

## Select Committee Agenda



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### **Stronger Communities Select Committee Tuesday, 15th November, 2022**

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

**Council Chamber - Civic Offices**  
on **Tuesday, 15th November, 2022**  
at **7.00 pm** .

**Georgina Blakemore**  
Chief Executive

**Democratic Services  
Officer**

R Perrin  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors J Lea (Chairman), J Lucas (Vice-Chairman), C Amos, R Balcombe, I Hadley, S Murray, C Nweke, R Pugsley, D Stocker, D Wixley and S Yerrell  
Co-opted Member W Marshall

#### **SUBSTITUTE NOMINATION DEADLINE: 6.00PM**

#### **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.**

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

**1. WEBCASTING INTRODUCTION**

The Chairman will read the following announcement:

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

Therefore, by entering the Council Chamber and using the seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.”

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage to report non-attendance at meetings <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.

**5. NOTES OF PREVIOUS MEETING (Pages 5 - 10)**

To agree the notes of the meeting of the Select Committee held on 20 September 2022.

**6. TERMS OF REFERENCE & WORK PROGRAMME (Pages 11 - 16)**

(Chairman/Lead Officer) The Overview and Scrutiny Committee have agreed the Terms of Reference and work programme for this Select Committee. Members are invited at each meeting to review both documents.

**7. MUSEUM COLLECTION RATIONALISATION PROGRAMME (Pages 17 - 22)**

To note the progress report of the Museum Collections Project.

**8. REFRESH OF THE EPPING FOREST HEALTH & WELLBEING STRATEGY (Pages 23 - 26)**

To consider the refreshed Epping Forest Health & Wellbeing Strategy 2022-2026 and associated revised partnership delivery structure arrangements.

**9. ANNUAL LETTINGS REPORT 2021/22 (Pages 27 - 48)**

To consider the Social Housing Annual Lettings Report 2021-2022 attached.

**10. DATES OF FUTURE MEETINGS**

To note that the next meeting of the Select Committee will be held at 7.00pm on 17 January 2023.

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**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF STRONGER COMMUNITIES SELECT COMMITTEE  
HELD ON TUESDAY, 20 SEPTEMBER 2022  
IN COUNCIL CHAMBER - CIVIC OFFICES  
AT 7.00 - 8.25 PM**

- Members Present:** J Lucas (Chairman), , C Amos, R Balcombe, S Murray, C Nweke, R Pugsley and D Wixley
- Co-opted Member:** W Marshall
- Other members present:** A Lion and H Whitbread
- Other members virtually:** H Kane and S Kane
- Apologies for Absence:** I Hadley
- Officers Present:** R Perrin (Democratic and Electoral Services Officer), D Fenton (Service Director (Housing Revenue Account)) and R Pavey (Service Director (Customer Services))
- Officers present virtually:** L Kirman (Democratic Services Officer)
- By invitation virtually:**

**13. WEBCASTING INTRODUCTION**

The Chairman reminded everyone present that this meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

**14. SUBSTITUTE MEMBERS**

The Committee noted that there were no substitute members.

**15. DECLARATIONS OF INTEREST**

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

**16. NOTES OF PREVIOUS MEETING**

That the notes of the previous meeting held on 21 September 2021 were agreed as a correct record subject to

- That W Marshall was present.
- (Minute 7 - Transfer of Service from Broadway Housing Office) – That the report contained with the agenda referred to expected income of £22,000 not savings.

- (Minute 11 - Review of Housing Strategy 2022-2027) - That the reference to 'More bricks and mortar' be replaced with 'It's more than bricks and mortar'.

#### 17. TERMS OF REFERENCE & WORK PROGRAMME

The Committee noted the Terms of Reference and Work Programme.

#### 18. BI-ANNUAL REPORT ON THE WORK OF THE COUNCIL-FUNDED POLICE OFFICERS

The Directorate Specialist – Technical Services, C Wiggins gave a six-month report on the work and range of operations of the Council's funded Police team, which had been contained within the agenda of the report.

The Committee asked questions and made comments on the following points.

- Can the police take enforcement action against drivers who obstruct pavements? The Directorate Specialist – Technical Services advised that she would provide the written statement which she had received from the Brentwood and Epping Forest District Commander.

**Written statement from Brentwood and Epping Forest District Commander, C/Insp Paul Ballard** - In relation to the parking issues and enforcement you will be aware that previous criminal enforcement of parking offences by police officers and police traffic wardens ceased following the introduction of the Road Traffic Act 1991 where parking matters were decriminalised and became the responsibility of local authorities and councils to enforce. Police officers do not have any lawful powers to enforce parking infractions. Police officers of course do have lawful enforcement powers in relation to offences that are sometimes within the sphere of parking with the most prominent being Obstruction of the Highway.

Section 137 of the Highways Act 1980 makes it an offence to wilfully obstruct the highway.

137(1) If a person, without lawful authority or excuse, in any way wilfully obstructs the free passage along a highway he is guilty of an offence and liable to imprisonment for a term not exceeding 51 weeks or a fine or both.

For us to prosecute we would need to be able to evidence that the parked vehicle meant that 'free passage', was obstructed, which would be at the discretion of the officer attending based on all of the circumstances of each individual instance and reliant on there being sufficient evidence to prosecute. Physical parking on a pavement is only illegal in the Greater London area with this not currently the case in Essex or elsewhere in England & Wales. This current distinction was outlined in the Highway Code which states:

Rule 244

You **must not** park partially or wholly on the pavement in London and **should not** do so elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.

- Would there be ASB community engagement events held in other areas of the district? The Directorate Specialist – Technical Services advised that the

team were keen to hold further ASB awareness events every couple of months across the district, which would include Loughton. Dates for these events would be provided to members.

- Could the Council's funded officers assist the community police officers with road safety projects? The Directorate Specialist – Technical Services advised that she would pass on this request to the Community Policing Team Inspector.
- Residents has passed on information about ASB around the Oakwood Hill, Debden area and it was felt there was a lack of response from the police. The Directorate Specialist – Technical Services advised that residents needed to report all incidents, whether directly to the police or through Crimestoppers, so that intelligence could be gathered. She would pass on the information to both the ASB Team and police and ask for the area to be included in the patrol area.
- Due to the increase in rural crime, could the local villages be included in the patrols? The Directorate Specialist – Technical Services advised that a Rural Crime Strategy was currently be reviewed by the Essex Police Fire & Crime Commissioners office which could be brought to the committee. It was noted that there was a rural crime officer and GTRET team, and extra patrols could be requested.
- Could the community officer attend the Broadway Town Centre Partnership meetings? The Directorate Specialist – Technical Services would take the request back to the team.

The Directorate Specialist – Technical Services advised that officers from the Council's funded Police team would attend the next Member's Coffee morning with Officers.

#### **RESOLVED:**

That the Committee noted the six-month report on the work and range of operations of the Council's funded Police team.

### **19. CUSTOMER SERVICE STRATEGY UPDATE**

The Service Manager- Customer Services, S Lewis gave an update on the Customer Strategy and customer feedback which was contained within the agenda of the report.

The Committee asked questions and made comments on the following points.

- Did the Contact centre have a recommended acceptable wait time to answer calls? The Service Manager- Customer Services advised that there was not a set time, although recently the wait time had been increased due to issues with the waste collections service. The Service Director – Customer Services advised that the current wait times were 5 minutes 30 seconds. Furthermore, that the Council was working both on the technical issues as well as the council response to customers.
- What information had been given to residents about the waste collections issues? The Service Manager- Customer Services advised that Biffa gave daily updates to the Council who then passed this information onto the contact centre.

- Had a record been kept of where the user of the Epping Community hub had travelled from? The Service Manager- Customer Services advised that all users were asked to complete a survey which collect this information.
- The Council should remember that not all residents had access or wanted to use digital methods to contact the Council. The Customer Services Portfolio Holder advised that the Council aimed to get 80% of the digitally able residents using the online methods so that officers could focus on the other 20% of residents.
- Could the council claim back the costs associated with the waste issue from the provider? The Service Director – Customer Services advised that this had been raised in discussion with the provider.
- Had the process changed for the way members report issues? The Service Manager- Customer Services advised that she was not aware of any changes although a Members Portal had been created. This could be found on the Council's website and provided members with useful information all in one place.
- It was requested that if the Council had any major issues such as the waste collection problems, members should be briefed so that they were able to advise residents, if contacted directly.
- Could clarity be provided on the number of visitors in August to the Epping Community Hub. The Service Director - Customer Services advised that the Community Hub provided several services which had been brought together to create a flexible response for tenants and he would ensure more detailed data would be provided to members at the next meeting.
- Members to Bring Your Own Device (BYOD) – It should be noted that not all devices were compatible with the council's systems, which would need to be resolved before this was rolled out to members.
- That response emails should be automatically provided to residents when they had completed a form, to prevent residents reporting the issues again. The Service Manager- Customer Services advised that officers were working towards an automated response for all contact forms. This would be part of the back office customer journey mapping.
- The Housing and Community Portfolio Holder advised that the idea would be to recreate the Community Hub in other areas in the district in a similar form or as pop ups across the district, but the Council needed to be sure what services were required and when and where they would be of most use.

**RESOLVED:**

1. That the Committee noted the update on the Customer Service Strategy and feedback from residents.
2. That the Customer Service Manager would raise the problems that Members were experiencing with their own and/or council devices being compatible with the Council's systems.

**20. IMPACT OF MINOR ESTATE IMPROVEMENTS CARRIED OUT AT HARVEYFIELDS, WALTHAM ABBEY**

The HRA Project Director, D Fenton reported on the work undertaken at Harveyfields, Waltham Abbey and the positive impact that the minor estate improvements had played, which had been detailed within the agenda.

The Committee asked questions and made comments on the following points.



- Did the Homes Fit for Human Habitation Act 2018 (as amended) apply to both social and private rented properties? The HRA Project Director advised that it applied to both.
- What did HSSR stand for? It was noted that it should have been HHSRS, which stood for Housing Health and Safety Rating System.
- Would these types of works be undertaken across the district? The HRA Project Director advised that a list of areas had been produced and she would distribute this to members.
- The ward member advised that she had been consulted throughout the process and that both her comments and the residents had been taken into account.

**RESOLVED:**

That the Committee noted the work undertaken at Harveyfields, Waltham Abbey.

**21. NEW SUPPORT MODEL - SHELTERED HOUSING**

The HRA Project Director, D Fenton requested that the Committee consider the new support model for sheltered housing, which had been detailed within the agenda.

The Committee asked questions and made comments on the following points.

- If residents did not trigger a reassessment when they were annually reviewed, could they request or be reassessed in between these periods? The HRA Project Director advised that assessment would be taken as and when required.
- The Housing & Community Portfolio Holder advised that these changes were about attracting residents to sheltered housing and modernised the service.
- How many Sheltered Housing Officers did the Council employ? The HRA Project Director advised there were eleven full time equivalent officers.
- Would WIFI be provided in these types of properties? The HRA Project Director advised that it was not cost effective and under a recent survey at High Mead House, residents had advised that they had install their own individual WIFI service and would prefer other services.
- It was noted that the Housing and Community Portfolio Holder had requested that officers begin to create a Strategy for Older Persons Housing, which should begin to address issues with the housing waiting list for both the older and younger generations.

**RESOLVED:**

1. That the Committee had considered the new “needs led” support service for residents in sheltered housing.
2. That Sheltered Housing Officers would work from a hub, to allow an even distribution of work across the team.
3. That Sheltered Housing would be rebranded as Independent Living.
4. That the job titles of Sheltered Housing Officers would be changed to Independent Living Officers and
5. That the Committee had no additional comments prior to the report being submitted to Cabinet.

**22. DATES OF FUTURE MEETINGS**

The Committee noted that the date of the next meeting would be 15 November 2022.

## **STRONGER COMMUNITIES SELECT COMMITTEE**

### **TERMS OF REFERENCE 2022/23**

#### **Core Areas of Responsibility**

- (1) To provide scrutiny for the following corporate projects:
  - Customer Excellence - Delivering services that put the customer at the heart of everything we do;
  - Behaviours and Insights - Future-proofing the Council's service provision by understanding customer needs and expectations over the next ten years and beyond; and
  - Partnerships - Working with public, private and third sector partners to deliver and develop services to our community, businesses and visitors to the district including shared and cross-border working.
- (2) To monitor levels of customer satisfaction and provide scrutiny of services that are not performing to standard and develop proposals for their improvement. This will also include matters of concern that are identified by the Stronger Council Select Committee in its review of Corporate Key Performance Indicators.

#### **Scrutiny Role of the Select Committee**

- (1) To engage in policy review and development, with a focus on improvement and how this can be best achieved;
- (2) To develop a work programme each year that effectively scrutinises the areas of responsibility outlined above;
- (3) To consider any matter referred by the Overview and Scrutiny Committee, Cabinet or a Portfolio Holder and to make recommendations as appropriate;
- (4) To look outwards and show community leadership;
- (5) To consider the effect of Government actions or initiatives that affect the Select Committees areas of responsibility and the impact on customers, residents, businesses and visitors to our district, and to respond to consultation activities as appropriate;
- (6) To establish working groups and task and finish panels to undertake any activity within these terms of reference;
- (7) To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers to help develop policy;
- (8) To monitor and review relevant projects and associated closure and benefits reports; and
- (9) To engage with the community and encourage community engagement.

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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	
<b>12 July 2022</b>						
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.	<b>Completed</b>	J. Gould	<b>July</b>	
	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		
<b>20 September 2022</b>						
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	
<b>15 November 2022</b>						
10.	Annual Lettings Report		To scrutinise allocations and lettings performance for 21/22		J. Gould	
11.	Domestic Abuse Act	<b>An item to be placed in the members Bulletin</b>	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	
<b>17 January 2023</b>						
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	
<b>2 March 2023</b>						
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	
<b>21 March 2023</b>						
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
<b>Date to be confirmed</b>						
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





## **Report to Stronger Communities Select Committee**

**Date of meeting: 15 November 2022**

**Portfolio: Wellbeing & Community Partnerships –  
Cllr Aniket Patel**

# SCRUTINY



**Subject: Museum Collections Project - Rationalisation**

**Officer contact for further information: Francesca Pellegrino (01992 564996)**

**Democratic Services Officer: Rebecca Perrin (01992 564243)**

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

Epping Forest District Museum is currently undertaking a review of its collections to ensure material held remains relevant, accessible, and safe for public and staff. This is a procedure recommended to be undertaken by all museums, and follows guidelines and ethics laid out by the Museums Association. This report outlines an update on the project progress since the last report one year ago.

### **Report:**

#### **1. Background to the project**

Epping Forest District Museum's (EFDM) collections cover the breadth of local community history. Continuing to protect, collect and provide access to the district's local heritage is a fundamental part of supporting Epping Forest District Council's objectives in building a stronger place and communities.

Over the years, a broad collecting policy combined with limited documentation has led to much collecting of material, some of which is either not relevant or suitable for the museum and its audiences. The collection now totals over 100,000 objects held across 4 storage locations.

Like many museums, the collections have begun to exceed the space available for storage and this presents a risk to their future care, management, and access. The main stores which are on site benefitted from a major Lottery funded capital redevelopment in 2016. Improvements included an environmentally controlled store and a 'public viewing' store. Whilst this is a major improvement, the redevelopment project did not address the collection documentation problems or the growing collections here onsite and in off-site storage. All are now at full capacity. In addition, the three off-site stores do not provide a sound environment for the collections held there. Some of the objects are stored very high up on shelves, boxes are collapsing, and there are objects obstructing aisles, making it increasingly difficult for staff and volunteers to access them properly and safely. This full capacity means that there is no expansion space to address gaps in the collection with material highlighted in the Collections Development Policy, to help ensure we continue to document the past and present for future generations.

The museum inherited extensive and poorly documented collections at its formation and historically lacked the resources to address the issue. Further collecting has added to the backlog leading to a situation where collections have grown without full records being created. Without this knowledge, it is impossible to provide a full or accurate public service.

Documentation and storage issues have meant that objects have been acquired which fall outside of the Museum's collecting policy or within the Epping Forest District. These issues

have also led to duplicate material being collected, some of which may not have any local stories or provenance linked to them.

Public and staff safety is also a concern. Packed, full collection stores combined with out-of-date or sub-standard documentation has meant that material exists within the stores which should be handled with safety and care, and up to date risk assessments should be in place. For example, the museum holds objects classed as hazardous such as asbestos, arsenic, firearms, and controlled drugs. The Council must ensure it has thoroughly audited its collection and documentation to comply with Health & Safety regulations to ensure the Council knows exactly what is held, and that material is recorded and handled with due care. This project will enable these key issues to be addressed.

It should be noted that a process of historic over-collecting and issues with documentation is present in all museums, but the team at Epping Forest District Museum recognise the importance of addressing this pressing issue now by embarking upon a realistic rationalisation project across its collections, so that it remains relevant to the district's residents and visitors and engages and inspires generations across communities.

## **2. Guiding Principles**

For this project the following guiding principles have been agreed and adopted:

1. The Museum abides by the Museums Association's Code of Ethics and disposals guidance which are the guiding principles for all museums. As an accredited museum, a regular audit and review of all process and procedures is undertaken to comply with industry standards.
2. The collection is owned by the district's residents, representing the generosity of past, and current donors, to tell the story of place and communities for the benefit of future generations.
3. The collection is established for the long term and each generation has responsibility to the next to ensure public collections remain sustainable.
4. It is imperative collections are used and developed in response to the needs of society and that they evolve. Museum collections should provide full opportunity for public **use and engagement**.
5. Disposal is an integral part of responsible collections management and will ensure that museums are fit for future generations.

## **3. Professional Project Support**

The Museum has appointed Museum Consultant, Helen Giles, to develop plans for this project, provide support and undertake an evaluation report on completion. The Museum is in constant contact with the Essex Museum Development Officer, SHARE Museums East and The Museum Association to ensure every step of the project is undertaken correctly.

Specialists are consulted on a regular basis when collections or types of items are being reviewed to ensure appropriate information is gathered.

Volunteers have been recruited and fully trained to support the project.

#### 4. Project Process and Museum Association Guidelines



- Full audit of the collections.
- Gathers all documentation associated with the object and tracks key important information such as provenance, condition, historical importance, societal importance etc.
- Volunteers undertake research as part of this phase.



- A strict scoring regime is used.
- Consideration is taken as to items on loan, items may relate to other localities in the UK or items whose condition may pose a health and safety risk.
- Consultation takes place with specialists, other museums, wider team, local groups and donors.
- Once the items have been scored, the list goes to a steering committee (Cllr Mary Sartin, local groups, museum staff, specialists and volunteers) for discussion and sign off.
- The list is signed off by the Portfolio Holder and is opened up to other councillors.



- This phase follows the Museum Association strict code of ethics which is the governing body for museums.
- To ensure ethical removal there is a strict step by step process that must be followed. The core aim is that items remain in the public domain.
- **Process 1: DISPOSE OF MATERIAL HAZARDOUS/DAMAGED**
- **Process 2: RETURN OF LOANS TO DONORS**
- **Process 3: OFFER TO ACCREDITED MUSEUMS (2months)**
- **Process 4: OFFER TO NON ACCREDITED MUSEUMS/ PUBLIC ORGANISATIONS (1 month minimum)**
- **Process 5: FINAL DISPOSAL / DESTRUCTION (return to original owner, sale as scrap or gift to charity, or destruction as final resort)**

## 6. Project to date

**In total 10,131 objects/groups of objects have been through phase 1, 3974 through phase 2 and 566 have been moved onto new homes – the breakdown below provides more information.**

**We need to do some additional calculations but we think the 10,131 lines on the spreadsheet equate to around 30,000 individual items (this is the number that equates to the 100,000 items in the collection).**

### North Weald Storage Location

- All items at the North Weald storage location (76) have been through phase 1 and phase 2.
- 66 of these items have been identified for removal from the collection because they do not meet the Collections Development Policy and have been signed off by the Steering Committee and via a formal Portfolio Holder Decision.
- All items have now been relocated: 16 of these items have been removed due to being hazardous and posing a serious risk to health and safety. These items contained high levels of asbestos and guidance from the Museum Association made it clear this is what was needed.
- 10 of these items have been transferred to the Community Culture and Wellbeing Team's community allotment projects.
- The remaining items have been transferred to Work Aid a charity which supports projects in the UK and Africa.

### Store One at the Museum

- All items (1717 – this does not include archaeological items which are being reviewed separately) have been through phase 1 and 2 of the process.
- 440 of those items have been put forward and signed off by the Steering Committee and completed the Portfolio Holder decision process.
- Of these 397 have been moved on to their new locations including other museums, charities, and community groups. The last remaining items are awaiting collection from other organisations.

### Store Two at the museum

- All 3830 items have been through phase 1 and of these 1613 have been through phase 2.
- 656 have been to steering committee with further items coming through every couple of months.
- To date 103 items have been relocated to other museums, as education resources etc.

### Store Three at the museum

- Approximately 1970 items have been through phase 1 and of those 360 have been through phase 2

### Cr@te Storage Location

- All 606 items have been through phase 1 and of those 220 items have been through phase 2

In addition to this 1023 archaeological items have been through phase 1 and 756 photographs have been through phase one

## 6. Project Success to Date

- The Museum is currently being recognised across the industry as undertaking a fully

ethical and high standard project.

- Articles on the project have been featured in industry magazines, online web resources and the team has been asked to speak at various conferences.
- The team has uncovered some fantastic stories in the collection which would not have been discovered if the project was not undertaken.
- By undertaking the project, the objects are already being stored and cared for better, the documentation and information about each object has improved which also, in turn, supports the current work to improve the Museum's documentation database and allows the collections to be made accessible online.
- The project has the full support of key groups including the Waltham Abbey Historical Society who supported the setup of the Museum in the first place.
- The audit has also highlighted objects and collections that require further work and support. So far, a bid for £120,000 from Arts Council England has been made, to support work on the Museum's Ethnographic Collection – this project will help gather a better understanding of the collection and its important history, enable increased public engagement with the collection, support co-curation and projects with the communities from which these objects originate and support the Museum to address issues around decolonisation. A further external funding bid of over £500,000 has been acquired to focus on material related to the Abbey Church. This will involve reviewing these collections, an exhibition, conservation of the site in Waltham Abbey, a guiding programme and new interpretation on site to bring more tourism to the area, an education programme and art installation.
- So far 10 new volunteers have been recruited for the project with a total of 19 volunteers currently supporting this project. To date, collections volunteers have contributed over 1000 hours working on this specific project.

**Reason for decision:**

To update on the museum collection rationalisation project.

**Options considered and rejected:**

Options include to retain all items currently held in the collections as current.

**Resource implications:**

Within existing budget and staff resourcing.

**Legal and Governance Implications:**

The Museum Association guidelines and Code of Ethics provide the industry standard for ensuring this project complies with procedures.

**Safer, Cleaner, Greener Implications:**

Through this project the resource and environmental impacts of managing collections across 4 different locations will be improved. Once complete the product will ensure safer access to collections for staff and the public. The project will also see several local groups and the community to benefit. Not only through better access to the collection itself but objects that are not reallocated to other museums will be offered to the community and local groups to support their work and projects.

**Consultation Undertaken:**

A strict scoring process has been followed under the guidelines that are produced by the Museum Association. The list of items has been reviewed by a steering committee who have agreed the proposed decision. The Steering Committee consists of staff members who are not undertaking the project itself, Councillor Mary Sartin, a freelance museum consultant and where appropriate subject specialists, volunteers, and community groups. Where appropriate, the person or persons who donated the items has been contacted and the Waltham Abbey Historical Society which provided several items for the collection has also been consulted.

Once the list has been signed off by the steering committee the object and report undergo the Portfolio Holder Decision Process and allows wider councillors to review the decision. If the recommendation is approved – following Museum Association guidelines the items will first be offered to other accredited museums, then follow the process of reallocation which includes several steps to ensure the items stay in the public domain – these steps are outlined in the above diagram.

**Background Papers:**

**Previous Portfolio Holder Decisions (February 2021, June 2021, October 2021, January 2022, April 2022, July 2022, September 2022)**

**Impact Assessments: Previous EIAs for Portfolio Holder Decisions (February 2021, June 2021, October 2021, January 2022, April 2022, July 2022, September 2022)**

**Risk Management:** This project was assessed as one of the council's high priority projects and a risk assessment has been undertaken. The key risks which have been assessed are:

- Not following the Museum Association guidelines for correct procedures for Rationalisation. This could lead to reputational damage; and
- Not undertaking proper consultation – this could also risk reputational damage.

These two risks have been properly assessed and all plans and guidelines for this project ensure that the risk has been mitigated. The project team are following a guided process to ensure the two risks above have been accounted for.

**Equality:** The project will enable the museum to ensure it represents diverse audiences and the district through time through its collection by uncovering stories about the objects currently in the collection but also making space to add to the collection and ensure the whole community, past, present, and future, can be represented through the collections.

## **Report to Stronger Communities Select Committee**



**Date of meeting: 15<sup>th</sup> November 2022**

# SCRUTINY



Epping Forest District Council

**Portfolio: Wellbeing & Community Partnerships** – Cllr Aniket Patel

**Subject:** Refresh of the Epping Forest Health & Wellbeing Strategy

**Officer contact for further information:** Gill Wallis, Service Manager – Community, Culture & Wellbeing (01992 564557)

**Democratic Services Officer:** Rebecca Perrin (01992 564532)

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### **Recommendation:**

That the Stronger Communities Select Committee notes the refreshed Epping Forest Health & Wellbeing Strategy 2022 – 2026 and associated revised partnership delivery structure arrangements.

### **Report:**

#### 2.1 Background

The Epping Forest Health & Wellbeing Strategy 2022-26 sets out the aims and aspirations of the multi-agency Epping Forest Health & Wellbeing Board to improve the health and wellbeing of everyone living in the district. The partnership Board is made up of representatives from Epping Forest District Council, Essex County Council, the West Essex Health & Care Partnership, the NHS and a wide range of local health and voluntary sector organisations.

The Board published its original ten-year strategy back in 2018 however, as a direct result of the Covid-19 pandemic, the decision was taken to review and refresh the strategy early to ensure the district has a robust and meaningful roadmap to maximise resources and expertise to support the best possible outcomes for residents.

More than ever before, the Covid-19 pandemic called for organisations to come together to work collaboratively. The refreshed strategy aims to build on the momentum of positive partnership working in the district. The strategy also seeks to maximise the growing self-awareness of things that individuals can do for themselves to take care of their own health and wellbeing.

#### 2.2 Engagement

On behalf of the partnership Board, the Council's Community, Culture & Wellbeing team took the lead in facilitating four months of extensive consultation to inform the refreshed strategy. Consultation included:

- Focus groups with Community Champions representing communities district-wide
- Public consultation via an on-line questionnaire
- Engagement with the Epping Forest Youth Council
- Facilitated Community & Wellbeing Directorate input via workshops and discussion groups
- A stakeholder consultation event hosted at the Civic Offices attended by 55

representatives from 30 organisations, including the community and voluntary sector. Findings and feedback were regularly taken back to the Board throughout the process and emerging themes were cross referenced with those similarly highlighted through the work undertaken to review the county-wide Joint Essex Health & Wellbeing Strategy.

### 2.3 Data and insight

The Council's Public Health Improvement Officer led on the gathering and analysis of a wide range of datasets made available from partner agencies and central resources. In this way it was possible to ensure a clear evidence base in support of the themes and needs highlighted in the refreshed strategy. Information and data sources which helped inform the final strategy included:

- Essex County Council Joint Strategic Needs Assessment (JSNA)
- Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government – 2019 English indices of deprivation
- Office for Health Improvement & Disparities – Local Health Profiles for England
- Hertfordshire Health Evidence – District Profiles

### 2.4 Vision and principles

Having carefully considered the views of local residents, professionals, and wider stakeholders along with the analysis of data and evidence, the partnership Board agreed the following overarching vision and set of key principles underpinning all aspects of the strategy:

*“Working together to improve the health and wellbeing of Epping Forest residents by promoting a culture and environment that encourages health equity.”*

#### Principles

##### 2.4.1 A whole System Approach

We recognise that health and wellbeing is impacted on by more than just the food we eat or how active we are. Our health is affected by numerous factors including our education, our job, how much money we have and where we live. These factors are known as the “social determinants of health”. These determinants influence each other via a complex web of interconnected factors. The Robert Wood Johnson Foundation approach to the social determinants of health provides a framework which illustrates all the factors that contribute to our health and wellbeing.

##### 2.4.2 Prevention and early intervention

By improving the social determinates of health collectively we will prevent problems occurring. However, should problems arise, working in partnership will enable us to deal with them at the earliest possible stage through improved signposting and access to support services so that they don't get worse.

##### 2.4.3 Self-Care and management of own wellbeing

Wherever possible we want to support individuals and communities to take responsibility for their own health and wellbeing. Partners will actively help to build knowledge, skills and confidence so that people can make healthy lifestyle choices. We will work to champion peer support and foster a culture of care.

##### 2.4.4 Place based approach

We recognise that there are areas of our district that have a higher level of need than others. By targeting our collective efforts and resources on tackling the needs in specific geographic areas, and by working with our communities using an asset-based community development approach (ABCD), we aim to reduce the inequalities that exist in our district.

##### 2.4.5 A life course approach

We acknowledge that health and wellbeing needs change as we move through the various stages of our lives. The following whole life course themes show how we will adopt and reference “Live Well” domains as part of our Strategy:



- Start Well – Children and young people have the best start in life
- Feel Well – People enjoy mental wellbeing throughout their lives
- Be Well – Adults are empowered to make healthy choices
- Age Well – People live safely and independently as they age
- Stay Well - Adults with health or care concerns are supported to maintain healthy productive and fulfilling lives

## 2.5 Strategic priorities

The five strategic priorities which have been identified within the strategy are:

- Improve mental health and wellbeing
- Reduce loneliness and social isolation
- Increase physical activity
- Support residents in relation to the rising cost of living
- Tackle alcohol and substance misuse issues

Fundamentally, partners and stakeholders acknowledge the inequalities that exist in the Epping Forest district. These inequalities have a huge impact on residents` health and wellbeing, so much so that the difference in life expectancy between our most affluent and deprived wards can be as much as 13 years for males 11 years for females. Therefore, tackling health inequality is an overarching priority for the district.

For each of the five priorities, key objectives have been identified within the strategy. There is a shared commitment that partners will work together to develop and deliver projects, initiatives and interventions in line with the detailed objectives.

## 2.6 Delivery and governance

The stakeholder conference event held on 7<sup>th</sup> June 2022 afforded the opportunity not just to consult on the priorities and objectives for the refreshed strategy, but to also review and agree the partnership arrangements through which the final strategy would be delivered.

Agreement was secured to align multi-agency action groups with the wider determinants of health themes identified in the Robert Wood Johnson model. Themed action groups will be established around Health Behaviours, Socio Economic, Clinical Care and the Built Environment. Where possible, action groups will comprise of existing groups already in place, for example, the Safer Communities Partnership and various GP cohorts across the district. Crucially, the work of the action groups and delivery against their associated action plans will be overseen by the partnership Epping Forest Health & Wellbeing Board.

The Epping Forest Health & Wellbeing Board is committed to continuing to regularly consult with communities to seek their feedback on progress and to review emerging themes as appropriate.

**Reason for decision:** To note the refreshed Epping Forest Health & Wellbeing Strategy 2022 – 2026.

**Options considered and rejected:** N/A

**Consultation undertaken:** Extensive consultation as outlined at point 2.2 of this report.

**Service review:** N/A

**Resource implications:** There have been no increases in budget required from the Council.

**Personnel:** Community, Culture & Wellbeing staff

**Land:** N/A

**Community Plan/BVPP reference:** N/A

**Relevant statutory powers:** N/A

**Background papers:** N/A

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** N/A

**Key Decision Ref (if required)** N/A



### **Report to Stronger Communities Select Committee**

**Date of meeting: 15 November 2022**

**Portfolio: Housing and Community (Councillor Holly Whitbread)**

**Subject: Annual Lettings Report 2021/22**

**Officer contact for further information:** Jennifer Gould Interim Strategic Director (07548 145 639)

**Democratic Services Officer:** Rebecca Perrin (01992 564532)

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#### **Recommendations:**

That Stronger Communities Select Committee notes the Social Housing Annual Lettings Report 2021-2022 (APPENDIX A) before it is published on the Council's website.

#### **Report:**

1. As a registered provider of social housing the Council is obliged to comply with Regulator of Social Housing Tenancy Standard which states "Registered providers shall let their homes in a fair, transparent and efficient way".
2. The Social Housing Annual Lettings Report 2021-2022 provides information on the letting of social housing in the District between 1 April 2021 to 31 March 2022 and the demand for social housing on 31 March 2022 from qualifying applicants in accordance with the Council's Allocations Scheme for 2018-2022.
3. The report includes typical waiting times and profiling information on age, mobility needs and ethnicity of the applicants that have been rehoused.
4. Details are also provided on the number of mutual exchanges and management transfers that took place outside of the allocations scheme during the same period, and the number of properties that former tenants purchased from the Council under the Right to Buy.
5. A review of the Allocations Scheme for 2022-2027 resulted in some changes which became effective in September 2022. The changes have no impact on this report and will be reflected in the next Social Housing Lettings report for the period April 2022 - March 2023

#### **Reason for decision:**

To note the social housing lettings that were made between 1 April 2021 and 31 March 2022 and the snapshot of qualifying applicants on the Housing Register as at 31 March 2022.

**Options considered and rejected:** N/A

**Consultation undertaken:** N/A

**Resource implications:** None

**Legal and Governance Implications:** None

**Safer, Cleaner, Greener Implications:** None

**Background Papers:** Social Housing Lettings Report 2021-2022

**Impact Assessments:** N/A



# Social Housing Annual Lettings Report 2021/22



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## **INTRODUCTION**

This report provides information on the allocation of social housing in the District of Epping Forest (“the District”) between 1 April 2021 to 31 March 2022 and the demand for social housing on 31 March 2022 from qualifying applicants in accordance with the Allocations Scheme for 2018-2022.

A review of the Allocations Scheme for 2022-2027 resulted in some changes which became effective in September 2022. The changes have no impact on this report and will be reflected in the next Social Housing Lettings report for the period April 2022 – March 2023.

### **Social housing lettings: April 2021 to March 2022**

Information is provided on the number, size and type of social rented properties that were let to qualifying households between 1 April 2021 and 31 March 2022 including Council owned stock and that owned by other registered providers of social housing (RPs), often referred to as housing associations.

The report includes typical waiting times and profiling information on age, mobility needs and ethnicity of the applicants that have been rehoused.

Details are also provided on the number of mutual exchanges and management transfers that took place outside of the allocations scheme during the same period, and the number of properties that former tenants purchased from the Council under the Right to Buy.

## **CONTEXT**

### **Eligibility for social housing**

The Government sets out who is eligible for social housing in England depending on whether they are a British citizen and how long they have been habitually resident in the country and/or their immigration status.

The Council determines who qualifies for social housing in the District based on whether they fulfil the local eligibility criteria specified in the Allocations Scheme or if the Council has accepted a main housing duty under homelessness legislation.

### **The housing register**

The housing register is a list of applicants in housing need who qualify for at least one offer of social rented housing in the District.

Applicants on the housing register are awarded one of three priority bands; Band A, Band B, or Band C. Band A represents the highest priority and Band C represents the lowest.

### **Choice-based lettings and direct lets**

The majority of lettings are made to households on the housing register via the Council’s choice based letting scheme (CBL).

Applicants are required to actively consider available Council and RP properties that are advertised and updated weekly on a database known as LOCATA through the HomeOption website ([www.homeoption.org](http://www.homeoption.org)).

Applicants can express an interest in suitable vacant properties by selecting up to three properties per week to bid on. Bids are then placed in order for each property. The bid from the applicant in the highest band who has been waiting the longest is then selected and usually offered that

property if it meets their needs.

Direct lets (DL) are typically made to statutory homeless households who are usually placed in temporary accommodation while they wait, and to EFDC tenants that the Council needs to move by way of management transfer.

### **Affordable rent and social rent**

The rent charged for social housing is either 'affordable rent' or 'social rent'. Affordable rent is set at up to 80% of the market rent for the property and social rent is set using a formula that takes account of local earnings and house-prices. Affordable rent is typically higher than social rent.

The majority of Council owned re-let properties are at social rents. More new build properties are set at affordable rent than social rent.

### **Accessibility and adaptations**

A significant number of households include one or more occupants with disabilities or mobility needs, and a property is required with level access such as a bungalow or ground floor flat.

Occasionally additional adaptations may be necessary such as a level-access shower, handrails, a stair lift or a fully wheelchair adapted property.

When adapted properties become available to let then households with an identified need for those specific adaptations are usually prioritised above households without that need.

### **The supplementary waiting list**

The Council operates a supplementary waiting list (SWL) for sheltered accommodation for applicants aged over 60 who do not meet certain aspects of the local eligibility criteria. Vacant sheltered housing is advertised via CBL. If a qualifying applicant on the housing register also bids for an advertised sheltered housing property then they will be given priority over applicants from the SWL.

### **Management transfers**

Occasionally the Council has to move an existing Council tenant to an alternative property for housing management reasons for example in an emergency, for medical or personal safety reasons, or as a permanent decant to carry out major works or to regenerate or demolish their existing home.



## Priority Bands A-C

The following table gives a breakdown of the main categories of need within each priority band for a choice based letting within the Allocations Scheme for 2018-2022.

Band	Main categories of need
<b>A</b>	<ul style="list-style-type: none"> <li>– Members of the Armed Forces with serious injury, illness, or disability</li> <li>– Bereaved spouses or civil partners of those serving in the regular forces</li> <li>– Downsizers seeking fewer bedrooms than current social housing property</li> <li>– Home seekers needing to move on urgent medical/welfare grounds</li> <li>– Home seekers living in insanitary, overcrowded, or unsatisfactory conditions</li> <li>– Home seekers with mobility problems</li> <li>– Home seekers needing two or more additional bedrooms compared to their current accommodation</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>– Home seekers sharing accommodation, lacking at least one bedroom</li> <li>– Home seekers needing to move to a particular locality</li> <li>– Home seekers needing to be one household but are having to live apart</li> <li>– Home seekers needing one additional bedroom</li> <li>– Existing council tenants living in 2/3-bedroom flatted accommodation needing houses</li> <li>– Existing council sheltered tenants wishing to move within their scheme or to another scheme</li> <li>– Existing council tenants over 60 living in 1 bed property wishing to move to sheltered accommodation</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>– Home seekers needing to be closer to their place of work</li> <li>– Home seekers sharing accommodation with another household</li> <li>– Members of the Armed Forces with no housing need, and the application is made within 5 years of discharge</li> <li>– Spouses and children of existing and former Armed Forces Personnel</li> <li>– Home seekers needing to move on moderate medical/disability grounds</li> <li>– Home seekers in the Council's interim accommodation awaiting homelessness decision</li> <li>– Home seekers demonstrating an exceptional need to move to the district</li> <li>– Home seekers to whom the Council does not owe a full homelessness duty, where there is a requirement to afford reasonable preference on the ground of homelessness</li> </ul>

## LETTINGS INFORMATION

### Number of properties let by year

This table shows the number of properties that have been let to qualifying applicants in housing need each year over the last five years.

Year	Total	EFDC Stock	RP Stock
<b>2021/22</b>	<b>404*</b>	<b>361*</b>	<b>43*</b>
2020/21	413**	372**	41**
2019/20	538	494	44
2018/19	449		
2017/18	437		

**Source: Local Authority Housing Statistical Returns (LAHS) \*\* Adjusted 2020/21 \*Provisional figures 2021/22**

Fig.1

There was a reduction in lettings in 2020/21 and the early part of 2021/22 largely due to a slow-down in the number and turnaround time of empty properties because of Covid restrictions and shortages in skill and materials.

### Properties let by priority need

This chart shows the percentage of properties that were let by priority need between 2021-2022.

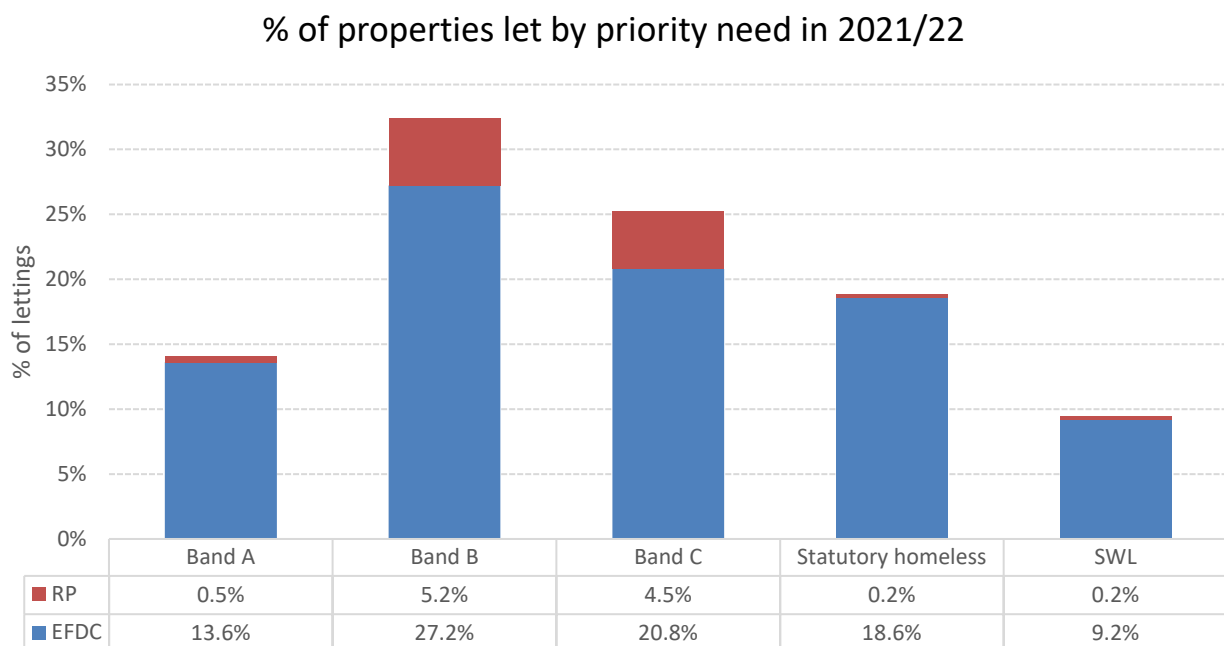


Fig.2

The highest percentage of properties were let to applicants in Band B (32.4%) followed by Band C (25.3%) and statutory homeless households (18.8%). The least number of lettings were to applicants on the supplementary waiting list for sheltered housing (9.4%).

**Properties let by choice based lettings and direct lets**

This pie-chart shows the percentage of properties that were allocated via choice-based lettings, including Bands A-C and SWL, direct lets to statutory homeless households by landlord and management transfers for Council tenants between 2021-2022.

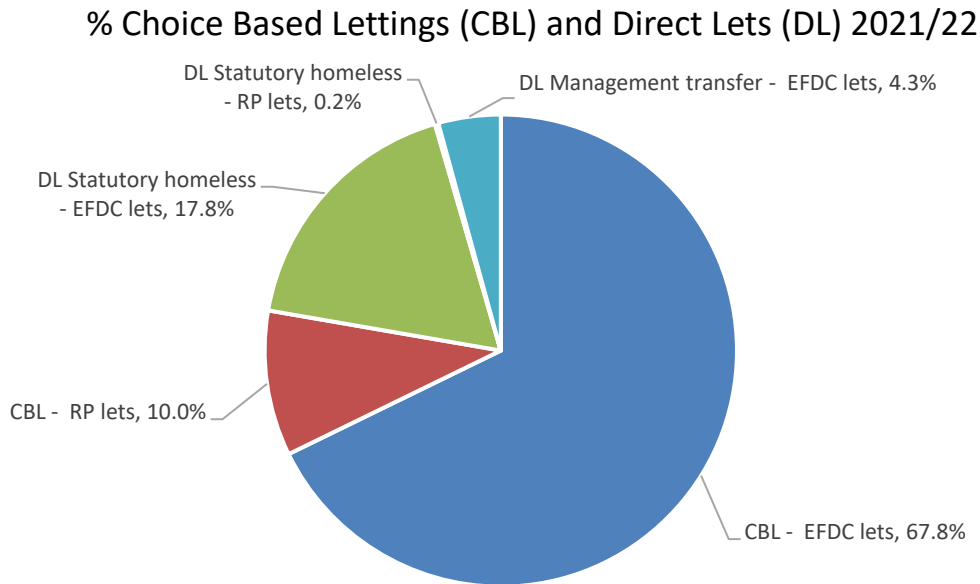


Fig.3

The majority of lettings were Council properties via choice-based lettings (67.8%) followed by direct lets of Council properties to statutory homeless households (17.8%) and choice-based lettings of RP properties (10%). Management transfers only accounted for 4.3% and less than 1% of all lettings were direct lets for homeless households into RP accommodation.

**Properties let to residents of the District and other local authorities**

This pie-chart shows the % of Band A-C applicants, statutory homeless households and SWL applicants that were habitually resident in the District before being allocated a property and those who were previously resident in other local authority areas.

**% of lettings from in district and out of district applicants 2021/22**

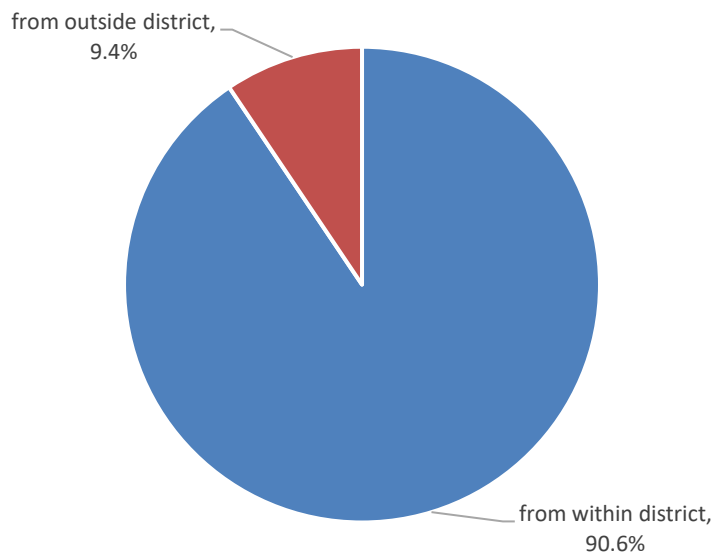


Fig.4

The overwhelming majority of properties were let to existing residents of the District (90.5%).

**Percentage of re-lets, new-build and acquired properties let**

This chart compares the letting of new build Council and RP housing with the re-letting of existing Council and RP properties between 2021-2022.

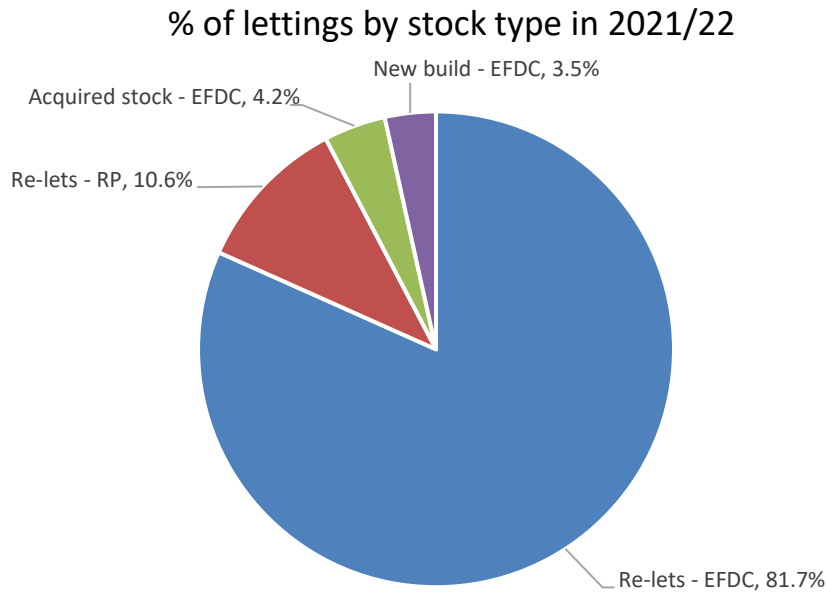


Fig.5

The vast majority of properties let between 2021-2022 were to existing Council properties that had become vacant (81.7%) followed by relets to RP stock (10.6%) Acquired and new build Council housing accounted for the remainder (4.2% and 3.5% respectively).

**Properties let by rent type**

This pie-chart shows the percentage of properties that were let at social rent levels compared to affordable rent between 2021-2022.

**% of lettings at social rent and affordable rent 2021/22**

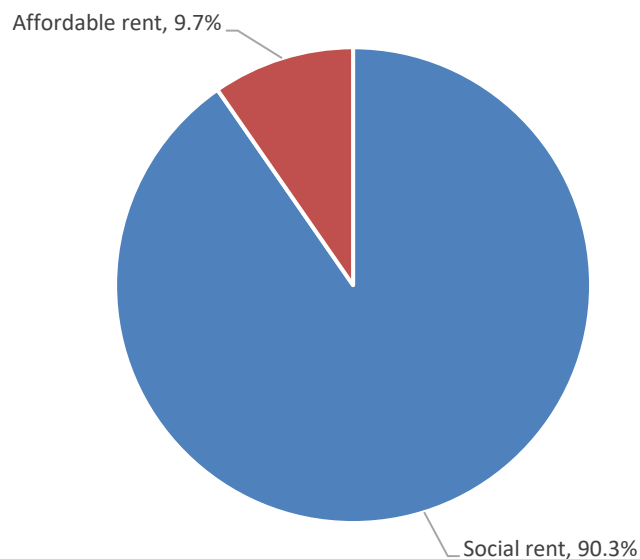


Fig.6

Over 90% of properties were let at social rent and just under 10% were let at affordable rent between 2021-2022.

This pie-chart provides a further breakdown of lettings for affordable rent and social rent by landlord and applicant need between 2021-2022.

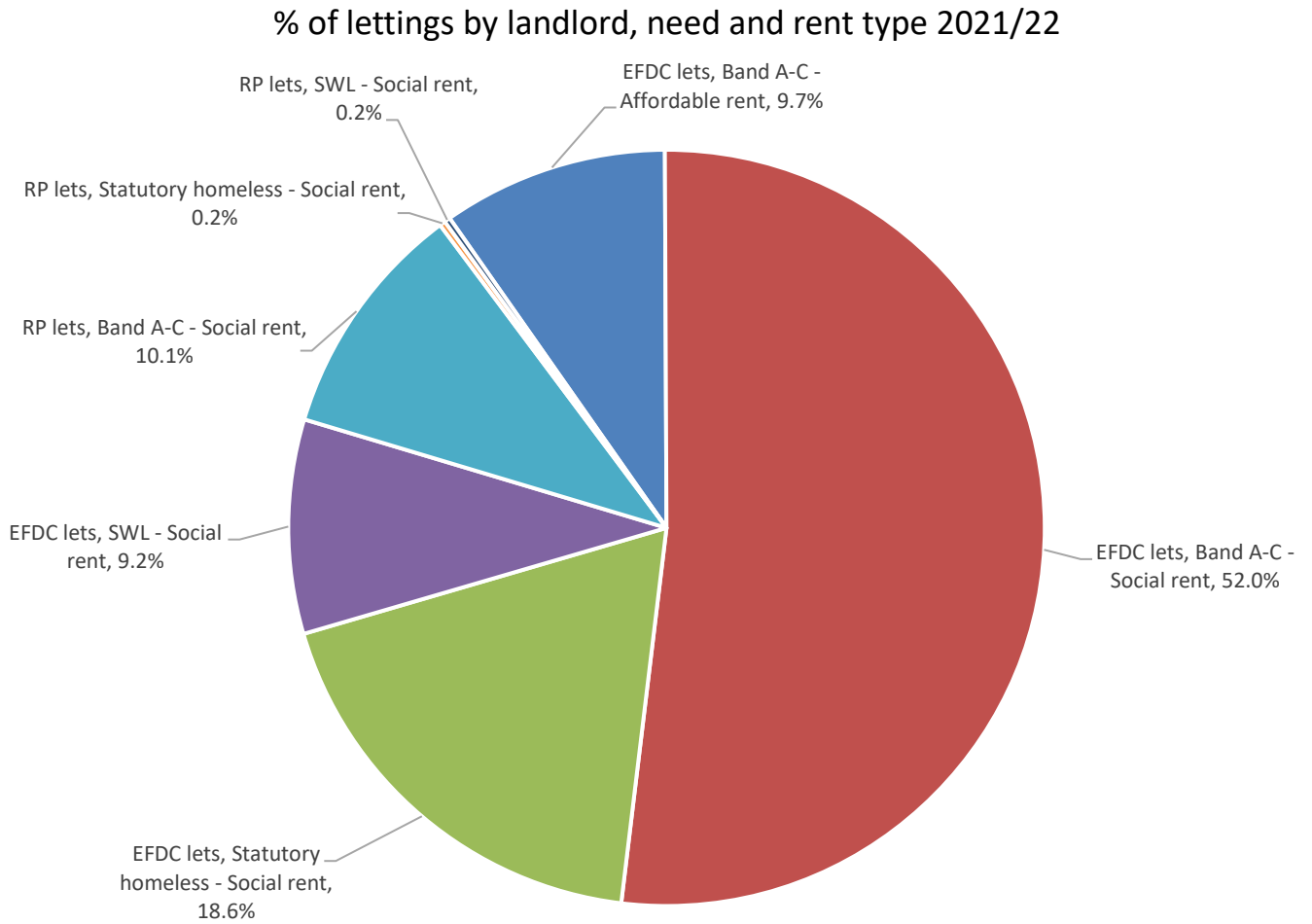


Fig.7

Over half of all lettings (52%) were of Council properties made to applicants in and A-C via choice-based lettings at social rent. Just under 20% of Council properties were let directly to homeless households at social rent.

Only 10.1% of properties let were registered provider properties let to Band A-C applicants via choice-based lettings. All of the Council owned properties that were let at affordable rent were allocated to applicants in Band A-C.

**Properties let by dwelling type**

This chart shows the number of lettings by property type i.e. flat, house, maisonette, bungalow and sheltered accommodation to Band A-C applicants, statutory homeless households and SWL applicants between 2021-2022.

Number of lets by property type in 2021/22

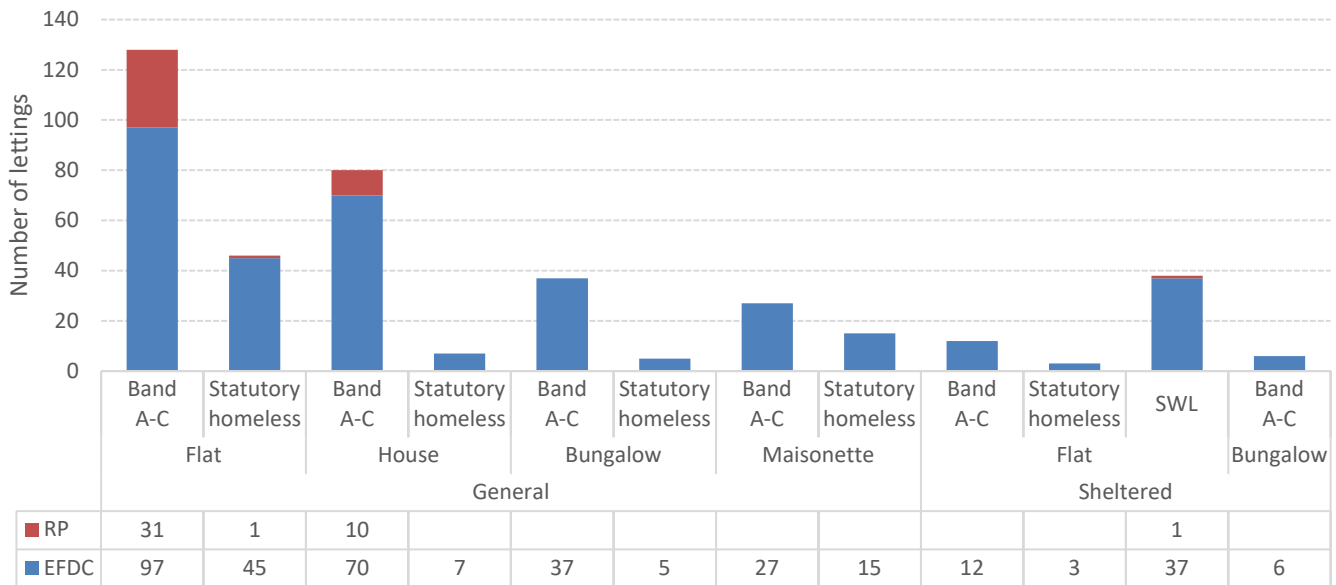


Fig.8

More Band A-C applicants and statutory homeless households were allocated flats than houses, and a far greater proportion of houses were allocated to Band A-C applicants (80) than to statutory homeless households (7). All sheltered housing lettings to the supplementary waiting list applicants (38) were to flats. The sheltered housing bungalows were let to Band A-C applicants (6).

**Properties let by bed size**

This chart shows the number of properties that were let by bed size to Band A-C applicants, statutory homeless households and SWL applicants between 2021-2022.

Number of lettings by bed size 2021/22

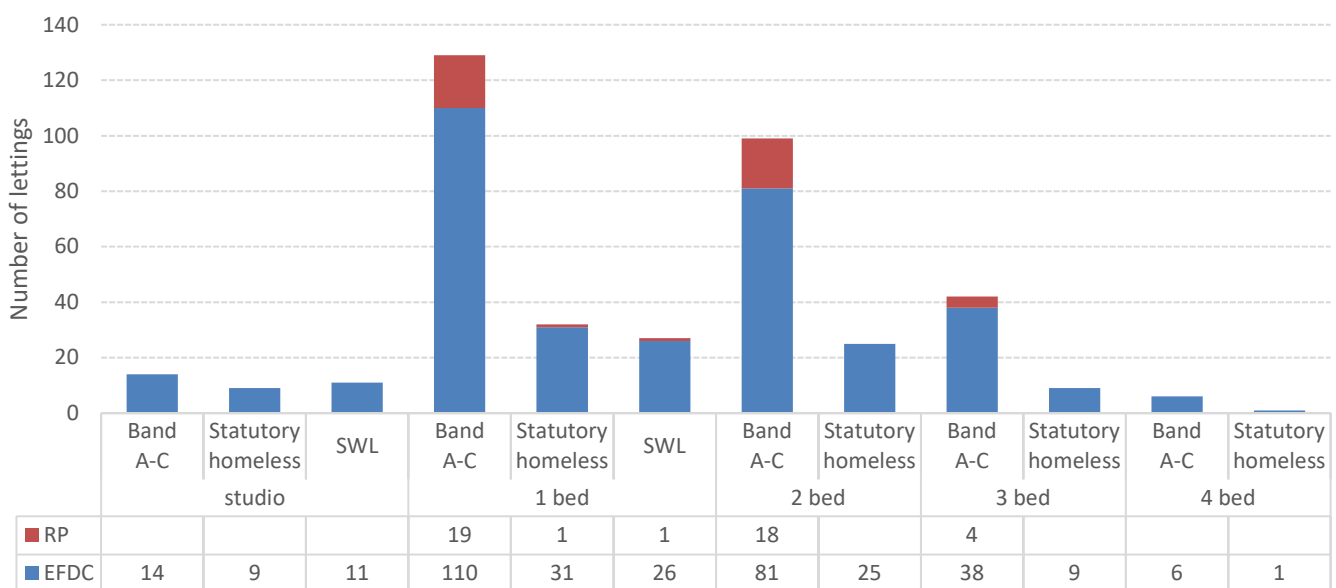


Fig.9

The majority of lettings in 2021/22 were for 1 bed properties. These generally saw the highest turnover of occupants and therefore become vacant more frequently than family sized homes.

**Properties let by age group of main applicant**

This chart shows the percentage of properties that were let by age group for Bands A-C applicants, statutory homeless households and SWL applicants between 2021-2022.

**% of properties let by age group of main applicant 2021/22**

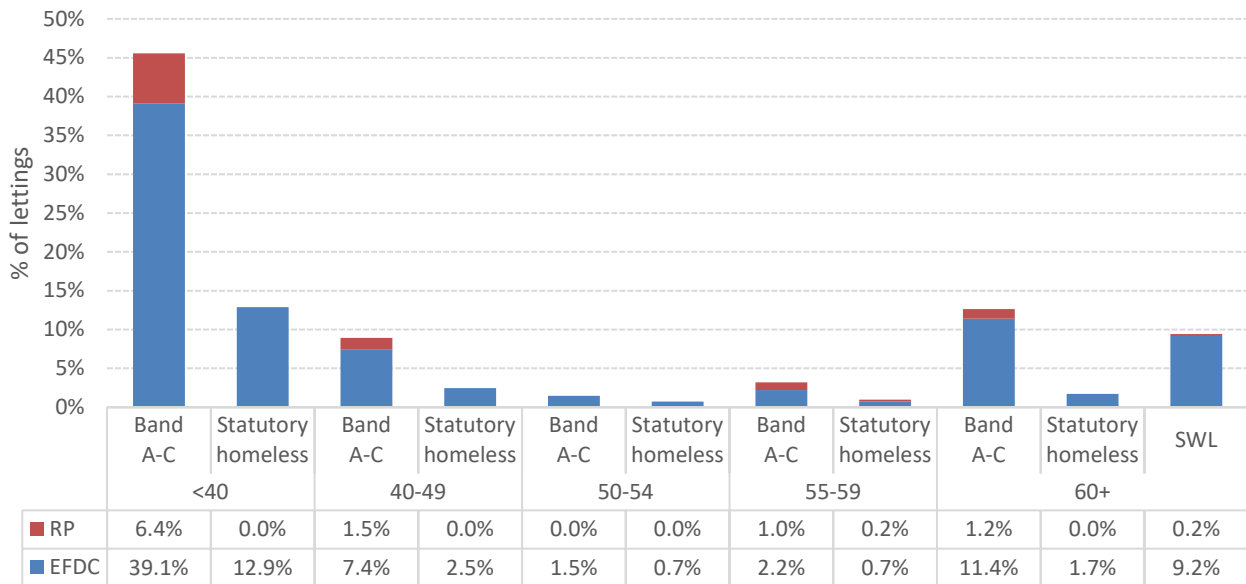


Fig.10

The majority of lettings were made to households in Bands A-C under the age of 40 (45.5%), followed by statutory homeless households under the age of 40 (12.9%) and applicants in Bands A-C over the age of 60 (12.6%).

Less than 1% of lettings were made to statutory homeless households in the age groups 50-54 or 55-59 respectively.

**Applicants with disability access and adjustment needs**

This chart shows the number of lettings that were made in 2021/22 to applicants with an identified need for a specific property type or adaptation due to disability or restricted mobility, and the number of applicants with equivalent needs waiting on the housing register at 31 March 2022.

**Households with disability access and adjustment needs\***

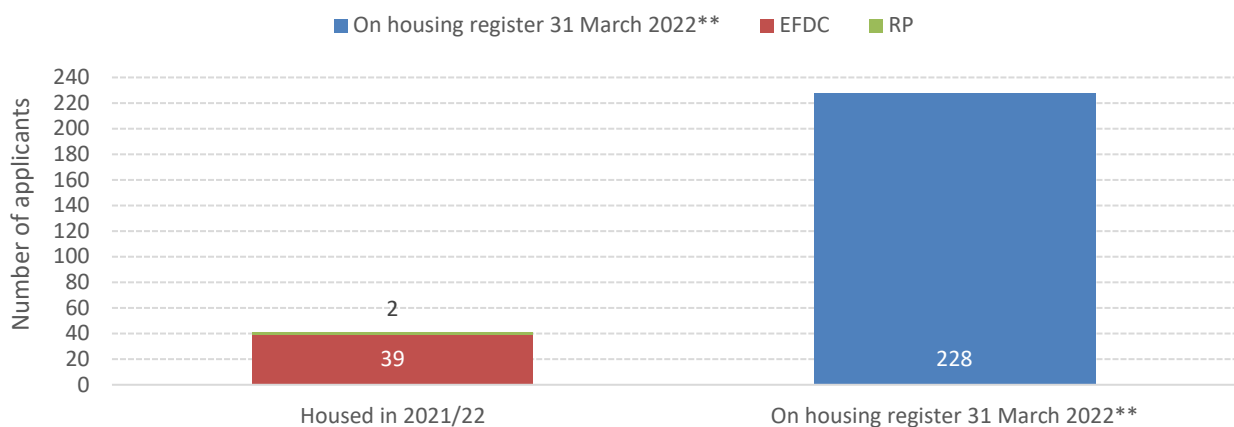


Fig.11

\*This chart relates to all applicants who have identified a household member with permanent disability and requires a particular property type or adaptation including but not limited to those with supporting occupational health or medical evidence.

\*\* This data includes 41 households with a member who uses a wheelchair some or all of the time.

**Ethnic profile of households who moved in 2021/22**

This chart shows the breakdown of lettings between 2021-2022 by the applicant’s stated ethnic group compared to the ethnic profile of the District’s residents as recorded in the National Census of 2011.

**% of lettings in 2021/22 by applicant's stated ethnic group compared with the Epping Forest District population (as at Census 2011)**

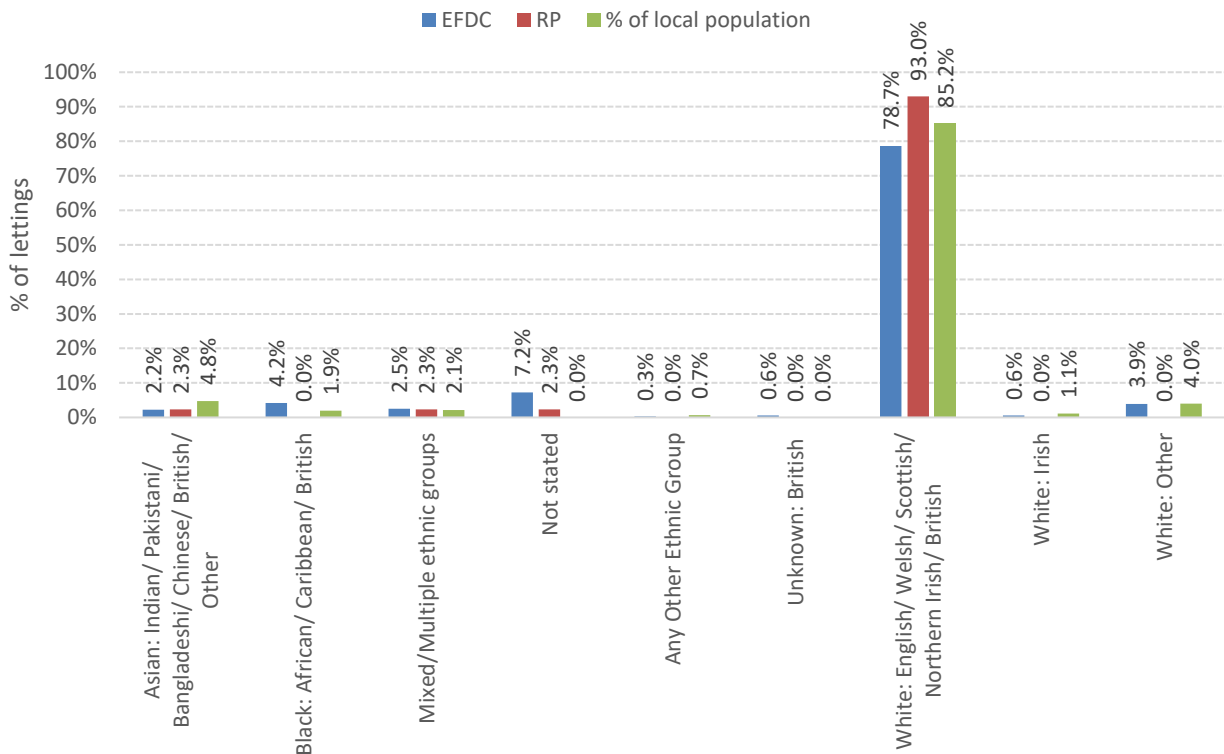


Fig. 12

The ethnic profiling data comparison may not be robust enough to draw firm conclusions as the comparison is between current information for people who moved in 2021-2022 with National Census statistics for the general population of EFDC that was gathered in 2011.

More meaningful analysis can be undertaken once the 2021 Census data is published in full.



## WAITING TIMES

The following charts show the length of waiting time for successful allocations of accommodation between 2021-2022. Waiting times are typically affected by the size and type of property needed, the applicant’s priority banding and bidding history (if applicable) and whether they were maintaining their rent account and conditions of tenancy satisfactorily.

### Waiting time for Band A applicants housed between 2021-2022

This chart shows the length of time that Band A applicants waited before being housed.

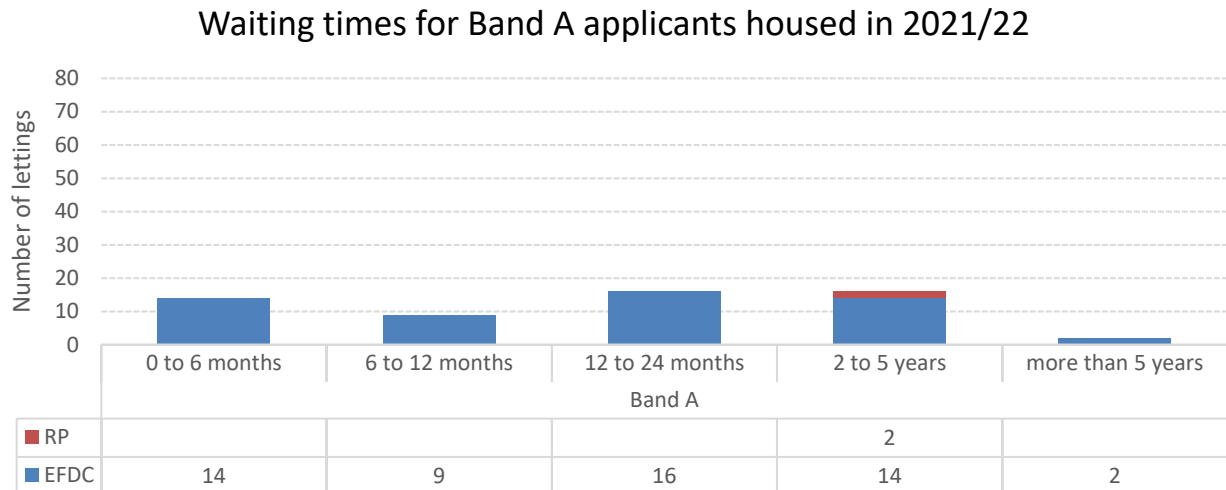


Fig.13

The waiting time for Band A applicants housed in 2021/22 varied quite considerably between less than six months to nearly five years. This would have been affected by the size and type of property needed and whether they had urgent need to move or were choosing to downsize.

### Waiting time for Band B applicants housed between 2021-2022

This chart shows the length of time that Band B applicants waited before being housed.

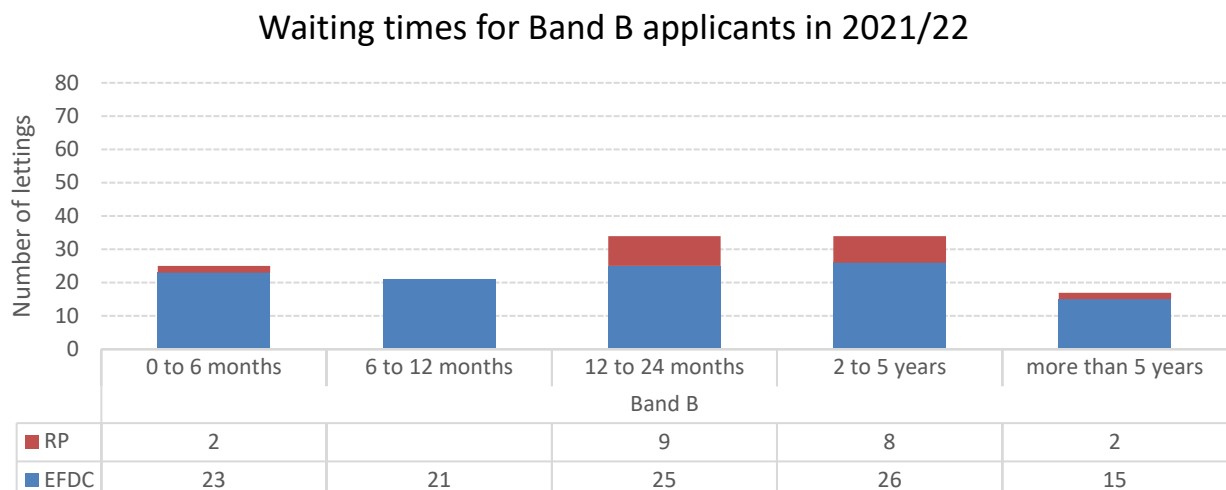


Fig.14

Band B applicants most commonly waited between 12 to 24 months and 2 to 5 years, although as with Band A there is a fairly even distribution of applicants who waited anything from less than six months to more than five years. Typically Band B has the widest range of need with regards to property types.

**Waiting time for Band C applicants housed between 2021-2022**

This chart shows the length of time Band C applicants waited before being housed.

Waiting times for Band C applicants in 2021/22

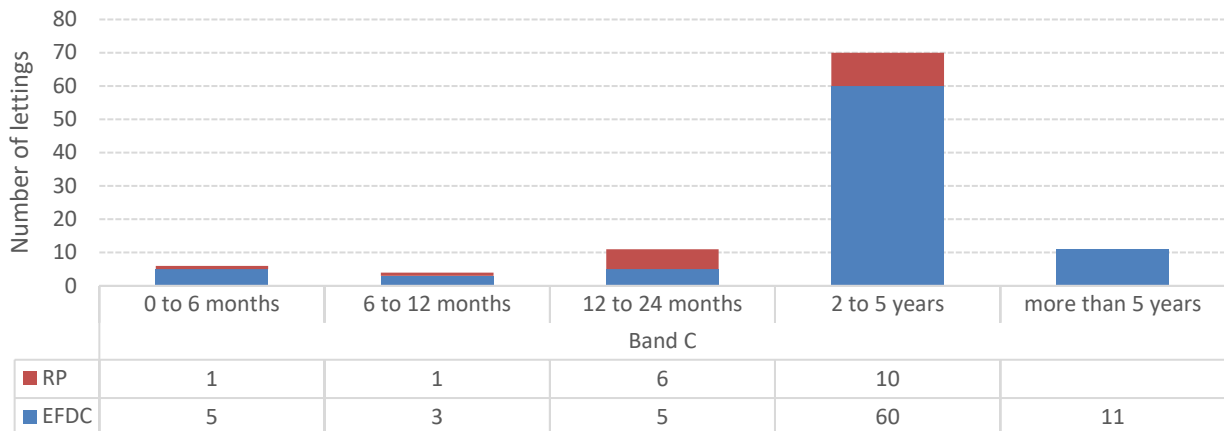


Fig.15

Band C applicants most commonly waited between 2 to 5 years to move. As Band C is the lowest priority Band and has the highest number of applicants.

**Waiting time for statutory homeless households housed between 2021-2022**

The waiting time for statutory homeless households is taken from the date that the Council accepted a main housing duty towards that household, regardless of when a household approached the Council for assistance or the date they may have been placed in temporary accommodation.

Waiting times for statutory homeless households in 2021/22

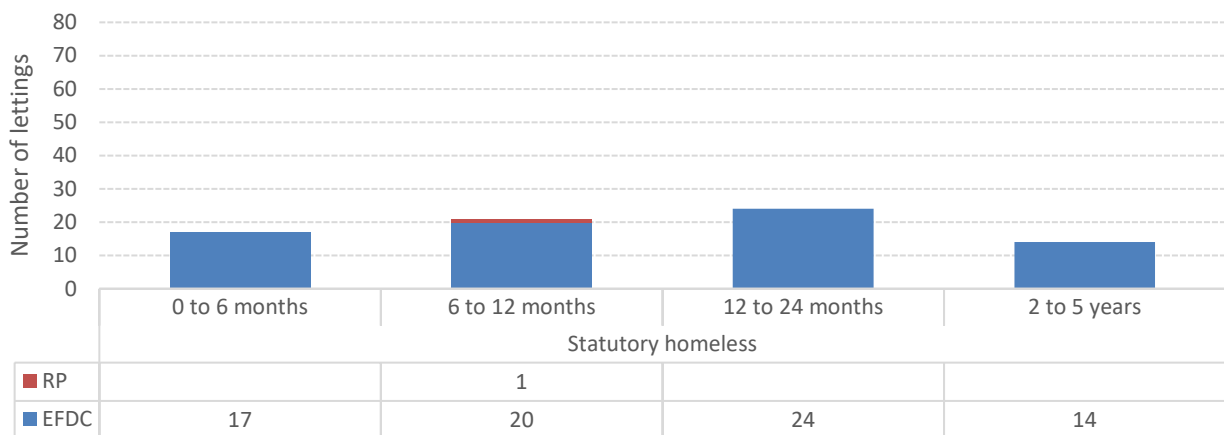


Fig.16

Statutory homeless households most commonly waited between 12 and 24 months for their direct offer of suitable settled accommodation depending on the size and type of property they need.

**Waiting time for supplementary waiting list applicants housed between 2021-2022**

This chart shows the length of time applicants on the supplementary waiting list waited before being housed.

Waiting times for SWL applicants in 2021/22

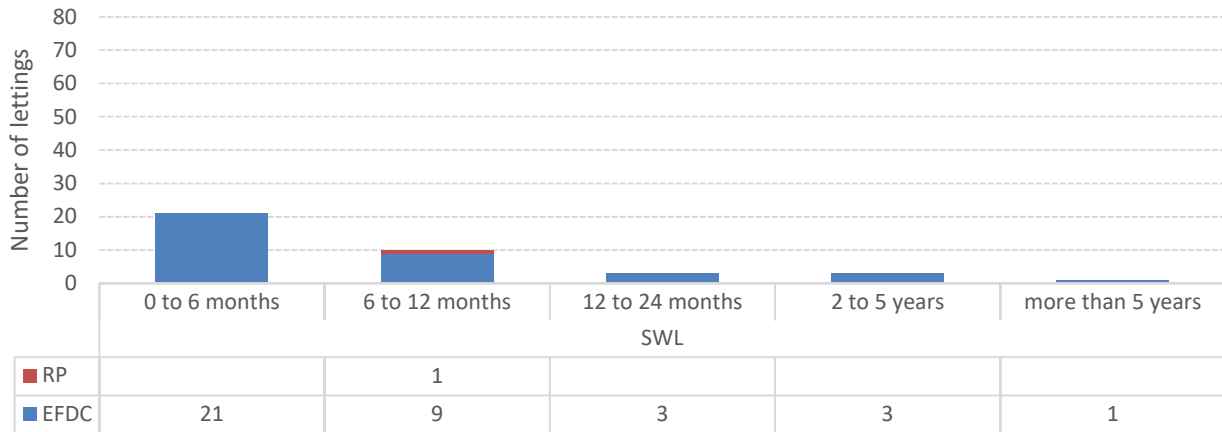


Fig.17

Applicants for sheltered housing on the SWL most commonly waited 0-6 months to receive an offer. The relatively short waiting time was due to the low demand for sheltered housing from applicants who qualified to join the housing register.

**OTHER INFORMATION**

The following information reflects tenant mobility and lettings outside of the Housing Allocations Scheme including management transfers, mutual exchanges and Right to Buy sales.

**Number of management transfers between 2021-2022**

This chart shows the number of management transfers that the Council made by bed size between 2021-2022.

Number of management transfers by bed size in 2021/22

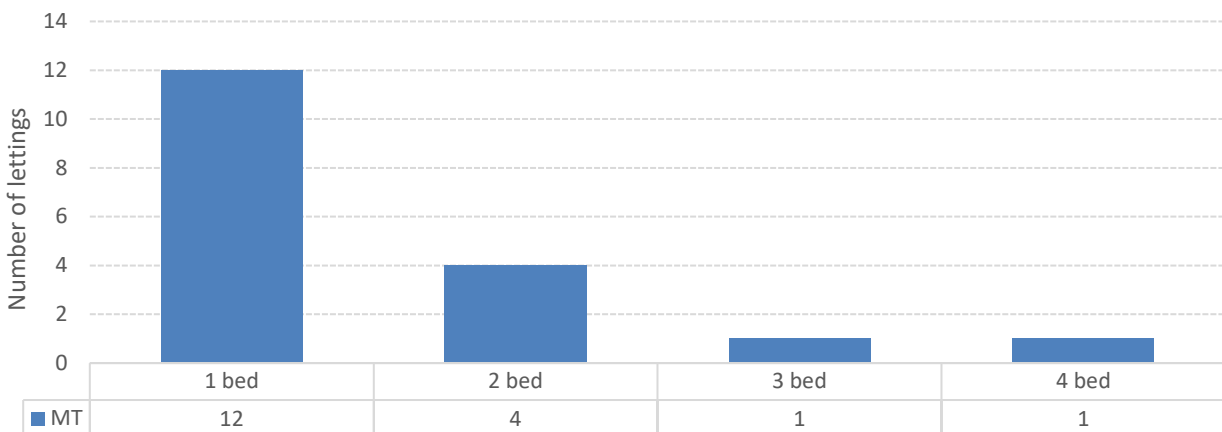


Fig.18

There were 18 management transfers between 2021-2022. The vast majority were into one-bedroom properties (12).

This chart shows the percentage of management transfers by age-group of the tenant that were arranged in 2021-22.

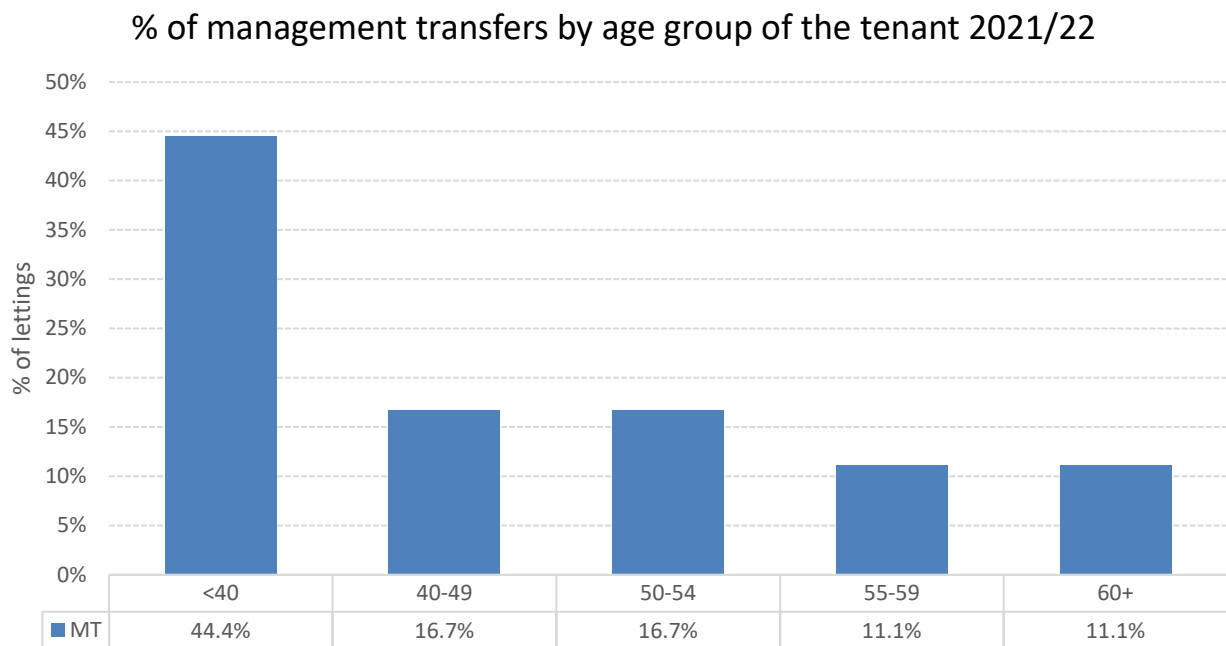


Fig.19

The tenant(s) for most households moved via management transfer were under 40 years old, with a fairly even split across the other age groups.

### Number of mutual exchanges by year between 2017/18 and 2021/22

This table shows the number of mutual exchanges that took place each year between 2017/18 and 2021/22.

Year	Total	Intra - district	Inter - district
<b>2021/22</b>	<b>82</b>	<b>64</b>	<b>18</b>
2020/21	69	59	10
2019/20	74	63	11
2018/19	96	82	14
2017/18	92	82	10

Fig.20

Of the 82 mutual exchanges that took place between 2021-2022 most (64) were between tenants who both or all lived in the District. Although there was a slight increase in inter-district mutual exchanges compared to the last few years.

**Number of Right to Buy Sales by year between 2017/18 and 2021/22**

This chart shows the number of Right to Buy sales that have taken place over the last 5 years.

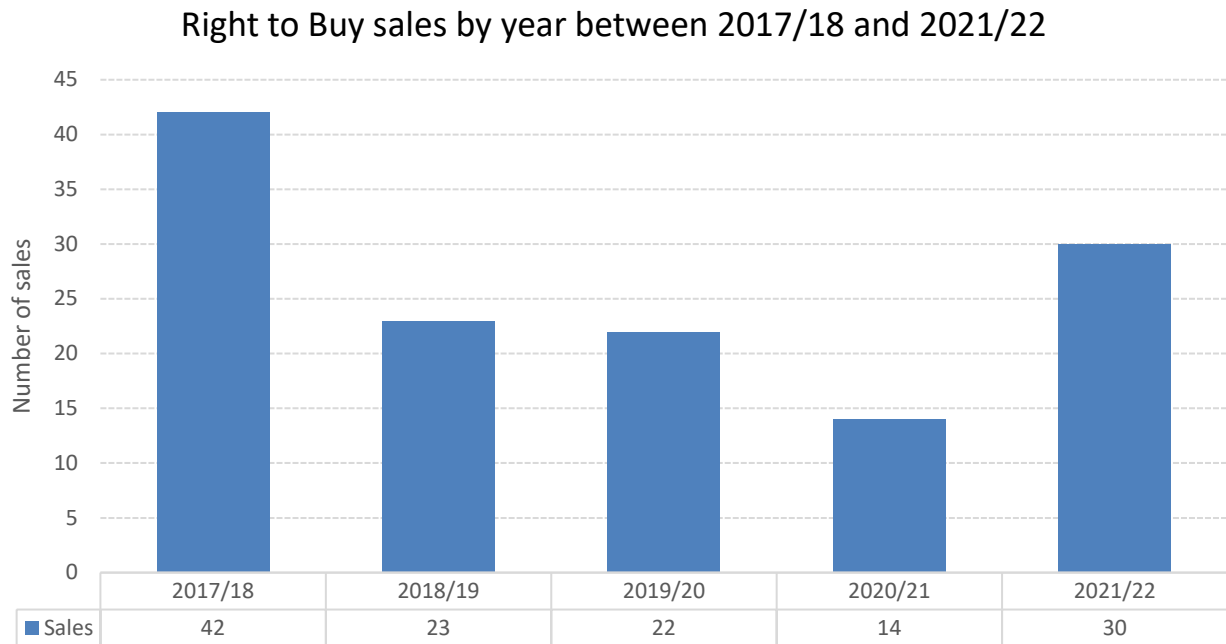


Fig. 21

Since 2017/18 there has been a steady reduction in sales per annum until 2021/22 which saw 30 sales, more than double the 14 sales in the previous year. This was largely attributed to the temporary easing of stamp duty obligations to stimulate the housing market for first time buyers.

**THE HOUSING REGISTER**

**Applicants on the housing register between 2017/18 and 2021/22**

This table shows a snapshot of the number of applicants on the housing register on the 31 March every year from 2018 to 2022. It does not include the supplementary waiting list for sheltered housing as those applicants fall outside of the qualifying criteria for the housing register.

Year	Total Active Applicants
<b>31 March 2022</b>	<b>1,308</b>
31 March 2021	1,355
31 March 2020	1,291
31 March 2019	1,494
31 March 2018	1,376

Fig.22

The snapshot of the 1,308 of applicants on the Housing Register on 31 March 2022 reduced by 47 compared to 1,355 on 31 March 2021. This can be attributed to effective management of the waiting list.

### Applicants waiting to move by Band and bed size

This chart shows the number of applicants waiting to move on 31 March 2022 by priority Band and bed size

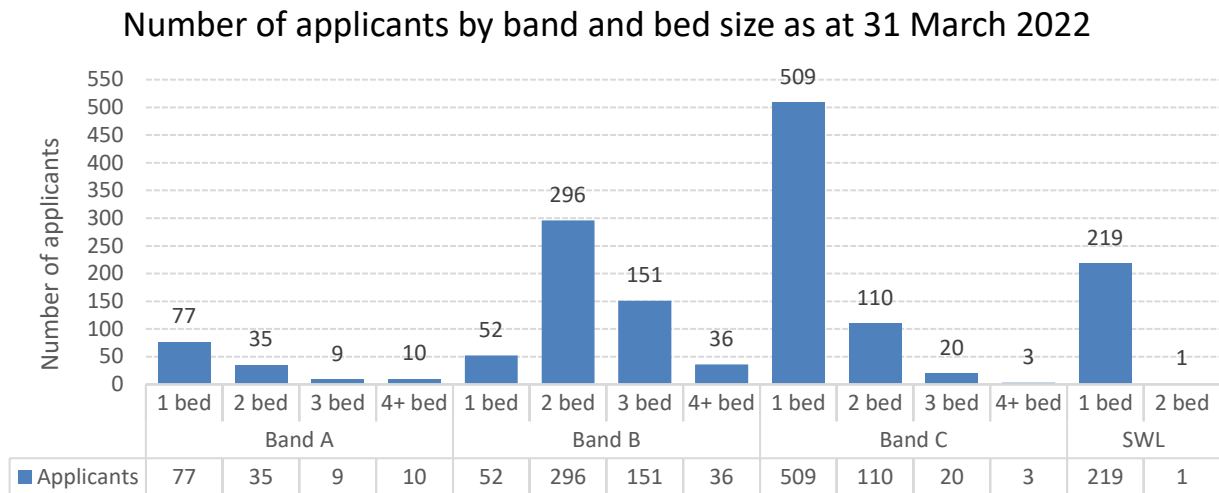


Fig. 23

There were 131 applicants in Band A, 535 applicants in Band B and 642 applicants in Band C. An additional 220 applicants were on the supplementary waiting list (SWL).

The demand from Band A and Band C applicants was mainly for 1 bed properties. The demand from Band B applicants was mainly for 2-bed family sized accommodation.

### Members of the Armed Forces waiting to move

Members of the Armed Forces and former members of the Armed Forces, or their bereaved partners are given specific consideration and priority is awarded based on their circumstances in relation to their service.

This chart shows the number of members of the armed forces or their bereaved partners that were housed between 2021-22 and on the housing register on 31 March 2022.

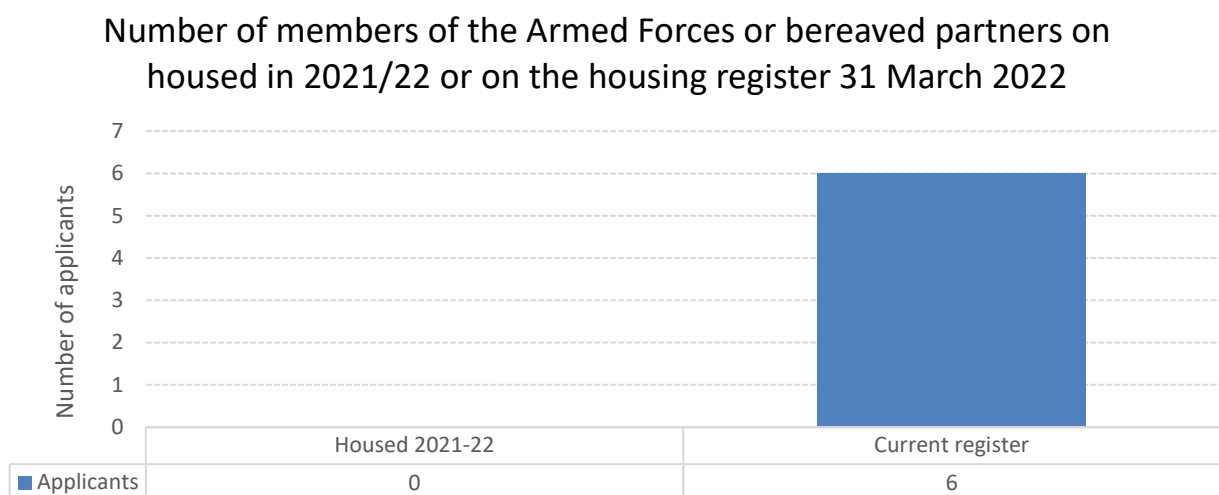


Fig.24

No lettings were made to applicants in this category during 2021-2022. A total of six applicants were in Band C on the housing register on 31 March 2022.

**Statutory homeless households waiting to move**

The chart below gives a snapshot as at 31 March 2022 of the number of statutory homeless households waiting to move, by the size of property that they required.

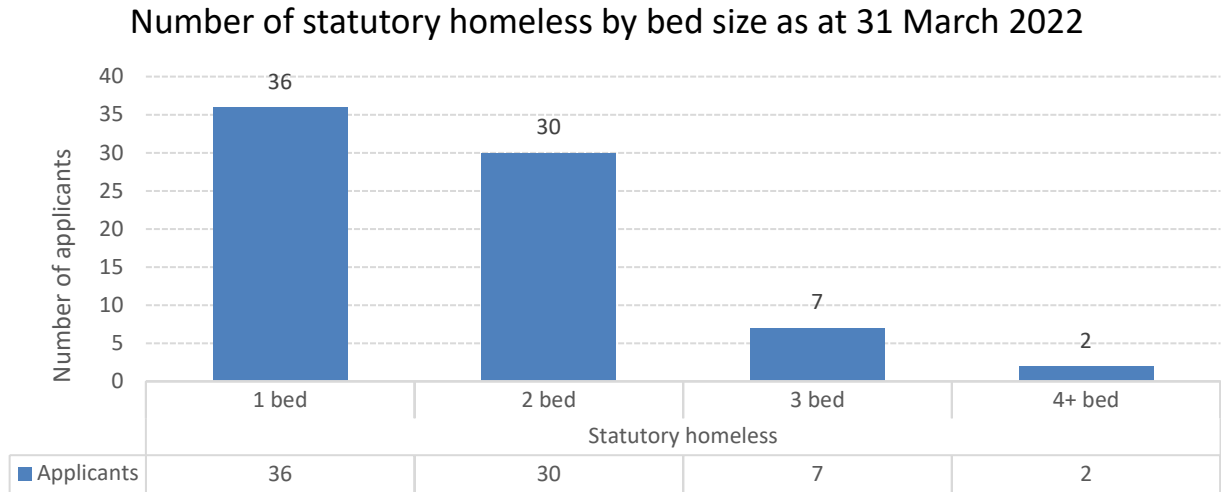


Fig.25

The highest demand was for 1-bed properties required for 36 statutory homeless households, closely followed by 30 statutory homeless families needing 2-bed family sized homes. Although the demand for seven 3-bed properties and two 4+bed properties was significantly lower these larger family sized homes are in shortest supply.

**Management Transfers required by bed size**

The chart below shows the number of management transfer households waiting to move as at 31 March 2022. Typically management transfers are to properties with the same number of bedrooms as the tenant’s existing property.

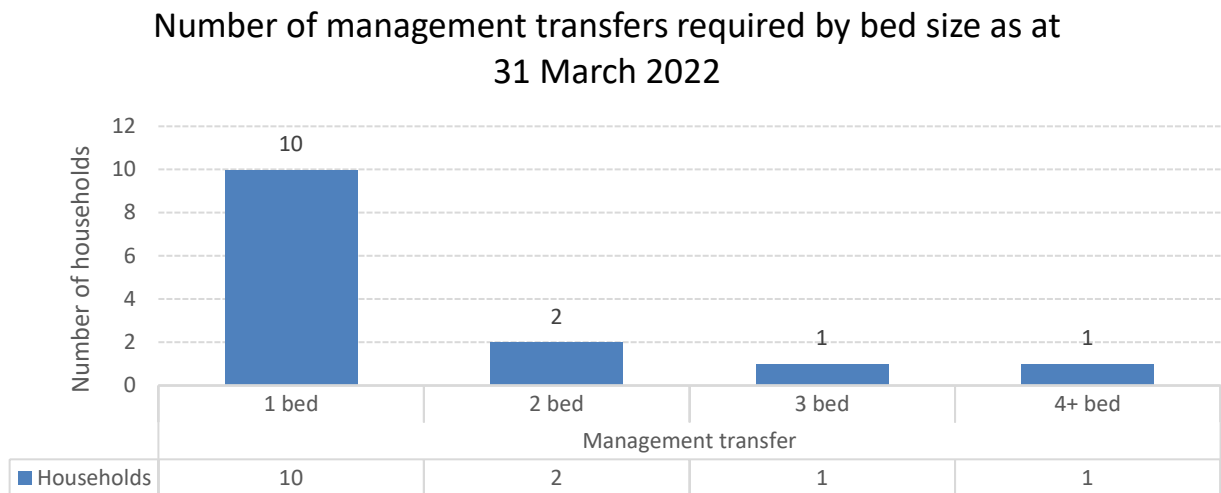


Fig.26

Of the 14 households that the Council had identified as needing a management transfer on 31 March 2022, ten households required a 1-bedroom property, two households required a 2-bed property. Although 3-bed and 4+ bed properties were required for only one household respectively, these are in the shortest supply.

Further details on the [allocation of social housing](#) in the District can be found on the Councils website [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

**If you have any questions or require this information in a more accessible format please contact:**

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