



PLACE SCRUTINY COMMITTEE ***Tuesday 4th July 2023***

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

Council Chamber - Civic Offices
on **Tuesday 4th July 2023** at **7.00 pm**

Georgina Blakemore
Chief Executive

Democratic Services Officer: V Messenger Tel: 01992 564243
Email: democraticservices@eppingforestdc.gov.uk

Members: Councillors H Kane (Chairman), J Parsons (Vice-Chairman),
I Allgood, D Barlow, R Bassett, E Gabbett, A Lion, C Nweke,
L Paine, R Pugsley and B Vaz

SUBSTITUTE NOMINATION DEADLINE: 6.00PM

This meeting will be broadcast live and recorded for repeated viewing.

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 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'.

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 this agenda.

5. NOTES OF PREVIOUS MEETING (Pages 5 - 8)

The Council approved a new scrutiny committee structure on 4 April 2023. The Place Scrutiny Committee are invited to agree the notes of the last meeting of the Stronger Place Select Committee held on 7 March 2023.

6. TERMS OF REFERENCE & WORK PROGRAMME (Pages 9 - 12)

To consider, comment and propose any amendments to the draft Terms of Reference and Work Programme, for consideration and approval by The Overview and Scrutiny Committee.

7. GROUNDS MAINTENANCE (Pages 13 - 36)

To consider the Grounds Maintenance update presentation from Qualis.

8. CLIMATE CHANGE ACTION PLAN (Pages 37 - 52)

To consider the update and priorities of the Climate Change Action Plan.

9. DATES OF FUTURE MEETINGS

To note that the next meeting of the Place Scrutiny Committee will be held at 7.00pm on 19 September 2023.

10. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
11	WASTE COLLECTION SERVICES – FUTURE DELIVERY OPTIONS	3

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

Background Papers: Article 17 - 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 pap

11. WASTE COLLECTION SERVICES - FUTURE DELIVERY OPTIONS (Pages 53 - 82)

To consider the options for the future delivery of waste collection.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Stronger Place Select Committee	Date:	Tuesday, 7 March 2023
Place:	Council Chamber - Civic Offices	Time:	7.00 - 8.15 pm
Members Present:	Councillors R Balcombe (Chairman), R Pugsley (Vice-Chairman), S Heather, S Heap, I Allgood, P Bolton, H Brady, J H Whitehouse and H Kane		
Other Councillors:	Councillors H Whitbread and S Kane		
Apologies:	R Bassett, J Jennings, C McCredie and R Morgan		
Officers Present:	L Kirman (Democratic Services Officer), A Buckley (Higher Level Apprentice (Internal Communications)), D Goodey (Service Manager (Commercial)), J Gould (Interim Strategic Director) and S Lloyd-Jones (Sustainable Transport Officer)		
Officers Present (Virtually):	J Leither (Democratic Services Officer)		

29. WEBCASTING INTRODUCTION

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

30. SUBSTITUTE MEMBERS

The Committee noted that:

- Cllr Janet Whitehouse would substitute for Cllr McCredie, and
- Cllr Helen Kane would substitute for Cllr Morgan.

31. DECLARATIONS OF INTEREST

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

32. NOTES OF PREVIOUS MEETING

The Notes of the previous meeting held on 16 January 2023 were agreed as a correct record.

33. MATTERS ARISING AND OUTSTANDING ACTIONS

The Committee noted there were no matters arising or outstanding actions.

34. TERMS OF REFERENCE & WORK PROGRAMME

The Committee noted the terms of reference and work programme.

35. SUSTAINABLE TRANSPORT UPDATE

The Sustainable Transport Officer, S Lloyd Jones, presented the report and highlighted:

- The national and local pressure on bus services and the extension of the national £2 flat fare for buses until the end of June 2023.
- The introduction of a Flexiroute app to support the EFDC funded DaRT86 Service, the promotional material available and the social value of this service, which was run in conjunction with Epping Forest Community Transport and needed to be booked at least 24 hours in advance.
- The Electric Vehicle (EV) market share was increasing. EFDC had the highest number of Battery Electric Vehicles (BEV) on the road in Essex and the level of public EV charging points was an issue.
- Work with Instavolt would expand rapid chargers, these would be available in six council car parks. The facilitation of planning requests for public or semi-public charges should increase the number of EV chargers to match the England ratio by the end of 2023.
- EFDC had very low utility and commuting cycling compared to the neighbouring boroughs. A Local Cycling and Walking Infrastructure Plan (LCWIP) for Waltham Abbey should be carried out in 2023/24.
- The Local Plan could provide funding for active travel.

The Committee:

- Recognised the value of the DaRT86 and requested promotional material for distribution and suggested this may be a suitable item for the Local Councils' Liaison Committee.
- Agreed there was a need for more infrastructure to encourage the shift to, and use of, public transport but acknowledged that this would need to be addressed on a subregional or national basis.
- Acknowledged that the infrastructure for on street EC charging could be restrictive and additional pressures and requirements could be required for rural areas.
- Suggested that a relaxation on the rules for personal driveways and integration with mobility grants could increase the number of EV charging points.
- Acknowledged the lack of cycle infrastructure and suggested that safe cycling parking was an issue across the district.

Resolved:

The Committee provided comment on the Sustainable Transport Update.

36. NORTH WEALD AIRFIELD DEVELOPMENT

The Commercial Service Manager, D Goodey, outlined that the North Weald Airfield Master Plan and the proposed development of the Eastern side of the aerodrome would dictate a change to how aviation operations were performed due to the requirement to relocate the Control Tower Building (CTB) function, the potential need for a new entrance and alternative locations for operational buildings.

A two-phase review had been carried out by Osprey Consulting. The recommendation was that North Weald Airfield remained an unlicensed aerodrome, with improved facilities, security, and safety.

The Committee:

- Were provided with detail of the shared road and taxi runway space and the mitigation measures that were in place to minimise any risk of accident.
- Received confirmation that the London Metropolitan Police Helicopter base had moved back to Lippits Hill.
- Received confirmation that the development for commercial use for freight was not a consideration of the report.
- Agreed that the Airfield should remain unlicensed and welcomed the aviation business and training opportunity this would provide.
- Were assured that the current Control Tower was listed and would remain in situ, the function currently in the tower would be relocated.

Resolved:

The committee considered and commented on the report.

37. DATES OF FUTURE MEETINGS

The Select Committee noted this was the last meeting of the municipal year.

CHAIRMAN

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PLACE SCRUTINY COMMITTEE

DRAFT TERMS OF REFERENCE 2023/24

Core Areas of Responsibility

The Place Scrutiny Committee core areas of responsibility align directly with the [Corporate Plan 2023-2027](#) and the key objectives for Stronger Place, which are:

- To protect our environment, encouraging jobs, housing, and reduce pollution infrastructure that complements, rather than competes with the natural world.
- To improve existing spaces and create new places for people to live, play, gain skills and do business.
- To protect and enhance our green spaces for future generations while providing decent, safe homes to meet all our needs.

The Place Scrutiny Committee will be responsible for the scrutiny of Place; Contracts, Service Delivery & Improvement; and Regulatory Services Portfolios, as detailed below.

Key Areas covered by Place Scrutiny Committee):

Planning, Building Control, Technical Services, Enforcement, Leisure, Waste Management, Sustainability and Climate Change.

Key Objectives

1. To develop an annual work programme that effectively scrutinises the areas of responsibility outlined above.
2. To provide scrutiny of services and areas of concern that are identified by Overview and Scrutiny Committee in its review of Corporate Key Performance Indicators.
3. To engage in policy review and development, with a focus on improvement and how this can be best achieved.
4. To consider any matter referred by the Overview and Scrutiny Committee, Cabinet or Portfolio Holder and to make recommendations as appropriate.
5. To establish working groups and task and finish panels to undertake any activity within the terms of reference.
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers to help develop policy.
7. To engage with the community and encourage community engagement.
8. To monitor and review relevant projects and associated closure and benefits reports.
9. To consider the impact on customers, residents, businesses and visitors to our District, and to respond to consultation activities.

(DRAFT) Proposed Portfolio Responsibilities

Place

Matters relating to those services within the Planning Service as follows:

Local Plan implementation and review.

Development Management, Planning Policy, Tree Preservation, Landscape, Built Heritage, Conservation, Large scale S106 and CIL

Harlow Garden Town liaison / board, local Masterplans, Town and Parish Council liaison.

Climate Change, Sustainable Transport.

Contracts, Service Delivery & Improvement

Responsibility to give regular reports on the Council's major external contracts within the Contract and Technical Service review and monitor for delivery, and service improvement:

Waste & Recycling, Leisure Management, Qualis Board observer.

Highways Rangers and Highways Liaisons.

Improving commercial offer to Town and Parish Councils.

Regulatory Services

Matters relating to those services within Development Control and Planning

Enforcement:

Land Drainage, Contaminated Land, Grounds Maintenance, Arboriculture, Country Care.

Matters relating to those services within the Commercial & Regulatory Service as follows:

Licensing, Building Control, Environmental Health and Co-Ordination, Private Sector Housing, Health & Safety, Emergency Planning and Business Continuity.

DRAFT Place Scrutiny Committee Work Programme 2023/24
Chairman: Councillor H Kane

	Item	Progress/Comments	Lead Officer
4 July			
1	Grounds Maintenance	Grounds Maintenance Service Update (Qualis Presentation – Ben Johnson)	Jen Gould
2	Waste Collection Services Future Delivery Options	Scrutiny of Options Paper Options (Exempt Report) restricted papers	James Warwick
3	Climate Change Action Plan	c/f from Stronger Place Select Committee	Fran Edmonds/ Nigel Richardson
19 September 2023			
4	Technical Service	To provide an update on the service functions and key areas of delivery for the year.	Mandy Thompson
5	Grounds Maintenance	Contract Monitoring and review of grounds maintenance post transfer to Qualis Property Service	Mandy Thompson
6	District Wide Public Space Protection Order – Dog Control	The introduction of Dog control areas	Mandy Thompson
7	Waste Strategy for Essex	Overview of waste strategy for Essex and consultation plans (tbc)	James Warwick
8	Air Quality	Approval of an updated strategy to mitigate the impact of air pollution from new developments on the Epping Forest Special Area of conservation	Nigel Richardson
9 January 2023			
9	Planning /Development Management and Planning Enforcement	As requested by O & S APG 12 Jan 2023 To include virtual attendance at planning meetings (Stronger Council Select Committee c/f)	Nigel Richardson
10	Epping Leisure Centre Progress Report	Progress report on the construction of the new Epping Leisure Centre	James Warwick
27 February 2024			
11	Waste Programme Update	Progress report on three waste workstreams: WS1: Future delivery of Waste Services WS2: Mobilise a New Environment Operations Centre WS3: Procurement of a Waste Vehicle Fleet	James Warwick

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Qualis
PROPERTY SOLUTIONS

Place- Scrutiny Committee July 23

Quality...It's what we stand for

Agenda



- The story so far, future vision, benefit and transfers
- Grounds Maintenance
 - Scope
 - Performance monitoring
 - Customer Satisfaction on transfer
 - SLA
 - Focus over the next 12 months
- Questions



Qualis
PROPERTY SOLUTIONS

About us.....

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The Story So Far.....



- Went live in 2020 with repairs, trading almost 3 years.
- Business Plan Objectives:
 - a) £9.69m turnover by 2025/26 (currently £12m)
 - b) 127 people by 2023/24 (currently 110)
 - c) transfer of 8 services / functions
 - d) seek external work opportunities in year 4.
 - e) starting point EFDC costs in 2018/19

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The Story So Far.....



<u>Original Schedule of Transfer</u>		2020/21 (7 Mths)	2021/22	2022/23	2023/24	2024/25	2025/26
Repairs	DLO/ Mears	✓					
Voids	DLO/ Mears	✓					
Gas Servicing & Repairs	Gracelands			✓			
Electrical Inspection	Gracelands / VSN			✓			
Kitchens & Bathrooms	Gracelands			✓			
Boiler Installations	Gracelands				✓		
Decorations	Gracelands				Oct-23		
Adaptations	Gracelands				Oct-23		
Grounds Maintenance	EFDC				✓		
Actual	✓						

Grounds Maintenance TUPE



- 25 staff and 25% (6 roles) inactive or vacant. Challenging market
- Formal process- consultation with staff and one to one meetings if requested.
- Group MD met all staff
- Head of Service met all staff
- QPS MD & staff lunch
- Induction day
- Team building day
- Feedback from staff generally positive



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Benefits of Us



- Here for the long term, invest in people and technology
- Employ over 110 staff in QPS
 - 45% live in the District
 - 50% in the surrounding area
- Experience from different sectors
- Self delivery model- development of in-house skills
- Community benefit incentives



Benefits of Us

- 5 apprenticeships
- Partnerships with NCC
- Work placements



Don't just take our word for it

Louis, 19 has just completed his multi-trade apprenticeship with Qualis and will now take on a second apprenticeship in a specialist area within the repairs team. Louis always wanted to work in construction and realised that an apprenticeship was the best way into a career.

"My one day a week at New City College fits in really well and it has helped being able to put the learning into practice. I've enjoyed earning money whilst I learn, meeting new people and learning new skills within the different trades."

He says, "I have really enjoyed working on the tools and learning all the different sides of construction. The company has been really supportive, and I have gained a lot of confidence working with the team."



Jake Evans, Operations Manager (Repairs). Jake started his career as a multi-trades apprentice for Epping Forest District Council and moved over to join Qualis when the company was established.

Jake comments, "The apprenticeship route gave me a great opportunity to learn on the job and gain experience as well as spending one day a week at college. Whilst doing the multi-trade apprenticeship I realised that I was particularly interested in the plumbing so decided to change and complete my plumbing apprenticeship."

"I have a strong work ethic and am keen to progress my career. I was appointed Supervisor in 2021 which I really enjoyed but when the role of Operations Manager

was advertised, I was keen to apply. Qualis have been really supportive and given me lots of opportunities to grow and progress, as well as putting time aside to undertake my qualification in Leadership and Management. My trade background has really helped me to progress and move into a management role and I am delighted to be promoted to my new position.

"Doing my apprenticeship has definitely been a stepping stone and enabled me to progress my career quickly and I would highly recommend this route. There are lots of opportunities to grow and progress at Qualis and I am really excited about continuing my career with the company."

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Benefits of Us

- Financial benefit

Contractor Model

- EFDC Pays for services

Contract Management

- Manages via contract

Profit

- Shareholders or Directors

Wholly Owned Subsidiary

- EFDC Pays for services

Control

- EFDC greater influence over service, quality and cost

Profit

- Reinvestment back in to services / local community



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Grounds Maintenance Transfer

Grounds Maintenance- Scope of Service



In Scope

- HRA, Highways, Pitch marking external clients such as Loughton Town Council (Roding valley) and Parishes
- Grass cutting
- Hedge, scrubs and flower beds cutting
- Play areas
- Cemeteries

Out of Scope

- Trees team
- Rangers service
- Countrycare

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Performance Monitoring



- Monitoring Officer- Phil Hawkins
- Councillors reporting mechanism for operational/ service issues-
councillorcontact@qualisgroup.com
- Core Group (monthly)
- Strategic Group (quarterly)

Performance Monitoring

- No historic performance data or monitoring
- Worked with Council to develop performance framework
- Current no targets as require 1 year of data
- Develop over time and in partnership with EFDC

Grounds Maintenance		
KPI No.		
GM 1	EFDC and Qualis visual Joint Inspections	% of inspection completed in target
GM 2	EFDC and Qualis visual Joint Inspections	% of joint inspections graded A
GM 3	EFDC and Qualis visual Joint Inspections	% of joint inspections graded B
GM 4	EFDC and Qualis visual Joint Inspections	% of joint inspections graded C
GM 5	EFDC and Qualis visual Joint Inspections	% of joint inspections graded D
GM 7	Playground Inspections	% of playground inspections completed on time
GM 8	Complaint Responses	Number of complaints completed on time
		Number of complaints received in in the month
GM 9	Customer Satisfaction	

Visual Standard

- Visual quality standard developed
- Score B is the aspiration for the partnership
- Actual photos of our areas to be incorporated
- Joint inspections between EFDC and Qualis

Grass Cutting Example

Score	Comments
A	Very Good – Desired Standard Typically, in good condition. Equipment well maintained and fully operational, no leaves, litter graffiti or sharp objects. Play equipment looks cared for, and any seating in good condition. Litter bins empty
B	Good - Acceptable Standard Equipment functioning correctly, typically, no more litter than one would expect in a day. No evidence of graffiti or sharp/hazardous objects. Some litter in bins.
C	Unsatisfactory – Poor Standard Equipment operational but in need of some maintenance. Significant build-up of litter, old leaves, and bins in need of emptying. Play equipment may show signs of not being in good condition. Litter bins full.
D	Very poor Standard Equipment in need of immediate attention, excessive litter and/or hazardous conditions (eg broken glass, sharp objects), litter bins overflowing Any evidence of broken glass, needles or other sharp objects will be scored as an immediate '0'



Grounds Maintenance- Survey



- Management of the Grounds Maintenance service moved to Qualis Property Solutions (QPS) on 1st May 23
- Customer satisfaction (CSAT) survey created within Survey Monkey, to understand benchmark of satisfaction and quality of service on transfer.
- Survey texted to 4,090 EFDC tenants and leaseholders where we have mobile numbers for customers.
- 287 responses received
- Overall CSAT is based on the responses to the question asking; Overall how satisfied are you with the quality of the grounds maintenance in your area?

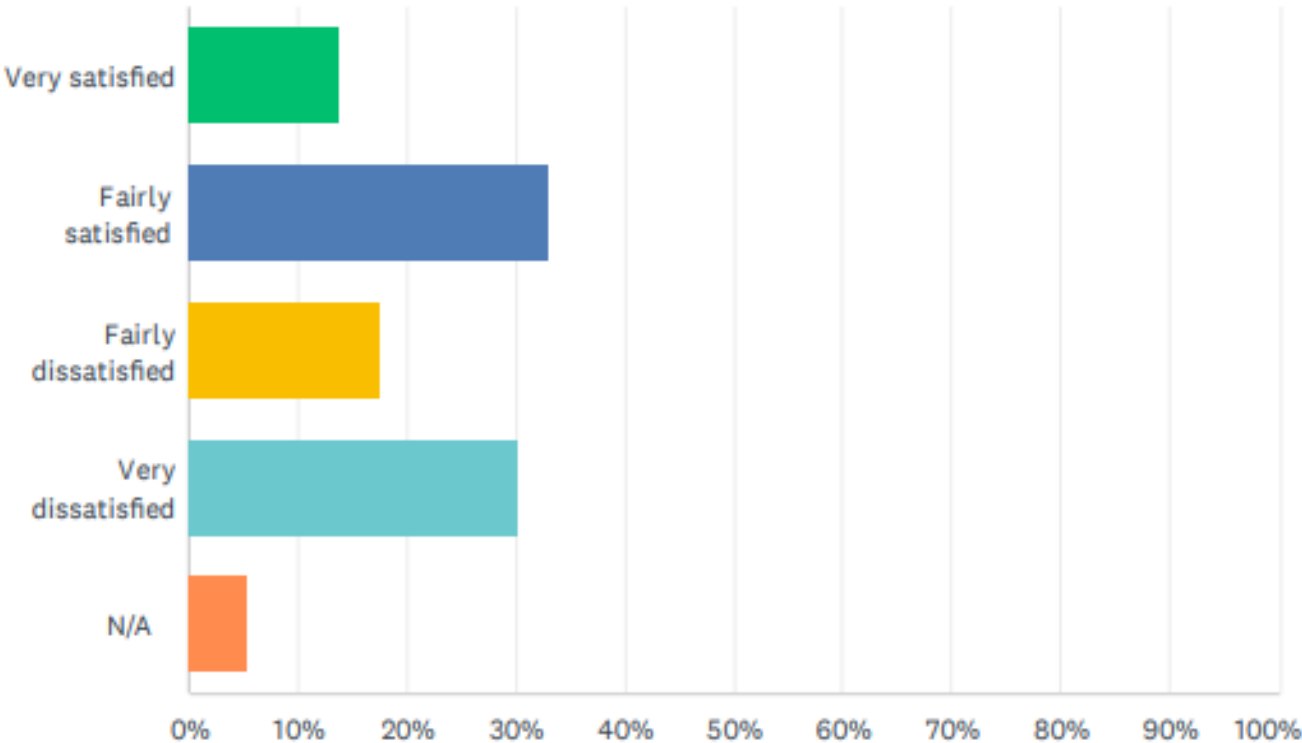
Grounds Maintenance- Survey



- 15 selected N/A, indicating no grass cutting in their area. These are removed from the total number of responses = 272
- 135 customers were either very or fairly satisfied
- 49.6% satisfaction for grass cutting
- Main concerns around grass cutting
 - Grass too long
 - Requested more cuts
 - Sections of grass left longer after cutting
 - Requested a schedule of when works would be completed
- A small number responded that the grass should be left to grow to encourage wildlife

Q1 How satisfied are you with the grass cutting in your area?

Answered: 287 Skipped: 0



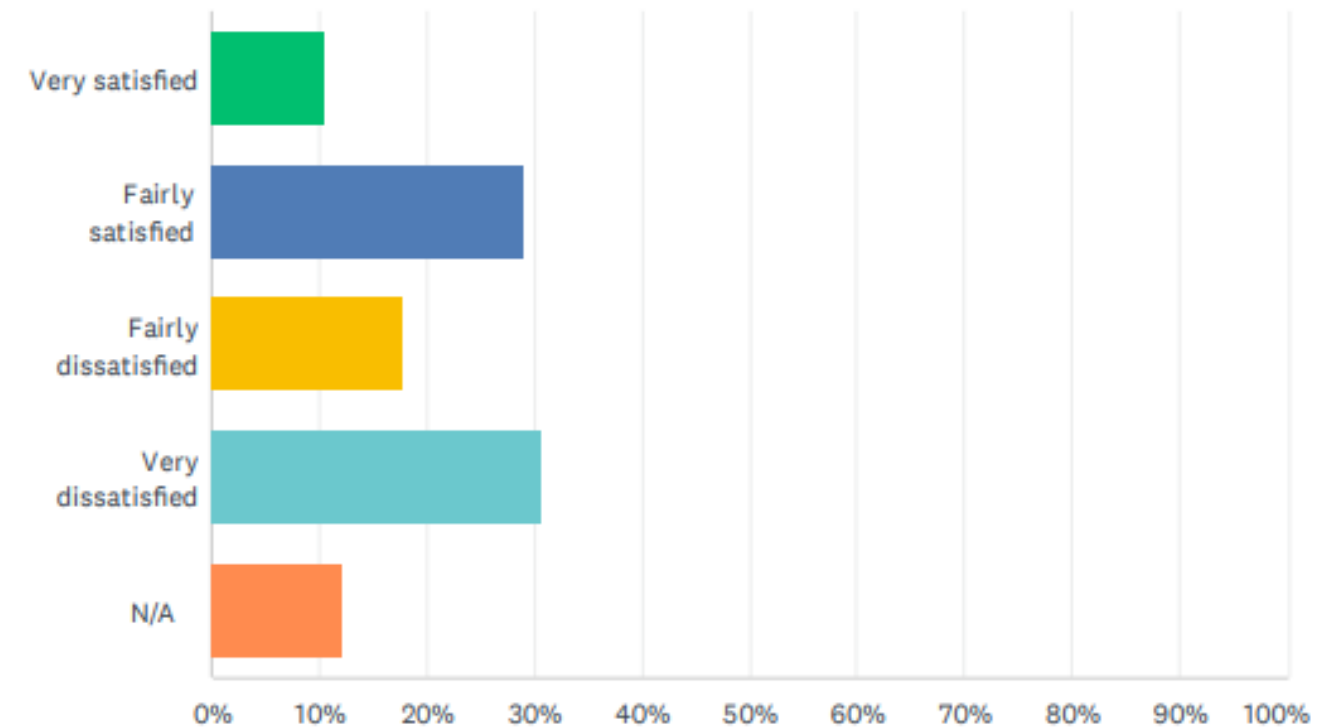
Grounds Maintenance- Survey



- 35 selected N/A, indicating no hedges, shrubs or flower beds in their area. These are removed from the total number of responses = 252
- 113 customers were either very or fairly satisfied
- 44.8% satisfaction for maintenance of hedges, shrubs and flower beds.
- Main concerns around hedge trimming etc.
 - Hedges are not trimmed regularly
 - Requested a schedule of when works would be completed

Q2 How satisfied are you with the maintenance of the hedges, shrubs, flower and rose beds near your home?

Answered: 287 Skipped: 0



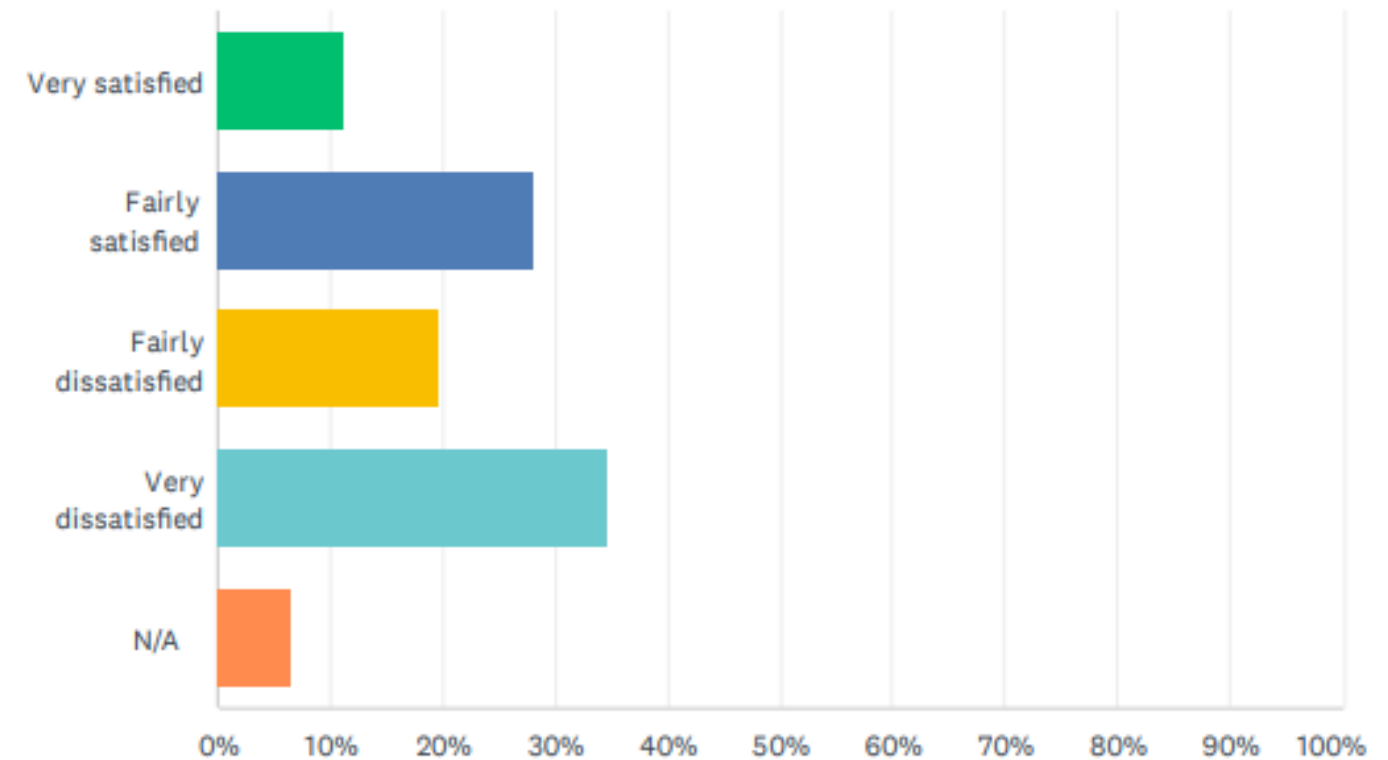
Grounds Maintenance- Survey



- 19 selected N/A, indicating no grounds maintenance in their area. These are removed from the total number of responses = 268
- 113 customers were either very or fairly satisfied
- 42.2% overall customer satisfaction with the quality of the grounds maintenance in their area.
- In addition to the comments relating to Q1 and Q2
 - Cars being able to park on grass verges
 - Insufficient weed control
 - Alleyways not cleared
 - Grass not litter picked first

Q3 Overall how satisfied are you with the quality of the grounds maintenance in your area?

Answered: 287 Skipped: 0



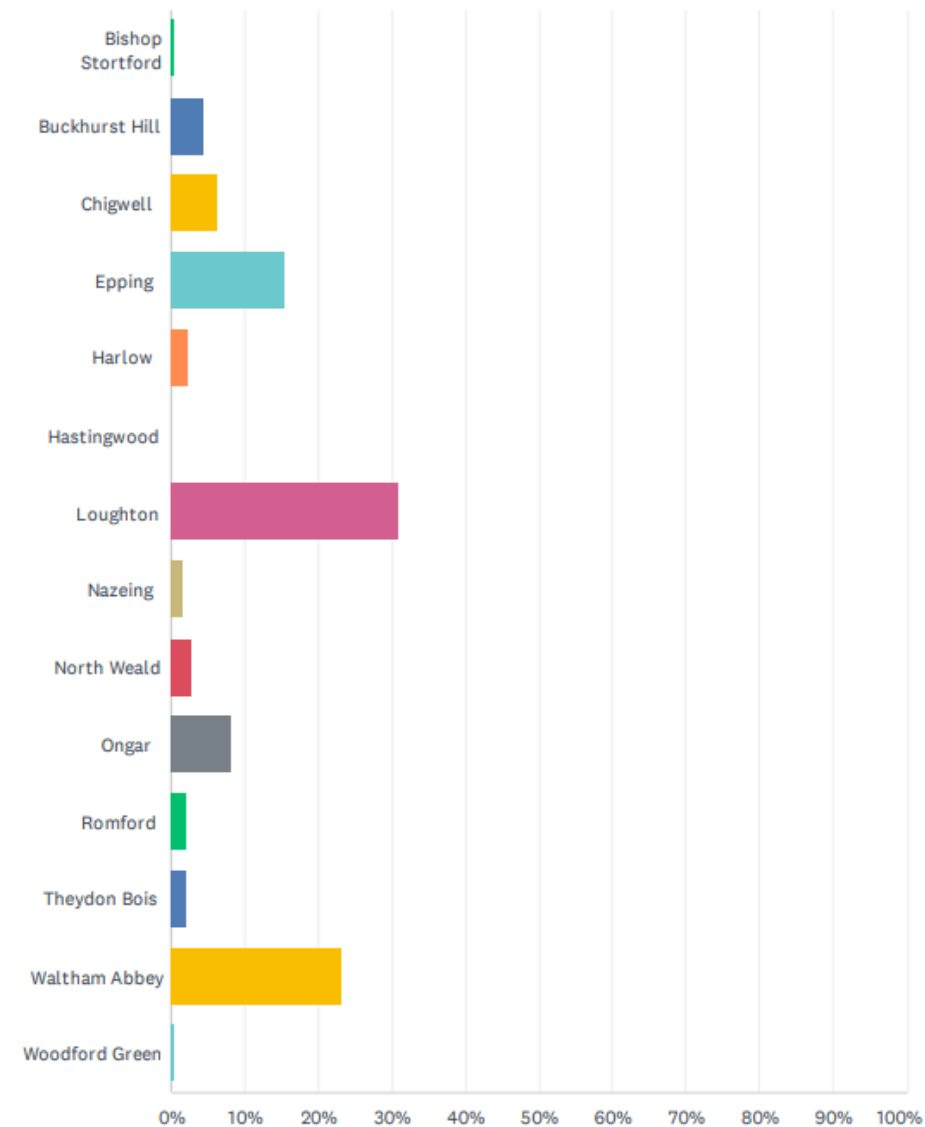
Grounds Maintenance- Survey



- We asked customers, what area they live in, to gain an idea of where the feedback relates to
- Highest number of responses came from Loughton, Waltham Abbey and Epping

Q7 It would really help us to know what area you live in to understand where the feedback relates to. Please select from the dropdown list below

Answered: 287 Skipped: 0



Grounds Maintenance- Survey



We received some positive feedback and good compliments for the service. Here are some of the comments.

- ✓ Flower beds on Epping high street are wonderful
- ✓ I only have dealing on one to one basis. I cannot fault the service or engineers Always helpful & respectful & do a good job .no issues to report
- ✓ The grass cutting in the area of Sanford avenue in Debden is lovely.
- ✓ Its great that areas are managed to bloom like the daffodils Rectory Lane Hillyfields end.
- ✓ Everything is fine and you're doing a great all round job overall. 👍

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Service Level Agreement



- 5 years plus 5 term
- Performance measures
- Partnership approach
 - Rectification notices
 - Improvement plan
 - Last resort financial
- Inflationary Increase
- Value for money review

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The Next 12 month



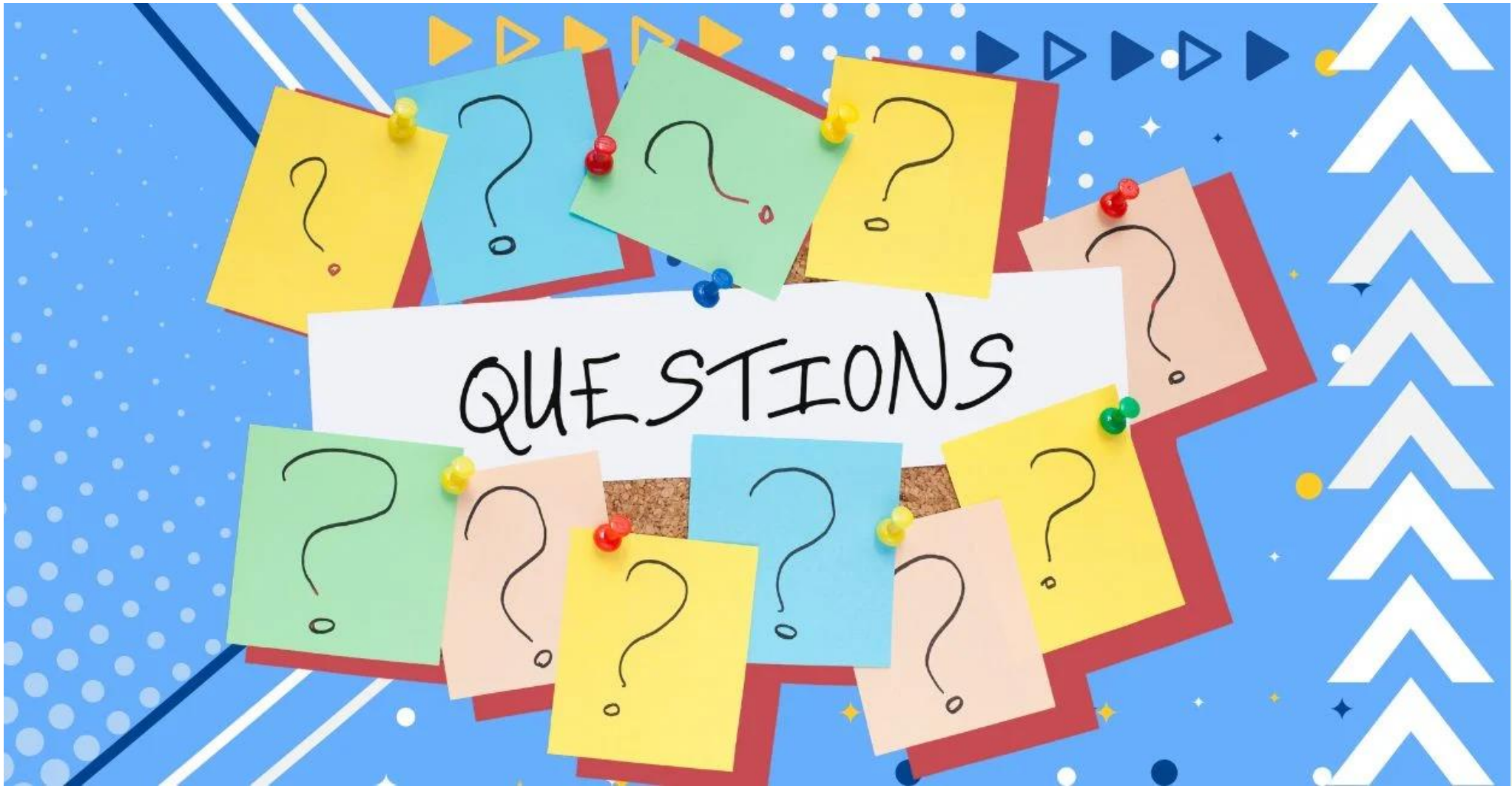
- Customer satisfaction & improvements from feedback
- Programme of works shared with customers
- Put in place schedule of joint quality inspections
- Establish benchmark performance
- Review technology and scheduling / customer interface
- Explore apprenticeship / back to work scheme
- Skills and training review

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Questions



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Report to Place Scrutiny Committee

Date of meeting: 4th July 2023

Portfolio: Place (Cllr Nigel Bedford)

Subject: Climate Change Action Plan Review

Officer contact for further information: Francesca Edmonds (01992 564217)

Democratic Services Officer:

L Kirman: email: DemocraticServices@eppingforestdc.gov.uk tel:01992 564243)



Recommendations/Decisions Required:

- (1) To consider the Climate Change Action Plan Summary and progress to date on the Climate Change agenda
- (2) To review and agree the recommendations for Priorities 2023/24:

No.	Action from CCAP	Activity
1	Energy efficiency improvement of Council owned estate	Investment in energy efficiency works to be included in Operational Assets Strategy and Asset Management Strategy.
2	Review renewable energy and storage potential at existing council owned sites	Assessment of suitability for measures such as heat pumps, solar PV and solar thermal.
3	Include consideration of the Climate Emergency in Council decision making processes	Consideration of climate change to be embedded into decision reports
4	Reduce emissions for business travel in staff owned cars	Proposal to lease 2 electric pool cars at Oakwood Hill Depot and North Weald Airfield to increase % of low emission mileage for business travel and reduce business mileage spend.
5	Increase EV charge points on EFDC owned land	Rapid EV chargers to be installed at Burton Road with further locations to be explored.

Report:

1. The Climate Change Action Plan was adopted by Cabinet in April 2022. It states the steps to be taken by the Council to deliver on the Climate Emergency that was declared on 19 September 2019 with the motion to do everything within the Council's power to make Epping Forest District Council area carbon neutral by 2030. The plan aligns with the corporate objective to strive to reduce pollution and protect our environment, encouraging jobs, housing, and infrastructure that complements, rather than competes with the natural world. It also contributes towards mitigating actions for the Climate Emergency risk on the corporate risk register.

2. The Climate Change Action Plan examines the main sources of carbon emissions both within the Council's own operations and across the District. It covers the themes Council emissions, behaviour change, travel, buildings, air quality, natural environment, waste and climate change adaptation.
3. The plan is split into the Council Operations and the wider District. This is to acknowledge the level of control that can be exerted over the emissions within each boundary. More direct action can be taken to address emissions of the Council however in the wider District the Council's role will be to facilitate the reduction either through direct initiatives, partnerships, using statutory powers or by influencing behaviour change.
4. Following organisational changes and external influences to Council services the Climate Change Action plan has been under review. The Climate Change Action Plan still stands with the aims of the review being to understand which actions are complete, which are underway and can now be classed as business as usual, and which actions can be removed following investigation. The review also aims to recommend priority actions for the Council where we can take direct action that will bring the greatest emission reductions. The document also suggests additional monitoring to track progress of the suggested priority actions. The Climate Change Action Plan Summary document has been produced to show the outcomes of this review.
5. The summary document lists completed actions from the CCAP. Further activities have taken place over the period of the plan however these are embedded within wider actions. Some of the highlights from across the Council since the final CCAP was published in April 2022 include the Corporate plan being updated to include objectives for climate, successful application for the Social Housing Decarbonisation Fund to retrofit 130 EFDC homes up to 2025, 6 rapid chargers installed across 2 EFDC car parks at Oakwood Hill and Basons Lane and 1392 trees planted at Roding Valley and adoption of a litter strategy. The Council has also invested in energy efficient leisure centre improvements such as pool covers, Building Management System, variable speed drives and LED upgrades. These improvements have lowered the carbon footprint of our leisure facilities and help reduce operating costs.
6. The business as usual section summarises activities from the CCAP that are ongoing and therefore can be classed as business as usual. Much of this section refers to educating, influencing, and engaging others to take climate action themselves. These actions in the CCAP were spread across different themes, however the document groups them into business-as-usual behaviour change actions to have a more concise and clear overview of actions taking place. Similarly, now that the local plan has been adopted actions related to policy on new development has been grouped into a business as usual action.
7. Since adoption of the plan some of the actions have been investigated but can now no longer go ahead, others have been affected by organisational changes and others have been consolidated into business as usual above to bring clarity to related actions that span multiple themes.
8. Recommendations for priority actions in 2023/24 are those that the Council can do themselves that will have a significant carbon impact or elevate climate change as a priority in the organisation. They are actions that aim to bring co-benefits to the council, residents and other organisations in the District. Actions have also been considered based on priorities expressed by respondents to original CCAP consultation.

9. Priority 1 – Investment in energy efficiency works to be included in the Operational Assets Strategy and Housing Asset Management Strategy. This activity supports the CCAP action of Energy efficiency improvement of Council owned estate. Deep retrofit of the operational buildings and housing has the potential to bring great emissions reductions as well as reducing energy bills for both the Council and residents, providing more comfortable homes and giving added resilience against any future energy price increases. Grant funding for decarbonisation works is likely to be available through schemes such as the Public Sector Decarbonisation Scheme and the Social Housing Decarbonisation Fund however match funding is usually required that will need to be accounted for along with project management resource when developing the strategies.
10. Priority 2 – Assessment of suitability for measures such as heat pumps, solar PV and solar thermal. This supports the CCAP action to review renewable energy and storage potential at existing council owned sites. Respondents in the original CCAP consultation called for more Solar PV. Generating our own energy using Solar PV would reduce the need for reliance on more expensive grid energy, assessment is also likely to show opportunities to generate income by selling energy produced. This action would require future capital investment, with business cases brought forward for projects identified.
11. Priority 3 – Consideration of climate change to be embedded into decision reports. In order to make a significant reduction to emissions within the Councils activities all projects and initiatives will need to consider the climate implications in their decision-making processes. By including an assessment of climate in decision reports this will ensure that climate is considered in major projects across all service areas. To complement this recommendation Carbon Literacy Training is to be taking place across the Council to give staff the skills required to undertake this activity.
12. Priority 4 – Proposal to lease 2 electric pool cars at Oakwood Hill Depot and North Weald Airfield to increase % of low emission mileage for business travel and reduce business mileage spend. This supports the CCAP action to reduce emissions for business travel in staff owned cars. It also supports the Air Pollution Mitigation Strategy reducing tailpipe emissions of staff driving through the forest.
13. Priority 5 – 2 rapid chargers to be installed in the EFDC car park at Burton Road and with further opportunities to be explored. This supports the CCAP action to increase EV charge points on EFDC owned land. The CCAP consultation responses called for more EV charge points. A further 6 accessible EV charge points are scheduled in 2025 with the delivery of the new Epping Forest Leisure Centre, which would provide a zero-carbon development and use modern technologies and concepts to increase the sustainability performance of the building. Leisure centres are one of the largest contributors of carbon footprint and new leisure centre is a major step in helping the Council achieve its aim of becoming a carbon-neutral District by 2030.
14. Key Performance Indicators (KPIs) are listed within the CCAP document to track progress, these are reviewed and published on an annual basis. The most recent metrics are listed within the summary document. To continually improve our reporting additional KPIs are recommended to reflect the priorities put forward in this summary document.
15. The recommendations are to split the measure ‘Scope 1 and 2 Council emissions data’ into separate measures for buildings emissions and vehicle fuel emissions. This is to give a clearer picture of building related emissions for priority actions 1 and 2. Having the fuel separate will also give a more accurate picture of the Council’s fleet when used alongside the EV conversion to electric vehicles numbers now that grounds maintenance

fleet has moved to Qualis. Addition of business miles emissions measure to monitor priority 4. Addition of renewables measure eg. kW of solar PV installed to monitor priority.

16. Should the priorities stated be agreed the next steps would be to republish the Climate Change Action Plan with minor amendments to show the priorities for 2023/24 and to minor changes to the document to make actions more succinct in line with the CCAP summary document.

Reason for decision:

To bring greater focus to priority actions that the Council can take to support the declaration of a Climate Emergency in September 2019 and the pledge to do everything within our power to become a carbon neutral District by 2030.

Options considered and rejected:

Other action considered for 2023/24 priority – development of a Climate Behaviour Change Strategy. It was decided that the focus for this financial year will be on direct emissions reduction activities that the Council can take themselves.

Consultation undertaken:

Working with different service areas to understand progress on actions within the CCAP and climate actions taking place.

Discussions with leadership team to agree on priority actions for recommendation.

A 6-week formal consultation was then undertaken from 12th October to 26th November 2021 on the Climate Change Action Plan document, priorities put forward for 2023/24 take forward actions from the original plan and take into account widespread comments made in the consultation, for example more EV charge points and more solar production.

Resource implications:

Climate Change capital budget - £677k

Buildings – capital budget required will be substantial, grant funding likely to be available to reduce this.

Management of projects will require cross service area resource particularly from housing and operational teams.

Legal and Governance Implications, Relevant Statutory Powers:

N/A

Corporate Plan Implications:

The priority actions within the plan support the following objectives from the Corporate Plan:

Investment and innovation to reduce energy consumption. Adopt cleaner forms of energy. Enable reduction of the council's carbon emissions to net-zero by 2030

We will adopt the Robert Wood Johnson Wider Determinants of Health Model as a framework through which to deliver multi-agency health and wellbeing improvement initiatives. The Robert Wood Johnson Model sites the built environment as a health determinant.

Background Papers:

Climate Change Action Plan

Climate Change Action Plan Summary 2023

Risk Management:

Equality:

An Equality Impact Assessment was carried out and there was no significant impact.

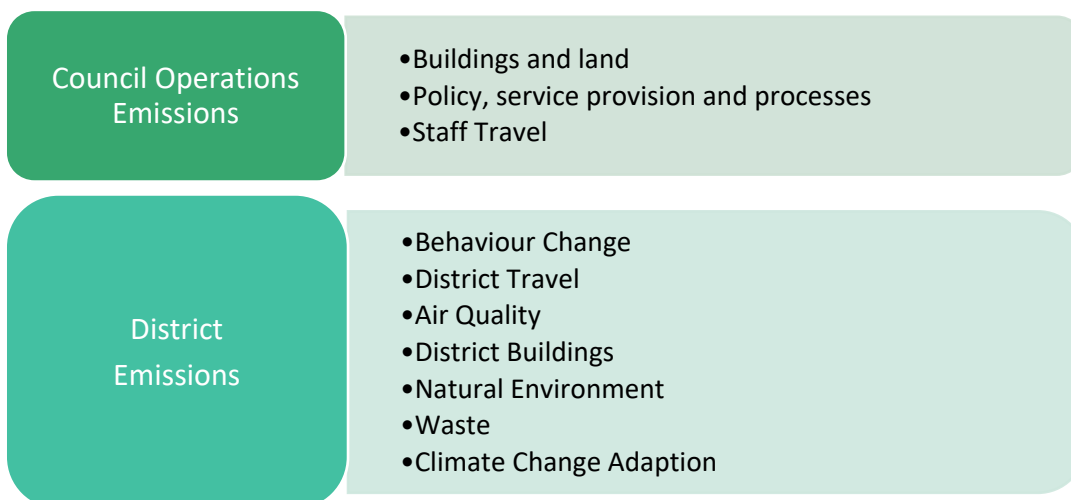
Key Decision: (if required):

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Introduction

The Climate Change Action Plan (CCAP) was adopted by Cabinet in April 2022. It supports the Council's ambition to do everything within its power to become carbon neutral by 2030. The Action Plan identifies the main sources of carbon emissions, both within the Council's own operations and across the District, and outlines actions to reduce them.

The following main themes summarise the key emissions reduction pathways identified:



The section on Council Operations sets out how the Council aims to reduce its own carbon emissions to become carbon neutral and identifies actions on how this is to be achieved. Further sections of the Plan outline action that can be taken to reduce carbon emissions by residents, businesses and others across the District, either through direct initiatives, using statutory powers or by influencing behaviour change.

Climate Change Action Plan Summary Purpose

Following a review, the climate change action plan still stands but this Climate Change Action Plan Summary aims to reflect progression of actions since adoption of the CCAP, focus on the direct action the council can take to make the biggest emission reductions ourselves and account for organisational changes and those further afield.

The document presents recommendations for priority actions in 2023/24 and summarises actions that have been completed, those that are ongoing and now classed business as usual, and those that can be removed following investigation. The summary also gives an update on KPIs from CCAP monitoring and presents further KPIs to clearly track progress on the recommended priorities.

Climate Change Action Plan Monitoring

Key Performance Indicators (KPIs) are listed within the CCAP document to track progress, these are reviewed and published on an annual basis. The metrics are listed below with the most recent data included. To continually improve our reporting additional KPIs are suggested below to reflect the priorities put forward in this summary document.

Theme	Key Performance Indicators	Baseline	Current	Target
Council Emissions	% reduction in reported Scope 1 and 2 Council emissions	2,067 tCO ₂ e (2018/19)	1,746 tCO ₂ e (2020/21)	14% reduction per year
Council Emissions	Average SAP rating of Council owned social housing	71 (2011)	Will be based on stock condition survey	81 by 2030
Council Emissions	% of staff certified as Carbon Literate through the Carbon Literacy Program	0% (2020/21)	2% (2021/22)	100% by 2030
Council Emissions	no. of electric vehicles in the EFDC fleet	0 (2018/19)	32 (2021/22)	All by 2030
Travel	% of ULEV's registered in the District	0.6% (2018)	2.6% (Sept 2022)	4-5% by 2025 8-10% by 2029
Travel	No. of EV chargers on Council owned public land	10 (2020/21)	16 (March 2023)	105 by 2025
Buildings	Cumulative value of grants awarded to homeowners for energy efficiency and renewable heating measures	£45.6k (2019/20)	£563k (April 2023)	£1.74m by March 2023*
Natural Environment	% of the high-quality Green Infrastructure projects in the Green Infrastructure Strategy that have been delivered.	0%	Awaiting Green Infrastructure Strategy monitoring	56% by 2026
Natural Environment	No. of new trees planted within the District	New metric	3,997 (2022/23)	50,000 by 2030
Waste	% kerbside waste that is recycled, reused or composted	56% (2018/19)	54% (2020/21)	70% by 2030
Waste	Average Annual Household Residual Waste Collected	479kg per HH per year (2020)	Awaiting data	10% reduction per HH per year by 2030

Suggestions for revision

- Split the measure Scope 1 and 2 Council emissions data into Buildings emissions and vehicle fuel emissions. This is to give a clearer picture of building related emissions for priority actions 1 and 2. Having the fuel separate will also give a more accurate picture of the Council's fleet when used alongside the EV conversion to electric vehicles numbers now that grounds maintenance fleet has moved to Qualis.
- Addition of business miles emissions measure to monitor priority 4.
- Addition of renewables measure eg. kW of solar PV installed to monitor priority 2.

Completed Actions

The actions listed in the table below are those that can be marked as complete within the CCAP. Further activities have taken place over the period of the plan however these are embedded within wider actions. Some of the highlights since the final CCAP was published in April 2022 are listed below by action plan theme.

Action	Comment
Switch utilities to renewable energy tariffs	Electricity tariff switched to 100% renewable energy tariff in October 2021. Switch to 'green' gas not financially viable at this time.
Sustainability Guidance Vol.01-3 (Major Developments, Minor Developments, Extensions and Refurbishments) developed as a material planning considerations.	Vol. 01-2 endorsed by Cabinet March 2021 Vol. 03 endorsed by Cabinet March 2022
Harlow and Gilston Garden Town Sustainability Guidance and checklist.	Applies to the Garden Town masterplan sites within the District. Endorsed by Cabinet March 2021.
Information provided on EFDC website on Transport, Homes, Natural Environment, Waste, Air Quality, Water and Food. Also, specific pages for Schools, communities, and businesses.	Information actions throughout the plan have been completed via information pages on the EFDC website, to be updated quarterly. To further this promotion of the Cutting Carbon Essex app launched by ECC in May 2023 will occur quarterly.
Implementation of a Litter Strategy to keep streets and areas free of litter	Approved by Cabinet in October 2022
Promote community waste and litter-based activities	Litter picking equipment available for loan through the EFDC website.
Review of waste contract	Completed in 2021/22
Tree planting for flood resilience and shading	Planting took place in Roding Valley in 2022/23

Further activities

- Council emissions – Waltham abbey museum building energy audit and implementation of the behaviour change actions proposed, battery storage at the Civic to support the existing Solar PV system, Vehicle to Grid EV chargers installed at the Civic, building stock condition survey underway for social housing, Corporate plan update includes objectives for climate, successful application for the Social Housing Decarbonisation Fund to retrofit 130 homes up to 2025, successful application to the Sustainable Rural Grant program.
- Behaviour change – Colbea green business training opportunity
- Travel – 6 chargers installed across 2 EFDC car parks, Oakwood Hill Depot and at Basons Lane
- Air Quality – Approval of Air Quality Action Plan at Cabinet in March 2023
- District Buildings – Spent full allocation of Sustainable Warmth grant funding to install energy efficiency measures in low income, low efficiency homes. Park Homes project XX homes improved efficiency.
- Natural Environment – Planting of 1392 trees in the Roding Valley
- Waste – Litter strategy approved by cabinet in October 2022

Priority Actions 2023/24

The priority actions for 2023/24 have been recommended as they are actions from the CCAP where the Council can directly implement initiatives with more significant carbon impacts. They are actions that also aim to bring co-benefits both to the council and to residents such as cost savings and improved living conditions. They are also activities that CCAP consultation respondents highlighted as being important.

No.	Action from CCAP	Activity	Timescale	Portfolio Holder /Partners	Cost	Carbon Saving Potential
1	Energy efficiency improvement of Council owned estate	Investment in energy efficiency works to be included in Operational Assets Strategy and Asset Management Strategy.	Short	Housing and Strategic Health Partnerships	Grant funding, Capital Budget to be requested, Climate Budget	Higher
2	Review renewable energy and storage potential at existing council owned sites	Assessment of suitability for measures such as heat pumps, solar PV and solar thermal.	Short	Housing and Strategic Health Partnerships	Climate budget, Grant funding where eligible	Higher
	Include consideration of the Climate Emergency in Council decision making processes	Consideration of Climate Change to be embedded into decision reports	Short	Customer and Corporate Services	N/A	Medium
4	Business travel in staff owned cars 'grey fleet'	Proposal to lease 2 EV pool cars at Oakwood Hill Depot and North Weald Airfield to increase % of low emission mileage for business travel and reduce business mileage spend.	Short	Environmental and Technical Services	TBC – will be based on the cost of 2 cars	Higher
5	Increase EV charge points on EFDC owned land esp for lower income/disabled (separate to Car Parks)	4-6 EV chargers each at Epping Leisure Centre incl Blue Badge and Cyril Hawkins Close (visitor bays)	Short	Environmental and Technical Services. Housing	TBC some capital contributions needed	Higher

Business As Usual

This section summarises activities from the CCAP that are ongoing and therefore can be classed as business as usual. Much of this section refers to educating, influencing, and engaging others to take climate action themselves. These actions in the CCAP were spread across different themes, however in this document they have been grouped into business-as-usual behaviour change actions to have a more concise and clear overview of actions taking place. Similarly, now that the local plan has been adopted actions related to policy on new development has been grouped into a business as usual action.

Theme	Action	Activities	Portfolio Holder /Partners	Cost	Carbon Saving
Council Emissions	Best practice in new Council Developments	Planning applications for new council facilities and developments to lead by example meeting Sustainability Guidance net zero by 2030 levels	Housing and Strategic Health Partnerships, Qualis	Developer	Higher
Council Emissions	Staff engagement and training to influence behaviour change	Carbon Literacy training to be rolled out across the organisation.	Customer and Corporate Services	Training budget	Medium
Council Emissions	Encourage and incentivise sustainable commuting	Re-publicise car share mapping tool based on staff home postcodes.	Place	N/A	Lower
Behaviour Change	Keep website relevant with climate knowledge and information/advice from national campaigns and local partners including ECC and ECAC.	Quarterly update of website information and promotion of campaigns	Place, Comms	N/A	Lower
Behaviour change	Education and empowerment of residents, businesses and organisations to reduce their own emissions	Update of website climate pages with climate knowledge and advice. Promotion of ECC behaviour change initiatives eg. Cutting Carbon app, Love Essex, Liftshare, Campaigns to link household emissions reductions to health, indoor air quality, savings on energy bills Campaign to promote sustainable travel using demographic tools to understand populations Idling vehicles promotion campaign Awareness raising of effects of air pollution on Epping Forest Emphasis on reducing waste in all campaigns. Information campaign on recycling and contaminants to reduce high contamination rates. Publicise existing video to show what happens at the waste depot	Place, Air Quality, Waste, ECC,	N/A	Medium

		Educate businesses on circular economy principles to encourage waste reduction. Encourage retrofit of water conservation measures in housing and businesses.			
Behaviour change	Promotion of initiatives and grants to help residents, businesses and organisations reduce their own emissions	Charge point funding – work with Economic Development to identify high traffic sites Publicise business related grants and initiatives through the business newsletter and DIZ network eg. LoCase Renewable energy scheme Solar Together	Housing	N/A	Medium
Behaviour change	Involvement of the community in EFDC planting projects	Invitation of schools and the community to EFDC run tree planting events. Residents to learn about the wildlife attracted by growing projects. Creation of planted sensory zones for wellbeing and to encourage biodiversity.	Place, Schools, Parish Councils, Community groups	Internal budget identified, grant funding	Lower
Travel	Engage with ECC to influence and encourage sustainable travel initiatives in the EFDC area	Influence EFDC provision in ECC's Bus Service Improvement Plan Support and influence Essex County Council's cycling strategy Work with Essex Highways to provide on street charging infrastructure by supplying sites for OZEV bids Work with ECC Rights of Way to support active travel routes Support ECC DRT initiatives	ECC	N/A	Higher
Travel	Promote ECC sustainable travel initiatives	Promote school streets and ECC's school travel plans Promote travel plan guidance to businesses and other organisations. Campaigns on new and existing public transport services	ECC	N/A	Higher
Travel	Identify and engage community groups and influencers to promote active travel messaging	Local action groups, EFDC community wellbeing initiatives, sport-driven schemes, NHS/Clinical Commissioning Group/GP led active travel messaging	Environmental and Technical Services	N/A	Higher
Air Quality	Reduce concentrations of nitrogen dioxide in the Bell Common AQMA to below the objective	Liaise with Epping Forest Conservators and ECC Highways to improve air quality in the Air Quality Management Area, with the aim of making sufficient progress to continue updating the Air Quality Action Plan.	Commercial and Regulatory Services	Internal budget identified	Higher?
Air Quality	Reduce impacts of new development on existing receptors and ensure new developments are	Work with the Council's Development Management Service to update standard conditions on planning applications, ensuring they address current and future issues resulting from development.	Commercial and Regulatory Services	Internal budget identified	

	not subjected to poor air quality				
Air Quality	Campaign Raising Awareness of the causes and effects of air pollution	Impact of idling vehicles No car days Clean air day	Place	Internal budget identified	Lower
Buildings	Facilitate domestic energy efficiency improvements	Installation of energy efficiency measures in low income, low efficiency homes using grant funding. Maximise opportunities from central government grant funding.	Commercial and Regulatory Services	Grant funding	Higher
Buildings	Encourage Community Energy initiatives	Suitable buildings for solar PV engagement with local groups.	Residents associations, housing associations, community groups	N/A	Medium
Buildings/ Travel/ Adaptation	Local plan policies to stipulate measures in new development that meet climate goals	Stipulate measures in new development to reduce the need to travel and encourage EV adoption including, the most futureproof Fibre to the Premises options, encourage co-working spaces, provision of EV charging points	Place, Developers and planning applicants	Section 106 and planning conditions	Higher

Actions to remove

Since adoption of the plan some of the actions have been investigated but can now no longer go ahead, others have been affected by organisational changes and others have been consolidated into business as usual above to bring clarity to related actions that span multiple themes.

Action	Reason for removal
Reduce number of journeys by increasing EFDC's remote touchpoints for public and businesses.	Removed as this is not a viable option at this time. Increase in digital opportunities.
Identify and bid for all OZEV and commercial funds to improve EV experience including EFDC estate and fleet	Suitable sites given to ECC but focus for funding in areas of greater deprivation Other activities in this action overlap with increasing the no. of EV chargers on EFDC owned estate.
Facilitate and encourage sustainable public transport focusing on rural community connection to key settlements, actions related to Demand Responsive Transport: DRT bus service stipulated as part of Dowding Way development, DaRT87 DRT trial, Identify innovations to encourage DRT usage	Removed as DaRT87 trial to cease Dowding way development...
The following actions relate to behaviour change across different themes: <ul style="list-style-type: none"> - Encourage active travel to schools. - Raise awareness of funding for off street charging points. - Promote new and existing bus services. - Education of residents to encourage reduction of household emissions. - Encourage businesses to take up grants to implement carbon reduction initiatives. - Engagement of residents in community growing projects. - Engagement of the community in tree planting activities. - Promote waste reduction. - Promote good household recycling. - Education on what happens to waste. 	Now that activities have started individual actions relating to behaviour change have been consolidated into 2 actions within the behaviour change section to be more concise and simple to track.
The following actions relate to planning and new developments: <ul style="list-style-type: none"> - Measures in new development to reduce the need to travel and encourage EV adoption. - The most futureproof FTTP options in new developments - Encourage innovation in waste reduction and collection in new developments 	Following the adoption of the local plan these actions have been consolidated into one planning action under business as usual.

The following related to ECC responsibilities:

- Influence EFDC provision in ECC's Bus Service Improvement Plan
- Support and influence Essex County Council's cycling strategy
- Work with Essex Highways to provide on street charging infrastructure by supplying sites for OZEV bids
- Work with ECC Rights of Way to support active travel routes
- Support ECC DRT initiatives
- Promote school streets and [ECC's school travel plans](#)
- Promote travel plan guidance to businesses and other organisations.
- Campaigns on new and existing public transport services

These individual actions can be removed and replaced with 2 actions in business as usual one relating to influencing decision making at ECC and one related to promoting ECC travel initiatives. This makes the plan more concise and more clearly highlights where EFDC responsibilities lie in relation to travel.

Actively engage with landlords and residents to promote grants that improve home energy efficiency

This action overlaps with the facilitating Energy Efficiency action therefore these have been amalgamated to be concise.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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