in the Parish Council newsletter.

Community Culture and Wellbeing

Waltham Abbey Community & Cultural Centre

Following Cabinet approval in December 2020 to develop a business case for the Waltham Abbey Community & Cultural Centre, architects are being appointed to develop the scheme, and the business case will be reported at April Cabinet.

Meetings have taken place with Essex County Council regarding the ongoing management and operation of the library service, along with Essex's capital contribution to the scheme. Consultation on plans for the Centre is currently taking place with Council members, Waltham Abbey Town Partnership and local residents.

Epping Forest District Festival of Culture 2021

The first Epping Forest District Festival of Culture was launched on 28th January with a fantastic talk on "The Wildlife of Copped Hall and Surrounding Areas" by Dr Peter Warne via Zoom.

The Festival is being hosted via the Visit Epping Forest website:

<http://www.visiteppingforest.org/> and runs through until the end of April. The virtual festival provides a platform for diverse, community led cultural activities across the district. Events during the coming months encompass; a photography competition, music, drama, dance, art, crafts, history, horticulture, wildlife and much more. All local community and cultural organisations and individuals involved in such activities within the district are invited to use the event as a platform to raise awareness of their activities.

Bookings for all talks and activities can be made by visiting either the EFDC or Visit Epping Forest websites <https://eppingforestdc.bookinglive.com/>

During the first week of the Festival there were 788 initial online views.

MiLife C19 Mental Health Project

Continuing the Youth Council lead project work with The Red Balloon Foundation, MiLife C19 resources will be added to the award winning MiLife website this month. Additionally, a menu of 10 workshops, facilitated by the Council's Community, Culture & Wellbeing officers, will be presented remotely in the district's 7 secondary schools from March to pupils in Year 9 and above. The project addresses the impact of stress on young peoples`

mental health and provides excellent tools, strategies and signposting to wider support services. The MiLife website can be accessed via: www.milife.org.uk

Epping Forest Youth Council

The High Sheriff of Essex, Julie Fosh, met with Youth Councillors and Portfolio Holder Cllr Holly Whitbread on 19 January. The High Sheriff took questions from the Youth Councillors and talked about her role. Additional guest speakers have included; Fran Edmonds - Climate Change Officer, David Burt - Active Travel Officer, Angela Cohen - Essex Police and BBC Film Maker David Vincent who spoke about Judge Rinder's family history and its links to the Holocaust.

Youth Councillors have participated in the Essex Council Voluntary Youth Services (ECVYS) survey into issues around violence and vulnerability and accordingly received a donation of £200 towards local project work.

Youth Council remote training continues. This includes topics such as; Mental Health & Wellbeing, Respect & Professionalism and Diversity.

Shelley & Paternoster Digital Inclusion

A pilot project involving the roll-out of a number of Alcove devices to residents in sheltered accommodation settings, and wider geographic localities, is going well. Data gathered pre and post installation will be used to inform the further development of wider digital inclusion initiatives. The following quote from a 92-year-old resident sums up the impact of the project so far; "I do not feel so cut off from my family now and it's so lovely I can actually see them. It has made me very happy".

The Reading Agency and Arts Packs

Working with 'The Reading Agency' and Costa Coffee, Community, Culture & Wellbeing staff delivered 600 free reading packs to homes in Shelley and Paternoster wards and vulnerable residents across the wider district. The packs contained award winning fiction – one child's book and one adult book – coffee, an activity sheet and a bag of chocolate coins!

Additionally, in partnership with Arts Council England and the Royal Opera House Bridge Association, staff delivered 150 free quality art packs to young people from the Ongar Academy, King Harold Academy, Hill House Primary School and Staples Road Primary School. Working with the Essex Child & Family Wellbeing Service, art resource packs were also delivered to identified vulnerable families within the district.

All packs were supplied to the Council free of charge, following successful applications by the team's Cultural Engagement Officer.

Community Gardening Projects

Community Gardening Projects are progressing well in Waltham Abbey and Ongar.

A 12ft x 8ft poly tunnel has been purchased for the Longfield allotment plot in Waltham Abbey and will be placed on site when safe to do so. Local community volunteers will soon be able to enjoy seed sowing and growing exotic fruits and vegetables inside.

At Hill House in Waltham Abbey a variety of sensory plants have been reserved to create two new garden spaces in the square on the current fenced grassed areas for the residents. Local school children will be actively involved in schemes.

In North Weald a new 'grow your own food' community allotment plot is currently being set up which will help benefit residents' health and wellbeing. Cllr Anthony Jackson supported the idea and a Locality Fund award £1,000 has helped with set up costs.

Older Peoples` Engagement

Following the success of the 'Stay Well This Winter' Programme, where 920 information and resource packs were delivered to the community, a follow up Senior Safety Programme called 'Stay Safe, Stay Aware, Take Care' will shortly be rolled out.

Partners involved include the Safer Communities Partnership, Essex Police, Crime Stoppers and Essex Road Safety. Information packs will contain valuable information on how to stay safe in and around the home and include topics such as; bogus callers, scams and fraud as well as home adaptations and safety.

Community Champions

Community Champions continued to support their communities over the festive period, with many delivering Christmas care packages. Feedback from recipients was extremely positive and the Community Champions continue to help residents feel connected.

The focus for Community Champions network meetings during 2021 will be on training and development with an Asset Based Community Development (ABCD) approach. A talk from Nat West's Scams Teams and a session with the EFDC Grants Officer are also planned.

Dementia Friendly Schools Award

Working with the Council's Dementia Action Officer and Epping Forest Dementia Action Alliance, (DAA) Coopersale & Theydon Garnon C.E. Primary School has become the first school in the district to achieve an accredited Dementia Friendly Schools Award. The school's intergenerational partnership with Ashlar House Care Home provides an excellent example of best practice for other schools to see how Dementia awareness can be weaved into curriculums at the crucial age when children develop caring attitudes towards their own families and the wider community.

Museum Movers (Arts Council England Funded dance project)

The Museum Movers Project blog has been launched at museummovers.com. There are over 30 dance films on the blog for all ages with explanations of how to take part.

13 dance films have been shared on the Facebook pages and these have been viewed a total of 3,476 times.

Many older members of our community have embraced technology and are regularly attending Zoom dance classes (known as the 'Mighty Movers') every Friday morning.

The Boys: Holocaust Survivors in the Epping Forest District Education Resource Pack

Epping Forest District Museum launched a new education resource pack "The Loughton Boys: Holocaust Survivors in the Epping Forest District" on Holocaust Memorial Day, 27 January 2021.

The pack contains profiles of 27 of the boys who came to stay at Holmehurst, the hostel in Loughton from December 1945 to January 1947 as part of their recovery. A set of learning resources including PowerPoints, worksheets and background information supports teachers to deliver sessions to children and young people. Comments from teachers

include, 'First of all, thank you so much for the resources. They are excellent and I cannot wait to use them in a classroom again.' 'This all looks really good and wonderful to have a local history link.'

Reminiscence Resources for Barchester Ashlar House Care Home

During the first lockdown, residents at Ashlar House, Epping were able to enjoy using Museum resources in a Covid secure way to commemorate VE Day. This excellent relationship has continued, and the Museum Team have recently supplied resources to celebrate National Radio Day on the 13 February.

Creativity Challenge 2020

Epping Forest District Museum chairs the Epping Forest Creative Network, a partnership of local cultural providers and schools. The 2020 Creativity Challenge has recently been completed by 26 pupils at Staples Road Primary School. The feedback reveals not just how much the children enjoyed being creative and what impressive skills they have, but also just how important creativity is for their mental health and wellbeing, especially at this time. Comments included 'The best thing about being creative is letting your mind and imagination go free' and 'the best thing about being creative is how relaxed it makes me feel.'

Museum Rationalisation Project

To date the Rationalisation Project team has reviewed and researched all items currently stored at the North Weald site. These items have been through the first two review phases of the project and, following Steering Committee and Portfolio Holder sign off, will be ready to move onto the final rationalisation phase. 80% of items have been assessed from Store 1 at the Museum which means a total of 1400 items have been through phase 1. Of these, 360 items have been researched at phase 2. The team has been nominated for the Collections Trust Award 2020-21 – 'Celebrating Collections Management' which highlights collections-based work achieved in difficult circumstances.

Museum Anniversary Programme

2021 is an important year for Epping Forest District Museum as it will be celebrating some significant milestones including; the 40th anniversary of the Museum at its current site, the 5th anniversary of the re-opening of the Museum after the completion of the National Lottery Heritage Funded building refurbishment and The Boys exhibition will mark the 250th temporary exhibition ever held on site.

Each anniversary will be celebrated through exhibitions (including online), events and projects.

Social Active Strong – Strength & Balance Programme

Essex County Council and the West Essex CCG have confirmed a further £90K of funding to continue the West Essex Strength and Balance service for another 12 months. The programme was developed, implemented and is led by the Community, Culture & Wellbeing team.

The following compliment is testament to the positive impact of the initiative; "As you know I had chemotherapy first 7 years ago, and have had neuropathy in my feet, and mild in my hands ever since, after 2 more rounds of chemo over the next 3 years, things hadn't improved, and I asked many times what I could do, no one had any answer. Last year I had nerve conduction tests as things felt they were

getting worse, as ankles were numb and it felt it was going up to my calves, it was very worrying, I went 3 times for different tests, they said I had to have B12 injections, I did, they said that showed no improvement, so I was left with progressive Sensorimotor axonal neuropathy and no other treatment. So, I made inquiries into walking frames, wheelchairs as I could not walk 100 yards even with help legs very weak.

Then I saw an advert for Strength and Balance classes on line, I got in touch to find out more, and you came back very quickly with information and suggested I came to the class, I did them as you suggested gently at my pace and now after only 6 classes, I am just so amazed I have some feeling in my feet and definitely feel my ankles and calves, and can walk around home without grabbing everything and going upstairs without a struggle. I don't know how it has worked so quickly. These exercises and the calm friendliness of each class has changed my life, I feel lighter, and the family say I am much more upbeat and chatty on the phone, they have their mum back."

Community Resilience

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Report to the Council

Committee: Cabinet
Date: 25 February 2021
Subject: Planning and Sustainability Portfolio
Portfolio Holder: Councillor N Bedford

Recommending:

That the report of the Planning and Sustainability Portfolio Holder be noted.

1. Local Plan progress update

Following the hearing sessions for the Independent Examination of the Local Plan, the Inspector released her Advice on 2 August 2019. Within her advice the Inspector set out a number of changes to the Plan which are required to remedy issues of soundness in the form of Main Modifications (MMs).

In accordance with the high level programme in the Council's response to the Inspector, dated 24 April 2020, the Team worked hard to ensure that the final tranche of Main Modifications (MMs) were submitted to the Inspector in September with a view to consultation on the MMs as soon as possible thereafter. However, the Inspector wrote to the Council on 2 October 2020 (ED115) to advise that due to other work commitments during October and November it was unlikely that she would be able to provide a full response immediately. The Inspector provided an update on progress on 8 February 2021 (ED118) advising that the volume and complexity of the documentation means that progress of finalising the MM schedule is taking some time and the current lockdown measures have unfortunately prolonged it. She hopes to be able to provide more information on next steps shortly.

The Habitats Regulations Assessment is being updated to take account of the Interim Air Pollution Mitigation Strategy and will be finalised to take account of the Green Infrastructure Strategy due to be considered by Cabinet in March.

At the meeting of Council on 8 February 2021 the Council agreed that the Cabinet Member for Planning and Sustainability will form a cross party Portfolio Holder Advisory Group in no more than 1 month from the date of this resolution; and the Group is formed to support the Portfolio Holder in the delivery of the Interim Air Pollution Mitigation Strategy and provide oversight of the work of the Technical Stakeholder Group. This could include working with officers to identify where further initiatives not identified in the APMS could be brought forward to advance Air Quality Improvements with the objective of removing the need to introduce a Clean Air Zone (CAZ). Alongside the acceleration and enhancement of mitigation measures the Portfolio Holder Advisory Group will provide democratic oversight of the development of any CAZ scheme prior to its consideration through the Council's formal decision-making processes and public consultation on it in the event that future air quality monitoring and modelling continues to demonstrate that, even after the acceleration and enhancement mitigation measures, a CAZ is required.

2. Draft Green Infrastructure Strategy

Following consultation on the draft Green Infrastructure Strategy last year the final strategy will be reported to Cabinet on 11 March 2021 for endorsement as a material consideration in the determination of planning applications, masterplans/concept frameworks and guide design and implementation processes.

3. Draft Sustainability Guidance

On 19 September 2019 the Council declared a Climate Emergency, including a resolution to do everything within the Council's power to make Epping Forest District Council area carbon neutral by 2030. To support the declaration and policies in the emerging Local Plan in relation to sustainable and high quality design and construction of developments the Council has consulted on two EFDC draft Sustainability Guidance documents for use across the District; one for Major Developments (10+ units) and one for Minor Developments (1-9 units) between 2 November 2020 and 14 December 2020. The responses have been considered and the final guidance will go back to Cabinet for endorsement as a material consideration on 11 March 2021. Work has progressed on a third document relating to the retrofit and refurbishment of existing buildings and a draft will be included in the report to Cabinet. The guidance is still waiting the work being prepared by the Retrofit Working Group of the London Energy Transformation Initiative (LETI) and will be consulted on once this work is available to be included as part of the consultation.

4. Harlow and Gilston Garden Town

A capacity fund bid was submitted to Homes England in early September for future funding, and the Garden Town is still awaiting the outcome of this bid. Recent work has included the Sustainable and Healthy Living consultation running from 02 November to 14 December 2020 on the draft HGGT Sustainability Guidance and draft Healthy Garden Town Framework. These are due to go to the March Garden Town Board and EFDC Cabinet for endorsement

At the last Garden Town Member Board on 1 February and overview of the work programme for 2021 was provided. The HGGT project is now moving from a policy making focus towards a focus on the delivery phase of the project. One of the key priorities is therefore the design and implementation of appropriate governance arrangements – following a decision in early 2020 a Local Authority Garden Town Board and a Local Authority owned Combined Delivery Service are being proposed. This is to ensure that what is currently an informal partnership arrangement becomes a formally constituted entity owned and led by five Authorities to realise the physical delivery of the Garden Town across Authority boundaries. Professional support has been commissioned by the HGGT to produce a business plan for the Combined Delivery Service.

On behalf of the HGGT, Herts CC have been successful in securing £172m of Housing Investment Grant funding from Government for the forward funding of delivery of Garden Town related Transport Infrastructure initially focussed on the Gilston development and the subsequent creation of a Rolling Infrastructure Fund (RIF) to operate across the whole Garden Town. Herts CC as the accountable body, will receive the funding and agreements will be in place with Essex CC and Places for People in their capacity as the developer, in order to contract to implement the infrastructure. Partner support to enter in to contract with Homes England in order to fully secure and release the HIG funding is crucial to the success of the HGGT project and is an absolute priority for the partnership in 2021.

Sustainable Movement and achieving the 60% shift to sustainable modes of transport within new communities and 50% within existing communities remains a key objective of the Garden Town Vision. Consultation on the draft HGGT Transport Strategy was undertaken during the first part of 2020. During 2021, consultation will also be undertaken as part of the development of the Local Cycling and Walking Implementation Plan (LCWIP).

5. Further government measures to support delivery of better designed homes, streets and neighbourhoods

On 30 January 2021 the Government launched a package of measures to support the delivery of better designed and more sustainable homes, streets and neighbourhoods in England. Alongside the Government's response to the Building Better, Building Beautiful Commission's recommendations, updates to the National Planning Policy Framework were issued for consultation. The consultation runs from 30 January to 27 March 2021:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957295/Draft_NPPF_for_consultation.pdf. The proposed policy changes seek to ensure the system helps to create more attractive buildings and places, while maintaining the NPPF's existing strong focus on delivering the homes and other development which communities need. The changes will make beauty and placemaking a strategic theme in the NPPF, set out the expectation that local authorities produce their own design codes and place an emphasis on granting approval to schemes that are well-designed. Proposed changes also include an expectation that all new streets should be treelined and that there are improvements in biodiversity and access to nature through design.

The National Design Code has been also been launched alongside a pilot programme (see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957205/National_Model_Design_Code.pdf). As part of this programme, interested local authorities are invited to submit expressions of interest to take part in pilot programmes to apply design coding in their areas with funding of £50,000 per project available. As set out in Policy DM 9 in the emerging local plan Design Codes will be required to be produced and agreed to support the implementation of the Strategic Masterplans. The Council is therefore intending to submit a bid.

6. Development Management Planning Applications

Planning application income up to the end of January 2021, including Pre-application fees, was £883,887, which is a shortfall of £273,734 against a budget estimate that is profiled on a 3-year actual average. This has picked up in the last couple of months from that previously reported, mainly as a result of three high fee scale planning application submissions such that the income received level is now higher than that received at this stage in 2017/18 (application fees in 2018/19 and 2019/20 were the highest recorded).

Virtual Planning Committee meetings with public participation are being held in general on a weekly basis such that decisions are being taken with all relevant information available through Zoom. It continues to be generally well received by the public, acknowledging that we are trying to ensure that these committees are run as normal as possible.

7. Preparations to release Planning decisions held up by the SAC

The Development Management team has been preparing since November 2020 to release the backlog of planning application decisions that have been held up by the lack of an agreed Air Quality Mitigation Strategy. Around 220 decisions could not be released, and re-assessment of the applications is ongoing. With the Interim Strategy finally approved by

Council on 8 February 2021 it is anticipated that the first decisions will be released during the second part of February 2021.

8. Publication of Development Management and Enforcement Service Charters

During January 2021 new Service Charters for the Development Management and Enforcement teams were published:

<https://www.eppingforestdc.gov.uk/planning-and-building/development-management-service-charter/>

<https://www.eppingforestdc.gov.uk/planning-and-building/planning-enforcement-service-charter/>

The charters clearly set out the manner in which the respective services will be delivered, explaining to service users the basic levels of service they may expect when engaging with the teams by telephone and email contact, and it commits the service to shorter turnaround times for pre-application advice requests.

9. Fees and Charges

The Development Management Service has reviewed its schedule of fees and charges, and a decision has been taken to standardise fees to be charged for any activities (such as pre-application advice, research fees and provision of information) at an hourly rate of £140 from 1 April 2021. This revision constitutes a modest increase in the current fees and are intended to contribute to the self-financing of the service as planning application fees generally do not finance the full cost of the Development Management service. The service will continue to provide information that it has statutory duty to provide (Statutory Planning & Enforcement Registers) free of charge.

10. Review of Enforcement Plan

The Enforcement Plan is currently under review, and it is intended to ask for adoption of the plan in the fourth quarter of 2020/2021. The draft update commits the service to general good practice, active performance management, revised priority categories and associated response times for enforcement complaints and clearly sets out the service's approach to planning enforcement matters as suggested in the National Planning Policy Framework (NPPF).

11. Digital Planning and Building Control Project

The Planning and Building Control services have secured funding for the procurement and implementation of a new back-office and mobile working solution that will enable a single working space for all officers to complete their day-to day tasks from anywhere on any device. The chosen supplier is delivering a powerful case management system, a modern and intuitive customer portal and real-time business intelligence and reporting to support performance and time management for officers and managers, driving efficiency savings and an enhanced user and customer experience supporting the channel shift ambitions of the service to digital and flexible ways of working.

12. Proactive planning enforcement

The Planning Enforcement Team have been called out to deal with two high profile cases in the last two months:

- Land north of Heathlands, Norton Heath, Willingale – Officers were called to deal with nine Traveller mobile homes moving onto the land over a weekend before Christmas. Planning Enforcement and Legal were proactive in obtaining and serving a High Court Injunction within 72 hours of the offence. Legal action is ongoing and Planning Enforcement notices are also being served after the refusal of the retrospective planning application to develop the site.
- Old Foresters/Station Hill, Theydon Bois – Officers were called to deal with four mobile homes being brought onto the site without planning permission. An officer was on site when these arrived and the mobile homes were not stationed on the land. Initial preparations were made to obtain an injunction but no subsequent breach has occurred on the site although investigations have been complex and time consuming. Enforcement officer response has been swift as the site has been subject to considerable local concern and person(s) unknown attempted to block access to the site via Station Hill.

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Report to the Council

Committee: Cabinet

Date: 25 February 2021

Subject: Pay Policy Statement

Portfolio Holder: Councillor S Kane (Customer & Corporate Support Service)

Recommending:

The Cabinet recommends the Pay Policy Statement to Council.

1. Section 38 (1) of the Localism Act 2011 requires the Council to produce a Pay Policy Statement for each financial year setting out details of its remuneration policy. Specifically, it should include the Council's approach to its highest and lowest paid employees.
2. It draws on the Review of Fair Pay in the Public Sector (Will Hutton 2011) and concerns over low pay.
3. The Council's Pay Policy Statement was first published on the Council's website in March 2012. This is updated on an annual basis.
4. The matters which must be included in the statutory Pay Policy Statement are as follows:
 - The Council's policy on the level and elements of remuneration for each chief officer;
 - The Council's policy on the remuneration of its lowest paid employee (together with its definition of 'lowest paid employees' and its reasons for adopting that definition);
 - The Council's policy on the relationship between the remuneration of its chief officers and other officers;
 - The Council's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency
5. The Act defines remuneration in broad terms and guidance suggests that it is to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.
6. The draft Pay Policy Statement for 2021/2022 sets out the Council's current practices and policies and is attached at Appendix 1. The amendments are highlighted.
7. Changes to the various policies and guidelines will continue to be agreed in accordance with current practices.

Conclusion

8. We recommend as set out at the commencement of this report.

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EPPING FOREST DISTRICT COUNCIL

PAY POLICY STATEMENT 2021/22

Introduction

Epping Forest District Council is located adjacent to three outer London boroughs and on the Central Line into the City of London. Residents have easy access to major motorway routes as both the M11 and M25 run through the district. There is a high incidence of commuting from the district which impacts on the local labour market and levels of pay, particularly for jobs that require skills that are in relatively short supply.

There are some long standing recruitment difficulties and retention issues in key skill areas and the Council is making every effort to manage skill shortages with apprenticeships, including higher level apprenticeships, introducing a new recruitment strategy and streamlined processes, working with Public Practice to encourage planners, designers working in the private sector to work in the public sector.

The situation is not static and is capable of changing very rapidly, but the Council continually considers steps regarding pay and allowances that are designed to assist with recruitment and retention.

This Statement reflects the Council's current pay, pension and leave policies and strategies which will be amended over time to deal with changing circumstances. These documents play an important role in attracting and retaining the best people to the Council.

All decisions on pay and reward for Chief Officers will comply with the Council's current Pay Policy Statement.

Legislation

Section 38 (1) of the Localism Act 2011 requires English and Welsh Councils to produce a Pay Policy Statement for 2012/2013 and for each financial year thereafter.

The Council's Pay Policy Statement;

- Must be approved formally by the Council;
- Must be approved each year;
- May be amended during the course of the financial year; and
- Must be published on the Council's website.

The Pay Policy Statement must include;

- The level and elements of remuneration for each of the Chief Officers;
- The remuneration of its lowest paid employees (together with its definition of 'lowest paid employees' and the Council's reasons for adopting that definition);
- The relationship between the remuneration of its Chief Officers and other Officers; and
- Other aspects of Chief Officers' remuneration; remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

Remuneration is defined widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases/enhancements of pension entitlements and termination payments.

All salaries and calculations are based on full time equivalent (fte).

Publication of the Pay Policy Statement

The Policy has been made available on the Council's website.

Effect of this Policy Statement

Nothing in this Policy Statement enables unilateral changes to employee's terms and conditions. Changes to terms and conditions of employment must follow consultation and negotiation with individuals and recognised trade unions as set out in other agreements and in line with legislation. At the time of approving of this Statement by full Council, a consultation process to change pay and allowances arrangements is ongoing.

Pay Arrangements

During 2018/19 negotiations took place with the recognised trade unions to move pay away from National Conditions to local arrangements.

The outcome of these negotiations resulted in a Collective Agreement and local pay arrangements were implemented with effect from 1 October 2019. The local pay scales can be found at Appendix 1 (pay is at 1 April 2020). At this point, Inner Fringe London Allowance was incorporated into salary scales, and no longer forms part of separate pay bargaining.

Grades no longer contain incremental points, and employees are paid at a spot salary within the grade range. Incremental progression, therefore, no longer applies but progression within grade can be applied in accordance with pay policy. Placement within the respective Grade Zones is also in accordance with pay policy.

Grades for roles will continue to be determined by the NJC Job Evaluation Scheme implemented through our Job Family Framework.

Pay Awards

For the future, Epping Forest salary ranges will be benchmarked against the Public & Not for Profit Market, and NJC pay awards will no longer apply, although the Council has agreed that annual pay awards will be no less than the NJC Award.

The Council will consider pay awards annually, and any award agreed will be applied at 1 April.

Remuneration of Chief Officers

The Council will not agree any pay arrangement which does not reflect the correct employment and/or tax/NI status of a Chief Officer or employee.

It will be the responsibility of Council to agree the initial salaries for Chief Officers following external advice/evaluation/benchmarking. At Epping, Chief Officers are determined as the Chief Executive, Strategic Directors and Chief Operating Officer.

Chief Executive

The Chief Executive is paid a spot salary of **£143,000** which includes compensation for all other allowances that might normally apply (i.e. evening meeting payments). The Chief Executive may also benefit from a performance payment of up to £5,000 (**non-consolidated**) if targets and objectives, set by the Leader of the Council and Chair of the Overview and Scrutiny and Committee, together with an independent facilitator, are met. For future years, any performance payment will be unconsolidated unless a further review of base salary is undertaken.

The Chief Executive is also the Council's Head of Paid Service and the Returning Officer (for which additional fees are paid).

Strategic Directors

In January 2020, Cabinet agreed a new organisation structure which permanently established 2 Strategic Director roles and a role of Chief Operating Officer, all at a spot salary of £115,000 together with the opportunity of flexibility of benefits.

Termination Payments

On ceasing to be employed by the Council, individuals will only receive compensation:

- in circumstances that are relevant (e.g. redundancy), and
- in accordance with our published Pension Policy on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or that complies with the specific term(s) of a compromise agreement.

All employees with contracts of 3 months or more are automatically enrolled into the Local Government Pension Scheme (LGPS), which is administered by Essex County Council. Payments on grounds of Redundancy are covered by the Council's Redundancy and Efficiency Payments Policy.

All employees are treated in the same way with regard to the calculation of severance payments in situations of redundancy.

Statutory Roles

The statutory roles of Monitoring Officer and 'Section 151' Officer will be carried out by the Head of Legal and the Strategic Director. These positions do not need to be held by Chief Officers. The Monitoring Officer role will receive an additional £5,000 supplement for these statutory responsibilities. The 'Section 151' Officer has this in their base salary.

Definition of Lowest Paid Employees

For the purpose of this Policy Statement, employees on grade A are defined as our lowest-paid employees.

At 1 April 2020, the fte annual value of the minimum of the Growth Zone of Grade A was £18,740.

The exceptions to the lowest grade are Apprentices who are paid £160 per week. When apprentices move into year 2 of their placement, they receive the minimum wage for their age.

Pay Multiples

The Hutton Review raised concerns about multiples in the order of 20 or higher between the lowest and the highest paid employees in local authorities. However the Interim Report noted that the most top to bottom pay multiples in the public sector are in the region of 8:1 to 12:1. The Council is therefore content that having due regard for the level of responsibilities and personal accountability between the lowest and highest paid roles, the current multiple of 7.6 seems to be both justifiable and equitable.

The council does not set the remuneration of any individual or group of posts by reference to a multiple. However, as suggested by the Hutton Review the Council will monitor multiples over time to ensure they are appropriate and fair and will explain significant changes in pay multiples. The multiples are as following;

Role	2021/2022	
	Multiple	Salary
Chief Executive compared to lowest salary	x 7.6	£143,000
Strategic Directors compared to lowest salary	x 6.1	£115,000
Average salary compared to Chief Executive	x 3.9	£36,338
Average salary compared to lowest salary	x 1.9	£36,338

- The average salary is based on fte and has not been pro-rata'd for part-time employees
- The lowest fte salary in the Council is £18,740 in 2020/2021

Other Payments

Market Supplements may be paid in accordance with the Council's Policy for Payment of Market Supplements (although where necessary to secure or retain the employment of essential staff, other means may be applied to achieve the same outcome).

Honorarium or ex-gratia payments will be paid in accordance with our Additional Payments Policy.

The Council does not currently apply performance related pay or bonuses (except for in the case of the Chief Executive), but this may change generally at a future date, and may be applied as part of a personal contract of employment if required to secure the employment and retention of essential employees. Under local pay arrangements, the Council may consider the award of a Council wide or Team bonus at any point paid, on the basis of agreed

targets/outputs. Such bonus will take the form of an unconsolidated payment and will not affect substantive pay.

These policies are applied consistently to all employees.

APPENDIX 1

Grade	Growth Zone £	Salary for Role £	Exception Zone £
A	18,740 – 19,100	19,241	19,301 – 19,500
B	19,501 – 19,942	20,089	20,301 – 20,500
C	20,600 – 21,624	21,784	21,801 – 22,300
D	22,400 – 24,353	24,533	24,751 – 25,500
E	25,700 – 28,203	28,411	28,801 – 29,500
F	29,700 – 32,258	32,496	32,951 – 33,400
G	33,500 – 37,128	37,402	37,801 – 38,400
H	38,500 – 42,126	42,437	42,601 – 43,300
I	43,600 – 47,226	47,574	47,824 – 50,000
J	50,300 – 54,060	54,459	54,959 – 56,200
K	57,500 – 60,818	61,266	61,501 – 63,000

Report to Council

Report reference: 2020/21
Date of meeting: 25 February 2021



Portfolio: Finance and Economic Development – Cllr J. Philip
Subject: Budget 2021/22 (including Medium-Term Financial Plan, Capital Programme and Fees & Charges).
Responsible Officer: Andrew Small (07548 145665).
Democratic Services: Jackie Leither (01992 564756).

Recommendations/Decisions Required:

- (1) That the draft General Fund Revenue and Housing Revenue Account budgets for 2021/22 as presented in *Appendix A* be approved (pages 83-111).
- (2) That the General Fund and Housing Revenue Account Capital programmes for 2021/22 to 2025/26 presented in *Appendix B* be approved (Pages 113-120).
- (3) That the updated General Fund Medium-Term Financial Plan for 2021/22 to 2025/26 presented in *Appendix A* be approved (pages 83-111).
- (4) That the proposed Fees and Charges for 2021/22, including an average rent increase of 1.5% on Council Dwellings, presented in *Appendix C* be approved (pages 121-147).
- (5) That the Section 151 Officer's report – in accordance with Section 25 of the Local Government Act 2003 – on the robustness of the estimates for the purposes of the Council's 2021/22 budgets and the adequacy of the reserves, presented in *Appendix D* be noted (pages 149-154); and
- (6) That the Section 151 Officer's recommendation to retain a minimum £4.0 million contingency balance in the Council's General Fund Reserve for the duration of the adopted Medium-Term Financial Plan be approved.

1. Executive Summary

- 1.1 The detailed budget exercise for 2021/22 began in November 2020 with the adoption of the updated Medium-Term Financial Plan (MTFP) 2021/22 to 2025/26 by Cabinet. The MTFP set the framework for developing draft 2021/22 budget proposals for the General Fund and identified a residual budget gap of £2.1, after the application of £1.0 million of the Council's contingency reserves, that needed to be eliminated before a balanced budget for 2021/22 could be achieved.

- 1.2 Officers then prepared initial draft budgets for 2021/22, reaching a balanced position for presentation to Cabinet on 22nd December 2020. An outline Housing Revenue Account (HRA) budget for 2021/22 was also presented at the same meeting. The draft proposals were approved, subject to the elimination of a further General Fund deficit triggered by the announcement of the provisional Local Government Finance Settlement for 2021/22 (announced after the Cabinet report was published, but before the meeting was held)
- 1.3 The draft budget proposals presented to Cabinet in December 2020 – both General Fund and HRA – were scrutinised by the Stronger Select Committee on 19th January 2021. Officers also updated the Committee on the outcome of the provisional Local Government Finance Settlement for 2021/22 and the further budget pressure that it created.
- 1.4 Further detailed work was then completed on the budgets, with the General Fund ‘re-balanced’ and an initially proposed Council Tax increase removed (introducing a ‘Council Tax Freeze’ for 2021/22). The updated revenue budget proposals for both the General Fund and the HRA were considered, and recommended for approval by Council, by the Cabinet on 11th February 2021.
- 1.5 Alongside the proposed revenue budgets, the Cabinet also considered, and recommended for approval by Council, an updated Medium-Term Financial Plan for 2021/22 to 2025/26 and draft Capital proposals for 2021/22 to 2025/26. Cabinet also considered, and recommended for approval by Council, proposed Fees and Charges for 2021/22, including a 1.5% average rent increase on Council dwellings.
- 1.6 This report presents for Council consideration and approval, the final budget proposals for 2021/22 as follows:
- **Appendix A** – the General Fund Revenue and Housing Revenue Account budgets for 2021/22, and the updated General Fund Medium-Term Financial Plan 2021/22 to 2025/26 recommended for Council approval by Cabinet. The General Fund proposals comprise Net Expenditure of £16.69 million and include a contribution from the Council’s contingency reserves of £1.35 million and a Council Tax freeze. The HRA proposals include Net Income from Services of £8.47 million and maintain a minimum contingency balance of £2.0 million in the HRA reserve.
 - **Appendix B** – the General Fund and HRA Capital programmes for 2021/22 to 2025/26 recommended for Council approval by Cabinet. The General Fund Programme comprises capital investment of £94.82 million over the five-year period. The HRA Capital Programme comprises capital investment of £172.15 million over the five-year period; and
 - **Appendix C** – the General Fund and HRA Fees and Charges for 2021/22 recommended for Council approval by Cabinet. The proposals include a freeze in Car Parking charges and an average 1.5% rent increase for Council Dwellings.
- 1.7 In addition, the Council’s Section 151 Officer has a duty under Section 25 of the Local Government Act to report on the robustness of the budget estimates and the adequacy of the Council’s proposed financial reserves. Members attention is therefore drawn to the comments made in **Appendix D**, which is for consideration and noting.

1.8 Turning specifically to the contingency reserves held by the Council, extant professional guidance in the form of the recommended principles contained in “*LAAP Bulletin 99: Local Authority Reserves and Balances (issued July 2014)*” are followed. On that basis, taking account of the strategic, operational and financial risks facing the Council, the maintenance of a £4.0 million minimum contingency balance of unallocated reserves in the General Fund Reserve is recommended. This is an underlying assumption in the Council’s updated Medium-Term Financial Plan 2021/22 to 2025/26.

2. Resource Implications

2.1 There are significant resource implications, which are covered in detail in the report.

3. Legal and Governance Implications

3.1 The Council has a legal duty under the Local Government Finance Act 1992 to set a balanced budget. This report sets out a recommended budget for 20221/22 which fully meets the legal requirements.

4. Safer, Cleaner and Greener Implications

4.1 None.

5. Consultation Undertaken

5.1 The preparation of the 2021/22 budget proposals, including the recommended Council Tax increase has been the subject of extensive scrutiny and consultation. The Cabinet – at its meeting held on 11th February 2021 – considered comments on the budget proposals, made by the Stronger Council Select Committee at its meeting held on 19th January 2021.

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Report to the Cabinet

Report reference: C-062-2020/21
Date of meeting: 11 February 2021



Portfolio: Finance and Economic Development – Cllr J. Philip

Subject: Final Budget Proposals 2021/22 and Medium Term Financial Plan Update

Responsible Officer: Andrew Small (07548 145665).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

- (1) To consider the Final Budget proposals as set out within the Supplementary Agenda item, together with the comments received from Stronger Council Select Committee and after making any amendments that Cabinet consider necessary; and
- (2) Recommend to Council
 - a. the Budget for 2021/22 and the updated Medium Term Financial Plan, and;
 - b. The level of Council Tax increase for 2021/22.

1. Executive Summary

- 1.1. The report sets out the Cabinet's Final Budget Proposals for 2021/22 and the Medium Term Financial Plan. If approved by Cabinet, these will then be Recommended to Council for consideration at the Budget Setting meeting on 25th February 2021.
- 1.2. Stronger Council Select Committee considered Cabinet's Draft Budget Proposals at their meeting on 19th January 2021. The Committee's comments are attached as Appendix A, in the form of an extract from the draft minutes of that meeting. Cabinet are requested to consider the comments made by Stronger Council and also consider whether any amendments are required to the Final Budget proposals before these are recommended to Council.
- 1.3. As has been previously stated, the development process has been exceptional this year, in that Covid19 is having and will continue to have a massive impact on many areas of the Council's budget. It is expected that this impact will continue into the next financial year, with lasting impacts thereafter, but there is little certainty as to the extent and scale of the continued impact. This has made preparing a robust budget exceptionally challenging and medium term planning even harder.

- 1.4. As a consequence, the budget has been developed in an environment of ongoing uncertainty and this has meant many significant assumptions have had to be made for next year.
- 1.5. This has meant that the budget is less well developed than would normally be expected, and publication deadlines have been squeezed in order to achieve greater certainty whilst ensuring a reasonable trade-off between refinement and time for due consideration.
- 1.6. Consequentially, in order to provide a few more days to develop the Final budget, the budget paper will be issued as a Supplementary paper ahead of the meeting.

2. Resource Implications

- 2.1. These are contained within the attached report

3. Legal and Governance Implications

- 3.1. None contained within this report.

4. Safer, Cleaner and Greener Implications

- 4.1. None.

5. Consultation Undertaken

- 5.1. None

Background Papers

Final Budget Proposals 2021/22

1. Background and Introduction

- 1.1 The updated Medium-Term Financial Plan (MTFP) 2021/22 to 2025/26 – which set the framework for developing draft 2021/22 budget proposals for the General Fund – was adopted by Cabinet on 16th November 2020.
- 1.2 The projection for 2021/22 in the MTFP revealed an underlying budget deficit of £4.1 million on the General Fund, which had emerged in the light of the Covid-19 pandemic. It would be an extremely challenging task to eliminate a budget deficit of that size at such short notice. The MTFP therefore included an assumption that Government support of £1.0 million would be received in 2021/22. In addition, Cabinet supported a proposal to utilise £1.0 million of the Council's contingency reserves to support the budget. The target reduction in the base budget for 2021/22 was therefore £2.1 million.
- 1.3 Following the November 2020 Cabinet meeting, officers reviewed the underlying financial assumptions in the MTFP to ensure they remained relevant in the light of emerging intelligence at the time; most notably the Government Spending Review 2020 announced by the Chancellor on 25th November 2020, and prepared initial draft budgets for 2021/22, reaching a balanced position for presentation to Cabinet on 22nd December 2020.
- 1.4 A balanced position on the initial draft General Fund budget for 2021/22 was achieved at that point, which included the increased assumption that Government support of £1.2 million would now be received based on the content of the Spending Review. The assumed contribution from the Council's contingency reserves was virtually unchanged at £0.999 million.
- 1.5 However, the provisional Local Government Finance Settlement for 2021/22 – announced after the Cabinet report was published, but before the meeting was held – created a further deficit on the General Fund, primarily due to a significantly lower than anticipated New Homes Bonus allocation.
- 1.6 The outline Housing Revenue Account (HRA) budget presented to Cabinet on 22nd December 2020 showed a small Surplus of £62,000, which would maintain a minimum balance of £2.0 million in the HRA general reserve. The budget assumed strengthening income from Dwellings and addressed spending pressures on Capital Charges and Housing Repairs.
- 1.7 The draft budget proposals presented to Cabinet in December 2020 – both General Fund and HRA – were scrutinised by the Stronger Select Committee on 19th January 2021. Officers also updated the Committee on the outcome of the provisional Local Government Finance Settlement for 2021/22 and the further budget pressure that it created.
- 1.8 Further detailed work has now been completed on the budgets, with the General Fund 're-balanced' and a proposed Council Tax increase removed (achieving a 'Council Tax Freeze' for 2021/22). This report allows Cabinet to consider the final budget proposals for 2021/22 – for both the General Fund and HRA – as set out in the report, whilst taking into consideration the comments of the Stronger Council Select Committee.
- 1.9 Members of the Cabinet should note that, following the recent realignment of services within the Council, the General Fund service structure presented requires further refinement prior to presentation to full Council on 25th February 2021. The changes are relatively slight and have no impact on Net Expenditure or Funding.

2. Proposed General Fund Budget 2021/22 (*Annex 1*)

2.1 The proposed General Fund budget for 2021/22 comprises Net Expenditure of £16.690 million and is summarised by service area in the table below.

Description	Net Expenditure
	£'s
NET EXPENDITURE	
Chief Executive	973,100
Community & Well-Being	1,160,150
Contracts & Technical	(1,497,790)
Corporate Services	7,693,440
Customer Services	2,577,310
Economic Projects	1,408,910
Finance & Audit	1,624,440
Housing & Property	2,105,830
Planning & Development	2,956,530
Strategy, Delivery & Performance	1,725,300
Qualis Income	(3,365,200)
Unallocated Adjustments (inc. Financing, Pensions and Recharges)	(671,630)
Total Net Expenditure	16,690,390
FUNDING	
Council Tax	(8,235,688)
Business Rates	(5,162,022)
Collection Fund Adjustments	336,406
Council Tax Sharing Agreement (CTSA)	(340,000)
<i>Non-Specific Grants</i>	
New Homes Bonus	(477,477)
Covid-19 Funding Allocation	(663,322)
Lower Tier Services Grant	(185,882)
Other Grants (General)	(12,405)
Government Support (Covid-19: includes SFC compensation)	(600,000)
Contribution to/(from) Reserves	(1,350,000)
Total Funding	(16,690,390)

2.2 The **Net Expenditure** highlights include the following:

- **Employee Costs** – the report presented to Cabinet in December 2020 noted a significant increase in the cost of Employees compared to the 2020/21 budget and the November 2020 MTFP. The most significant new cost pressure noted was the Council's obligation to make a Pension Fund Deficit Reduction Payment (DRP) of £601,691 in 2021/22. However, the same report also noted that the Spending Review 2020 included a Public Sector Pay Freeze and, in those circumstances, a revised assumption of a 1.5% pay award was included at that stage; this had the effect of reducing anticipated budget demand by over £300,000. The 1.5% pay award assumption remains in this budget proposal
- **Premises & Transport** – the November 2020 MTFP included a broad assumption that Premises costs could be reduced by at least 10% in the light of new working arrangements (escalated by the pandemic) and the reopening of the refurbished Civic Offices. However, detailed work on the budget identified opportunities to exceed the 10% assumption across a range of costs including utilities and Business Rates. New ways of working have also enabled a significant reduction in Transport costs
- **Supplies & Services** – the report presented to Cabinet in December 2020 noted a significant cost pressure on Insurance costs (£826,330), which had been identified and addressed following the adoption of the November MTFP. As previously highlighted in December 2020, a limited number of growth items have been included, such as the increased cost pressures on IT budgets as the Council moves its IT systems onto “the Cloud”, additional contributions towards Neighbourhood Police and additional commitments to Environmental Projects. Subsequent detailed work on the budget has not identified any further significant issues and the original 1.0% inflation assumption remains unchanged
- **Fees and Charges** – the underlying assumptions on Fees and Charges included in the December 2020 Cabinet report remain unaltered in this budget proposal and are presented for consideration elsewhere on this agenda. The most notable feature perhaps is a commitment to maintain Car Parking charges at current levels. This includes the continuation of the temporary 20p rate until 30th June 2021. Any further extension of the 20p rate would require additional funding and is not included in this budget proposal.

Assumed income from the Leisure Management Fee, remains unaltered from the December 2020 figure of £500,000 (down from £1,471,420), but there is cause for increased optimism on other income streams due to the rapid progress being made on the Vaccine rollout. Thus (already) rising income from Planning Fees allows a smaller cut to the income budget than originally proposed (impact £181,504) and the prospect of a relatively quick recovery in Car Parking income at the end of the latest lockdown has led to a revised estimate on assumed income from this source (impact £100,000)

Further detailed work on other Fees and Charges budgets during January 2021 has yielded mixed results, with additional income identified at North Weald Airfield (£73,390), but the net income assumption from the letting of spare capacity within the newly refurbished Civic Offices has been reduced by £125,000, with the Second Floor now assumed to be let with effect from 1st October 2021; and

- **Qualis** – the financial implications to the Council of the Qualis initiative have been kept under constant review as the preparation of this budget has evolved. The total income assumption in the December 2020 draft budget report of £3,058,990 has now increased to £3,365,200 (i.e. up £306,210). This is primarily due to the imminent issue of a £6.0 million Regeneration Finance Loan to Qualis; this is a new development and is expected to deliver an estimated margin of £300,000 to the Council.

2.3 A detailed summary of all draft General Fund cost centre budgets for 2021/22 is presented in **Annex 1**. Comparative budgets are included for 2020/21 to provide additional insight, although it should be noted that, due to the realignment of service portfolios in 2020/21, a genuine like-for-like comparison is not provided in every instance.

2.4 The **Funding** highlights include the following:

- **Council Tax** – both the MTFP presented in November 2020, and the draft General Fund budget presented in December 2020, assumed a £5 Council Tax increase for 2021/22. However, based on feedback from both Cabinet and Scrutiny councillors during January 2021, and further detailed work on the budgets, a 0% increase (or Council Tax freeze) is now proposed. This reduces the estimated yield on Council Tax by £270,093. Given the unique circumstances triggered by the pandemic and the anticipated hardship for many residents in the year ahead, a one-off contribution from Council reserves of £150,000 is therefore assumed in this budget. The remaining balance (£120,093) has been absorbed within the original £1.0 million commitment from reserves
- **Business Rates** – the net funding anticipated from the Business Rates Retention (BRR) scheme has been updated to reflect the Council's 2020/21 ("NNDR1") forecast submitted to the Government on 4th February 2021. The submission was very close to estimates made on 31st October 2020 and assumed a Levy of £100,000 payable on growth to the Government (the 2019/20 draft Levy supplied by Essex County Council was £101,988). However, an updated forecast for the 2021/22 Essex Business Rates Pool was received from Essex County Council on 5th February 2021, which included an estimated Levy of £452,707. This was a significant and unexpected set back (reducing the funding assumption by £352,707), with the Epping Forest District Council Levy share being affected by the Business Rates forecasts submitted by all Essex Pool members. However, further analysis of the "Academy" (Revenues) system reports identified that the rateable value for the district increased from £96,582,661 on 31st December 2020 (used in the forecast submitted to Government) to £96,975,470 on 29th January 2021; the increase is attributable to the bulk processing of a backlog of Valuation Office Agency (VOA) schedules by Revenues officers, recently built up as a consequence of the heavy workload created by the urgent need to process Covid-19 related Business Grants. On that basis, a notional increase of £150,000 has been assumed within the overall Business Rates estimate, initially leaving an unfunded balance of £202,707. In the circumstances, it has been assumed that a contribution of £200,000 be made from the Council's reserves to compensate for what is effectively a one-off loss.

- **Non-Specific Grants** – the provisional Local Government Finance Settlement for 2021/22 was announced on 17th December 2020. It was a mixed picture for Epping Forest District Council on grants. A New Homes Bonus (NHB) allocation of just £25,760 for 2021/22 contrasted sharply with an allocation of £609,313 for 2020/21. Once legacy payments are factored in, the total NHB allocation is £477,477, which compares to an assumed allocation of £1,061,030. NHB allocations are calculated based on annual housing growth in each local authority area. However, despite the set back on NHB, there was some unexpected good news in the Settlement. A new Covid-19 allocation for 2021/22 was announced, with the Council set to receive £663,322 and, a new “Lower Tier Services Grant” of £185,882 was also revealed; both grants are now incorporated within these budget proposals
- **Government Support** – the November 2020 MTFP assumed £1.0 million from Covid-19 related Government support in 2021/22. This assumption was raised to £1.2 million in the draft budget presented in December 2020, based on emerging intelligence at the time. As noted above, the Government has now confirmed a basic grant allocation of £663,322. In addition, the Government has also confirmed the extension of its “Sales, Fees and Charges Compensation Scheme” into Quarter 1 (April 2021 to June 2021) for 2021/22; this provides useful support for the Council, especially with regard to anticipated lost income from Leisure (in particular) and Car Parking. Further Government support for Covid-19 of £600,000 is therefore assumed in these budget proposals, resulting in a total support assumption of £1.263 million; and
- **Contribution from Reserves** – the Cabinet commitment to support the 2021/22 General Fund budget with a £1.0 million contribution from the Council’s contingencies reserves was set in the context of the 2020/21 Quarter 2 forecast outturn. The year-end forecast for Quarter 2, was based on information available at 30th September 2020, and anticipated a deficit of £1.944 million. However, the Quarter 3 forecast for 2020/21, based on information available at 31st December 2020, reflects a significantly improved position, with a revised year end deficit of £0.313 million projected. The revised assumption in this proposed budget is therefore to contribute £1.350 million from contingency reserves. The increased contribution remains prudent and enables the delivery of a Council Tax freeze as well as helping to ameliorate a late – and unexpected – reduction in Business Rates.

3. Other General Fund Expenditure Plans 2021/22

3.1 In addition to the service expenditure summarised in Annex 1 to this report, additional expenditure funded from Earmarked Reserves is planned as follows:

- **North Weald Inland Port (£230,000)** – in the run up to Brexit, the Council negotiated a lease extension with HMRC for the facilities that they occupy at North Weald Airfield. The agreement included the expansion of the area occupied by HMRC to accommodate an Inland Port Facility on the site. As well as paying an increased charge, HMRC also agreed to making a one-off £200,000 contribution in recognition of the potential impact that the operation of the Port Facility might have on the local neighbourhood. The HMRC contribution adds to the £500,000 in “EU Transition Funding for Ports and Borders” received from the Government. Total funding of £700,000 is therefore available, which will be carried forward in an Earmarked Reserve for spending in and around North Weald over a five-year period commencing 2021/22. Total expenditure of £230,000 is planned for 2021/22 and is summarised in the table below.

North Weald Inland Port: Planned Spending 2021/22	
Description	Amount
	£'s
North Weald Parish Council – contribution to costs	40,000
Thornwood Parish Council – mitigation costs	5,000
St Claire's Hospice – mitigation costs	15,000
North Weald Operations (temporary post)	50,000
Minor Maintenance Fund	25,000
Local Place Issues	20,000
Unallocated	75,000
Total	230,000

- **District Development Fund (£227,000)** – the general financial climate and adjusted priorities in the light of Covid-19 is reflected in a slightly lower spending than recent years from the Council's long-established District Development Fund (DDF). Current DDF commitments for 2021/22 are £227,000 and are summarised in the table below.

District Development Fund: Current Commitments 2021/22	
Description	Amount
	£'s
North Weald Master Plan	140,000
Kickstart	37,000
Town Centre Project Manager (Waltham Abbey and Ongar)	50,000
Total	227,000

The improving General Fund revenue position reflected in the Quarter 3 forecast for 2020/21 at the time of preparing this report suggests that it may be possible to release some further one-off investment funding from the Council's general reserves at the year end. This could potentially be transferred to the DDF should members choose to do so, thus allowing a designated funding pot available for suitable project bids. It would also further enhance transparency and improve financial accounting practice. Officers will bring forward proposals at year-end, once the Provisional Outturn for 2020/21 is known.

4. Proposed Housing Revenue Account Budget 2021/22 (Annex 2)

4.1 The proposed Housing Revenue Account (HRA) budget for 2021/22 is summarised in the table below.

Housing Revenue Account Budget 2021/22			
Description	Outline (Dec 2020)	Proposed (Feb 2021)	Variance
	£000's	£000's	£000's
EXPENDITURE			
Supervision & Management (General)	7,203	6,633	(570)
Supervision & Management (Special)	3,738	3,953	215
Rents, Rates Taxes and Insurances	533	533	0
Contributions to Repairs Fund	6,500	7,723	1,223
Management & Maintenance	17,974	18,842	868
Capital Charges	8,850	8,850	0
Major Repairs on Leasehold Properties	300	300	0
Treasury Management Expenses	58	58	0
Provision for Bad/Doubtful Debts	91	91	0
Total Expenditure	27,274	28,142	868
INCOME			
Gross Rent from Dwellings	(33,346)	(33,349)	(3)
Non-Dwellings Rents	(810)	(810)	0
Charges for Services & Facilities	(2,492)	(2,092)	400
Contributions from General Fund	(357)	(357)	0
Total Income	(37,005)	(36,608)	400
Net Cost of Services	(9,731)	(8,466)	1,265
Interest on Receipts and Balances	(23)	(36)	(13)
Interest Payable on Loans	5,638	6,125	487
Transfer from Major Repairs Reserve	0	0	0
Reversal of Repairs Service Depreciation	(68)	(68)	0
Pensions Interest Payable/Return on Assets	652	652	0
Net Operating Income	(3,531)	(1,793)	1,738
<i>Appropriations:</i>			
Direct Revenue Contributions to Capital	4,652	2,973	(1,679)
IAS19 Adjustment	(1,183)	(1,180)	3
Transfer to Self-Financing Reserve	0	0	0
(Surplus)/Deficit for Year	(62)	0	62

4.2 A detailed summary of the relevant draft HRA cost centre budgets for 2021/22 is presented in **Annex 2**. Comparative budgets are included for 2020/21 to provide additional insight. The nature of the HRA is such that it is possible to calculate several budget lines (e.g. Capital Charges and Dwelling Rents, once the annual Rent Increase is known) with reasonable accuracy at an early stage. This is reflected in the budget proposals whereby there are just a limited number of variances compared to the Outline Budget presented in December 2020. There are however some notable differences:

- **Supervision & Management General (Positive £570,000)** – the transfer of the Housing Repairs service to Qualis on 1st October 2020, is a contributory factor in lower General Fund recharges, which was part of the business case for introducing the new arrangements
- **Contributions to Repairs Fund (Negative £1,223,000)** – as previously reported to Cabinet and Scrutiny Committees, spending from the Housing Repairs Fund has been consistently exceeding the annual contributions in. The balance brought forward on the Fund on 1st April 2020, is insufficient to absorb the spending pressure in 2020/21 and additional contributions will be required moving forwards. The Void Repairs budget especially has been coming under pressure in recent years as older stock has tended to dominate newly vacated properties, which is proving more expensive to repair
- **Charges for Services & Facilities (Negative £400,000)** – revised assumptions regarding recently agreed increases in Service Charges have resulted in a reduced income assumption of £200,000. Whilst the increases are expected to eventually produce an income yield of £600,000 per annum for the HRA, a phased approach to the increases means that that will not be achievable until 2023/24. The assumed yield for 2021/22 in these proposals is £200,000; and
- **Interest Payable on Loans (Negative £487,000)/Direct Revenue Contributions to Capital (Positive £1,679,000)** – the additional net spending pressure on the HRA illustrated above (primarily on Housing Repairs and Service Charges) generates two other significant variances in the budget proposals compared to the position in December 2020. Thus, in order to maintain a minimum balance of £2.0 million in the HRA general reserve in accordance with the current 30-Year HRA Business Plan, a reduced Contribution to Capital is required. This in turn increases the Council's need for borrowing to fund the HRA Capital Programme, and therefore increases the amount of Interest Payable on Loans.

4.3 Two other material items to note that were already known about in preparing the outline budget in December 2020 are Capital Charges and Gross Rent from Dwellings. Both have increased significantly with contrasting effect on the HRA budget. Thus:

- **Gross Rent from Dwellings** – compared to the 2020/21 Budget, these proposals include an increase of £613,000 in Gross Rent from Dwellings based on the latest available information from the Housing Rents system. The budget reflects an assumed 1.5% Rent Increase (proposed elsewhere on this agenda); and
- **Capital Charges** – compared to the 2020/21 Budget, these proposals include an increase of £600,000 in Capital Charges because, as previously reported, based on a review of the Fixed Asset Register, it has been identified that the Depreciation budget is insufficient. This is an historic problem that also led to an overspend in 2019/20 (the 2020/21 budget had already been set by the time the issue had been identified).

Annex 1

Draft General Fund Budget 2021/22: Cost Centre Summary

<i>Service: Chief Executive</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
50100	Chief Executive - Policy	662,550	685,680
CM100	Corporate Policy Making	14,280	14,440
CM102	Transformation Projects	329,640	161,600
CM103	Company Structure - Qualis	563,040	75,750
CM105	Subscriptions	35,280	35,630
		1,604,790	973,100

<i>Service: Community & Wellbeing</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
27150	Limes Centre	43,010	49,110
34170	Community & Culture	477,090	506,870
CD110	Youth Strategy	8,870	8,960
CD112	Youth Council	21,320	18,560
CH103	Active Projects	230	-
CH110	Museum	642,240	644,860
CH113	Museum Development Projects	35,340	21,500
CH116	Lowewood Museum	-18,360	-
GD100	Grants to Voluntary Organisations	89,690	90,590
GD110	Grant - Essex Womens' Refuge	17,280	17,450
GD140	Grant - Citizen's Advice Bureau	150,390	152,440
GD150	Grant - Voluntary Action EF	39,900	40,300
GT110	Community Housing Fund	22,000	-
HL100	Homelessness Advice	-326,170	-469,710
HL110	Bed & Breakfast Accommodation	1,790	-1,420
HL130	Zinc Arts Scheme	3,010	9,130
PT101	Community Transport	16,340	16,180
RS300	All Weather Pitch	-28,560	-20,200
RS400	Community, Health & Wellbeing	65,060	65,450
RS403	Marketing & Promotions	10,710	10,820
RS410	Sports Development External Funding	74,450	-740
		1,345,630	1,160,150

Annex 1 (cont.)

Appendix A

<i>Service: Contracts & Technical</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
32220	Estates & Valuation	295,280	335,940
35003	Procurement & Contract Development	208,760	216,060
35007	Waste Management Group	331,980	333,500
35013	Engineering, Drainage & Water	448,970	454,930
35016	Leisure & Car Parking	152,540	177,410
35017	Countryside & Landscape	316,000	317,780
35400	Grounds Maintenance North	565,150	555,210
35500	Grounds Maintenance South	380,110	367,080
53100	Community & Regulatory - Policy	254,880	-
54100	Contracts & Technical - Policy	257,770	416,470
54110	Highways Rangers - Group	50,000	84,850
EH112	Contaminated Land & Water Quality	53,030	27,230
EH140	General Drainage	50	50
EI131	Countryside	54,780	53,730
FD100	Flood Defence/Land Drainage	54,120	72,420
GD190	Charity - Chigwell Row Bec	1,530	1,260
HI121	Highways General Fund Other	- 9,180	70,680
HI122	Highways General Fund Trees	- 15,300	- 15,300
HI123	Highways Rangers	- 30,000	- 64,710
HI124	Street Furniture	35,700	11,670
HI129	Highways General Fund Verge Maintenance	- 42,840	- 42,840
OS100	Roding Valley Development	1,220	1,010
OS101	Tree Service	68,450	68,460
OS110	Open Spaces	- 1,660	- 3,210
OS115	Contribution to HRA	349,940	353,440
PS100	Off-Street Parking	- 1,250,130	- 875,670
RS150	Leisure Services Contract	- 1,421,420	- 500,000
RS301	North Weald Airfield	- 114,800	- 863,820
RS302	North Weald Airfield Electric	40,810	50,870
SC100	Street Cleansing	1,196,250	1,168,340
TI150	David Lloyd Centre	- 195,000	- 213,060
TI170	Brooker Road Industrial Estate	- 561,930	- 719,070
TI180	Oakwood Hill Plots	- 436,580	- 483,680
TI190	Oakwood Hill Units	- 222,010	- 254,430
TI220	Langston Road Industrial Estate	- 142,400	- 127,250
TO100	Fleet Operations DSO Account	123,090	65,120
UO112	Greenyards, Waltham Abbey	- 15,000	- 15,000
UO113	Wayleaves	- 4,280	- 3,190
UO120	Asset Rationalisation	45,790	-
UO130	Business Premises	- 2,525,010	- 2,533,950
UO140	Epping Forest Shopping Park	- 2,498,100	- 2,624,390
UO150	Loughton High Road	-	- 533,090
WC100	Refuse Collection	1,329,670	1,380,270
WC102	Abandoned Vehicles	21,370	6,650
WC200	Recycling	1,750,850	1,821,020
WC300	Trade Waste	- 54,150	- 37,620
		- 1,151,700	- 1,497,790

Annex 1 (cont.)

Appendix A

<i>Service: Corporate Services</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
25300	Internal Insurance Fund	826,330	826,330
28030	Central Services - Cleaning	7,650	5,050
32031	Corporate Filing Store	270	500
32060	Legal Services	358,080	217,650
32115	Corporate Training	161,420	180,260
32120	Human Resources	466,310	708,130
32121	HR Corporate Improvement	70,860	-
32122	Apprenticeships	208,990	264,240
32130	Human Resources	-	510
32140	Payroll	40,000	49,330
33070	Debt & Insurance Services	58,140	-
33080	Information & Communications Technology	3,214,330	3,568,440
34110	Community & Culture Admin.	37,690	22,380
51100	Corporate Support - Policy	299,690	458,160
51110	Finance Support	428,780	427,450
51120	Correspondence & Operational	254,390	221,720
51130	Service Support 1	272,400	268,330
51140	Service Support 2	376,430	190,860
51150	Business Services Admin.	209,610	93,070
EP100	Emergency Planning	75,130	104,170
LC100	Service Support 3 (Lic.)	57,760	81,300
PT110	Concessionary Fares	5,510	5,560
		7,429,770	7,693,440

<i>Service: Customer Services</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
33020	Cashiers	297,020	294,430
33050	Benefits	833,430	955,440
33075	Revenues	1,132,290	1,248,200
33085	Systems Administration & Contract	265,190	339,120
34160	Public Relations & Information	315,780	356,930
40120	Customer Services	673,140	647,330
55100	Customer Services - Policy	256,580	274,010
BA100	Housing Benefits Administration	-	504,480
BP100	Rent Allowances	-	831,570
BP110	Non-HRA Rent Rebates	140,200	126,870
BP200	HRA Rent Rebates	51,000	86,980
LT110	NDR Collection	-	183,920
LT120	Council Tax Collection	-	232,030
		2,561,360	2,577,310

Annex 1 (cont.)

Service: Economic Projects			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
15500	Local Strategic Partnership	- 29,610	-
35005	Neighbourhoods Team	297,100	278,760
35006	Safer Communities	328,480	341,100
35009	CCTV Cameras	30,850	30,120
42510	Economic Development Group	259,490	267,730
52100	Economic Projects - Policy	251,850	321,420
CY100	Safer Communities Programme	238,310	89,400
ED100	Economic Development	64,050	34,310
EH155	Neighbourhood & Rapid Response	26,980	25,590
EI110	Bio Boost	- 1,120	-
	Tourism Promotion	15,300	15,450
LA100	LAA Pooled Funds	-	5,030
		1,481,680	1,408,910

Service: Finance & Audit			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
31120	Internal Audit	162,060	166,070
33030	Treasury Management	27,540	27,820
33060	Accountancy	674,700	1,049,360
33065	Bank & Audit Charges	101,800	102,820
42410	Corporate Fraud Investigation	196,820	207,290
FM130	Provision for Bad & Doubtful Debts	102,000	102,000
UO110	Sundry Non-Distributable Costs	- 30,950	- 30,920
		1,233,970	1,624,440

Annex 1 (cont.)

<i>Service: Housing & Property</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
23110	Oakwood Hill Depot	96,570	96,070
23130	Townmead Depot	9,590	10,250
23140	Epping Town Depot	37,990	37,990
26200	Building Maintenance - General	492,710	488,820
27050	Civic Offices	811,020	403,010
27060	Hemnall Street Offices	24,890	18,010
27110	Debden Broadway Offices	20,850	21,890
32180	Facilities Management	546,890	525,210
32191	Out of Hours Service	41,770	42,420
57100	Housing & Property - Policy	664,190	462,160
		2,746,470	2,105,830

Appendix A

<i>Service: Planning & Development</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
32170	Licensing Group	287,130	342,890
35004	Public & Environmental Health	414,120	445,230
36800	Private Housing - Policy Grants Care	202,080	203,330
32850	Private Housing - Technical	152,960	147,470
37500	Building Control Group	609,260	503,550
37600	Development Control Group	589,410	540,550
42310	Enforcement/Trees & Landscape	556,810	639,780
43310	Planning Policy Group	389,180	382,090
58100	Planning & Development Services Policy	493,560	444,080
BC100	Building Control	- 555,660	- 494,460
BC101	Building Control Non Fee	1,020	-
DC100	Enforcement	1,020	- 14,140
DC110	Planning Appeals	24,480	30,300
DC120	Development Control	- 1,204,240	- 1,069,740
EH100	Food Inspection	4,100	3,640
EH110	Pollution Control	3,470	3,500
EH111	Industrial Activities - Regulation	- 12,240	- 12,360
EH120	Private Sector Housing Matters	- 16,350	- 16,770
EH142	Animal Welfare Service	28,340	27,750
EH150	Public Hire License	- 162,640	- 132,530
EH151	Licensing & Registrations	- 116,500	- 104,960
EH160	Public Conveniences	191,660	183,830
EH180	Inspection of Workplaces	510	-
GT100	Garden Town	286,160	392,990
PH100	Private Housing Grants	- 30,500	- 96,090
PH130	Care and Repair	- 68,720	-
PP100	Conservation Policy	22,440	12,120
PP111	Local Plan	605,120	565,560
PP112	Neighbourhood Planning	7,140	9,990
PP113	Strategic Implementation Team	475,470	18,930
		3,178,590	2,956,530

Annex 1 (cont.)

Appendix A

<i>Service: Strategy, Delivery & Performance</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
31140	Democratic Services	336,140	285,570
40110	Project & Policy Management	210,240	309,160
42110	Elections Group	85,330	89,430
51160	Performance Team	201,380	264,350
59100	New Policy Cost Centre	-	107,370
DR140	Civic Ceremonial	24,870	25,100
DR150	Civic & Member Expenditure	11,800	11,850
DR155	Members Allowances	377,410	377,430
DR160	Overview & Scrutiny	1,280	1,280
DR161	Standards Committee	5,100	5,150
EL100	Elections Group	222,680	175,500
RE100	Electoral Registration	117,790	73,110
		1,594,020	1,725,300

<i>Service: Qualis Income</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
FM100	Finance Miscellaneous (Qualis income)	- 3,626,398	- 3,365,200
		- 3,626,398	- 3,365,200

Annex 2

Draft Housing Revenue Account Budget 2021/22: Cost Centre Summary

<i>HRA: Supervision & Management General</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
YA100	Policy & Management	72,730	74,180
YA110	Sale Of Council Houses	5,670	12,198
YA120	Capital Monitoring	84,960	112,147
YA140	Comp.Costs New Hsg.System	10,200	10,200
YA150	Tenant Participation	13,460	15,640
YA160	Contribution To General Fund	947,770	681,660
YA170	Repairs Management	998,040	344,992
YA180	New House Builds	217,130	214,438
YA190	HRA Support Services	2,631,990	2,694,830
YA200	Managing Tenancies	798,470	1,046,659
YA210	Waiting Lists & Allocations	414,440	390,435
YA300	Rent Accounting & Collection	622,980	906,556
YA400	Hsg. Man. Support Servs.	205,030	128,233
		7,022,870	6,632,168

<i>HRA: Supervision & Management Special</i>			
Cost Centre Ref.	Description	Budgeted Net Expenditure	
		2020/21 (Final)	2021/22 (Draft)
		£'s	£'s
YB100	Heating Expenses	1,530	1,530
YB110	Staircase Lighting	109,680	120,228
YB120	Caretaking & Cleaning	329,090	396,429
YB140	Minor Sewerage Works	49,990	55,360
YB150	Water Course Maintenance	60,570	55,310
YB200	Other Communal Services	155,810	156,500
YB300	Community Centres	8,590	8,370
YB350	Hemnall House	17,320	17,670
YB400	Grounds Maintenance Services	1,155,500	1,374,150
YB500	Oap Units Management	674,350	618,036
YB510	Oap Units Support	281,230	255,122
YB520	Community Alarms Mgt.	192,960	185,777
YB530	Community Alarms Support	64,130	56,615
YB540	Area Warden Service - Mgt	57,280	62,226
YB550	Area Warden Service - Support	54,840	49,470
YB600	Homeless - Management	44,000	47,950
YB620	Norway House - Management	367,690	407,507
YB630	Norway House - Support	26,040	38,400
YB800	Other Special Items inc grants to vol orgs	14,560	46,620
		3,665,160	3,953,269

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Medium-Term Financial Plan 2021/22 to 2025/26

February 2021

1. Background

1.1 The preparation of a Medium-Term Financial Plan (MTFP) provides the cornerstone on which the Council can build and deliver services in accordance with the aims and objectives outlined in the Corporate Plan 2018-2023, which are grouped under the three corporate ambitions:

- Stronger Communities
- Stronger Place; and
- Stronger Council.

1.2 Through 'horizon scanning' and anticipating necessary change at the earliest opportunity, resilience and the ability to react to and withstand 'major shocks' is achieved.

2. Introduction

2.1 This is the second and final iteration of the MTFP within the 2021/22 budget cycle. It is a forward-looking document which provides a tentative look at the Council's General Fund financial picture over the next five years (2021/22 through to 2025/26) and re-evaluates the position in the light of the development and completion of the 2021/22 budget.

2.2 As mentioned above, this MTFP continues to focus on the Council's General Fund. At the time of preparing this report, the HRA Business Plan is currently subject to a detailed review. The current 30-Year Business Plan was adopted by the Council in 2018, immediately prior to the Government announcement removing the HRA Borrowing Cap. This has led to a more expansive approach by the Council, and the new Business Plan is being designed to support that, whilst ensuring the long-term financial sustainability of the HRA. It is a detailed undertaking, with initial results anticipated in the summer of 2021. A fully updated HRA MTFP will be presented to Members at the start of the 2022/23 budget cycle.

2.3 The November 2020 MTFP revealed a projected deficit of £2.110 million in 2021/22; this was after the assumed receipt of £1.0 million in Government support for Covid-19 and the use of £1.0 million from the Council's general contingency reserves. The budget preparation process for 2021/22 has now reached its final stages, with detailed budget proposals prepared that address the original deficit identified back in November 2020, achieve a Council Tax freeze and take account of all subsequent developments, including the announcement of the Local Government Finance Settlement for 2021/22, as well as the evolving Government financial support packages made available to local government in response to the effects of the pandemic.

2.4 The November 2020 MTFP projections can be summarised as follows:

Financial Year	(Surplus)/Deficit	Comment
	£'s	
2021/22	2,110,256	Assumed £1 million Government support for Covid-19 + £1 million Use of Reserves
2022/23	1,100,173	Assumed £0.5 million Use of Reserves
2023/24	37,401	
2024/25	98,678	
2025/26	227,223	

2.5 The MTFP is deliberately concise, focussing on the most significant financial issues faced by Epping Forest District Council over the medium-term. Two major factors have dominated this year:

- **The Covid-19 Pandemic** – the measures taken by the UK and most major countries worldwide in response to the global pandemic declared by the World Health Organisation (WHO) in March 2020 had an immediate and profound impact on economies across the world. At a national and local level, the impact on UK local government and Epping Forest District Council has had a massive impact on both operations and finances, with major losses being experienced on a number of income streams ranging from core funding sources such as Council Tax and Business Rates through to fees and charges from Leisure Centres, Car Parking, Building Control, Planning and Licensing. The 2020/21 financial year has so far borne the brunt of the financial pressure, with the position being alleviated – to an increasing extent – by emergency financial support from the Government.

Although the immediate financial pressure – thanks to Government support – has eased in recent months, there is still significant future uncertainty, especially with income streams. Optimism is high that, with the rollout of the vaccine, the leisure centres will bounce back in due course. Similarly, an economic recovery should eventually repair most of the damage caused to Council Tax income. However, there are genuine fears that some major income streams will never return to their pre-pandemic levels. This especially applies to Car Parking charges whereby commuter parking demand could be permanently reduced; but of greater concern perhaps is the potential long-term damage to revenue from Business Rates. For example, the Council has enjoyed significant protection in 2020/21 in the form of “Section 31” grants from Government to compensate for temporary reliefs, especially in the retail sector. It remains to be seen what the impact on Business Rates collection will be when ‘normal’ (less generous) reliefs return.

- **The Local Government Finance Settlement** – the four-year settlement announced in 2016 was once again rolled forward into 2021/22 (Year 6) as part of the Chancellor’s one-year Spending Review, announced in November 2020. The provisional Settlement for 2021/22 eventually announced in December 2020 was relatively generous in terms of support for Covid-19. But the outcome for Epping Forest District Council in other areas was more mixed, with especially disappointing news on New Homes Bonus (NHB). Huge uncertainty remains, with the Chancellor confirming that the Fair Funding Review has been further delayed, with no indication as to when the review will be revisited.

3. Financial Projections

3.1 The updated MTFP (2021/22 through to 2025/26), reflecting a draft General Fund balanced budget for 2021/22, is summarised in the table below.

Description	2021/22 (DRAFT BUDGET)	2022/23	2023/24	2024/25	2025/26
	£000's	£000's	£000's	£000's	£000's
NET EXPENDITURE					
Employees	23,910	24,650	25,389	26,151	26,935
Premises	2,959	3,018	3,279	3,344	3,411
Transport	361	369	376	384	391
Supplies & Services	8,814	9,017	9,220	9,405	9,594
Support Services	51	52	53	54	55
Contracted Services	6,384	6,447	6,762	6,833	6,905
Transfer Payments	25,405	23,630	23,630	23,630	23,630
Financing Costs	2,215	2,742	3,586	4,127	4,302
Gross Expenditure	70,101	69,925	72,295	73,929	75,225
Fees & Charges	(15,650)	(16,583)	(17,424)	(17,773)	(18,128)
Government Contributions	(27,209)	(25,177)	(25,177)	(25,177)	(25,177)
Qualis Income	(3,365)	(4,520)	(5,474)	(5,490)	(5,377)
Miscellaneous Income	(233)	(233)	(233)	(233)	(233)
Other Contributions	(2,965)	(2,965)	(2,965)	(2,965)	(2,965)
HRA Recharges	(3,988)	(4,292)	(4,404)	(4,518)	(4,636)
Net Expenditure	16,690	16,156	16,618	17,773	18,708
FUNDING					
Council Tax	(8,236)	(8,640)	(9,180)	(9,645)	(10,108)
Business Rates	(5,162)	(5,265)	(5,371)	(5,478)	(5,588)
Collection Fund Adjustments	336	154	154	0	0
Council Tax Sharing Agreement (CTSA)	(340)	(347)	(454)	(563)	(574)
<i>Non-Specific Grants:</i>					
New Homes Bonus	(477)	(452)	0	0	0
Covid-19 Funding Allocation	(663)	0	0	0	0
Lower Tier Services Grant	(186)	0	0	0	0
Other	(12)	(12)	(12)	(12)	(12)
Government Support for Covid-19	(600)	0	0	0	0
Contribution to/(from) Reserves	(1,350)	(500)	0	0	0
Total Funding	(16,690)	(15,062)	(14,863)	(15,698)	(16,282)
In-Year (Surplus)/Deficit	0	1,094	661	320	352
Cumulative (Surplus)/Deficit	0	1,094	1,755	2,075	2,426

3.2 As presented to Cabinet and Scrutiny, the originally forecast £2.110 million deficit for 2021/22 identified in the November 2020 MTFP has now been eliminated (covered in **Appendix A**). It is a highly complex exercise to draw detailed comparisons between the two iterations of the MTFP; there are multiple variables that ‘roll up’ cumulatively as the years progress. However, it is possible to highlight the key influences in Years 2 and 3 as follows:

- **2022/23 (£1.094 million deficit)** – this is very close to the projected deficit of £1.100 million in the November 2020 MTFP. Reduced yields on Council Tax (due to Council Tax freeze in 2021/22) and Business Rates (due to expected increase in Levy) have added to an assumed major drop off in Government Support and the Use of Reserves. However, the negative impact here has been matched by a quicker than originally envisaged recovery on Fees and Charges (mainly in the light of the vaccine); and
- **2023/24 (£0.661 million deficit)** – this is up by £0.624 million compared to the projected deficit in the November 2020 MTFP. By Year 3, the effects of the recently expanded Capital Programme begin to take effect, including the new Leisure facility in Epping and the Joint Museum and Library facility in Waltham Abbey; both schemes have been added to the Programme since the November 2020 MTFP was prepared.

3.3 Embedded in the overall forecasts are a range of net spending and funding issues and assumptions. Key **net spending** highlights and assumptions include the following:

- **Inflation** – although a reduced Pay Award assumption of 1.5% (in the light of the Public Sector Pay Freeze) is included in the 2021/22 budget proposals, an assumed annual increase of 3.0% has been reintroduced for 2022/33 and beyond. Other items have generally been inflated by 2.0%, in accordance with the Bank of England’s long-term inflation target. The published CPI rate for December 2020 was 0.6% (up from 0.3% in November 2020)
- **Growth** – assumed budget growth at this stage has been very limited and generally confined to the revenue consequences of the recently expanded Capital Programme (included elsewhere on this agenda). However, the improving financial picture on the General Fund budget for 2020/21 at the time of preparing this report could potentially mean that the unallocated General Reserve position may be better than assumed some months back; this might provide an opportunity to ring-fence some limited funds for one-off investment priorities in 2021/22 and beyond
- **Financing Costs/Qualis Income** – the cost of financing both Qualis Loans and the expanded Capital Programme, has resulted in some increased costs. This is especially the case in respect of the assumed advance of £47.0 million to Qualis in 2022/23 in the form of a Regeneration Finance Loan. Although (based on an assumed PWLB rate of 1.5%) this increases interest payments by £705,000 annually, it also increases interest receipts by £1,880,000 (based on an assumed rate of 4.0%) i.e. realising a 2.5% margin to support the Council’s General Fund. Interest rate assumptions are cautious estimates at this stage only and are likely to be subject to variation by 1st October 2022 (the assumed lending date); and
- **Fees and Charges** – as noted above, the vaccine brings fresh optimism for a recovery on Fees and Charges. Most notably on the Leisure Management Fee whereby a more optimistic, but still cautious, assumption has been made with income assumed to be £0.5 million in 2021/22, £1.0 million in 2022/23 and £1.5 million in 2023/24. It might be possible to include an even more optimistic assumption in the next iteration of this MTFP based on experience over the next 6 months.

3.4 Key *funding* highlights and assumptions include the following:

- **Council Tax** – a Council Tax freeze has been assumed in 2021/22, reverting to an annual £5 increase with effect from 2022/23. There is of course an option to review this assumption
- **Business Rates** – the outlook for Business Rates in the medium-term is very uncertain. Complex Government support arrangements in 2020/21 have so far protected the Council, but there are the early signs of some significant risks emerging. The damage caused to businesses by the pandemic is likely to see more businesses fail in the short and medium-term, which is likely to damage the local tax base. Additional specific risks are also beginning to emerge. In particular, the Valuation Office Agency (VOA) are reported to have seen a surge in Appeal cases based on a “Material Change in Circumstances” (caused by the pandemic). If these cases succeed, based on current arrangements, the Council would be liable for 40% of the cost of any refunds awarded (as well as reduced income in the future from a lower Business Rates liability). The Council makes an annual provision to cover the potential costs associated with Appeals, but so far, no additional provision has been made for what may be a forthcoming increase in refunds
- **New Homes Bonus** – although still very uncertain, it looks increasingly likely that the Council will not be receiving any future allocations from the New Homes Bonus (NHB). The NHB has been a significant source of funds to the Council over the last decade. The final legacy payment of £0.452 million is expected in 2022/23
- **Covid-19 related Grants/Support** – all Government support for Covid-19 is assumed to end in 2021/22. If Government support subsequently continues into 2022/23 then it is assumed that there will be a need for compensation (i.e. offsetting any perceived windfall); and
- **Use of Reserves** – there is an assumed use of £0.5 million of the Council’s contingency reserves for 2022/23, with nothing assumed thereafter; the assumption remains unaltered to the one included in the November 2020 MTFP.

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Extract from the Draft Minutes from Stronger Council Select Committee – 19th January 2021 - DRAFT BUDGET PROPOSALS 2021/22

Councillor Neville thanked the officers for their hard work as it was not an easy year to develop a budget. However, he would expect more detail at this time of the cycle and asked when we would see this at a Cabinet meeting. He was told that the budget was less developed as it normally would be. There would be more details in the February Cabinet and Council meetings. Councillor Philip asked if he was looking for information on the small savings to be made or for the big ones. Councillor Neville replied it was nothing in particular but maybe more on the smaller items.

Councillor Brookes asked about the rent increase mentioned of 1.5%, was this set by us or were we told to do so. She was told that this was at our discretion, in line with CPI inflation plus 1%.

Councillor Brookes then asked how many tenants had their rents paid by Housing Benefits, what sort of percentage. Officers did not have that information with them and said they would get back to her on this.

Following the meeting the following answer was given:

“I can confirm that the Council holds the following statistics re Proportion of Housing Rents paid by Benefits:

- 2018/19 - 46.6%
- 2019/20 - 41.0%
- 2020/21 (to Week 30) - 35.4%

As you can see, there is a fairly strong downward trend, which is the result of working age claimants migrating from Housing Benefits to Universal Credit (UC), which has been ongoing for a while now (the vast majority of UC claimants receive the money and then pay their rent to the Council).

Theoretically the figures quoted above do include UC claimants. However, the figure is known to be significantly understated. The Council’s current Housing system (“Ohms”) is aging and was not built to cope with UC, although the Council is procuring a new Housing system, which will improve the situation, (unless the system changes in some way) there will still be a large number of UC claimants who are paying their rent in full and on time, that never get identified on the Council’s system as UC claimants.”

Councillor Brookes then asked about the Housing Repairs Fund; as repairs were going to Qualis now, would this effect things. She was told that it would be cost neutral, payments would remain the same except it would be external payments and not internal.

Councillor Jon Whitehouse agreed that there was a lack of detail and it was not unreasonable that they should have service level budgets with comparison figures to previous years. He then asked how much the £5 increase in Council Tax would bring in and how many of the government changes and settlements were one year changes and how many would still be in effect in future years. He was told that the £5 increase would raise £270k, as for the other government changes they were mostly one off adjustments and officers were uncertain if they were to be extended. The New Homes Bonus had been extended for one more year, no extension for the Covid support was expected and others

such as the local tax support grant depended on how quickly the economy recovered. We have also been promised a fundamental review of Local Government funding for a number of years now and this will be pushed back for another year or more or maybe axed altogether; but it could be reviewed at any time.

Councillor Rackham thanked officers for their hard work and asked about business rates and council tax and how well had we performed compared to other authorities. She was told that there was no neat answer to this; information was still emerging. We had performed badly on council tax and business rates but so had others. We did not know what would be the lasting legacy after this. The government would be giving back about 75% of our losses so that was not too bad. As for business rates, businesses have been massively affected by the pandemic and we may have a number of bankruptcies. But we did start the Pandemic with strong reserves, so were not suffering as much as other authorities. Councillor Philips added that traditionally businesses rates and Council taxes collections was the highest amongst our neighbours, so we had further to fall than they had. On the plus side these rates have not fallen as drastically as other places. We will only know when other authorities set their budgets. We have not had to cut or drop any of our services except for the leisure centres.

Councillor H Kane asked how much would the financing costs project, on further work—including the 2021/22 impacts of the joint Museum and Library project at Waltham Abbey, cost. She was told that paper went to the Cabinet before Christmas putting a business case for this. The anticipation generated by this new centre would cover the financing costs associated with it. There was about £200k already in the budget for this, but there was still more work to do in refining this. Councillor Kane asked if the officer would let her know when he had the figures. She then asked about the 'non dwellings rents' in Appendix B, what were they? She was told that these were garage rents. She then asked who carried out major repairs on leasehold properties. She was told that Qualis did this now.

Councillor H Kane then asked about the interest payable on loans; which loans were these. She was told that the council borrowed, back in 2012, as part of buying its way out of the Housing Subsidy scheme and now services this loan instead of paying over an annual subsidy to the Government.

Councillor Bassett asked when we could expect further details and asked about transfer payments, the estimates have gone from £29.5million to just under £25.5 million, what was happening. Also, something mentioned through the report was insurances, and changes in the value of insurances etc. could officers explain a bit more. He was told that transfer payments relate to Housing Benefits Payments, so at present the governments roll out of Universal Credit (UC) which means that some claimants and new claimants were being gradually migrated to universal credit. The rate of migration to UC seems to be an area of uncertainty. But this is self-balancing due to government contributions. Councillor Bassett asked if we got paid by the government for administrating this on their behalf. He was told that yes, we did, this had not changed. As for insurance, this was a one off – previously the council had accounted for insurance in a holding account that sat outside the main fund budget. This had not been put in before, but as there was a new team this was now put in as part of the detail. Councillor Philip added that they were now being more transparent.

Councillor Bassett noticed an overspend of just under £600k, on Capital Charges due to a deficient Depreciation budget, was the same problem encountered in 2019/20. What was the problem. He was told that the 2019/20 budget set back in February 2019, which showed a half million depreciation in the budget by which time the budget for 2020/21 had already been set so it had rolled over so keeping the same problem. We propose to correct this in 21/22 so it should not happen again.

Councillor Bassett asked again when they would see the details and was told that officers were working on it and were nearly finished. Councillor Philip added that would be when they were sufficiently sure of the figures and would bring it to Cabinet if not the Council. Officers were also waiting for the County to set their budget, hopefully on 23 February.

Councillor Murray thanked officers for their work and the Portfolio Holder as this had not been an easy year. He agreed that they needed more details by the time of the full council meeting. He noted that it was said that no services would be cut, but presumably there would be less funding for them. He would like to know if we did not raise Council Tax at this late stage where would we get this money from? Councillor Philip echoed his thanks to the work done by the officers. This had been a challenging year and next year may prove to be more challenging. He did not want to put up Council Tax, but they were still setting the budget and would keep working the budget to see what they could do and hoped not to leave services with less money.

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Report to the Cabinet

Report reference: C-064-2020/21
Date of meeting: 11 February 2021



Portfolio: Finance and Economic Development – Cllr J. Philip

Subject: Capital Programme 2021/22 to 2025/26

Responsible Officer: Andrew Small (07548 145665).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) To consider the Capital Programme and after making any amendments that Cabinet consider necessary;

(2) Recommend to Council

a. The Capital Programme for 2021/22 to 2025/26

1. Executive Summary

1.1. The report sets out the Cabinet's Capital Programme Proposals for 2021/22 to 2025/26. If approved by Cabinet, these will then be Recommended to Council for consideration at the Budget Setting meeting on 25th February 2021, alongside the Revenue Budget Proposals.

1.2. As has been previously stated in relation to the development of the Revenue Budget and Medium Term Financial Plan, this year's budget process has been exceptional, in that Covid19 is having and will continue to have a massive impact on many areas of the Council's activities. It is expected that this impact will continue into next financial year, with lasting impacts thereafter, but there is little certainty as to the extent and scale of the continued impact. This has made preparing a robust budget and capital programme exceptionally challenging and medium term planning even harder.

1.3. With the focus of the Council being primarily on responding to the pandemic there has been comparatively few new medium and longer term initiatives developed during the past year and so the Capital Programme reflects this, (in terms of new schemes added). The proposed programme is therefore a consolidation of existing schemes and the few initiatives that have been considered by Cabinet during the year.

1.4. As the focus on dealing with the immediate impacts of Pandemic reduces it is expected that a greater focus will be placed on assessing the lasting impacts. As this takes place Capital Plans will need to be revisited and a more thorough review of the Council's capital investment requirements will be undertaken.

1.5. To accommodate the current focus on Budget development and refinement, due to the rapidly evolving position, publication deadlines on all budget items have been squeezed. Consequentially, in order to provide a few more days to develop the Capital Programme the paper will be issued as a Supplementary paper ahead of the meeting.

2. Resource Implications

2.1. These are contained within the attached report

3. Legal and Governance Implications

3.1. None contained within this report.

4. Safer, Cleaner and Greener Implications

4.1. None.

5. Consultation Undertaken

5.1. None

Background Papers

Draft Capital Programme 2021/22 to 2025/26

1. Background and Introduction

- 1.1 The Capital Programme plays a vital part in the delivery of the Council's Corporate Plan, since long-term investment is required to deliver many of the objectives in the Plan. The draft Capital Programme presented is a rolling five-year programme. It builds upon the two-year Programme adopted by the Council in February 2020 and takes account of adjusted priorities in the light of the Covid-19 pandemic.
- 1.2 The Capital Programme is in two parts and comprises total investment of £266.972 million (General Fund £94.820 million, Housing Revenue Account £172.152 million) over the five-year period 2021/22 to 2025/26.
- 1.3 The purpose of this report is to present for consideration, and seek approval for, the Capital Programme 2021/22 to 2025/26 to be recommended to Council. The revenue consequences of the Programme are reflected in the 2021/22 draft budget, and updated Medium-Term Financial Plan presented elsewhere on this agenda.

2. General Fund Capital Programme 2021/22 to 2025/26 (*Annex 1*)

- 2.1 The General Fund Capital Programme totals £94.820 million and is summarised by service area in the table below.

Draft General Fund Capital Programme 2021/22 to 2025/26: Service Analysis						
Service	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000's	£000's	£000's	£000's	£000's	£000's
Community & Wellbeing	470	770	0	0	0	1,240
Contracts & Technical	2,999	15,089	13,552	1,061	1,001	33,703
Corporate Services	2,114	50	0	0	0	2,164
Housing (General Fund)	113	25	25	25	25	213
Place	250	250	0	0	0	500
Qualis	10,000	47,000	0	0	0	57,000
Totals	15,946	63,184	13,577	1,086	1,026	94,820

- 2.2 The individual schemes in the table above include the following:

- **Community and Wellbeing (£1.24 million)** – the Museum and Library Joint Facility at Waltham Abbey is the sole capital scheme within the Community and Wellbeing Service. The scheme is at the heart of the proposed development of Community and Cultural Hub in Sun Street, Waltham Abbey. On 22nd December 2020 Cabinet approved total funding for the scheme of £1.54 million to be included in the draft Capital Programme to enable officers to progress discussions with appropriate parties in respect of funding capital works.

- **Contracts and Technical (£33.703 million)** – the Contracts and Technical service is leading on seven separate schemes, which are dominated by three in particular:
 - Cartersfield Road (£2.807 million) – this scheme is presented for approval elsewhere on the agenda. The scheme will see the redevelopment of a group of Council-owned industrial warehouse units, situated in Cartersfield Road, Waltham Abbey. The spending included in the proposed Capital Programme, is partly funded by an insurance receipt received in relation to a previous fire at the site (the final balance on the receipt to be applied in 2021/22 is £358,000)
 - Epping Leisure Facility (£25.0 million) – the new Epping Leisure Facility is the single largest scheme included in the Programme. The scheme will see the development of a replacement leisure facility for the existing (and aging) leisure facility as well as the construction of a multi-story car park. Cabinet approved the addition of this scheme to the draft Capital Programme at its meeting on 21st January 2021. A full business case will be developed for further consideration by Scrutiny and approval by Cabinet before the scheme progresses to development; and
 - Disabled Facilities Grants (£4.858 million) – the Government has recently indicated that it intends to uplift the national allocation for Disabled Facilities Grants in 2021/22 by 13.5% compared to 2020/21. Individual council allocations are still awaited at the time of preparing this report. It is therefore currently assumed within the draft Programme that Epping Forest District Council will receive the average uplift of 13.5% (i.e. rising from £855,956 in 2020/21 to £971,510 in 2021/22). No uplift is currently assumed beyond 2021/22.
- **Corporate Services (£2.164 million)** – planned spending covers the Council’s ICT capital investment needs. The most significant item is a provisional allocation £2.021 million for the development and progression of the ICT Strategy. The pandemic has highlighted the need for investment in modern, integrated and “Cloud” based technology that will enable and promote flexible working and deliver solutions which adapt to the changing needs of the Council’s customers.

Detailed work is currently in progress on evaluating the potential for moving the Council’s on-site data centre to the Cloud. In addition, work has also commenced on evaluating the current on-site telephone system, the Council’s collaboration and flexible working tools, as well as the current document storage solution.

The work is expected to conclude that a move to a more modern solution is necessary and can provide real value to the Council. The provision in the Capital Programme therefore represents a ‘placeholder’ in the Council’s funding plans and any spending will require justification and approval by scrutiny and Cabinet, based on detailed business cases.

- **Housing (Property Services) (£0.213 million)** – currently planned works on the Council’s Investment and Operational properties is £0.213 million. The requirement for planned work on Investment Properties is usually limited to void repairs as standard lease arrangements entail full repair and insurance responsibilities for tenants. The future capital needs of the Operational Property portfolio will be the subject of a detailed review in the year ahead as the Council develops a new Asset Management Plan (AMP); the new Civic Offices provides a good base, but the AMP will ensure that all General Fund capital assets continue to be of long-term use against a backdrop of rapid operational and technological change.

- **Place (£0.5 million)** – there is planned capital investment of £0.5 million on Environmental Projects over the two-year period 2021/22 and 2022/23. The proposed allocation is provisional at this stage and is subject to the completion of a Climate Strategy and the agreement of a “Special Area of Conservation” (SAC) Strategy with Natural England. The inclusion of the funding in the Capital Programme ensures adequate provision is included within revenue budgets. Additional contributions will be sought from Section 106 agreements, which will help the delivery of tree planting and other projects; and
- **Qualis (£57.0 million)** – this is the balance on the previously agreed £63.0 million Regeneration Finance Loan (first advance of £6.0 million scheduled for Quarter 4 2020/21). The loan is a key enabler in the delivery of the Council’s regeneration priorities in the district through Qualis; the Council will receive a revenue margin on the loan, which is available to support general spending and minimise Council Tax increases.

3. Housing Revenue Account Capital Programme 2021/22 to 2025/26 (*Annex 2*)

3.1 The Housing Revenue Account Capital Programme totals £172.152 million and is summarised in the table below.

Draft HRA Capital Programme 2021/22 to 2025/26						
Description	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000’s	£000’s	£000’s	£000’s	£000’s	£000’s
Housing Development Programme	24,506	42,925	39,100	7,443	0	113,974
Capital Works	11,970	12,957	11,709	11,656	11,356	59,648
Other Housing Schemes	30	0	0	0	0	30
Leaseholder Contributions	(300)	(300)	(300)	(300)	(300)	(1,500)
Totals	36,206	55,582	50,509	18,799	11,056	172,152

3.2 The Programme is dominated by the Housing Development Programme and routine Capital Works:

- **Housing Development Programme (£113.974 million)** – the Housing Development Programme includes a combination of (direct) Housebuilding and Acquisitions from Qualis. Thus:
 - **Housebuilding (£91.467 million)** – subject to the necessary planning consents, the Housebuilding Programme is expected to provide up to 417 properties over 18 sites (exact size and type of units to be determined based on demand and in consultation with councillors and residents). This includes the “4.2 Programme”, which will see the development of 22 units spread over Buckhurst Hill, Debden, Loughton and Waltham Abbey and has been successful in attracting grant funding of £1.3 million from Homes England. The rest of the Programme will still be supported by “1-4-1” Right to Buy receipts (up to a limit of 30%) wherever possible

- Qualis Acquisitions (£22.507 million) – the Development Programme also includes the planned acquisition of around 107 affordable rent and shared ownership properties at the St. Johns, Conder and Hemnall Street sites (currently owned by the Council, but shortly to be sold to Qualis).
 - **Capital Works (£59.648 million)** – planned Capital Works (which includes works on Windows, Doors, Roofing, Kitchens, Bathrooms etc.) over the five-year period average out at £11.930 million annually. This compares to a 2020/21 budget of £9.592 million. The increase reflects latest Stock Condition data, which is flagging a need to address significant ‘end of lifecycle’ issues over the short and medium-term.
- 3.3 Members should note that the HRA, including the Capital Programme, is currently the subject of a detailed review of the HRA Business Plan. The current 30-Year Business Plan was adopted by the Council in 2018, immediately prior to the Government announcement removing the HRA Borrowing Cap. This has led to a more expansive approach by the Council, and the new Business Plan is being designed to support that, whilst ensuring the long-term financial sustainability of the HRA. It is a detailed undertaking, with initial results anticipated in the summer of 2021. At that point, the medium-term elements of the Capital Programme may need some adjustment. If so, a separate report will be prepared for consideration by Members.
- 3.4 Members should further note that an updated three-year Capital Strategy is currently under development by officers. This is a requirement of CIPFA’s Prudential Code and consolidates the wider capital-related strategies of the Council, including the Capital Programme, Commercial Investment, Treasury Management and Asset Management. This will be presented to the Audit and Governance Committee in March 2021.

4. Resource Implications

- 4.1 The resource implications are presented in Annex 1 (General Fund) and Annex 2 (Housing Revenue Account). This includes an illustration of the Council’s prudential borrowing needs over the next five years, beginning 2021/22.

5. Legal and Governance Implications

- 5.1 The Council has a legal duty under the Local Government Finance Act 1992 to set a balanced budget. The revenue-related financial implications of the 2021/22 element of Capital Programme are embedded in the draft revenue budgets for 2021/22.

6. Safer, Cleaner and Greener Implications

- 6.1 The Capital Programme forms a key part of the Council’s commitment to a ‘Safer, Cleaner and Greener’ (SCG) district. Most notably the General Fund Programme includes an allocation of £500,000 towards Environmental Projects over the two-year period 2021/22 to 2022/23. The Housing Revenue Account Capital Programme also includes many SCG features including a range of environmentally friendly features within the planned Housebuilding Programme.

7. Consultation Undertaken

- 7.1 The potential capital investment opportunities available to the Council are a key consideration in developing policy and strategy, that is informed by the public consultation process. Both the General Fund and Housing Revenue Account capital programmes are purposely focussed around the delivery of the Council’s Corporate Plan 2018-2023 and its three core ambitions of Stronger Communities, Stronger Place and Stronger Council.

General Fund Capital Programme 2021/22 to 2025/26

DRAFT

General Fund Capital Programme MTFP 2021/22 to 2025/26 (DRAFT)								
Directorate	Service	Scheme	2021/22	2022/23	2023/24	2024/25	2025/26	Totals
			£'s	£'s	£'s	£'s	£'s	£'s
<i>Community & Wellbeing</i>	Waltham Abbey Hub	Joint Museum and Library Facility	470,000	770,000	-	-	-	1,240,000
		Sub-Totals	470,000	770,000	-	-	-	1,240,000
<i>Contracts & Technical</i>	Asset Management	Cartersfield Road	1,330,000	1,477,400	-	-	-	2,807,400
	Community Safety	CCTV Replacement Programme	85,000	110,000	50,000	60,000	-	305,000
	Contract Management	Epping Leisure Facility	-	12,500,000	12,500,000	-	-	25,000,000
	Fleet Operations	Vehicle Fleet Replacement	383,000	-	-	-	-	383,000
	Grounds Maintenance	Vehicle and Plant Replacements	30,000	30,000	30,000	30,000	30,000	150,000
	North Weald Airfield	NWA Preparations Phase 1	200,000	-	-	-	-	200,000
	Regulatory (PH Grants)	Disabled Facilities Grants	971,510	971,510	971,510	971,510	971,510	4,857,550
		Sub-Totals	2,999,510	15,088,910	13,551,510	1,061,510	1,001,510	33,702,950
<i>Corporate Services</i>	ICT	ICT General Schemes	128,000	-	-	-	-	128,000
	ICT	ICT Strategy	1,970,500	50,000	-	-	-	2,020,500
	ICT	Civic Offices Accommodation Project (ICT)	15,000	-	-	-	-	15,000
		Sub-Totals	2,113,500	50,000	-	-	-	2,163,500
<i>Housing (Property Services)</i>	Facilities Management	Investment Properties (Planned Works)	65,100	25,000	25,000	25,000	25,000	165,100
	Facilities Management	Operational Properties (Planned Works)	48,000	-	-	-	-	48,000
		Sub-Totals	113,100	25,000	25,000	25,000	25,000	213,100
<i>Place</i>	Climate Change	Environmental Projects	250,000	250,000	-	-	-	500,000
		Sub-Totals	250,000	250,000	-	-	-	500,000
<i>Qualis</i>	Capital Investments	Regeneration Finance Loans	10,000,000	47,000,000	-	-	-	57,000,000
		Sub-Totals	10,000,000	47,000,000	-	-	-	57,000,000
General Fund Programme (Annual/Cumulative)			15,946,110	63,183,910	13,576,510	1,086,510	1,026,510	94,819,550
Financing								
	Revenue Contributions		358,000	-	-	-	-	
	Capital Receipts		900,000	1,850,000	2,633,333	115,000	55,000	
	Capital Grants		971,510	971,510	971,510	971,510	971,510	
	Borrowing		13,716,600	60,362,400	9,971,667	-	-	
Total Financing (Annual/Cumulative)			15,946,110	63,183,910	13,576,510	1,086,510	1,026,510	94,819,550

Housing Revenue Account Capital Programme 2021/22 to 2025/26

DRAFT

Draft HRA Capital Programme 2021/22 to 2025/26						
	2021/22	2022/23	2023/24	2024/25	2025/26	Totals
Schemes	£000's	£000's	£000's	£000's	£000's	£000's
Housing Development Programme:						
Housebuilding	17,014	36,856	32,554	5,043	0	91,467
Open Market Acquisitions	0	0	0	0	0	0
Qualis Acquisitions	7,492	6,069	6,546	2,400	0	22,507
Sub-Totals	24,506	42,925	39,100	7,443	0	113,974
Capital Works:						
Heating	1,519	2,445	2,445	2,052	2,052	10,513
Windows, Door and Roofing	3,003	2,374	2,374	2,374	2,374	12,499
Compliance Planned Maintenance	623	926	926	926	926	4,327
Kitchens & Bathrooms (inc void allocation)	1,375	2,300	2,300	2,300	2,300	10,575
Electrical	2,175	2,390	1,648	1,688	1,688	9,589
Sprinklers	100	100	100	100	100	500
Environmental	584	402	402	402	402	2,192
Structural works	1,550	1,100	800	1,100	800	5,350
Disabled adaptations	650	650	444	444	444	2,632
Asbestos	251	130	130	130	130	771
Estate Improvements (DF)	140	140	140	140	140	700
Sub-Totals	11,970	12,957	11,709	11,656	11,356	59,648
Other Housing Schemes:						
Service Enhancements	30	0	0	0	0	30
Sub-Totals	30	0	0	0	0	30
Gross Expenditure	36,506	55,882	50,809	19,099	11,356	173,652
Leaseholder Contributions	- 300	- 300	- 300	- 300	- 300	- 1,500
Net Expenditure	36,206	55,582	50,509	18,799	11,056	172,152
Financing						
Direct Revenue Contributions	- 2,973	- 3,032	- 3,093	- 3,155	- 3,218	-15,471
Major Repairs Reserve	- 10,141	- 9,000	- 9,000	- 9,000	- 5,026	-42,167
RTB Receipts	- 2,961	- 2,869	- 2,100	- 2,142	- 2,185	-12,257
Grants	- 1,477	- 80	- 80	- 80	- 80	-1,797
Other Contributions	- 100	- 100	- 0	- 0	- 0	-200
Borrowing	- 18,554	- 40,501	- 36,236	- 4,422	- 546	-100,259
Total Financing	-36,206	-55,582	-50,509	-18,799	-11,056	-172,152

Report to the Cabinet

Report reference: C-063-2020/21
Date of meeting: 11 February 2021



Portfolio: Finance and Economic Development – Cllr J. Philip

Subject: Proposed Fees and Charges 2021/22

Responsible Officer: Andrew Small (07548 145665)

Democratic Services: Adrian Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) That the proposed General Fund fees and charges for 2021/22 (excluding Car Parking) set out in *Appendix A* to this report are approved
- (2) That the proposed General Fund Car Parking charges for 2021/22 set out in *Appendix B* to this report are approved; and
- (3) That a proposed Council House Rent Increase of 1.5% and a 2.5% increase in other Housing Revenue Account fees and charges for 2021/22 set out in *Appendix C* to this report are approved.

1. Executive Summary

- 1.1 The Council can recover the cost of providing certain services through making a charge to service users. For some services, this is a requirement and charges are statutorily determined. In other areas the Council has discretion to determine whether charging is appropriate, and the level at which charges are set.
- 1.2 This report focuses on discretionary fees and charges for 2021/22, with detailed proposals for both the Council's General Fund and ring-fenced Housing Revenue Account (HRA).
- 1.3 As with all councils, the use of charging has become an increasingly important feature of Epping Forest District Council's financial strategy, as the pressure on the revenue budget limits the extent to which the subsidisation of discretionary services is feasible. Recovering the costs of these services from users where possible helps to ensure the sustainability of the Council's offer to residents and businesses, beyond the statutory minimum, whilst maintaining the lowest Council Tax possible.
- 1.4 The Medium-Term Financial Plan adopted by Cabinet in November 2020 agreed to an assumed average increase of 1% in General Fund fees and charges for 2021/22 which, given the prevalence of statutory fees and charges, also assumed that some discretionary fees and charges would need an increase beyond that level. For example, *Appendix A* shows a proposed 3% increase in Trade Waste charges, which contrasts with a proposed freeze in Car Parking charges in *Appendix B*.

- 1.5 There is a 1.5% increase in Housing Rents proposed for 2021/22, which complies with the legal Rent Standard that registered providers of social housing must comply with (maximum of September 2020 CPI inflation + 1%). A 2.50% increase is proposed on other HRA fees and charges and these can be found at **Appendix C**.
- 1.6 The changes to fees and charges approved by Cabinet will come into effect on 1st April 2021 unless otherwise stated in the report.

2. Resource Implications

- 2.1. The proposed fees and charges in this report, collectively reflect the income assumptions included in the Council's draft Budget for 2021/22 and Medium-Term Financial Plan (2021/22 to 2025/26).

3. Legal and Governance Implications

- 3.1. In general terms, the Council's powers are set out within the Local Government Act 2003 and the Localism Act 2011. For example, Section 93 of the Local Government Act 2003 permits best value authorities to charge for discretionary services provided the authority has the power to provide that service.
- 3.2. There are also a range of service-specific statutory requirements that the Council is required to comply with. For example, in the General Fund, the Town and Country Planning (Fees for Applications, Deemed Applications, and Site Visits) (England) Regulations 2012 sets the legal framework for setting Planning Fees and Charges. Similarly, in the HRA, rent increases are legally required to be set within the framework set by the Government Rent Standard.

4. Safer, Cleaner and Greener Implications

- 4.1. None.

5. Consultation Undertaken

- 5.1. The potential impact on the local community of changes in Fees and Charges forms part of the Council's established consultation processes, helping the Cabinet to formulate policy and make intelligence-based decisions in accordance with corporate priorities.

General Fund (excluding Car Parking)

Proposed Fees and Charges 2021/22

Business Support

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Local Land Charge fees – Standard basic searches	85.00	85.00
Extra parcel fees for standard search	15.00	15.00
LLC1 certificate only	23.50	23.50
LLC1 Extra Parcel fee	2.00	2.00
CON29R All Enquiries	61.50	61.50
CON29R Extra parcel fee	13.00	13.00
CON290 Questions 4 - 21	10.00	10.00
CON290 Questions 22 (on behalf of Essex Legal)	14.00	14.00
CON290 admin fee	15.00	15.00
Additional enquiries – per enquiry	20.00	20.00
Standard Basic Searches including Part 2 Questions	85.00	85.00

Legal

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Property Transactions		
Redemption of Mortgages	152.00	152.00
Transfers of Equity	295.00	295.00
Sale of Land	650.00	650.00
Repayment of Discount and Postponement of Legal Charge	432.50	432.50
Deed of Release of Covenant	400.00	400.00
Deed of Covenant + Application to Cancel Land Charges Entry	300.00	300.00
Second Mortgage Questionnaires	120.00	120.00
Licence to cross land/occupy land	643.00	643.00
Licences to cross housing land	324.00	324.00
Leases		
Shops	1,200.00	1,200.00
Industrial (e.g. Oakwood Hill and North Weald)	1,200.00	1,200.00
Leases contracted out of Landlord and Tenant Act 1954 provisions	Additional 184.00	Additional 184.00
New Lease extending Term (residential)	600.00	600.00

Legal (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Licences granted pursuant to a lease		
To Assign (add £60.77 if surety)	1,140.00	1,140.00
For Alterations	1,140.00	1,140.00
For Change of Use	1,140.00	1,140.00
To Sublet	1,140.00	1,140.00
Deed of Surrender of Lease	1,140.00	1,140.00
Combined Surrender / Licence	1,140.00	1,140.00
Transfer of Lease and Notification of Mortgage (RTB)	84.00	84.00
For Commercial Leases	90.00	90.00
Deeds of Variation	450.00	450.00
Consent for restriction	114.00	114.00
Planning Agreements		
Section 106 - routine	900.00	900.00
Section 106 - Complex	Time Recorded	Time Recorded
Section 106 – inc Minor Highways Works	1,300.00	1,300.00
Section 106 – inc Major Highways Works	1,500.00	1,500.00
Unilateral Undertaking – routine	500.00	225.00
Unilateral Undertaking – complex	Time Recorded	Time recorded
Variation / Revocation S 106 Agreement or Unilateral Undertaking	500.00	500.00

Customer/Revenues and Benefits

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Summons costs (Council Tax & NDR)	65.00	65.00
Liability Order costs (Council Tax & NDR)	30.00	30.00

Planning

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Planning		
PPA's	Bespoke (£120.00 per hour)	Bespoke (£140.00 per hour)
Documents requests/research	0	£100.00 per hour
Urgent requests (Within 48 hrs)	0	£500.00 per request
Scanning Fees – Paper Applications	0	£20.00 per application
Admin Charge for Section 106 Legal Agreements with requirement for financial contribution	3% of the cost value of the financial contribution	3% of the cost value of the financial contribution
Admin Charge for Section 106 Legal Agreements with no requirement for financial contribution	£500.00 per unit	£500.00 per unit
Planning - Development Management		
Pre-Planning Applications		
Written Advice Meetings: Minor 1-2 Units	£120.00 per application	£140.00 per application
Written Advice Meetings: Minor 3-9 Units	£1,080.00 per application	£1,260.00 per application
Written Advice Meetings: Major 10-19 Units	£2,160.00 per application	£2,520.00 per application
Written Advice Meetings: Major 20-49 Units	£4,320.00 per application	£5,040.00 per application
Written Advice Meetings: Major 50+ Units	By negotiation	By negotiation
Planning Advice Meetings: All other cases (including Listed Buildings)	£96.00 per hour (£144.00 Listed)	£140.00 per hour
Planning Written Advice or Meeting: Discussions for a way forward following refusal of PA (minor)	£144.00	£140.00
Planning Nature and Form of Meetings by Negotiation: Discussions for a way forward following refusal of PA (major)	By negotiation	By negotiation

Community & Wellbeing

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Venue Hire		
The Space day rate (per hour) (30 people) Commercial	26.00	27.00
The Space day rate (per hour) (30 people) Community	15.50	16.00
The Space evening rate (per hour) (30 people) Commercial	52.00	54.00
The Space evening rate (per hour) (30 people) Community	36.50	37.50
The Space Sunday rate (per hour) (30 people) Commercial	105.00	109.00
The Space Sunday rate (per hour) (30 people) Community	85.00	87.50
Tudor Gallery and Garden day rate (per hour) (20 people) Commercial	36.50	37.50
Tudor Gallery and Garden day rate (per hour) (20 people) Community	31.00	31.75
Tudor Gallery and Garden evening rate (per hour) (20 people) Commercial	57.00	58.00
Tudor Gallery and Garden evening rate (per hour) (20 people) Community	46.50	48.00
Temp Ex (per hour) (60 people) Commercial	125.00	129.00
Temp Ex (per hour) (60 people) Community	105.00	109.00
Whole Museum (per hour) (200 people) Commercial	165.00	170.00
Whole Museum (per hour) (200 people) Community	155.00	160.00
Overnight hire at both museums Commercial	550.00	575.00
Tea/Coffee and Biscuits (per person)	3.20	3.30
Buffet Lunch (per person)	7.50	7.75
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 1	13.75	14.25
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 2 Non EFDC residents	27.50	28.50
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 2 EFDC residents	22.00	22.75
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 1	19.00	19.75
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	38.00	39.50
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 2 EFDC residents	30.50	31.50
Limes Centre Main Hall Sat 10am-6pm Scale 1	19.50	20.25
Limes Centre Main Hall Sat 10am-6pm Scale 2 Non EFDC residents	40.50	42.00
Limes Centre Main Hall Sat 10am-6pm Scale 2 EFDC residents	32.00	33.00
Limes Centre Main Hall Sat 6pm-11pm Scale 1	31.00	32.00
Limes Centre Main Hall Sat 6pm-11pm Scale 2 Non EFDC residents	52.00	54.00

Community & Wellbeing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Venue Hire (cont.)		
Limes Centre Main Hall Sat 6pm-11pm Scale 2 EFDC residents	42.00	43.50
Limes Centre Main Hall Sun 10am-9pm Scale 1	31.50	32.50
Limes Centre Main Hall Sun 10am-9pm Scale 2 Non EFDC residents	52.00	54.00
Limes Centre Main Hall Sun 10am-9pm Scale 2 EFDC residents	42.00	43.50
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 1	9.75	10.20
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 2 Non EFDC residents	21.00	22.00
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 2 EFDC residents	16.50	17.25
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 1	15.00	15.50
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	26.00	27.00
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 2 EFDC residents	21.00	22.00
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 1	15.75	16.50
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 2 Non EFDC residents	27.00	28.00
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 2 EFDC residents	21.50	22.20
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 1	22.00	22.75
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 2 Non EFDC residents	32.00	33.00
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 2 EFDC residents	26.00	27.00
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 1	6.75	7.00
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 2 Non EFDC residents	13.00	13.00
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 2 EFDC residents	10.50	10.50
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 1	12.75	13.50
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	25.50	25.50
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 2 EFDC residents	20.50	21.50
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 1	12.75	13.50

Community & Wellbeing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Venue Hire (cont.)		
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 2 Non EFDC residents	25.50	26.50
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 2 EFDC residents	20.50	21.50
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 1	16.75	17.50
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 2 Non EFDC residents	34.00	35.50
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 2 EFDC residents	27.00	28.00
Culture and Community Programme		
Family Fun Workshops and Toddler sessions	2.20	2.30
Half Day Workshops	8.50	8.80
Full day workshops	21.00	21.50
Artist-led Workshops 1.5 hrs (incl. materials)	10.50	10.80
Artist-led Workshops 2 hrs (incl. materials)	10.50	10.80
Artist-led Workshops 5 hrs/1 day (incl. materials)	21.00	21.50
Artist led – 3-day workshop	52.00	54.00
Adult Art Classes	16.00	16.50
Museum Movers	3.50	5.00
Performance ticket (kids theatre shows)	8.50	8.80
Motiv8 Performance ticket	8.50	8.80
Motiv8 Performance ticket Concession price	6.50	8.80
eNgage Performance ticket	13.50	14.00
eNgage Performance ticket Concession price	10.50	11.00
After School Dance per child per session	4.00	4.20
Active Assemblies 1 day of training for session leaders (plus travel)	225.00	235.00
Active Assemblies 20 resource packs	475.00	500.00
Active Assemblies session delivery for 8 sessions outside EFDC (plus travel)	325.00	340.00
Active Assemblies session delivery for 8 sessions EFDC	225.00	230.00
Creative Homes Arts sessions per session (incl. materials and set up, clear up time)	75.00	80.00
Creative Homes Dance sessions per session (incl. materials)	55.00	60.00
Wellbeing Programme		
Yoga Sessions - Get Active	5.00	5.20
Indoor Bowls - Get Active	5.00	5.20
David Lloyd Bowls - Get Active	5.00	5.20
Badminton - Get Active	5.00	5.20

Community & Wellbeing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Wellbeing Programme (cont.)		
Boccia - Get Active	5.00	5.20
Table Tennis - Get Active	5.00	5.20
Lifewalks - per walk	2.50	2.60
Lifewalks - privilege card for 6 months	31.00	32.00
Lifewalks - privilege card for 12 months	60.00	62.00
Cycling for health	4.80	5.00
Cycling for health	9.50	10.00
Get active sessions	4.00	4.20
Multi-sports/Activity Camps	20.00	21.00
Play in the Forest	3.70	3.80
School Boxing Programme	27.50	28.50
Walking Football	3.00	3.20
Athletics/Tennis	3.50	3.60
Play in the Park (Charge for town/parish councils)	85.00	90.00
Images (Private Research & Commercial)		
<i>Private Research:</i>		
A4 Black & White print	7.00	7.50
A4 Colour print	7.50	8.00
A4 Black and white photocopy	1.50	1.60
Digital copy, 300dpi (by email)	6.50	7.00
Digital copy, 300dpi (by email) (over 10 images)	5.50	6.00
<i>Commercial/large organisations:</i>		
Books		
Local History Groups & Registered Charities	Free	Free
Cover Page	230.00	240.00
Inner Page	75.00	80.00
TV / Film / Video		
Single Country	85.00	90.00
Worldwide	170.00	180.00
Digital		
300dpi jpeg/tiff per image / single use - Education use ONLY	55.00	60.00
300dpi jpeg/tiff per image / single use	85.00	90.00
Web		
Regional based business	85.00	90.00
National / International business	165.00	170.00

Community & Wellbeing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Identifications/ Enquiries / Loans		
Collections Search Service	Free	Free
Research Visits	Free	Free
Identifications Service	Free	Free
Research Service (fee per hour)	20.00	22.00
Loans Handling Fee	100.00	105.00
Exhibition Hire		
Touring Exhibitions (Venues in Eastern Region) per month (minimum 2 month hire)	65.00	70.00
Touring Exhibitions (Venues outside Eastern Region) per month (minimum 2 month hire)	95.00	100.00
Design Charges		
Exhibition and Design Officer (per hour)	0.00	30.00
Other Officers (per hour)	0.00	25.00
Administrative Tasks (per hour)	0.00	15.00
Talks and Tours		
1 hour daytime talk within the Epping Forest District (per group)	62.00	65.00
1 hour daytime talk outside the Epping Forest District (per group)	72.50	75.00
1 hour evening talk outside museum but within district (per group)	72.50	75.00
1 hour evening talk outside the district (per group)	83.00	86.00
1 hour daytime talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £70</i>	6.50	7.00
1 hour evening talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £90</i>	8.50	9.00
Schools (workshops in school)		
(max 35 pupils per class)		
1 class for 1 hour		
Epping Forest District Schools	46.50	48.00
Schools outside Epping Forest area	57.00	59.00
2 classes on same day 2 x 1 hour		
Epping Forest District Schools	72.50	75.00
Schools outside Epping Forest area	83.00	86.00
3 classes on same day 3 x 1 hour		
Epping Forest District Schools	98.50	102.00
Schools outside Epping Forest/Broxbourne area	109.00	113.00
4 classes on same day 4 x 1 hour		
Epping Forest District Schools	124.50	129.00
Schools outside Epping Forest area	135.00	140.00

Community & Wellbeing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Schools (workshops in Museum)		
2 hours (half day) up to two classes		
Epping Forest District Schools (Per child) minimum charge £45	4.20	4.50
Schools outside Epping Forest area (Per child) minimum charge £55	5.20	5.50
4 hours (full day) up to two classes		
Epping Forest District Schools (Per child) minimum charge £45	0.00	7.00
Schools outside Epping Forest area (Per child) minimum charge £55	0.00	8.00
Self guided visit - with Trail provided by EFDC	1.00	1.20
Self guided visit	Free	Free
School Topic Box Hire		
Epping Forest Schools	46.50	48.00
Schools outside Epping Forest area	57.00	59.00
*Special rate - save £10 if booked with and delivered on the same day as a workshop		

Fleet Operations

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Public MOT	49.00	50.00
Public MOT (Saturday's)	50.00	55.00
Hourly rate for internal labour charge	33.60	35.00
Hourly rate for external labour charge	50.00	60.00

Community Resilience

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Provision of CCTV for Insurance Purposes/Solicitors	120.00	120.00

Residential Team

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Private Sector Housing Grants		
<i>DFGs and HRA</i>		
Disabled Facilities Grants	15% of work costs	15% of work costs
Decent Homes Loans	15% of work costs	15% of work costs
Small Works Repayable Assistance	15% of work costs	15% of work costs
Private Sector Housing (Tech)		
<i>Licences - HMOs (Initial & Renewal): fee per licence</i>		
HMO with up to 5 units of accommodation	809.00	809.00
Renewal fee for non-compliant landlords	735.00	735.00
Renewal fee for compliant landlords	439.00	439.00
Additional units of accommodation	32.00	32.00
Park Homes Licensing Fees		
Site licence fees		
In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites		
Depositing of site rules	151.50	154.90
Penalty Charges for Private Landlords		
Failing to provide appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	£5,000.00 per incidence (unless extenuating circs.)	£5,000.00 per incidence (unless extenuating circs.)
Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme	£5,000.00 per incidence (unless extenuating circs.)	£5,000.00 per incidence (unless extenuating circs.)
Civil Penalty Notice for certain Housing Act 2004 offences. See charging policy matrix for offences.	£30,000.00 Maximum charge	£30,000.00 Maximum charge
Energy Efficiency Private Rented Properties Regs	2,000.00	2,000.00
Property let with EPC below E for less than 3 months	4,000.00	4,000.00
Property let with EPC below E for more than 3 months	1,000.00	1,000.00
False or misleading information on exemption register	2,000.00	2,000.00
Failure to comply with compliance notice	2,000.00	2,000.00

Residential Team (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Property Inspections for Immigration Applications		
At 20/21 flat fee charge agreed	£92.20 for 1 bed/ £123.60 for 3 bed/ £171.00 for 4 bed	£200.00 per property
Enforcement of Private Sector Housing Conditions- Housing Act 2004 and Mobile Homes Act 2013 (mobile home equates to 1 bed property)		
1 – 4 Hazards per enforcement		
1 Bed Property	370.80	390.00
2 Bed Property	417.15	422.50
3 Bed Property	465.56	503.75
4 Bed Property	556.20	585.00
5 or 6 Bed Property	601.52	650.00
> 6 Bed Property or HMO	727.18	796.25
5 or more Hazards		
1 Bed Property	465.56	487.50
2 Bed Property	509.85	536.25
3 Bed Property	557.23	585.00
4 Bed Property	664.35	698.75
5 or 6 Bed Property	710.70	747.50
> 6 Bed Property or HMO	787.95	828.75
Works in default following enforcement	Cost of works plus 30%	Cost of works plus 30%

Homelessness (General Fund)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Bed & Breakfast – Single Room (per night)	43.36	44.45
Bed & Breakfast – Double Room (per night)	51.55	52.84

Environmental Health

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Training		
Basic Food Hygiene Course - Basic Food Hygiene Course	75.00	75.00
Basic Food Hygiene Course - 6 courses, 10 per course	65.00	65.00

Licensing

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Animal Welfare		
Animal Boarding - Star rated	329.00	£329 (application) £36 (Grant) Total £365
Dog Breeding – Star rated	329.00	£329 (application) £36 (Grant) Total £365
Pet Shop – Star rated	329.00	£329 (application) £36 (Grant) Total £365
Dangerous Wild Animals – Star rated	329.00	£329 (application) £36 (Grant) Total £365
Riding Establishment – Star rated	329.00	£329 (application) £36 (Grant) Total £365
Dog Home Boarding Fee – Star rated	223.00	£223 (application) £30 (Grant) Total £253
Doggy Day Care	223.00	£223 (application) £30 (Grant) Total £253
Zoos	570.00	570.00
Variations applicable to all	132.00	132.00
Hackney Carriage/Private Hire		
New Annual Vehicle Licence For new vehicles £30 plate deposit	277.00	277.00
Annual vehicle Licence renewal	277.00	277.00
Annual Drivers Licence (3 year licence)	186.00	228.00
Replacement Vehicle Plate	30.00	30.00
Replacement Driver Badge	10.00	10.00
Duplicate Paper Licence	7.00	7.00
Drivers Test	21.00	21.00
Drivers Re-sit of Test	21.00	21.00
Private Hire Operators		
Annual Operator Licence (1 vehicle only)	105.00	105.00
Annual Operators (> 1 vehicle)	405.00	405.00
Transfer of Vehicle Licence	66.00	66.00
Plate Exemption	No charge	No charge
Gambling Act 2005		
Betting Premises (not tracks) new application	1,220.00	1,220.00
Betting Premises (not tracks) annual fee	600.00	600.00
Betting Premises (not tracks)	31.00	31.00
Adult Gaming Centre	1,000.00	1,000.00

Licensing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Gambling Act 2005 Permits		
FEC Gaming Machine app. Fee, and renewal fee	300.00	300.00
Price Gaming app fee and renewal fee	300.00	300.00
Alcohol Licences Premises - Notification of 2 or less machines app fee	50.00	50.00
Alcohol Licences Premises - More than 2 machines app fee	150.00	150.00
Alcohol Licences Premises - More than 2 machines: annual fee	50.00	50.00
Club Gaming Permit app fee	200.00	200.00
Club Gaming Permit: annual fee	50.00	50.00
Club Gaming Permit: renewal	200.00	200.00
Club Gaming Machine Permit App. Fee and same for renewal	50.00	50.00
Club Fast-track for Gaming Permit or Gaming Machine Permit: App fee	100.00	100.00
Club Fast-track for Gaming Permit or Gaming Machine Permit: annual fee	50.00	50.00
Small Society Lottery Registration: App fee	40.00	40.00
Small Society Lottery Registration: annual fee	20.00	20.00
Small Society Lottery Registration: renewal fee	20.00	20.00
Permit – Miscellaneous fees		
FEC Permits: name change	25.00	25.00
FEC Permits: permit copy	15.00	15.00
Prize Gaming Permits: name change	25.00	25.00
Prize Gaming Permits: permit copy	15.00	15.00
Alcohol Licences Premises - more than 2 machines: name change	25.00	25.00
Alcohol Licences Premises - more than 2 machines: permit copy	15.00	15.00
Club Gaming Permit: name change	25.00	25.00
Club Gaming Permit: permit copy	15.00	15.00
Club Gaming Machine Permit: name change	50.00	50.00
Club Gaming Machine Permit: permit copy	15.00	15.00
Small Society Lottery Registration: name change	40.00	40.00
Small Society Lottery Registration: permit copy	20.00	20.00

Licensing (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Miscellaneous		
Special Treatment Premises	176.00	180.00
Special Treatments Person	95.00	97.00
Sex Shops and Cinemas	586.00	600.00
Sexual Entertainment Venues -	4,425.00 2,210.00 (renewal)	4,425.00 2,210.00 (renewal)
Street Trading Consents (if renewal not successful at sub- committee, half fee will be refunded)	420.00 420.00	430.00 430.00
Scrap Metal Site 3 yr licence	427.00	437.00
Scrap Metal Dealer 3 yr licence	256.00	262.00
Road Closure Notices	191.00	194.00
Temporary Pavement Licence £100 operating after 8pm	100.00 max	100.00 max

Contract and Technical Services

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Special collections		
Units		
1 to 3	26.27	27.60
4 to 7	39.66	41.65
8 to 10	52.53	55.00
11 to 15	66.95	70.00
Over 15	Contact us for price	Contact us for price
Special collections - over 60's		
Units		
1 to 3	13.14	13.80
4 to 7	19.83	20.80
8 to 10	26.27	27.60
11 to 15	33.48	35.00
Over 15	Contact us for price	Contact us for price

Contract and Technical Services (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Trade Waste		
Refuse (bin sizes)		
240	9.20	9.48
360	10.56	10.88
660	13.95	14.36
1100	18.23	18.78
Recycling (bin sizes)		
240	7.05	7.26
360	7.81	8.04
660	8.93	9.20
1100	10.86	11.18
Food (bin sizes)		
240	7.68	7.91
360	8.39	8.64
660	9.80	10.10
1100	N/A	N/A
Glass (bin sizes)		
240	6.91	7.11
360	7.62	7.85
660	8.64	8.90
1100	10.40	10.71

Grounds Maintenance

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Labour Rates		
Chargehand - 1 Hour	28.08	28.22
Chargehand - 1 Day	202.17	203.18
Gardener - 1 Hour	22.46	22.57
Gardener - 1 Day	161.71	162.52
Plant, Vehicle & Equipment Rates		
Tractor - side arm flail & Operator - 1 Hour	123.50	124.12
Tractor - side arm flail & Operator - 1 Day	889.20	893.65
Tractor - Trimax Pegasus & Operator - 1 Hour	123.50	124.12
Tractor - Trimax Pegasus & Operator - 1 Day	889.20	893.65
Tractor - loader digger & operator - 1 Hour	123.50	124.12
Tractor - loader digger & operator - 1 Day	889.20	893.65
Mini Tractor - side arm flail & Operator - 1 Hour	101.00	101.51
Mini Tractor - side arm flail & Operator - 1 Day	727.20	730.84
Pick up Tipper truck - 3.5 tonne & Operator - 1 Hour	44.90	45.12

Grounds Maintenance (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
Plant, Vehicle & Equipment Rates (cont.)		
Pick up Tipper truck - 3.5 tonne & Operator - 1 Day	323.28	324.90
2 tonne trailer for 3.5 tonne pickup truck - 1 Hour	11.23	11.29
2 tonne trailer for 3.5 tonne pickup truck - 1 Day	80.85	81.25
Ride on Mower - Triple & Operator - 1 Hour	44.90	45.12
Ride on Mower - Triple & Operator - 1 Day	323.28	324.90
Ride on Mower - Cut and Collect & Operator - 1 Hour	67.30	67.64
Ride on Mower - Cut and Collect & Operator - 1 Day	484.56	486.98
Pedestrian Rotavator & Operator - 1 Hour	39.30	39.50
Pedestrian Rotavator & Operator - 1 Day	282.98	284.39
General Maintenance/Planting & Removal		
Grass reinstatement – seeding - Per sqm	16.42	16.50
Grass reinstatement – turfing - Per sqm	17.24	17.33
Grass reinstatement – watering - Per sqm	4.26	4.28
Hedge Replacement - Per sqm	12.01	12.07
Garden Tidy - 50 sqm	184.06	184.98
Garden Tidy - 100 sqm	339.83	341.53
Garden Tidy - 150 sqm	417.69	419.78
Garden Tidy - 200 sqm	521.54	524.15
Garden Tidy - 200+ sqm	910.83	915.38
Clear Garage Forecourts - Location	84.20	84.62
Remove/ Replant Roses - Each	13.30	13.37
Remove/ Replant Shrubs - Each	13.30	13.37
Plant Bulbs and Corms - Per sqm	15.60	15.68
Wildflowers - Per sqm	15.60	15.68

Commercial/Building Control

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
1 Plot (New-build houses)	612.50	629.17
2 Plots (houses)	929.17	954.17
3 Plots (houses)	1,283.33	1,304.17
4 Plots (houses)	1,620.83	1,666.67
5 Plots (houses)	1,954.17	2,012.50
1 Plot (flats)	612.50	629.17
2 Plots (flats)	929.17	954.17
3 Plots (flats)	1,283.33	1,304.17

Commercial/Building Control (cont.)

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
4 Plots (flats)	1,620.83	1,666.67
5 Plots (flats)	1,954.17	2,012.50
Conversion to house	600.00	616.67
Conversion to flat	491.67	508.33
Single storey extension to dwelling not exceeding 40m ²	504.17	516.67
Single storey extension to dwelling 40-100m ²	820.83	870.83
2 or 3 storey extension to dwelling not exceeding 40m ²	504.17	516.67
2 or 3 storey extension to dwelling 40-100m ²	820.83	870.83
Garage/carport/store not exceeding 100m ²	408.33	420.83
Detached non-habitable outbuilding not exceeding 50m ²	504.17	516.67
Loft conversion to dwelling under 40m ²	550.00	566.67
Garage conversion to dwelling	300.00	308.33
Renovation of thermal element on a dwelling	229.17	237.50
Replacement windows/rooflights on a dwelling	229.17	237.50
Alterations to a dwelling under £5,000 in value	229.17	237.50
Alterations to a dwelling £5,000-£25,000 in value	395.83	408.33
Alterations to a dwelling £25,000 - £100,000 in value	595.83	612.50
Non-domestic single storey extension up to 40m ²	516.67	529.17
Non-domestic single storey extension 40 – 100m ²	833.33	858.33
Non-domestic 2 or 3 storey extension under 40m ²	516.67	529.17
Non-domestic 2 or 3 storey extension 40-100m ²	833.33	858.33
Alterations to a commercial building up to £5,000 in value	229.17	237.50
Replacement windows/doors/rooflights to a commercial building <20 units	229.17	237.50
Renewable Energy Systems	229.17	237.50
Replacement shop front	229.17	237.50
Alterations to a commercial building £5,000 - £25,000 in value	408.33	420.83
Replacement windows/doors rooflights to a commercial building >20 units	266.67	275.00
Renovation of thermal elements to a commercial building	229.17	237.50
Raised storage platform installation	191.67	200.00
Alterations to a commercial building £25,000 - £100,000 in value	608.33	625.00
Fit-out of a commercial building up to 100m ² floor area	229.17	237.50

Commercial & Regulatory Services / North Weald Airfield

Description	2020/21 Actual	2021/22 Proposed
	£'s	£'s
HGV Training – pay as you go	64.23	66.15
HGV Training – monthly fee	950.00	950.00
Driving Schools – full day	265.14	273.09
Driving Schools – half day	184.97	190.51
Driving Experience Days	384.32	395.84
Driving Schools – emergency services	91.24	93.97
Driving Schools – ATC full day	122.34	126.34
Driving Schools – ATC ½ day	81.54	83.98
Driving Schools – City TM	133.90	137.91
Motorsport Sprints	764.90	787.84
Filming / Photoshoots – static full day	662.29	662.29
Filming / Photoshoots – static half day	396.65	396.65
Filming / Photoshoots – moving full day	927.93	927.93
Filming / Photoshoots – moving full day	530.06	530.06
Meeting Room Hire – full day	154.50	159.13
Meeting Room – half day	103.00	106.90
Meeting Room – EFDC full day	70.00	70.00
Meeting Room -EFDC half day	50.00	50.00

Car Parking (General Fund)

Proposed Fees and Charges 2021/22

Car Parking

Description	Charging Times	2020/21 Actual	2021/22 Proposed
		£'s	£'s
Tariff One			
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	0.20	0.20
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	0.20	0.20
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	0.20	0.20
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	0.20	0.20
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	0.20	0.20
The Drive, Loughton, IG10 1HW	08:00 - 18:00	0.20	0.20
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	0.20	0.20
High Beech, Loughton, IG10 4HH	08:00 - 18:00	0.20	0.20
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	0.20	0.20
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	0.20	0.20
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	0.20	0.20
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	0.20	0.20
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	0.20	0.20
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	0.20	0.20
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	0.20	0.20
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	0.20	0.20
Vere Road, Debden, IG10 3SW	08:30 - 17:30	0.20	0.20
Burton Road South, Debden, IG10	08:30 - 17:30	0.20	0.20
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	0.20	0.20
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	0.20	0.20
Beaumont Park Drive, Bakery Close, Roydon	N/A	free	free
Tariff Two			
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	0.90	0.90
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	0.90	0.90
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	0.90	0.90
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	0.90	0.90
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	0.90	0.90
The Drive, Loughton, IG10 1HW	08:00 - 18:00	0.90	0.90
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	0.90	0.90
High Beech, Loughton, IG10 4HH	08:00 - 18:00	0.90	0.90
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	0.90	0.90
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	0.80	0.80
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	0.80	0.80
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	0.80	0.80

Car Parking (cont.)

Description	Charging Times	2020/21 Actual	2021/22 Proposed
		£'s	£'s
Tariff Two (cont.)			
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	0.80	0.80
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	0.80	0.80
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	0.80	0.80
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	0.90	0.90
Vere Road, Debden, IG10 3SW	08:30 - 17:30	0.90	0.90
Burton Road South, Debden, IG10	08:30 - 17:30	0.90	0.90
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	0.90	0.90
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	0.90	0.90
Beaumont Park Drive, Bakery Close, Roydon	N/A	Free	Free
Tariff Three			
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	1.80	1.80
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	1.80	1.80
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	1.80	1.80
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	1.80	1.80
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	1.80	1.80
The Drive, Loughton, IG10 1HW	08:00 - 18:00	1.80	1.80
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	1.80	1.80
High Beech, Loughton, IG10 4HH	08:00 - 18:00	1.80	1.80
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	1.80	1.80
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	1.60	1.60
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	1.60	1.60
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	1.60	1.60
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	1.60	1.60
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	1.60	1.60
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	1.60	1.60
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	1.80	1.80
Vere Road, Debden, IG10 3SW	08:30 - 17:30	1.80	1.80
Burton Road South, Debden, IG10	08:30 - 17:30	1.80	1.80
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	1.80	1.80
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	1.80	1.80
Beaumont Park Drive, Bakery Close, Roydon	N/A	Free	Free
Tariff Four			
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	3.00	3.00
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	3.00	3.00
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	3.00	3.00
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	3.00	3.00
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	3.00	3.00
The Drive, Loughton, IG10 1HW	08:00 - 18:00	3.00	3.00
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	3.00	3.00

Car Parking (cont.)

Description	Charging Times	2020/21 Actual	2021/22 Proposed
		£'s	£'s
Tariff Four (cont.)			
High Beech, Loughton, IG10 4HH	08:00 - 18:00	3.00	3.00
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	3.00	3.00
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	3.00	3.00
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	3.00	3.00
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	3.00	3.00
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	3.00	3.00
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	3.00	3.00
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	3.00	3.00
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	3.00	3.00
Vere Road, Debden, IG10 3SW	08:30 - 17:30	3.00	3.00
Burton Road South, Debden, IG10	08:30 - 17:30	3.00	3.00
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	3.00	3.00
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	3.00	3.00
Beaumont Park Drive, Bakery Close, Roydon	N/A	Free	Free
Tariff Five			
Cottis Lane, Epping, CM16 5EG	07:30 - 18:00	4.00	4.00
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	4.00	4.00
Civic Offices, EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	4.00	4.00
Old Station Road, (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	4.00	4.00
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	4.00	4.00
The Drive, Loughton, IG10 1HW	08:00 - 18:00	4.00	4.00
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	4.00	4.00
High Beech, Loughton, IG10 4HH	08:00 - 18:00	4.00	4.00
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	4.00	4.00
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	4.00	4.00
Sainsburys Ongar, Ongar, CM5 9AG	08:00 - 18:00	4.00	4.00
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	4.00	4.00
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	4.00	4.00
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	4.00	4.00
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	4.00	4.00
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	4.00	4.00
Vere Road, Debden, IG10 3SW	08:30 - 17:30	4.00	4.00
Burton Road South, Debden, IG10	08:30 - 17:30	4.00	4.00
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	4.00	4.00
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	4.00	4.00
Beaumont Park Drive, Bakery Close, Roydon	N/A	Free	Free

Car Parking (cont.)

Description	Charging Times	2020/21 Actual	2021/22 Proposed
		£'s	£'s
Tariff Six			
Cottis Lane , Epping, CM16 5EG	07:30 - 18:00	5.00	5.00
Bakers Lane , Epping, CM16 5EG	08:00 - 18:00	5.00	5.00
Civic Offices , EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	5.00	5.00
Old Station Road , (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	5.00	5.00
Traps Hill , Loughton, IG10 1HD	09:00 - 18:00	5.00	5.00
The Drive , Loughton, IG10 1HW	08:00 - 18:00	5.00	5.00
Oakwood Hill East , Loughton, IG10 3TZ	08:30 - 17:30	5.00	5.00
High Beech , Loughton, IG10 4HH	08:00 - 18:00	5.00	5.00
Smarts Lane , Loughton, IG10 4BG	08:00 - 18:00	5.00	5.00
The Pleasance , Ongar, CM5 9AG	08:00 - 18:00	5.00	5.00
Sainsburys Ongar , Ongar, CM5 9AG	08:00 - 18:00	5.00	5.00
Bansons Lane , Ongar, CM5 9AA	08:00 - 18:00	5.00	5.00
Cornmill , Waltham Abbey, EN9 1RB	08:00 - 18:00	5.00	5.00
Quaker Lane , Waltham Abbey, EN9 1ER	08:00 - 18:00	5.00	5.00
Darby Drive , Waltham Abbey, EN9 1EE	08:00 - 18:00	5.00	5.00
Burton Road & Access Rd , Debden, IG10 3ST	08:30 - 17:30	5.00	5.00
Vere Road , Debden, IG10 3SW	08:30 - 17:30	5.00	5.00
Burton Road South , Debden, IG10	08:30 - 17:30	5.00	5.00
Queens Road Lower , Buckhurst Hill, IG9 5BZ	08:00 - 18:00	5.00	5.00
Queens Road Upper , Buckhurst Hill, IG9 5AZ	08:00 - 18:00	5.00	5.00
Beaumont Park Drive , Bakery Close, Roydon	N/A	free	free
Tariff Seven			
Cottis Lane , Epping, CM16 5EG	07:30 - 18:00	10.00	10.00
Bakers Lane , Epping, CM16 5EG	08:00 - 18:00	6.00	6.00
Civic Offices , EFDC, CM16 4BZ (1st hr free)	08:00 - 18:00	10.00	10.00
Old Station Road , (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	10.00	10.00
Traps Hill , Loughton, IG10 1HD	09:00 - 18:00	6.00	6.00
The Drive , Loughton, IG10 1HW	08:00 - 18:00	10.00	10.00
Oakwood Hill East , Loughton, IG10 3TZ	08:30 - 17:30	10.00	10.00
High Beech , Loughton, IG10 4HH	08:00 - 18:00	10.00	10.00
Smarts Lane , Loughton, IG10 4BG	08:00 - 18:00	6.00	6.00
The Pleasance , Ongar, CM5 9AG	08:00 - 18:00	6.00	6.00
Sainsburys Ongar , Ongar, CM5 9AG	08:00 - 18:00	10.00	10.00
Bansons Lane , Ongar, CM5 9AA	08:00 - 18:00	10.00	10.00
Cornmill , Waltham Abbey, EN9 1RB	08:00 - 18:00	6.00	6.00
Quaker Lane , Waltham Abbey, EN9 1ER	08:00 - 18:00	10.00	10.00
Darby Drive , Waltham Abbey, EN9 1EE	08:00 - 18:00	6.00	6.00
Burton Road & Access Rd , Debden, IG10 3ST	08:30 - 17:30	6.00	6.00
Vere Road , Debden, IG10 3SW	08:30 - 17:30	10.00	10.00
Burton Road South , Debden, IG10	08:30 - 17:30	6.00	6.00
Queens Road Lower , Buckhurst Hill, IG9 5BZ	08:00 - 18:00	6.00	6.00
Queens Road Upper , Buckhurst Hill, IG9 5AZ	08:00 - 18:00	10.00	10.00
Beaumont Park Drive , Bakery Close, Roydon	N/A		

Car Parking (cont.)

Description	Charging Times	2020/21 Actual	2021/22 Proposed
		£'s	£'s
Saturday & Sunday Free Hours		Sat Free Hr	Sun Free Hr
Cottis Lane , Epping, CM16 5EG	07:30 - 18:00	* full tariff	✓
Bakers Lane , Epping, CM16 5EG	08:00 - 18:00	✓	✓
Civic Offices , EFDC, CM16 4BZ (1st free hour enter reg no.)	08:00 - 18:00	** ✓	** ✓
Old Station Road , (Sainsburys), Loughton, IG10 4PE	08:00 - 18:00	* full tariff	✓
Traps Hill , Loughton, IG10 1HD	09:00 - 18:00	✓	✓
The Drive , Loughton, IG10 1HW	08:00 - 18:00	* full tariff	✓
Oakwood Hill East , Loughton, IG10 3TZ	08:30 - 17:30	* full tariff	✓
High Beech , Loughton, IG10 4HH	08:00 - 18:00	* full tariff	✓
Smarts Lane , Loughton, IG10 4BG	08:00 - 18:00	✓	✓
The Pleasance , Ongar, CM5 9AG	08:00 - 18:00	✓	✓
Sainsburys Ongar , Ongar, CM5 9AG	08:00 - 18:00	* full tariff	✓
Bansons Lane , Ongar, CM5 9AA	08:00 - 18:00	* full tariff	✓
Cornmill , Waltham Abbey, EN9 1RB	08:00 - 18:00	✓	✓
Quaker Lane , Waltham Abbey, EN9 1ER	08:00 - 18:00	* full tariff	✓
Darby Drive , Waltham Abbey, EN9 1EE	08:00 - 18:00	✓	✓
Burton Road & Access Rd , Debden, IG10 3ST	08:30 - 17:30	✓	✓
Vere Road , Debden, IG10 3SW	08:30 - 17:30	* full tariff	✓
Burton Road South , Debden, IG10	08:30 - 17:30	✓	✓
Queens Road Lower , Buckhurst Hill, IG9 5BZ	08:00 - 18:00	✓	✓
Queens Road Upper , Buckhurst Hill, IG9 5AZ	08:00 - 18:00	* full tariff	✓
Beaumont Park Drive , Bakery Close, Roydon	N/A	free	free

Housing Revenue Account: Proposed Fees and Charges 2021/22

Formula Amount	2021/22	2020/21	
	Proposed Amount	Amount	Period
Older People's Housing			
Communal Halls: Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£11.24 £157.52 £9.18	£10.97 £153.68 £8.96	per hour per annum per session
Guest Rooms - Sheltered Housing	£10.45	£10.20	per person per night
Scooter Stores: Rental Electricity	£4.48 £2.32	£4.37 £2.27	per week per week
Sheltered Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£11.24 £3.38 £2.01	£10.97 £3.30 £1.96	per week per week per week
Area Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£2.80 £0.90 £0.55	£2.73 £0.88 £0.54	per week per week per week
Careline Charges (Council tenants): Tenants not in receipt of housing benefit Tenants in receipt of housing benefit	£4.86 £1.48	£4.74 £1.44	per week per week
Telecare Packages (Private users): Alarm and up to 4 sensors (Monitoring only) Alarm only Monitoring of additional sensors (per sensor)	£165.22 £135.66 £16.79	£161.20 £132.36 £16.38	per annum per annum per annum
Monitoring of alarms for other organisations (per speech module)	£121.41	£118.45	per annum
Large Button Telephone	£24.49	£23.90	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£11,392	£11,114	per annum
Lease for Jessopp Ct Office to Peabody			
Home Ownership and Sales			
Leasehold Vendors' Enquiries	£165.22	£161.20	per enquiry
Certificates of Buildings Insurance - Leaseholders	£52.58	£51.29	per copy
Small Land Sales Valuation Charge	£421.67	£411.38	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£425.78	£415.40	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£70.31	£68.60	per application
Housing Management			
Hire of Halls for Elections	£102.72	£100.22	per day
Garage rents	£9.45	£9.22	per week
Hardstandings	£97.92	£95.53	per annum
Lockable parking spaces	£8.13	£7.93	per annum
Mortgage references	£48.25	£47.07	per enquiry
Request for covenant and leasehold approvals	£76.96	£75.09	per request
Licences for vehicular access across housing land	£128.01	£124.89	per annum
Dishonoured cheques	£29.88	£29.15	per cheque
Homelessness			
Homeless Hostel Accommodation: One Room Two Rooms Three Rooms Homelessness Pods (per room) Chalets	£54.27 £84.88 £114.18 £54.27 £98.92	£52.94 £82.81 £111.39 £52.94 £96.51	per week per week per week per week per week
Repairs and Maintenance			
Condition surveys to respond to Party Wall Act Notices	£87.10	£84.98	per Notice
Copies of Structural Reports on RTB Properties	£43.07	£42.02	per report
Rechargeable repairs	2.50%	£0.00	increase in all charges
Replacement Door Entry and Suited Keys	£16.26	£15.86	per key
Sewerage charges for individual sewerage systems	2.50%	2.4%	increase in all charges
General percentage uplift for next year	2.50%	3.0%	

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**Local Government Act 2003: Section 25
Chief Financial Officer's Statutory Report**

1. Introduction

- 1.1. The Local Government Act 2003 (Section 25) requires that when a local authority is agreeing its annual budget and precept, the Council's Section 151 officer must report to it on the following matters:
- the robustness of the estimates made for the purposes of the calculations; and
 - the adequacy of the proposed financial reserves.
- 1.2. CIPFA's new Financial Management (FM) Code, published in October 2019 also makes this report a requirement
- 1.3. The Council must have due regard to the report when making decisions on the budget and precept.
- 1.4. This document concentrates on the General Fund budget, the Housing Revenue Account and Capital Investment Programme, but in addition it also considers key medium-term issues faced by the Council.
- 1.5. In expressing this opinion, I have considered the financial management arrangements that are in place, the level of reserves the Council has available, the budget assumptions, the overall financial and economic environment, the financial risks facing the Council and its overall financial standing.

2. Statement by the Council Chief Financial (S151) Officer

- 2.1. Acknowledging that that Coronavirus Pandemic has brought a unique set of challenges, I am satisfied, in the circumstances, that the process employed for formulating and developing the budget proposals has resulted in a robust set of estimates being produced.
- 2.2. I am further satisfied that the Council has adequate Reserves and Balances and appropriate mechanisms in place to monitor and manage spending during this ongoing period of financial uncertainty.
- 2.3. I am aware of the contents of CIPFA's Resilience Index in relation to Epping Forest District Council and there is nothing contained within it which causes me concern.
- 2.4. In arriving at this opinion, I have taken due account of the following matters.

3. Financial Management Arrangements

- 3.1. After some delays in concluding the Audit the Council received an unqualified opinion on the Council's financial statements for 2018/19 and an unqualified conclusion on the Council's arrangements for securing value for money. The delay was mainly the result of resourcing issues in the Council's Finance Team. These resourcing issues have been resolved but the Audit for 2019/20 has also yet to be concluded, this time associated with impacts of the Coronavirus Pandemic. It is believed that the Council is again on course to receive an unqualified opinion.
- 3.2. The Council Finance Team continues to work closely and positively with the Council's external auditor, Deloitte.
- 3.3. The Council has a sound system of budget monitoring and control, evidenced by the production of quarterly budget monitoring reports to Scrutiny and Cabinet within a reasonable timeframe from the period end. Where over-spends or under-spends are reported, management actions have been identified to minimise the impact and to enable early corrective action to be put in place where necessary.
- 3.4. The Council has largely balanced its budgets in recent years through the generation of additional income. It has not been reliant on efficiency savings, cuts or Council Tax increases, but identification and capturing of efficiency remain a service management objective associated with the delivery of good value to the taxpayer. The Council is developing robust performance and project management arrangements to track the identification, delivery and capture of efficiency gains from projects and these are overseen by members of the Council's Senior Leadership Team and reported to members.
- 3.5. The Council's S151 officer sits at a level within the Council to have oversight on the Council's financial decision making and his views are appropriately sought.

4. Budget Process

- 4.1. The budget planning process followed for 2021/22 was heavily impacted by the Coronavirus Pandemic and issues such as a lack of certainty, the organisation being focused on responding to the pandemic and staff illness all had an impact. In this respect the process was non-typical and had to be adapted to reflect the circumstances within which the Council was operating. As a result, the process lacked the detailed engagement with budget holders and process was not as granular as I would expect in a normal year.
- 4.2. It is reasonable to expect that the future demands on the Council and its focus will continue be impacted by the Pandemic. Whilst we can speculate what these might be, the actual impacts and therefore how the Council needs to respond, will not emerge until the Country emerges from the current response phase. Because of this uncertainty less focus has been directed to service planning or on new initiatives.

- 4.3. This absence of significant funding requests for new initiatives enabled the budget process to be a 'lean' process, and this is seen as a reasonable response to the uncertainties surrounding funding, income streams and funding pressures. However, the process adopted this year is seen as a one year only process, with a planned earlier start, greater engagement, more detail and a stronger emphasis on forward planning proposed for 2022/23.
- 4.4. The assumptions, calculations and proposals in this budget are the result of challenge and scrutiny by the Leader of the Council, Members of the Cabinet and the Stronger Council Select Committee, all guided by advice from the Chief Executive, Chief Operating Officer and Strategic Director (the Council's S151 officer).

5. Key Assumptions

- 5.1. The largest assumptions are all associated with the immediate and lasting impacts of Covid19 on the Council's income streams and the extent to which the Government will continue to support Councils in mitigating these impacts.
- 5.2. Reduced income from core income sources, such as car parking and leisure centre income is expected to continue partially through 2021/22 but then are expected to recover as Covid19 restrictions hopefully ease. The speed and extent to which restrictions ease and the degree to which usage patterns return to levels predating the Pandemic will have a significant impact on the budget, as will the extent to which the Government mitigates the impact on Councils through central support. Generally, the short-term impacts are assumed to ease over the first few years of the MTFP but items, such as car parking, are never expected to fully recover to pre-Covid levels.
- 5.3. It is considered possible that some short-term reductions will morph into longer term impacts, as behaviour patterns change. These might be associated with parking, leisure or property rentals. It is impossible to predict these impacts at this point, and so financial planning reflects only that these represent a risk that needs to be kept under review.
- 5.4. Expenditure related pressures associated with Covid19 represent a lower immediate risk in the budget plans, but these may emerge as government support for individuals and businesses is removed as the pandemic eases. Beyond the short-term impacts, the lasting impacts on employment, retail, community and housing will gradually become apparent and the Council will need to respond to them. As with the longer-term risks to the Council's income, this will form part of the ongoing revision and updating process for the Council's Medium-Term Financial Plans.
- 5.5. Provisions have been made for inflation and pay in accordance with latest information and Government targets, but it is highlighted that these factors are also impacted by the wider economic uncertainty.
- 5.6. Applying these assumptions to the Medium-Term Financial Plan arrives at a series of gradually reducing deficits from 2022/23 onwards. Whilst there is still considerable uncertainty over the size of these deficits, at the levels assumed, these are considered manageable and point to ongoing sustainability in the Council's financial plans.

6. Key Risks

- 6.1. The Council has a well-developed and robust risk identification and monitoring framework. Together with the budget monitoring framework, the risk management processes have ensured that all ongoing pressures and risks are explicit, understood and considered within the budget development process.
- 6.2. Throughout the development of the budget these groups have been made aware of the current and future risks both on service income and expenditure, local taxation receipts and in the wider Local Government funding environment.
- 6.3. Key amongst the current and future risks are:
 - The impact of Covid-19 on the local and national economy;
 - The consequence of this on Business Rate income in future years;
 - The impact of societal change on service demand and income;
 - The yet unknown impacts of Brexit across all aspects of the Council's operations;
 - The Council's new founded trading company (Qualis);
 - Beyond 2021/22, the review of the HRA Business Plan will shape the Council's Council House building programme;
 - The continued uncertainty in Local Government funding as a result of spiralling government debt together with delays to the Fair Funding Review and 75% Business Rate Retention proposals.
- 6.4. It is in this context that the budget contains additional contingencies, reserves and balances to ensure that the Council is adequately planning for and mitigating the impact of any such risks which may become real.

7. Level of Reserves and Balances

- 7.1. Reserves are defined in Sections 31A, 32, 42A and 43 of the Local Government Finance Act 1992. This requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their budget requirement.
- 7.2. Reserves are an essential part of the Council's financial strategy and provide protection against the significant risks the Council faces and represent a funding resource for Council backed initiatives. The continued provision of adequate reserves is essential. Without these, the Council might need to reduce current spending to accommodate unexpected event.

- 7.3. Council reserves fall into two categories; Earmarked and Un-allocated. Earmarked are held aside for a specific purpose or against a general area of risk or opportunity. Un-allocated have no specific purpose other than general contingency, such as the General Fund Balance.
- 7.4. The final accounts for 2019/20 indicate available general balances at 31 March 2020 of £7.759 for the General Fund and £2.03 million within the Housing Revenue Account. The latest budget monitoring position for 2020/21, as at 31 December 2020, forecasts that this level will be diminished during 2020/21, by the costs and losses associated with Covid19; but now by an amount far less than assumed at the 3 and 6 month positions in the year. This is a consequence of the Government providing more financial support than initially assumed, some assumptions proving too pessimistic and a slowing down in normal service delivery as the Council responded to the Pandemic.
- 7.5. The budget proposals for 2021/22 include an assumed use of General Fund Balances of £1.35 million, thereby recognising that the majority of the current financial pressures are likely to be temporary in nature and are expected to recover. The alternative would be to reduce service expenditure or to increase Council Tax but given the assumption that the impacts are temporary and because Unallocated balances are higher than required, a judicious and reducing use of balances is considered prudent in the circumstances.
- 7.6. The considerable uncertainty, the larger number of assumptions and the wide range of these assumptions all made budget planning challenging this year. In this environment it is the Council's higher than minimum level of General Fund balances that give the Council assurance that the budget is robust and able to cope with large variations or further financial shocks

8. Financial Standing

- 8.1. The Council has complied fully with the requirements of the Prudential Code for Capital Finance in Local Authorities. The decision to agree the Prudential Indicators rests with the Council's Audit and Governance Committee and flows from the adoption by Council of the Capital Programme. It would usually be expected that Council would agree these alongside the Budget, but the condensed production timeframe has meant that the Prudential Indicators and Treasury Management Strategy Report will be presented to Audit and Governance in March 2021.
- 8.2. That Council has an ambitious Capital Programme reflecting its priorities towards new Council House building, town centre regeneration and leisure. These are heavily dependent on borrowing and the revenue costs of this proposed borrowing have been factored into the Budget and the Medium-Term Financial Plan. The current, historically, low cost of borrowing helps with the affordability of these plans and the Treasury Management Strategy will seeks to fix borrowing costs at low levels, thereby providing future certainty and affordability.
- 8.3. CIPFA's Financial Resilience Index is a comparative analytical tool that may be used by Chief Financial Officers to support good financial management and provide a common understanding of their financial position against those of others.

- 8.4. The Index shows a council's position on a range of measures associated with financial risk. The selection of indicators has been informed by extensive financial resilience work undertaken by CIPFA over the past five seven years, public consultation and technical stakeholder engagement.
- 8.5. While the impact of COVID-19 resulted in a delay to the publication of the index this year, it is still able to provide a pre-COVID baseline, illustrating the financial resilience of authorities as they entered the pandemic.
- 8.6. The CIPFA Financial Resilience Index for Epping Forest (using 2019/20 data) shows the Council to be in average, to better than average financial health, across the range of indicators.

Report to Council

Report reference: 2020/21
Date of meeting: 25 February 2021



Portfolio: Finance and Economic Development – Cllr J. Philip

Subject: Council Tax Setting 2021/22

Responsible Officer: Andrew Small (07548 145665).

Democratic Services: Jackie Leither (01992 564756).

Recommendations/Decisions Required:

- (1) To note that under delegated authority, the Strategic Director and Section 151 Officer, has calculated the Council Tax Base for 2021/22 for the whole Council area as 54,018.7 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended) and for dwellings in those parts of its area to which a Parish Precept relates as set out in Appendix A
- (2) That the following amounts be calculated for the year 2021/22 in accordance with sections 31 to 36 of the Local Government Finance Act 1992:
 - (a) £110,508,763 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
 - (b) £98,509,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
 - (c) £11,999,763 being the amount by which the aggregate at 13 (a) above exceeds the aggregate at 13 (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act)
 - (d) £222.14 being the amount at 13 (c) above (Item R), all divided by Item T (the amount at 9 (a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - (e) £3,764,075 being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act
 - (f) £152.46 being the amount at 13 (d) above less the result given by dividing the amount at 10 (e) above by Item T (9 (a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates

- (g) That it be noted that Essex County Council, Essex Police, Fire & Crime Commissioner and Essex Fire & Rescue Service have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the category of dwellings in the Council's area
- (h) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in Appendix C as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings; and
- (i) That in accordance with section 52ZB of the Local Government Finance Act 1992, the Council determines that the amount of Council Tax shown at (9) (f) of £152.46 for 2021/22, representing an increase of 0% compared to 2020/21 is not excessive and therefore there is no requirement to hold a local referendum.

1. Executive Summary

1.1 The average Council Tax to be charged to taxpayers in Band D is summarised in the table below.

Element	2020/21 Charge	2021/22 Charge	Increase/(Decrease)	
	£'s	£'s	£'s	%
Epping Forest District Council	152.46	152.46	0	0
District Council Tax	152.46	152.46	0	0
Parish Councils*	69.62	69.68	0.06	0.1
Average Local Council Tax	222.08	222.14	0.06	0.01
Essex County Council (including Adult Social Care Precept)	1,321.11	1,340.91	19.80	1.50
Essex Police, Fire and Crime Commissioner	198.63	208.53	9.90	4.98
Essex County Fire and Rescue Service	73.89	73.89	0	0
Total Council Tax	1,815.71	1,845.47	29.76	1.64

**Parish council charges vary between parishes and are shown as average values in the table for illustration purposes*

2. Resource Implications

2.1 There are significant resource implications, which are covered in detail in the report.

3. Legal and Governance Implications

3.1 The procedure for Setting the Council Tax is subject to the detailed requirements of the Local Government Finance Act 1992 (as amended by the Localism Act 2011). This report complies with those requirements, with legislative references made where appropriate throughout the report.

4. Safer, Cleaner and Greener Implications

4.1 None.

5. Consultation Undertaken

5.1 The preparation of the 2021/22 budget proposals, including the recommended Council Tax increase has been the subject of extensive scrutiny and consultation. The Cabinet – at its meeting held on 11th February 2021 – considered comments on the budget proposals, made by the Stronger Council Select Committee at its meeting held on 19th January 2021.

6. Background and Introduction

6.1 As a district council, Epping Forest District Council is responsible for the billing and collection of all Council Tax due from local taxpayers. This means that the Council is required to collect Council Tax to cover not only its own services but also the precepts set by other authorities. The Council Tax levied therefore comprises five separate elements:

- Epping Forest District Council element
- Parish precepts
- Essex County Council precept (including Adult Social Care Services)
- Essex Police, Fire and Crime Commissioner precept; and
- Essex County Fire and Rescue Service precept.

6.2 The setting of the Council Tax follows a prescribed timetable, commencing with the setting of the tax base in November, and ending with the formal setting of the Council Tax, which is required to be completed by no later than 11th March prior to the start of the forthcoming financial year.

6.3 The procedure adheres to the requirements of the Local Government Finance Act 1992 (as amended by the Localism Act 2011) and the level of Council Tax is directly related to the net expenditure of the Council after deducting income from Government grants and other sources of income. Council resolutions also adhere to legislative requirements and recommendations are therefore written in very formal language.

7. Council Tax Base and Collection Fund Deficit

7.1 The Council Tax Base for 2021/22 is 54,018.7 and a breakdown of the calculation by parish can be seen in the first column in **Appendix A**.

7.2 After taking account of previous distributions, the Council Tax element of the Collection Fund is predicted to have a total deficit of £855,271 at 31st March 2021 (adjusted to £810,971 in accordance with temporary 'spreading arrangements' introduced by Government due to losses caused by the Covid-19 pandemic). The deficit is shared amongst the major precepting authorities i.e. Essex County Council, Essex Police, Fire and Crime Commissioner, Essex Fire and Rescue Service and this Council. The recoupment of the deficit is made in proportion to the level of each authority's precept for the year. The Epping Forest District Council share of the 2020/21 deficit is £99,190.

8. Epping Forest District Council Tax

8.1 The Cabinet recommended a District Council Tax increase of 0% for 2021/22 (i.e. a freeze) at its meeting on 11th February 2021. This involved setting a General Fund net expenditure budget of 16,690,390.

8.2 The amount of Council Tax that Epping Forest District Council is to levy is £8,235,688 as presented in the table below.

Description	Value
	£'s
Budgeted Net Expenditure 2021/22	16,690,390
Minus: Contribution from Reserves	(1,350,000)
Add: Collection Fund Deficit (Council Tax)	99,190
Add: Collection Fund Deficit (Business Rates)	237,216
Net Expenditure to be Financed	15,676,796
Less: Retained Business Rates	(5,162,022)
Less: External Financing	(2,279,086)
Council Tax Requirement	8,235,688

8.3 The Epping Forest District Council Band D Council Tax is therefore £152.46 for 2021/22 (the Council Tax Requirement divided by the Tax Base of 54,018.7). This is the same Band D charge as 2020/21, representing a 0% increase (i.e. a Council Tax freeze).

9. Parish Precepts

9.1 Each parish has notified the Council with its precept requirement for the year. The total required by parishes is £3,764,075, which produces an average Band D Council Tax of £69.68. The actual amount levied will vary from parish to parish. A detailed breakdown of the precept requirements and the Band D charge for each parish can be seen in the third and fourth columns in **Appendix A**.

10. Essex County Council Precepts

10.1 The total precept demand issued by Essex County Council for 2021/22 is £72,434,215 which produces a Band D Council Tax of £1,340.91. This represents an increase of £19.80 (1.499%) when compared to the Council Tax levied in 2020/21.

11. Essex Police, Fire and Crime Commissioner

11.1 The precept demand issued by Essex Police, Fire and Crime Commissioner for 2021/22 is £11,264,520, which produces a Band D Council Tax of £208.53. This represents an increase of £9.90 (4.98%) when compared to the Council Tax levied in 2020/21.

12. Essex Fire and Rescue Service

12.1 The precept demand issued by Essex Fire and Rescue Service for 2021/22 is £3,991,442, which produces a Band D Council Tax of £73.89. This is the same Council Tax level as 2020/21 and there has been no increase.

Town, Parish & Local Council Tax 2021/22

Town/Parish	2021/22				
	Tax Base	Town/Parish Precept (£'s)	Parish Band D Charge (£'s)	District Band D Charge (£'s)	Local Council Tax Band D Charge (£'s)
Abbess, Berners and Beauchamp Roding	232.2	5,610	24.16	152.46	176.62
Buckhurst Hill	5,182.1	356,979	68.89	152.46	221.35
Chigwell	6,217.6	290,801	46.77	152.46	199.23
Epping Town	5,238.2	517,329	98.76	152.46	251.22
Epping Upland	404.7	16,580	40.97	152.46	193.43
Fyfield	402.6	13,534	33.62	152.46	186.08
High Ongar	578.5	10,662	18.43	152.46	170.89
Lambourne	894.0	39,480	44.16	152.46	196.62
Loughton Town	12,534.1	782,675	62.44	152.46	214.90
Matching	453.1	17,048	37.63	152.46	190.09
Moreton, Bobbingworth and the Lavers	583.0	17,424	29.89	152.46	182.35
Nazeing	2,095.9	90,000	42.94	152.46	195.40
North Weald Bassett	2,565.2	220,376	85.91	152.46	238.37
Ongar Town	2,797.6	290,193	103.73	152.46	256.19
Roydon	1,388.5	34,168	24.61	152.46	177.07
Sheering	1,339.4	43,000	32.10	152.46	184.56
Stanford Rivers	362.5	20,978	57.87	152.46	210.33
Stapleford Abbots	559.8	11,204	20.01	152.46	172.47
Stapleford Tawney	82.7	1,537	18.57	152.46	171.03
Theydon Bois	1,981.0	120,842	61.00	152.46	213.46
Theydon Garnon	89.5	1,000	11.18	152.46	163.64
Theydon Mount	116.0	1,975	17.03	152.46	169.49
Waltham Abbey Town	7,672.4	855,395	111.49	152.46	263.95
Willingale	248.0	5,285	21.31	152.46	173.77
Town, Parish and Local Council Tax Totals	54,018.7	3,764,075	69.68	152.46	222.14

Appendix B

Local Council Tax 2021/22: All Bands

Town/Parish	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s
Abbess, Berners and Beauchamp Roding	117.75	137.37	157.00	176.62	215.87	255.12	294.37	353.24
Buckhurst Hill	147.57	172.16	196.76	221.35	270.54	319.73	368.92	442.70
Chigwell	132.82	154.96	177.09	199.23	243.50	287.78	332.05	398.46
Epping Town	167.48	195.39	223.31	251.22	307.05	362.87	418.70	502.44
Epping Upland	128.95	150.45	171.94	193.43	236.41	279.40	322.38	386.86
Fyfield	124.05	144.73	165.40	186.08	227.43	268.78	310.13	372.16
High Ongar	113.93	132.91	151.90	170.89	208.87	246.84	284.82	341.78
Lambourne	131.08	152.93	174.77	196.62	240.31	284.01	327.70	393.24
Loughton Town	143.27	167.14	191.02	214.90	262.66	310.41	358.17	429.80
Matching	126.73	147.85	168.97	190.09	232.33	274.57	316.82	380.18
Moreton, Bobbingworth and the Lavers	121.57	141.83	162.09	182.35	222.87	263.39	303.92	364.70
Nazeing	130.27	151.98	173.69	195.40	238.82	282.24	325.67	390.80
North Weald Bassett	158.91	185.40	211.88	238.37	291.34	344.31	397.28	476.74
Ongar Town	170.79	199.26	227.72	256.19	313.12	370.05	426.98	512.38
Roydon	118.05	137.72	157.40	177.07	216.42	255.77	295.12	354.14
Sheering	123.04	143.55	164.05	184.56	225.57	266.59	307.60	369.12
Stanford Rivers	140.22	163.59	186.96	210.33	257.07	303.81	350.55	420.66
Stapleford Abbots	114.98	134.14	153.31	172.47	210.80	249.12	287.45	344.94
Stapleford Tawney	114.02	133.02	152.03	171.03	209.04	247.04	285.05	342.06
Theydon Bois	142.31	166.02	189.74	213.46	260.90	308.33	355.77	426.92
Theydon Gamon	109.54	127.80	146.05	164.31	200.82	237.34	273.85	328.62
Theydon Mount	112.99	131.83	150.66	169.49	207.15	244.82	282.48	338.98
Waltham Abbey Town	175.97	205.29	234.62	263.95	322.61	381.26	439.92	527.90
Willingale	115.85	135.15	154.46	173.77	212.39	251.00	289.62	347.54
Town and Parish Total	46.45	54.20	61.94	69.68	85.16	100.65	116.13	139.36
District, Town and Parish Total	148.09	172.78	197.46	222.14	271.50	320.87	370.23	444.28

Appendix C

Total Council Tax 2021/22: All Bands

Town/Parish	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s
Abbess, Berners and Beauchamp Roding	1,199.97	1,399.96	1,599.96	1,799.95	2,199.94	2,599.93	2,999.92	3,599.90
Buckhurst Hill	1,229.79	1,434.75	1,639.72	1,844.68	2,254.61	2,664.54	3,074.47	3,689.36
Chigwell	1,215.04	1,417.55	1,620.05	1,822.56	2,227.57	2,632.59	3,037.60	3,645.12
Epping Town	1,249.70	1,457.98	1,666.27	1,874.55	2,291.12	2,707.68	3,124.25	3,749.10
Epping Upland	1,211.17	1,413.04	1,614.90	1,816.76	2,220.48	2,624.21	3,027.93	3,633.52
Fyfield	1,206.27	1,407.32	1,608.36	1,809.41	2,211.50	2,613.59	3,015.68	3,618.82
High Ongar	1,196.15	1,395.50	1,594.86	1,794.22	2,192.94	2,591.65	2,990.37	3,588.44
Lambourne	1,213.30	1,415.52	1,617.73	1,819.95	2,224.38	2,628.82	3,033.25	3,639.90
Loughton Town	1,225.49	1,429.73	1,633.98	1,838.23	2,246.73	2,655.22	3,063.72	3,676.46
Matching	1,208.95	1,410.44	1,611.93	1,813.42	2,216.40	2,619.38	3,022.37	3,626.84
Moreton, Bobbingworth and the Lavers	1,203.79	1,404.42	1,605.05	1,805.68	2,206.94	2,608.20	3,009.47	3,611.36
Nazeing	1,212.49	1,414.57	1,616.65	1,818.73	2,222.89	2,627.05	3,031.22	3,637.46
North Weald Bassett	1,241.13	1,447.99	1,654.84	1,861.70	2,275.41	2,689.12	3,102.83	3,723.40
Ongar Town	1,253.01	1,461.85	1,670.68	1,879.52	2,297.19	2,714.86	3,132.53	3,759.04
Roydon	1,200.27	1,400.31	1,600.36	1,800.40	2,200.49	2,600.58	3,000.67	3,600.80
Sheering	1,205.26	1,406.14	1,607.01	1,807.89	2,209.64	2,611.40	3,013.15	3,615.78
Stanford Rivers	1,222.44	1,426.18	1,629.92	1,833.66	2,241.14	2,648.62	3,056.10	3,667.32
Stapleford Abbotts	1,197.20	1,396.73	1,596.27	1,795.80	2,194.87	2,593.93	2,993.00	3,591.60
Stapleford Tawney	1,196.24	1,395.61	1,594.99	1,794.36	2,193.11	2,591.85	2,990.60	3,588.72
Theydon Bois	1,224.53	1,428.61	1,632.70	1,836.79	2,244.97	2,653.14	3,061.32	3,673.58
Theydon Garnon	1,191.76	1,390.39	1,589.01	1,787.64	2,184.89	2,582.15	2,979.40	3,575.28
Theydon Mount	1,195.21	1,394.42	1,593.62	1,792.82	2,191.22	2,589.63	2,988.03	3,585.64
Waltham Abbey Town	1,258.19	1,467.88	1,677.58	1,887.28	2,306.68	2,726.07	3,145.47	3,774.56
Willingale	1,198.07	1,397.74	1,597.42	1,797.10	2,196.46	2,595.81	2,995.17	3,594.20
Average (all preceptors)	1,230.31	1,435.37	1,640.42	1,845.47	2,050.52	2,255.57	2,460.63	2,665.68

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Report to the Council

Report reference: C-*nnn*-2020/21
Date of meeting: 25 February 2020



Portfolio: Commercial and Regulatory Services – Cllr A. Patel
Subject: Qualis Quarterly Monitoring Report – Q4 2019/20 (Outturn)
Responsible Officer: Andrew Small (07548 145665).
Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) To discuss this report and agree any actions required;

1. Executive Summary

- 1.1. The Governance framework for Qualis, as agreed by Cabinet in February 2020, set the requirement that Qualis should report to Epping Forest District Council on its performance Quarterly.
- 1.2. The management report presented by Qualis covers the 4th Quarter up until the 31 October 2020, and so is effectively the year end. This 4th Quarter takes longer to produce as it needs to align to the Final Accounts and Audit process. This was completed on the 21 January 2021 and so the reconciled management information has now been provided to the Council.
- 1.3. Cabinet received this same report at their meeting of 11 February 2021 and noted its contents.
- 1.4. Attached to this report as Appendix A is the Qualis Board monitoring report for Quarter 4 as agreed by the Qualis Board.
- 1.5. Attached as Appendices B(1 to 4) are the Qualis Audited final accounts. These fully comply with the accounting requirements for this type of company, they mirror the management accounts presented here and the Auditors have raised no issues of concern. They are only presented to evidence that reporting requirements have been met but it should be noted that the Board reports provide a more detailed narrative.
- 1.6. The first year's trading for Qualis was almost entirely taken up with set-up, governance and the appointment of a permanent staffing structures. The Coronavirus pandemic had a significant impact in terms of delaying this whilst the Council focused on the immediate response effort. As a result, very little income was received during the first year, whilst costs were still incurred in the form of professional fees, equipment, salaries and recharges to the Council. Consequentially, the combined loss across the Qualis Group totalled £1.49 million and this will be added to the Qualis Balance Sheet and carried forward and set against future expected profits.

- 1.7. Despite making a loss as a Group taxation was still payable on elements of Qualis activities and this Tax has been paid at the appropriate levels. The calculations of Tax payable have been certified by Qualis Auditors.
- 1.8. Whilst the original expectation was that certain activities, such as the acquisition of commercial property and the transfer of housing maintenance activities would have happened earlier in the Qualis trading year it was always envisaged that the Qualis Group would incur losses, at least in the 1st year.
- 1.9. So, whilst the 1st year trading losses were greater than originally forecast, (because of the delays caused by Covid19), losses in the first year were still expected.
- 1.10. The single year Business Plan recently presented to, and agreed by the Council, for the Qualis 2nd year of trading, forecasts a small surplus in the period up to 31 October 2021. This effectively being the first full year of full trading operations.
- 1.11. **Given the points above and noting the impact of Covid19 on all Council activities, Qualis has performed in line with expectations across its first year up until 31 October 2020.**

2. Introduction

- 2.1. The Qualis Shareholder agreement, as agreed by Cabinet on February 2020 includes the following paragraph,

‘The Company shall procure that quarterly management accounts and reports (including a balance sheet, profit and loss account and cash flow statement) containing such information as EFDC may reasonably require are provided to EFDC and EFDC’s Representative.’

- 2.2. The Cabinet resolution also requires that the Council’s S151, as the key conduit between Qualis and the Council, provides a commentary to the Council on the performance of Qualis at each Quarter review.
- 2.3. In compliance with this requirement Qualis has provided the Council with the final 2019/20 cumulative quarter’s Management Accounts for the Council’s consideration. During most of this first year Qualis has been focused on the set-up and the initiation phase of its Business Plan, with any income generation happening only in the last few weeks of this period. This has taken longer than expected as all things have been impacted by Covid-19.

3. Commentary on the Trading Performance

- 3.1. The first year of operation was non-typical in that Qualis needed to secure finance and acquire assets and services from the Council before it could trade. The transfer of Housing Maintenance was only completed at the end of September 2020 and Qualis made its first acquisition of commercial property in Quarter 4, although the transaction wasn’t completed until early November. All activities were significantly delayed as the Council focused on the priority issue of responding to the Covid19 Pandemic.
- 3.2. It has been consistently flagged in the Council’s own financial monitoring reports that this was the case and that the delays would have an impact on the income the Council had expected to receive from Qualis during 2020/21. This financial impact is seen as

another cost to the Council of the Pandemic. Forecasts and budget were adjusted accordingly.

- 3.3. In all other respects this upfront loading of costs was expected and allowed for within the Qualis Business Case and the Council has signed this off. Now that the set-up work is largely complete Qualis is focussing on trading activities, such as service delivery and progressing the regeneration of the Epping Forest DC sites that the Council agreed to sell to Qualis. For the second year of Qualis operation the management accounts should look more typical of trading operations, (recognising that the business operation of Qualis will still need to be built up over time).
- 3.4. The Qualis report attached at Appendix A meets the requirements placed upon Qualis within the Shareholder agreement. The Board report presents the Balance Sheets, P&Ls and a Cash Flow explanation. It also RAG (Red, Amber, Green) rates key quarterly deliverables against the Business Plan.
- 3.5. **Council should note that all deliverables are flagged as Green, with the exception of moving forward on the purchase and delivery of a plan for the Pyrles Lane site and the acquisition of commercial properties within Qualis Living, which was delayed into early November.**
- 3.6. The Covid-19 pandemic has had an impact on the speed at which set-up and initiation could progress. As a result, the transfer of Housing Maintenance staff and agreeing loan document has taken longer than originally expected because of pressures on both Epping Forest District Council and Qualis. This delay created a consequential impact on both the Qualis Business Plan and the Council budget. The main contributory factors being;
- Key Staff (Qualis and Council) being focused on Covid19 response
 - Volatility in the asset market which needed time to settle
 - Uncertainty in the capital markets impacting on financing rates
- 3.7. The consequence of these delays is a slower rate of spending compared to the Business Case, although forecasts were adjusted to reflect the delays in year. The table below sets out the actual expenditure against that expected for each of the Qualis companies taken from the Q4 Board report.

Qualis Company	Expected £	Actual £	Variance £
Group	0	16,380	16,380
Commercial	-926,289	-971,738	-45,449
Management	-336,255	-352,953	-16,698
Living	-210,458	-182,916	27,542
Total	-1,473,002	-1,491,227	-18,225

- 3.8. Housing Maintenance operations have transferred across to Qualis smoothly. The service appears to be running well, with efficiency and satisfaction improving, (allowing for the current revised working arrangements associated with Covid19).
- 3.9. In all other respects the Qualis Business Plan objectives are being met and showing good performance against the individual targets, (set out with section 7 on the Qualis

Board report), including progress on bringing forward the redevelopment sites in the District,

4. Resource Implications

- 4.1. The Epping Forest District Council agreed to finance the creation and capitalisation of Qualis in the form of a series of loans. This provided security over the asset and the potential of a lenders margin.
- 4.2. As at the 31 October 2020 the position was as follows in terms of awarding loan finance:

Loan Purpose	Amount and Term	Current Status	Interest Payments Per Annum £
Working Capital Loan	£5M for 5 years	Completed @ £6M	£225,000
Asset Purchase	£30M for 30 years	Completed @ £30M	£1,800,000
EFDC Asset Purchase	£22M 30 years	£18.9M - In Progress	£1,605,000
Less EFDC Borrowing Costs			-£1,306,337
Total	£57M	£36M	£2,323,663

Note: The Council has also agreed to provide £66 million of development finance to bring forward the regeneration of the sites sold to Qualis

- 4.3. At year-end Qualis was indebted to the Council for £36 million. Once all loans in the table above are complete, they will generate Epping Forest £2.3 million of interest income, net of borrowing costs. This increased diversification of income sources is significant in allowing the Council to set and maintain a balanced budget and reduces a reliance on Council Tax, Business Rates and Government support.
- 4.4. In addition to additional income from interest, the Council also receives income from Qualis for services and accommodation in the form of recharges. This amounted to almost a further £192,000 in 2019/20.

5. Legal and Governance Implications

- 5.1. None contained within this report.

6. Safer, Cleaner and Greener Implications

- 6.1. None.

7. Consultation Undertaken

- 7.1. None

Background Papers

Group Company Governance Document – Cabinet 6 February 2020.



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

Finance and Performance Monitoring Quarterly Report

Year 1, Quarter 4, (1st Aug 2020 – 31st Oct 2020)

Subject: Finance and Performance Monitoring

Author: Nick Dawe, Qualis Finance Director (interim)

Decision Required: To approve the report.

1. To note that the report has now been updated to fully agree with the figures contained in the final accounts.
2. To consider the report and agree that this report should be passed to Epping Forest District Council in line with the shareholder agreement (with any agreed amendments as needed).
3. To support the key actions detailed in Section 8 or this report.
4. To note that future reports will contain more operational performance and investment performance issues.



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

1. Introduction

- 1.1 The Qualis Group Board receives at its informal weekly update reports on key financial and operational matters. On a monthly basis at the formal Qualis Group Board Meetings more detailed papers are presented on financial and operational matters as circumstance dictate.
- 1.2 In line with the shareholder agreement, and to reflect Qualis Group's needs, a quarterly Finance and Performance Report will be produced, that tracks the success of the Group against the originally agreed Qualis Group Annual Business Plan and Annual Budget.
- 1.3 This formal monitoring will take into account any Board approved amendments to the Business Plan and Annual Budget.
- 1.4 The report will usually be produced quarterly and be considered by the Qualis Board the month after the reporting period covered by the report.
- 1.5 In view of the first quarter being a period of basic set-up activities following company registration in October 2019, this report covers the full financial year.

2. Key Performance Indicators

- 2.1 The key performance indicators set-out below are those proposed to be used for monitoring purposes in the future. They are top level indicators of the financial health and operation delivery of the Qualis Group.
- 2.2 Major exceptions are reported in detail at Sections, 3, 5, 6 for finance and Sections 7. 8 and 9 for operations.
- 2.3 Further detail is available on request and/or already exist in the form of detailed Qualis reports and minutes.



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

2.4 In line with standard practice, the following colour coded performance flags are used:

Colour	Overall Performance	Detailed Measure
	Cyan, exceptional performance	For finance; over twice the expected figure, for operations, over one month ahead of target delivery
	Green, good performance	For finance; positive performance up to twice the expected figure, for operations, up to one month ahead of target delivery
	Amber, poor performance but will be remedied next quarter	For finance; negative performance variance of between 5% and 10% of the expected figure, for operations, one and three months behind target delivery
	Red, poor performance but will be remedied in two further quarters	For finance; negative performance variance of between 5% and 10% of the expected figure, for operations, one and three months behind target delivery
	Black, poor performance requiring immediate board level intervention	For finance; negative performance variance in excess of 10% of the expected figure, for operations, over three months behind target delivery



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

2.5 Direction of travel indicators

These will be: + better than last quarter, - worse than last quarter, = as last quarter.

2.6 Key Performance Indicators: Finance

KPI	Measure	Target £	Actual £	
Cash	Cash held by Qualis Group of companies, target versus actual	£3,000,000	£32,700,330	=
Income and Expenditure	Total income and expenditure position of Qualis Group of companies, target versus actual	-1,500,000	-1,491,226	=
Balance Sheet	Net balance sheet worth of Qualis Group of companies, target versus actual	-1,500,000	-1,491,226	=

2.7 Key Performance Indicators: Operations

KPI	Measure	Target	Actual	
Qualis Commercial				
	Delivery to plan of Epping sites			
(at pre-planning submission stage)	Review use of sites and prepare for consultation in September	Public consultations complete		
=				
Qualis Commercial	Delivery to plan Waltham Abby Roundhills site (in early stages of review)	Detail to be received Q4	Not applicable	
Qualis Commercial	Delivery to plan Debden Pyrles Lane site (in early stages of review)	Consider purchased from EFDC in Q4	Not applicable	
Qualis Management	Transfer of Housing Maintenance Service			



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

2.8 Performance Overview

Satisfactory and expected operational progress has been achieved in quarter's one and two with financial performance mirroring this operational delivery.

3. 2019/20 Qualis Business Plan and Amendments This Quarter

3.1 There have been no agreed amendments in Year 1, Quarter 4.

4. Cash Flow Summary

4.1 The Qualis Group of companies was established on a highly leveraged basis, i.e. supported by loans from Epping Forest District Council and not by equity investment. It should be noted that EFDC has the first option of providing loans to the Qualis Group of companies provided these loans are at market rate.

4.2 In practice the margin paid by Qualis on all its planned loans covers all EFDC's general development costs that are now envisaged.

4.3 This approach provided start-up security for Qualis, especially as the Covid 19 has distorted the money markets, whilst giving EFDC an income on the additional margin it charges on loans over and above the rate it can secure money for itself. This approach also in line with addressing "state subsidy" concerns.

4.4 The draw-back of this approach to Qualis is that it makes asset purchases and construction projects to the Qualis Group of companies marginally more expensive than would otherwise be the case.

4.5 The loans agreed and made to Qualis are;

- £6m working capital loan (5-year term, repayments of principal and interest half yearly).
- £30m asset investment loan (10-year term, principal repaid on maturity and interest half-yearly).

4.6 The actual cash held by Qualis at the end of October was £32,700,330 against a target expectation of £3,000,000. The difference is because though two investment properties had been secured, final completion and payment did not occur until early November.



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

5 Balance Sheet Summary

5.1 Reflecting the leveraged position of Qualis and the fact that income earning assets have yet to be purchased and the Housing Maintenance Service has yet to transfer. Please note that these are the interim balance sheets pending a review of the income and expenditure position and the finalisation of loans.

5.2 It should be noted that the costs of development projects is by convention treated as "work in progress i.e. an asset.

5.3 All loans pass through Qualis Group and therefore any uncalled balance remains shown at group level even if the destination of the loan is another company on the Qualis group of companies.

5.4 Qualis Group

		Actual £	Actual £
Assets		0	
Current Assets		36,035,771	
Current Liabilities		519,391	
Current Assets Less Current Liabilities			35,516,380
Long Term Assets			
Long Term Liabilities			35,500,000
Total			16,380
Profit and Loss Account			16,380

5.5 Qualis Commercial

		Actual £	Actual £
Assets		0	
Current Assets		2,100,484	
Current Liabilities		915,220	
Current Assets Less Current Liabilities			1,185,263



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

Long Term Assets			
Long Term Liabilities		2,157,000	
Total			-971,737
Profit and Loss Account			-971,737

5.6 Qualis Management

		Actual £	Actual £
Assets		82,180	
Current Assets		767,359	
Current Liabilities		777,492	
Current Assets Less Current Liabilities			72,047
Long Term Assets			0.00
Long Term Liabilities		425,000	
Total			-352,953
Profit and Loss Account			-352,953

5.7 Qualis Living

		Actual £	Actual £
Assets		74,717	
Current Assets		6,400,985	
Current Liabilities		383,618	
Current Assets Less Current Liabilities			6,092,084
Long Term Assets			



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

Long Term Liabilities			6,275,000
Total			-182,916
Profit and Loss Account			-182,916

6 Income and Expenditure Summary

6.4 The income and expenditure summary for the individual companies that form the Qualis Group of companies is summarised below. Noting that the figures are cumulative to the end of Quarter 4 and exclude internal recharges, loans and other amendments that will be shown from Quarter 4.

6.5 Qualis Group

	Target Cumulative YTD £	Cumulative Actual £	Variance £
Income	775,853	695,066	-80,787
Expenditure	775,853	674,820	-101,033
Net +Profit / -Loss	0.00	20,246	-20,246
Tax Liability		3,866	3,866
Total	0.00	16,380	16,380



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

6.6 Qualis Commercial

	Target Cumulative YTD £	Cumulative Actual £	Variance £
Income	0	0	0
Expenditure	926,289	971,738	45,449
Epping Projects		0	0
Net +Profit / -Loss	-926,289	-971,737	-45,449

Key issues to note:

- Operational costs incurred in delivering projects the costs that cannot be treated as “work in progress”.

6.7 Qualis Management

	Target Cumulative YTD £	Cumulative Actual £	Variance £
Income	518,667	475,978	-42,689
Expenditure	854,922	828,931	-25,991
Net +Profit / -Loss	-336,255	-352,953	-16,698

Key issues to note:

- Including set-up costs incurred before services were transferred from EFDC to Qualis in late September.



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

6.8 Qualis Living

	Target Cumulative YTD £	Cumulative Actual £	Variance £
Income, (less hand-through)	150,000	17,452	-132,548
Expenditure	360,458	200,368	-160,090
Net +Profit / -Loss	-210,458	-182,916	27,542

Key issues to note:

- Delay in acquiring properties has resulted in operational underspend and no income receipt although it should be noted that two properties were acquired in October with a gross yield in excess of 6%.

7 Operational Performance Summary

7.1 Key points of progress with the overarching Qualis Group of companies' business plan should be noted.

7.2 Qualis Group

- Set-up activities in terms of governance and procedures have been drafted and approved (in accordance with the shareholder agreement).
- Bankers have been appointed.
- IT office systems and email addresses have been set-up.
- Accounting and payroll systems have been set-up.
- A regular series of meetings has been set-up and operates.
- An investment and development committee has been established
- A risk and audit committee has been established
- A nominations, remuneration and governance committee has been established
- The permanent Board has been appointed
- The one-year Group Business Plan (2020/2021) has been approved



Qualis Group

Incorporating, Qualis Group, Qualis Living, Qualis Management, Qualis Developments

7.3 Qualis Commercial

- A planning performance agreement has been signed for the Epping sites
- An outline business case has been prepared for the Epping sites
- An optimal outline plan has been prepared for the Epping sites which is in discussion with EFDC Planning
- Options for the leisure centre re-provision have been discussed with the EFDC provider.
- Options for the Epping Town Council have been discussed.
- Project managers, quantity surveyors and architects (up to Stage 2) have been appointed for the Epping sites.
- A preliminary view of the Waltham Abbey Roundhills site has been carried out.
- A preliminary view of the Debden Pyrles Lane site has been carried out.

7.4 Qualis Management

- Progress with the TUPE plan for the housing maintenance staff has been agreed.
- Systems and processes to support the transfer are being delivered to timescale.
- A staff consultation plan has been agreed and has commenced.

7.5 Qualis Living

- Acquisition of Wickes, Wyke Hill, Maldon complete
- Acquisition of the Birchwood Building, Leatherhead complete
- Investment strategy has been agreed
- Weekly investment meetings taking place
- Investment and Development Committee established
- A strong network with investment agents has been established
- Opportunity tracking and approval processes have been agreed

8 Key Actions

8.1 Submit planning application for Bakers and Cottis on 11th December 2020

8.2 Identify suitable opportunities to spend remaining £10m of the first property investment loan

8.3 Agree the transfer of the five Epping sites with EFDC after resolving outstanding points

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Report of the Directors and
Financial Statements for the Period 9 October 2019 to 31 October 2020
for
Qualis Group Ltd

Contents of the Financial Statements
for the Period 9 October 2019 to 31 October 2020

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Qualis Group Ltd

Company Information

for the Period 9 October 2019 to 31 October 2020

DIRECTORS:

Ms G Blakemore
Mr P F Davis
Mr N H W Dawe
Ms S Jevans
Clr H B Kauffman
Clr R Bassett
Mr P Baynham
Mr P Hewitt
Mr F Mohammed

REGISTERED OFFICE:

Civic Offices
High Street
Epping
CM16 4BZ

REGISTERED NUMBER:

12250938 (England and Wales)

AUDITORS:

Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Qualis Group Ltd

Report of the Directors for the Period 9 October 2019 to 31 October 2020

The directors present their report with the financial statements of the company for the period 9 October 2019 to 31 October 2020.

INCORPORATION

The company was incorporated on 9 October 2019 and commenced trading on 1 March 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that of the development of building projects.

DIRECTORS

The directors who have held office during the period from 9 October 2019 to the date of this report are as follows:

Cllr N A B Avey - appointed 6 February 2020 - resigned 29 October 2020
Ms G Blakemore - appointed 1 February 2020
Mr P F Davis - appointed 2 April 2020
Mr N H W Dawe - appointed 1 March 2020
Mr G Finch - appointed 6 February 2020 - resigned 29 October 2020
Mr C M Ives - appointed 6 February 2020 - resigned 29 October 2020
Ms S Jevans - appointed 1 February 2020
Cllr H B Kauffman - appointed 6 February 2020
Cllr J Philip - appointed 6 February 2020 - resigned 29 October 2020
Cllr R Bassett - appointed 30 October 2020
Mr P Baynham - appointed 30 October 2020
Mr P Hewitt - appointed 30 October 2020
Mr F Mohammed - appointed 30 October 2020

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Nordens, will be proposed for re-appointment at the forthcoming Board Meeting.

Qualis Group Ltd

Report of the Directors
for the Period 9 October 2019 to 31 October 2020

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



A handwritten signature in black ink, appearing to be 'D. Jones', is written over a light blue rectangular background.

.....
Director

Date: 21/01/2021.....

**Report of the Independent Auditors to the Members of
Qualis Group Ltd**

Opinion

We have audited the financial statements of Qualis Group Ltd (the 'company') for the period ended 31 October 2020 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2020 and of its profit for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Report of the Independent Auditors to the Members of
Qualis Group Ltd

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

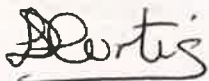
Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lorraine Curtis FCCA (Senior Statutory Auditor)
for and on behalf of Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Date: 21/01/2021

Qualis Group Ltd

Income Statement
for the Period 9 October 2019 to 31 October 2020

	£
TURNOVER	695,065
Administrative expenses	<u>674,720</u>
OPERATING PROFIT and PROFIT BEFORE TAXATION	20,345
Tax on profit	<u>3,866</u>
PROFIT FOR THE FINANCIAL PERIOD	<u>16,479</u>

The notes form part of these financial statements

Page 6

Balance Sheet
31 October 2020

	Notes	£
CURRENT ASSETS		
Debtors	4	9,623,805
Cash at bank and in hand		26,324,967
		<u>35,948,772</u>
CREDITORS		
Amounts falling due within one year	5	432,292
		<u>35,516,480</u>
NET CURRENT ASSETS		<u>35,516,480</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>35,516,480</u>
CREDITORS		
Amounts falling due after more than one year	6	35,500,000
		<u>16,480</u>
NET ASSETS		<u>16,480</u>
CAPITAL AND RESERVES		
Called up share capital		1
Retained earnings		16,479
		<u>16,480</u>
SHAREHOLDERS' FUNDS		<u>16,480</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on21/01/2021..... and were signed on its behalf by:



.....
Director

The notes form part of these financial statements

Page 7

1. STATUTORY INFORMATION

Qualis Group Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in Sterling (£). Monetary amounts are rounded to the nearest £.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Financial instruments

Basic financial instruments are recognised at amortised costs, except for investments in non-convertible preference and non-puttable ordinary shares which are measured at fair value, with changes recognised in profit or loss. Derivative financial instruments are initially recorded at cost and thereafter at fair value with changes recognised in profit or loss.

Taxation

Taxation for the period comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the period end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the period was 9.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade debtors	£ 950,256
Amounts owed by group undertakings	8,620,000
Other debtors	53,549
	<hr/>
	9,623,805
	<hr/> <hr/>

Notes to the Financial Statements - continued
for the Period 9 October 2019 to 31 October 2020

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	58,316
Taxation and social security	180,121
Other creditors	193,855
	<hr/>
	432,292
	<hr/>

6. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	£
Bank loans	35,500,000
	<hr/>
Amounts falling due in more than five years:	
Repayable by instalments	
Bank loans more 5 yr by instal	35,500,000
	<hr/>

7. RELATED PARTY DISCLOSURES

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Qualis Group Ltd

Detailed Profit and Loss Account
for the Period 9 October 2019 to 31 October 2020

	£	£
Sales		695,065
Expenditure		
Insurance	50,184	
Training and recruitment	32,772	
Computer costs	16,060	
Salaries	427,558	
Employers NI	21,071	
Pensions	942	
Telephone, fax and internet	634	
Print, post and stationery	1,868	
Motor, travel and subsistence	15,990	
Rent	11,837	
Repairs and renewals	352	
Subscriptions	1,568	
Legal and professional fee	91,097	
Accountancy	2,000	
		673,933
		21,132
Finance costs		
Bank charges		787
NET PROFIT		20,345

This page does not form part of the statutory financial statements

Report of the Directors and
Financial Statements for the Period 9 October 2019 to 31 October 2020
for
Qualis Living Ltd

Contents of the Financial Statements
for the Period 9 October 2019 to 31 October 2020

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Qualis Living Ltd

Company Information
for the Period 9 October 2019 to 31 October 2020

DIRECTORS:

Ms G Blakemore
Mr P F Davis
Mr N H W Dawe
Ms S Jevans
Cllr H B Kauffman
Cllr R Bassett
Mr P Baynham
Mr P Hewitt
Mr F Mohammed

REGISTERED OFFICE:

Civic Centre
High Street
Epping
CM16 4BZ

REGISTERED NUMBER:

12251397 (England and Wales)

AUDITORS:

Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Qualis Living Ltd

Report of the Directors

for the Period 9 October 2019 to 31 October 2020

The directors present their report with the financial statements of the company for the period 9 October 2019 to 31 October 2020.

INCORPORATION

The company was incorporated on 9 October 2019 and commenced trading on 1 March 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that of providing residential and commercial properties.

DIRECTORS

The directors who have held office during the period from 9 October 2019 to the date of this report are as follows:

ClIr N A B Avey - appointed 6 February 2020 - resigned 29 October 2020

Ms G Blakemore - appointed 1 February 2020

Mr P F Davis - appointed 2 April 2020

Mr N H W Dawe - appointed 6 February 2020

Mr G Finch - appointed 6 February 2020 - resigned 29 October 2020

Mr C M Ives - appointed 6 February 2020 - resigned 29 October 2020

Ms S Jevans - appointed 1 February 2020

ClIr H B Kauffman - appointed 6 February 2020

ClIr J Philip - appointed 6 February 2020 - resigned 29 October 2020

ClIr R Bassett - appointed 30 October 2020

Mr P Baynham - appointed 30 October 2020

Mr P Hewitt - appointed 30 October 2020

Mr F Mohammed - appointed 30 October 2020

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Nordens, will be proposed for re-appointment at the forthcoming Board Meeting.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



.....
Director

Date: ..21/01/2021.....

Report of the Independent Auditors to the Members of
Qualis Living Ltd

Opinion

We have audited the financial statements of Qualis Living Ltd (the 'company') for the period ended 31 October 2020 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2020 and of its loss for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

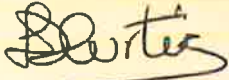
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Report of the Independent Auditors to the Members of
Qualis Living Ltd

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lorraine Curtis FCCA (Senior Statutory Auditor)
for and on behalf of Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Date: 21/01/2021

Qualis Living Ltd

Income Statement

for the Period 9 October 2019 to 31 October 2020

	£
TURNOVER	-
Administrative expenses	<u>200,368</u>
	(200,368)
Other operating income	<u>17,451</u>
OPERATING LOSS and LOSS BEFORE TAXATION	(182,917)
Tax on loss	-
LOSS FOR THE FINANCIAL PERIOD	<u><u>(182,917)</u></u>

The notes form part of these financial statements

Balance Sheet

31 October 2020

	Notes	£	£
FIXED ASSETS			
Tangible assets	4		74,717
CURRENT ASSETS			
Debtors	5	125,357	
Cash at bank		6,275,629	
		6,400,986	
CREDITORS			
Amounts falling due within one year	6	383,619	
NET CURRENT ASSETS			6,017,367
TOTAL ASSETS LESS CURRENT LIABILITIES			6,092,084
CREDITORS			
Amounts falling due after more than one year			6,275,000
NET LIABILITIES			(182,916)
CAPITAL AND RESERVES			
Called up share capital	8		1
Retained earnings			(182,917)
SHAREHOLDERS' FUNDS			(182,916)

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 21/01/2021 and were signed on its behalf by:



Director

The notes form part of these financial statements

1. STATUTORY INFORMATION

Qualis Living Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Financial instruments

Basic financial instruments are recognised at amortised costs, except for investments in non-convertible preference and non-puttable ordinary shares which are measured at fair value, with changes recognised in profit or loss. Derivative financial instruments are initially recorded at cost and thereafter at fair value with changes recognised in profit or loss.

Taxation

Taxation for the period comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the period end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Going concern

The financial statements have been prepared on the going concern basis. The director is of the opinion that the shareholders will continue to support it, and provide adequate funding when necessary to enable it to meet its obligations for the foreseeable future, being for a period of at least twelve months from the date of approval of the financial statements.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the period was 8.

Notes to the Financial Statements - continued
for the Period 9 October 2019 to 31 October 2020

4. TANGIBLE FIXED ASSETS		Freehold property £
COST		
At 9 October 2019 and 31 October 2020		<u>74,717</u>
NET BOOK VALUE		
At 31 October 2020		<u>74,717</u>
At 8 October 2019		<u>74,717</u>
5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		£
Trade debtors		22,163
Amounts owed by group undertakings		55,000
Other debtors		48,194
		<u>125,357</u>
6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		£
Trade creditors		298,109
Other creditors		85,510
		<u>383,619</u>
7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		£
Amounts owed to group undertakings		<u>6,275,000</u>
8. CALLED UP SHARE CAPITAL		
Allotted, issued and fully paid:		
Number:	Class:	Nominal value: £
1	Ordinary	<u>1</u>
9. RELATED PARTY DISCLOSURES		
The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.		

Qualis Living Ltd

Detailed Profit and Loss Account
for the Period 9 October 2019 to 31 October 2020

	£	£
Income		-
Other income		
Rents received		17,451
		<u>17,451</u>
Expenditure		
Salaries	14,148	
Management Charges	173,766	
Accountancy	2,217	
Commission paid	10,199	
	<u>200,330</u>	
		<u>(182,879)</u>
Finance costs		
Bank charges		38
		<u>38</u>
NET LOSS		<u>(182,917)</u>

This page does not form part of the statutory financial statements

Report of the Directors and

Financial Statements for the Period 9 October 2019 to 31 October 2020

for

Qualis Commercial Ltd

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for the Period 9 October 2019 to 31 October 2020

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Qualis Commercial Ltd

Company Information
for the Period 9 October 2019 to 31 October 2020

DIRECTORS:

Ms G Blakemore
Mr P F Davis
Mr N H W Dawe
Ms S Jevans
Cllr H B Kauffman
Cllr R Bassett
Mr P Baynham
Mr P Hewitt
Mr F Mohammed

REGISTERED OFFICE:

Civic Office
High Street
Epping
CM16 4BZ

REGISTERED NUMBER:

12251541 (England and Wales)

AUDITORS:

Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Qualis Commercial Ltd

Report of the Directors

for the Period 9 October 2019 to 31 October 2020

The directors present their report with the financial statements of the company for the period 9 October 2019 to 31 October 2020.

INCORPORATION

The company was incorporated on 9 October 2019 and commenced trading on 1 February 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that of the development of building projects.

DIRECTORS

The directors who have held office during the period from 9 October 2019 to the date of this report are as follows:

Cllr N A B Avey - appointed 6 February 2020 - resigned 29 October 2020

Ms G Blakemore - appointed 1 February 2020

Mr P F Davis - appointed 2 April 2020

Mr N H W Dawe - appointed 1 March 2020

Mr G Finch - appointed 6 February 2020 - resigned 29 October 2020

Mr C M Ives - appointed 6 February 2020 - resigned 29 October 2020

Ms S Jevans - appointed 1 February 2020

Cllr H B Kauffman - appointed 6 February 2020

Cllr J Philip - appointed 6 February 2020 - resigned 29 October 2020

Cllr R Bassett - appointed 30 October 2020

Mr P Baynham - appointed 30 October 2020

Mr P Hewitt - appointed 30 October 2020

Mr F Mohammed - appointed 30 October 2020

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Nordens, will be proposed for re-appointment at the forthcoming Board Meeting.

Qualis Commercial Ltd

Report of the Directors
for the Period 9 October 2019 to 31 October 2020

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



.....
Director

Date: .21/01/2021.....

Report of the Independent Auditors to the Members of
Qualis Commercial Ltd

Opinion

We have audited the financial statements of Qualis Commercial Ltd (the 'company') for the period ended 31 October 2020 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2020 and of its loss for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

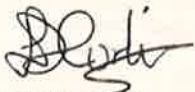
Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lorraine Curtis FCCA (Senior Statutory Auditor)
for and on behalf of Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Date: 21/01/2021

Qualis Commercial Ltd

Income Statement
for the Period 9 October 2019 to 31 October 2020

	£
	-
TURNOVER	971,738
Administrative expenses	<u>(971,738)</u>
OPERATING LOSS and LOSS BEFORE TAXATION	-
Tax on loss	<u>(971,738)</u>
LOSS FOR THE FINANCIAL PERIOD	(971,738)

The notes form part of these financial statements

Page 6

Balance Sheet

31 October 2020

	Notes	£
CURRENT ASSETS		
Debtors	4	2,013,049
Cash at bank		87,435
		<u>2,100,484</u>
CREDITORS		
Amounts falling due within one year	5	3,038,221
		<u>(937,737)</u>
NET CURRENT LIABILITIES		<u>(937,737)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(937,737)</u>
PROVISIONS FOR LIABILITIES	6	34,000
		<u>(971,737)</u>
NET LIABILITIES		<u>(971,737)</u>
CAPITAL AND RESERVES		
Called up share capital	7	1
Retained earnings		(971,738)
		<u>(971,737)</u>
SHAREHOLDERS' FUNDS		<u>(971,737)</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on21/01/2021..... and were signed on its behalf by:



.....
Director

The notes form part of these financial statements

Qualis Commercial Ltd

Notes to the Financial Statements
for the Period 9 October 2019 to 31 October 2020

1. STATUTORY INFORMATION

Qualis Commercial Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in Sterling (£). Monetary amounts are rounded to the nearest £.

Financial instruments

Basic financial instruments are recognised at amortised costs, except for investments in non-convertible preference and non-puttable ordinary shares which are measured at fair value, with changes recognised in profit or loss. Derivative financial instruments are initially recorded at cost and thereafter at fair value with changes recognised in profit or loss.

Taxation

Taxation for the period comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the period end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to profit or loss on a straight line basis over the period of the lease.

Work in progress

Work in progress represents costs associated with site projects that are still in the completion phase and have not been fully completed. These costs will be recognised once the sites are completely operational and income generating for the company.

Going concern

The financial statements have been prepared on the going concern basis. The director is of the opinion that the shareholders will continue to support it, and provide adequate funding when necessary to enable it to meet its obligations for the foreseeable future, being for a period of at least twelve months from the date of approval of the financial statements.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the period was 8.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other debtors

£
2,013,049

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	947,997
Amounts owed to group undertakings	2,015,000
Other creditors	75,224
	<u>3,038,221</u>

6. PROVISIONS FOR LIABILITIES

	£
Other provisions	34,000
	<u>34,000</u>
	Other provisions
	£
Provided during period	34,000
Balance at 31 October 2020	<u>34,000</u>

The provision relates to a legal claim which was settled on 15th January 2021.

7. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	£
1	Ordinary	£1	<u>1</u>

8. RELATED PARTY DISCLOSURES

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

9. ULTIMATE CONTROLLING PARTY

The ultimate parent undertaking is Epping Forest District Council.

Qualis Commercial Ltd

Detailed Profit and Loss Account

for the Period 9 October 2019 to 31 October 2020

	£	£
Income		
Expenditure		
Hire of plant and machinery	16,012	
Computer costs	14,983	
Consultancy fees	134,758	
Training costs	400	
Print, post and stationery	195	
Advertising	20,060	
Management charges	347,533	
Legal and professional fee	408,149	
Sundry expenses	27,407	
Accountancy	210	
Auditors' remuneration	2,000	
	<u> </u>	<u>971,707</u>
		<u>(971,707)</u>
Finance costs		
Bank charges		<u>31</u>
NET LOSS		<u>(971,738)</u>

This page does not form part of the statutory financial statements

Report of the Directors and

Financial Statements for the Period 9 October 2019 to 31 October 2020

for

Qualis Management Ltd

Qualis Management Ltd

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for the Period 9 October 2019 to 31 October 2020

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Qualis Management Ltd

Company Information

for the Period 9 October 2019 to 31 October 2020

DIRECTORS:

Ms G Blakemore
Mr P F Davis
Mr N H W Dawe
Ms S Jevans
Cllr H B Kauffman
Cllr R Bassett
Mr P Baynham
Mr P Hewitt
Mr F Mohammed

REGISTERED OFFICE:

Civic Centre
High Street
Epping
CM16 4BZ

REGISTERED NUMBER:

12251475 (England and Wales)

AUDITORS:

Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Qualis Management Ltd

Report of the Directors

for the Period 9 October 2019 to 31 October 2020

The directors present their report with the financial statements of the company for the period 9 October 2019 to 31 October 2020.

INCORPORATION

The company was incorporated on 9 October 2019 and commenced trading on 1 March 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that of management of residential and commercial properties.

DIRECTORS

The directors who have held office during the period from 9 October 2019 to the date of this report are as follows:

Cllr N A B Avey - appointed 6 February 2020 - resigned 29 October 2020
Ms G Blakemore - appointed 1 February 2020
Mr P F Davis - appointed 2 April 2020
Mr N H W Dawe - appointed 1 March 2020
Mr G Finch - appointed 6 February 2020 - resigned 29 October 2020
Mr C M Ives - appointed 6 February 2020 - resigned 29 October 2020
Ms S Jevans - appointed 1 February 2020
Cllr H B Kauffman - appointed 6 February 2020
Cllr J Philip - appointed 6 February 2020 - resigned 29 October 2020
Cllr R Bassett - appointed 30 October 2020
Mr P Baynham - appointed 30 October 2020
Mr P Hewitt - appointed 30 October 2020
Mr F Mohammed - appointed 30 October 2020

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Nordens, will be proposed for re-appointment at the forthcoming Board Meeting.


Qualis Management Ltd

Report of the Directors

for the Period 9 October 2019 to 31 October 2020

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



A handwritten signature in black ink, appearing to be 'D. Jones', is written over a light blue rectangular background.

.....
Director

Date:21/01/2021.....

Report of the Independent Auditors to the Members of
Qualis Management Ltd

Opinion

We have audited the financial statements of Qualis Management Ltd (the 'company') for the period ended 31 October 2020 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2020 and of its loss for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

**Report of the Independent Auditors to the Members of
Qualis Management Ltd**

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

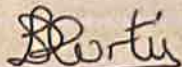
Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lorraine Curtis FCCA (Senior Statutory Auditor)
for and on behalf of Nordens
Statutory Auditors
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

Date: 21/01/2021

Qualis Management Ltd

Income Statement
for the Period 9 October 2019 to 31 October 2020

	Notes	£
TURNOVER		475,977
Cost of sales		<u>417,056</u>
GROSS PROFIT		58,921
Administrative expenses		<u>411,875</u>
OPERATING LOSS and LOSS BEFORE TAXATION		(352,954)
Tax on loss		<u>-</u>
LOSS FOR THE FINANCIAL PERIOD		(352,954)

The notes form part of these financial statements

Qualis Management Ltd (Registered number: 12251475)

Balance Sheet
31 October 2020

	Notes	£	£
FIXED ASSETS			
Tangible assets	5		82,180
CURRENT ASSETS			
Debtors	6	715,944	
Cash at bank		12,300	
		728,244	
CREDITORS			
Amounts falling due within one year	7	1,163,377	
NET CURRENT LIABILITIES			(435,133)
TOTAL ASSETS LESS CURRENT LIABILITIES			(352,953)
CAPITAL AND RESERVES			
Called up share capital	8		1
Retained earnings			(352,954)
SHAREHOLDERS' FUNDS			(352,953)

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on21/01/2021..... and were signed on its behalf by:



.....
Director

The notes form part of these financial statements

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1. **STATUTORY INFORMATION**

Qualis Management Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Financial instruments

Basic financial instruments are recognised at amortised costs, except for investments in non-convertible preference and non-votable ordinary shares which are measured at fair value, with changes recognised in profit or loss. Derivative financial instruments are initially recorded at cost and thereafter at fair value with changes recognised in profit or loss.

Taxation

Taxation for the period comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have arisen but have not yet been covered by taxable profits.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the period end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

Going concern

The financial statements have been prepared on the going concern basis. The directors are of the opinion that the shareholders will continue to support it, and provide adequate funding when necessary to enable it to meet its obligations for the foreseeable future, being for a period of at least twelve months from the date of approval of the financial statements.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the period was 8.

Qualis Management Ltd

Notes to the Financial Statements - continued
for the Period 9 October 2019 to 31 October 2020

4. OPERATING LOSS

The operating loss is stated after charging:

	£
Depreciation - owned assets	2,623
Fines and penalties	419
	<u>2,623</u>

5. TANGIBLE FIXED ASSETS

	Motor vehicles
	£
COST	
Additions	84,803
At 31 October 2020	<u>84,803</u>
DEPRECIATION	
Charge for period	2,623
At 31 October 2020	<u>2,623</u>
NET BOOK VALUE	
At 31 October 2020	<u>82,180</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	715,944
	<u>715,944</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	698,618
Amounts owed to group undertakings	385,000
Other creditors	79,759
	<u>1,163,377</u>

8. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:			
Number:	Class:	Nominal value:	£
1	Ordinary	1	<u>1</u>

9. RELATED PARTY DISCLOSURES

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Qualis Management Ltd

Trading and Profit and Loss Account
for the Period 9 October 2019 to 31 October 2020

	£	£
Sales		475,977
Cost of sales		
Purchases	38,014	
Motor Expenses	14,931	
Wages	96,694	
Social security	7,868	
Pensions	20,001	
Sub contractors	239,548	
		<u>417,056</u>
GROSS PROFIT		58,921
Expenditure		
Computer costs	17,489	
Telephone, fax and internet	936	
Print, post and stationery	2,321	
Motor expenses	1,260	
Repairs and renewals	450	
Legal and professional fee	210,595	
Management Charges	173,766	
Accountancy	2,000	
Fines and penalties	419	
Depreciation of tangible fixed assets		
Motor vehicles	2,623	
		<u>411,859</u>
		(352,938)
Finance costs		
Bank charges		16
NET LOSS		<u>(352,954)</u>

This page does not form part of the statutory financial statements



Report to Council

Date of meeting: 25 February 2021

Chairman: Councillor M Sartin

Democratic Services Officer: V Messenger (01992 564243)

Recommendations/Decisions Required:

- (1) That the Overview and Scrutiny progress report January/February 2021 be noted.**

Report:

Overview and Scrutiny Committee – 7 January 2021

1. A robust debate on the call-in of the Planning and Sustainability Portfolio Holder's Decision on the adoption of the Epping Forest SAC Interim Air Quality Mitigation Strategy was held at this extra meeting. Councillor C C Pond explained the reasons for the call-in. Members questions were answered by officers including Mr J Maurici QC, and Drs Riley and Venfield from AECOM. The Committee voted to confirm the PFH decision.

Overview and Scrutiny Committee – 2 February 2021

2. At the meeting on 2 February 2021, the Committee undertook external scrutiny of the North Essex Parking Partnership. NEPP's Group Manager, Mr Walker, gave a comprehensive overview of its operations. Formed in April 2011, the north part of the partnership comprised Essex County Council and six other local authorities – Colchester (lead LA), Braintree, Epping Forest, Harlow, Tendring and Uttlesford. The Joint Parking Committee, made up of NEPP officers and partnership members, managed its business. Mr Walker answered members questions that covered the Forest's red routes, parking enforcement officers, penalty income, permit schemes, idling vehicles, speeding vehicles, footway parking, installation of electric vehicle charging points, single yellow line applications and junction protection schemes.

3. A further update of the People Strategy outlined the work being delivered under two workstreams – attracting, on boarding and retaining the best talent, and creating a culture of engagement wellbeing. Future reports would be going to Stronger Council Select Committee.

4. The Elections Planning Progress Report outlined the considerable task in planning for 6 May 2021 elections for the Essex Police, Fire and Crime Commissioner, Essex County Council and local elections to include those postponed from 2020 and those due in May 2021.

5. The Committee pre-scrutinised the new policy on the disposal of small land fill sites and individual properties the receipts of which would be ringfenced for HRA functions.

6. The Committee reviewed the Corporate Plan Key Action Plan 2020/21 quarter 3 exceptions. The quarter 3 Budget Monitoring Report 2020/21 showed the Council to be in a much stronger position than quarter 2.

7. Before members tonight is the co-option of an independent member to Stronger Communities Select Committee, which the Committee recommended be approved. Members also agreed to delay the reconvening of the Local High Streets Task and Finish Panel until after the third national lockdown ends when it would be revisited.

8. Other business considered by the Committee included the Executive's current programme of Key Decisions for 1 February 2021. The work programmes of the scrutiny committees were also reviewed, and each select committee Chairman gave a summary of matters covered in their January meetings.

9. Finally, the Overview and Scrutiny Committee will be welcoming the Epping Forest Youth Council to its next meeting on 15 April and will be undertaking external scrutiny of Young People's Mental Health Services.