



Overview & Scrutiny Committee Thursday, 17th November, 2022

You are invited to attend the next meeting of **Overview & Scrutiny Committee**, which will be held at:

Council Chamber - Civic Offices
on **Thursday, 17th November, 2022**
at **7.00 pm**.

Georgina Blakemore
Chief Executive

**Democratic Services
Officers:**

Gary Woodhall & V Messenger Tel: (01992) 564243
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Members:

Councillors H Kane (Chairman), D Wixley (Vice-Chairman), R Balcombe, R Baldwin, R Bassett, P Bhanot, E Gabbett, I Hadley, S Heather, R Jennings, J Lea, J McIvor, S Murray, S Patel and J H Whitehouse

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND
SUBSTITUTE NOMINATION DEADLINE 18:00**

WEBCASTING NOTICE

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

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area.

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

1. WEBCASTING INTRODUCTION

This meeting is to be webcast and 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, and if you have any concerns then please speak to the Webcasting Officer.

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

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council’s website, at the bottom under ‘Contact Us’
<https://www.eppingforestdc.gov.uk/your-council/members-portal/>

3. SUBSTITUTE MEMBERS

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

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, Members are requested to pay particular attention to paragraph (11) of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before Overview & Scrutiny which relates to a decision of or action by another Committee or Sub-Committee of the Council, a Joint Committee or Joint Sub-Committee in which the Council is involved and of which the Councillor is also a Member.

Paragraph (11) of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

5. MINUTES

To note that the minutes of the meeting of the Committee held on 3 November 2022 will be confirmed at the meeting on 31 January 2023.

6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

(Democratic & Electoral Services Team Manager) To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

(a) Public Questions

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Constitution.

(b) Requests to address the Overview and Scrutiny Committee

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

7. EXECUTIVE DECISIONS - CALL-IN

(Democratic & Electoral Services Team Manager) To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

8. CORPORATE PLAN KEY ACTION PLAN YEAR 5 2022/23 - QUARTER 2 CORPORATE PERFORMANCE REPORTING (Pages 7 - 30)

To review the attached FY 2022/23 quarter 2 Corporate Performance Report.

9. CHAIRMEN TO REPORT ON THEIR SELECT COMMITTEE BUSINESS (Pages 31 - 38)

(Chairmen of the Select Committees) To report to the meeting on progress against achievement of the current work programme, as required under Article 6 (Overview and Scrutiny) of the Constitution, and for any recommendations for consideration by the Overview and Scrutiny Committee.

For information: the current work programme for each select committee is attached as an appendix to this agenda.

10. OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 39 - 40)

Progress towards the achievement of the work programme for the Overview and Scrutiny Committee is reviewed at each meeting.

(a) Current Work Programme

The current work programme for the Committee is attached as an appendix to this agenda.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

11. CABINET BUSINESS (Pages 41 - 58)

Recommendation:

That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the overview and scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.

Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the overview and scrutiny work programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;
- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;
- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

The Executive’s current programme of Key Decisions of 1 November 2022 is attached as an Appendix to this report.

12. EXCLUSION OF PUBLIC AND PRESS

Exclusion

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Background Papers

(Democratic & Electoral Services Team Manager) Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

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

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

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SCRUTINY



Report to Overview and Scrutiny Committee

Date of meeting: 17th November 2022

Portfolio: Leader (Councillor C Whitbread)

Subject: Q2 Corporate Performance Reporting

Officer contact for further information:

Charlotte Graham (cgraham@eppingforestdc.gov.uk)

Democratic Services Officer: V Messenger (01992 564265)

Recommendations/Decisions Required:

- 1. That the Committee reviews the FY22-23 Q2 Performance report and raises any areas for scrutiny.**

Report:

As agreed with Overview and Scrutiny, the report will detail a project status summary, key milestones and RAG status for those projects identified as a 'Priority Project' within the portfolio and for which align to EFDCs Corporate Objectives. All KPIs regardless of status are included in this report.

Reason for decision: To enable Overview and Scrutiny Committee to review exceptions for quarterly performance measurement delivery.

Options considered and rejected: Not applicable.

Resource implications: Relevant resource implications as part of the delivery of the project and will be addressed accordingly by the service Director/and or project leads.

Legal and Governance Implications: There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director and/or project leads.

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

Consultation Undertaken:

Leadership Team
Service Directors

Background Papers: Strategy and Corporate plan




Impact Assessments: Impact of status has been assessed and relevant mitigation or response is in place for projects.

Risk Management: Any major risks from programme will be reported via the Corporate Risk Management group which is reported at Audit and Governance Committee.

Equality: Relevant equality implications arising from actions to achieve specific objects or benefits will be identified by the responsible service director and/or project leads.

2. Status and Progress Report: Key Corporate Projects

Reporting Guide


Green	Project on track to achieve milestones.
Amber	Project at risk of missing milestones.
Red	Project has missed milestones / project has serious issues.
Blue	Project complete/on-hold.
	Project status is unchanged since previous report.
	Project status has improved since previous report.
	Project status has declined since previous report.



Progress updates will be presented as agreed to Overview and Scrutiny on a quarterly basis and reflect the previous reporting quarter.

The Corporate Performance Report reflects key progress updates for identified Priority Projects within the EFDC Portfolio and KPI targets and actuals.


Priority Projects - Quarterly Progress Updates



Project ID	Project Name	Project Description	Service Area	Project Sponsor	Progress Summary Update	Key Milestones	Status	Q1 RAG	Q2 RAG
CPP009	Housing & Asset Management System	Implementation of an integrated housing and asset management solution to replace the legacy system (Northgate OHMS) that has reached end of life, and to replace manual processes and spreadsheets in order to: - enable agile and mobile working. - improve the management information and improve analytics to identify improvements - implement a "fit for purpose" system to enable EFDC to fulfil housing and asset management functions	Housing & Property Services	Deborah Fenton	<p>HAM Project Board meeting took place on 14 September 2022 – agreed Data Pass 2 Sign-off; to engage in commercial discussions with TSG for a SharePoint EDRMS Solution (initial Phase being a Scoping Study)</p> <p>Data Pass 3 has commenced – review / cleansing activities have commenced; scope includes tenant & leaseholder mailing addresses; court, notices, eviction records</p> <p>Cx Asset Management Asbestos Scoping Workshop completed on 28 September 2022</p> <p>Stock Condition Surveys (Ridge) – Pilot surveys commenced w/c 19th September 2022; data from the pilot surveys provided to EFDC HAM Project Team on 30th September and is currently being reviewed to understand the approach to loading the data into Cx</p> <p>Census: co-ordinate data extracts from OHMS to support the Census (data from the Census will be loaded into OHMS and will then be migrated to Cx)</p> <p>Integration (Cx to Service Connect – used by Qualis): development of</p>	<p>Data Pass 2. August 2022</p> <p>Data Pass 3. October 2022</p> <p>Complete testing. February 2023</p> <p>Complete training. March 2023</p> <p>Phase 1 Go-live. April 2023</p>	In Delivery	Green	Red ↓

					<p>detailed design documentation by Totalmobile due to be submitted to EFDC w/c 3rd October 2022</p> <p>Resources: agreed to engage additional Civica resource to supplement EFDC resources on activities associated with developing workflows</p> <p>Change management – continued development of the Change Impact Assessment (CIA) for Phase 1; draft internal staff comms developed</p>				
CPP026	Waste Management Contract (Extend or Procure)	<p>To review options in respect of the waste management contract with Biffa at the end of the first ten-year term on 4 Nov 2024 and decide whether to extend for another ten years or go out to procurement.</p> <p>Objectives - Determine whether to extend the Waste Contract or go out to procurement</p>	Contract & Technical	James Warwick	<p>Informal cabinet meeting on 17th August where Biffa presented current issues and additional costs for contract extension. Biffa have still not formally presented waste contract extension proposals and costings. Ongoing service delivery issues with current contractor. A PIN (Prior Information Notice) was issued on 24 August as a soft market exercise to see if waste contractors would be interested in bidding if the contract were to go to procurement. 6 waste contractors have expressed interest to date, meetings have taken place and all contractors are interested in tendering if contract goes to market. Cabinet Report asking for formal approval to go out to procurement for the waste contract will be determined on 10th October.</p>	<p>Informal discussions with interested Waste Contractors. September 2022. A number of waste contractors have expressed an interest.</p> <p>Cabinet approved a decision to go to procurement on 10th October 2022</p> <p>Procurement Notice and documentation to be issued to Market in January 2023</p>	In Delivery	Green	Green 

					Portfolio Holder Advisory Group on Waste being proposed at Cabinet in November.				
CPP090	North Weald Master Planning/Enterprise Zone	To support programme for delivery. A master planning exercise to best inform EFDC as to the options available to make best use of the employment land Objectives - To achieve maximum value from development opportunities in line with council ambition to be set out at the conclusion of the master planning exercise.	Economic Development	Nick Dawe	The latest version of the Master plan has been reviewed by Simon Rutter from Qualis and is now with senior EFDC officers for further comment. Project cannot progress as it is dependent on Local Plan. (https://www.qualisgroup.com/about-us/)	Final Master Plan revision made by RPS following comments by Senior Officers. November 2022. Master Plan agreed by Senior officers. December 2022 Master Plan presented to Cabinet. Feb/March 2023	Service Design/Scoping	Not Started	Green 
CPP096	Local Plan	Adoption of the emerging Local Plan. It sets out the vision, objectives and policies for meeting and shaping the Districts development needs and its distribution up to 2033 - replacing the existing 2006 and 2008 Local Plans.	PP & Implementation	Nigel Richardson	The emerging Local Plan is at an advanced stage in its Examination following the Main Modifications (MM's) Consultation in Summer 2021 and the collated representations published online and provided to the Inspector in October 2021, who then went on maternity leave. Despite assurances that her final report would be issued by April 2022, she was replaced instead by a new inspector who on 16 June 2022 issued to us a schedule containing necessary changes & reasons for them in order to meet the tests of	Streamlined final Council response on Actions to Planning Inspector (PINS) Early Sept 2022 Main modifications (MM's) to be published and consulted upon for 6 weeks. October 2022	In Delivery	Amber	Amber 

					<p>soundness as set out in the National Planning Policy Framework. With additional resources now brought in, we have responded to his 50 actions and agreed a new schedule of MM's with him. Preparing now to publish them for a 6-week consultation of further MM's as part of the final Examination, before reporting for Local Plan adoption to Full Council.</p>	<p>MM's collated and sent to PINS. Nov 2022</p> <p>Receive report from PINS, fact checked by Officers before returning to PINS for final release - December 2022</p> <p>Report to Council Cttee for adoption - January 2023</p>			
CPP135	Telephony Solution	<p>Omni channel platform enabling streamlined multi-channel customer contact. Development of a new corporate telephony platform which is cloud based, adhering to a set of ICT/business guiding principles, integrating with Microsoft Teams and not requiring replacement of existing user hardware. For the customer contact centre, it will provide improved analytics and reporting as well as support call reduction via introduction of new channels such as AI and chat bots.</p>	Customer Services	Rob Pavey	<p>Supplier overview & workshop sessions ongoing</p> <p>High level requirements signed off</p> <p>Financial impact of current system under revision</p> <p>The final agreed position supports the financial proportion of the benefits analysis</p> <p>Initial communication plan development</p> <p>Contractual agreements between EFDC/Wavenet received & reviewed</p>	<p>Close Soft Market Test October 2022</p> <p>Procurement Methodology Agreement. December2022</p>	Service Design/Scoping	Green	Green 

					OBC accepted at Joint Portfolio & Stronger Communities Steering Group				
CPP141	M3 PP Proposal	<p>M3 PP is a case management system used for complaints management, regulatory systems and enforcement.</p> <p>The project is required due to the current M3 system being decommissioned shortly. Any point imminently, EFDC will get notification of 12 months to closure. From then on it will be unsupported – i.e. no upgrades being done and it will therefore not be secure.</p> <p>Year ago, the idea was to transfer into Azure, but after initial work, Azure worked out too expensive.</p>	Commercial & Regulatory	Mandy Thompson	<p>Supplier overview & workshop sessions ongoing although at a slower than originally anticipated due to restricted suppliers in the market</p> <p>High level requirements signed off</p> <p>Financial impact of current system under revision</p> <p>The final agreed position supports the financial proportion of the benefits analysis</p> <p>Initial communication plan discussed.</p> <p>Communications/Project to review the communication requirements again in 2 months</p> <p>Process mapping the 'As-Is' instigated</p> <p>OBC accepted at Joint Portfolio & Stronger Communities Steering Group</p>	<p>Close soft market test. November 2022</p> <p>Procurement methodology agreement. January 2023</p>	Service Design/ Scoping	Green	Green 
CPP153	People Strategy Programme	The People Strategy Programme is a multi-layered programme consisting of a number of workstreams, the current People Strategy will conclude April 2022 with a newly designed People Strategy	People	Paula Maginnis	<p>Attracting Onboarding & Retaining Talent (CPP100)</p> <p>Project is on track. Information / content is continuing to be added and tweaked. Security profiles for HR (who will allocate onboarding profiles / administer</p>	Finalising version 1 of the strategy (post Corporate Plan finalising). 31.10.22	In Delivery		

		<p>commencing April 2023 to April 2027:</p> <p>Attracting Onboarding & Retaining Talent (CPP100) - Fully integrated iTrent iRecruitment system to manage the complete candidate journey from attraction, selection, onboarding and retention.</p> <p>Development of new People Strategy 23/27</p>			<p>access for new onboarders) is also being compiled, with all completed elements being replicated into the Live system.</p> <p>Development of new People Strategy 23/27</p> <p>First draft of the content of new People Strategy has been created and send to Andrew Small, Georgina Blakemore and Paula Maginnis for review.</p>	<p>Moving to live environment. 31.12.2022</p> <p>Roll out of new system. 31.03.2023</p> <p>Roll out of new strategy. 31.03.2023</p>		Green	Green 
CPP156	Revs & Bens SAAS Project - Cloud One	<p>The move of the Capita One Revenues and Benefits system to the Cloud complies with the direction determined within the Council's ICT strategy and reduction of the Council's on-site server estate. The timing of a move to the Cloud is critical. The move to the Cloud needs to happen in 2022/23 to avoid significant additional work for both the ICT and Revenues and Benefits teams due to essential upgrade work required this year to the Capita One system.</p>	Revenue & Benefits	Rob Pavey	<p>On 15th August during project meeting test schedule was planned.</p> <p>Updated project plan received from Capita –migration will start on Friday 7th October.</p> <p>EFDC has got now access to data bases, Insight Report Builder, reports and file share.</p> <p>Staff is confidently using the system. The next step is user acceptance testing will last till 30th September (instead of 3rd October)</p> <p>Capita has provided guidance – EFDC is still in phase 1, that contains critical aspects to implement the system successfully.</p> <p>47 investigation reports have been raised to Capita, some of them are fixed.</p> <p>All interfaces have passed in live and testing environment, we tested around 30 scripts.</p> <p>Visual Chrome project work is complete.</p>	<p>Load testing – 5th October 2022</p> <p>Go Live – 10th October 2022</p> <p>Revs & Bens need to be in Ingres 11.2 – 8th December 2022</p>	Service Design/Scoping	Green	Green 

					<p>Acceptance testing: IN LIVE – insight version 3 reports still being tested. There are 59 reports left. The reports are prioritised of when they will be first needed.</p> <p>Project Manager had meeting with managers to confirm user resources. (load testing)</p> <p>Project Manager has weekly meetings with PM from Capita where issues are discussed and daily meetings with team to discuss progress.</p> <p>Resource priorities have been set and shared with the team.</p> <p>Freeze control was raised over the migration weekend and Monday.</p>				
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Quarterly KPI Reporting

Key Performance Indicator	Owner	22/23	Target	Actual	Comments
Customer Services: Overall Customer Satisfaction	Rob Pavey	Q1	80%	55.85%	Most dissatisfaction came around the Waste services, Ride London, the Energy Rebate for Council Tax, and elections
		Q2	80%	54.60%	Continued dissatisfaction regarding missed waste collections and some concerning the energy rebate, with customer expectation on when receiving payments.
		Q3	80%		
		Q4	80%		
Customer Services: First Point Resolution	Rob Pavey	Q1	45%	70.90%	Team performs well and changing the target is under consideration. The earliest suggestion is for next year due to amount of pressure that the team is going through right now.
		Q2	45%	73.9%	The contact centre continues to work with technical areas to enhance & update the agent scripts, enabling increased first

					point resolution. The intention is to increase the target next year.
		Q3	45%		
		Q4	45%		
Customer Services: Complaints resolved within SLA	Rob Pavey	Q1	85%	89%	Last Qtr 88 complaints in total, significant increase this Q1 to 128 due to the Biffa Crisis with a total of 51 formal complaints for Waste. 40% of all complaints are waste/missed collection related.
		Q2	85%	94%	Q1 128 complaints in total, a significant increase this quarter to 192. 71% of these complaints are regarding the ongoing waste collection issues. 98% of waste complaints were responded to within SLA, hence the 94% result.
		Q3	85%		
		Q4	85%		
Community Health and Wellbeing: No of homelessness approaches	Jennifer Gould	Q1	n/a	277	This represents a 7% increase on the same period last year. Q1 last year 258 (av. 86 per calendar month) vs. 277 this year (av. 92 per calendar month)

		Q2	n/a	313	Q2 last year 229 (av. 76 pcm) vs. 301 (av. 100 pcm) This represents a 31% difference on the same period last year.
		Q3	n/a		
		Q4	n/a		
Community Health and Wellbeing: No of households in Temporary Accommodation	Jennifer Gould	Q1	n/a	116	This represents an 8% increase on the same snapshot figure last year and is comparable with the increase in homeless approaches.
		Q2	n/a	126	This represents an 24% increase on the same snapshot figure last year and is comparable with the increase in homeless approaches.
		Q3	n/a		
		Q4	100		
Community Health and Wellbeing: Engagement in community, physical or cultural activity	Jennifer Gould	Q1	3500	3207	The target is even per quarter, but there is higher engagement in the summer quarter due to holiday activities. The actual numerical value matches one that EFDC achieved last year.
		Q2	3500	5713	Last quarterly we were slightly under this and may also be in Q3 and Q4 as there is an increase in our prevision over the summer months with our holiday programming.

		Q3	3500		
		Q4	3500		
Community Health and Wellbeing: No of families in B&B accommodation for 6 weeks+	Jennifer Gould	Q1	0	0	This is a national target – no families in B&B for more than 6 weeks. We try not to use B&B for families in any event and have so far been able to avoid it.
		Q2	0	0	This is a national target – no families in B&B for more than 6 weeks. We try not to use B&B for families in any event and have so far been able to avoid it.
		Q3	0		
		Q4	0		

Contracts: Club Live membership (Fitness Membership)	James Warwick	Q1	n/a	Epping: 1,253 Loughton: 3,779 Ongar: 1,121 Waltham Abbey: 2,449	<p> Epping -26% decrease from previous quarter Loughton -14% decrease from previous quarter Ongar - 15% decrease from previous quarter Waltham Abbey - 6% decrease from previous quarter </p> <p> The decrease in gym memberships is due to the rising costs of living and people are looking to make savings and cancelling gym memberships. </p>
		Q2	n/a	Epping: 1,243 Loughton: 3,943 Ongar: 1,115 Waltham Abbey: 2,403	<p> Epping - 10 less than previous quarter Loughton - Increase of 164 from previous quarter Ongar - 6 less than previous quarter Waltham Abbey - 46 less than previous quarter </p> <p> The reduction in gym membership at Epping, Ongar and Waltham Abbey could be due to the rising cost of living and may also be due to seasonal changes, the summer months tend to see less gym usage and some memberships may have stopped over the summer months. Loughton ran a gum membership promotion during this quarter which is we will look to run at the other centres. </p>

		Q3	n/a		
		Q4	n/a		
Contracts: Club Live membership (Swimming Membership)	James Warwick	Q1	n/a	Loughton: 517 Ongar: 176 Waltham Abbey: 415	Loughton - 2% decrease from previous quarter Ongar - 35% increase from previous quarter Waltham Abbey - 9% increase from previous quarter Generally, the number of swimming memberships continues an upward trend and increases each quarter
		Q2	n/a	Loughton: 518 Ongar: 164 Waltham Abbey: 446	Loughton - Increase of 1 from previous quarter Ongar - decrease of 12 from previous quarter Waltham Abbey - Increase of 31 from previous quarter Small decrease at Ongar and increases at Loughton and Waltham Abbey which saw an increase.
		Q3	n/a		
		Q4	n/a		

Contracts: No. of people on Learn to Swim Programme (Swimming Lessons)	James Warwick	Q1	n/a	Loughton: 2,776 Ongar: 861 Waltham Abbey: 1,731	Loughton - 4% increase from previous quarter Ongar - 8% decrease from previous quarter Waltham Abbey - 15% increase from previous quarter No. of people attending swimming lessons continues to increase on a monthly basis
		Q2	n/a	Loughton: 2,800 Ongar: 854 Waltham Abbey: 1,808	Loughton - Increase of 24 from previous quarter Ongar Decrease of 7 from previous quarter Waltham Abbey - Increase of 77 from previous quarter No. of people attending swimming lessons continues to increase at Waltham Abbey and Loughton but small decrease at Ongar. Shortage of swimming teachers has led to some lessons being cancelled.
		Q3	n/a		
		Q4	n/a		

Contracts Waste: Recycling rate	James Warwick	Q1	60%	57.34%	Slightly below target due to missed collections (figures have not been verified by ECC)
		Q2	60%	58.32	Slightly below target due to missed collections
		Q3	60%		
		Q4	60%		
Contracts Waste: Reduction in household waste	James Warwick	Q1	0.100kg/house hold	0.103kg	Marginally above our target as we have seen larger waste generated since the pandemic and more people working from home. There were also street parties this quarter due to the Jubilee that generate additional waste.
		Q2	0.100kg/house hold	0.182kg	Marginally above our target as we have seen larger waste generated since the pandemic and more people working from home. Missed collections may also have an impact.
		Q3	0.100kg/house hold		
		Q4	0.100kg/house hold		

Housing Management: Rent Arrears	Deborah Fenton	Q1	<1.55%	1.49%	There has been an increase in arrears due to system issues. This has resulted in delays in posting payments and also the Housing Benefit income. This is a short term issues and we expect the arrears figures to reduce agree from the end of Q3.
		Q2	<1.55%	1.89%	
		Q3	<1.55%		
		Q4	<1.55%		
Planning and Development: Percentage of applications determined within agreed timelines: Major	Nigel Richardson	Q1	80%	100%	Eight applications determined in time, including those where the end date has been extended with the agreement of the applicant.
		Q2	90%	100%	
		Q3	80%		
		Q4	80%		
Planning and Development: Percentage of applications determined within agreed timelines: Minor	Nigel Richardson	Q1	90%	75%	A new system is currently in place which has resulted in KPI data not yet being available. Should the KPI data be received prior to O&S then this will be updated within the meeting itself. Should it not then this will be updated when Q2 data is collected.

		Q2	90%	64%	110 out of 173 determined in time. Performance affected by a combination of the crossover between the old and new planning application cloud-based system causing some registration delays in the summer. Issue has been overcome and registration is quicker as a result.
		Q3	90%		
		Q4	90%		
Planning and Development: Percentage of applications determined within agreed timelines: Other	Nigel Richardson	Q1	90%	72%	A new system is currently in place which has resulted in KPI data not yet being available. Should the KPI data be received prior to O&S then this will be updated within the meeting itself. Should it not then this will be updated when Q2 data is collected.
		Q2	90%	72%	389 out of 537 determined in time. Performance affected by a combination of the crossover between the old and new planning application cloud-based system causing some registration delays in the summer. Issue has been overcome and registration is quicker as a result
		Q3	90%		
		Q4	90%		
Planning and Development: Housing Delivery Test progress	Nigel Richardson	Q1	n/a	Data will be provided following completion of Q4	This is KPI is measured annually. KPI data will be provided for the whole year following Q4.
		Q2			

		Q3			
		Q4			
People: Diversity & Inclusion – % of workforce by Ethnicity	Paula Maginnis	Q1	No targets are set but People Team have developed workforce KPI data insights and dashboards. The district's Census data relating to ethnicity is not released until 29.11.202	Black and Minority Ethnic 5.75% White – all 70.03% Not Stated 24.22%	This is voluntary information from employees and the actual figures may be higher than what is reported. A large number of employees remain unwilling to disclose their ethnicity information however the People team will continue to run publicity campaigns to encourage disclosure of this information, the last request was in August 2022
		Q2	No targets are set but People Team have developed workforce KPI data insights and dashboards. The district's Census data relating to ethnicity is not	Black and Minority Ethnic 6.13% White – all 70.58% Not Stated 23.29%	This is voluntary information from employees and the actual figures may be higher than what is reported. A large number of employees remain unwilling to disclose their ethnicity information however the People team will continue to run publicity campaigns to encourage disclosure of this information, the last request was in August 2022.

			released until 29.11.202		
		Q3			
		Q4			
People: Diversity & Inclusion – % of workforce with Disability	Paula Maginnis	Q1	n/a The district’s Census data relating to disability will not be released until January 2023	5.92%	This is voluntary information from staff and the actual figure may be higher than what is reported. The People Team will continue to run publicity campaigns to encourage disclosure of this information, the last request was in August 2022. We are working towards Disability Confident Level 2 and working with external charities, e.g. Shaw Trust, Change 100, and the Living with Disability publication to increase our engagement and hiring of people with disabilities.
		Q2	n/a The district’s Census data relating to disability will not be released until January 2023	5.6%	This is voluntary information from staff and the actual figure may be higher than what is reported. The People Team will continue to run publicity campaigns to encourage disclosure of this information, the last request was in August 2022. We are working towards Disability Confident Level 2 and working with external charities, e.g. Shaw Trust, Change 100, and the Living with Disability publication to increase our engagement and hiring of people with disabilities.
		Q3	n/a		
		Q4	n/a		

People: Staff Turnover %	Paula Maginnis	Q1	11%	2.78%	Target is based on public sector median turnover rate which is 11% per annum. The turnover rate for EFDC consistently remains below this level.
		Q2	11%	3.85%	Target is based on public sector median turnover rate which is 11% per annum. The turnover rate for EFDC consistently remains below this level.
		Q3	11%		
		Q4	11%		
People: Sickness Absence – average number of days per employee	Paula Maginnis	Q1	2.15 Days	1.63 Days	Target is based on the mean average number of days lost per employee per quarter in 2020. We expect lower numbers than the 2.15 average throughout spring / summer and higher numbers than the average in autumn / winter.
		Q2	2.15 Days	1.9 Days	Target is based on the mean average number of days lost per employee per quarter in 2020. We expect lower numbers than the 2.15 average throughout spring / summer and higher numbers than the average in autumn / winter.
		Q3	2.15 Days		
		Q4	2.15 Days		

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Stronger Communities Select Committee

Work Programme 2022/23

Chairman: Cllr J Lea

Stronger Communities Corporate Programme Alignment focuses on People living longer, healthier and independent lives; Adult and Children were supported in times of need; and People and Communities achieve their potential.

No.	Item	Meeting	Progress and Comments		Owner (Officer)	Programme of Meetings
12 July 2022						
1.	Overarching Housing Strategy		EFDC's current Housing Strategy reaches end of life in March 2022. A revised strategy will need to be taken through governance structure ahead of formal adoption in August 2022.	Completed	J. Gould	July
		July 22	Considering the draft Strategy and make recommendations to Cabinet.			
2.	Sheltered Housing Refurbishment Programme	July 2022	Review of Frank Bretton Court and further recommendations.		D Fenton	
3.	Changing Landscape of Housing Paper 1 – Building Safety Bill & Fire Safety Bill & H&S Analysis	July 2022	To review the report on the new social housing regulation		D. Fenton	
4.	Cash paying customers at Debden Broadway	July 2022	To consider the report		S. Lewis	
5.	Transfer of services from the Broadway Housing Office	July 2022	To consider the proposed closure and re-provision of the service		D. Fenton	
20 September 2022						
6.	"What are our customers telling us?" and the		Update reporting on a 6-month basis		S. Lewis	September

	Customer Services Strategy					
7.	Six-month report on the work of the Council-funded Police Officers		Six-month update report		C. Wiggins	
8.	Sheltered Housing rebrand and support model		Introduction and approval to progress to Cabinet.		D. Fenton	
9.	Harveyfields		Report on the impact of the estate improvements at Harveyfields, Waltham Abbey. Creating great places where people want to live	Completed	R. Smith	
15 November 2022						
10.	Annual Lettings Report		To scrutinise allocations and lettings performance for 21/22		J. Gould	
11.	Domestic Abuse Act	An item to be placed in the members Bulletin	A briefing to members on the Act and the Strategy and impact on EFDC.		J Gould/C Wiggins	
12.	Museum collection rationalisation programme		To scrutinise the rationalisation programme of work that is reducing and consolidating the museum collection		J. Gould / F. Pellegrino	
13.	Epping Forest Health & Wellbeing Strategy 2022-2026		To be refreshed.		G Wallis	
17 January 2023						
14.	HRA Business Plan		Yearly Performance update		D. Fenton	
15.	Resident Involvement Strategy	Moved due to further consultation /information sessions required.	Introduction and approval to progress to Cabinet.		R Smith	January

16.	Tenant Satisfaction Measures Consultation				D. Fenton	
17.	Review of caretaking in blocks		To review the proposal. (Links to TSM, residents will rate the cleaning in blocks)		D. Fenton	
18.	Annual Housing performance report		Report on annual housing KPI's including compliance around the Building Safety Act.		D. Fenton	
2 March 2023						
19.	Community Safety Partnership annual report and review of the district Strategic Intelligence Assessment	2 March 2023	Annual Report		C. Wiggins	March
20.	Presentation from the District Commander for Epping Forest and Brentwood	2 March 2023	Annual report		C. Wiggins	
21 March 2023						
21.	"What are our customers telling us?" and the Customer Services Strategy	21 March 2023	Update reporting on a 6-month basis		S. Lewis	March
Date to be confirmed						
22.	Customer Services (Overall satisfaction)		To receive a recovery plan on this failing KPI		S Lewis	
23.	Changing Landscape of Housing Paper 2 – Social Housing Regulation	Items to be presented to committee as they come forward	To review the report on the new social housing regulation		D. Fenton	
24.	Changing Landscape of Housing Paper 3 – Social Housing Regulation		To review the report on the social housing white paper		D. Fenton	

25.	HRA – Proposed regeneration plans for housing estates	TBC	To review the proposal. (Cabinet decision due 7 October 2022 for approval on 5-year regeneration plans)		D. Fenton	
26.	Unaffordable rents	Completed	To report on the numbers of social rents and affordable rents for properties being built under the Council Housebuilding programme and those being bought under right to buy receipts. (O&S 12.10.21)	completed	J. Gould/ D Fenton	Verbal report at O&S 16.06.22 and written report attached to the minutes

**Stronger Council Select Committee
Work Programme 2022/23
Chairman: Councillor J McIvor**

No.	Item	Deadline	Progress and Comments	Programme of Meetings	Lead Officers
				21 July 2022	
1.	People Strategy	21 July and 24 Nov. 2022 – 24 January & 18 April 2023 Project reporting, issues focussed.		01 Sept. 2022 26 Sept. 22 – extra meeting 25 Oct. 2022 – cancelled	Paula Maginnis Jo Budden
2.	Digital Enablement	Prioritisation of Council Technology strategy.		24 Nov. 2022 24 January 2023 21 Feb. 2023 18 April 2023	Paula Maginnis Nichola Gambrell
3.	Financial Planning	Scrutiny of MTFP 22/23 onwards Sept. 2022 Nov 2022			Andrew Small Christopher Hartgrove
4.	Budget scrutiny	Qtr. 1 Budget Monitoring Rtp. 2022/23 – 26 September 2022; Qtr. 2 Budget Monitoring Rtp. 2022/23 – 24 November 2022; Qtr. 3 Budget Monitoring Rtp. 2022/23 – 18 April 2023 2023/24 budget setting 24 January 2023	Budget Monitoring Reports (Revenue and Capital Outturn for 2022/23)		Andrew Small
5.	Asset Management Strategy	Council asset strategy (new)	Approved by the Cabinet 13/06/19 and referred to Council 30/07/19 for adoption.		Andrew Small

6.	Quarterly Budget Monitoring Report	Q4 2021/22 – 21 July 2022			Andrew Small/ Chris Hartgrove
7.	Quarterly Qualis Monitoring	26 Sept 2022			Andrew Small
8.	Report on new election legislation on Voter ID and any financial implications for the Council. when information was available.	TBC			Gary Woodhall
9	Customer Services (Overall satisfaction)	TBC	To receive a recovery plan on this failing KPI		
10	Housing and Asset Management System	November 2022			Deborah Fenton
11	Review of Officers appearing via Zoom at various meetings – especially Planning meetings	TBC			

**Stronger Place Select Committee
Work Programme 2022/23**

Chairman: Cllr R Balcombe

No.	Item	Deadline	Progress and Comments	Lead Officer	Programme of Meetings
1.	Litter Strategy	5 July 2022, and 8 Nov 2022	Recommendations to strengthen the strategy, circulate to members of the committee and reconsider at next meeting 13 Sept 2022	J Warwick	5 July 2022 13 Sept 2022 - (cancelled) 8 Nov 2022 16 Jan 2023 7 Mar 2023
2.	Local Plan	tbc	Update	N Richardson	
3.	Leisure Services Contract Update	13 Sept 2022	To be considered by Cabinet 17 Oct 2022.	J Warwick	
4.	Waste Management Update	8 Nov 2022		J Warwick	
5.	Parking Update	16 Jan 2023	Update on impact of tariff change and attendance by NEPP	J Warwick	
6.	Sustainable Transport	16 Jan 2023	Update on Sustainable Transport	S Llyod Jones	
7.	Essex Highways	n/a	Remove: External update from ECC Portfolio Holder – wider interest part of members briefing Removed from work programme		
8.	Air Quality Action Plan	16 Jan 2023	To be considered by Cabinet 13 March 2023	M Thompson	
9.	Climate Change Action Plan	7 March 2023	Update	N Richardson	
10.	Epping Forest District Market Policy	8 Nov 2022	To be Considered by Cabinet 19 Sept 2022	M Thompson/D King	

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Overview and Scrutiny Committee Work Programme 2022/23

Chairman: Councillor H Kane

#	Item	Meeting date	Progress/comments	Lead Officer
1	Cabinet Business	Ongoing	To review the Executive's programme of Key Decisions at each meeting, to identify appropriate matters for the work programme and provide an opportunity for the overview of specific decisions. To consider any call-ins, as and when they arise.	
2	Corporate Priorities 2022/23	16 June 2022	The Leader of Council presented the Council's corporate priorities. (First meeting of each municipal year)	
3	Select Committees – Memberships 2022/23	16 June 2022	Nominations for membership of and appointment of the Chairman and Vice-Chairman for each Select Committee. (First meeting of each municipal year)	G Woodhall
4	Scrutiny committees – Work Programme 2022/23	16 June 2022	Work programmes agreed for Overview and Scrutiny Committee and each of the select committees for 2022/23. (First meeting of each municipal year)	A Small
5	Update of rent types	16 June 2022	Written report provided in minutes following verbal reply.	D Fenton
6	Overview and Scrutiny 2021 – 22 Annual Report	16 June 2022	Final draft reviewed prior to approval by Council on 28 July 2022.	V Messenger
7(i)	Corporate Plan Year 5 2022/23 Q1 Performance	26 July 2022	To review Q1 Corporate performance reporting	C Graham
8	Corporate Plan 2023 - 2028	27 September 2022	To pre-scrutinise the new Corporate Plan. (Cabinet decision due 10 October and Council approval due on 13 December 2022)	N Gambrell
11	Qualis 1-Year Business Plan	27 September 2022	Pre-Scrutiny of Qualis 1-Year Business Plan prior to Cabinet.	A Small

#	Item	Meeting date	Progress/comments	Lead Officer
12	Transfer of Service to Qualis	3 November 2022 (extra meeting)	To pre-scrutinise the business case for the transfer of Grounds Maintenance. (Cabinet decision due 7 November 2022).	A Small
7(ii)	Corporate Plan Year 5 2022/23: Q2 Performance	17 November 2022	To review Q2 Corporate performance reporting.	C Graham
7(iii)	Corporate Plan Year 5 2021/22: Q3 Performance	31 January 2023	To review Q3 Corporate performance reporting.	C Graham
9	Epping Forest Youth Council	20 April 2023	Annual Report from the Epping Forest Youth Council on completed and proposed activities.	V Gayton
7(iv)	Corporate Plan Year 5 2021/22: Q4 Performance	20 April 2023	To review Q4 Corporate performance reporting.	C Graham
10	Overview & Scrutiny 2022 – 23 Annual Report	20 April 2023	To review the draft annual report.	V Messenger
	Transfer of Services to Qualis	tbc	To pre-scrutinise the business case for the transfer of MOT and Fleet. (Cabinet decision TBC)	A Small



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 November 2022)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Chief Financial Officer are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

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- (1) Information relating to any individual.
 - (2) Information which is likely to reveal the identity of an individual.
 - (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 - (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 - (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 - (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Aims & Key Objectives 2022/23

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

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Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2022/23

Chris Whitbread	Leader of the Council
Nigel Bedford	Place
John Philip	Finance
Holly Whitbread	Housing & Community
Aniket Patel	Wellbeing & Community Partnership
Alan Lion	Customer
Nigel Avey	Contracts and Commissioning
Ken Williamson	Technical Services
Sam Kane	Internal Resources
Les Burrows	Review & Efficiency

Contact Officer

Adrian Hendry
Democratic Services Officer

Tel: 01992 564246
Email: ahendry@eppingforestdc.gov.uk

WORK PROGRAMME - 1 NOVEMBER 2022 TO 28 FEBRUARY 2023

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Peoples Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Risk Management	Review of Current Risk Register.	Yes	6 February 2023	Cabinet		Andrew Small 01992 564278	
Local Government Council Size and Boundary Review	To review the number of Councillors. Council Submission to LGBCE. To review the Warding Pattern.	Yes	16 Dec. 2021 24 February 2022 13 December	Council Council Council		Georgina Blakemore 01992 56 4233	
Corporate Plan (2023-2028)	To accept the new Corporate Plan for EFDC.	Yes	27 Sept. 2022 10 October 2022 13 Dec. 2022	O&S Cttee Cabinet Council		Nichola Gambrill 01992 564000 ext.2150	

WORK PROGRAMME - 1 NOVEMBER 2022 TO 28 FEBRUARY 2023

PORTFOLIO - PLACE

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Implementatio n of the Local Plan - Ongoing	Quarterly update report on progress. To become a delivery report once Plan agreed by the Inspector.	Yes	Ongoing Next report - 7 November 2022	Cabinet		Nigel Richardson 01992 564110	
Latton Priory Masterplan Area - approval for consultation	Report for approval of Latton Priory Masterplan for 6 week consultation.	Yes	7 November 2022	Cabinet		Nick Finney, Nigel Richardson, Ione Braddick 01992 56 4110, ,	See Cabinet Report C-007-2022/23 - July 2022
HGGT Governance / Joint Committee	Update on and approval of HGGT Joint Committee delegations Framework.	Yes	6 February 2023	Cabinet		Ione Braddick, Nigel Richardson 01992 56 4110,	See Cabinet report HGGT Stage 1 Governance report - Feb. 2022 - C-042- 2021-22
Air Quality Action Plan	Approval of AQAP to mitigate air pollution in the Air Quality Action Area.	Yes	13 March 2023	Cabinet		Mandy Thompson 01992 564076	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update.	Yes	Ongoing	Cabinet		Andrew Small 01992 564278	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Charging for additional Waste Containers	Approval for charging residents for additional and replacement Waste Containers.	Yes	5 December 2022	Cabinet		James Warwick 01992 564350	waste Management Partnership Board - 26 Oct. 2021 Stronger Place - 13 January 2022
Waste Depot Feasibility Report	To approve the waste depot feasibility report and agree the next steps.	Yes	5 December 2022	Cabinet		James Warwick 01992 564350	
North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield. Item to be taken to a Cabinet workshop for discussion.	Yes	TBC	Cabinet		Nigel Richardson 01992 56 4110	
Waste and Recycling Street Collection Contract	To determine if the Waste Contract goes out to procurement.	Yes	TBC	Cabinet		James Warwick 01992 564350	Stronger Place - Nov. 2021 Cabinet Report - January 2021
Epping Leisure Centre - Award of Contract	Decision to award the contract to build Epping Leisure Centre. Dependent on Qualis programme of works.	Yes	13 March 2023	Cabinet		James Warwick 01992 564350	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Social Housing White paper	Review of the Tenant Satisfaction Measures and Impact on EFDC.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
Review of CDM policy and Building Safety Bill	Impact of changes and legislation on EFDC.	No	16 June 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	CDM Policy
Changing Landscape of Housing Paper 2, Special Housing Regulations	New Social Housing Regulations.	No	12 July 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Changing Landscape of Housing - Paper 3, Social Housing Regulations	The Social Housing White Paper.	No	12 July 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Regeneration Update - Lime Estate	Update on the plans and processes to regenerate Limes and Copperfield estate.	No	12 July 2022	Stronger Communities Select Committee		Deborah Fenton 07988860412	HRA Business Plan
St. Johns Development	Approval to progress to build subject to planning.	Yes	18 July 2022	Cabinet		Deborah Fenton 07988860412	
Review of CDM policy and Building Safety Bill	Impact of changes and legislation on EFDC.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	CDM Policy - Penningtons Report
Sheltered Housing Review	Approval on actions created by the updated Ark review.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	Ark Report
Charter for Social Housing	Report on the proposed TSM and impact on EFDC.	No	18 July 2022	Cabinet		Deborah Fenton 07988860412	

Changing Landscape of Housing - Paper 3, Social Housing Regulations	The Social Housing White Paper.	No	TBC	Cabinet		Deborah Fenton 01992 56 4221	
HRA - Proposed regeneration plans for housing estates	Approval for 5-year regeneration plans for housing estates.	No	TBC	Cabinet		Deborah Fenton 07988860412	Paper to O&S on 16 June
Sheltered Housing rebrand and support model	Introduction and approval to progress to Cabinet.	No	27 September 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
HRA Proposed Regeneration Plans for Housing Estates	Recommendation to go to Cabinet for approval on 5-year regeneration plans.	No	27 September 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	HRA Business Plan
Annual Housing Performance Report	Report on annual housing KPI's including compliance around the Building Safety Act.	No	27 September 2022	Overview & Scrutiny Committee		Deborah Fenton 07988860412	
Review of Caretaking in Blocks	Links to TSM, residents will rate the cleaning in block.	Yes	27 September 2022	Overview & Scrutiny Committee		Deborah Fenton 01992 56 4221	
Resident Involvement Strategy	Introduction and approval to progress to Cabinet.	Yes	17 January 2023	Stronger Communities Select Committee		Deborah Fenton 07988860412	
Resident involvement Strategy	Approval of the proposed resident involvement strategy.	Yes	13 March 2023	Cabinet		Deborah Fenton 07988860412	Report to SC on 20 September
Housing Strategy	EFDC's current Housing Strategy reaches end of life in March 2022. A draft strategy is being consulted on and taken through governance structure ahead of formal adoption in January 2023 subject to Cabinet approval in December 2022.	Yes	5 December 2022	Cabinet		Jennifer Gould 01992 564073	

Annual Housing Performance Report	Report on annual housing KPI's including compliance around the Building Safety Act and the big 6.	No	5 December 2022	Cabinet		Deborah Fenton 07988860412	
Sheltered Housing rebrand and support model	Approval to adopt the proposed Resident Involvement Strategy.	Yes	5 December 2022	Cabinet		Deborah Fenton 07988860412	
Review of Tenancy Strategy - update on Changes	Ongoing Updates.	No		Cabinet		Deborah Fenton 01992 56 4221	
New Fees and Charges	Report requiring a decision regarding charging for non-statutory services.	Yes		Cabinet		Deborah Fenton 01992 56 4221	
Proposed Change to Service Charges RTB Receipts - New Policy	Policy outlining who we allocate right to buy receipts.	Yes		Cabinet		Deborah Fenton 01992 56 4221	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Financial IT System	To replace the current financial and procurement system with one consolidated Cloud based IT system.	Yes	29 November 2022	Internal Resource		Chris Elliott 07419 214444	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Museum Service Transformation		Yes	7 November 2022	Cabinet		Jennifer Gould 01992 564073	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Transfer of Services to Qualis	To consider the business case for the transfer of services to Qualis.	Yes	7 November 2022	Cabinet		Andrew Small 01992 56 4055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
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