



***CABINET***  
***Monday, 6th December, 2021***

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

**Council Chamber, Civic Offices, High Street, Epping**  
**on Monday, 6th December, 2021**  
**at 7.00 pm .**

**G. Blakemore**  
**Chief Executive**

**Democratic Services**  
**Officer**

A. Hendry (Democratic Services)  
Tel: (01992) 564246 Email:  
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council & Leader of the Conservative Group) (Chairman), , N Avey, N Bedford, L Burrows, A Patel, J Philip, S Kane, D Sunger and H Whitbread

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**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking.

The Chairman will read the following announcement:

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

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

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

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

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. MINUTES (Pages 5 - 12)**

To confirm the minutes of the meeting of the Cabinet held on 8<sup>th</sup> November 2021.

**5. REPORTS OF PORTFOLIO HOLDERS**

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on this agenda.

**6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET**

To receive any questions submitted by members of the public and any requests to address the Cabinet.

**(a) Public Questions**

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, Rule Q3) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

**(b) Requests to Address the Cabinet**

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, Paragraphs 27 and 28).

**7. OVERVIEW AND SCRUTINY**

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function and to identify any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

**8. PAY POLICY STATEMENT (Pages 13 - 22)**

Corporate Services – (C-028-2021-22) - the Localism Act 2011 requires the Council

to produce a Pay Policy Statement for each financial year setting out details of its remuneration policy.

**9. CALENDAR OF COUNCIL MEETINGS 2022/23 (Pages 23 - 28)**

Customer and Partnerships – (C-029-2021-22) – to consider the calendar of meetings for 2022/23.

**10. LOCAL COUNCIL TAX SUPPORT SCHEME - 2022/23 (Pages 29 - 40)**

Customer and Partnerships – (C-025-2021-22) – to consider the Local Council Tax Support scheme for 2021/22.

**11. HARLOW AND GILSTON TOWN ROLLING INFRASTRUCTURE FUND MEMORANDUM OF UNDERSTANDING (Pages 41 - 62)**

Planning and Sustainability – (C-027-2021-22) - to be agreed by the Garden Town local authority partners in an enabling Memorandum of Understanding (MoU).

**12. OFF-STREET CAR PARKS TARIFF RECOMMENDATIONS (Pages 63 - 78)**

Customer and Partnership – (C-026-2021-22) - to review the tariffs in EFDC off-street car parks.

**13. QUARTER 2 BUDGET MONITORING REPORT 2021-22 (Pages 79 - 90)**

Finance, Qualis Client and Economic Development (C-030-2021-22) – to review the quarter 2 budgetary position of the General Fund and Housing Revenue Account.

**14. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

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

**15. 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
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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 one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

## EPPING FOREST DISTRICT COUNCIL CABINET MINUTES

**Committee:** Cabinet **Date:** 8 November 2021

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.19 pm

**Members Present:** C Whitbread (Chairman), N Avey, L Burrows, A Patel, J Philip, S Kane, D Sunger and H Whitbread

**Other Councillors:** S Heap, M Sartin, J M Whitehouse and D Wixley

**Apologies:** N Bedford

**Officers Present:** G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), N Cole (Corporate Communications Officer), A Hendry (Democratic Services Officer), N Richardson (Service Director (Planning Services)) and A Small (Strategic Director Corporate and 151 Officer)

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### 59. WEBCASTING INTRODUCTION

The Leader of Council made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

### 60. DECLARATIONS OF INTEREST

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

### 61. MINUTES

#### Decision:

That the minutes of the Cabinet meetings held on 11<sup>th</sup> October 2021 be taken as read and would be signed by the Leader as a correct record.

### 62. REPORTS OF PORTFOLIO HOLDERS

The Housing Services Portfolio Holder, Councillor H Whitbread reminded the Cabinet that they had a tour of the district on the coming Friday, to look at the estates across the district and at the coming plans for the regeneration of these estates.

### 63. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

The Cabinet noted that no public questions or requests to address the Cabinet had been received for consideration at the meeting.

### 64. OVERVIEW AND SCRUTINY

The Chairman of the Overview & Scrutiny Committee reported that the last meeting of the committee had been held on 12 October and a report of this meeting had gone to the October Council meeting.

There had been an informal meeting held to consider the recent call-in on Jessel Green and the tree plantings proposed there. Two signatories of that call-in met with her along with appropriate officers and the relevant Portfolio Holders. As a result, further to the meeting, further work would be undertaken on the original proposal and a second follow up meeting would be arranged for December.

The Cabinet's agenda was reviewed but there were no specific issues identified on any of the items being considered.

**65. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 28 SEPTEMBER 2021**

**Decision:**

That the minutes of the Council Housebuilding Cabinet Committee held on 28<sup>th</sup> September 2021 be noted.

**66. IMPLEMENTATION OF THE LOCAL PLAN: UPDATE ON PROGRESS**

In the absence of the Planning and Sustainability Portfolio Holder, Councillor J Philip introduced the report.

This report was prepared by the Policy & Implementation Team to provide members with an update on the progress of Strategic Masterplans, Concept Frameworks and Planning Performance Agreements (PPAs) within the District, including major projects and planning applications dealt with by the team. Scheduled meetings and workshops continued to take place with site promoters and developers in accordance with project plans agreed within PPAs. The majority of workshops/meetings were taking place virtually, but consideration was being given to in-person meetings, in particular for future Quality Review Panels (subject to COVID restrictions).

The District's emerging Local Plan was progressing well and at an advanced stage. As such, the Local Plan was being given substantial weight in the assessment of planning applications. The Main Modifications to the LPSV were published for consultation as a statutory part of the Local Plan Examination Process on the 15th July 2021 until 23rd September 2021. Following the consideration of the representations, the Inspector will prepare a Final Report which will include the Main Modifications necessary in order to make the Local Plan 'sound'. Full Council will consider the Inspector's report, its recommendations and if accepted, the Local Plan was likely to be adopted by the District Council in later 2021.

Councillor Avey asked about the South Epping Master Plan and for a bit more information on the technical evidence produced by their consultants and what was said in response to the inspector's concerns. Mr Richardson, Director of Planning Services said that he did not have the full details with him, he noted that the inspector had agreed to reduce the allocation on the site that was put forward. So, what has now been put forward was a smaller number of residential units on a smaller site. He would come back to the Councillor with any further details.

Councillor S Kane said that in regard to the main modifications, did we have a best guess as to when we would hear back from the inspector on this so that we could

schedule a council meeting. Mr Richardson replied that it would be at least a couple of weeks before we hear from the inspector.

Councillor Jon Whitehouse wanted to raise the infrastructure funding statements. When would it be spent or dispersed, and could this be included in future statements? Mr Richardson agreed that they could do this.

Councillor Wixley asked if they could have some ideas on what this money would be spent on? Mr Richardson noted that the S106 agreements specified where the money was to be spent along with the infrastructure delivery plan in future years. This money although secured through a S106 agreement, had not been triggered as yet for that money to be paid to the council.

#### **Decision:**

(1) The Cabinet noted the progress of Masterplans and Concept Frameworks, including the use of Planning Performance Agreements and the progress of other proposals at pre-application and application stage;

(2) The Cabinet noted the positive progress being made on the Epping Forest Local Plan Submitted Version (LPSV) following the consultation of the Main Modifications;

(3) That the Infrastructure Funding Statement 2020/2021 (Appendix F of the report) was agreed for online publication by 31 December 2021.

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

To ensure that members were kept fully up to date on the progress of Masterplans and Concept Frameworks and other major proposals being promoted within the District.

To comply with the Council's general obligations as a local planning authority and the requirements set out in national planning guidance.

Every Local Authority was required to publish an Infrastructure Funding Statement ('IFS') by 31 December each year that sets out the amount of planning obligation expenditure where funds have been allocated.

Community Infrastructure Levy Guidance 2014 sets out that:

"Reporting on developer contributions helps local communities and developers see how contributions have been spent and understand what future funds will be spent on, ensuring a transparent and accountable system."

Paragraph: 172, Reference ID: 25-172-20190901

The Council's Infrastructure Delivery Plan has identified the infrastructure projects that were required to deliver development in the District to 2033.

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

Not to update members on the progress on the above issues would be contrary to the commitment made by the Implementation Team as noted in the 18 October 2018 Cabinet Report.

Not to publish the Infrastructure Funding Statement within the deadline would result in a failure to comply with the Community Infrastructure Levy regulations.

#### **67. LEASEHOLD BUILDING INSURANCE TENDER - JULY 2022**

The Corporate Services Portfolio Holder, Councillor Sunger and the Strategic Director, A Small, introduced the report.

As Freeholder the Council was obliged to arrange building insurance on behalf of its residential leaseholders in accordance with the terms of the lease.

The Council tendered the leaseholder building insurance in July 2015 on a five-year long-term agreement (LTA) with the option to extend for a further two years. The current arrangement expires on 30 June 2022.

Owing to the value of this contract which currently stands at approximately £90,000 p.a there was a requirement to undertake a full Tender exercise on the open market to ensure we obtained the most comparatively advantageous terms. It was recommended that we Tender for a three-year long-term agreement (LTA) with the option of extending for a further two years, making the overall total value of this contract to be in the region of £450,000.

The current insurance provider is Zurich Municipal Insurance.

There were a limited number of providers in the insurance market who specialise in Leaseholder residential buildings insurance for Public Sector risks and EFDC were engaging a specialist broker to market the risk on a full OJEU open tender basis to ensure we maximise the attractiveness of the proposition and thus providing competitive challenge to Zurich Municipal Insurance rates currently being charged.

Consultation under S20 of the Leaseholder Reform Act 2002 will be undertaken by the Home Ownership Team and Insurance Specialist.

#### **Decision:**

(1) The Cabinet approved the procurement and re-tender of the Leaseholder residential building insurance contract on a three-year long-term agreement (LTA) with the option of extending for a further two years to be effective from 1st July 2022; and

(2) Approved the delegation of the contract decision and final award of contract to the Strategic Director/S151 in consultation with the Director of Housing and Property.

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

The current insurance arrangement expires on the 30 June 2022 creating a need to re-tender the Leaseholder residential building insurance, to ensure we were achieving value for money and to comply with the Procurement rules owing to the significant expenditure involved. Failure to ensure that insurable risks were insured with external providers would expose the Council to significant financial risk and put us in breach of our contractual obligations under the lease agreement.

Cabinet approval was required as this was a key decision.

**Other Options for Action:**

The Leaseholder current building insurance policy ceases 30 June 2022 and there were no other options but to undertake a full open Tender exercise.

**68. NORTH WEALD EMPLOYMENT LAND MASTER PLAN**

In the absence of the Planning and Sustainability Portfolio Holder, Councillor J Philip introduced the report.

North Weald Airfield Masterplan Area comprises the main airfield and parcels of land to the east (ref: NWB.E4) and west (ref: NWB.E3) comprising a cluster of industrial, commercial and retail uses in the south east with associated car parks and hardstanding. The Masterplan Area was proposed for allocation in the LPSV for business use, general industrial/storage and warehousing. The areas to the eastern side of the airfield were identified as locations that could be developed to provide employment opportunities that were sustainable, promote and encourage the use of sustainable methods of transportation and provide viable alternatives to private car use. These would be delivered in concert with the nearby proposed housing developments, particularly in North Weald and Latton Priory whereby measures should provide for, and encourage, more sustainable travel patterns by contributing toward integrated walking and cycling, and public transport connectivity to the wider areas, including Epping and Harlow.

For information, the masterplan framework is attached to these minutes.

**Decision:**

1. The Cabinet approved the draft Strategic Masterplan Framework and commencement of the public consultation for the employment land at North Weald, identified as NWB.E4 in the Local Plan Submission Version 2017;
2. The Cabinet noted that the staged public consultation will take place in November, December, and January to allow the widest possible contribution and to take account of the Christmas / New Year period; and
3. The Cabinet noted that a further update would be provided to share the results of the public consultation and to adopt the masterplan, so that it could be given appropriate weight as a material planning consideration in the determination of future planning applications. This update will take place in the February to April 2022 period.

**Reasons for Proposed Decision:**

The Strategic Masterplanning Briefing Note 2018 was agreed by the Council's Cabinet in October 2018. This report sets out the requirement for the endorsement of Strategic Masterplans and Concept Frameworks as allocated in the emerging Local Plan Submission Version 2017 (LPSV).

**Other Options for Action:**

None at this time.

**69. ANY OTHER BUSINESS**

It was noted that there was no other urgent business for consideration by the Cabinet.

**CHAIRMAN**

**Appendix A - Masterplan and Concept Frameworks**

Masterplan Area / Concept Framework Area	Local Plan policy and site reference	Description of proposed allocation	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	QRP	Timescales / progress update	Proposal stage	Section 106	Case officer
Latton Priory	Policy SP 4 & SP 5: SP 5.1	New Garden Town Community consisting of approximately 1,050 homes, 2 hectares of employment land, up to 5 traveller pitches, a new primary and secondary school and a local centre.	Reviewed 2021	2022/23	11/10/2018 and 05/04/2019	The process for endorsement of Masterplans by the HGGT Board was agreed at the meeting on 12th October 2021. An updated PPA programme is being developed with CEG, Hallam Land and the GArden Town Partners in October/November 2021 with a view to developing an endorsed masterplan around March 2022.	Masterplan	Not commenced	Richard Schunemann
Water Lane	Policy SP 4 & SP 5: SP 5.2	New Garden Town Community consisting of approximately 2,100 homes, up to 5 traveller pitches, a new primary school and a local centre.	West Sumners signed - July 2018 West Katherines signed - May 2019	2022/23	28/03/2019 - Joint 06/09/2019 - West Sumners	Series of masterplanning meetings are ongoing between key stakeholders including EFDC, the main site promoters (a consortium of housebuilders including Persimmon, Taylor Wimpey and Martin Grant Homes - West Katherines, and Manor Oak Homes - West Sumners), ECC (Highway), and HDC. Discussions with representatives of the smaller sites and with representatives of Redwings have commenced. A Sustainable Transport Corridor workshop took place in July 2021.	Masterplan	Not commenced	Evie Learman
East of Harlow	Policy SP 4 & SP 5: SP 5.3	New Garden Town Community consisting of approximately 750 homes, up to 5 traveller pitches, a new primary school, a local centre, and a potential new secondary school and potential relocation of PAH.	PPA signed January 2021 with PAH, ECC, HC	2024/25	N/A	Princess Alexandra Hospital (PAH) and the Garden Town Partners agreed an updated Interim Planning Position Statement in October 2021. This sets out the latest policy context for the site and an update to work programme. PAH and the GT Partners attended QRP workshops over the summer period to discuss sustainable mobility, energy and character/design of the proposals. The wider East of Harlow Masterplan is at an early stage of discussion.	Masterplan	Not commenced	Richard Schunemann
North Weald Bassett	Policy P 6: NWB.R1, NWB.T1, NWB.R2, NWB.R3, NWB.R4 and NWB.R5	Provision of approximately 1,050 homes and 5 traveller pitches, a new local centre including retail, community and health facilities and the erection of a new primary school.	Advanced stage of discussion	2022/23	14/07/2019 and 06/08/2021	Topic based meetings have taken place on transport issues, green infrastructure, SANGS provision, urban design and land drainage with Countryside. Workshops have also been held with the North Weald Bassett Neighbourhood Plan Steering Group. The site promoters submitted their updated draft Masterplan for review by the QRP in August 2021. Further topic based meetings and further input from the QRP are being arranged with the site promoters.	Masterplan	Not commenced	James Rogers
North Weald Airfield	Policy P 6: NWB.E4	Provision of new B1/B2/B8 employment uses on NWB.E4 and retention and expansion of aviation uses to the west of the main runway.	Advanced stage of discussion	2022/23	04/12/2020 and 12/11/2021	The Council's consultants who are preparing the NWA masterplan are meeting regularly with the Implementation Team. Member workshops were held between October 2020 and February 2021 to discuss the consultants approach to the Masterplan and a series of technical meetings took place in Spring 2021 with key stakeholders, including specialists at Essex County Council. The draft Masterplan is due to be presented to Council's Cabinet in November for endorsement prior to a period of public consultation. A follow up QRP session is scheduled for 12th November 2021.	Masterplan	Not commenced	James Rogers
South Epping	Policy P 1: EPP.R1 and EPP.R2	Provision of approximately 450 homes (via Main Modification), a new neighbourhood centre to include community facilities, employment, health facilities and retail uses as well as a new primary school and early years childcare provision.	Not commenced	2023/24	N/A	The Local Plan Inspector's advice from August 2019 raised concerns regarding the potential impact of development on landscape character, Green Belt and the EFSAC. As a result of this advice and following further work on the potential capacity of the SEMPA, the Council proposed Main Modifications to the Local Plan to reduce the indicative housing capacity from 950 down to 450. The Main Modifications consultation ended in September 2021 and responses to the consultation have been sent to the Local Plan Inspector for her consideration.	Masterplan	Not commenced	James Rogers
Waltham Abbey North	Policy P 3: WAL.R1, WAL. T1, WAL.R2 and WAL.R3	Provision of approximately 740 homes and 5 traveller pitches as well as a new local and community centre.	PPA signed November 2020	2022/23	Feb-21	The site promoters held a developer-led public consultation between July and September 2021 to seek feedback on their draft Masterplan. EFDC are discussing the next stage of topic based meetings with the site promoters, in accordance with the PPA, to discuss the public consultation feedback and other technical matters.	Masterplan	Not commenced	Richard Schunemann
Jessel Green	Policy P 2: LOU.R5	Provision of approximately 154 homes.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A

Masterplan Area / Concept Framework Area	Local Plan policy and site reference	Description of proposed allocation	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	QRP	Timescales / progress update	Proposal stage	Section 106	Case officer
Limes Farm	Policy P 7: CHIG.R6	Regeneration led development to provide an additional 100 homes on the site as well as new community and local service facilities.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A
West Ongar Concept Framework Area	Policy P 4: ONG.R1 and ONG.R2	Provision of approximately 234 homes	Initial discussions	2022/23	N/A	The site promoters are awaiting the outcome of the Local Plan examination before proceeding. Early discussions have indicated a willingness to enter into a PPA	Concept Framework	Not commenced	James Rogers
South Nazeing Concept Framework Area	Policy P 10: NAZE.R1, NAZE.R3 and NAZE.R4	Provision of approximately 93 homes.	Initial discussions	2021/22	N/A	Discussions regarding a PPA and a project plan are at an early stage, initial drafting has been completed (October 2021). A series of technical meetings will be agreed between EFDC and the site promoter in Autumn/Winter 2021/22 as well as engagement with the local community and QRP	Concept Framework	Not commenced	James Rogers
Epping Town Centre Sites	EPP.R6 (Cottis Lane) + EPP.R7 (Bakers Lane)	Comprehensive redevelopment of the sites.	ETCS Strategy PPA signed March 2020; ETCS Details PPA at an advanced stage of discussion		Multiple	The two planning applications were registered in December 2020. The applications were subject to a Member Briefing on 11th October 2021 and will be considered at DDMC on 27th October 2021. The officer recommendation is for approval of the proposed development subject to conditions and S106	Planning Applications x2	Not commenced	Nick Finney
Epping Town Centre Sites	EPP.R4 (St Johns) + EPP.R5 (Epping Sports Centre) + EPP.R8 (Civic Offices)	Comprehensive redevelopment of the sites.	Advanced stage of discussion - not yet signed	2028/29	Multiple	Three planning applications for residential development were submitted and registered at the beginning of April 2021. The applications were subject to a Member Briefing on 11th October 2021 and will be considered at DDMC on 27th October 2021. The officer recommendation is for approval of the proposed development subject to conditions and S106	Planning Applications x3	Not commenced	Nick Finney

## **Report to the Cabinet**

**Report reference:** C-028-2021-22  
**Date of meeting:** 6 December 2021



**Portfolio:** Corporate Services – Cllr. D Sunger  
**Subject:** Pay Policy Statement  
**Responsible Officer:** Paula Maginnis (01992 564536).  
**Democratic Services Officer:** Adrian Hendry (01992 564246).

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

**The Cabinet is asked to:**

**Recommend the Pay Policy Statement to Council, subject to any amendments or suggestions.**

### **Executive Summary:**

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.

It draws on the Review of Fair Pay in the Public Sector (Will Hutton 2011) and concerns over low pay.

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

To enable members of the Cabinet to comment on the Council's Pay Policy Statement before it is agreed by full Council.

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

The content of the Statement could be amended.

### **Report:**

1. The Localism Act 2011 requires the Council to publish a Pay Policy Statement setting out details of its remuneration policy. Specifically including the Council's approach to its highest and lowest paid employees.
2. The Council's Pay Policy Statement was first published on the Council's website in March 2012. This is updated on an annual basis.
3. 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.

4. 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.

5. The draft Pay Policy Statement for 2022/2023 sets out the Council's current practices and policies and is attached at Appendix 1 for comment. The amendments are highlighted.

6. Changes to the various policies and guidelines will continue to be agreed in accordance with current practices.

**Resource Implications:**

There are no resource implications as it is a statement of current practice and policies. Any implications will be subject to member reports as required.

**Legal and Governance Implications:**

The Policy Statement ensures that the Council complies with its duty under the Localism Act 2011.

**Safer, Cleaner and Greener Implications:**

N/A

**Consultation Undertaken:**

N/A

**Background Papers:**

Hutton Review of Fair Pay in the Public Sector: March 2011

**Impact Assessments:**

Risk Management

The Council would not comply with the Localism Act 2011 if it did not produce and publish a Pay Policy Statement.

Equality Impact Assessment

Is this a new policy (or decision) or a change to an existing policy, practice or project?	Yes
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Describe the main aims, objectives and purpose of the policy or decision	To ensure the Council's compliance with its duty under the Localism Act 2011.	
What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?	Update the Pay Policy Statement which is a statement of fact.	
Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• service users</li> <li>• employees</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul>	Employees, however the Pay Policy Statement is not a mechanism to change remuneration or policy. It is a document which sets out what the pay and terms and conditions are for employees.	
Will the policy or decision influence how organisations operate?	No	
Will the policy or decision involve substantial changes in resources?	No	
Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?	No	
What does the information tell you about those groups identified?	N/A	
Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?	N/A	
If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:	N/A	
<b>Use this section to assess any potential impact on equality groups based on what you now know.</b>		
Age, Disability, Gender, Gender reassignment, Pregnancy/maternity, Marriage/civil partnership, Race, Religion/belief, Sexual orientation	The Pay Policy Statement is a statement of fact and there is no impact on any protected groups. Any proposed changes to remuneration will be subject to further assessment	
Does the EqIA indicate that the policy or decision would have a medium or high	No	See comment above

adverse impact on one or more equality groups?		
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<b>Action plan to address and monitor adverse impacts</b>		
What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
N/A		

# **EPPING FOREST DISTRICT COUNCIL**

## **PAY POLICY STATEMENT 2022/23**

### **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 £146,000 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 £116,725 together with the opportunity of flexibility of benefits. **One Strategic Director is currently seconded to Qualis.**

### **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 2021, the fte annual value of the minimum of the Growth Zone of Grade A was £19,021.

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	£146,000
Strategic Directors compared to lowest salary	x 6.1	£116,725
Average salary compared to Chief Executive	x 3.9	£36,883
Average salary compared to lowest salary	x 1.9	£36,883

- 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 £19,021 in 2021/2022

## 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	19021 – 19430	19530	19630 – 19694
B	19794 – 20291	20391	20491 – 20809
C	20909 – 22011	22111	22211 – 22636
D	22736 – 24801	24901	25101 – 25986
E	26086 – 28737	28837	28937 – 30046
F	30146 – 32883	32983	33083 – 33903
G	34003 – 37863	37963	38063 – 38978
H	39078 – 42974	43074	43174 - 44154
I	44254 - 48188	48288	48388 - 50955
J	51055 - 55176	55276	55376 - 58263
K	58363 - 62085	62185	62285 - 63945

## **Report to the Cabinet**

**Report reference:** C-029-2021/22  
**Date of meeting:** 6 December 2021



**Epping Forest  
District Council**

**Portfolio:** Customer & Partnerships – Cllr. S Kane

**Subject:** Calendar of Council Meetings 2022/23

**Responsible Officer:** R Perrin (01992 56243).

**Democratic Services:** A Hendry (01992 564243).

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

**That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2022/23 be recommended to the Council for adoption.**

### **Executive Summary:**

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar has been developed over time to meet the changing needs of the authority and again no fundamental changes have been proposed.

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

To review the proposed Calendar of Meetings for 2022/23, prior to its final adoption by the Council.

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

Individual frequencies of meetings could be varied. In practice, additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

### **Report:**

1. Democratic Services submit a draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council.
2. This year, the focus has been to ensure that the correct report lines are created to allow the relevant committees to become informed, to scrutinise and make valuable contribution to the the decisions of Council. Emphasis has been made in relation to the financial framework and the scrutiny of the Medium-Term Financial Plan which includes the Budget Strategy and Capital programmes. Democratic Services have consulted the various departments to ensure that their requirements for reporting have been considered.
3. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

### The Executive

3. The Cabinet is scheduled to meet 9 times throughout 2022/23 and the Cabinet Sub-Committees have been scheduled for four times a year.

### Overview & Scrutiny

4. The Overview and Scrutiny Committee is scheduled to meet 6 times throughout 2022/23, with the first of these meetings to confirm the membership and Chairmen of each Select Committee.

5. The Select Committees have again been scheduled to meet 4 times a year with the addition of two extra meetings for Stronger Council and one for Stronger Communities. The purpose of these extra meetings is to allow for timely Quarterly Performance reporting, financial scrutiny and for an entire meeting to be dedicated to the District Police Commander and related reports.

### Planning

6. The Area Planning Sub-Committees continue to meet on a four-weekly cycle with DDMC meetings meeting on an 8-weekly cycle.

7. The week of the Annual Council meeting has again been kept free of Planning meetings. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, to prevent any detrimental impact upon the Planning Performance Indicators.

### Licensing

8. Licensing Sub-Committee meetings have remained on the first Tuesday morning of each month and additional meetings have been provisionally set aside due to an increase of applications in previously years.

9. There have been no evening meetings for Licensing in 2021/22 and this continues although a Premises Review could be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

### Miscellaneous Committees

10. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings which sit outside the Council Calendar. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councillors, they are not organised by the District Council.

11. The Appointments Panel has been scheduled for Tuesday 17 May a week before the Annual Council and following the Local Elections on 5 May 2022.

12. The Local Councils Liaison Committee will again meet twice in the year.

13. In addition, there are various Portfolio Holder Advisory Group and Partnership Boards which will be organised outside of the formal calendar process as well.

### Conclusion

14. The Cabinet is requested to consider the draft Calendar of Council meetings for 2022/23, as attached at Appendix 1, and advise whether any further changes are required. However, it should be noted that the current Calendar is extremely congested, and the organisation of any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 15 December 2021.

**Resource Implications:**

No identifiable savings as there are no significant changes planned for next year's Calendar.

**Legal and Governance Implications:**

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various Local Government Acts.

**Safer, Cleaner and Greener Implications:**

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

**Consultation Undertaken:**

Management Teams, Portfolio Holder, the Leader the Overview and Scrutiny Chairman and the Members Bulletin.

**Background Papers:**

None.

**Risk Management:**

That an insufficient number of meetings would be scheduled for a Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.

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## ***Report to the Cabinet***

***Report reference: C-025-2020/21***

***Date of meeting: 06 December  
2021***



**Epping Forest  
District Council**

**Portfolio: Customer & Partnerships – Cllr. S Kane**

**Subject: Local Council Tax Support Scheme 2022/23**

**Responsible Officer: Peter Freeman (01992 564191).**

**Democratic Services: Adrian Hendry (01992 564246).**

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

**That the Cabinet note that the Local Council Tax Support scheme for 2021/22 continues unchanged for 2022/23.**

### **Executive Summary:**

The Local Council Tax Support Scheme (LCTS) replaced Council Tax Benefit in 2013. Each local authority must review its scheme annually. The Government brought in regulations to ensure that pensioners continue to receive the same level of assistance as they would have done if the Council Tax Benefit scheme was still in place. The Council can therefore only make amendments to the scheme for people of working age. The Council has approved the general principle that the Local Council Tax Support scheme should be cost neutral. In legislative terms the scheme needs to be approved by 11th March each year so for 2022/23 approval needs to be made at Full Council in December 2021.

As there are no proposed changes to the 2021/22 scheme there is no legal requirement to consult residents of the district.

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

Full Council needs to approve the 2022/23 Local Council Support Scheme on 16th December 2021.

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

To make amendments to the Local Council Tax Support scheme for 2022/23, which would require public consultation.

### **Report:**

1. In 2013/14 the Government funded Local Council Tax Support (LCTS) with a specific grant, but after that initial year, the grant has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained Business Rates. The

specific allocation for LCTS funding is not separately identifiable and it is for each local authority to decide on the value of the funding of the LCTS scheme.

2. The Pan Essex LCTS project group continues to look at how schemes can be changed to simplify the administration of the scheme, particularly in the light of legislative changes and expenditure requirements. As things stand there are no proposals across Essex to change current schemes and no legislative changes that require the council to amend its current scheme, the main principles of which are:

- The calculation of support is based on 75% of the Council Tax bill, rather than 100%.
- The calculation of support is based on a maximum of a band D property. This means that anyone of working age that lives in a property with a Council Tax Band of E, F, G, or H, has their support calculated as if their property was a band D.
- Inclusion of child maintenance in the calculation with a disregard of £15 per week (per family). This is income that is received into a household that may not be available to other households that pay the same amount of Council Tax.
- The capital limit is £6,000, which means that those with capital exceeding £6,000 are required to make full payment of their Council Tax liability.
- There is a Minimum Income Floor for claimants who are self-employed (first introduced in April 2016). Income is assessed using the National Living Wage in cases where the declared income from self-employment is less, in-line with other welfare reforms. A 12month period of grace applies to new businesses.
- Customers receiving Universal Credit receive LCTS for a fixed six-month period before any income changes that occur during that period are taken into account.
- The Exceptional Hardship Scheme for LCTS is intended to support people whose individual circumstances mean that their Council Tax liability is causing them exceptional hardship.

3. Currently, the total expenditure on LCTS is £6,550,145, which is made up of £3,431,798 for elderly recipients and £3,118,347 for working age recipients. This is £74,351 up on last year's expenditure (1.1%) with a decrease of £105,962 for elderly recipients and an increase of £180,313 for working age claimants. The total number of recipients of LCTS is 6,202 comprising 2,783 elderly recipients and 3,419 working age. This compares with a total number of claimants at 31st March 2021 of 6,270. Although numbers have decreased, which may look contradictory in terms of an increase in expenditure on the scheme, this is not the case when factoring in the increase in Council Tax in 2021/22. The overall expenditure on the scheme will continue to be monitored over the year as the principle is that it is self-funding. This will also form part of the review for the 2023/24 scheme.

#### Consultation

4. Consultation with residents is formally required when proposing changes to the existing scheme. As no changes are proposed there is no need to undertake a consultation exercise. Three years back, despite there being no proposed changes to the LCTS scheme for 2019/20, a 3month consultation did take place between October and December 2018, which resulted in very few enquiries and only 14 completed responses.

## **Resource Implications:**

### LCTS scheme for 2022/23:

From 2014/15 the funding has been rolled into the Council's overall funding position made up of Revenue Support Grant and locally retained Business Rates. The actual amount of funding for LCTS is therefore not identifiable within the settlement figures, although the overall package continues to be reduced each year. The LCTS scheme is designed to ensure, as far as possible, stability and sustainability in the Council's finances. It should be noted that LCTS is not a form of benefit and it is treated as a discount within the Council Tax calculations. This means that the Council's Taxbase is reduced (as is the Taxbase for all other preceptors) and that a large proportion of the lost Council Tax income is covered by Government funding.

### Exceptional Hardship Fund:

For the last five years there has been a small hardship fund to assist households which have been experiencing exceptional hardship. It is anticipated that the current year's budget for this fund will be adequate. The County, Fire and Police are all contributing towards this fund and they have agreed that they will continue with those contributions for current year 2021/22.

## **Legal and Governance Implications:**

There is a legal requirement to make a LCTS scheme under the Local Government Finance Act 2012.

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

None

## **Consultation Undertaken:**

Informal consultation has been undertaken with the other local authorities across Essex, which revealed that the majority are not proposing to make any significant changes to their current LCTS scheme for 2022/2023. No formal consultation has been undertaken with ECC, the Police and Fire authorities and the public.

## **Background Papers:**

Cabinet Report 14th September 2020 (LCTS scheme 2021/22)

<https://rds.eppingforestdc.gov.uk/ieListDocuments.aspx?CId=295&MId=10428>

Cabinet report 31st October 2019 (LCTS scheme 2020/21)

<https://rds.eppingforestdc.gov.uk/ieListDocuments.aspx?CId=295&MId=10139>

## **Risk Management:**

There are financial risks associated with the Council's LCTS scheme. Monitoring against the Taxbase and Council Tax collection is ongoing, but no major problems have been

identified to date. Council Tax collection rates remain relatively stable, despite the current economic downturn brought about by Covid-19.

The Government grant in 2022/23 is not clearly identifiable and there is a possibility that demand and eligibility for financial support under the LCTS scheme for 2022/23 may be greater than in 2021/22, particularly if economic conditions worsen. The cost of additional discounts would be borne in proportion by the major precepting authorities (ECC, Police, Fire, EFDC). Conversely, if demand falls (e.g. if economic conditions improve), the additional saving would be realised by the same authorities.

Any increase in the Council Tax precept by the County, Police, Fire, District or Parishes, will result in an increase in the cost of the LCTS scheme.

# Equality Impact Assessment

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

## Section 1: Identifying details

Your function, service area and team: Service Manager for Revenues & Benefits

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

Title of policy or decision: Local Council Tax Support Scheme 2022/23

Officer completing the EqlA: Tel: 01992 564191 Email: pfreeman@eppingforestdc.gov.uk

Date of completing the assessment: 15 November 2021

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To set the council's Local Council Tax Support Scheme for the financial year 20/21 as required by statute.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Agreement that the scheme in operation for the current financial year remains unchanged.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p>Yes, all three.</p> <p>Will the policy or decision influence how organisations operate? No.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? No.</p>

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

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

3.1	<p>What does the information tell you about those groups identified?</p> <p>The introduction of Universal Credit for all new Housing Benefit claimants has resulted in significant changes and it is not timely to consider making further changes to the council's Local Council Tax Support Scheme.</p> <p>There may be a reduction in support given to people of working age because people of pensionable age are protected from adverse changes to the scheme. The effect of any changes to the scheme will therefore fall disproportionately on those of working age. There is a possibility of animosity being engendered in people of working age due to people of pensionable age being treated more favourably, which could reflect on their actions towards the council's employees.</p> <p>Further changes could result in higher levels of deprivation in certain areas of the community.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>No, as there are no proposed changes.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>N/A</p>

## Section 4: Impact of policy or decision

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

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Gender reassignment	Neutral	
Marriage/civil partnership	Neutral	
Pregnancy/maternity	Neutral	
Race	Neutral	
Religion/belief	Neutral	
Sexual orientation	Neutral	

## Section 5: Conclusion

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

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

<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>

**Section 7: Sign off**

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

Signature of Head of Service: Peter Freeman

Date: 15 November 2021

Signature of person completing the EqIA: Peter Freeman

Date: 15 November 2021

**Advice**

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

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## **Report to the Cabinet**



**Epping Forest  
District Council**

**Report reference: C-027-2021/22**  
**Date of meeting: 06 December  
2021**

**Portfolio: Planning and Sustainability**

**Subject: Harlow and Gilston Garden Town - Rolling Infrastructure Fund  
Memorandum of Understanding**

**Responsible Officer: Ione Braddick (01992 564205).**

**Democratic Services: Adrian Hendry (01992 564246).**

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

- (1) To agree the Memorandum of Understanding relating to The Harlow & Gilston Garden Town Rolling Infrastructure Fund (attached as Appendix A to the report) and agree its submission to Homes England as required of the Harlow and Gilston Garden Town Authority partners and specifically Hertfordshire County Council (as accountable body for the Housing Investment Grant funding to which the Memorandum of Understanding relates).**
- (2) To agree to set up and operate the Rolling Infrastructure Fund 'in principle' subject to more detailed work and approval of the appropriate governance and operational arrangements for its management.**
- (3) To agree to govern the Rolling Infrastructure Fund initially in accordance with the approved Memorandum of Understanding as required by Homes England as a condition of the Housing Investment Grant funding and subsequently in accordance with any further governance arrangements that may be affected.**

### **Executive Summary:**

The Rolling Infrastructure Fund (RIF) was a key component of the Hertfordshire County Council bid for Housing Investment Fund monies to upgrade the Central Stort Crossing and build the Eastern Stort Crossing ("the Crossings"). £171 million of Housing Investment Grant (HIG) was awarded by Homes England in March 2021 and the RIF is integral to the future funding mechanism for infrastructure delivery within the Harlow and Gilston Garden Town. It forms part of the Recovery and Recycling Strategy which permits the funding to be recycled as part of the developer contributions to mitigate the impacts of development, which can be used for future infrastructure funding and related items.

For the RIF to be set up and managed effectively, the objectives, guiding principles and governance arrangements need to be agreed by the Garden Town local authority partners in an enabling Memorandum of Understanding (MoU) in the first instance. The final draft MoU is appended to this report as Appendix A.

The draft MoU has been through extensive consultation with officers of all partners in the preparation phase of the MoU and as part of this report. While substantial progress has been made a final draft has not yet been approved by the HGGT Board. HGGT Board Members discussed their respective positions 'in-principle' on the remaining matters and delegated to officers to agree final wording. This final draft is Appendix A.

The RIF MoU is now in the process of being circulated to all five local authority partners for them to ratify it individually through their respective Cabinet/ Executive. The MoU will be submitted, together with the HIG Recovery & Recycling Strategy, to Homes England to satisfy Conditions of the HIG funding.

The RIF itself, once created and operational, will be a key mechanism for future funding of infrastructure to enable the realisation of the HGGT Vision and the achievement of the modal shift targets.

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

To ensure that the Harlow and Gilston Garden Town Authority partners and specifically Hertfordshire County Council (as accountable body for the Housing Investment Grant funding) meets requirements within the Grant Determination Agreement with Homes England for the award of the Housing Investment Grant, specifically that of the recycling of the Housing Investment Grant into a Rolling Infrastructure Fund.

To establish a mechanism through which the Harlow and Gilston Garden Town Authority partners will initially agree how to operate the Rolling Infrastructure Fund pending future governance arrangements.

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

Not to agree the Memorandum of Understanding relating to the Rolling Infrastructure Fund or agree to set up and operate the RIF in principle and governed in accordance with the MoU, which would mean that a condition of the Housing Investment Grant funding, as required by Homes England, would not be met.

### **Report:**

1. The Memorandum of Understanding (MoU) relating to the Harlow and Gilston Garden Town Rolling Infrastructure Fund (RIF) (the 'RIF MoU') has been prepared on behalf of the HGGT Authority partners in order to articulate the collective agreement and set out the mechanism through which the HGGT Authority partners will initially agree how to operate the RIF pending future governance arrangements and in order to satisfy Homes England that an appropriate way of recycling the Housing Investment Grant (HIG) funding exists.
2. The HGGT partnership submitted a bid in 2019, led by Hertfordshire County Council (HCC), for government funding under the Housing Investment Fund to "forward-fund" the works to the Stort Valley Crossings and the to deliver the North to Centre, Harlow Town Station to Town Centre, Sustainable Transport Corridor (STC). The Stort Valley Crossings and STC are essential infrastructure which is necessary to unlock the planned housing and economic growth in accordance with allocations in the Local Plans of the relevant partner councils, and planning applications for which are currently being promoted at the Garden Town strategic site known as the Gilston

Area. The Stort Valley Crossings and the STC will be crucial to the achievement of the modal shift objectives set out in the HGGT Vision and Transport Strategy for active and sustainable modes of transport like, walking, cycling and public transport.

3. As a key part of the HIG bid, it was proposed that the initial government money for the infrastructure would forward fund the works ahead of when they would have been built under the traditional developer obligations / contributions route secured through Section 106 Agreements. Under the latter method the developer would be under contractual obligation to provide the infrastructure by the time an agreed number of housing units are completed. By securing the HIG funding, the time difference for delivery between these 2 approaches has been estimated at 2-3 years. By the HIG funded route the aim is to ensure that the Crossings and STC are in place in time to influence new resident travel choices. The HIG funding has to be spent within a specified availability period, before April 2025 and in light of this the agreed list of projects to be funded by the HIG has been widened to include projects that could be completed by April 2025 to maximise the use of the HIG funding.
4. In March 2020 HM Government awarded £171.18 million in HIG to HCC. The RIF was enshrined in the terms and conditions related to the award, which also required a Recovery & Recycling Strategy (RRS) as a condition of the HIG funding. The RRS demonstrates to Homes England how the HIG funding will be recovered from developers such as those promoting the housing schemes for the Gilston Area and the Stort Valley Crossings infrastructure, in the form of developer contributions under Section 106 Agreements, how these contributions will be brought into the RIF, and how the RIF will be recycled into other qualifying projects.
5. The RRS establishes the concept that the recycling will be achieved by the effective operation of RIF. The Recovery element of the RRS is based on a payment schedule of section 106 contributions which will be concluded between the Local Planning Authority (LPA) and developers as part of the Section 106 Agreement related to the Gilston Area outline housing applications and similarly for other strategic sites in the Garden Town. The RRS when completed and agreed will be submitted by HCC (as the accountable body for the HIG) to Homes England to satisfy the HIG funding conditions. HM Government indicated through Homes England that if a satisfactory RRS was implemented, the HIG money would not need to be repaid back to Homes England as long as it was continually recycled for appropriate HGGT infrastructure subject to relevant considerations.
6. Beyond the Gilston Area housing applications, the RIF will continue to receive the future Section 106 contributions from the other strategic sites such as East of Harlow, Latton Priory and Water Lane. The contributions will be collected by the relevant LPA in the first instance and would subsequently flow through all five partners. It is critical that all HGGT partners maximise the collection of these contributions and are supported by consistent policy and evidence across HGGT via the HGGT Infrastructure Delivery Plan and Section 106 Contributions Policy or other policy mechanisms.
7. Homes England will require evidence that there is a clear consensus between the HGGT Authority partners as to how the RIF will be set up, managed and governed. Homes England have been supplied with an advanced draft of the RIF MoU and their comments have been considered in the final version.
8. Decisions about funding the delivery of vital infrastructure for the Garden Town from the RIF are strategic matters which would influence the potential to deliver the growth planned for the Garden Town. Therefore, individual and incremental decisions by any

one or more of the partner authorities without effective strategic oversight and management of the RIF could present risks to delivering the HGGT Vision, planned growth, infrastructure and modal shift objectives. This is why the RIF needs a clear collective decision making governance structure, endorsed by the HGGT Authority partners, to ensure strategic, transparent and equitable allocation of RIF funds towards suitable projects. An early estimate of the value of contributions that form the RIF is approximately up to £270 million.

9. The RIF is therefore a powerful tool and potential source of infrastructure funding to help the HGGT Authority partners to fulfil the HGGT Vision and bring about transformational change to the whole Harlow area. If the infrastructure spend is controlled and if sufficient developer contributions and tariffs can be collected as envisaged by the Infrastructure Delivery Plan and relevant policy to secure future streams of funding, the RIF could “roll” a number of times. The future sources of infrastructure funding into the RIF will be dictated by the relevant policy context and would benefit from clear evidence base and policy requirements for identified infrastructure. Initially, the HIG funding of £171.18 million will be used to build the agreed infrastructure; the developers will then pay further contributions, agreed as part of the Section 106 conditions linked to their planning consent, into the RIF. These funds can then be used to fund other infrastructure in accordance with purposes of the relevant Section 106 agreements.
10. There is a high likelihood that there will be insufficient funds in the RIF at the point when it is needed to forward fund the next section of the STC. Innovative finance options will need to be considered as soon as possible including the potential to borrow in advance of the developer contributions reaching the RIF. It is essential that RIF governance progresses at pace to provide those options to partners.
11. The HIG award necessitated a governance and consensus seeking process for the establishment of the RIF and a Memorandum of Understanding was agreed as the appropriate mechanism. Weightmans, the HGGT legal advisors, produced the first draft in October 2020 and this was circulated to partners for comment and amendment. A Comments Log was established to ensure that all the detailed comments were addressed. Further versions have been produced with input from legal and finance colleagues across the partnership. A discussion was held on the current progress of the RIF MOU with the HGGT Board on 18<sup>th</sup> October 2021. While substantial progress has been made a final draft has not yet been approved by the HGGT Board. HGGT Board Members discussed their respective positions ‘in-principle’ on the remaining matters and delegated to officers to agree final wording. The level of engagement has been high and many of the comments concern the detailed arrangements that will be the next phase of the RIF set up. The comments have been included, where appropriate, in the final version.
12. The RIF MoU is now in the process of submission to the East Herts District Council Executive; the Epping Forest District Council Cabinet; the Harlow District Council Cabinet and the relevant portfolio holders of Essex and Hertfordshire County Councils to be endorsed for submission to Homes England.
13. The purpose of this report is to enable consideration of the final version of the RIF MoU and to formally confirm its approval. The finalised document is attached as Appendix A.
14. With the amendments set out above following the engagement between the HGGT Authority partners it is now considered that a robust final document has been produced and one which can be approved.

15. Once approved by all of the HGGT Authority partners, the RIF MoU will be submitted to Homes England by the end of November 2021 to articulate the collective agreement and set out the mechanism through which the HGGT Authority partners will initially agree how to operate the RIF.
16. Following agreement to approve Epping Forest District Council would expect to continue to engage with the wider HGGT Authority partners around detailed work to set up and govern the RIF.
17. The Memorandum of Understanding sets out the terms under which the RIF will be set up. It does not go into detail but sets out the guiding principles. These are:
  - Unanimous approval of all partners is required to set up the RIF;
  - The RIF will be brought into one fund as soon as practicable;
  - The RIF will be managed and governed by HGGT as a partnership of the five local authorities;
  - The setting up of the RIF will take the new governance arrangements into account and be governed.
18. Once evidence that all the HGGT Authority partners have ratified the RIF MoU it will be submitted to Homes England (Via HCC) to get sign off of the condition which will impact ability to draw down on HIG funds. The milestone for satisfying this condition by submitting an agreed/signed MoU is the end of November 2021.
19. The MoU is the mechanism through which the partners will initially agree how to operate the RIF pending future governance arrangements and it satisfies Homes England that it is an appropriate way of recycling the HIG money. Detailed work on the setting up of the RIF will need to commence thereafter to ensure that the governance of the RIF is fully included in the new Governance arrangements currently being formulated. This will entail the setting up of working groups that will look at finance, legal and other governance matters. In particular the set up phase will need to address the following:
  - The detailed objectives of the RIF
  - Its detailed governance arrangements particularly with regard to collective decision making
  - Its legal form, its powers, limitations and memorandum & articles
  - Its prioritisation criteria and definition of what type of projects it will seek to fund
  - Its ability to borrow, grant and lend and the limitations attached
  - Its risk appetite in terms of risk sharing or acceptance
  - Resources required to administer and run the RIF including technical expertise
20. The RIF will be the mechanism for recycling a multi-million-pound fund of public money and its decisions must be transparent, represent value for money and be robust to legal challenge.

### **Resource Implications**

The establishment of the RIF needs unanimous approval, support and potentially resourcing from all the HGGT Authority partners. Detailed work is currently underway to reshape the HGGT governance which is considering delegations and arrangements for dealing with the future management and allocation of funding from the RIF. If the recommendations of the governance review are agreed and include delegation from the partners to manage the RIF, a

more formal, transparent and democratic governance system could be put in place. If this is the case its features, in terms of how collective decisions and strategic management of the RIF are handled will determine the future governance and administration of the RIF. As part of these new governance arrangements mutual resourcing of the RIF and risk share in relation to it will need consideration by the partners, especially if the RIF is brought into and managed as a single fund as soon as possible as advised by Homes England. The financial contributions – if any – required from Epping Forest District Council are currently unknown. Detailed proposals, including detailed financial implications, will be developed in the context of the Council's financial position and reported in due course.

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

The Rolling Infrastructure Fund, once created and operational, will be a key mechanism for future funding of infrastructure to enable the realisation of the Harlow and Gilston Garden Town Vision and the achievement of the sustainable travel modal shift targets. The RIF MoU will contribute to safer, cleaner, greener objectives by being instrumental in forward funding infrastructure to enable sustainable development.

### **Consultation Undertaken:**

The HIG award necessitated a governance and consensus seeking process for the establishment of the RIF and a Memorandum of Understanding was agreed as the appropriate mechanism. Weightmans, the HGGT legal advisors, produced the first draft in October 2020 and this was circulated to partners for comment and amendment. A Comments Log was established to ensure that all the detailed comments were addressed. Further versions have been produced with input from legal and finance colleagues across the partnership. A discussion was held on the current progress of the RIF MOU with the HGGT Board on 18<sup>th</sup> October 2021. While substantial progress has been made a final draft has not yet been approved by the HGGT Board. HGGT Board Members discussed their respective positions 'in-principle' on the remaining matters and delegated to officers to agree final wording. The level of engagement has been high and many of the comments concern the detailed arrangements that will be the next phase of the RIF set up. The comments have been included, where appropriate, in the final version.

### **Background Papers:**

None.

### **Risk Management:**

Decisions about funding the delivery of vital infrastructure for the Garden Town from the RIF are strategic matters which would influence the potential to deliver the growth planned for the Garden Town. Therefore, individual and incremental decisions by any one or more of the partner authorities without effective strategic oversight and management of the RIF could present risks to delivering the HGGT Vision, planned growth, infrastructure and modal shift objectives. This is why the RIF needs a clear collective decision making governance structure, endorsed by the HGGT Authority partners, to ensure strategic, transparent and equitable allocation of RIF funds towards suitable projects.



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APPENDIX 1

**FINAL DRAFT**

**MEMORANDUM OF UNDERSTANDING**

relating to

**THE HARLOW & GILSTON GARDEN TOWN ROLLING INFRASTRUCTURE FUND**

**PARTIES**

- (1) EAST HERTFORDSHIRE DISTRICT COUNCIL
- (2) EPPING FOREST DISTRICT COUNCIL
- (3) ESSEX COUNTY COUNCIL
- (4) HARLOW DISTRICT COUNCIL
- (5) HERTFORDSHIRE COUNTY COUNCIL

each a “Council”, and together “the Councils”.

**INTRODUCTION**

- A The Councils are collaborating to facilitate the delivery of the Harlow and Gilston Garden Town (“**Garden Town**”).
- B HCC, on behalf of all the Councils, successfully submitted a bid to the Ministry for Homes, Communities and Local Government (acting through Homes England) for approximately £171 million funding of the Housing Investment Grant to forward fund infrastructure in the Garden Town area. HCC subsequently entered into the Grant Determination Agreement in respect of the funding.
- C In the Grant Determination Agreement, HCC committed to the establishment of a Rolling Infrastructure Fund (“**RIF**”), through which the HIG Funding would be recovered from

developers and made available for forward funding of and completing the wider Garden Town sustainable transport corridor network and other infrastructure in the Garden Town area; where possible that funding would also be recycled, creating a rolling basis for infrastructure investment.

- D The Councils are entering into this Memorandum of Understanding (“**Memorandum**”) to record and set out the basis on which they will collaborate with each other to establish and operate the RIF.
- E The Councils acknowledge that the arrangements described in this Memorandum will require development over time, to reflect both changing circumstances and the further detail the parties will need to agree in due course in respect of operation and governance of the RIF. Any such development will be subject to agreement of all the Councils.

## 1. DEFINITIONS

In this Memorandum, the following terms shall have the meanings given below:

“Agreed Proportions”	has the meaning given in paragraph 5.2
“CIL”	means a community infrastructure levy or similar
“District Councils”	means, together, East Hertfordshire District Council, Epping Forest District Council and Harlow District Council (and “District Council” means each of them)
“Garden Town Board”	means the board established by the Councils, and including a representative from each Council, to promote and facilitate cooperative working to oversee delivery of the Garden Town
“Garden Town Development”	means a development or proposed development within the area of the Garden Town for which a planning application is (or has been) submitted
“Grant Determination Agreement”	means the agreement dated 31 March 2021 and entered into between HCC and Homes England relating to provision of the HIG Funding
“HCC”	means Hertfordshire County Council
“HIG Bid”	means the bid for the HIG Funding, as referred to in paragraph B of the Introduction to this Memorandum

- “HIG Funding” means the funding made available or to be made available to HCC by Homes England under the Grant Determination Agreement secured by the Councils from the Housing Investment Grant towards the Initial Projects, which as at the date of this Memorandum is expected to be in the region of £171 million
- “Infrastructure Delivery Plan” means the infrastructure delivery plan developed jointly by the Councils in relation to Garden Town infrastructure, as updated from time to time
- “Initial Projects” has the meaning given in paragraph 4.1
- “Section 106 Obligations” means planning obligations imposed by a Council under section 106 of the Town and Country Planning Act 1990
- “STC” means the Sustainable Transport Corridor network intended to be created at the Garden Town

## **2. ESTABLISHMENT OF THE ROLLING INFRASTRUCTURE FUND**

- 2.1 Each Council agrees to the establishment of the RIF.
- 2.2 Each Council agrees that the RIF will be built from payments secured by the Councils from developers of Garden Town Developments in contribution to the cost of the STC and other Garden Town infrastructure, in accordance with this Memorandum. The first such payments will arise in respect of the Initial Projects, which will be unlocked by the HIG Funding.
- 2.3 For practical reasons, the RIF will not initially be held by a single entity. Each Council that receives relevant payments from developers will hold those sums as a separately-identifiable interest-bearing fund. The aggregate of all such funds will constitute the RIF.
- 2.4 The Councils acknowledge that they will seek, over time, to put governance arrangements in place that will allow these disparate funds to be brought together and held and managed by a single entity for the benefit of and on behalf of the Councils. Development of such arrangements will form part of the ongoing review of the RIF to which paragraph 9 refers. This Memorandum does not commit any Council to this arrangement which shall be subject to a separate decision.

### **3. ROLLING INFRASTRUCTURE FUND GOVERNANCE**

- 3.1 If any decision is required in relation to the RIF (in particular in relation to expenditure from the RIF) which impacts a Council, such Council shall follow its own decision making process to determine the decision to be taken. The Garden Town Board may make a non-binding recommendation to such Council(s). Such Council(s) shall consult with the remaining parties to this Memorandum prior to taking such decision to the extent that such decision impacts on the recovery of the HIG Funding.
- 3.2 Any amendment to the terms of this Memorandum will require the unanimous approval of all five Councils.
- 3.3 Any decisions taken in respect of the RIF shall take due account of any relevant provisions of the Grant Determination Agreement and the Delivery Agreements.

### **4. INITIAL PROJECTS – FORWARD FUNDING**

- 4.1 In accordance with the Grant Determination Agreement and subsequent discussions, the HIG Funding will be used to fund delivery of the following projects:
- 4.1.1 the expansion of Central Crossing (5th Avenue) to extend the STC between the Gilston Area and Harlow Town Railway Station and Burnt Mill Roundabout;
- 4.1.2 the Eastern Stort River Crossing, comprising:
- (a) realignment of the Eastwick Road and new junction allowing access to Terlings Park and Pye Corner;
  - (b) Pye Corner bypass including junction between north-south section and east-west section;
  - (c) remainder of Eastern Crossing including River Way Bridge;
- (Note: It is proposed that funding is provided for the Eastern Stort Crossing both directly and indirectly, through being made available to the relevant developer to fund on-site works within the Gilston Area thereby allowing the developer to prioritise development cash flow for the completion of delivery of the Crossing works. This has been agreed due to the time constraints of the HIG funding availability)
- 4.1.3 the extension of the STC from Burnt Mill Roundabout through to the Town Centre; and
- 4.1.4 the new Cambridge Road/River Way junction,

(together, the “**Initial Projects**”).

- 4.2 The Councils acknowledge that HCC has entered into the Grant Determination Agreement with Homes England and that HCC is the contracting body in respect of the HIG Funding.
- 4.3 The Councils further acknowledge that, in order to secure delivery of the Initial Projects, HCC has entered into delivery agreements with:
  - 4.3.1 Places for People, pursuant to which Places for People will be obliged to deliver the projects referred to in paragraphs 4.1.1 and 4.1.2; and
  - 4.3.2 Essex County Council, pursuant to which Essex County Council will be obliged to deliver the projects referred to in paragraphs 4.1.3 and 4.1.4,

(each a “**Delivery Agreement**”).

- 4.4 HCC hereby confirms its intention to draw down the HIG Funding in accordance with the Grant Determination Agreement, to pay such funding to the relevant counterparty in accordance with each Delivery Agreement, and to enforce its rights under each Delivery Agreement to secure delivery of the relevant infrastructure.
- 4.5 In the event of any conflict between this Memorandum and either the Grant Determination Agreement or any of the Delivery Agreements, the Grant Determination Agreement or Delivery Agreement (as relevant) shall take precedence.

## 5. INITIAL PROJECTS – RECOVERY OF CONTRIBUTIONS

- 5.1 The Councils acknowledge that it is their collective intention:
  - 5.1.1 to seek to recover 100% of the HIG Funding, for inclusion in the RIF;
  - 5.1.2 that such amounts will be recovered from developers promoting relevant Garden Town Developments, pursuant to section 106 of the Town and Country Planning Act 1990; and
  - 5.1.3 that such amounts will be recovered from developers in the Agreed Proportions.
- 5.2 The “**Agreed Proportions**” are (as applicable):
  - 5.2.1 those set out in the Infrastructure Delivery Plan or other associated evidence (as updated from time to time);

- 5.2.2 those set out in any “Developer Contribution Guidance” or related policy applicable to the Garden Town that is developed and agreed by the Councils; or
  - 5.2.3 (if relevant) the proportions required by the relevant District Council’s planning policy.
- 5.3 In respect of Section 106 Obligations (whether by way of bilateral agreement or unilateral undertaking) relating to a planning application for a relevant Garden Town Development, each District Council will:
- 5.3.1 use its reasonable endeavours to ensure that the Section 106 Obligations require the relevant developer to make financial contributions towards the cost of the Initial Projects in the Agreed Proportions (either directly or by reference to a separate agreement under which the developer is obliged to repay the applicable portion of the Initial HIG Funding over time);
  - 5.3.2 use its reasonable endeavours to enforce the terms of such Section 106 Obligations in order to recover monies due from the developer in respect of the Initial Projects; and
  - 5.3.3 retain the contributions received from developers pursuant to Section 106 Obligations (or related agreements) which form part of the RIF as separately-identifiable funds.
- 5.4 Each District Council agrees to work with the other Councils and the Garden Town legal advisers to develop standard clauses for use within section 106 agreements and undertakings in respect of the payment of contributions. To the extent such clauses are developed and agreed, each District Council agrees to use reasonable endeavours to ensure the clauses are included in relevant section 106 agreements /undertakings.
- 5.5 If a District Council, in negotiating Section 106 Obligations, considers that it would be appropriate to agree with a developer an amount lower than the Agreed Proportions (such that there would be a shortfall in payments back to the RIF), that Council shall consult with the other partner Councils and have due regard to their representations before coming to a decision. The Councils acknowledge that this should be avoided wherever possible and that the recovery of contributions for the RIF should be treated in accordance with the importance set out in the Infrastructure Delivery Plan.
- 5.6 The Councils recognise that adoption by a District Council of a CIL could affect the value of contributions sought from development and the process for agreeing how collected CIL monies are allocated and spent for the funding of infrastructure and other projects. Any Council that considers the adoption of a CIL will consult with the other partner Councils and have due regard to their representations before coming to a decision

regarding the adoption of a CIL charging schedule and how collected CIL monies are allocated to the Initial Projects and subsequent projects.

- 5.7 If the existing Planning Bill introduces new Infrastructure Levy arrangements, the District Councils will work cooperatively with the other Councils to put measures in place which ensure that contributions continue to be made to the RIF in line with the principles set out in this Memorandum.
- 5.8 Without prejudice to the preceding provisions of this paragraph 5, in the event of any conflict between this Memorandum and any agreement entered into by a Council pursuant to section 106 of the Town and Country Planning Act 1990, the section 106 agreement shall take precedence.

## **6. SUBSEQUENT PROJECTS**

- 6.1 The Councils acknowledge that, at the present time, the following projects (listed in no particular order of timing or priority) have been identified in the HIG Bid as priorities for future RIF funding as set out in Schedule 1:
- 6.1.1 replacement of Central Crossing Rail Bridge (excluding such works included within the widening and subject to outcome of structural assessment indicating it as necessary and according to the timescale of that necessity);
  - 6.1.2 Eastern STC between Town Centre, Enterprise Zone and East Harlow Garden Community;
  - 6.1.3 Western STC between Town Centre, National Institute for Health Protection/Pinnacles and Water Lane Garden Community;
  - 6.1.4 Southern STC between Town Centre and Latton Priory Garden Community; and
  - 6.1.5 to the extent not covered by paragraphs 6.1.2 to 6.1.4, the Town Centre STC and any associated interchange and hub.
- 6.2 The Councils acknowledge that the STC network, where located outside of the allocated new garden community sites, is treated in the Infrastructure Delivery Plan as a single item of infrastructure (as represented by the schemes referred to in paragraph 4.1.3 and parts of those referred to in paragraphs 6.1.2 – 6.1.5). The total cost of this off-site STC infrastructure will exceed the total of the contribution provided by HIG for the STC and the amount recovered into the RIF. The Councils each agree to cooperate in an effort to close this funding gap including using reasonable endeavours to secure developer contributions for this purpose (including by way of section 106 or Community Infrastructure Levy contribution from Garden Town Developments both referred to and those not referred to in the Infrastructure Delivery Plan). The Councils agree that such

Developer Contributions will be allocated to the RIF and will seek to act in accordance with paragraphs 5.3.2 and 5.3.3 in respect of the same.

- 6.3 The Councils agree to use reasonable endeavours to secure additional grant or revenue funding for the delivery of the STC network and, where appropriate, to allocate such funding to the RIF, subject always to any terms and conditions attaching to such funding.
- 6.4 The Councils commit to work together to develop an investment strategy to guide future decisions about which projects should benefit from RIF funding beyond the Initial Projects including but not necessarily exclusive to those set out in paragraphs 6.1.1 to 6.1.5. The Councils acknowledge that the projects funded by the RIF may vary from those listed in paragraphs 6.1.1 to 6.1.5.
- 6.5 The Garden Town Board will be responsible for recommending to the Councils infrastructure schemes for funding from the RIF in future. In making any recommendation the Garden Town Board will principally seek to use the RIF for measures to achieve the active and sustainable mode share targets of the Garden Town and to unlock the provision of further new homes, and will have regard to the Infrastructure Delivery Plan (as updated from time to time) and other associated evidence, the investment strategy agreed by the Councils and the amounts available in the RIF.
- 6.6 Unless otherwise agreed by all the partner Councils in any particular case, RIF funding will only be allocated to projects if arrangements are put in place for the recovery of the funding from developer contributions (or other sources) over time, in line with the principles in paragraph 5, with the aim of ensuring that the RIF is continually replenished.
- 6.7 Any proposal for expenditure from the RIF beyond the Initial Projects will require the unanimous approval of all partner Councils (unless otherwise agreed by the Councils).

## **7. FUND HOLDERS' OBLIGATIONS**

- 7.1 As noted in paragraph 2.3, initially the RIF will not be held by a single entity. Each Council that receives relevant payments from developers will hold those sums as a separately-identifiable fund. The aggregate of all such funds will constitute the RIF.
- 7.2 Specifically:
- 7.2.1 in respect of the infrastructure referred to in paragraphs 4.1.1 and 4.1.2, HCC will receive and hold the payments made by the Gilston Area Villages 1–6 landowners (Places for People and/or any successors) pursuant to HIG recovery payments secured through s.106 obligations assumed by those parties associated with relevant planning consents;

- 7.2.2 each of the District Councils and/or County Councils may receive and hold payments made in respect of section 106 obligations (or, if relevant, the Community Infrastructure Levy) in relation to the infrastructure referred to in paragraphs 4.1.1 and 4.1.2 and the STC network, which includes the infrastructure referred to in paragraphs 4.1.3 and 4.1.4, and that referred to in paragraphs 6.1.2 to 6.1.5; and
- 7.2.3 any of the Councils may receive and hold payments made in respect of section 106 obligations (or, if relevant, the Community Infrastructure Levy) in relation to subsequent infrastructure projects funded by the RIF.
- 7.3 Each Council that receives payments from developers in relation to the Initial Projects or any subsequent projects funded by the RIF will:
- 7.3.1 retain such payments as a separately-identifiable interest-bearing fund, acknowledging that relevant funds form part of the RIF and can be used only in accordance with this Memorandum and the purpose for which they were provided;
- 7.3.2 provide to the other Councils full transparency of all such amounts received, and all amounts held as part of the RIF at any particular time; and
- 7.3.3 not permit any RIF monies to be expended other than in accordance with this Memorandum and the purpose for which they were provided (and if money is paid out in breach of this commitment, the relevant Council shall replenish the RIF as soon as practicable upon becoming aware of the same).
- 7.4 Any interest earned in relation to RIF monies held by any Council shall itself be considered part of the RIF and each Council shall add any such interest to the RIF monies it is holding from time to time.
- 7.5 As Contracting Authority, HCC will seek to ensure that all costs to administer the HIG programme will be met within the £171m funding envelope. In the event that HCC incurs reasonable and evidenced costs and expenses in respect of its role as contracting body to the HIG Funding beyond the contracted completion date of 31 March 2025, HCC will in the first instance seek additional funding for administrative costs required to maintain a scaled down functional service until the Infrastructure Works as set out in Part 1 Schedule 1 of the Grant Determination Agreement have been completed. If such costs and expenses cannot be recovered via the Grant Determination Agreement (and/or the connected back-to-back agreements) HCC shall be entitled to retain an appropriate portion of any monies it receives from developers in accordance with this paragraph 7 as reimbursement for the costs and expenses it incurs as contracting body to the HIG Funding. Following an assessment of the current administrative requirements, it is

anticipated that as the Works referred to above relate specifically to activities after the funded programme which ceases on 31 March 2025, they will be evaluated over a financial year and be no greater than £80,000 per annum. All requests will be fair and reasonable and supported with appropriate evidence.

- 7.6 HCC shall produce all evidence as is reasonably required by the other Councils to demonstrate the quantum and appropriateness of such retention as detailed in clause 7.5. HCC shall provide the evidence at the request of the other Councils but provided that HCC shall not be obliged to provide such evidence more than twice in any calendar year. Any evidence supplied by HCC shall be presented in accordance with generally accepted accounting standards and practice
- 7.7 Notwithstanding any other provision of this Memorandum, HCC will not be entitled to recover costs or make a claim to recover its costs from the RIF to the extent that it has already recovered them pursuant to any other sources, agreements (including but not limited to Homes England and/or the GDA) or has received or is able to apply for funding in relation to them. HCC will recover its costs from Homes England or alternative sources before seeking to recover them from the RIF; it is acknowledged and agreed that alternative sources do not include HCC's own funding.
- 7.8 In the event that any of the Councils objects to the quantum of the retention made pursuant to paragraph 7.5, such dispute shall be resolved in accordance with paragraph 12.

## **8. DURATION**

- 8.1 This Memorandum shall remain in place until such time as:
- 8.1.1 the Councils agree that it should be superseded by an alternative agreement or arrangement which sets out the manner in which the RIF will be operated by the Councils; or
- 8.1.2 this Memorandum is terminated pursuant to paragraph 8.2.
- 8.2 This Memorandum may be terminated only by unanimous agreement of all five Councils. Any such agreement must specify how funds remaining in the RIF at the relevant time are to be allocated between the Councils. Such funds must be spent in accordance with the Grant Determination Agreement and section 106 of the Town and Country Planning Act 1990 on infrastructure to unlock housing developments.

## **9. REVIEW AND DEVELOPMENT OF THE RIF**

- 9.1 The Councils will request the Garden Town Board to review the terms of this Memorandum and the operation of the RIF on a six-monthly basis (or at such other

frequency as the Councils may agree), and to report its findings and any recommendations to the Councils.

- 9.2 The Councils acknowledge that there is potential to develop the manner in which the RIF is governed and operated in order to improve its effectiveness as a vehicle to enable the forward funding of infrastructure delivery in the Garden Town. The Councils will work together in good faith to explore ways in which this might be achieved, including consideration of the ability to forward fund infrastructure in reliance on future developer contributions.

## **10. NO FETTER**

Nothing in this Memorandum shall fetter the discretion of any Council in the exercise of any of its statutory rights, powers, duties, discretions or functions, including in particular its role as local planning, highway or education authority.

## **11. STATUS**

- 11.1 This Memorandum is not intended to be legally binding and no legal obligations or legal rights shall arise between the Councils as a result of this Memorandum. Each Council enters into this Memorandum intending to honour all of its commitments but shall not be bound by them.
- 11.2 No legal partnership is created or intended to be created by the terms of this Memorandum.

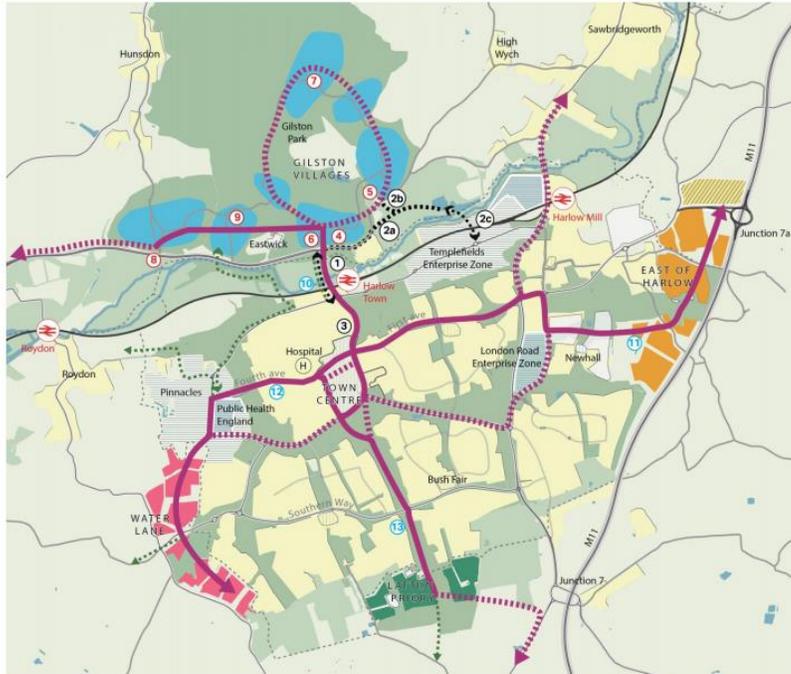
## **12. DISPUTE RESOLUTION**

- 12.1 Any dispute arising in relation to the quantum of the retention made pursuant to clause 7.5 ("Dispute") shall be resolved in accordance with this paragraph 12.
- 12.2 If a Dispute cannot be resolved by the Councils within 10 working days of the dispute arising, any Council can, by written notice to the other Councils, require the Dispute to be escalated. In such circumstances the Dispute will be referred to the respective Chief Executives of the Councils who shall consult in good faith in an attempt to come to an agreement in relation to the disputed matter.
- 12.3 If the Dispute is not resolved by consultation under paragraph 12.2 within 10 working days of the Dispute being escalated, any Council may invite the others to attempt to resolve the dispute through mediation. The other Councils shall act reasonably in deciding whether or not to accept such invitation. A mediator will be selected by agreement of the Councils.
- 12.4 If:

- 12.4.1 the consultation required by paragraph 12.2 has taken place and the dispute remains unresolved;
- 12.4.2 the Councils are unable to reach agreement to proceed with mediation; or
- 12.4.3 following such mediation the dispute remains unresolved,
- any Council may refer the matter for expert determination.
- 12.5 An expert (“Expert”) is a person appointed in accordance with paragraph 12.6 to resolve a dispute arising in relation to the quantum of the retention made pursuant to paragraph 7.5.
- 12.6 The Councils shall agree on the appointment of an independent Expert and shall agree with the Expert the terms of their appointment.
- 12.7 If the Councils are unable to agree on the identity of the Expert or the terms of their appointment within seven days of a Council serving details of a suggested expert on the others, any Council shall be entitled to request the President of the Chartered Institute of Arbitrators to appoint an Expert with experience in determining the quantum of costs.
- 12.8 The Councils are entitled to make submissions to the Expert and will provide (or procure that the other Councils provide) the Expert with such assistance and documents as the Expert reasonably requires for the purpose of reaching a decision.
- 12.9 The Expert shall act as an expert and not as an arbitrator. The Expert shall provide to all the Councils his written decision on the dispute, within 28 days of appointment (or such other period as the Councils may agree). The Expert’s written decision on the matters referred to them shall be final and binding on the Councils in the absence of manifest error or fraud
- 12.10 Each Council shall bear its own costs relating to the reference of the Dispute to the Expert. The Expert’s fees and any costs properly incurred by them in arriving at their determination (including any fees and costs of any advisers appointed by the Expert) shall be borne by the Councils equally or in such other proportions as the Expert shall direct.
- 12.11 The Councils shall continue to comply with, observe and perform all their obligations hereunder regardless of the nature of the Dispute and notwithstanding the referral of the Dispute under this paragraph 12 and shall give effect forthwith to every decision of the Expert.

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SCHEDULE 1 – Extract from HIG Bid - Plan indicating the infrastructure to be funded by the HIG, Developer and the RIF



1. Expansion of Central Crossing to extend Sustainable Transport Corridor (STC) between Gilston Area and Railway Station and Burnt Mill Roundabout.
2. Eastern Stort River Crossing (comprising Items 2a, 2b and 2c below)
  - 2a. Realignment of the Eastwick Road and new junction allowing access to Terlings Park and Pye Corner.
  - 2b. Pye Corner bypass including junction between north-south section and east-west section
  - 2c. Remainder of Eastern Crossing including River Way Bridge
3. Extension of STC from Burnt Mill Roundabout through the Town Centre.
4. Enhanced sustainable transport hub in Village 1.
5. Access to Gilston Area Village 2.
6. Access to Gilston Area Village 1 (north of Eastwick junction) and creation of STC link within Village 1.
7. Gilston Area STC "inner loop" connection to Villages 3, 4, 5
8. Access to Village 7.
9. Gilston Area STC "inner connection" opening up sustainable access and highway between Village 7 and Village 1.
10. Replacement of Central Crossing Rail Bridge.
11. Eastern STC between Town Centre, Enterprise Zones and Harlow East Garden Community.
12. Western STC between Town Centre, PHE/Pinnacles and Water Lane Garden Community.
13. Southern STC between Town Centre and Latton Priory Garden Community.

-  Funded by the HIF
-  Funded by the Developers
-  Funded by rolling infrastructure fund

DRAFT, CONFIDENTIAL

## **Report to the Cabinet**

**Report reference: C-026-2021/22**

**Date of meeting: 6 December 2021**



**Epping Forest  
District Council**

**Portfolio: Customer & Partnerships – Cllr.S Kane**

**Subject: Off-Street Car Parks Tariff Recommendations**

**Responsible Officer: James Warwick (01992 564350).**

**Democratic Services: Adrian Hendry (01992 564246).**

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

**(1) Following a review of car parking tariffs in Council owned off-street car parks, the following to be agreed for implementation from 1<sup>st</sup> April 2022:**

#### **Parking Tariffs:**

- a) **The existing tariffs of £0.20 for 30 minutes, £0.80/£0.90 for up to 1 hour and £1.60/£1.80 for up to 2 hours to be increased to £0.30 for 30 minutes, £1.00 for up to 1 hour and £2.00 for up to 2 hours across the District. This will create uniform tariffs across the District and simplify parking tariff.**
- b) **To retain the tariffs for stays above 2 hours.**
- c) **To extend full tariff on Saturday to apply to all car parks across the District.**
- d) **To extend 1 hour free parking on Sunday to 2 hours across the District and increase all day £1.00 charge to £2.00.**
- e) **To remove daily 1 hour free charging in Civic Offices Car Park (Sunday free allowance will remain) in consistency with other District car parks.**
- f) **To agree full tariffs to be introduced in Beaumont Park Drive Car Park, with a view to exploring satisfactory resolutions for demand.**
- g) **To retain free weekend and Bank Holiday parking during the month of December.**
- h) **To continue free parking for Blue Badge holders and motorbikes.**

#### **Permits & Season Tickets;**

- i) **To increase first residents permit charge from £50.00 to £55.00 per annum, in line with on-street charges.**
- j) **Introduction of business and residents permits in Cornmill Car Park (Waltham Abbey) and business permits in Oakwood Hill East Car Park (Loughton).**
- k) **Season Tickets 5% discount to be retained and prices to be adjusted in line with proposed parking charges.**
- l) **To agree proposed operational hours of 08:00-18:00 in all car parks for consistency.**

**m) To agree for EFDC employees and members to use MiPermit at the Civic and in certain EFDC Off-Street Car Parks**

**Executive Summary:**

The purpose of report is to review the tariffs in EFDC off-street car parks, which has not increased since 2015. The tariff review aims to ensure tariffs are set at a level are sustainable to support the operation of car parks and to assist with budget pressures as a result of Covid-19 that have impacted maintenance and enhancement works. The review of the off-street car park tariffs also takes into consideration the climate change action plan and the need to reduce our carbon footprint and improve air quality in Epping Forest.

Epping Forest District Council review off-street parking tariffs periodically to ensure the charging regime is at an appropriate level across the District that do not undermine the vitality of our town centre economies.

A benchmarking assessment has been conducted to understand how current tariffs compare with charges in Epping (on-street and other off-street car parks) and neighbour local authorities (see Appendix A). EFDC off-street car park charges appears to be in the lower range for up to 2 hour stays, whereas tariff band charges for over 2 hours is above average. A cost-benefit analysis assessment and consultation has been undertaken with RTA Associates to propose a sustainable charging structure, balancing parking requirements and the needs of car park users.

**Reasons for Proposed Decision:**

To review the current charging regime in EFDC off-street car parks which has not increased since 2015 and to ensure the charges are sustainable to support the operation and maintenance demand of car parks.

To generate additional income for the Council to assist with the financial pressures as a result of Covid-19. Financial pressures have impacted the programme of maintenance and enhancement works of the car parks.

**Other Options for Action:**

The do-nothing or delay option would not address the requirement to ensure car parking charges are appropriate and would not contribute to the Council's budget objectives.

The option to increase in line inflationary across all tariffs will result in charging higher rates for above 2 hours than neighbouring authorities and may adversely impact occupancy rates, hence is not deemed sustainable.

The report has considered recommendations from the Stronger Place Select Committee. The recommendation of introducing free parking for up to 30 minutes has been modelled and this would have considerable cost impact upon Epping Forest District Council and is therefore deemed financially unsustainable. This recommendation also goes against the council's climate change action plan and the desire to reduce the volume of traffic movements and would not help to improve the District's air quality. The report benchmarks against other nearby local authorities and only East Herts and Brentwood offer free stays for 30 minutes and other local authorities do not offer 30-minute stays at all.

A further recommendation from Stronger Place Select Committee was to investigate the feasibility of the introduction of an annual payment system to allow the occasional use of all Epping Forest District Council car parks for up to 2 hours. Due to the complexity, cost and resource implications of introducing this, the viability of annual payment system will be looked at outside of the remit of this Tariff review.

## Report:

1. Epping Forest District Council (EFDC) operate 22 off-street car parks in the Epping Forest District area. The car parks are located in key population areas and/or commuter towns of Buckhurst Hill, Debden, Epping, Loughton, Ongar, Waltham Abbey and Roydon.
2. The Covid-19 pandemic has resulted in significant financial pressures on the Council's budget and income. Current data suggest parking income is circa 80% of pre-pandemic levels, with occupancy of short stay car parks recovering well, but long-stay car parks remain affected. Further financial pressures to the car parking budget are expected with the Cottis Lane & Bakers Lane Car Parks redevelopment projects.
3. The last tariff review was conducted in 2018 and the decision to retain tariffs was applied (formerly reviewed in 2015) and a linear hourly tariff structure for stays above 2 hours was introduced.

## Existing & Proposed Off-Street Parking Charges

Table 1: Existing Tariff Structure

	<i>Epping, Loughton &amp; Buckhurst Hill</i>	<i>Waltham Abbey and Ongar</i>
<b>Mon-Fri</b>		
Up to 30 min	£0.20	£0.20
Up to 1 hour	£0.90	£0.80
Up to 2 hours	£1.80	£1.60
Up to 3 hours	£3.00	£3.00
Up to 4 hours	£4.00	£4.00
Up to 5 hours	£5.00	£5.00
6 hours +	£6.00 (Long Stay) / £10.00 (Short Stay)	£6.00 (Long Stay) / £10.00 (Short Stay)
<b>Sat</b>		
Up to 1 hour	Full Tariff / Free*	Full Tariff / Free*
1 hour +	Full Tariff / £1.00*	Full Tariff / £1.00*
<b>Sun</b>		
Up to 1 hour	Free	Free
1 hour +	£1.00	£1.00

\*Saturdays 1 hour free - £1.00 all day tariff is applicable to Burton Road, Burton Road South, Civic Offices, Bakers Lane, Smarts Lane, Traps Hill, Pleasance, Cornmill and Darby Drive Car Parks.

NB: 30-minute stays are cash only.

**Table 2: Proposed Tariff Structure**

	<i>All EFDC Off-Street Car Parks</i>
<b>Mon-Fri</b>	
Up to 30 min	<b>£0.30</b>
Up to 1 hour	<b>£1.00</b>
Up to 2 hours	<b>£2.00</b>
Up to 3 hours	£3.00
Up to 4 hours	£4.00
Up to 5 hours	£5.00
6 hours +	£6.00 (Long Stay) / £10.00 (Short Stay)
Saturday	<b>Full Tariff</b>
<b>Up to 2 hours</b>	<b>Free</b>
<b>2 hours +</b>	<b>£2.00</b>

4. The proposed tariff structure recommends the following changes (highlighted above):
  - £0.30 for 30 minutes, £1.00 for up to 1 hour and £2.00 for up to 2 hours across all EFDC off-street car parks. Retain tariffs above 2 hours which has not incurred any price changes since 2015.
  - Full tariffs on Saturdays to be retained and apply to all car parks for consistency, and to align with other parking in Epping and neighbouring authorities generally.
  - Increase free parking on Sundays for up to 2 hours (ticket required) and increase all day tariff to £2.00.
5. The modelling assumes the proposed increases will not affect car park occupancy rates. This is supported by British Parking Association and Government research that there is no clear relationship between car parking charges and footfall levels. Research shows the better-quality retail offer can boost footfall and local economies and not car parking charges.
6. The Council are aware of its legal obligations when setting charges, however it is recognised that the proposed changes are essential with increasing operational and maintenance costs, and to accommodate future enhancements for high quality service. The proposed charges will remain in the lower range within charging in Epping and competitive with neighbouring local authorities. With the exception of Sundays, we are not proposing any changes to stays over 2 hours to ensure costs remain reasonable to support businesses and local traders.
7. The recommendation from Stronger Place Select Committee of free parking for up to 30 minutes has been considered and it has been concluded that it is financially unsustainable and does not support the Council's sustainability and air quality commitments. Research indicates that it would offer little value with regards to High Street/Town Centre regeneration as it will not support/increase High Street visit duration (the average shopping trip is around 2 hours). It can also be argued that providing free 30-minute parking will lead to congestion, obstructions, pollution and spaces being occupied and will not make towns/high streets more pedestrian friendly. Data on streets where the pedestrian experience has improved shows footfall increasing 20-35% (Living Street Org.). Offering free 30-minute stays does not influence a modal shift in the transport choices of people. Most local authorities do not offer 30 minute stays. At present, EFDC car park users who use MiPermit pay for 1 hour parking as 30-minute stays are not offered via MiPermit.
8. Proposed tariffs will result in uniform tariffs in all EFDC off-street car parks across the District.
9. It is recommended that free parking for Disabled Badge holders and motor bikes is to be continued. It is also recommended that free weekend and Bank Holiday parking during the month of December is also continued, as this assists the change in increasing footfall during the Christmas period.
10. The proposed tariff structure is estimated to generate an additional net income of £158,000. (£40,000 would need to be deducted in year 1 from this to satisfy legal duties in changing Traffic Regulation Order, consultations, advertisements and replacing notice boards and signs in car parks. This based on modelling, with assumptions including the same car park usage and that the car parks will achieve pre-Covid occupancy levels. Cottis Lane Car Park has been excluded from this modelling.
11. At present, EFDC off-street car parks have different operational hours of 08:00-18:00, 08:30-17:30 and 09:00-18:00. Uniform operational hours of 08:00-18:00 is recommended across all car parks and during these hours the car parks will be subject to parking enforcement. Parking outside these hours will be free for all car park users.

#### **Beaumont Park Drive Car Park, Roydon**

12. Beaumont Park Drive Car Park, Roydon is the only free Council owned car park in the District. The provision of free parking is not sustainable, considering cost of running the car park, including maintenance and future car park enhancements. It is recommended for the Council to introduce parking tariffs to meet the cost of the provision and maintenance by the Council of the car park and create consistency across the District.

13. The Council is mindful of the user groups that make use of Beaumont Car Park (primarily the local school which has its own car park, business and residents) and it is prudent to explore satisfactory resolutions of demand through measures such as residents permits, business permits and no enforcement during school pick up/drop off times.

14. Introducing charges in Beaumont Park Drive is estimated to generate an additional net income of £30,000 per year.

### **Permits and Season Tickets**

15. It is recommended that the off-street parking first residents permit is increased from £50.000 per annum to £55.00 per annum, to be in line with on-street permit costs.

16. It is advised to utilise Cornmill Car Park (Waltham Abbey) by providing business and resident permits, and Oakwood Hill East (Loughton) by providing business permits to satisfy the local demand and create additional use for the car park. The number of permits and extent of properties/businesses to be included within the schemes are to be explored.

17. Where season tickets are available in car parks, prices will be adjusted in accordance to the revised tariff charges, which is a reduction of 5% of all day parking charge over a month.

18. Due to the reduction in car parking spaces available at the Civic Offices, it is proposed that employees and members are given access to an EFDC MiPermit account to enable booking of parking spaces at the Civic and to use MiPermit in Bakers Lane Car Park if parking is not available at the Civic Offices subject to parking spaces being available.

### **EV Charging**

19. EFDC are partnering with InstaVolt Ltd to install 2 x rapid Electric Vehicle (EV) charging stations at Oakwood Hill East Car Park (Loughton) by the end of 2021. Providing public EV charging in Oakwood Hill will support key EFDC policies of reducing road transport emissions, helping meet the Interim Air Pollution Mitigation Strategy for a 10% conversion of cars to Ultra Low Emission Vehicles by 2025 and working towards becoming a carbon-neutral district by 2030. EV drivers will be required to pay parking charges, as per industry standard.

20. The Parking Team are investigating the prospect of introducing discounts for EV drivers in all EFDC car parks, which will include an online process for drivers to register for the discount and subsequent validation. Further work is necessary to explore the process and resources required to be able to implement EV discounts.

### **Resource Implications:**

The changes to the tariff structure will require a statutory consultation, advertisement and Traffic Regulation Order (TRO) to be formally made and introduced under the Road Traffic Regulation Act 1984. North Essex Partnership (NEPP) will be commissioned to carry out the associated necessary legal and technical work.

Changes to car park signs, replacing notice boards and system upgrades will also be required to implement the tariff changes.

A budget of £40,000 is required to implement the tariff changes, which will be deducted from the car park income.

The proposed tariff structure is estimated to generate an additional net income of £158,000. This based on modelling, with assumptions including the same car park usage and that the car parks will achieve pre-Covid occupancy levels. Cottis Lane Car Park has been excluded from this modelling. The £40,000 required to implement these changes would be deducted from this in year 1 which would leave estimated income of £118,000.

**Legal and Governance Implications:**

Under the Road Traffic Regulation Act 1984, any changes to car parking charges will require a Traffic Regulation Order and will be advertised. Any objections and observations will be formally considered and reported to the Select Committee and Cabinet Board.

**Safer, Cleaner and Greener Implications:**

Installation of EV charging points will provide charging opportunity in the District and assist in EV uptake, contributing to reduce carbon emissions and improve air quality.

The Council is committed to improve air quality in the District and the proposed tariff charges may encourage car park users to use more sustainable modes of transport. Car park users unable to make different transport choices may benefit from reduced overall demand which maximises the turnover of spaces.

**Consultation Undertaken:**

Consultation has been undertaken with RTA Associated for the validation of parking and estimated income modelling. Members have been consulted on the tariff charge options.

A statutory consultation will be carried out in accordance with requirements under the Road Traffic Regulation Act 1984.

**Background Papers:** None**Risk Management:**

There is a risk around the modelling assumptions and until the new tariff is implemented, it would not be possible to ascertain if the income assumption will be realised or not. Subject to the implementation of the proposed tariffs, the financial/occupancy data will be monitored to ensure any adverse impact can be corrected. Members need to be aware that there is a risk element to the change in tariff structures should members of the public fail to meet demand then any loss of income would need to be absorbed by the relevant accounts.

**Equality Impact Assessment:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. The equality information is provided as an Appendix B for the consideration of this report.

## Appendix A – Benchmarking, Off-Street Car Parks Tariff Review

Key	
	Below/As Existing EFDC Tariff
	Above Existing EFDC Tariff

**Table A1: Epping Parking Charges**

	EFDC Off-Street	EFDC On-Street	City of London	TfL
<b>Mon-Fri</b>				
Up to 30 min	£0.20	£0.40 - £0.50	n/a	£6.00 - £7.50
Up to 1 hour	£0.80 / £0.90	£1.00 - £1.20	£1.50	
Up to 2 hours	£1.60 / £1.80	£2.00 - £2.10	£2.50	
Up to 3 hours	£3.00	£3.10	£4.00	
Up to 4 hours	£4.00	£4.10	£4.00	
Up to 5 hours	£5.00	£5.10	£6.00	
6 hours +	£6.00 / £10.00	£6.10 - £10.50		
<b>Sat</b>				
Up to 1 hour	Full Tariff / Free	Full Tariff	Full Tariff	£3.00 - £6.00
1 hour +	Full Tariff / £1.00			
<b>Sun</b>				
Up to 1 hour	Free	Full Tariff	Full Tariff	£3.00 - £6.00
1 hour +	£1.00			

For illustrative purposes only.

NB: EFDC On-Street Charges are based on NEPP 2022 proposed charges.

**Table A2: Neighbouring Local Authorities Off-Street Car Parks Comparison**

	<i>EFDC</i>	<i>Broxbourne</i>	<i>Brentwood</i>	<i>East Herts</i>	<i>Harlow</i>	<i>Redbridge</i>	<i>Waltham Forest</i>	<i>Uttlesford</i>	<i>Braintree</i>
<b>Mon-Fri</b>									
Up to 30 min	£0.20	n/a	Free	Free	n/a	n/a	n/a	£0.40 - £0.50	n/a
Up to 1 hour	£0.80 / £0.90	£1.10	£1.00	£0.80	Free	£1.45 - £1.85	£1.30 - £2.50	£0.60 - £0.70	£1.00
Up to 2 hours	£1.60 / £1.80	£2.00	£2.00	£1.60	£0.85 - £1.65	£2.15 - £3.15	£2.50 - £4.00	£1.00	£2.00
Up to 3 hours	£3.00	£2.80	£3.00	£2.20	£1.75 - £1.95	£3.00 - £4.50	£3.50 - £5	£1.20	£2.00
Up to 4 hours	£4.00	£3.80	£4.00	£2.90	£2.75 - £3.60	£3.70 - £10.20	£8.00	£2.00	£3.00 - £3.50
Up to 5 hours	£5.00	£5.10	£5.00	£3.60	£2.40 - £2.50			£3.00 - £6.00	
6 hours +	£6.00 / £10.00		£6.60 / £8.00	£4.40	£6.20 - £7.75			£3.50 - £4.70	
<b>Sat</b>									
Up to 1 hour	Full Tariff / Free	Full Tariff	Full Tariff	Full Tariff	2 hours free	Full Tariff	Full Tariff	Full Tariff	Full Tariff / £0.50-£1.00
1 hour +	Full Tariff / £1.00*				£1.25 2 hours+				Full Tariff / £0.50-£1.00
<b>Sun</b>									
Up to 1 hour	Free	Free	£1.00	Free	2 hours free	Full Tariff	Full Tariff	Free	Full Tariff / £0.50-£1.00
1 hour +	£1.00				£1.25 2 hours+				Full Tariff / £0.50-£1.00

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For illustrative purposes only.

# Equality Impact Assessment

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

## Section 1: Identifying details

Your function, service area and team: Leisure and Car Parking Team - Contracts.

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

Title of policy or decision: Off-Street Car Parks Tariff Recommendations

Officer completing the EqlA: Amelia Hoke Tel: 0199256 4442 Email: adhoke@eppingforestdc.gov.uk

Date of completing the assessment: 16 October 2021

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to an existing service/function that already exists and is being reviewed.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To agree proposed EFDC off-street car parking tariff charges which has not increased since 2015, to support the operation and maintenance demand of car parks.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Revision of tariff structures in all Council owned off-street car parks.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p>The decision does not affect employees. The decision does affect service users and the wider community or groups of people.</p> <p>Will the policy or decision influence how organisations operate? No.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? Yes. EV considerations support the Climate Change Action Plan and EFDC Interim Air Pollution Mitigation Strategy and will therefore directly contribute to reduce carbon emissions across the District and improve air quality.</p>

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

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

3.1	<p>What does the information tell you about those groups identified? Some elderly car park users or users with disabilities may find the tariff changes complex to follow with regards to reading and understanding the tariff boards. Tariff increases may present adverse effects for low socioeconomic status households.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>A full public consultation process will be undertaken as part of the formal legal process to change a Traffic Regulation Order.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>N/a.</p>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Adverse. Some users of this group may have difficulty in understanding the new tariff changes. May not be able to afford the proposed tariff change.	M
Disability	Adverse. Some users of this group may have difficulty understanding the new tariff changes. May not be able to afford the proposed tariff change.	M
Gender	Neutral.	L
Gender reassignment	Neutral.	L
Marriage/civil partnership	Neutral.	L
Pregnancy/maternity	Neutral.	L
Race	Neutral.	L
Religion/belief	Neutral.	L
Sexual orientation	Neutral.	L

## Section 5: Conclusion

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

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

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Some user groups may not understand the tariff changes.	Making the new changes and tariffs clear to all users by: <ul style="list-style-type: none"> <li>- Updating tariff boards and signs</li> <li>- Issuing notices in advance to inform car park users when the changes will be implemented.</li> </ul>	TBC
Some user groups may not be able to afford the proposed tariff increases.	These user groups may be eligible to receive free public transport or Blue Badges which mitigate impact of changes to the tariff structure.  The proposed tariff has been considered carefully and is in line with parking charges in Epping and neighbouring local authorities. A formal public consultation process will be undertaken before any changes are implemented.	TBC

**Section 7: Sign off**

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

Signature of Head of Service: J.Warwick

Date: 25/10/21

Signature of person completing the EqIA: A.Hoke

Date: 14/10/21

**Advice**

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

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## Report to the Cabinet

**Report reference:** C-030-2021/22  
**Date of meeting:** 6<sup>th</sup> December 2021



**Portfolio:** Finance, Qualis Client & Economic Development – Cllr. John Philip  
**Subject:** Quarter 2 Budget Monitoring Report 2021/22  
**Responsible Officer:** Chris Hartgrove 01992 564000 (Ext. 2532)  
**Democratic Services:** Adrian Hendry (01992 564246).

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### Recommendations/Decisions Required:

1. The General Fund revenue position at the end of Quarter 2 (30th September 2021) for 2021/22, including actions being or proposed to improve the position, where significant variances have been identified, be noted (*Appendix A*).
2. The General Fund capital position at the end of Quarter 2 (30th September 2021) for 2021/22 be noted (*Appendix B*).
3. The Housing Revenue Account revenue position at the end of Quarter 2 (30th September 2021) for 2021/22, including actions proposed to ameliorate the position, where significant variances have been identified, be noted.
4. The Housing Revenue Account capital position at the end of Quarter 2 (30th September 2021) for 2021/22 be noted (*Appendix C*).

### Executive Summary:

This report sets out the 2021/22 General Fund and Housing Revenue Account positions, for both revenue and capital, as at 30th September 2021 (“Quarter 2”).

This report was considered by Stronger Council Select Committee on 16<sup>th</sup> November 2021.

In terms of General Fund revenue expenditure – at the Quarter 2 stage – a budget under spend of £0.129 million is forecast, with projected net expenditure of £16.682 million against an overall budget provision of £16.811 million.

The financial pressures due to the impact of the Covid-19 pandemic have generally stabilised, with the Leisure Facilities budget especially now back on track (albeit based on lower income expectations) as leisure centre usage recovers more sharply than expected. Similarly, Car Park usage is now back to around 80% of pre-pandemic levels, although the budget is off track.

The temporary delay in asset disposals to Qualis – as part of the Regeneration element of the initiative – is also causing some financial pressure in areas such as Building Costs and (Qualis) Interest Receivable, although the disposal has subsequently taken place on 20th October 2021, so the financial pressure will not get any worse.

Paragraph 2.3 of the report summarises a range of other budget pressures. However, despite the pressure, a projected surplus on Financing and Recharges is expected to help deliver a small budget surplus.

As with 2020/21, the Housing Revenue Account position was less affected by the Covid-19 pandemic. However, a range of other financial pressures – as presented in Paragraph 3.2 – are combining to result in a projected year-end deficit of £1.403 million. The largest spending pressure relates to Housing Repairs (£560,000), which has been a challenge for the Council in recent years. However, the recently established delivery arrangements through Qualis are expected to deliver significant savings in the medium term.

Turning to capital spending:

- General Fund Capital Programme – spending in the first 6 months was £2.655 million, with a forecast outturn of £52.865 million, which – if this materialises – would lead to an underspend of £19.577 million. The drawdown on Qualis loans is lower than the budget and is the most significant variance (£15.0 million); and
- Housing Revenue Account – spending in the first 6 months was £6.712 million, with a forecast outturn of £30.429 million, which – if this materialises – would lead to an underspend of £8.921 million. Slippage on the Housebuilding Programme is the most notable factor.

Finally – previously reported – Members are reminded that the Council's draft Balance Sheet position as at 31st March 2021 is showing that the General Fund unallocated reserve is now getting close to the £4.0 million minimum contingency balance adopted by full Council in February 2021, which is partly a consequence of late accounting adjustments to the 2019/20 Statement of Accounts (reported to Audit and Governance Committee, and approved by full Council in July 2021).

As reported at Quarter 1, officers have been working towards delivering a General Fund surplus by the year end in order to reduce the planned use of reserves to support the 2021/22 Budget from the original assumption of £1.350 million (determined prior to the accounting adjustments mentioned above); positive progress has been made (with a small *deficit* at Quarter 1 turned into a small *surplus* at Quarter 2) but more remains to be done. Any surplus reduces the need to contribute to the reserve as part of the Medium-Term Financial Plan (MTFP).

## 1) Background and Introduction

- 1.1 The Council's budget for 2021/22 (both General Fund and Housing Revenue Account) was approved by full Council on 25th February 2021. This report updates the Cabinet on how the Council's services have performed against their budgets in the first six months of the financial year, and projects forward to the anticipated outturn for the end of the financial year.
- 1.2 This is the second update for 2021/22 and includes the General Fund and Housing Revenue Account positions, for both revenue and capital, as at 30th September 2021 ("Quarter 2").
- 1.3 It should be noted that, as reported to Cabinet in February 2021, late service realignments meant that the General Fund service structure presented within the initial 2021/22 Budget required further refinement. The required changes, which are reflected in the tables below, were relatively slight and have no impact on Net Expenditure or Funding.

## 2) General Fund Revenue Budget

- 2.1 The General Fund revenue position for 2021/22, at the Quarter 2 stage – summarised by service area – is presented in **Appendix A**. The headline is a forecast budget underspend/surplus of £0.129 million, with projected net expenditure of £16.682 million against an overall budget provision of £16.811 million. The table below summarises the position by service.

<b>General Fund Revenue Budget 2021/22 (Quarter 2)</b>			
<b>Description</b>	<b>Budget 2021/22 (Updated)</b>	<b>Forecast Spending (31/03/22)</b>	<b>Variance</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Chief Executive	812	827	15
Commercial & Technical	448	747	299
Community & Wellbeing	1,506	1,110	(396)
Corporate Support	8,865	9,402	537
Customer Services	2,564	2,353	(211)
Finance & Audit	3,138	3,587	449
Housing & Property	1,997	2,206	209
Place	431	328	(103)
Planning & Development	1,822	1,867	45
Strategy, Delivery & Performance	778	781	2
Qualis	(3,365)	(3,037)	328
Financing & Recharges	(2,185)	(3,488)	(1,303)
<b>Totals</b>	<b>16,811</b>	<b>16,682</b>	<b>(129)</b>

2.2 The table below reconciles the base budget approved by full Council on 25th February 2021 to the updated position presented in the table above.

<b>Budget Reconciliation 2021/22: Quarter 2</b>	
<b>Description</b>	<b>Value (£000's)</b>
<b>Net Expenditure (approved by full Council 25/02/21)</b>	<b>16,690</b>
<i>Pre-Pandemic DDF Commitments (approved prior to 2020/21):</i>	
Community Housing Fund	24
Contribution to Police Officers	84
MHCLG Recycling Reward Scheme	13
<b>Total additions to Budget at Q1 stage*</b>	<b>121</b>
<b>Total additions to Budget at Q2 stage*</b>	<b>0</b>
<b>Net Expenditure (updated Budget 2021/22 @ Q2)</b>	<b>16,811</b>

\*Revised DDF commitments of £842,000 for 2021/22, established in 2020/21 in the light of the Covid-19 pandemic, yet to be added.

2.3 The most notable variances (in excess of £0.3 million) to the budget in the table above are as follows:

- Community & Wellbeing (£395,950 forecast Underspend) – the most significant factor in the anticipated underspend in this directorate is higher than expected grant funding for the Homelessness Advice service (£209,613) being received from both Government and Essex County Council. In addition, a significant underspend is also anticipated on Economic Projects Support Services mainly due to underspending on salaries (£153,664), with a vacant Service Manager post being the biggest item
- Corporate Support (£537,367 forecast Overspend) – this directorate is coming under the most significant financial pressure due to a combination of factors. The largest item is ICT (forecast overspend £152,276) where unavoidable agency costs (£109,498), including the need for Service Desk cover, are a pressure. Insurance premiums (£138,318) are also running above budget expectations. In addition, the Business Support function is also expected to overspend by £142,891 due to a range of budget pressures including Document Archiving (£49,990) and Postage (£29,371)
- Finance & Audit (£448,736 forecast Overspend) – the two most notable factors are (corporate) Pension Costs and Staffing. Added Years/Unfunded Payments to Ex-employees of £250,000 are the largest item. In addition, due to continued vacancies (caused by recruitment difficulties), the Finance team has used more Agency staff than anticipated this year (net impact £94,817)
- Qualis Income (£327,817 forecast Overspend) – forecast income from Qualis is now slightly lower than assumed within the budget mainly due to the delayed sale of Land and Buildings to Qualis (£460,817), although this is partially offset by other factors such as the recently agreed extension of the Qualis loan facility. Note also that Interest Payable (on PWLB loans) is also consequently less than expected (see below); and
- Financing & Recharges (£1,303,000 forecast Underspend) – the established HRA Recharges budget is overly prudent; whilst Finance officers are currently reviewing the position in developing the 2022/23 Budget (initial draft due before Cabinet on 6th December 2021), it now appears reasonable to assume an additional £500,000 on this budget line for 2021/22. In addition, an anticipated Government grant in support of the Garden Town initiative of £500,000 was assumed in the budget, although – due to uncertainty at the time – this was offset by a specific contingency of the same amount. Best estimates at the Quarter 2 stage, suggest that the call on the contingency will be limited to £125,000 (which – if realised – would generate a surplus of £375,000). In addition, forecast Interest Payable is less than expected (£428,000) mainly due to extremely competitive interest rates being achieved on short-term borrowing from other local authorities.

2.4 As reported at Quarter 1, the un-ringfenced Covid-19 funding allocation for Epping Forest District Council of £663,322 remains unchanged. However, since then, on 5th October 2021, the Council submitted its Sales, Fees and Charges (SFC) Compensation scheme return for the period April to June 2021; the value of that claim – at £404,000 – was slightly lower than original expectations. This means that the Council has so far secured £1.067 million of the assumed £1.263 million in Government support for Covid-19 in the budget. The current shortfall (£0.196 million) could be met (at least partially) by other miscellaneous sources of Covid-19 related funding.

2.5 In contrast, a relatively sharp recovery in Council Tax collection is being experienced in 2021/22, which is leading to greater than expected 'share back' payments from major preceptors (County, Police, Fire). Consequently, the Quarter 2 estimate suggests that the Council could generate a budget surplus of £332,745 from the Essex Council Tax Sharing Agreement (CTSA).

### 3) Housing Revenue Account (revenue)

3.1 The Housing Revenue Account (HRA) revenue position for 2021/22, at the Quarter 2 stage, is summarised in the table below. As at 30th September 2021, a £1,403,000 deficit is forecast for the year end, compared to a balanced budget position.

Housing Revenue Account Budget 2021/22 (Quarter 2)						
Description	Budget 2021/22	IAS19 Adj	Business Plan Adj	Updated Budget 1st October 2021	Forecast Spending (31/03/22)	Variance
	£000's	£000's	£000's	£000's	£000's	£000's
<b>EXPENDITURE</b>						
Supervision & Management (General)	6,633	(347)	0	6,286	6,676	390
Supervision & Management (Special)	3,953	(180)	0	3,773	3,721	(52)
Rents, Rates Taxes and Insurances	533	0	0	533	484	(49)
Contributions to Repairs Fund	7,723	0	0	7,723	8,580	857
<b>Management &amp; Maintenance</b>	<b>18,842</b>	<b>(527)</b>	<b>0</b>	<b>18,315</b>	<b>19,461</b>	<b>1,146</b>
Capital Charges	8,782*	0	0	8,782	8,782	0
Major Repairs on Leasehold Properties	300	0	0	300	300	0
Treasury Management Expenses	58	0	0	58	58	0
Provision for Bad/Doubtful Debts	91	0	(2)	89	89	0
<b>Total Expenditure</b>	<b>28,073</b>	<b>(527)</b>	<b>(2)</b>	<b>27,544</b>	<b>28,690</b>	<b>1,146</b>
<b>INCOME</b>						
Gross Rent from Dwellings	(33,349)	0	(78)	(33,427)	(33,472)	(45)
Non-Dwellings Rents	(810)	0	0	(810)	(777)	33
Charges for Services & Facilities	(2,092)	0	0	(2,092)	(1,823)	269
Contributions from General Fund	(357)	0	0	(357)	(357)	0
<b>Total Income</b>	<b>(36,608)</b>	<b>0</b>	<b>(78)</b>	<b>(36,686)</b>	<b>(36,429)</b>	<b>257</b>
<b>Net Cost of Services</b>	<b>(8,535)</b>	<b>(527)</b>	<b>(80)</b>	<b>(9,142)</b>	<b>(7,739)</b>	<b>1,403</b>
Interest on Receipts and Balances	(36)	0	6	(30)	(30)	0
Interest Payable on Loans	6,125	0	(387)	5,738	5,738	0
Pensions Interest Payable/Return on Assets	652	(652)	0	0	0	0
<b>Net Operating Income</b>	<b>(1,794)</b>	<b>(1179)</b>	<b>(461)</b>	<b>(3,434)</b>	<b>(2,031)</b>	<b>1,403</b>
<i>Appropriations:</i>						
Direct Revenue Contributions to Capital	2,973	0	(2,190)	783	783	0
IAS19 Adjustment	(1,179)	1,179	0	0	0	0
<b>(Surplus)/Deficit for Year</b>	<b>0</b>	<b>0</b>	<b>(2,651)</b>	<b>(2,651)</b>	<b>(1,248)</b>	<b>1,403</b>

\*adjusted for reversal on Repairs Depreciation (£68,000)

3.2 There are three significant factors behind the forecast deficit as follows:

- **Repairs and Maintenance (Negative £857,000)** – there are two items driving this variance:
  - Housing Repairs (£560,000) – In the first half of the year, there have been a substantial number of repair works (both general and void) that currently sit outside the base contract with Qualis; the projected overspend is currently being investigated by officers. In previous years, the Repairs Fund had been used to smooth the annual cost of repairs, but this was exhausted in 2020/21; and
  - Planned Maintenance (£200,000) – There are numerous items contributing to this variance, including a project to redecorate Frank Bretton House
- **Supervision & Management (General) (Negative £390,000)** – there are three items driving this variance which – although expected to deliver significant benefits for the Council – were not included in the original budget:
  - Stock Condition Survey (£200,000) – To provide comprehensive and up to date information on component replacement requirements and potential costs, a new Stock Condition Survey is in the final stages of procurement
  - “Rent Sense” System (£67,000) – A piece of software that provides information to help drive down rent arrears; and
  - Housing Asset Management System (£76,000) – The revenue costs associated with implementing the new system.
- **Charges for Facilities and Services (Negative £269,000)** – This variance represents lost income from the Telecare service, which is now a free service offered by Essex County Council.

3.3 Members should note that the current HRA Business Plan includes the assumed maintenance of a minimum balance of £2.0 million in the HRA reserve; as at 31st March 2021, the balance was £2.105 million. The budget as at 1st October 2021 recorded an anticipated surplus of £2.651 million; assuming the anticipated deficit on the HRA materialises at year end, a transfer from HRA reserves will be required.

#### 4) General Fund Capital Programme

4.1 The General Fund Capital Programme for 2021/22 as at 30th September 2021 is summarised – at a service level – in the table below. A more detailed analysis – at a scheme level – is included in **Appendix B**. The updated Programme budget totals £72.443 million. Spending in the first 6 months was £2.655 million, with a forecast outturn of £52.865 million, which – if this materialises – would lead to an underspend of £19.577million.

<b>General Fund Capital Programme 2021/22 (Quarter 2)</b>					
<b>Description</b>	<b>Budget 2021/22 (Updated)</b>	<b>Spending (@ 30 Sept 2021)</b>	<b>Remaining Budget (@ 30 Sept 2021)</b>	<b>Forecast Spending (31/03/22)</b>	<b>Variance (Under) / Over</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Community & Wellbeing	770	63	707	100	(670)
Commercial & Technical	6,945	1,905	5,040	4,136	(2,808)
Corporate Services	2,807	459	2,348	1,737	(1,070)
Housing (General Fund)	494	229	265	465	(29)
Place	427	0	427	427	0
Qualis	61,000	0	61,000	46,000	(15,000)
<b>Totals</b>	<b>72,443</b>	<b>2,655</b>	<b>69,788</b>	<b>52,866</b>	<b>(19,577)</b>

- 4.2 A General Fund Capital Programme budget of £15.946 million was approved by Council in February 2021. A net total of £5.169 million in unspent budgets have been rolled forward from 2020/21, initially resulting in an updated Programme budget of £21.115 million. As previously reported, further additions of £35,150,000 were made in Quarter 1, primarily to reflect the Cabinet's commitment (12th July 2021) to extend the Qualis loan facility by a further £35.0 million in support of the acquisition of additional regeneration sites.
- 4.3 In addition, further adjustments of £16.178 million have been made in Quarter 2 to achieve proper accounting practice (rather than representing additional expenditure commitments), primarily to reflect the Asset Purchase Loan (to Qualis) of £16.0 million. The overall updated General Fund Capital Programme for 2021/22 is £72.443 million.
- 4.4 Spending has generally been relatively subdued in the first 6 months, and most of the forecast underspend is due to the drawdown on Qualis loans being below budget expectations (£15.0 million).
- 4.5 The only other variance in excess of £1.0 million relates to Investment Property Acquisitions (£1.118 million). The original budget allocation was £30.0 million and has now been largely spent having been – more recently – applied to buying back a series of historic leases in order to generate higher returns in the long run. It is not anticipated that any further spending will take place this year, so the remaining unspent balance has been re-profiled for use in 2022/23.

## 5) Housing Revenue Account (HRA) Capital Programme

5.1 The Housing Revenue Account (HRA) Capital Programme for 2021/22 as at 30th September 2021 is summarised in the table below. A more detailed analysis – at a scheme level – is included in **Appendix C**. The updated Programme budget totals £39.350 million. Spending in the first 6 months was £6.712 million, with a forecast outturn of £30.429 million, which – if this materialises – would lead to an underspend of £8.921 million.

HRA Capital Programme 2021/22 (Quarter 2)					
Description	Budget 2021/22 (Updated)	Spending (@ 30 Sept 2021)	Remaining Budget (@ 30 Sept 2021)	Forecast Spending (31/03/22)	Variance (Under) / Over
	£000's	£000's	£000's	£000's	£000's
Housing Development	24,506	3,554	20,952	16,450	(8,056)
Capital Works	14,143	3,152	10,991	13,412	(731)
Other Housing Schemes	701	6	695	567	(134)
<b>Totals</b>	<b>39,350</b>	<b>6,712</b>	<b>32,638</b>	<b>30,429</b>	<b>(8,921)</b>

5.2 An HRA Capital Programme budget of £36.506 million was approved by Council in February 2021. A net total of £2.844 million in unspent budgets have been rolled forward from 2020/21, resulting in an updated Programme budget of £39.350 million for the year.

5.3 There are two significant areas of underspending/slippage on the HRA Capital Programme at the Quarter 2 stage; Housing Development and Capital Works. Thus:

- **Housing Development (forecast underspend £8.056 million)** – there are three elements to note:
  - Housebuilding – the Programme has a total budget of £17.014 million for 2021/22. The projected outturn on the Programme is £13.318 million, which – if this materialises – would lead to an underspend of £3.697 million at year end. The Phase 5 schemes have not progressed as well as anticipated with some returning to the design review stage and others still to progress to the planning stage
  - Qualis Acquisitions – the budget allocation for this scheme in 2021/22 was £7.492 million, however due to Planning issues, the schemes have been re-scheduled to be delivered in 2022/23; and
  - Open Market Acquisitions – the focus of this scheme is to increase the Council's housing stock by averting the potential loss of capital receipts from the Government 1-4-1 Right to Buy (RTB) scheme. Although spending was planned for the final quarter of 2020/21, completions have taken place in the first half of 2021/22, thereby creating an overspend of £2.941 million.
- **Capital Works (forecast underspend £0.731 million)** – most works in this area are on target at this stage, however, one Structural Scheme related to the Copperfield Regeneration Project (£0.6 million) has been re-scheduled to be delivered in 2022/23.

**Reason for Decision:**

This report facilitates the monitoring of the Council's financial position for 2021/22.

In terms of General Fund revenue, it is a stabilising picture following the turbulence experienced in 2020/21 (and during Quarter 1 this year) due to the Covid-19 pandemic. However, there are still some spending pressures and it is essential that the Council avoids overspending due to a relatively limited contingency balance in the General Fund Reserve.

There are some significant spending pressures on the HRA revenue budget, including ongoing issues with Housing Repairs, which has been challenging budget area in recent years.

Capital spending has been relatively limited in both the General Fund and HRA in the first half of the year.

The Stronger Council Select Committee asked a number of questions, which are contained in the minutes, but made no comments for Cabinet to consider. The Portfolio Holder was in attendance to hear the discussion.

**Options:**

There are no matters for decision in this report. The Cabinet is asked to note the contents but may choose to take further action depending on the matters reported.

**Resource Implications:**

The resource implications in this report are overwhelmingly financial in nature, in the form of budgetary control. Robust budget monitoring processes maximise the opportunity for services to react quickly to potential problems as they emerge, thus reducing the risk of financial problems, impeding the delivery of strategic priorities.

**Legal and Governance Implications:**

The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables the Cabinet to remain aware of issues and the process to be taken to maintain a balanced budget.

**Safer, Cleaner, Greener Implications:**

There are no SGS implications.

**Consultation Undertaken:**

The development of the original 2021/22 budget was informed by the democratic scrutiny processes.

**Background Papers:**

Management Accounts 2021/22 (Month 6)

**Risk Management**

The report is primarily presented for information only and has no risk management implications, although regular monitoring and reporting of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives the Cabinet the best opportunity to take actions to mitigate such risks.

## General Fund Revenue Budget 2021/22

## Quarter 2 Forecast

Epping Forest DC: General Fund Rolling Forecast 2021/22							
@ 30 September 2021 (Month 6)							
General Fund							
Service Area	Activity	Full Year Budget £'s	Net Expenditure			Forecast £'s	Variance £'s
			Budget (M6) £'s	Actual £'s	Variance £'s		
<b>Chief Executive</b>	Chief Executive Support Services	685,680	342,840	337,732	(5,108)	671,427	14,253
	Corporate Activities	50,070	25,035	60,106	35,071	78,769	28,699
	Other Activities	75,750	37,875	13,341	(24,534)	76,681	931
	<b>Sub-Total</b>	<b>811,500</b>	<b>405,750</b>	<b>411,179</b>	<b>5,429</b>	<b>826,877</b>	<b>15,377</b>
<b>Commercial &amp; Technical Services</b>	Car Parking	(850,000)	(425,000)	16,665	441,665	(607,681)	242,319
	Community & Partnership	212,390	106,195	(5,757)	(111,952)	93,790	118,600
	Contracts & Technical Support Services	1,999,300	999,650	1,066,470	66,820	2,030,696	31,596
	Cost Centres - Contracts & Technical	3,123,860	1,561,930	1,363,908	(198,022)	2,995,068	128,792
	Emergency Planning & Other	-	-	(532)	(532)	-	532
	Environmental Health	206,360	103,180	64,045	(39,135)	204,622	1,738
	Land Drainage/Sewerage	99,700	49,850	22,840	(27,010)	129,525	29,825
	Land & Property	(7,507,110)	(3,753,555)	(3,233,311)	520,244	(7,338,421)	168,689
	Leisure Facilities	(500,000)	(250,000)	222,165	472,165	(582,987)	82,987
	North Weald Centre	(812,950)	(406,475)	(469,017)	(62,542)	(858,115)	45,165
	Parks & Grounds	474,690	237,345	31,772	(205,573)	518,934	44,244
	Private Sector Housing	(112,860)	(56,430)	(153,360)	(96,930)	(177,548)	64,688
	Regulatory Services	(237,490)	(118,745)	(110,619)	8,126	(236,671)	819
	Waste Management	4,351,639	2,175,820	2,650,235	474,415	4,575,677	224,038
	<b>Sub-Total</b>	<b>447,529</b>	<b>223,765</b>	<b>1,465,504</b>	<b>1,241,740</b>	<b>746,558</b>	<b>299,029</b>
<b>Community &amp; Wellbeing</b>	Community, Health & Wellbeing	131,960	65,980	(29,155)	(95,135)	123,210	8,750
	Cost Centres - Community & Wellbeing	506,870	253,435	193,472	(59,963)	410,951	95,919
	Economic Projects Support Serv	346,030	173,015	95,710	(77,305)	192,861	153,169
	Homelessness	(444,550)	(222,275)	(609,913)	(387,638)	(654,373)	209,823
	Museum, Heritage & Culture	666,360	333,180	387,860	54,680	737,200	70,840
	Voluntary Sector Support	299,510	149,755	102,063	(47,692)	300,381	871
	<b>Sub-Total</b>	<b>1,506,180</b>	<b>753,090</b>	<b>140,036</b>	<b>(613,054)</b>	<b>1,110,230</b>	<b>(395,950)</b>
<b>Corporate Services</b>	Business Support	1,329,888	664,944	743,877	78,933	1,472,779	142,891
	Cost Centres - Corporate Support	295,190	147,595	219,437	71,842	366,716	71,526
	Elections	248,610	124,305	4,678	(119,627)	152,403	96,207
	Emergency Planning & Other	114,780	57,390	56,506	(884)	114,150	630
	ICT	3,568,440	1,784,220	2,246,469	462,249	3,720,716	152,276
	Insurance Premiums	826,330	413,165	925,266	512,101	973,148	146,818
	Member Activities	383,860	191,930	91,866	(100,064)	382,810	1,050
	Other Support Services	1,812,057	906,029	1,030,277	124,248	1,917,803	105,746
	Strategy Support Services	285,570	142,785	187,290	44,505	301,568	15,998
	<b>Sub-Total</b>	<b>8,864,725</b>	<b>4,432,363</b>	<b>5,505,666</b>	<b>1,073,303</b>	<b>9,402,092</b>	<b>537,367</b>
<b>Customer Services</b>	Cost Centres - Customer Services	2,542,760	1,271,380	1,151,212	(120,168)	2,364,097	178,663
	Customer Support Services	1,522,663	761,332	776,256	14,924	1,604,396	81,733
	Housing Benefits	(1,122,200)	(561,100)	(2,469,765)	(1,908,665)	(1,030,214)	91,986
	Local Taxation	(415,950)	(207,975)	(6,834,615)	(6,626,640)	(612,760)	196,810
	Members Activities	36,950	18,475	8,897	(9,578)	27,945	9,005
	<b>Sub-Total</b>	<b>2,564,223</b>	<b>1,282,112</b>	<b>(7,368,016)</b>	<b>(8,650,127)</b>	<b>2,353,463</b>	<b>(210,760)</b>
<b>Finance &amp; Audit</b>	Audit Support Services	373,360	186,680	191,151	4,471	368,979	4,381
	Finance Support Services	1,180,000	590,000	776,564	186,564	1,392,937	212,937
	Finance & Other Activities	1,584,770	792,385	276,298	(516,087)	1,824,949	240,179
	<b>Sub-Total</b>	<b>3,138,130</b>	<b>1,569,065</b>	<b>1,244,014</b>	<b>(325,051)</b>	<b>3,586,866</b>	<b>448,736</b>
<b>Housing &amp; Property</b>	Accommodation	485,330	242,665	544,183	301,518	692,467	207,137
	Cost Centres - Housing & Property	500,432	250,216	257,320	7,104	500,390	42
	Facilities & Depot Management	633,130	316,565	266,721	(49,844)	656,763	23,633
	Housing & Property Support Services	354,810	177,405	161,650	(15,755)	332,689	22,121
	Housing Policy	23,330	11,665	-	(11,665)	23,330	-
	<b>Sub-Total</b>	<b>1,997,032</b>	<b>998,516</b>	<b>1,229,874</b>	<b>231,358</b>	<b>2,205,640</b>	<b>208,608</b>
<b>Place</b>	Community & Partnership	49,760	24,880	(26,523)	(51,403)	(21,169)	70,929
	Cost Centres - Place	381,610	190,805	177,047	(13,758)	349,550	32,060
	Economic Resilience Fund	-	-	44,926	44,926	0	0
	<b>Sub-Total</b>	<b>431,370</b>	<b>215,685</b>	<b>195,450</b>	<b>(20,235)</b>	<b>328,381</b>	<b>(102,989)</b>
<b>Planning &amp; Development</b>	Cost Centres - Planning Services	2,150,920	1,075,460	1,063,486	(11,974)	2,188,249	37,329
	Local Plan Implementation	880,030	440,015	33,169	(406,846)	632,325	247,705
	Planning & Development	(990,960)	(495,480)	(309,778)	185,702	(716,975)	273,985
	Planning Support Services	276,390	138,195	133,130	(5,065)	258,093	18,297
	Regulatory Services	(494,460)	(247,230)	(301,052)	(53,822)	(494,818)	358
	<b>Sub-Total</b>	<b>1,821,920</b>	<b>910,960</b>	<b>618,956</b>	<b>(292,004)</b>	<b>1,866,874</b>	<b>44,954</b>
<b>Strategy, Delivery &amp; Performance</b>	Other Activities	161,600	80,800	(6,322)	(87,122)	153,278	8,322
	Strategy, Delivery & Performance Support Services	616,880	308,440	242,494	(65,946)	627,405	10,525
	<b>Sub-Total</b>	<b>778,480</b>	<b>389,240</b>	<b>236,172</b>	<b>(153,068)</b>	<b>780,682</b>	<b>2,202</b>
<b>General Fund Total</b>		<b>22,361,089</b>	<b>11,180,545</b>	<b>3,678,835</b>	<b>(7,501,709)</b>	<b>23,207,663</b>	<b>846,574</b>
	<b>Qualis Income</b>	(3,365,200)	-	-	-	(3,037,383)	327,817
	<b>Financing</b>						
	<i>Interest (inc. Qualis):</i>						
	Interest Receivable	(25,000)	-	-	-	(25,000)	-
	Interest Payable	1,328,000	-	-	-	900,000	(428,000)
	Specific Contingency	500,000	-	-	-	125,000	(375,000)
	<b>HRA Recharges</b>	(3,988,320)	-	-	-	(4,488,320)	(500,000)
<b>General Fund (Net Expenditure)</b>		<b>16,810,569</b>	<b>11,180,545</b>	<b>3,678,835</b>	<b>(7,501,709)</b>	<b>16,681,960</b>	<b>(128,609)</b>

## General Fund Capital Programme 2021/22

## Quarter 2 Forecast

General Fund Capital Programme Q2 Forecast											
Scheme	20/21 Budget Outturn (xtract)			2021/22 Budget Progress (@ 30 September 2021 - Q2)							
	20/21 Unspent / (Overspent) Balances	Savings	Balances Rolled Forward into 2021/22	2021/22 Budget Allocation	2021/22 Budget @ Q1	Q2 Changes	2021/22 Budget @ Q2 (Updated)	Spending to Date	Remaining Budget	Forecast Outturn 2021/22	Forecast (Uspend)/ Opend 2021/22
	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s
<b>Community &amp; Wellbeing</b>											
Joint Museum and Library Facility	300,000	-	300,000	470,000	770,000	-	770,000	63,008	706,992	100,000	670,000
<b>Sub-Totals</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>470,000</b>	<b>770,000</b>	<b>-</b>	<b>770,000</b>	<b>63,008</b>	<b>706,992</b>	<b>100,000</b>	<b>670,000</b>
<b>Commercial &amp; Technical</b>											
Cartersfield Road	(71,136)	-	71,136	1,330,000	1,258,864	177,600	1,436,464	-	1,436,464	500,000	936,464
Investment Property Acquisition Fund	2,152,387	-	2,152,387	-	2,152,387	-	2,152,387	1,034,265	1,118,122	1,034,270	1,118,117
Investment Properties (Landmark Buildings)	51,791	51,791	-	-	-	-	-	-	-	-	-
EFDC Shopping Park	21,677	21,677	-	-	-	-	-	-	-	-	-
CCTV Replacement Programme	146,670	50,854	95,816	85,000	180,816	-	180,816	99,188	81,628	126,570	54,246
Superfast Broadband (REFCUS)	350,000	-	350,000	-	350,000	-	350,000	-	350,000	-	350,000
CarPark CCTV Systems	38,423	30,423	8,000	-	8,000	-	8,000	-	8,000	-	8,000
Disabled Facilities Grants	-	-	-	971,510	971,510	-	971,510	284,059	687,451	971,210	300
Leisure Centres	10,770	10,770	-	-	-	-	-	-	-	-	-
Car Park Schemes	(46,361)	46,361	-	-	-	-	-	-	-	-	-
Civic Offices Accommodation Project	173,115	-	173,115	150,000	323,115	-	323,115	311,472	11,643	345,820	22,705
Highway Ranger Vehicle & Equipment	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance	19,400	-	19,400	30,000	49,400	-	49,400	-	49,400	49,400	-
Highways	140,000	-	140,000	-	140,000	-	140,000	-	140,000	140,000	-
NWA Preparations Phase 1	-	-	-	200,000	200,000	-	200,000	-	200,000	150,000	50,000
Vehicle Fleet Replacement	750,000	-	750,000	383,000	1,133,000	-	1,133,000	72,912	1,060,088	750,000	383,000
Epping Leisure Facility	-	-	-	-	-	-	-	68,970	68,970	68,970	68,970
Ongar Leisure Centre	-	-	-	-	-	-	-	34,087	34,087	-	-
<b>Sub-Totals</b>	<b>3,736,736</b>	<b>-119,154</b>	<b>3,617,582</b>	<b>3,149,510</b>	<b>6,767,092</b>	<b>177,600</b>	<b>6,944,692</b>	<b>1,904,953</b>	<b>5,039,739</b>	<b>4,136,240</b>	<b>2,808,452</b>
<b>Corporate Services</b>											
ICT General Schemes	89,021	-	89,021	128,000	217,021	-	217,021	21,657	195,364	95,000	122,021
ICT Strategy	120,464	35,060	155,524	1,970,500	2,126,024	-	2,126,024	180,033	1,945,991	1,178,200	947,824
Civic Offices Accommodation Project (ICT)	448,756	-	448,756	15,000	463,756	-	463,756	257,106	206,650	463,756	-
<b>Sub-Totals</b>	<b>658,241</b>	<b>35,060</b>	<b>693,301</b>	<b>2,113,500</b>	<b>2,806,801</b>	<b>-</b>	<b>2,806,801</b>	<b>458,796</b>	<b>2,348,005</b>	<b>1,736,956</b>	<b>1,069,845</b>
<b>Housing (Property Services)</b>											
Oakwood Hill Depot extension	39,171	-	39,171	-	39,171	-	39,171	1,539	37,632	39,171	-
Town Mead Depot	799	799	-	-	-	-	-	-	-	-	-
Investment Properties (Planned Works)	266,400	10,484	255,916	65,100	321,016	-	321,016	205,950	115,066	321,016	-
Operational Properties (Planned Works)	85,928	-	85,928	48,000	133,928	-	133,928	21,153	112,775	105,150	28,778
<b>Sub-Totals</b>	<b>392,298</b>	<b>-11,283</b>	<b>381,015</b>	<b>113,100</b>	<b>494,115</b>	<b>-</b>	<b>494,115</b>	<b>228,642</b>	<b>265,473</b>	<b>465,337</b>	<b>28,778</b>
<b>Place</b>											
Climate & Environmental Projects	400,000	223,016	176,984	250,000	426,984	-	426,984	-	426,984	426,984	-
<b>Sub-Totals</b>	<b>400,000</b>	<b>-223,016</b>	<b>176,984</b>	<b>250,000</b>	<b>426,984</b>	<b>-</b>	<b>426,984</b>	<b>-</b>	<b>426,984</b>	<b>426,984</b>	<b>-</b>
<b>Qualis</b>											
Asset Purchase Loan	-	-	-	-	-	16,000,000	16,000,000	-	16,000,000	16,000,000	-
Regeneration Finance Loans	-	-	-	45,000,000	45,000,000	-	45,000,000	-	45,000,000	30,000,000	15,000,000
<b>Sub-Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000,000</b>	<b>45,000,000</b>	<b>16,000,000</b>	<b>61,000,000</b>	<b>-</b>	<b>61,000,000</b>	<b>46,000,000</b>	<b>15,000,000</b>
<b>Total</b>	<b>5,487,275</b>	<b>-318,393</b>	<b>5,168,882</b>	<b>51,096,110</b>	<b>56,264,992</b>	<b>16,177,600</b>	<b>72,442,592</b>	<b>2,655,399</b>	<b>69,787,193</b>	<b>52,865,517</b>	<b>-19,577,075</b>

## Housing Revenue Account Capital Programme 2021/22

## Quarter 2 Forecast

HRA Capital Programme Q2 Forecast 2021/22											
Schemes	2020/21 Budget Outturn (xtract)			2021/22 Budget Progress (@30 September 2021 - Q2)							
	2020/21 Unspent/ (Overspent) Balances	Savings	Balances Rolled Forward into 2021/22	Balances Rolled Forward from 2020/21	Virements between Schemes 2021/22	2021/22 Budget Allocation	2021/22 Budget (Updated)	Actuals to Q2	Remaining Budget	Forecast Outturn 2021/22	Forecast (Uspend) / Opend 2021/22
	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s
<b>Housing Development Programme:</b>											
Housebuilding	4,540,000	- 4,540,000	-	-	-	17,014,000	17,014,000	1,138,761	15,875,239	13,317,500	- 3,696,500
Open Market Acquisitions	-	-	-	-	-	-	-	2,415,000	- 2,415,000	2,941,490	2,941,490
Qualis Acquisitions	-	-	-	-	-	7,492,000	7,492,000	-	7,492,000	191,140	- 7,300,860
<b>Sub-Totals</b>	<b>4,540,000</b>	<b>- 4,540,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,506,000</b>	<b>24,506,000</b>	<b>3,553,761</b>	<b>20,952,239</b>	<b>16,450,130</b>	<b>- 8,055,870</b>
<b>Capital Works:</b>											
Heating	314,000	-	314,000	314,000	-	1,519,000	1,833,000	392,000	1,441,000	1,833,000	-
Windows, Door and Roofing	1,249,000	-	1,249,000	1,249,000	- 643,000.00	3,003,000	3,609,000	1,278,000	2,331,000	3,320,000	- 289,000
Compliance Planned Maintenance	96,000	-	96,000	96,000	150,000.00	623,000	869,000	90,000	779,000	549,000	- 320,000
Kitchens & Bathrooms (inc void allocation)	125,000	-	125,000	125,000	-	1,375,000	1,500,000	424,000	1,076,000	1,400,000	- 100,000
Electrical	129,000	-	129,000	129,000	-	2,175,000	2,046,000	495,000	1,551,000	2,046,000	-
Sprinklers	175,000	-	175,000	175,000	-	100,000	275,000	5,000	270,000	275,000	-
Environmental	106,000	-	106,000	106,000	-	584,000	690,000	27,000	663,000	689,000	- 1,000
Structural works	223,000	-	223,000	223,000	493,000.00	1,550,000	2,266,000	89,000	2,177,000	2,266,000	-
Disabled adaptations	56,000	-	56,000	56,000	56,000.00	650,000	650,000	339,000	311,000	650,000	-
Asbestos Removal	63,000	-	63,000	63,000	- 56,000.00	251,000	258,000	12,000	246,000	237,000	- 21,000
Estate Improvements	57,000	- 50,000	7,000	7,000	-	140,000	147,000	1,000	146,000	147,000	-
<b>Sub-Totals</b>	<b>2,223,000</b>	<b>- 50,000</b>	<b>2,173,000</b>	<b>2,173,000</b>	<b>-</b>	<b>11,970,000</b>	<b>14,143,000</b>	<b>3,152,000</b>	<b>10,991,000</b>	<b>13,412,000</b>	<b>- 731,000</b>
<b>Other Housing Schemes:</b>											
Service Enhancements	691,000	- 20,000	671,000	671,000	-	30,000	701,000	6,000	695,000	567,000	- 134,000
<b>Sub-Totals</b>	<b>691,000</b>	<b>- 20,000</b>	<b>671,000</b>	<b>671,000</b>	<b>-</b>	<b>30,000</b>	<b>701,000</b>	<b>6,000</b>	<b>695,000</b>	<b>567,000</b>	<b>- 134,000</b>
<b>Vehicle Replacements</b>											
	74,000	- 74,000	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>7,528,000</b>	<b>- 4,684,000</b>	<b>2,844,000</b>	<b>2,844,000</b>	<b>-</b>	<b>36,506,000</b>	<b>39,350,000</b>	<b>6,711,761</b>	<b>32,638,239</b>	<b>30,429,130</b>	<b>- 8,920,870</b>