



CABINET

Thursday, 12th October, 2017

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

Council Chamber, Civic Offices, High Street, Epping
on **Thursday, 12th October, 2017**
at **7.00 pm** .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
(Governance Directorate)
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Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Housing Portfolio Holder) (Vice-Chairman), W Breare-Hall, A Grigg, H Kane, A Lion, J Philip, G Mohindra and S Kane

PLEASE NOTE THE START TIME OF THE MEETING

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

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

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

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

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

2. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 7 September 2017 (previously circulated).

5. REPORTS OF PORTFOLIO HOLDERS

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

6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE CABINET

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

(a) Public Questions

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

(b) Requests to Address the Cabinet

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

7. OVERVIEW AND SCRUTINY

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function; and

(b) To consider any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

8. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 14 SEPTEMBER 2017 (Pages 5 - 20)

(Finance Portfolio Holder) To consider the attached minutes from the meeting of the Finance & Performance Management Cabinet Committee, held on 14 September 2017, and any recommendations therein.

9. HOUSING STRATEGY 2017-2022 (Pages 21 - 102)

(Housing Portfolio Holder) To consider the attached report (C-006-2017/18).

10. FLEXIBLE HOMELESSNESS SUPPORT GRANT (Pages 103 - 118)

(Housing Portfolio Holder) To consider the attached report (C-016-2017/18).

11. EPPING FOREST CITIZENS ADVICE BUREAU - EXTENSION OF FUNDING FOR DEBT ADVISORS (Pages 119 - 128)

(Housing Portfolio Holder) To consider the attached report (C-017-2017/18).

12. BUSINESS RATES REVALUATION 2017 - DISCRETIONARY RATE RELIEF SCHEME (Pages 129 - 140)

(Finance Portfolio Holder) To consider the attached report (C-018-2017/18).

13. MODERN SLAVERY & HUMAN TRAFFICKING - TRANSPARENCY STATEMENT AND POLICY (Pages 141 - 158)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-020-2017/18).

14. TRANSFORMATION PROGRAMME - HIGHLIGHT REPORT (AUGUST 2017) (Pages 159 - 166)

(Leader of Council) To consider the attached report (C-021-2017/18).

15. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS REPORT (Pages 167 - 184)

(Planning & Governance Portfolio Holder) To consider the attached report (C-022-2017/17).

16. OPERATIONAL & COMMERCIAL PROPERTY - PLANNED MAINTENANCE PROGRAMME 2016/17 - 2020/21 (Pages 185 - 200)

(Technology & Support Services Portfolio Holder) To consider the attached report (C-023-2017/18).

17. OAKWOOD HILL DEPOT, LOUGHTON - OUTTURN REPORT (Pages 201 - 214)

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-019-2017/18).

18. ANY OTHER BUSINESS

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

19. EXCLUSION OF PUBLIC AND PRESSExclusion

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Background Papers

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

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

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Finance and Performance Management Cabinet Committee **Date:** Thursday, 14 September 2017

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 7.00 - 7.29 pm

Members Present: Councillors G Mohindra (Chairman), S Stavrou, C Whitbread and J Philip

Other Councillors:

Apologies: A Lion

Officers Present: R Palmer (Director of Resources), D Bailey (Head of Transformation) and R Perrin (Democratic Services Officer)

14. Substitute Members

The Cabinet Committee noted that there were no substitute members for this meeting.

15. Declarations of Interest

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

16. Minutes

RESOLVED:

That the minutes of the meeting held on 20 July 2017 be taken as read and signed by the Chairman as a correct record.

17. Key Performance Indicators - 2017/18 Quarter 1 Performance

The Director of Resources presented a report on the Key Performance Indicators for 2017/18 Quarter 1 Performance.

The Director of Resources advised that the Council was required to make arrangements to secure continuous improvement in the way in which its functions and services were exercised, having regard to a combination of economy, efficiency and effectiveness. As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPI) relevant to the Council's service priorities and key objectives, were adopted each year. Performance against all of the KPIs was reviewed on a quarterly basis.

A set of thirty-two (32) Key Performance Indicators (KPI) were adopted for 2017/18 in March 2017. The current KPIs had been considered appropriate with the following changes:

- RES009, RES010, and RES011 – the website indicators to be deleted;

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- COM006 - How many of the key building components required to achieve the Modern Homes Standard were renewed? would be deleted; and
- There were no new indicators recommended for 2017/18.

Progress in respect all of the KPIs was reviewed by Management Board and Overview and Scrutiny at the conclusion of each quarter, and the service directors reviewed KPI performance with the relevant portfolio holder(s) on an on-going basis throughout the year. The Select Committees were each responsible for the review of quarterly performance against specific KPIs within their areas of responsibility.

Improvement plans had been produced for KPIs, setting out actions to be implemented in order to achieve target performance, and to reflect changes in service delivery. In view of the corporate importance attached to the KPIs, the improvement plans were agreed by Management Board and were also subject to ongoing review between the relevant service director and Portfolio Holder over the course of the year.

The position with regard to the achievement of target performance for the KPIs at the end of quarter 1 (30 June 2017), was as follows:

- (a) 27 (84%) indicators had achieved the target;
- (b) 5 (16%) indicators had not achieved the target, although
- (c) 1 (3%) of the indicators had performed within the agreed tolerance for the indicator; and
- (d) 27 (84%) of indicators were currently anticipated to achieve year-end target and a further 1 (3%) was uncertain whether it would achieve year-end target.

Resolved:

- (1) That Quarter 1 performance for the Key Performance Indicators adopted for 2017/18 be noted; and
- (2) That there were no Key Performance Indicators for 2017/18 which required in-depth scrutiny or further reports on performance.

Reasons for Decision:

The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement would be addressed, and how opportunities would be exploited and better outcomes delivered. It was important that relevant performance management processes were in place to review and monitor performance against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

Other Options Considered and Rejected:

No other options were appropriate in this respect. Failure to review and monitor performance could mean that opportunities for improvement were lost and might have negative implications for judgements made about the progress of the Council.

18. Annual Outturn Report on the Treasury Management and Prudential Indicators 2016/17

The Director of Resources presented the Annual Outturn Report on the Treasury Management and Prudential Indicators for 2016/17.

The Director of Resources reported that annual treasury report was a requirement of the Council's reporting procedures and covered the treasury activity for 2016/17, and the actual Prudential Indicators for 2016/17. During the year, the Council had financed all of its capital activity through capital receipts, capital grants, other revenue reserves and revenue contributions. There had been no additional borrowing in the year to add to the £185.456m taken out previously through the Public Works Loan Board (PWLB) which financed the payment in relation to the self-financing of the HRA. The Council had achieved its targets for its treasury and prudential indicators and would be considered by the Audit and Governance Committee on 18 September 2017.

Resolved:

- (1) That the Treasury Management Outturn Report for 2016/17 be noted; and
- (2) That the outturn for Prudential Indicators shown within the appendices attached be noted.

Reasons for Decision:

The report was presented for noting as scrutiny was provided by the Audit and Governance Committee, who make recommendations on amending the documents, if necessary.

Other Options Considered and Rejected:

Members could ask for additional information about the CIPFA Codes or the Prudential Indicators.

19. Quarterly Financial Monitoring

The Director of Resources presented the first quarterly financial monitoring on key areas of income and expenditure for 2017/18, which covered the period from 1 April 2017 to 30 June 2017. The report provided details of the revenue budgets, the Continuing Services Budget and District Development Fund as well as the Capital budgets which included the Major Capital schemes.

A few points were highlighted as follows, as they were of particular interest;

- The salaries schedule showed an underspend of £144,000 or 2.5% compared to the first quarter last year the underspend was 3.6%;
- Investment interest had been broadly on target and money was primarily being held short term because of the significant capital commitments coming up.
- The Development Control income was down on expectations with fees and charges £49,000 lower than the budget to date and pre-application charges £7,000 higher than expected. There had been fewer major schemes come through so far this year, which could be due to developers awaiting the publishing of the Local Plan;
- The Building Control income was £33,000 higher than the budgeted and would be affected later, if at all by the Local Plan. The ring-fenced account had assumed a deficit of £129,000 for the amount of scanning work required, however based on income levels to date it looked likely to be better than expected;
- The Public Hire licence income and other licensing was above expectations, although the Public Hire figures included £27,000 which related to future years, so in reality income relating to 2016/17 was £7,000 down;
- The income from MOT's carried out by Fleet Operations was in line with expectations. The account was budgeted to show a deficit of around £62,000

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however this had included an estimate for business rates which had proved to be too high should reduce the deficit to less than £50,000. A report on options for joint occupation of the depot was going to Cabinet on 7 September 2017 and the Director of Neighbourhoods was completing a report on the overspend on the construction of the depot for Cabinet on 12 October 2017;

- Expenditure and income relating to Bed and Breakfast placements was increasing with most eligible for Housing Benefit and although some would be reimbursed by the Department for Work and Pensions, it would only be around 50%. Some new initiatives were being pursued in an effort to stem the increase and additional government funding in the form of a Flexible Homeless Grant, such as the Zinc Arts scheme in Ongar;
- The Council had collected a total of £9,995,028 and had made payments of £8,596,002, which had meant a benefit from holding £1,399,026 of cash from the effective collection of non-domestic rates for the Council.

The Cabinet Sub-Committee were still concerned by the income from the MOT's carried out by the Fleet Operations and advised that this would need to be kept under review.

Resolved:

- (1) That the revenue and capital financial monitoring report for the first quarter of 2017/18 be noted.

Reasons for Decision

To note the first quarter financial monitoring report for 2017/18.

Other Options Considered and Rejected:

No other options were available.

20. Risk Management - Corporate Risk Register

The Director of Resources presented a report regarding the Councils Corporate Risk Register.

The Corporate Risk Register and revised Risk Management Strategy had been considered by the Risk Management Group on 23 August 2017 and by Management Board on 30 August 2017. The reviews identified amendments to the Corporate Risk Register and Risk Management Strategy.

The following risks were updated as follows;

- (a) Risk 2 - Strategic Sites

The Effectiveness of controls/actions had been amended to advise the updated position for the key sites. Negotiations were taking place with potential tenants for retail space at the Winston Churchill site. Negotiations continue with Epping Town Council for the St John's Road site. The Langston Road site was now operational, although there were one or two units still to let. Waltham Abbey Leisure Centre was now managed by Places for People, planning permission had been granted for Hill House. July Cabinet agreed to dispose of the Pyrles Lane site; Nursery Services would be relocated to Town Mead.

- (b) Risk 4 - Finance Income

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The Key date had been updated to advise that the draft budget would be considered at Finance and Performance Management Committee on 18 January 2018.

(c) Risk 5 - Economic Development

The Existing Controls/Actions now advised that the Employment Study for the Local Plan had been completed and considered at Member workshops. The Key date had been amended to December 2017.

(d) Risk 6 - Data/Information

The Required further management action had been updated to advise that a working group was meeting monthly looking into the necessary changes for implementing General Data Protection Regulation (GDPR). The deadline date for GDPR, 25 May 2018, had been added as the Key date.

The Director of Resources advised that this Committee had undertaken the annual review of the Risk Management Terms of Reference, Strategy and Policy Statement in March 2017, with subsequent Cabinet approval on 15 June 2017. Since this approval the Chief Internal Auditor had produced a revision to the Risk Management Strategy, which had been developed to better explain the process, responsibilities and reporting of Risk Management.

The Cabinet Sub-Committee were in a agreement that the updated Risk Management Strategy document and description had been greatly improved and there should be a recommendation to the Overview & Scrutiny Committee and subsequent Select Committees to consider the Corporate Risk Register at the start of each year, so that they could review the risks and determine whether they had all been captured and scored appropriately.

Resolved:

- (1) That Effectiveness of controls/actions and Required further management action for Risk 2 be updated;
- (2) That the new Key date for Risk 4 be agreed;
- (3) That the Existing controls/actions to address risk for Risk 5 be updated;
- (4) That the Required further management action and Key date for Risk 6 be updated;

Recommended:

- (5) That the amended Corporate Risk Register be recommended to Cabinet for approval;
- (6) That the Revised Risk Management Strategy to Cabinet be adopted; and
- (7) That the Corporate Risk Register be considered at Overview & Scrutiny Committee and subsequent Select Committees at the start of each year to scrutinize whether all the risks identified had been captured and scored appropriately.

Reason for Decision:

It was essential that the Corporate Risk Register was regularly reviewed and kept up to date.

Other Options Considered and Rejected:

Members could suggest new risks for inclusion or changes to the scoring of existing risks.

21. Annual Governance Report

The Director of Resources presented a report regarding the Annual Governance Report. The International Standard on Auditing 260 required the External Auditor to report to those charged with governance on certain matters before they gave an opinion on the Statutory Statement of Accounts. The audit of the Council's Statutory Statement of Accounts for 2016/17 would be presented to the Audit and Governance Committee on 18 September 2017.

The audit report highlighted the key findings of the financial statements of the Council for the year ending 31 March 2017, and the director of Resources advised the Cabinet Sub-Committee of the following key findings:

- (a) That the Property, Plant & Equipment valuations and Pension Liability assumptions had been classified as significant risks during the updated risk assessment. subsequent to the Planning Report on 10 March 2017;
- (b) That the final materiality was £2,000,000, which had been increased by £100,000 based on the gross expenditure in the current year's draft financial statements;
- (c) That there had been no other significant changes to the planned audit approach or any restrictions placed upon the audit;
- (d) That the audit had not identified any material misstatements to date;
- (e) That a number of presentational changes had been made to the draft financial statements as a result of the audit;
- (f) That there had been no unadjusted audit differences;
- (g) That the there had been no significant deficiencies in internal controls;
- (h) That subject to the successful resolution of outstanding matters, it had been anticipated that a modified opinion on the financial statements for the year ended 31 March 2017 would be issued;
- (i) That there were no exceptions to report, in relation to the consistency of the annual governance statement;
- (j) That an unmodified conclusion on the Council's arrangements to secure economy, efficiency and effectiveness in the use of resources was anticipated being issued; and
- (k) That the Council was below the audit threshold for a full assurance review of the Whole of Government Accounts return and no other powers or duties under the Local Audit and Accountability Act 2014 had been exercised.

Resolved:

- (1) That the External Auditor's Annual Governance Report be noted.

Reasons for Decisions:

To ensure that Members were informed of any significant issues arising from the audit of the Statutory Statement of Accounts.

Other Options Considered and Rejected:

The report was for noting, no specific actions were proposed.

22. Any Other Business

The Cabinet Sub-Committee noted that there was no urgent business for consideration.

CHAIRMAN

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Treasury Management Outturn Report 2016/17

Introduction

In April 2002 the Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management annual report after the end of each financial year.

The Authority's treasury management strategy for 2016/17 was approved by full Council on 18 February 2016. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

External Context

Economic background: Politically, 2016/17 was an extraordinary twelve month period which defied expectations when the UK voted to leave the European Union and Donald Trump was elected the 45th President of the USA. Uncertainty over the outcome of the US presidential election, the UK's future relationship with the EU and the slowdown witnessed in the Chinese economy in early 2016 all resulted in significant market volatility during the year. Article 50 of the Lisbon Treaty, which sets in motion the 2-year exit period from the EU, was triggered on 29th March 2017.

UK inflation had been subdued in the first half of 2016 as a consequence of weak global price pressures, past movements in sterling and restrained domestic price growth. However the sharp fall in the Sterling exchange rate following the referendum had an impact on import prices which, together with rising energy prices, resulted in CPI rising from 0.3% year/year in April 2016 to 2.3% year/year in March 2017.

In addition to the political fallout, the referendum's outcome also prompted a decline in household, business and investor sentiment. The repercussions on economic growth were judged by the Bank of England to be sufficiently severe to prompt its Monetary Policy Committee (MPC) to cut the Bank Rate to 0.25% in August and embark on further gilt and corporate bond purchases as well as provide cheap funding for banks via the Term Funding Scheme to maintain the supply of credit to the economy.

Despite growth forecasts being downgraded, economic activity was fairly buoyant and GDP grew 0.6%, 0.5% and 0.7% in the second, third and fourth calendar quarters of 2016. The labour market also proved resilient, with the ILO unemployment rate dropping to 4.7% in February, its lowest level in 11 years.

Following a strengthening labour market, in moves that were largely anticipated, the US Federal Reserve increased rates at its meetings in December 2016 and March 2017, taking the target range for official interest rates to between 0.75% and 1.00%.

Financial markets: Following the referendum result, gilt yields fell sharply across the maturity spectrum on the view that Bank Rate would remain extremely low for the foreseeable future. After September there was a reversal in longer-dated gilt yields which moved higher, largely due to the MPC revising its earlier forecast that Bank Rate would be dropping to near 0% by the end of 2016. The yield on the 10-year gilt rose from 0.75% at the end of September to 1.24% at the end of December, almost back at pre-referendum levels of 1.37% on 23rd June. 20- and 50-year gilt yields also rose in Q3 2017 to

1.76% and 1.70% respectively, however in Q4 yields remained flat at around 1.62% and 1.58% respectively.

After recovering from an initial sharp drop in Q2, equity markets rallied, although displaying some volatility at the beginning of November following the US presidential election result. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31st March, both up 18% over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March.

Money market rates for overnight and one week periods remained low since Bank Rate was cut in August. 1- and 3-month LIBID rates averaged 0.36% and 0.47% respectively during 2016-17. Rates for 6- and 12-months increased between August and November, only to gradually fall back to August levels in March, they averaged 0.6% and 0.79% respectively during 2016-17.

Credit background: Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. UK bank credit default swaps saw a modest rise but bank share prices fell sharply, on average by 20%, with UK-focused banks experiencing the largest falls. Non-UK bank share prices were not immune, although the fall in their share prices was less pronounced.

Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome.

None of the banks on the Authority's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests. The tests were based on banks' financials as at 31st December 2015, 11 months out of date for most. As part of its creditworthiness research and advice, the Authority's treasury advisor Arlingclose regularly undertakes analysis of relevant ratios - "total loss absorbing capacity" (TLAC) or "minimum requirement for eligible liabilities" (MREL) - to determine whether there would be a bail-in of senior investors, such as local authority unsecured investments, in a stressed scenario.

On the advice of Arlingclose, new investments with Deutsche Bank and Standard Chartered Bank were suspended in March 2016 due to the banks' relatively higher credit default swap (CDS) levels and disappointing 2015 financial results. The Authority's deposits with Standard Chartered Bank matured in May 2016. Standard Chartered was reintroduced to the counterparty list in March 2017 following its strengthening financial position, but Deutsche Bank was removed altogether from the list.

Local Context

On 31st March 2017, the Authority had net borrowing of £144.18m arising from its revenue and capital income and expenditure, an increase on 2016 of £10m. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors and the year-on-year change are summarised in table 1 below.

Table 1: Balance Sheet Summary

	31.3.16 Actual £m	2016/17 Movement £m	31.3.17 Actual £m
General Fund CFR	29.6	0	29.6
HRA CFR	155.1	0	155.1
Total CFR	184.7	0	184.7
Less: Usable reserves	-46.9	3	-43.9
Less: Working capital	-4.0	2	-2
Net Worth	133.8	5	138.8

Table 2: Treasury Management Summary

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %
Long-term borrowing	185.5	0	185.5	2.97
Total borrowing	185.5	0	185.5	
Short-term investments	37.7	-12.7	25.0	0.37
Cash and cash equivalents	14.0	2.3	16.3	0.27
Total investments	51.7	-10.4	41.3	
Net Borrowing	133.8	-10.4	144.2	

Note: the figures in the table are from the balance sheet in the Authority's statement of accounts.

Net borrowing has increased due to falls in usable reserves and working capital. As investment balances were used to fund the capital programme no additional borrowing was required.

The Authority's current strategy is to maintain a minimum investment balance of £10m with a view to borrowing to fund the rest of the house building programme probably later in 2017. The treasury management position as at 31st March 2017 and the year-on-year change in show in table 2 above.

Borrowing Activity

At 31st March 2017, the Authority held £185.5m of loans, this has remained static over the year as slippage in the capital programme has meant the need to borrow has not materialised. The year-end borrowing position and the year-on-year change in show in table 3 below.

Table 3: Borrowing Position

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %	31.3.17 WAM* years
Public Works Loan Board	185.55	0	185.55	2.97	19.95

*Weighted average maturity

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

In furtherance of these objectives, no new borrowing was undertaken in 2016/17, as the capital programme has been funded using available internal resources. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.

Investment Activity

The Authority holds significant invested funds, representing balances and reserves held. During 2016/17, the Authority's investment balances have been falling due to funding the capital programme. The year-end investment position and the year-on-year change in show in table 4 below.

Table 4: Investment Position

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %	31.3.17 WAM* days
Banks & building societies (unsecured)	21.7	-5.4	16.3	0.42	124.5
Government (incl. local authorities)	18.5	-3.5	15.0	0.33	137.4
Money Market Funds	11.5	-1.5	10.0	0.27	1.0
Other Pooled Funds					
Total investments	51.7	-10.4	41.3	0.34	94.74

*Weighted average maturity

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

In furtherance of these objectives, and given the increasing risk and falling returns from short-term unsecured bank investments, the Authority has kept investment balances short term in line with the cash flow so as to enable funds to be available when required by operational and capital requirements.

Risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in table 5 below.

Table 5: Investment Benchmarking

	Credit Score	Credit Rating	Bail-in Exposure	WAM* (days)	Rate of Return
31.03.2016	3.80	AA-	66%	53	1.04%
30.06.2016	3.89	AA-	64%	57	0.99%
30.09.2016	4.03	AA-	66%	54	0.88%
31.12.2016	3.96	AA-	64%	50	0.79%
31.03.2017	3.97	AA-	60%	47	0.99%
All LAs	4.01	AA-	58%	137	1.31%

*Weighted average maturity.

The table above shows how the Council is performing with its investments, and as can be seen performance is commensurate with other Local Authorities, with the exception of the Rate of Return. This is due to this Council keeping investments shorter, 47 days invested against other Local Authorities 137 days, which gives rise to lower interest rates received.

The Council set itself targets of 7 or below for the credit score and A- or higher for the credit rating and the table above shows both these targets were achieved.

Performance Report

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 6 below.

Table 6: Performance

	Actual £'000	Budget £'000	Over/ Under £'000	Actual %	Benchmark %
Temporary Loans Interest	(156.9)	(178.1)	21.2	0.50	0.57
Money Market Funds Interest	(62.3)	(57.8)	(4.5)	0.58	0.48
Total investment income	(219.2)	(235.9)	16.7	0.52	0.55
Fixed Rate Loans Interest	5,348.0	5,348.0	0.0	3.48	3.48
Variable Rate Loans Interest	183.1	214.0	(30.9)	0.58	0.67
Total debt expense	5,531.1	5,562.0	(30.9)	2.97	3.00
GRAND TOTAL	5,311.9	5,326.1	(14.2)	n/a	n/a

Temporary loan interest receivable has under achieved over the year. This is because the Council has been investing for shorter periods as cash is being used to support the capital programme. The variable rate of loan interest is more favourable as the benchmark is set based upon the previous years actual and any subsequent falls in the rate from the lender are borne in this year.

Compliance Report

The Director of Resources is pleased to report that all treasury management activities undertaken during 2016/17 complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Table 7: Investment Limits

	2016/17 Limit	31.3.17 Actual	Complied
Any single organisation, except UK Government	£5m	£5m (Lloyds and Santander)	✓
UK Central Government	Unlimited	£15m	✓
Any group of funds under the same management	£5m per group	£5m (Lloyds)	✓
Any group of pooled funds under the same management	£5m per manager	Nil	✓
Negotiable instruments held in a broker's nominee account	£15m per broker	£11m ICAP and £4m BGC	✓
Foreign countries	£5m per country	Nil	✓
Registered Providers	£5m in total	Nil	✓
Unsecured investments with Building Societies	£5m in total	Nil	✓
Loans to unrated corporates	£5m in total	Nil	✓
Money Market Funds	£15m in total	£10m	✓

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 8: Debt Limits

	31.3.17 Actual	2016/17 Operational Boundary	2016/17 Authorised Limit	Complied
Borrowing	£185.55m	£230.00m	£240.00m	✓

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	31.3.17 Actual	2016/17 Target	Complied
Portfolio average credit rating	AA-	A-	✓

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month without additional borrowing.

	31.3.17 Actual	2016/17 Target	Complied
Total cash available within 3 months	£26m	£15m	✓

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as proportion of net principal borrowed was:

	31.3.17 Actual	2016/17 Limit	Complied
Upper limit on fixed interest rate exposure on debt	82.86%	100%	✓
Upper limit on fixed interest rate exposure on investments	(71.43%)	(100%)	✓
Upper limit on variable interest rate exposure on debt	17.14%	25%	✓
Upper limit on variable interest rate exposure on investments	(28.57%)	(75%)	✓

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing were:

	31.3.17 Actual £m	Lower limit	Upper Limit	Complied
Under 12 months	0%	0%	100%	✓
12 months and within 24 months	0%	0%	100%	✓
24 months and within 5 years	0%	0%	100%	✓
5 years and within 10 years	0%	0%	100%	✓
10 years and above	100%	0%	100%	✓

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2016/17	2017/18	2018/19
Actual principal invested beyond year end	£0m	£0m	£0m
Limit on principal invested beyond year end	£15m	£5m	£5m
Complied	✓	tbc	tbc

Report to the Cabinet

Report reference: C-006-2017/18
Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Housing
Subject: Housing Strategy 2017 – 22.
Responsible Officer: Alan Hall (01992 564004)
Committee Secretary: Gary Woodhall (01992 564470)

Recommendations:

- (1) That, following the support and endorsement of the Communities Select Committee, the new Housing Strategy 2017-2022 (attached as Appendix 1) be adopted; and
- (2) That the Communities Select Committee be asked to continue to review future Annual Key Action Plans for the Housing Strategy prior to approval each year, and to review progress with Key Action Plans every 6 months, in accordance with its previous practice.

Executive Summary

The Council's current Housing Strategy is out of date, so a new Housing Strategy covering the period 2017-2022 has been produced by officers, and is attached as an Appendix.

The new Housing Strategy has been delayed, for the reasons set out in the report, but in the meantime an annual Housing Strategy Key Action Plan has continued to be produced, with progress monitored by the Communities Select Committee. However, now is a good time to update the Housing Strategy. The new Housing Strategy includes a Key Action Plan for the first year of the Strategy, which will be updated on an annual basis. It is proposed that progress with the Key Action Plan continues to be reviewed by the Communities Select Committee every 6 months.

The Communities Select Committee has been consulted on the Draft Housing Strategy, which they felt was a good quality and useful document, and therefore agreed to endorse and support its adoption.

Reasons for Proposed Decision:

The current Housing Strategy is in need of updating, since the current Housing Strategy was produced 8 years ago and it is accepted good housing and local government practice to have an up to date Housing Strategy.

Other Options for Action:

- (i) Not to produce an updated Housing Strategy;
- (ii) To further defer production of an updated Housing Strategy; or

- (iii) To have a different Housing Strategy to the one proposed.

Report:

1. In 2009, the Cabinet adopted the Council's current Housing Strategy. Although there is no longer any legal or policy requirement, it is accepted good housing and local government practice to have an up to date Housing Strategy. An updated Housing Strategy has therefore been produced by officers, which covers the period 2017-2022 and is attached as an Appendix.
2. The Housing Strategy has been produced with contributions from a number of senior officers in the Housing Service and the Planning Policy Team, which the Director of Communities has collated and edited to ensure a consistent approach, format and language throughout the document.
3. The update to the Housing Strategy has been delayed from when it was originally due to be produced, since the former Housing Portfolio Holder had previously agreed that it should not be updated until the Draft Local Plan had been published, because much of the Housing Strategy relates to the provisions within the Local Plan. However, it was also agreed that, in the meantime, an annual Housing Strategy Key Action Plan should continue to be produced, with progress monitored by the Communities Select Committee every 6 months until the new Housing Strategy is formulated and adopted, which the Select Committee (and predecessor bodies) has done.
4. However, now that: the Draft Local Plan has been published; the outcome of Stage 1 of the Council's HRA Financial Options Review has been determined by the Cabinet; and the contents of the last Government's Housing White Paper are known; the Council is now in a good position to update its Housing Strategy.
5. The purpose of the Housing Strategy is to assess the District's current and future housing needs, and to set out the Council's approach to meeting those needs. The Strategy sets out a suggested overall Vision for housing in the District (based on the District's former Community Strategy), the Council's key housing objectives and the aims and objectives relating to individual housing issues. It also provides a Key Action Plan for the first year of the Strategy, which will be updated on an annual basis. It is proposed that progress with the Key Action Plan continues to be reviewed by the Communities Select Committee every 6 months.
6. It should be noted that the Housing Strategy does not cover the aims, objectives and actions of the Council as landlord, except for those aspects that contribute to the Strategy (e.g. Council Housebuilding).

Resource Implications:

None of the proposals within the Draft Housing Strategy have budgetary implications that have not already been included within the Council's budgets or Capital Programme. However, any additional budgetary requirements that do flow from the Housing Strategy in the future will be considered and approved on their own merits by the Cabinet in the usual way.

Legal and Governance Implications:

The contents of the Housing Strategy are covered by a number of statutes.

Safer, Cleaner and Greener Implications:

A number of the actions will result in a safer and cleaner environment, particularly those actions relating to development, many of which include environmental and energy efficiency measures to the new properties.

Consultation Undertaken

At the meeting of the Communities Select Committee on 20th June 2017, the Housing Portfolio Holder invited the Select Committee to consider, pre-scrutinise and provide her with any comments on the Draft Housing Strategy for her to consider, before it was presented to this meeting of the Cabinet for consideration and adoption.

The Select Committee suggested a couple of minor comments, which have been incorporated in the final version. The Select Committee also commented on the quality and comprehensiveness of the Housing Strategy, which they found to be a useful document, and therefore supported and endorsed its adoption.

Background Papers

None.

Risk Management

The risks of adopting the Housing Strategy are minimal. The risks of individual proposals will be managed in accordance with the Council's established Risk Management Framework.

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.

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Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: Communities Support, Communities Directorate

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

Title of policy or decision: Housing Strategy 2017-22

Officer completing the EqlA: Mary Masterson **Tel:** X2132 **Email:** mmasterson@eppingforestdc.gov.uk

Date of completing the assessment: 16th June 2017

Section 2: Policy to be analysed

2.1 Is this a new policy (or decision) or a change to an existing policy, practice or project?

The Housing Strategy 2017-22 replaces the Housing Strategy 2009-2012.

2.2 Describe the main aims, objectives and purpose of the policy (or decision):

This strategy is a framework setting direction for everyone involved in housing in the District, to do what we can to provide the homes needed and ensure that housing delivers a clear social value.

The purpose of the Housing Strategy is to assess the District's current and future housing needs, and to set out the Council's approach to meeting those needs. The Strategy sets out a suggested overall vision for housing in the District, the Council's key housing objectives and the aims and objectives relating to individual housing issues.

This Housing Strategy has six key objectives. These are:

1. To ensure that plans are in place and sufficient land is allocated to meet the assessed housing need for the District, including the need for affordable housing;
2. To ensure that the growth in the number of homes in the District is properly planned, along with adequate infrastructures such as roads, health facilities, and schools (i.e sustainable);
3. To make affordable housing available – both for rent and for low cost home ownership - in rural and urban locations, for people who want to live in the District;
4. To ensure that people with special needs are able to live in suitable accommodation with appropriate levels of support;
5. To quickly accommodate homeless people in suitable, permanent accommodation; and
6. To ensure that all homes in the District, in both the public and private sector, are in a decent condition.

It also provides a Key Action Plan for the first year of the Strategy, which will be updated on an annual basis. It is proposed that progress with the Key Action Plan continues to be reviewed by the Communities Select Committee every 6 months.


Some actions will require a specific equalities impact assessment in order to fully evaluate the effect the changes could have on equalities groups. Therefore this impact assessment is intended to give an overview of the potential impacts based on proposals set out within the Housing Strategy 2017 – 2022 and is not intended to fully assess the impacts of subsequent actions set out within the action plan.

	<p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>That the Epping Forest District will be a district that has safe, decent and attractive housing that meets the needs of those who want to live in the District.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>Yes – all of the above.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Possibly. This will become apparent as the key actions are carried out over the five year period.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>None of the proposals within the Draft Housing Strategy have budgetary implications that have not already been included within the Council's budgets or Capital Programme. However, any additional budgetary requirements that do flow from the Housing Strategy in the future will be considered and approved on their own merits by the Cabinet in the usual way.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>This Housing Strategy is only one of a range of complementary and inter-related strategic documents and plans produced by the Council. It is also influenced by a number of strategies produced by other agencies. In formulating the Housing Strategy, careful regard has been given to relevant corporate objectives and strategies:</p> <p>EFDC Corporate Plan (2015-20) - the Council's prime strategic document, that sets out the Council's priorities for the planning and delivery of services over a five-year period.</p> <p>District Local Plan - the Council's prime town planning document that sets out all the Council's town planning policies and land allocations. The current Local Plan is in the process of being updated. A new Draft Local Plan was published for consultation in October 2016 and, following analysis and consideration of the comments received, a Pre-Submission Local Plan will be produced in Spring 2018.</p> <p>Government housing policy and legislation - clearly, the Council must comply with legislation, which is often updated and influences and affects the Council's delivery of its Housing Strategy. Similarly, Government housing policy (which often results in legislation) has an influence on the Housing Strategy as well. The Government's latest housing policy was set out in its White Paper "Fixing our broken housing market" published in February 2017, which has influenced this Housing Strategy.</p> <p>EFDC Business Plans - each of the Council's Directorates produces an annual Business Plan, in support of the EFDC Corporate Plan, setting out the key actions and resource requirements for the forthcoming year.</p>

Section 3: Evidence/data about the user population and consultation¹

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

3.0 Reference Material

Age	Disability	Gender	Gender reassignment	Marriage / civil partnership	Pregnancy / maternity	Race	Religion/belief	Sexual orientation	other																																								
Age																																																	
 ONS Data for Epping.xlsx	<div>2011 ONS EFDC Area Age Structure</div> <table><thead><tr><th>Age</th><th>%</th><th>Age</th><th>%</th><th>Age</th><th>%</th><th>Age</th><th>%</th></tr></thead><tbody><tr><td>0-4</td><td>5.9% (7366)</td><td>15</td><td>1.2% (1519)</td><td>25-29</td><td>5.3% (6624)</td><td>65-74</td><td>9.2% (11464)</td></tr><tr><td>5-7</td><td>3.4% (4193)</td><td>16-17</td><td>2.5% (3094)</td><td>30-44</td><td>20.5 (25542)</td><td>75-84</td><td>6.2% (7743)</td></tr><tr><td>8-9</td><td>2.1% (2638)</td><td>18-19</td><td>2.2% (2771)</td><td>45-59</td><td>21% (26169)</td><td>85-89</td><td>1.7% (2178)</td></tr><tr><td>10-14</td><td>5.8% (7235)</td><td>20-24</td><td>5.3% (6663)</td><td>60-64</td><td>6.7% (8295)</td><td>90+</td><td>0.9% (1165)</td></tr></tbody></table> <div><div><div>1. 45-59 yrs – 21% (26169)</div><div>2. 30-44 yrs – 20.5 (25542)</div><div>3. 65-74 yrs – 9.2% (11464)</div><div>4. 60-64 yrs – 6.7% (8295)</div></div><div><div>5. 75-84 yrs - 6.2% (7743)</div><div>6. 0-4 yrs – 5.9% (7366)</div><div>7. 0-14 yrs – 5.8% (7235)</div></div></div>									Age	%	Age	%	Age	%	Age	%	0-4	5.9% (7366)	15	1.2% (1519)	25-29	5.3% (6624)	65-74	9.2% (11464)	5-7	3.4% (4193)	16-17	2.5% (3094)	30-44	20.5 (25542)	75-84	6.2% (7743)	8-9	2.1% (2638)	18-19	2.2% (2771)	45-59	21% (26169)	85-89	1.7% (2178)	10-14	5.8% (7235)	20-24	5.3% (6663)	60-64	6.7% (8295)	90+	0.9% (1165)
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ONS Census Data 2011	<div>Homeless (Statutory) 2017</div> <div>Total as of 31 March 2017 (all age ranges)</div> <div>116 - Temporary accommodation</div> <div>31 - B&B</div> <div>45 – Hostel</div> <div>40 – Other</div>																																																
EFDC KPI COM004 - How many households were housed in temporary accommodation																																																	
	<div>The number of households in temporary accommodation provided under homelessness legislation has increased: -</div> <div>2016-17 (all age ranges)</div> <div>Q1 – 103 Q2 – 111 Q3 – 101 Q4 - 116</div>																																																
ONS Subnational population projections for England 2012 – based on 2011 Census																																																	
	<div><div></div><div><div>• 22.3% of the EFD population is aged 65 years and over and life expectancy is increasing;</div><div>• 5% population growth rate for the Epping Forest District.</div></div></div>																																																
EFDC Repairs and Improvements & Repairs recharge costs 2017																																																	
	Council residents are able to report the faults by phone, email or via the mobile app.																																																

<https://www.gov.uk/national-minimum-wage-rates>
www.livingwage.org.uk

National Living Wage and the National Minimum Wage changed in April 2017.

National Minimum wage

The national minimum wage is based on a target to reach 60% of median earnings by 2020. Under current forecasts this means a rise to less than £9 per hour by 2020.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2017	£7.50	£7.05	£5.60	£4.05	£3.30

The Living wage

UK rate - £8.45 London rate £9.75

The living wage is independently-calculated each year based on what employees and their families need to live. The employers choose to pay the real living wage on a voluntary basis.

Impact of an ageing population study Epping Forest District

- Between 2015 and 2025 it is anticipated that the number of over 65's in Epping Forest will increase from 25,400 to 30,000 and over 50's – 64's, from around 24,200 to 27,400.
- Services in preventative healthcare and activities to help people to remain active and health in later life, could help increase the proportion of life spent in good health and reduce costs to a wide range of organisations.
- Loughton Alderton is one of the wards that have some of the lowest life expectancy and this is identified as being linked to deprivation and less positive lifestyles.
- It is evidenced that good physical and mental health are essential to living longer and having a better quality of life.
- 2013 there were 1,855 Dementia suffers, by 2025 the number is expected to be 2,553 (37.6%).



Epping-Forest-Draft
Local-Plan-SINGLE

& [BGP1
Housing
Background
Paper](#)

Ageing population – will require dwellings that are adaptable and accessible for disabilities/ Pg 13 Paragraph 2.4 states:

“The District's population increased by almost 17,000 between 1961 and 2011. Government estimates that the District's population had risen by just over 5,000 since 2011.”

“In 2011, compared to the rest of England, the District had smaller proportions of people aged under 30 and a larger proportion of people aged 45 to 64 years and 65 years and over.”

“by 2033, projections suggest the proportion of people aged over 65 years will rise sharply compared to the other age bands”

	Affordable Housing Need (in households)*				
	East Herts DC	Epping Forest DC	Harlow DC	Uttlesford DC	HMA Total
Unmet need for affordable housing in 2011					
Total unmet need for affordable housing	1,632	1,171	1,597	818	5,218
Supply of housing vacated	471	544	849	242	2,106
Overall impact of current affordable housing need	1,161	627	748	576	3,112
Future need for affordable housing 2011-33	4,128	3,152	3,289	2,724	13,291
Percentage of overall housing need	31%	34%	67%	27%	35%

The above table (Epping Draft Local Plan) shows the projected need for affordable housing (measured in households) in the District from 2011-2033 (for households not dwellings). These figures take into account current unmet need for affordable housing and starter homes, projected future need arising from new households which will form in the future, and also the number of existing households which are likely to fall into need in the future.

‘3,152 of the new homes need to be affordable’

Ageing population. Demand on health services. Need dwellings that are accessible and adaptable.

Strategic Housing Market Assessment for West Essex & East Herts 2015 Pg101 & 108

- ECC demand analysis assessment - identified a shortfall in independent living units.
- EFDC needs to provide approximately 21,800 (market housing & affordable) new homes over the

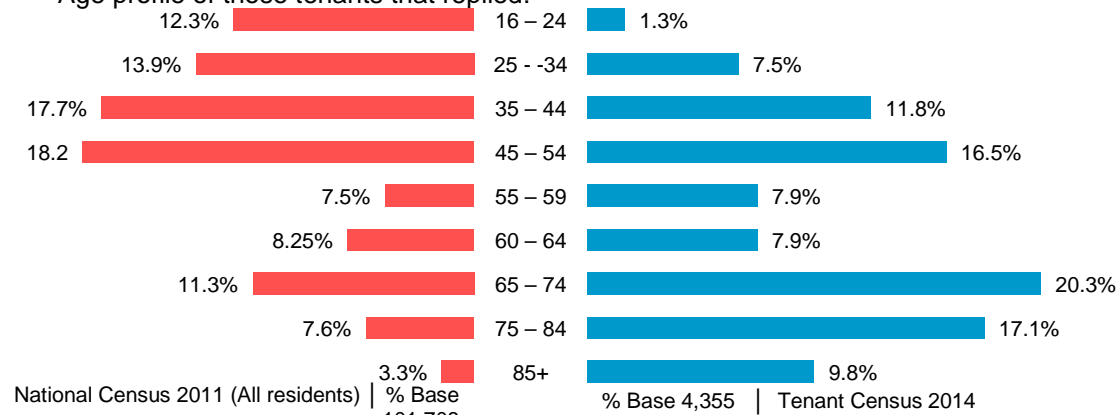
- Local Plan period (up to 2033) (specific split of houses vs. flats, numbers of bedrooms etc).
- Older people are living longer, healthier lives and specialist housing offered today may not be appropriate for the future years.
- Accessible housing in the district is needed with a view of adaptable lifetime homes.
- Government's reform of Health and Adult Social Care is underpinned by sustaining people at home for as long as possible. Dwellings to meet cat. 2 requirements (dependent on viability).



1236 Epping Forest
Tenant Census 2014

Over half of all tenants (57%) responded
At the time of the Tenant census the respondents were older than the wider EFD population, with a median age of tenants being 63 compared to 48 for the overall population of EFDC.

- Age profile of those tenants that replied: -



- Wards with an elderly population with a median age over 70:
 - Lower Nazeing (median age 71)
 - Waltham Abbey North East (71)
 - North Weald Bassett (72)
 - Moreton and Fyfield (73)
- Wards with the youngest tenants: -
 - Grange Hill (47)
 - Loughton Fairmead (56)
 - Loughton Roding (56)
 - Waltham Abbey Honey Lane (57)
 - Waltham Abbey South West (58)

Age by receipt of housing benefit		
Age group	Yes	No
16-24 yrs	76.8	23.2
25-34 yrs	64.0	36.0
35-44 yrs	67.1	32.9
45-54 yrs	62.9	37.1
55-59	61.8	38.2
60-64 yrs	67.5	32.5
65-74	72.5	27.5
75-84 yrs	75.1	24.9
85 yrs and over	77.2	22.8

Household size by receipt of housing benefit		
Household size	Yes	No
One	77.0	23.0
Two	67.4	32.6
Three	63.4	36.6
Four	56.7	43.3
Five	58.2	41.8
Six or more	59.8	40.2

- The youngest and oldest age groups were more likely to be claiming housing benefit (HB).
- Middle age groups - less likely to be receive financial support, as economically active.
- Lone tenants more likely to receive HB (77%) compared to any other households sizes.

[EFDC Housing Register & housing-allocations-scheme-2015-v3](#)

Total number of applicants on Epping Forest District Council's Housing Register



*Priority Bands	Q1	Q2	Q3	Q4
Housing Register	1531	1515	1477	1462
Band A*	135	134	120	125
Band B*	526	534	516	538
Band C*	706	700	706	683
SWL	164	147	134	116


Urgent medical grounds/disability
Existing Council tenants aged over 60yrs
moderate medical grounds relating to disability

[Careline Annual Report](#)

Epping Forest Careline currently has approximately 2,500 clients. Years of experience managing a community alarm service and enabling independent living. Customers to feel more secure in their home, as help is at the press of a button. The service is beneficial to those that feel vulnerable in some

2015-16	<p>way: they are unwell, may have previously fallen, been injured, experienced an intruder in their property or garden or have an on-going illness or been recently discharged from hospital.</p> <ul style="list-style-type: none"> A new Careline call handling provider will be used to enable the service to facilitate the demand from an increasing older generation living longer healthier independent lives. <p>Nov 2016 random Careline survey of 300 clients (12% of the user base).</p> <ul style="list-style-type: none"> 99.3% satisfied with the quality of service; 99.3% happy with time taken to respond to calls; 100% found Epping Forest Careline staff helpful; 98% service was good value for money – this was a reduction from 99.2% in 2015. <i>There was a marginal rise in monitoring fees for the 1st time in 3 years which may account for this.</i> 99.3% found equipment easy to use; 100% would recommend Epping Forest Careline to friends and family; 347 new installations across the district in 2016. Yearly call total - 61,162, averaging 168 daily;
Sheltered Housing Guide	<ul style="list-style-type: none"> EFDC provides sheltered housing for older residents that are capable of living on their own but feel more secure with the support of a visiting Scheme Manager; Self-contained flats, bungalows and studios. Housing with communal lounge -social activities; Currently located in Loughton, Watham Abbey, Buckhurst Hill and Epping. Once the new Careline provider is agreed a Sheltered Housing Review will be undertaken to identify all future options for the current properties and provide recommendations.
Downsizing Scheme	<ul style="list-style-type: none"> EFDC enables older residents to downsize to a smaller more manageable property; Financial incentive as they could be eligible for a lower rent and receive up to £4,000; £1000 for each room "released", plus £500 for removal expenses and £500 to meet decoration costs. Younger larger families will benefit from these properties becoming available.
C.A.R.E Home Improvement Agency Handyperson Scheme EFDC	<ul style="list-style-type: none"> Through the Caring and Repairing in Epping Forest (C.A.R.E) Home Improvement Agency, the Council seeks to assist older people and disabled home owners to improve, repair or adapt their houses. They may also assist with home improvements to: - <ul style="list-style-type: none"> § prevent hospital admission; § support prompt discharge from hospital. C.A.R.E. provides a handy person service to retired home-owners / private tenants over the age of 60 years. Vetted contractors carry out small, low cost repairs / home security work, fall prevention measures. Chargeable service (lower for those on means tested benefits).
The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)	<ul style="list-style-type: none"> Countries which have more efficient housing have lower Excess Winter Deaths (EWDs) Link between EWDs, low thermal efficiency of housing / low indoor temperature (SAP rating). EWDs are almost three times higher in the coldest quarter of housing than in the warmest. 21.5% of all EWDs are linked to the coldest quarter of housing. Around 40% of EWDs are attributable to cardiovascular diseases. Around 33% of EWDs are attributable to respiratory diseases. Strong relationship between cold temperatures and cardio-vascular and respiratory diseases. Cold housing negatively affects: - <ul style="list-style-type: none"> ○ dexterity and increases the risk of accidents and injuries in the home ○ children's educational attainment, emotional well-being and resilience & ○ twice likely to suffer from a variety of respiratory problems Fuel poverty negatively affects dietary opportunities and choices. <p><i>"The annual cost to the NHS of treating winter related disease due to cold private housing is £859 million. This does not include additional spending by social services, or economic losses through missed work. The total costs to the NHS and the country are unknown. A recent study showed that investing £1 in keeping homes warm saved the NHS 42 pence in health costs..."</i></p> <p>[Chief Medical Officer Report, 2009]</p>
private-sector-housing-strategy-2012-2015 housing-	<p>EFDC meets the Decent Home Standard for all their housing stock.</p> <ul style="list-style-type: none"> The Decent Home Standard originally applied to housing stock owned by Local Authorities and Registered Social Landlords, in 2007 the Government applied the standard to vulnerable households in the private sector by Target 7 of the Public Services Agreement (PSA7). Vulnerable groups were those that suffered health problems as a result of living in poor housing conditions which they do not have the resources to remedy themselves e.g. those over 60, people with a long term illness or a disability or families with children. In addition they will be in receipt of income or disability related benefits. EFDC Housing Assistance Policy 2012-2017 provides guidance on how EFDC will offer

assistance-policy-15-17	financial assistance (Housing Assistance) (subject to funds) for work or repair, renewal or adaptation in the private sector housing.																																		
EFDC Youth Conference																																			
	Research: 11-17 age group: Biggest issues facing young people today was, 28% said alcohol.																																		
Disability																																			
 1236 Epping Forest Tenant Census 2014	<ul style="list-style-type: none">30.2%% stated they had a disability34% of households contained at least one person who had a disabilityNorth Weald Bassett Ward contained the highest proportion of tenants with a disability (39%), followed by Waltham Abbey North East (38%). <i>These Wards had a higher than average number of older residents.</i>Grange Hill Ward - youngest population, smallest proportion of tenants with a disability (1.4%)Under a third of tenants stated they had a disability (30.2%), higher than the overall population of EFDC (15.7%).Of those tenants with hearing difficulties, 14 use British Sign Language, 45 use lip reading.																																		
EFDC Housing Register & housing-allocations-scheme-2015-v3	<p>Total number of applicants on Epping Forest District Council's Housing Register</p> <table><tr><th>*Priority Bands</th><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>Housing Register</td><td>1531</td><td>1515</td><td>1477</td><td>1462</td></tr><tr><td>Band A*</td><td>135</td><td>134</td><td>120</td><td>125</td><td><i>Urgent medical grounds/disability</i></td></tr><tr><td>Band B*</td><td>526</td><td>534</td><td>516</td><td>538</td><td><i>Existing Council tenants aged over 60yrs</i></td></tr><tr><td>Band C*</td><td>706</td><td>700</td><td>706</td><td>683</td><td><i>moderate medical grounds relating to disability</i></td></tr><tr><td>SWL</td><td>164</td><td>147</td><td>134</td><td>116</td><td></td></tr></table>	*Priority Bands	Q1	Q2	Q3	Q4	Housing Register	1531	1515	1477	1462	Band A*	135	134	120	125	<i>Urgent medical grounds/disability</i>	Band B*	526	534	516	538	<i>Existing Council tenants aged over 60yrs</i>	Band C*	706	700	706	683	<i>moderate medical grounds relating to disability</i>	SWL	164	147	134	116	
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 Strategic-Housing arket-Assessment	<ul style="list-style-type: none">Pg 108: Report supports the need for 15% of affordable housing to meet Category 3 requirement to aide accessibility for wheelchair users.Currently, 1-30 households in England (3.3%) have at least one wheelchair user. These proportions are likely to increase over the period to 2033.Therefore, adaptable accessible housing is needed.																																		
Local Authority District - Indices of Deprivation via www.gov.uk Mental Health JSNA	<p>Mental Health JSNA Page 31</p> <p>"...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems."</p> <p>Within this document it states:-</p> <p>"a survey of 152 homeless people in Essex.." "...the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three."</p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>																																		
Decent Home Definition	<p>EFDC meets the Decent Home Standard.</p> <p>To meet the Decent Homes Standard the Council or Housing Association home must: -</p> <ul style="list-style-type: none">Meet the HHSRS minimum safety standards for housingBe in a reasonable state of repairHave reasonably modern facilities and servicesHave efficient heating and effective insulation. <p>If the property does not meet all four of the criteria it will fail the Decent Home Standard.</p>																																		
C.A.R.E Home Improvement Agency , disabled-facilities-grant , decent-homes-repayable-assistance , & small-works-repayable-assistance																																			
	<p>Financial assistance and grants to home owners, private tenants and landlords: -</p> <ul style="list-style-type: none">Disabled Facilities Grant up to £30,000; adapting to the homes of disabled owner-occupiers / private tenants are governed by the 'Housing Grants Construction and Regeneration Act 1996'Decent Homes Repayable Assistance up to £10,000; financial assistance (loan) to bring private sector dwellings up to the 'Decent Homes Standard', introduced by the Government to assess the condition of homes. Assistance may be available where there is a significant hazard																																		

	<p>within the property, or disrepair, which breaches the standard.</p> <ul style="list-style-type: none">• Small Works Repayable Assistance up to £3,000; financial assistance may be available where there is a hazard as defined under the Housing Health and Safety Rating System (HHSRS) or a defect which is likely to damage the fabric of a property unless it is repaired.• Empty Homes Repayable Assistance up to £10,000.• Energy efficiency works; Limited funding available for EFDC homeowners / private tenants who are disabled / over 60 and on a means tested benefit to assist with energy efficiency measures.																																																																												
<u>EFDC Repairs and Improvements & Repairs recharge costs 2017</u>																																																																													
	Council residents are able to report the faults by phone, email or via the mobile app.																																																																												
<u>ECC Independent Living Programme Position Statement</u> <i>(published Oct2016)</i>																																																																													
	Pg 7:ECC's most recent assessment of need for Independent Living Accommodation in the Epping Forest District shows a shortfall of 44 rental units and 143 market ILA homes are required by 2020.																																																																												
Essex coalition of disabled people (ECDP)	<ul style="list-style-type: none">• Disabled people are underrepresented in the workplace and work with employers is required to increase the number of disabled adults in the work place.• Almost half (48%) of disabled people were dissatisfied with access to high street services in general. This is despite the view that 'things are slowly getting better' 65% of respondents felt that there had been no improvement to disabled access in the past five years. <p>http://www.ecdp.org.uk/ & http://www.bluebadgestyle.com/</p>																																																																												
<u>The Health Impacts of Cold Homes and Fuel Poverty leaflet</u> (2011)	<ul style="list-style-type: none">• Mental health is negatively affected by fuel poverty and cold housing for any age group.• More than 1 in 4 adolescents living in cold housing are at risk of multiple mental health problems compared to 1 in 20 adolescents who have always lived in warm housing.• Cold housing increases the level of minor illnesses such as colds and flu and exacerbates existing conditions such as arthritis and rheumatism.• Improving the energy efficiency of the existing stock is a long-term, sustainable way of ensuring multiple gains, including environmental, health and social.																																																																												
Gender																																																																													
 ONS Data for Epping.xlsx	Epping Forest district population: - <ul style="list-style-type: none">• 64219 – 51.5% - female• 60440 – 48.5% - male																																																																												
<u>Chapter 2 Setting the Scene - EFDC</u>	<table><thead><tr><th></th><th></th><th>Epping Forest (%)</th><th>East of England (%)</th><th>England (%)</th></tr></thead><tbody><tr><td rowspan="5">All people aged 16-64</td><td>Economically Active</td><td>80.4</td><td>80.2</td><td>78</td></tr><tr><td>In Employment</td><td>76.9</td><td>77</td><td>73.9</td></tr><tr><td>Employees</td><td>63</td><td>66.4</td><td>63.1</td></tr><tr><td>Self Employed</td><td>13.9</td><td>10.3</td><td>10.4</td></tr><tr><td>Unemployed</td><td>3.4</td><td>3.8</td><td>5.1</td></tr><tr><td rowspan="5">Males aged 16-64</td><td>Economically Active</td><td>86.6</td><td>86.2</td><td>83.6</td></tr><tr><td>In Employment</td><td>80.4</td><td>82.7</td><td>79.2</td></tr><tr><td>Employees</td><td>59.5</td><td>68.7</td><td>64.7</td></tr><tr><td>Self Employed</td><td>20.9</td><td>13.8</td><td>14.1</td></tr><tr><td>Unemployed</td><td>#</td><td>3.9</td><td>5.1</td></tr><tr><td rowspan="5">Females aged 16-64</td><td>Economically Active</td><td>74.5</td><td>74.3</td><td>72.5</td></tr><tr><td>In Employment</td><td>73.5</td><td>71.4</td><td>68.8</td></tr><tr><td>Employees</td><td>66.2</td><td>64.3</td><td>61.6</td></tr><tr><td>Self Employed</td><td>#</td><td>6.8</td><td>6.8</td></tr><tr><td>Unemployed</td><td>#</td><td>3.8</td><td>5</td></tr></tbody></table> <p># These numbers are not available as Government's sample size is too small to provide an estimate, or because the numbers are so small they would disclose personal data.</p> <table><thead><tr><th>Gender</th><th>All persons</th><th>Males</th><th>Females</th></tr></thead><tbody><tr><td>Occupation</td><td></td><td></td><td></td></tr></tbody></table>			Epping Forest (%)	East of England (%)	England (%)	All people aged 16-64	Economically Active	80.4	80.2	78	In Employment	76.9	77	73.9	Employees	63	66.4	63.1	Self Employed	13.9	10.3	10.4	Unemployed	3.4	3.8	5.1	Males aged 16-64	Economically Active	86.6	86.2	83.6	In Employment	80.4	82.7	79.2	Employees	59.5	68.7	64.7	Self Employed	20.9	13.8	14.1	Unemployed	#	3.9	5.1	Females aged 16-64	Economically Active	74.5	74.3	72.5	In Employment	73.5	71.4	68.8	Employees	66.2	64.3	61.6	Self Employed	#	6.8	6.8	Unemployed	#	3.8	5	Gender	All persons	Males	Females	Occupation			
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All categories: Occupation	61,609	32,614	28,995
1. Managers, directors and senior officials	9,051	6,071	2,980
2. Professional occupations	10,107	5,112	4,995
3. Associate professional and technical occupations	9,039	5,265	3,774
4. Administrative and secretarial occupations	9,269	1,624	7,645
5. Skilled trades occupations	7,167	6,481	686
6. Caring, leisure and other service occupations	4,845	766	4,079
7. Sales and customer service occupations	3,681	1,261	2,420
8. Process plant and machine operatives	3,839	3,521	318
9. Elementary Occupations	4,611	2,513	2,098

Economic Activity – Epping Forest District Council	Total	Male	female
All usual residents aged 16-74	90,622	44,089	46,533
Economically active	65,304	34,651	30,653
In employment	59,936	31,837	28,099
Employee: Part-time	12,023	2,105	9,918
Employee: Full-time	34,722	19,966	14,756
Self-employed	13,191	9,766	3,425
Unemployed	3,259	1,819	1,440
Full-time student	2,109	995	1,114
Economically inactive	25,318	9,438	15,880
Retired	12,746	5,308	7,438
Student (including full-time students)	4,055	2,005	2,050
Looking after home or family	4,459	261	4,198
Long-term sick or disabled	2,378	1,189	1,189
Other	1,680	675	1,005
Unemployed: Age 16-74	922	563	359
Unemployed: Age 50-74	655	418	237
Unemployed: Never worked	438	250	188
Long-term unemployed	1,298	672	626

[Safer-Places](#)

Independent domestic abuse charity supporting adults and children affected by domestic abuse.

- Offers advice and information, safe refuge accommodation, community-based floating support, counselling, legal services, training and access to work.



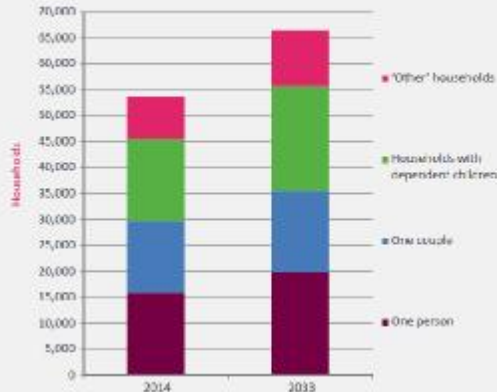
Marriage / Civil Partnerships






NOMIS Data. xlsx


	All persons	Males	Females
All categories: Living arrangements	100,672	48,322	52,350
Living in a couple	60,592	30,292	30,300
Married or in a registered same-sex civil partnership	49,472	24,745	24,727



Living arrangements			
Age	All categories:	couple	Married/in a registered same-sex civil partnership
16-19	5,862	72	1
20-24	6,652	870	127
25-29	6,614	3,005	1,223
30-34	7,506	4,923	3,295
35-39	8,367	6,107	4,614
40-44	9,630	6,996	5,524
45-49	9,909	7,378	6,104
50-54	8,609	6,414	5,526
55-59	7,602	5,707	5,101
60-64	8,266	6,278	5,769
65-69	6,394	4,683	4,371
70-74	4,980	3,314	3,158
75-79	4,193	2,547	2,451
80-84	3,294	1,536	1,482
85+	2,794	762	726

Safer-Places	<ul style="list-style-type: none">Independent domestic abuse charity dedicated to supporting adults and children affected by domestic abuse. Provides a range of services to support and respond to individual's needs and circumstances, either in refuge accommodation or in the community. A holistic approach to empower individuals enabling an independent life free from domestic abuse.Offers advice and information, safe refuge accommodation, community-based floating support, counselling, legal services, training and access to work. Specialist support for young people, the over 60's, the LGBT and the BMER community and for victims/survivors with substance misuse or mental health problems.Located in West Essex, Mid Essex, Hertfordshire and the Southend district, providing supported accommodation for male or female victims/survivors and their children who have experienced domestic abuse. Support service on all projects includes:After leaving Safer Places, families are referred to the Outreach Team for continued support.																		
Equality Careline Data																			
	0.8% of Careline Clients are connected due to threats of domestic violence																		
<div> Strategic-Housing arket-Assessment</div>	<ul style="list-style-type: none">Population projection information gathered from the census shows the changing of household trends and provision for the future needs for existing families and new family unit trends.EFDC needs to provide approximately 11,300 (as mentioned above)The approximate affordable housing need by tenure and dwelling size 3,200.																		
Pregnancy / maternity & Dependents/Carers																			
<div> Epping-Forest-Dra Local-Plan-SINGLE</div>	<div><div><p>Epping Forest District – Projected household breakdown by type to 2033</p><table><caption>Projected household breakdown by type to 2033</caption><thead><tr><th>Household Type</th><th>2014</th><th>2033</th></tr></thead><tbody><tr><td>One person</td><td>~15,000</td><td>~20,000</td></tr><tr><td>One couple</td><td>~15,000</td><td>~18,000</td></tr><tr><td>Households with dependent children</td><td>~10,000</td><td>~12,000</td></tr><tr><td>'Other' households</td><td>~12,000</td><td>~16,460</td></tr><tr><td>Total</td><td>~52,000</td><td>~66,460</td></tr></tbody></table></div><div><p><i>'It is expected that the total number of households (a household being a single person who lives alone, or a group of people who live together) in 2011 was roughly 52,000. This is expected to rise to approximately 66,460 by 2033. The household projections suggest that by 2033, there will be proportionately more households consisting of one person, or a family with dependent children, and proportionately less households consisting of one couple.'</i></p></div></div>	Household Type	2014	2033	One person	~15,000	~20,000	One couple	~15,000	~18,000	Households with dependent children	~10,000	~12,000	'Other' households	~12,000	~16,460	Total	~52,000	~66,460
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Total	~52,000	~66,460																	
Affordable Rents Policy	<p>The Council Housebuilding Cabinet Committee approved the recommendations to: -</p> <ol style="list-style-type: none">Charge affordable rents for Council properties built under the Council's Housebuilding Programme be re-affirmed;Properties (re)let, the Council's affordable rents be set at a level equivalent to the lowest of: -<ol style="list-style-type: none">80% of market rents for the locality in which the property is situated, as assessed by the Council's Estates and Valuations Division;The Local Housing Allowance level for the Broad Market Rental Area (BMRA) in which the property is situated; andA rent cap of £180 per week, irrespective of the size of the property.Affordable rent be increased annually by the Retail Price Index (as at the preceding September) + 0.5% (or any other maximum increase determined by the Government), until the tenant vacates, when the affordable rent will be re-based in accordance with the Homes and Communities Agency's (HCA's) Affordable Rent Model and the policy at (2)Council's rent cap level be reviewed annually by the Council Housebuilding Cabinet Committee; andThat the Director of Housing be authorised to enter into Short Form Agreements with the Homes and Communities Agency for all developments, to enable affordable rents to be charged for the properties built under the Housebuilding Programme, and the 'Provider Representative' names in the Agreements be a senior figure at East Thames Group.																		

Race																																																										
EHRC review 'Race Right in the UK' July 2016																																																										
	Inequalities re: housing, education and health. Poorer employment prospects and lower pay																																																									
 ONS Data for Epping.xlsx	85.2	White; English/Welsh/Scottish/Northern Irish/British	0.7	Asian/Asian British; Pakistani																																																						
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	2.4	Asian/Asian British; Indian	0.6	Mixed/Multiple Ethnic Groups; Other Mixed																																																						
	1.1	White; Irish	0.5	Asian/Asian British; Chinese																																																						
	1	Black/African/Caribbean/Black British; African	0.5	Other Ethnic Group; Any Other Ethnic Group																																																						
	0.9	Asian/Asian British; Other Asian	0.2	Mixed/Multiple Ethnic Groups; White and Black African																																																						
	0.8	Black/African/Caribbean/Black British; Caribbean	0.2	Asian/Asian British; Bangladeshi																																																						
	0.7	Mixed/Multiple Ethnic Groups; White and Black Caribbean	0.2	Black/African/Caribbean/Black British; Other Black																																																						
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EFDC Tenant Census 2014	Just over half of all tenants responded: -																																																									
	36%	White Irish	5%	Bangladeshi																																																						
	87%	White – Other	9%	Asian – Other																																																						
	23%	Black – African	3%	Mixed – White and Black African																																																						
	11%	Black – Caribbean	16%	Mixed – Other																																																						
	4%	Black – Other	1%	Chinese																																																						
	7%	Indian	9%	Other ethnic group																																																						
	3%	Pakistani	3%	Gypsy / Roma / Traveller background																																																						
EFDC – HRA Business Plan 2016	Within the Housing Service the ratio of staff is: -																																																									
	<ul style="list-style-type: none">• Around 60% are women• Over 70% are over 45 years of age• 10% are under 35 years of age																																																									
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Updating Overall Housing Need 2014																																																										
Migrant trends.	EFDC has housed two Syrian families in the district so far. Introductory information has been translated into Arabic.																																																									
EFDC Gypsy and Traveller Accommodation Assessment - Sept 2016 public-register-of-licensed-gypsy-sites-may-2017 standard-licence-conditions-for-grt-sites-sept-2014 'Interim Briefing Note'	<table><tr><th>Site status</th><th>Meets new definition</th><th>Does not meet new definition</th><th>Unknown</th></tr><tr><td>Gypsies and Travellers</td><td></td><td></td><td></td></tr><tr><td>Public sites</td><td>0</td><td>3</td><td>0</td></tr><tr><td>Private sites</td><td>13</td><td>15</td><td>56</td></tr><tr><td>Temporary sites</td><td>1</td><td>0</td><td>14</td></tr><tr><td>Unauthorised sites</td><td>3</td><td>0</td><td>3</td></tr><tr><td>Sub Total</td><td>17</td><td>18</td><td>73</td></tr><tr><td>Travelling Show people</td><td></td><td></td><td></td></tr><tr><td>Private Yards</td><td>1</td><td>1</td><td>8</td></tr><tr><td>Sub-total</td><td>1</td><td>1</td><td>8</td></tr><tr><td>Total</td><td>18</td><td>19</td><td>81</td></tr></table>	Site status	Meets new definition	Does not meet new definition	Unknown	Gypsies and Travellers				Public sites	0	3	0	Private sites	13	15	56	Temporary sites	1	0	14	Unauthorised sites	3	0	3	Sub Total	17	18	73	Travelling Show people				Private Yards	1	1	8	Sub-total	1	1	8	Total	18	19	81	<table><tr><th>Local Plan Need 2011-2033</th><th>Pitches</th></tr><tr><td>No of Pitches required 2011-2033</td><td>38 pitches and 1 yard</td></tr><tr><td>Completions</td><td>16</td></tr><tr><td>Commitments</td><td>4</td></tr><tr><td>Remaining requirement to be identified</td><td>18 pitches and 1 yard</td></tr></table>	Local Plan Need 2011-2033	Pitches	No of Pitches required 2011-2033	38 pitches and 1 yard	Completions	16	Commitments	4	Remaining requirement to be identified	18 pitches and 1 yard		
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Private sites	13	15	56																																																							
Temporary sites	1	0	14																																																							
Unauthorised sites	3	0	3																																																							
Sub Total	17	18	73																																																							
Travelling Show people																																																										
Private Yards	1	1	8																																																							
Sub-total	1	1	8																																																							
Total	18	19	81																																																							
Local Plan Need 2011-2033	Pitches																																																									
No of Pitches required 2011-2033	38 pitches and 1 yard																																																									
Completions	16																																																									
Commitments	4																																																									
Remaining requirement to be identified	18 pitches and 1 yard																																																									
The above was undertaken to provide a robust revised assessment of current and future need for Gypsy, Traveller and Travelling Showpeople accommodation for the period of 2016-2033.																																																										

EFDC – HRA Business Plan 2016	<ul style="list-style-type: none">Over 90% of the EFDC Housing service staff are white.Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the 'protected characteristics' of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.																																										
Glasshouse-Industry-Report 2003	Report highlighted that seasonal / casual workers posts have been difficult to recruit to. As a result the horticultural industry has turned increasingly to employment agencies to source workers from abroad. Accommodation is a problem for employers of numbers of seasonal workers and local planning authorities. Most seasonal workers live in mobile homes or caravans on site.																																										
Nursery Worker Accommodation – 2015 Survey																																											
	<ul style="list-style-type: none">EFDC 2015 survey identified 59 of 73 commercial growing sites identified had employees living in accommodation on site, on a permanent basis –incl. families and young children.Accommodation varied, worst conditions were mostly holiday style caravans due to risks of fire and explosion, electrocution, excess cold, insanitary drainage and poor drinking water.Overcrowding was a concern especially for young families.Nursery Worker Accommodation Task Group formed to address issues identified.																																										
 EFDC 2011 + Census + Da	<table><tr><th></th><th>All categories: Ethnic group</th><th>White: Gypsy or Irish Traveller</th></tr><tr><td>All categories</td><td>51,991</td><td>71</td></tr><tr><td>All tenure %</td><td>100%</td><td>0.1%</td></tr><tr><td>Owned or shared ownership: Total</td><td>37,771</td><td>33</td></tr><tr><td>Owned outright</td><td>18,070</td><td>25</td></tr><tr><td>Mortgage/loan/shared ownership</td><td>19,701</td><td>8</td></tr><tr><td>Social rented total</td><td>7,803</td><td>29</td></tr><tr><td>Social rented total %</td><td>100%</td><td>0.4%</td></tr><tr><td>Social rented from council (Local Authority)</td><td>6208</td><td>26</td></tr><tr><td>Social rented: Rented from council (LA) %</td><td>100%</td><td>0.4%</td></tr><tr><td>Social rent: Other social rented</td><td>1,595</td><td>3</td></tr><tr><td>Private rented or living rent free: Total</td><td>6,417</td><td>9</td></tr><tr><td>Private rented: Private landlord or letting agency</td><td>5,307</td><td>4</td></tr><tr><td>Private rented: Other private rented or living rent free</td><td>1,110</td><td>5</td></tr></table>		All categories: Ethnic group	White: Gypsy or Irish Traveller	All categories	51,991	71	All tenure %	100%	0.1%	Owned or shared ownership: Total	37,771	33	Owned outright	18,070	25	Mortgage/loan/shared ownership	19,701	8	Social rented total	7,803	29	Social rented total %	100%	0.4%	Social rented from council (Local Authority)	6208	26	Social rented: Rented from council (LA) %	100%	0.4%	Social rent: Other social rented	1,595	3	Private rented or living rent free: Total	6,417	9	Private rented: Private landlord or letting agency	5,307	4	Private rented: Other private rented or living rent free	1,110	5
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Sanctuary scheme	<ul style="list-style-type: none">Sanctuary Schemes helps families to stay in their homes if they have become victims of domestic violence or hate crime.EFDC Sanctuary Scheme is for people that live in the Epping Forest District. Set up by the Council's Housing Services, and group members of the Crime and Disorder Partnership.A safe room is created in the home, security measures are provided, internal fire doors, additional locks into the premises and firefighting equipment.The Scheme is available to homeowners, occupiers, council tenants, housing association tenants and people living in private rented accommodation.																																										
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 ONS Data for Epping.xlsx	<p>Of the EFDC Population</p> <table><tr><td><ul style="list-style-type: none">Christian - 61.8%Buddhist – 0.3%Hindu – 1.4%</td><td><ul style="list-style-type: none">Jewish – 3.2%Muslim – 1.9%Sikh – 1%</td><td><ul style="list-style-type: none">Other religion – 0.3%No religion –22.5%Do not wish to disclose – 7.6%</td></tr></table>	<ul style="list-style-type: none">Christian - 61.8%Buddhist – 0.3%Hindu – 1.4%	<ul style="list-style-type: none">Jewish – 3.2%Muslim – 1.9%Sikh – 1%	<ul style="list-style-type: none">Other religion – 0.3%No religion –22.5%Do not wish to disclose – 7.6%																																							
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The Crime Survey for England and Wales (CSEW)																																											
	The second most common motivating factor in hate crime incidents (2011/12 and 2012/13) was religion (70,000 incidents per year).																																										
Home Office, Hate Crime, England and Wales 2014/15																																											
	In 2014/15, there were 52,528 hate crimes recorded by the police, an increase of 18% compared with the 44,471 hate crimes recorded in 2013/14, of which: 3,254 (6%) were religion hate crimes.																																										

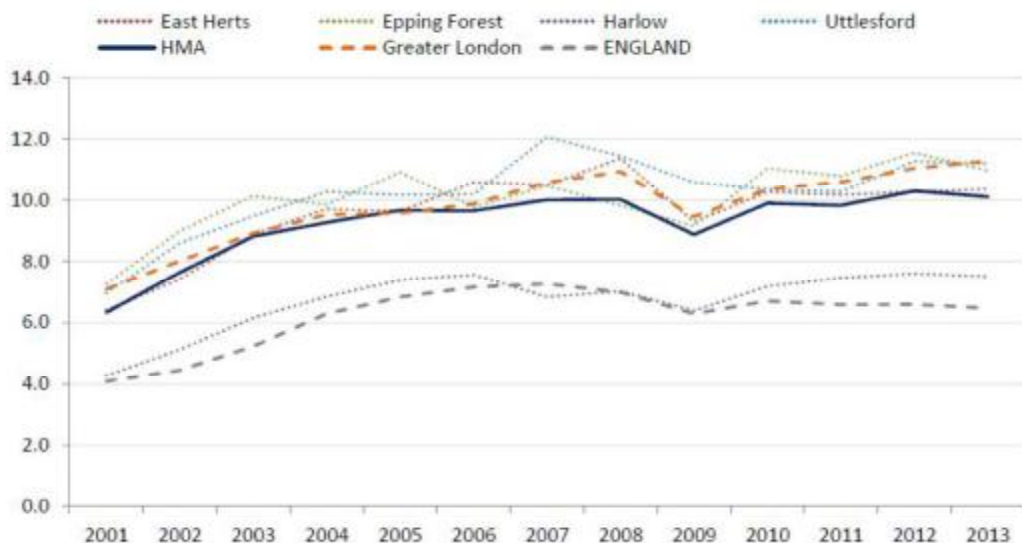
EFDC hate crime stats June 2016	
	EFDC hate crime statistics show some religiously motivated racial abuse hate crime in the district
Interfaith network	Focus is on the impact of Brexit on faiths including Muslim and Sikh; concerned about the increase in racially motivated hate crime. Asylum claims on religious grounds – concerned that the picture on the ground is not what is officially recognised.
Sexual orientation and Gender reassignment	
 1236 Epping Forest Tenant Census 2014	57% of all tenants responded stating – <ul style="list-style-type: none"> • 62.2% were heterosexual • 0.6% were gay or bisexual • 26% did not state their sexuality • 10% did not specify
Safer-Places	Independent domestic abuse charity supporting adults and children affected by domestic abuse. <ul style="list-style-type: none"> • Offers advice and information, safe refuge accommodation, support, counselling; • Specialist support for young people, the over 60's, the LGBT and the BMER community and for victims/survivors with substance misuse or mental health problems.
EFDC Tenant Census 2014	57% of all tenants responded stating - <ul style="list-style-type: none"> • 62.2% were heterosexual • 0.6% were gay or bisexual • 26% did not state their sexuality • 10% did not specify.
The Government Equalities Office (GEO)	
	10% (4,622) of recorded hate crimes in 2013/14 were identified to be related to sexual orientation, with an additional 1% (555) related to the victim being transgender
http://www.outhouseeast.org.uk/	Registered charity providing opportunities for LGBT (lesbian, gay, bisexual and transgender) people in Essex. Based in Colchester they offer help, support, advice and information. The Outhouse East is also a Hate Incident Reporting Centre (HIRC) so they will support the victim in report the hate crime (homophobic/transphobic) they have suffered.
EFDC Hate Crime	Data does not indicate that sexual orientation is a focus for hate crime in the district.
Inequality among lesbian gay bisexual and transgender groups in the UK - A review of evidence by Nathan Hudson-Sharp & Hilary Metcalf, National Institute of Economic and Social Research July 2016	The evidence base is insufficient to properly assess inequality and relative disadvantage by sexual orientation and gender identity <ul style="list-style-type: none"> • Homophobic bullying in schools • LGBT people are at greater risk of crime, particularly gay men, young people, and BME groups • LGBT people's health is worse than heterosexual people • LGBT people prefer and are more engaged with specialist rather than mainstream services • Discrimination in the workplace • LGBT familial rejection resulting in mental health problems and homelessness • LGBT housing needs not addressed with homelessness services • Improvement in acceptance of LGBT people in public positions however fear or abuse and expectation of discrimination are barriers to engagement in public and political life. • Improvement in public acceptance of LGB people • LGBT asylum seekers face additional barriers to securing housing employment and financial stability • Young LGBT people face hostility in education, at home, and in wider society. • Older LGBT people have more concerns than heterosexual people about moving into care homes, independence, mobility, health, housing, and mental health.

Other	
Draft-OAHN-MoU-v8 Chapter-3-2016-08-18-OAN-update-based-on-2014-based-projections – August 2016	
	Page 8 - The revised OAN shows that the full objectively assessed need for housing 2011-33 was 46,058 but is now 54,608.
 ONS Data for Epping.xlsx	In 2011 the census showed the following tenure: - <ul style="list-style-type: none"> • Social rented – 7802 • Private rented – 5472 • Owned outright – 18069 • Owned with a mortgage – 19699 • Living rent free - 675
 6. HRA + Business + Plan	The housing register is assessed and housing need is reflected in the new build plans.
EFDC – HRA Business Plan 2016	The above includes the Repairs and Maintenance Business Plan 2016 - Sets the Council's standards, Policies, strategies and targets for all Responsive Repairs, Voids and Planned Maintenance programmes.
https://www.gov.uk/government/publications/national-planning-policy-framework-2 (NPPF)	The report highlights the importance of quality open spaces for sport and recreation as this has a positive effect on the health and well-being of communities. Deliver a wide choice of high quality homes, widen communities for home ownership and create sustainable, inclusive and mixed communities local planning authorities should: <ul style="list-style-type: none"> • Plan for a mix of housing based on current and future demographic trends, market trend and the needs of different groups in the community (including but not limited to those with protected characteristics). • Identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand.
www.turn2us.org.uk/What-is-fuel-poverty	In June 2013 Department-of-Energy-and-Climate-Change-(DECC) published a 'framework for Energy and Climate Change'. Definition states that a household is said to be in fuel poverty if: - <ul style="list-style-type: none"> • they have required fuel costs that are above the average (the national median level); and • were they to spend that amount they would be left with a residual income below the official poverty line
The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)	<ul style="list-style-type: none"> • Investing in the energy efficiency of housing can help stimulate the labour market and economy, as well as creating opportunities for skilling up the construction workforce. • Estimated half of homes in sparsely populated English communities have an energy efficiency rating of below SAP30, (considered a significant health hazard). In 2006, 21% in rural areas were in fuel poverty compared with 11% in suburban and 10% in urban areas. • Rural homes are likely to be detached, larger in size than urban homes, more difficult and more expensive to heat, or to make more energy efficient. • Access to mains gas is rare (about 5 or 10 miles from an urban area). Rural homes pay more for their fuel leading to a high percentage in fuel poverty. Heating by electric, oil or solid fuel, tends to be more expensive and less efficient. • Many rural homes are older buildings. Likely to have solid walls (almost all homes built before 1919 are solid walled), which are generally less well-insulated than cavity walls (as can be found in nearly all homes built after 1945). Over 60% of homes in urban areas and rural towns are cavity walled and on mains gas, 32% in villages and 21% in hamlets. • These factors mean that it is on average more difficult and more expensive to improve the energy efficiency of a rural home and need to be considered when developing policies and interventions aimed at reducing fuel poverty.
Draft-local-plan	<ul style="list-style-type: none"> • None of the areas within the District ranked within the 10% most deprived nationally • Parts of Loughton Alderton and Waltham Abbey Paternoster wards were ranked within the 20% most deprived (2nd decile), with parts of Grange Hill, Waltham Abbey North East and Waltham Abbey High Beach wards in the 30% most deprived (3rd decile). • Housing affordability in the District has been a significant problem in more recent times.

- Areas situated on the border of Greater London, are attractive to city commuters.
- 2001-2013 housing was less affordable in the District than in England as a whole, and broadly comparable to that in East Herts District, Uttlesford District and Greater London as a whole.

• **Ratio of Lower Quartile House Price to Lower Quartile Earnings 2001-2013**

Source – West Essex and East Hertfordshire Strategic Housing Market Assessment 2015



[Enjoy good health wellbeing - Essex County Council \(2010\)](#)

Fuel Poverty in Local Authorities

LA Code	LA Name	English region	All Households	Fuel Poor Households	Percent Fuel Poor
22UB	Basildon	East of England	72,359	4,997	6.9%
22UC	Braintree	East of England	60,447	5,520	9.1%
22UD	Brentwood	East of England	30,708	3,144	10.2%
22UE	Castle Point	East of England	36,789	3,493	9.5%
22UF	Chelmsford	East of England	70,896	6,347	9.0%
22UG	Colchester	East of England	73,275	7,666	10.5%
22UH	Epping Forest	East of England	53,235	5,257	9.9%
22UJ	Harlow	East of England	35,191	2,196	6.2%
22UK	Maldon	East of England	25,740	2,393	9.3%
22UL	Rochford	East of England	33,675	3,195	9.5%
22UN	Tendring	East of England	65,180	7,777	11.9%
22UQ	Uttlesford	East of England	31,139	3,441	11.1%

The data in the above table with the EFDC Home Energy Conservation report 2017 table (below) it shows the number of households in the district has increased 224 but the number of households in fuel poverty has reduced from approx. 5,257 to approx. 4,185 (2.1%)

2017 EFDC Report	Epping Forest	53,459	4,185	7.8%
2010 Essex County Council Report	Epping Forest	53,235	5,257	9.9%

[EFDC Home Energy Conservation Act 1995 - progress report 2017](#)

Number of fuel poor households and residents in Essex

County / LA	Est no. of households	Est no. of fuel poor	%
Essex	597510	44726	7.5
Basildon	74711	4725	6.3
Braintree	62687	5237	8.4
Brentwood	31462	2196	7.0
Castle Point	37438	2382	6.4
Chelmsford	71553	4906	6.9
Colchester	73643	5766	7.8
Epping Forest	53459	4185	7.8
Harlow	35561	2531	7.1
Maldon	26517	2422	9.1
Rochford	34475	2128	6.2
Tendring	63823	5128	8.0
Uttlesford	32181	3120	9.7

- Epping Forest District residents are experiencing more fuel poverty than across Essex.
- The Private Sector House Condition Survey of 2011 included ward level data for fuel poverty

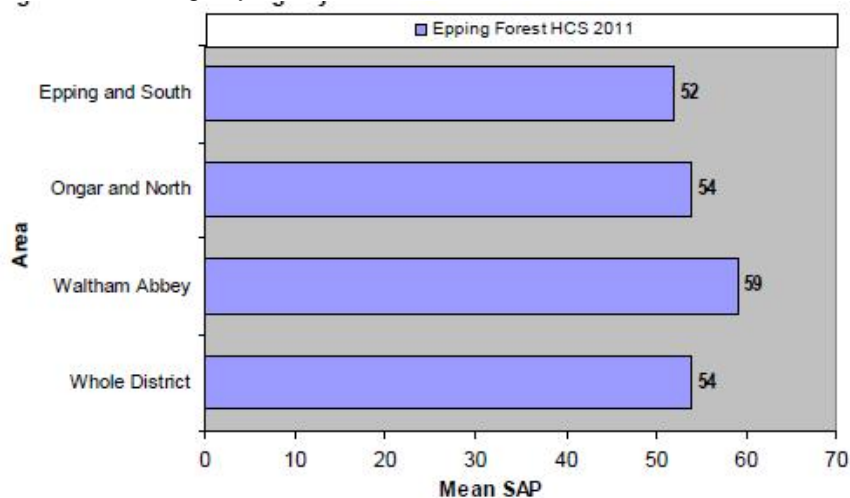
	<p>by this is no longer current. The Council is: -</p> <ul style="list-style-type: none"> ○ Currently adding data to the GIS to accurately identify where fuel poverty exists; and ○ Commissioned a housing stock analysis project that will identify broader areas where fuel poverty is likely to exist and recommend solutions. <p>EFDC plans to develop a strategic approach to the alleviation of fuel poverty by the end of 2017, once the above data is collated and additional information is provided by the Government. Currently the Council provides help to residents in fuel poverty, or those on low incomes before they become fuel poor, by: -</p> <ul style="list-style-type: none"> • Providing small grants (under £500) to residents in the private sector on low incomes for low-cost energy efficiency interventions; • Small Works / Decent Homes Repayable Assistance to eligible residents in the private sector whose homes that fail the Decent Homes Standard; • All the EFDC officers in the Private Sector Housing teams are trained to provide advice on heating, insulation and energy efficiency; • Bringing the condition of as many as possible of our Council-owned residential properties up to a standard in excess of the Decent Homes Standard in order to avoid high energy use; • Providing budgeting support and advice through specialty trained officers to help those who are concerned about paying for their fuel, or other budgeting and money matters. <ul style="list-style-type: none"> • The EFDC area covers an area of approximately 130 square miles. • 2011 census population for district – 124,660 people living in close to 54,400 dwellings. • Approx 54,400 homes, around 6,500 are managed and maintained by the Council • Private Sector Housing (owner-occupied and privately rented properties) are approx. 82% and 3% respectively (Total 85% of the Districts Housing stock); • 2011 Private House Condition Survey indicated that the SAP rating of owner=occupied properties was 54 and privately rented was 51. • 70% of the Council owned stock of social housing (6,500 properties – 12% of total housing stock) had surveys carried out on them and it found that the average SAP rating was 71. When properties become available an Energy Performance Certificate (EPC) is produced. • EFDC plans to improve SAP ratings: - 																
Private Sector House Condition Survey 2011	<ul style="list-style-type: none"> • EFDC District has an ageing population with a higher rate of heads of household aged 65 and over than that found nationally (30.0% compared with 25.1%). This will potentially place increasing demands on the authority for adaptations and works to allow frail and vulnerable occupiers to live in their own homes, with the current potential cost for Disabled Facilities Grant being estimated at £3.6 million. • Given the findings in relation to energy efficiency, vulnerable occupiers and Fuel Poverty, a logical approach to private sector housing assistance and enforcement would include a focus on energy efficiency. • The survey found that in the District there were an estimated 1,020 long-term vacant dwellings. This represents a wasted resource, which the authority is tackling the Private Lease Agreements Converting Empties (PLACE) initiative. <p>Table 8.3 Thermal Comfort failure by social characteristics</p> <table> <tr> <th>Group</th><th>Thermal Comfort Failure</th></tr> <tr> <td>Income under 10k</td><td>14.7%</td></tr> <tr> <td>On Benefit</td><td>17.1%</td></tr> <tr> <td>Under 25</td><td>31.9%</td></tr> <tr> <td>65 and Over</td><td>9.6%</td></tr> <tr> <td>65 and over on benefit</td><td>12.3%</td></tr> <tr> <td>Resident with disability</td><td>13.2%</td></tr> <tr> <td>Percentage for Whole District</td><td>12.4%</td></tr> </table> <p style="text-align: right;"><i>Source: 2011 House Condition Survey</i></p> <p>12.4% or 5,560 properties in the District failed the Thermal Comfort Criterion of the Decent Homes Standard compared with 10.9% nationally.</p>	Group	Thermal Comfort Failure	Income under 10k	14.7%	On Benefit	17.1%	Under 25	31.9%	65 and Over	9.6%	65 and over on benefit	12.3%	Resident with disability	13.2%	Percentage for Whole District	12.4%
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Key findings from the House Condition Survey

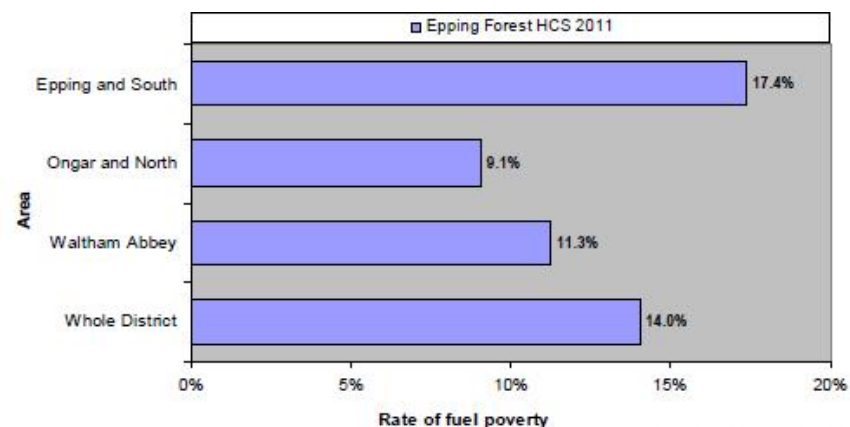
Characteristic	Owner occupied	Privately rented	All private sector stock	England
Dwellings <i>Per cent of stock¹</i>	36,920 70%	7,750 15%	44,670 85%	83.0%
Non-Decent <i>As a % of each tenure</i>	7,840 21.2%	3,850 49.7%	11,690 26.2%	31.5%
Vulnerable in Decent Homes ² <i>% vulnerable households in Decent Homes</i>	4,280 75.2%	1,320 49.1%	5,600 66.8%	77.3%
Category 1 Hazard <i>As a % of each tenure</i>	4,130 11.2%	1,880 24.3%	6,010 13.5%	22.0%
In Fuel Poverty <i>As a % of each tenure</i>	5,700 15.9%	310 4.4%	6,010 14.0%	17.9%
Mean SAP ³	54	51	54	51
Residents aged 60+ <i>As a % of each tenure⁴</i>	11,960 33.5%	890 12.6%	12,850 30.0%	25.1%
Households in receipt of benefit <i>As a % of each tenure⁴</i>	5,690 16.0%	2,690 38.0%	8,380 20.0%	20.0%

1. Percentages given as a proportion of total housing stock, the remaining 15% is all social housing, which was not surveyed as part of this study
2. Refers to households in receipt of an income or disability benefit, as defined under former Public Service Agreement 7 objectives
3. SAP is the government's Standard Assessment Procedure for rating energy efficiency on a scale of 1 (poor) to 100 (excellent)
4. As a percentage of occupied dwellings, not all dwellings

Mean SAP ratings by sub area



Source: 2011 House Condition Survey



Source: 2011 House Condition Survey

<p>Housing Service Strategy on Energy Efficiency - 2015</p>	<p>Provision of energy efficiency advice and measures in residential properties across the district;</p> <p>a) Improving SAP ratings: Currently the number of properties in the lowest SAP Bands is:</p> <ul style="list-style-type: none"> • Band G = 0 properties • Band F = 6 properties • Band E = 393 properties <p>Over the next two years, the Council aims to undertake energy efficiency measures on low SAP properties such that there:</p> <ul style="list-style-type: none"> • Are no Council properties with inefficient gas boilers in SAP bands E, F and G; • Is an annual reduction in properties in SAP band D; and, • Is an increase in the number of properties in SAP bands C and B. <p>Between 2014 and 2017 percentage of properties in bands D, E, F and G have been reduced by:</p> <ul style="list-style-type: none"> • Band G 100% • Band F 92% • Band E 31% • Band D 16% <p>and properties in bands C and B have increased as follows:</p> <ul style="list-style-type: none"> • Band C 73% • Band B 58% <p>b) Installing energy efficient boilers</p> <ul style="list-style-type: none"> • Currently the total number of properties in our own housing stock with inefficient boilers is: • SEDBUK Band G = 85 properties • SEDBUK Band F = 56 properties • SEDBUK Band E = 298 properties
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<p>3.1</p>	<p>What does the information tell you about those groups identified?</p> <p>The Epping Forest District has an increasing population, especially an older healthier generation.</p> <p>Increase in the number of types of accommodation required. Adaptable accessible dwellings are required to suit the owners requirements: disability and age related disabilities.</p> <p>Fuel poverty can be an issue for those with protected characteristics especially those based in a rural area as this can have a detrimental impact on both physical and mental wellbeing.</p> <p>The strategy does not disproportionately affect any group more than another. It aims to have a positive impact on households/individuals from protected characteristic groups identified above, especially those who may have particular issues accessing and maintaining tenancies/homes. All opportunities to promote equality have been taken.</p>
<p>3.2</p>	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Consultation of the Draft Local Plan has taken place. The outcome of the consultation is due to be published in Spring 2018.</p> <p>The strategy aims to encourage private landlords to offer greater security and stability for tenants and families.</p>
<p>3.3</p>	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive: <ul style="list-style-type: none"> Increase dwellings numbers across the district. New builds will be built to Lifetime Homes Standard so will be adaptable to suit occupier's needs. Better quality housing (Decent Homes Standard) has a beneficial impact for physical and mental well-being. Reduces the chance of falling into 'fuel poverty'. Colder homes have a detrimental effect on a family's health and development. EFDC Careline enables independent living for longer. Adverse: <ul style="list-style-type: none"> Those on low incomes may not be able to afford new affordable rents. Temporary access restrictions and noise while homes are under development but will include methods to manage works to reduce impact. 	M
Disability		M
Gender	Neutral <ul style="list-style-type: none"> EFDC works with Sanctuary helping those of domestic abuse or hate crime. 	L
Gender reassignment		L
Marriage/civil partnership	Neutral – the Housing Strategy would not affect this group	L
Pregnancy/maternity	Positive : <ul style="list-style-type: none"> Council tenants can downsize enabling larger families to be housed. Also enables families to stay in the community and provide support. The strategy aims to encourage private landlords to offer greater security and stability for tenants and families 	L
Race	Positive: <ul style="list-style-type: none"> Improving services and housing within the community enables people from different backgrounds to form relationships with one another and improve social interaction. Breaks down barriers. Ethnic minority groups – improving 	L

	standards of nursery worker accommodation /site licensing. Gypsies and travellers (site licence conditions variations take account of cultural and lifestyle differences).	
Religion/belief	Neutral – the Housing Strategy would not affect this group.	L
Sexual orientation	Neutral – the Housing Strategy would not affect this group.	L

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Temporary access restrictions and construction noise during council house-building.	To communicate with residents through-out the building process	Ongoing
Affordable rent – the most significantly impacted will tend to be those with lower incomes. They will be unlikely to afford the new affordable rent.	Affordable rent prices will be made clear to tenants when properties are advertised.	Ongoing

Section 7: Sign off

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

Signature of Head of Service: Alan Hall	Date: 16 th June 2017
Signature of person completing the EqlA: Mary Masterson	

Advice

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

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Housing Strategy

2017 - 2022





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Chapter 1

Introduction

Background

This Housing Strategy assesses the District's current and future housing needs, having regard to the latest Local Plan information and sets out the Council's approach to meeting those needs. It takes account of both national and local priorities and the links between other Council and non-Council strategies that influence, and are influenced by, the Housing Strategy. It sets out a Vision for the Strategy and the aims and objectives relating to individual housing issues. It also provides a Key Action Plan for the first year of the Strategy.

Every attempt has been made to ensure that the Housing Strategy is not a "technical document", and that it meets the needs of the widest possible audience, including tenants and private occupiers, housing organisations, Council members and other interested parties. Documents referred to in the on-line version of this Strategy can be accessed through links that are shown [in dark blue text](#).

The Housing Strategy is a dynamic document, which will be continually developed and reviewed. In particular, the Key Action Plan will be reviewed and updated on an annual basis. Chapter 10 gives more details about reviewing these.

The Epping Forest District

The Epping Forest District covers urban and rural areas of 131 square miles, including around twelve towns and larger villages, ranging in population size of between 2,000 and 30,000, currently totalling around 131,500 people. It is an attractive Green Belt area, with good road and rail links to the capital, so it is popular with commuters. The southern parts of the District are on the borders of Greater London and are more populous and urbanised.

The total number of dwellings in the District was around 55,630 in April 2017. Of these properties, around 85% are in the private sector. Around 6,340 properties (11%) are owned by the Council, which is by far the main social landlord in the District. The number of housing association properties is steadily increasing, with around 3% of the District's dwellings now owned by housing associations.

Formal adoption of the Housing Strategy

This Housing Strategy was adopted at a meeting of the Council's Cabinet on **XXXXXXXXXX 2017**, following detailed scrutiny by the Council's Communities Select Committee.

The Strategy sets out the District's housing plans for the medium term (i.e. over the next 5 years). However, these plans have been formulated with regard to the housing objectives for the long term which, in some cases, can span a period of 30 years.

The Housing Strategy will be updated in five years' time, during 2022, unless there are significant changes required to the Council's strategic approach. The Key Action Plan will be updated annually.

Chapter 2

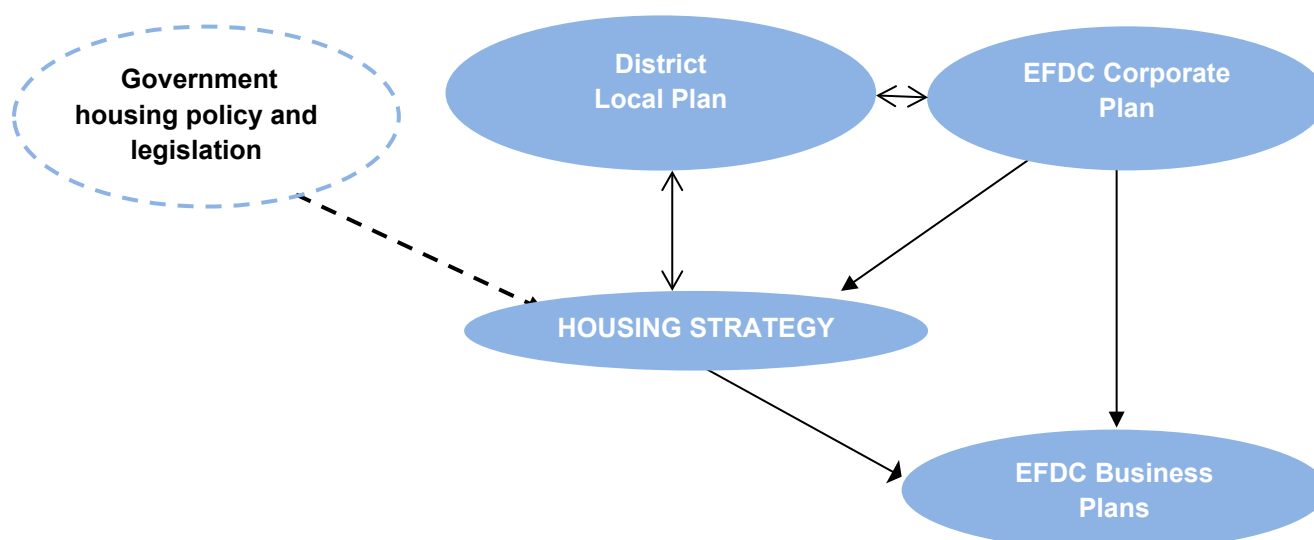
Strategic aims and priorities

Introduction

This Housing Strategy is only one of a range of complementary and inter-related strategic documents and plans produced by the Council. It is also influenced by a number of strategies produced by other agencies. In formulating the Housing Strategy, careful regard has been given to relevant corporate objectives and strategies. This section of the Strategy sets out where it sits in relation to other strategies produced by the Council and the Council's strategic housing aims and objectives.

The Council's strategic approach to housing

The hierarchy of the Council's strategic approach to housing can be summarised in the following chart:



EFDC Corporate Plan

The Council's prime strategic document, that sets out the Council's priorities for the planning and delivery of services over a five-year period (currently 2015-2020).

District Local Plan

The Council's prime town planning document that sets out all the Council's town planning policies and land allocations. The current Local Plan is in the process of being updated. A new Draft Local Plan was published for consultation in October 2016 and, following analysis and consideration of the comments received, a Pre-Submission Local Plan will be produced in Spring 2018.

Government housing policy and legislation

Clearly, the Council must comply with legislation - which is often updated and influences and affects the Council's delivery of its Housing Strategy. Similarly, Government housing policy (which often results in legislation) has an influence on the Housing Strategy

as well. The Government's latest housing policy was set out in its Housing White Paper [Fixing our broken housing market](#) published in February 2017, which has influenced this Housing Strategy.

**EFDC
Business Plans**

Each of the Council's Directorates produces an annual Business Plan, in support of the EFDC Corporate Plan, setting out the key actions and resource requirements for the forthcoming year.

Corporate Vision and Objectives

The [Council's Corporate Plan 2015 – 2020](#) recognises that the Epping Forest District is full of character and wants it to continue to be a great place to live, work, play, study and do business.

The Corporate Plan sets out the Council's Vision in 10 separate statements. The four statements that are directly related to this Housing Strategy are as follows:

- We want to make best use of existing infrastructure to meet the District's needs for development in the most sustainable locations with the least possible impact on our natural and historic environment;
- We want to keep the individual character, identity and separateness of our towns and villages by protecting the Green Belt;
- We want new homes to meet the needs of local people while also supporting economic development. The scale of development should be appropriate to the size of our towns and villages, bringing vitality and other benefits to our communities; and
- We want to build relationships with our partners to develop initiatives and service improvements with reduced costs, greater efficiency and better value for money.

Vision for the Housing Strategy

Epping Forest District will be a place that has safe, decent and good quality housing, of an appropriate mix of sizes, types and tenure, that meet the local needs of those who want to live in the District.

Housing Objectives

Individual housing objectives relating to the needs and demands of different sectors of the community are given throughout this Housing Strategy.

Chapter 3

The Council's Local Plan

Purpose of a Local Plan

Every local planning authority is expected to prepare and regularly update a Local Plan. A Local Plan is normally a district-wide plan which sets out the long-term vision, objectives and policies to guide the future development of an area. It also provides the strategic context within which any Neighbourhood Plans should be developed.

Local plans are designed to identify and protect areas of value, such as areas of nature conservation and recreational importance (e.g. Epping Forest and the Lee Valley Regional Park), as well as the Metropolitan Green Belt. They are also intended to guide where future development (including for residential, employment and retail purposes) should be focused. In addition, they include policies which are used to assess planning applications as they come forward, to ensure that high quality development is delivered, and that it is supported by the infrastructure needed.

EFDC's Local Plan

The Council's current Local Plan was adopted in 1998, although some parts were subsequently replaced in 2006 by the Council's adopted Local Plan Alterations. Most of these policies are 'saved' although, since the publication of the [National Planning Policy Framework \(NPPF\)](#) by the Government in 2012, some are now considered to be out of date and cannot be used.

To ensure that the District has an up-to-date and robust planning policy context against which to bring forward development, the Council is now preparing a new Local Plan for the period 2011 to 2033. This will set out the level and distribution of development, including for new homes and jobs.

To date, the Council has undertaken three stages of public consultation, as follows:

- [Community Visioning](#) (November 2010 to January 2011)
- [Issues and Options 'Community Choices'](#) (July to October 2012)
- [Draft Local Plan](#) (October to December 2016)

Once all the comments received during the Draft Local Plan consultation period have been reviewed, amendments will be made, where appropriate, to the Plan. The Council will then publish a 'Pre-Submission' Local Plan and seek representations on its 'soundness'. The Plan, together with the representations received from this stage of consultation, will then be submitted to the Secretary of State for Communities and Local Government and will be independently examined.

An important document that will form part of the new Local Plan evidence base is the Housing Implementation Strategy, which will set out how the Council will deliver the housing-related policies within the Local Plan.

Once the new Local Plan is adopted, it will be the statutory development plan for the District, and will be used to decide planning applications. As the Local Plan progresses, the Council will be able to give increasing 'weight' to its policies when determining planning applications.

Strategic Housing Market Assessment (SHMA)

To have a clear understanding of the number and type of homes needed, the National Planning Policy Framework (NPPF) says that local planning authorities should prepare a Strategic Housing Market Assessment (SHMA). A SHMA is a technical and objective piece of analysis to help understand the likely future housing needs of an area. It should not be influenced by current physical or policy constraints, or the capacity that may or may not exist within an area to accommodate the homes needed. It provides the 'starting point' by which a local authority, or group of authorities, can understand the likely level and type of new homes that they should be seeking to provide through their Local Plans. This is known as the Objectively Assessed Housing Need (OAHN).

The Housing Market Area (HMA)

Government policy requires that a SHMA should assess housing need in an effective Housing Market Area (HMA). An HMA is '.... a geographical area defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work.'

HMAs are defined by considering a range of matters including dwelling prices, where people choose to move to, and travel to work patterns. In practice, this means that HMAs very often cross administrative boundaries, and local planning authorities are required to work with all the other authorities within their Housing Market Area, under the 'Duty to Co-operate', including, where appropriate, through the preparation of a joint SHMA.

Technical analysis of the data on the matters set out above has identified that the Epping Forest District sits within a Housing Market Area which also includes East Hertfordshire District, Harlow District and Uttlesford District. The four authorities, together with Essex County Council and Hertfordshire County Council, have a long history of joint working on strategic planning issues, not least on assessing housing need and planning for future growth. In response to the 'Duty to Co-operate', in October 2014 the councils in the HMA established the Co-operation for Sustainable Development Member Board (the "Co-Op Board") to take a strategic approach to the delivery of housing and economic needs across the area.

Further information on the Local Plan

All of the latest documents relating to the new Local Plan, including the latest SHMA, can be accessed from the following link:

[Local Plan Documents](#)

Chapter 4

Affordable Housing

Aim

To maximise and increase the amount of good quality affordable housing in the District, in the form of affordable rented housing and low cost home ownership, to meet the assessed level of need for affordable homes.

Objectives

- a) Work with housing associations and developers to increase the number of affordable homes within the District;
- b) In accordance with the Draft Local Plan (2016), on developments which provide for 11 or more homes (or on land in excess of 1,000sqm gross floor space), generally seek:
 - A minimum of 40% of the homes as affordable housing through the use of agreements under Section 106 of the Town and Country Planning Act 1990, with the affordable housing mix on such sites reflecting the private housing mix; and
 - The make-up of the affordable housing should reflect the up to date SHMA evidence to assist first time buyers to gain access to home ownership and to meet the National Planning Policy Framework's requirement for the provision of affordable home ownership properties;
- c) In order for shared ownership homes to be affordable to as many people as possible, ensure that:
 - Initial equity sales to individual applicants for shared ownership properties are no less than 20% and no more than 75% of the open market value of the property;
 - For development appraisals undertaken by housing associations for the purchase or development of affordable housing, the assumption used for the average initial equity shares to be sold to applicants across all of the shared ownership properties on the development is no more than 35%, and is reflected in offers made to landowners and developers;
 - Shared owners are able to purchase additional equity shares (staircase) up to full 100% ownership, except for rural housing schemes for which a maximum of 80% equity can be purchased under current Homes and Communities Agency policy; and
 - The initial rent charged for the equity retained by the housing association is equivalent to no more than 2% of the value of the unsold equity per annum, with subsequent rent increases determined in accordance with the relevant housing association's rent setting policy;
- d) In exceptional circumstances, where the Council considers that the

provision of on-site affordable housing provision would be inappropriate, seek the off-site provision of affordable housing, equivalent to at least 40% of the combined total number of properties developed on-site and off-site, or the provision of a financial contribution equivalent to the amount of subsidy the developer would have needed to contribute to the affordable housing, if it was provided on-site;

- e) Seek to ensure that housing associations and other providers charge affordable rents at no more than the level of the relevant Local Housing Allowance for the locality;
- f) Ensure that developers comply with the Council's latest [Guidance Note to Planning Applicants on the Submission of Viability and Financial Appraisals for Affordable Housing](#) and robustly assess and validate Viability Appraisals submitted for developments where developers assert that it is not possible to meet the Council's

affordable housing requirements, in order to ensure that as much affordable housing is obtained as viably possible;

- g) Work with parish councils to increase the amount of affordable housing in rural areas, by granting planning permission for small scale affordable housing schemes on appropriate sites within the Green Belt, adjacent to rural settlements, as an exception to normal planning policy, where there is a demonstrable local housing need.
- h) Through the Council's Scheme of Preferred Housing Association Partners, encourage partnerships with housing associations already operating within the District, rather than with new housing associations.
- i) Seek to ensure that all new affordable homes meet or exceed the minimum internal space standards of the Government's Nationally Described Space Standards.

Key issues

Affordable housing need

The latest [Strategic Housing Market Assessment \(SHMA\)](#) assesses the current number of affordable homes to be provided in the District over the 22-year period between 2011 and 2033. The latest SHMA can be accessed from the link above.

Recent affordable housing completions

Due to the small number of housing sites brought forward in recent years, resulting from the early achievement of the previous Structure Plan targets, there have been very low numbers of affordable homes provided in recent years, as shown in the table below:

Table 4.1 – Recent affordable homes completions

Tenure	2016/17	2015/16	2014/15	2013/14
Affordable Rented	0	21	26	4
Shared Ownership	0	19	43	5
Totals	0	40	69	9

Affordable housing pipeline

A further 14 developments currently have either detailed or outline planning permission and are either on-site or have not yet started. These developments will provide an additional 370 affordable homes, as follows:

Table 4.2 – Breakdown of affordable homes sites

Site	No. of Affordable Homes	Status (as at 1.6.17)
Knollys Nursery, Waltham Abbey	63	On site
Phase 2 - EFDC housebuilding sites	51	On site
Phase 3 – EFDC housebuilding sites	34	Soon to commence
Phase 1 - EFDC housebuilding sites	23	On site
Barnfield, Roydon	11	On site
Phases 4-6 EFDC housebuilding sites	58	Not yet started
Fyfield Research Park, Ongar	44	Not yet started
Hillhouse Independent Living Scheme, Waltham Abbey	24	Not yet started
Norton Heath Riding Centre, High Ongar	15	Not yet started
Pyrles Lane, Loughton	14	Outline P/P only
Stoneshot Farm, Waltham Abbey	10	Not yet started
Netherhouse Farm, Sewardstone	8	Not yet started
Happy Grow Garden Centre, Thornwood	8	Not yet started
Institute Road, Thornwood	6	Not yet started
Esperanza Nursery, Stapleford Abbots	1	Not yet started
Total	370	

Affordable housing tenure

In the Government's White Paper "[Fixing our broken housing market](#)" published in February 2017, the Government announced that it had decided not to implement its previous proposal to require local planning authorities to ensure that a minimum percentage of all affordable homes on development sites were provided as "starter homes". Instead, the Government said that it "intends to amend the [National Planning Policy Framework \(NPPF\)](#) to introduce a

policy expectation that development sites of 11 homes or more deliver a minimum of 10% affordable home ownership units”.

The Government’s Starter Home Initiative is a mechanism to assist first time buyers between 23 and 40 years of age to purchase a new home with a discount of 20% off of the open market value, up to a maximum sale price of £250,000 outside of London. This can be compared to the more conventional shared ownership schemes, through which first time buyers can purchase as little as 20% equity initially, and pay an affordable rent to a housing association for the remaining equity. Over time, shared owners can purchase remaining tranches of equity (known as “staircasing”) up to 100% (80% in rural areas).

Whilst the Starter Home Initiative has a number of benefits, the monthly costs to first time buyers are higher than for shared ownership. Shared ownership has proved to be a very successful, tried and tested form of affordable home ownership for first time buyers in the District for many years. Moreover, developers in Epping Forest have shown little interest in providing starter homes on new developments, especially as the District borders three London boroughs, where the maximum sale price for starter homes is much higher, at £450,000, with similar build-costs.

Therefore, generally, the Council expects developers to meet the Government’s minimum 10% affordable home ownership requirement through the provision of shared ownership, and not starter homes.

The 2015 assessment of housing need identifies that around 80% of the required affordable homes for the District are needed as affordable rented homes. These are defined by the Government as having rent levels up to 80% of market rents, including service charges. Therefore, based on an affordable housing target of 40%, if 80% of these were provided as affordable rented housing, 32% of all the properties on developments requiring affordable housing should be provided as affordable rented housing, with the remaining 8% provided as intermediate housing (e.g. shared ownership). However, this would be less than the 10% affordable home ownership expected to be required through the NPPF. Therefore, Based on the 2015 SHMA the Council will generally require the tenure split for the affordable housing provision on developments comprising 11 or more homes (or on land in excess of 1,000sqm gross floor space) to comprise at least 75% affordable rented homes and no more than 25% shared ownership homes. However, this will need to be updated to reflect the latest evidence from time to time (Please see website for latest SHMA)

It is essential to ensure that new shared ownership homes are provided at affordable levels and meet HCA requirements, in terms of both the amount of initial equity that is sold to applicants and the rent levels charged by housing associations for the retained equity. Therefore, the Council will include requirements within Section 106 Agreements relating to the provision of shared ownership homes that meet Objective (c) set out at the commencement of this chapter.

Rent levels for affordable rented housing

In an area with high property prices, such as the Epping Forest District, it is usually the case that affordable rent levels at 80% of market rents (including service charges) would be higher than the relevant Local Housing Allowance (LHA) for the area.

The LHA is the maximum amount of rent for which housing benefit can generally be received. If a rent is higher than the LHA level, and the tenant is in receipt of housing benefit, the tenant would have to meet the difference in rent above the LHA level, which is not usually sustainable. LHA levels differ across the District, depending on the Broad Rental Market Area (BRMA) in which properties are located. There are three BRMAs in the District.

For this reason, the Council will work closely with its Preferred Housing Association Partners and other housing associations to ensure that, through the use of Section 106 Planning Agreements, the rents charged by housing associations (and the Council) are no higher than the relevant LHA for the BRMA.

Viability

If it would be unviable for a development to fully comply with the Council's Local Plan and affordable housing policies and requirements, the Council would accept either a lower amount of affordable housing and/or a different tenure mix - subject to the applicant providing a detailed Viability Appraisal, with adequate and appropriate supporting evidence.

The Council has produced a ["Guidance Note to Planning Applicants on the Submission of Viability and Financial Appraisals for Affordable Housing"](#) to:

- Provide applicants with greater clarity and guidance on the application of planning policy;
- Inform applicants of the Council's approach to assessing and validating Viability/Finance Appraisals; and
- Help minimise delays in determining planning applications.

The Guidance explains national planning policies and the Council's key local planning policies relating to affordable housing and viability and sets out the Council's requirements for the submission of Viability Appraisals where the developer is of the view that it would be unviable for a development to provide the expected amount and/or tenure of affordable housing.

In such circumstances, the Council will arrange for the Viability Appraisal to be reviewed in detail by the Council's affordable housing consultants, the cost of which is met by the developer. When the Council's consultants have all the required evidence and information, they will review the Appraisal and provide the Council with a detailed report on their findings, which will comment on each assumption and will advise the Council on whether or not they are of the view that the Appraisal can be validated as being acceptable and sound and will identify any areas where individual assumptions or evidence cannot be validated or supported.

Where affordable housing proposals from developers are not considered sufficient or acceptable, it is likely that the Council will refuse planning permission.

Rural housing and rural exception sites

The lack of affordable housing in villages is likely to have a greater effect on the village community and local residents than in urban areas. The opportunities for increasing the amount of affordable housing are also generally less than in urban areas. This is because less suitable sites for development usually become available in rural areas, mainly because of the importance the Council places on protecting the Metropolitan Green Belt, which means that local residents are more likely to have to move away from their local area than residents in larger areas.

The Council has a "rural planning exceptions policy", whereby planning permission may be granted on sites that provide all (or nearly all) affordable housing, for which planning applications for market housing would be refused.

However, certain conditions must be met, including that the development must be:

- In smaller settlements that have a recognisable community, distinct and separate from the metropolitan area;
- Small scale;
- In response to a demonstrable local housing need (identified through a rural housing survey);
- Supported by the Parish Council;
- Well-related to the existing settlement; and
- Providing the majority of housing as affordable homes in perpetuity, with only small amounts of market housing provided in exceptional circumstances - where it can be proved, through a Viability Appraisal (submitted in accordance with the Council's latest [Guidance Note to Planning Applicants on the Submission of Viability and Financial Appraisals for Affordable Housing](#) that a wholly affordable housing development would be unviable.

In order to ensure that these rural affordable housing schemes only provide accommodation for local residents, applicants must be:

- Long-established local residents (i.e. those who have lived in the village for at least 5 of the preceding 10 years) requiring separate accommodation;
- Immediate family dependents of long-established local residents;
- Former long-established residents; or
- Living elsewhere, who cannot otherwise take up, or continue to, work in the village.

To date, four rural housing schemes have been provided under the rural planning exceptions policy providing a total of 26 affordable homes, namely: Manns Yard, Willingale; Houchin Drive, Fyfield; Harlow Rd, Matching Tye and School Lane, Abbess Roding.

The Council has selected Hastoe Housing Association to be its Preferred Rural Housing Association Partner, which is working with a number of parish councils to help assess their local housing needs and to provide more rural housing schemes.

Preferred Housing Association Partners and the Epping Forest Strategic Housing Partnership

For a number of years, the Council has operated a Scheme of Preferred Housing Association Partners, through which it currently has four Preferred Partners with whom the Council works in partnership to undertake all affordable housing developments in the District. This is for three main reasons:

- The Preferred Partners have a good understanding of the housing needs of the District and work closely with the Council through regular briefings, meetings and discussions;
- The Council wants to support the Preferred Partners to build up their management base within the District; and
- The Council can work with the Preferred Partners to ensure that they meet the Council's expectations and requirements in terms of, for example, viability, governance, the quality of new developments and their housing management.

The Council has therefore formed the Epping Forest Strategic Housing Partnership, which comprises representatives from the four Preferred Partners and senior Council housing officers. The Council's current Preferred Housing Association Partners are:

- B3Living
- East Thames
- Hastoe (rural specialist)
- Moat

Developers intending to undertake new developments that include any affordable housing are encouraged to seek tenders from each of the Preferred Housing Association Partners, to ensure that they obtain the most competitive price. The Council will only support bids for grant funding to the Homes and Communities Agency from its Preferred Partners, and it is a standard requirement in the Council's Section 106 Planning Agreements with developers that the affordable housing must be provided by one of the Council's Preferred Partners.

In preparation for the increased amounts of affordable housing developments that will be brought forward as part of the site allocations in the Council's new Local Plan, including strategic sites around Harlow, the Council will shortly be selecting at least a further two Preferred Partners that meet the Council's criteria and needs in the near future.

Internal space standards

In accordance with the Draft Local Plan, the Council expects all affordable homes to meet the minimum gross internal floor areas and storage set out in the Government's [Technical housing standards – nationally described space standard \(March 2015\)](#). These are shown in the table below:

Table 4.3 – DCLG's Space Standards

DCLG's Nationally Described Space Standards Minimum Gross Internal Floor Areas and Storage (m ²)					
No. of bedrooms	No. of bed spaces	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1	1p	39 (37*)			1.0
	2p	50	58		1.5
2	3p	61	70		2.0
	4p	70	79		
3	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	

(*) Where a 1 bedroom (1 person bed space) has a shower room instead of a bathroom, the floor area may be reduced from 39m² to 37m², as shown bracketed.

Self and Custom Build

Under the Self Build and Custom Housebuilding Act 2015, local authorities are required to hold a register of people who want to acquire serviced plots of land in their area for self and custom housebuilding. The Housing and Planning Act 2016 and subsequent Regulations have further strengthened the role and the requirements for local authorities, and require them to permission sufficient land suitable for self and custom building housing to meet the demand on their Self and Custom Build Register within three years.

The Council has received two allocations of funding from the Government, which it will be using to develop, promote and implement the requirements for self and custom build housing, as follows:

- **Community Housing Fund** – The Council has been given a grant in 2016/17 and 2017/18 of around £32,200 to support community-led housing developments. The Council is working in partnership with neighbouring East Herts, Uttlesford and Harlow Councils to pool the funding they have also received, making a total of just over £100,000, to take forward a joint project across the HMA.

The project will look at all aspects of community-led housing, including self and custom build and Community Land Trusts, to identify existing and new participants for these models of housing delivery. The research will include a series of events and will provide information to inform interested people about the potential for community-led schemes

- **Self and Custom Build Fund** - The Government has recognised that the requirements to implement self and custom build create a new burden on local authorities and has therefore made additional funding available. The Council is receiving around £96,000 over a 4-year between 2016/17 and 2019/20. The Council is therefore utilising this funding to appoint a new Affordable Housing Officer, for 3 years, to provide the required capacity to undertake this additional work – which will be reviewed towards the end of the 3-year period to assess the staffing resources required beyond this period.

Key partners

- Homes and Communities Agency
- Preferred Housing Association Partners
- Developers
- Parish and town councils

Chapter 5

The Council's Housebuilding Programme

Aim

To increase the Council's housing stock through the construction of new well-designed affordable rented homes on the Council's land and the purchase of good quality affordable rented housing from private developers.

Objectives

- a) Develop good quality new affordable rented homes on Council-owned land that meet the Council's Housing Design Standards and help meet the need for affordable rented homes within the District, funded from the following sources:
 - "One-for-one replacement" Right to Buy capital receipts;
 - Section 106 Planning Agreement contributions from developers in lieu of on-site affordable housing provision;
 - Funding from the Homes and Communities Agency (where possible);
 - The Housing Revenue Account (HRA);
 - Loans from the Public Works Loan Board (PWLb) (when required);
 - Any other external sources of funding that may be identified or secured from time to time; and/or
 - Cross-subsidy from the sale of other development sites (if necessary);
- b) Maximise the use of "one-for-one replacement" Right to Buy capital receipts within the required timescales and minimise the amount of receipts that have to be passed to the Government;
- c) Seek and deliver appropriate opportunities to purchase new affordable rented housing from developers, at a subsidised price, through Section 106 Planning Agreements; and
- d) Charge affordable rents, up to the relevant Local Housing Allowance for the area, for all new homes that are built or acquired by the Council.

Key issues

Background

The Council has made a policy decision to undertake a modest Housebuilding Programme, to build new affordable rented homes on Council-owned land, predominantly difficult to let garage sites (with more than 20% of the garages vacant and with no waiting list), and to purchase affordable rented housing from developers, at a subsidised price, through Section 106 Planning Agreements.

Since the Council had not built any general needs housing since 1985, kick-starting a major development programme without the resource and skills in place was a big challenge. Therefore, through a competitive procurement process, the Council has appointed a

Development Agent (East Thames) to oversee the development process - from the undertaking of initial development and financial appraisals, through to detailed design, planning submissions, procurement of contractors and supervision of the works. The Council has adopted East Thames' Design Standards for its new homes, with some amendments, and has produced a [Development Strategy](#) that sets out the Council's approach to its Housebuilding Programme.

The "client" role of the development process is undertaken by the Council's small Housing Development Team; the Housebuilding Programme is overseen by the Council Housebuilding Cabinet Committee, comprising a number of members of the Council's Cabinet.

In March 2017, the Council reviewed its available resources and identified that there are sufficient resources to continue to fund the Council Housebuilding Programme for the foreseeable future, especially whilst 30% of the costs can be funded from "one-for-one replacement" Right to Buy capital receipts. Additional borrowing would be required, although the review confirmed that such additional loans could be repaid within a reasonable period.

Site identification

With around 92% of the District falling within the Metropolitan Green Belt, and with limited suitable land owned by the Council, the Council initially identified a portfolio of 65 garage sites that were designated as 'difficult to let', that may have development potential. These "brownfield" sites are all located in existing Council estates. However, the sites are generally small areas of land with a mix of legal risks associated with access and legal rights of way. By contrast, these new homes will improve the existing environment, reduce anti-social behaviour and contribute towards the revitalisation of existing communities.

Viability of sites

A Financial Appraisal is undertaken on each site to determine whether the development is viable. This is based on a 30-year payback period, and each scheme must produce a positive Net Present Value over the same 30-years. Where the pay-back period is in excess of 30 years, some form of subsidy is required. Any sites found to be unsuitable for development are considered by the Cabinet Committee for alternative uses.

Development Programme

Following assessment of each of these sites, planning applications were submitted for 56 sites considered to have development potential. Table 5.1 sets out the current position with the planning applications for these sites (as at June 2017).

Table 5.1 – Outcome of planning applications (as at 1st July 2017)

Status	No. of Sites	No. of Homes
Sites that have received planning permission	37	166
Sites where planning applications are pending	4	34
Sites where planning permission has been refused	14	36
Totals	56	229

Following the receipt of planning permissions to date, the Council Housebuilding Programme provided in Table 5.2 has been formulated.

Table 5.2 – Council Housebuilding Programme

Phase	Location(s)	No. of Homes	Status (as at 1.6.17)
1	Waltham Abbey	23	On site
2	Loughton	51	On site
3	Epping, Coopersale, North Weald, Ongar	34	Soon to commence
4	Loughton	31(*)	To be procured
5	Buckhurst Hill, Ongar, High Ongar	13(*)	To be procured
6	Waltham Abbey	14(*)	To be procured
Totals		166	

(*) Additional homes are expected to be included, once planning applications have been determined

Section 106 planning agreement sites

The Council has already agreed to purchase from a developer the 8 affordable rented homes required under a Section 106 Planning Agreement, at Barnfield, Roydon.

Since such homes that are subject to Planning Agreements are required to be sold at a discount, do not require any Council-owned land and do not require significant Council staff resources to develop, subject to sufficient funding being available, the Council will continue to consider such opportunities as they arise, which will usually have to be in competition with the Council's Preferred Housing Association Partners.

Funding

The Council has agreed that the Housebuilding Programme will be self-funded, without any financial support from the General Fund. The principle funding streams are as follows:

- **Capital receipts from Right to Buy sales** (referred to as 1-4-1 receipts) - The use of 1-4-1 receipts is limited to funding up to 30% of the cost of a replacement home, and is time limited to three years from receipt. Failure to use the 1-4-1 receipts within three years results in them having to be returned to the Government, with interest;
- **S106 Agreement contributions from developers in lieu of on-site affordable housing provision** - These are one-off payments from private developments where the inclusion of affordable housing has been considered to be inappropriate. The Council has agreed that all such financial contributions should be used to help fund its Housebuilding Programme. Although the Council can agree the trigger point for payment of the S106 contribution, the timing of the cash flow cannot be relied upon as the Council cannot control when the developments start on site;
- **Loans from the Public Works Loans Board (PWLb)** - The Council already has significant loans from the PWLB, some of which are able to fund the Housebuilding Programme, but additional loans will be required in the future.

- [The Council's own housing \(HRA\) balances](#). Rents from its existing Council properties are able to be used to help fund the Programme.

Affordable Rent Policy

The Council has adopted an Affordable Rent Policy, which determines the rent level to be charged for properties built or acquired under the Housebuilding Programme, which is the lower of:

- 80% of market rents for the location; or
- The Local Housing Allowance within the Broad Market Rental Area in which the property is situated.

The Broad Market Rental Area (BRMA) in which the property is situated is set by the Rent Officer Service, based on the 30th percentile of market rents in the BMRA (although, due to annual freezes in LHA levels, they are now based on less than the 30th percentile of market rents in reality). The Epping Forest has 3 BMRAs. The Local Housing Allowance (LHA) is the maximum amount that can be paid to a tenant in housing benefit. Therefore, any difference between the actual rent and the LHA must be paid by the tenant themselves.

Contractors

Generally, contractors are procured through the use of East Thames' EU-compliant Contractors Framework. Generally, design and build contracts are utilised but, for Phase 3, the Council has adopted an alternative procurement strategy that breaks down the eight sites into seven separate contracts, with a mixture of design & build and traditional fully-designed contracts. This was primarily to overcome the lack of interest from many developers for multi-site contracts, due to the complications and difficulties of contractors managing dispersed sites.

Key partners

- [East Thames and their consultants](#)
- [Contractors](#)
- [Public Works Loan Board](#)
- [Parish and town councils](#)

Chapter 6

Homelessness

Aim

To prevent homelessness and to respond to homelessness applications in accordance with statutory requirements, efficiently, effectively and fairly, helping homeless people to secure appropriate accommodation and keeping the use of bed and breakfast accommodation to a minimum.

Objectives

- a) Prevent homelessness wherever possible and provide appropriate advice and assistance to homeless and potentially homeless people;
- b) Carry out the Council's statutory duties and investigate homelessness applications thoroughly and fairly;
- c) Ensure that adverse homelessness decisions are reviewed, when requested, within statutory time limits;
- d) Continue to provide hostel accommodation and effectively manage the Council's hostel for the benefit of homeless people;
- e) Continue to work closely with Epping Forest Housing Aid to secure rent deposit guarantees;
- f) Provide rental loans and landlord deposits to enable homeless people to access accommodation in the private rented sector;
- g) Continue to work with Safer Places to enable victims subjected to domestic abuse to be accommodated in safe and secure accommodation and, for those who wish to do so, to stay safely in their own homes;
- h) Seek to minimise the numbers of homeless households that are in temporary accommodation at any one time;
- i) Continually explore alternative and innovative options for the provision of temporary accommodation, in order to minimise the use of bed and breakfast (B&B) accommodation, and seek to ensure that only single people are accommodated in B&B;
- j) Review the Council's Homelessness Strategy every three years;

Key issues

Background

Under the Housing Act 1996 (as amended) and the Homelessness Reduction Act 2017, the Council has a statutory duty to prevent, investigate and respond to homelessness applications. When investigating applications and considering its response, the Council must consider whether or not an applicant:

- Is homeless and eligible for assistance;
- Has a priority need;
- Is homeless intentionally; and
- Has a local connection with the District.

Depending on the outcome of these investigations, the Council's duties in response range from having a "full duty" to provide or secure permanent accommodation through to only providing advice and assistance.

The focus of the Council's work will continue to be to prevent homelessness occurring in the first instance and assisting applicants to find alternative accommodation themselves before their homelessness occurring, rather than providing Council housing itself or making a nomination to a housing association.

The Council produces a detailed [Homelessness Strategy](#) every 3 years, the last one covering the period 2015-2018.

Homelessness Prevention Team

The Council has a Homelessness Prevention Team, providing homelessness advice and assistance to people presenting themselves as being homeless or threatened with homelessness. The Team work with applicants to consider all the options available which could prevent the household from becoming homeless before they make a formal homelessness application.

Homelessness Prevention Officers provide a comprehensive service with a range of initiatives at their disposal to assist them with resolving the housing difficulties of clients they are seeking to serve. However, when the Homelessness Reduction Act 2017 (see below) comes into force in 2018, additional duties and responsibilities will be placed upon the Team.

Table 6.1 shows the number of cases presented to the Homelessness Prevention Service over the last four years and the reasons. It should be noted that these figures do not take into account the many other enquiries made by the general public. The success of the Homelessness Prevention Service has had a direct impact on the homelessness acceptance rate, which otherwise would have been much higher.

Table 6.1 – Number of cases presented to the Homelessness Prevention Service

Prevention Action	2013/14	2014/15	2015/16	2016/17
Mediation	2	2	1	1
Reconciliation	8	3	4	2
Financial payments from homelessness prevention fund	3	2	1	1
Debt advice	3	4	2	1
Resolving housing benefit problem	13	6	9	7
Sanctuary scheme for victims of domestic violence	5	2	9	0

Crisis intervention	4	3	4	2
Negotiation to help someone remain in the private rented sector	17	7	3	8
Providing other assistance to enable someone to remain in private rented sector	28	30	64	27
Mortgage arrears	15	5	0	5
Other homelessness prevention measure, where work has commenced but there has been no further contact and resolution is unknown	228	268	279	237
Housed in hostel or HMO	6	1	2	5
Housed in private rented sector with landlord incentive scheme	91	66	71	48
Housed in private rented sector without landlord incentive scheme	53	80	57	53
Accommodation arranged with friends or relatives	39	30	24	37
Supported accommodation	22	29	34	12
Social housing management move	9	8	6	4
Social housing: Housing Register offer	41	45	37	31
Social housing: Housing Association direct offer	10	13	13	2
Low cost home ownership scheme	1	1	1	0
Other homelessness relieved	9	4	4	14
Total cases prevented	613	615	625	497

Reasons for homelessness

There are a number of reasons why people become homeless. Table 6.2 sets out the reasons for households in Epping Forest becoming homeless over the past four years. As can be seen, one of the most common reasons for homelessness is the loss of privately rented accommodation.

Table 6.2 – Reasons for homelessness

Reason for acceptance	2013/14	2014/15	2015/16	2016/17
Parents not willing to accommodate	16	8	13	9
Other relatives not willing to accommodate	2	6	2	0
Non-violent relationship breakdown	1	3	4	2

Violent breakdown of relationship (partner)	4	6	6	8
Violent relationship breakdown (involving associated person, such as a relative)	0	0	2	1
Racially motivated violence	0	0	0	0
Other forms of violence	1	0	2	0
Racially motivated harassment	0	0	0	0
Other forms of harassment	0	0	0	0
Mortgage arrears	3	0	1	0
Local authority rent arrears	2	0	0	0
Housing Association rent arrears	0	1	2	0
Private rented rent arrears	4	6	9	6
Termination of assured short-hold private sector tenancy	25	11	17	11
Reason other than termination of assured short hold tenancy, such as tied accommodation	5	7	12	16
Leaving asylum accommodation	0	1	0	1
Leaving prison / remand	0	0	0	0
Left hospital	1	0	0	0
Left other institution or Care	0	1	0	0
Leaving armed forces home	0	0	0	0
Other reason	1	2	1	2
Total	65	52	71	56

Categories of homeless applicants in Priority Need

Table 6.3 below provides an analysis of the applicants found to be in priority need, unintentionally homeless and owed a full homelessness duty. As can be seen, households with dependent children (including the violent breakdown of a relationship with their partner) represent the highest number of acceptances in each of the last four years.

Table 6.3 – Analysis of homeless applicants

Priority need category	2013/14	2014/15	2015/16	2016/17
Applicant homeless because of fire, flood, storm or similar disaster	0	1	0	0

Applicants with dependent children (including violent breakdown of relationship with partner)	50	37	55	40
Applicants in priority need because of pregnancy but no other children	3	0	0	0
Applicants aged 16-17 years	1	0	0	1
Applicants formerly in care and aged 18-20 years	1	1	0	0
Applicants vulnerable due to old age	3	1	1	1
Applicants vulnerable because of physical disability	0	6	6	5
Applicants vulnerable because of mental illness or learning disabilities	6	5	7	6
Applicants vulnerable due to alcohol dependency	0	0	0	0
Applicants who were former asylum seekers	0	1	0	1
Vulnerable for other special reason	0	0	0	0
Applicant vulnerable having been in custody or remand	0	0	0	0
Applicants vulnerable for formerly being in care	0	0	0	0
Applicants with care and support needs having served in HM Forces	0	0	0	0
Applicants (with no children) vulnerable on account of violence including domestic violence	1	0	2	2
Total applicants accepted for a priority need	65	52	71	56

Homelessness Reduction Act 2017

The Homelessness Reduction Act 2017 received Royal Assent in April 2017 and places considerable additional duties on local authorities nationally to prevent and reduce homelessness. The provisions will be introduced from April 2018, following the production of a new Homelessness Code of Guidance by the Government to take account of the new Act.

The Government has recognised that the provisions in the Act will make a significant call on the resources of local authorities and has said that it will provide financial support to help meet the additional burdens of the new duties. The main additional duties are (in summary) as follows:

- The period that a person can be considered to be threatened with homelessness (when the Council's new duties start) is extended from 28 days to 56 days;
- An applicant seeking homelessness support is to be automatically judged to be homeless once the period specified in a Section 21 Notice expires (which is the standard notice period provided by private landlords to tenants and is recognised as the single biggest cause of homelessness), preventing councils advising applicants to remain in occupation beyond expiry;

- An assessment of an applicant's case must be undertaken, which must be provided to the applicant with a personal housing plan in order to provide effective support;
- Applicants have a right to a review of their assessment; and
- A requirement for local authorities to secure accommodation for at least 12 months for all applicants whom the authority is satisfied are eligible for assistance, regardless of priority need.

Homelessness funding

The Council currently receives two main sources of external funding to assist with the prevention and response to homelessness, with an expectation that a third source of funding will be introduced during 2017/18.

For a number of years, the Council has received annual homelessness prevention funding from the Government. The current funding is for around £110,000 per annum, until April 2020 when the funding will be reviewed. This funding is used to fund the costs of some of the Council's Homelessness Prevention Team.

In April 2017, the Government introduced its new Flexible Homelessness Support Grant to local authorities (replacing its former Temporary Management Grant) and has committed to provide £277,000 and £313,000 to the Council in 2017/18 and 2018/19 respectively to fund homelessness services. This replaces the Council's previous Temporary Management Grant of £60,000 per annum. In June 2017, the Council's Cabinet agreed the use of some of the grant and will give consideration to the use of the remaining grant later in 2017/18, once the effects, implications and costs of the Homelessness Reduction Act 2017 are better known.

The Government has already recognised that the Homelessness Reduction Act 2017 will place considerable additional duties and burdens on local authorities and, for this reason, has announced that it will provide additional financial support to local authorities to help meet the new duties. It is expected that further details will become available during 2017/18.

Avoiding bed and breakfast accommodation – increased temporary accommodation

The majority of homeless households with dependent children seeking assistance from the Council are, in the first instance, accommodated temporarily at the Council's Homeless Persons Hostels at Norway House, North Weald or at Hemnall House, Epping.

Due to the numbers of homeless households that the Council has to assist each year, it has been necessary for a number of years to temporarily accommodate some homeless people in bed and breakfast accommodation, until more permanent accommodation can be secured for them. The law says that councils should only place homeless households with dependent children in B&B accommodation in emergencies and, even then, for no more than 6 weeks. For this reason, the Council mainly uses B&B hotels to temporarily accommodate single people.

However, this form of accommodation is still avoided as much as possible since, not only is it not the most appropriate form of accommodation for homeless people (and often located outside the District), it is also costly to the Council to use. The net cost to the Council's General Fund of accommodating a single person in a B&B hotel is currently around £8,300 per year, which represents the Government penalty of reduced subsidy that the Council

receives to meet the cost of providing housing benefit to residents for using B&B accommodation.

For these reasons, the Council is continually seeking new and innovative ways to increase the amount of alternative forms of temporary accommodation for homeless people.

Two recent initiatives are:

- [The proposed provision of temporary modular accommodation](#) (referred to as “pods”) at Norway House, North Weald - to provide temporary accommodation for homeless households, at a lower cost than traditionally-built, permanent accommodation and than placing homeless households in bed and breakfast hotels.

A pilot scheme for 3 pods to accommodate 6 vulnerable single homeless people has been agreed, which is currently being procured. As a result of the saving in the housing benefit subsidy penalty and the income from the licence charges, the payback period for providing one pod is less than 4 years, since 30% of the capital costs will be funded from “one-for-one replacement” Right to Buy receipts.

- [The use of private rented accommodation at the Zinc Arts complex, Ongar to provide temporary accommodation](#) - the Council has agreed to use, for a trial period, 3 of the 25 units at the complex to accommodate homeless households who would otherwise be accommodated in B&B hotels. Under the agreement, the Council is providing “top-up funding” to the landlord of around £1,900 per annum per property. This is being funded from the Government’s Flexible Homelessness Support Grant and represents the difference between the agreed rent levels and the relevant Local Housing Allowance (LHA) for the area. Not only is this a better form of temporary accommodation than B&B hotels, it also results in net saving to the Council’s General Fund of around £6,400 per household per annum.

The success of the trial will be reviewed in due course.

Preventing homelessness initiatives

The Council has a number of initiatives in place to assist those who have either lost their home or are facing eviction. The main initiatives are set out below:

Epping Forest Housing Aid Scheme (EFHAS)

One of the difficulties that homeless and other housing applicants have in accessing the private rented sector (especially those in receipt of housing benefit) is to provide damage deposit guarantees in advance of occupation, which is routinely required by private landlords. Because of this, many homeless applicants have no alternative but to seek accommodation from the Council. If they are in a priority need category, the Council then has a legal duty to provide accommodation.

The EFHAS is a scheme for helping homeless people to access private rented accommodation by providing damage deposit guarantees to the landlords of the properties the applicant wishes to rent. All the guarantees are covered by money held in EFHAS’s bank account.

EFHA was set up as a charity in 1995 with financial support from the National Lottery Charities Board and grants of £31,500 from the Council. In addition, the Council has also

agreed to underwrite up to £60,000 of damage deposit guarantees, in order to ensure that the guarantees do not over-commit EFHAS's available resources. Since the scheme has been introduced, the Council has not been called upon to pay out any of the underwritten guarantees.

Between 1995 and 2017 EFHA has helped over 350 homeless families move into the private-rented sector who, without this assistance, would otherwise have been unable to do so. Many of these families would have had to seek accommodation from the Council direct. Currently there are 72 guarantees in place, totalling around £57,000.

All referrals to the EFHAS are made by the Council through the Homelessness Prevention Team. Assistance can also be given to applicants who do not have sufficient furniture through the Furniture Re-use Scheme based in Epping.

Rental Loan Scheme

The Council's Rental Loan Scheme was set up in 2008 and complements the EFHAS scheme (referred to above) by providing applicants with a rental loan to meet the cost of the first month's rent in advance, and/or the required landlord's deposit, when securing accommodation in the private sector. Applicants are required to repay the loan on an interest-free basis over 36 months, thereby recycling the loan to enable others to benefit from the scheme in the future.

Families who are assisted with rental loans have their new accommodation inspected by the Council's Private Sector Housing Team to ensure they are suitable and free from any significant hazards.

Housing Association Leasing Direct (HALD)

The Council set up a Housing Association Leasing Direct (HALD) scheme with Genesis Housing Association in 2010. The Council has assisted 17 households to date in accessing accommodation under the scheme, through nominations made by the Homelessness Prevention Team, who would otherwise have been homeless. Those referred to the scheme must be eligible for full housing benefit in order to qualify for assistance, with the household being able to remain in the property for two years under an assured short-hold tenancy.

Private Lease Agreements Converting Empty Properties (PLACE) Scheme

The PLACE scheme has been set up by a consortium of seven councils, including this Council, following a successful bid for DCLG funding. The Scheme offers a capital grant to owners of long-term empty properties to renovate their property to a standard suitable for letting. In return, the owner is obliged to lease the property for three years to Genesis Housing Association and the accommodation is made available to families nominated by the Homelessness Prevention Team.

Parental exclusions – mediation

Young people can sometimes have volatile relationships with their parents and can be at risk of exclusion from their home. Essex County Council's Social Services, in partnership with the Council's Homelessness Prevention Team, undertake mediation in a number of cases each year through specialist homelessness youth workers to attempt to reconcile young people with their parents in order for them to remain at home.

Young Parent Scheme

Railway Meadow in Ongar is a supported housing scheme provided in partnership with Brentwood and Uttlesford Councils to support young parents in overcoming challenges during their pregnancy and the first year of their child's life. The scheme comprises 13 self-contained flats with a communal lounge, activity area, training kitchen and office. The accommodation is offered to young mothers, fathers and couples aged between 16 and 25 years of age. The support gives young people essential parenting and life skills to enable them to move on and live independent lives.

The scheme is owned and managed by East Thames and referrals are received from the Council, and Brentwood and Uttlesford Councils, with residents being re-housed by their host authority at the appropriate time. Epping Forest District Council has nomination rights to eight of the flats.

“Sanctuary” Scheme

The Council's “Sanctuary” Scheme assists victims of domestic abuse or Hate Crime on a tenure neutral basis. The scheme provides a safe room within the victim's home. A typical sanctuary room includes a fire door with mortice locks, smoke detectors, fire blanket and two fire extinguishers. The Council's Community Safety Team works in partnership with Essex Police, Essex Fire and Rescue and Safer Places on the provision of the schemes, with all referrals made through the Homelessness Prevention Team. There are currently five “active” sanctuary rooms installed which have prevented homelessness, with 16 Sanctuary schemes installed across the District since the scheme was first introduced.

Single Accommodation for Epping Forest (SAFE) Scheme

SAFE was set up in 1983 and is managed by NACRO Community Enterprises, a registered housing association and charity, which offers supported accommodation to single people.

The scheme works in partnership with Social Care's Divisional Based Intervention Team, the Essex Probation Service, the Youth Offending Team and Family Mosaic Support. The scheme helps resolve the housing difficulties of single people across the District who would otherwise become homeless. The Council originally provided SAFE with land free of charge for the first properties and SAFE now provides 37 bedspaces across the District.

The accommodation provides a mix of both shared and self-contained housing. On average, around 20 single young people are provided with accommodation each year.

The Council also provides move-on accommodation for some SAFE residents who are unable to access the private sector, through direct offers of Council accommodation. This enables a through-put of single people assisted by the Scheme.

Rough sleeping

Generally, the Council only identifies a very small number of rough sleepers within the District – mainly, due to the work of the Homelessness Prevention Team.

Following the cessation of a DCLG grant to assist local authorities to deal with rough sleeping, through an outreach service provided by St Mungo's Broadway (a homelessness charity), the Council has agreed to continue this work and fund a local outreach service for

rough sleepers, and is currently identifying an appropriate organisation to arrange for support workers to visit rough sleepers, provide advice, arrange short-term night shelter accommodation and try to make arrangements for them to reconnect with any area with which they have an established connection.

Discretionary housing payments

Discretionary housing payments (DHPs) are paid to tenants in receipt of housing benefit who need additional help with their housing costs. Private sector tenants in particular, who have a change of circumstances (such as a loss of employment), may find that their contractual rent is higher than their housing benefit entitlement. DHPs can help such tenants meet the shortfall and prevent them going into arrears and subsequently becoming homeless. Payments are made over a short period until the tenant's circumstances improve or they obtain more affordable accommodation.

Key partners

- DCLG
- Essex Community Rehabilitation Company
- Essex Children's and Families Service
- Epping Forest Community Mental Health Team
- NACRO Community Enterprises
- East Thames
- Moat
- Epping Forest Housing Aid Scheme
- Relate
- Epping Forest Citizens Advice Bureau
- Safer Places

Chapter 7

Supported Housing for Older and other Vulnerable People

Aim

To help vulnerable people with special housing needs to live in homes suitable for their needs, with appropriate levels of support.

Objectives

- a) Work with other statutory and voluntary agencies to enable people with special housing needs to live in homes suitable for their needs, with appropriate levels of support;
- b) Ensure that supported housing and outreach support services of the right type are provided to those in most need at an economic cost;
- c) Encourage the provision of “lifetime homes” within new developments;
- d) Undertake adaptations to Council properties to enable tenants with physical disabilities to remain in their existing homes;
- e) Deliver disabled facilities grants (DFGs) and discretionary Housing Assistance to assist older and vulnerable residents remain in their own homes;
- f) Ensure that the Council is aware of, and takes steps to meet the needs of, the ageing population in Epping Forest;
- g) Provide advice and support to older owner-occupiers needing to arrange repairs and improvements to their homes, including energy efficiency advice, through the Council’s CARE Agency;
- h) Ensure that accommodation at sheltered housing schemes meets modern standards, suitable for older people;
- i) Provide help to older people in their homes who need monitoring and emergency assistance, through the Council’s Careline Service; and
- j) Provide Handyperson Services for older people living in the District.

Key issues

Older people

Population forecasts by the Office for National Statistics suggest that the population of Epping Forest residents over 65 years of age will increase over future years. Findings of the latest West Essex and East Hertfordshire Strategic Housing Market Assessment (SHMA) show that just over 8% of the population of this region are aged 75 years or above. This suggests that increased housing support will be required to a larger number of older people.

Table 7.1 - Current and projected population of older people

Proportion of people aged 75+	Current	Projected (2033)
Epping Forest District (ONS, 2014)	9.2%	12.3%
West Essex and Herts region, SHMA (2011 Census)	8.0%	12.4%

Study into the impact of an ageing population in the Epping Forest District

In 2016, the Council undertook a major study into the [Impact of an Ageing Population in the Epping Forest District](#). National statistics estimate that between 2015 and 2020, over a period when the general population is expected to rise by 3%, the numbers of people aged over 65 are expected to increase by 12%; the numbers aged over 85 by 18%; and the number of centenarians by 40%. This will impact on every community across the UK but, in particular, those areas already starting from an elderly demographic baseline.

The Epping Forest District falls within this category, with over 25,000 people aged 65 and older already living within the District and an additional 27,000 people aged over 50 years. In order to help the Council understand the effects and impact of an ageing population on services within the district, a Key Action was included within the Council's Corporate Plan 2015–2020, for a study to be undertaken to assess potential needs of older people over the next 10 to 20 years. The following three key priorities were chosen for the study, as they relate to services provided by the Council and local partners and are key contributors to general wellbeing and quality of life:

- [Health and Wellbeing](#) - current and future physical, mental and emotional health and wellbeing;
- [Living in Epping Forest](#) – homes, services at home, services in the community, transport and accessibility and plans for future living; and
- [Communication](#) – current and future needs for receiving and sending information to the Council and partner organisations across the district.

The study included interviews with staff and councillors from across the Council, at all levels, to gain an understanding of the various issues relating to older people that are already being identified. The discussions covered issues from potential increases in the number of people requiring assisted waste collections to the impact on finance and benefit services.

Meetings were then held with a range of external partners at senior management levels, including Essex County Council's Public Health Team, the West Essex Clinical Commissioning Group, Voluntary Action Epping Forest, Age UK, British Red Cross (Community Agents), Alzheimer's Society and various other services from the voluntary (Third) sector.

Following the initial research, a series of focus groups and consultation workshops for older people were then held around the District, from all demographics, including people involved in high levels of physical activity and those leading more sedentary lifestyles.

One of the key focuses of the study was the levels of dementia in the District which, as can be seen from Table 7.2, is expected to increase significantly by 2025:

Table 7.2 – Forecast growth in people with dementia in Epping Forest and Essex

	2013	Projected (2025)	Growth
Epping Forest	1,855	2,553	37.6 %
Whole of Essex	20,302	29,304	44.3 %

The findings of the study confirmed that, to meet the needs of the current and future ageing and elderly population of the Epping Forest District, statutory organisations including the Council, Essex County Council, the NHS and third sector partners, need to be planning together - and 'for real' - to make best possible use of local resources. There is no room for duplication of services, or use of high-cost interventions, when there are initiatives that can produce the same results on a much smaller budget.

The study established, from discussions held with all of the older people interviewed, that most older people's aim is to try and remain in their own homes for as long as possible and that, when the time comes when they will be less mobile, they would much prefer to stay in their own homes and have adaptations and support provided to them in their existing homes. Most said that they would only seek to live in residential care homes, or even move to smaller accommodation, if they had exhausted all options for living in their existing home.

Retaining independence was highlighted as the most important aspect of their lives, followed by living near friends and/or family. Even in cases where one member of a couple has dementia or other impairment, their partners wish to keep the person in their own home for as long as they can. However, it was acknowledged that this was not always possible without support from local services and the expectation was that there would be a need for these to be gradually expanded to cope with future demands.

A detailed report on the Study was produced, which provided an overview of the work undertaken, the findings and a series of recommendations. A Key Action Plan was then formulated, comprising 32 separate actions to be undertaken by a range of local organisations, including the Council. Progress with the Key Action Plan is monitored by the Council's Communities Select Committee every 6 months.

"Lifetime homes"

It is important that a proportion of new homes provided in the District can, through the design of those homes, provide for the needs of people with, or who may develop, accessibility needs. There is an existing need for accessible housing in the District, which will continue, taking into account the ageing profile of the District's population over the period of the Local Plan. Improving housing standards to strengthen local communities and reduce the need for residential care by enabling vulnerable people to remain in their homes, or be able to have the choice to be able to move into a new home, is an important part of improving the overall housing mix within the District.

Consequently, the Council encourages developers to build new homes to Category 2 (Accessible and Adaptable Homes) Building Regulation Standards (previously referred to as "lifetime home" standards).

Sheltered housing and independent living

There has been a shift in the housing needs of older people in recent years, away from accommodation-based support, such as sheltered accommodation, towards more floating support and the provision of telecare. Table 7.3 provides details of the different types of accommodation of older people, and their numbers, in the District:

Table 8.3 – Number of schemes providing supported accommodation

Type	Number of buildings	Number of properties
Sheltered housing	13	468
Schemes for frail older people	2	99
Residential accommodation	13	469
Nursing homes	4	260
Total	32	1,296

It is clear that rented sheltered accommodation and schemes for frail older people are far less popular amongst older people than in the past; often, Council sheltered accommodation is allocated to housing applicants with quite low levels of housing need, and some schemes are difficult to let – whereas the housing need for general needs housing applicants continues to increase.

Many Council properties on housing estates that have previously been considered particularly suitable for older people, and therefore designated for older people, have had to be de-designated and let to younger people in recent years, due to a lack of demand. Therefore, there is no need to provide any more rented sheltered accommodation for older people in the District.

However, there is a need for additional rented and market independent living (or “extra care”) schemes in the District, as illustrated in Table 7.4, which is based on the latest data from Essex County Council:

Table 8.4 – Need and supply for independent living schemes in Epping Forest

Tenure	Identified Need	Existing Supply	In Development	Shortfall
Affordable Rented	84	40	24	20
Market Housing	143	0	36	107
Total	227	40	60	127

Review of the Council's sheltered housing assets

The Council has a number of sheltered housing schemes across the District, some of which are coming to the end of their operational life and will soon no longer be fit for purpose - unless significant investment is provided to bring them up to modern standards. For example, some schemes still provide bed-sit accommodation, which is no longer considered suitable for older people.

During 2017/18, the Council will be undertaking a review of its sheltered housing assets in order to determine the most appropriate approach for the future. This will include assessing the current standard, condition and lettable of, and need for, the Council's existing sheltered housing schemes and proposals for the future.

Review of the Council's Sheltered Housing Service

The Council currently provides a Sheltered Housing Service to all of its tenants in its sheltered housing schemes (who live in purpose-built accommodation and receive a daily visit from the Scheme Manager) and a reduced level of service to older people living in other designated accommodation for older people (comprising a bi-weekly, weekly or fortnightly visit from a Scheme Manager) for which charges are made.

However, there are increasing numbers of older people living in sheltered accommodation and other designated accommodation for older people who say that they do not wish to receive such an intensive support service; whilst there are other older people living in non-designated Council accommodation and private accommodation, including owner-occupiers, who are in need of this service and are willing to fund the cost.

The Council will therefore be undertaking a review of its Sheltered Housing Service in order to determine the most appropriate approach for the future. Under the Review, consideration will be given to having teams of Scheme Managers covering specified areas and visiting older people in sheltered housing schemes where the service is most needed. In addition, the provision of a Supported Housing Service to older people living in other Council properties and the private sector will be explored.

Epping Forest Careline

The Council provides a Careline Service, which offers a 24 hour, 365 days per year, emergency alarm monitoring service to older and disabled people living within the District. The Service is also offered to other vulnerable groups, including victims of domestic violence and younger people with disabilities.

The Council's own sheltered housing schemes and other designated dwellings for older people on housing estates have a hard-wired system installed in their properties with a speech module mounted on the wall and a pull cord in each of the rooms. There are currently around 2,230 properties in the District linked to the centre in this way.

Around 1,380 of the connections are in private individuals' homes, which are connected via a dispersed alarm, which has an associated neck-worn radio trigger. A range of various sensors are offered, for example on-line smoke alarms and fall/flood detectors. The Council aims to install a basic dispersed alarm for any new private client when requested on an urgent basis within two working days of receiving the application. This timescale is regularly achieved.

Council representatives regularly give presentations to local groups and other agencies promoting the service. In addition, leaflets and posters are placed at the Council's information points, libraries, and Citizens Advice Bureaux. The service is advertised in the local press, and the Council's tenants' magazine "Housing News".

In the past, annual funding for the Careline Service was provided by Essex County Council. However, following continuous reductions in funding over a number of years, this funding was totally ceased in April 2017, resulting in the Service having to be fully-funded from charges made to users from this date. However, the County Council does contribute

towards the cost of the initial provision of all telecare equipment and continues to meet the service user's Careline charge for the first 12 weeks, in order to encourage and demonstrate to users the benefits of receiving the Service.

The Careline Monitoring Service is currently provided by the Council itself. However, following a detailed review earlier in 2017, the Council's Cabinet agreed that it would be more cost effective and resilient in the long term if the Monitoring Service was outsourced to a larger third party provider. Following a competitive tender exercise, it is planned that the new third party provider will provide the service from November 2017. However, the Council will continue to take overall responsibility for its Careline Service, of which the Monitoring Service forms a part, including the installation of new equipment and updating residents' information.

Disabled adaptations to Council properties

The Council undertakes and funds adaptations to the homes of disabled and older Council tenants, based on assessments and recommendations from occupational therapists funded by Essex County Council's Adult Social Care Service, to enable them to stay in their own homes for as long as possible. Unlike disabled facilities grants (see below) the need for adaptations are not means-tested. Expensive adaptations are not provided if it would be more appropriate for the household to move to more suitable alternative accommodation.

The Council spends around £400,000 per annum on major disabled adaptations and £25,000 per annum on minor adaptations.

In 2016/17, 125 minor adaptations (such as handrails and slopes) and 213 major adaptations (for example, installation of stair lifts and wet-rooms) were undertaken. On average, minor adaptations are generally undertaken within 2-3 weeks, with major adaptations undertaken within around 6-10 weeks.

Disabled facilities grants (DFGs)

The provision of disabled facilities grants (DFGs) is a statutory function of the Council. They are means-tested grants given to occupants of private and housing association properties for adaptation works to their home. In order to help meet the cost of providing them, local authorities receive an annual fund from the Government. Until 2014, this funding came direct from the DCLG but now comes by way of the Better Care Fund (BCF). This was £665,000 in 2016/17, which was around 85% more than the amount received the previous year (£360,000).

The legislation and rules governing the provision of DFGs are nationally determined. Applications are initiated by individual referrals made by Occupational Therapists funded by Essex County Council's Adult Social Care Service. This means that the number of applications received is essentially outside of the Council's control.

Demand has continued to increase year on year and balancing the funding with the level of demand has become more of a challenge since the introduction of the BCF, because of the wide variations in funding from year to year. This is in addition to the fact that the amount to be received is not generally announced until shortly before the beginning of the financial year, after the Council has already set its own budgets for the estimated amount that it must fund itself.

CARE Service (Caring and Repairing in Epping Forest)

CARE is the Council's Home Improvement Agency (HIA) service which is managed and run in-house by the Council. It helps people in need of care and support in the private housing sector, mainly those who are older and/or disabled, to live independently in the community for as long as they want to do so. The range of services provided by CARE includes:

- Housing related information, advice and practical support planning;
- Handyperson services;
- The organisation of modifications to home environments, from minor alterations to complex major disabled adaptations;
- Assistance with accessing benefits and obtaining funding for improvements; and
- Signposting to additional support services.

On average, CARE deal with around 900 enquiries each year. However, a large part of its work is the administration of the majority of disabled facilities grant (DFG) applications on behalf of qualifying residents, providing invaluable technical support and assistance.

Until April 2017, CARE was funded from a combination of fees to service users, funding from the Council and £51,000 from Essex County Council's (ECC) Housing Related Support budget. However, the County Council's funding was withdrawn from April 2017. Therefore, in order to be able to continue this valuable service, the Council agreed to replace the County Council's funding with top-sliced funding from the Better Care Fund from 2017/18. For future years, the capital allocation for DFGs will be monitored on an ongoing basis to ensure the viability of this source of funding.

Handyperson services

All older people living in the District can benefit from a Handyperson Service, through which small household jobs are undertaken by professional tradesmen. The service may be free in some circumstances or significantly reduced where the resident is on means tested benefit. Council tenants living in its sheltered accommodation receive the service through the Council's Housing Repairs Service, whilst other Council tenants and private occupiers receive the service through Voluntary Action Epping Forest (VAEF), which is also funded by the Council.

Internal Decorating Service for Council tenants

The Council provides an Internal Decorating Service for older or disabled Council tenants who need help with decorations. Normally this is the tenant's responsibility, but the Council decorates one room of choice every 5 years, free of charge, for people who are over 65 years of age, or receiving disability benefits, with a clear rent account, living in 1 or 2 bedroom properties.

Key partners

- Essex Police
- West Essex Clinical Commissioning Group
- Voluntary Action Epping Forest
- Private landlords
- Essex Fire and Rescue Service
- Essex County Council
- Better Care Fund
- Housing associations

Chapter 8

Housing in the Private Sector

Aim

To provide good quality housing in the private sector through the provision of advice and assistance, including financial assistance where appropriate, and to ensure that minimum housing standards are met through positive engagement with owners and landlords, taking enforcement action where necessary.

Objectives

- a) Take action to ensure that the condition of privately rented accommodation meets the standards required by legislation and good practice;
- b) Deal with complaints of harassment and illegal eviction to ensure that tenants can live safely in their homes and to take enforcement action against landlords where necessary;
- c) Pro-actively identify, survey and license all houses in multiple occupation (HMOs) and take appropriate action to ensure adequate standards are met for fire safety, provision of amenities, management, repair and occupancy levels;
- d) License any new park home sites and carry out annual site inspections of all existing sites, to ensure compliance with site licence conditions; and
- e) Work with the horticultural industry to ensure living conditions for on-site worker accommodation are safe and to an acceptable standard for permanent occupation.

Key issues

Private renting

The number of people renting in the private sector is increasing nationally and locally. The high cost of buying a home and the shortage of social housing means many families have to rent privately in the medium to long-term. There are now more than 9 million people renting privately in England; the private rented sector makes up 18 per cent of all households in England. Nearly 50% of the growth in the private rented sector in the last two years has come from families with children and almost half of tenants are aged 35 years and over.

The Office for National Statistics (ONS) data for 2011 shows that 11% of Epping Forest District Council residents live in privately rented accommodation, which is less than the national average. Assuming the District is following national trends, this figure is likely to increase in the years ahead.

The Council's last Private Sector House Condition Survey undertaken in 2011 estimated that around 50% of properties in the private rented sector and around 21% of owner-occupied

properties did not meet the Government's Decent Homes Standard. It was also estimated that around 24% of privately rented and around 11% of owner-occupied properties have at least one significant hazard under the national Housing Health and Safety Rating System (HHSRS) that is likely to affect the occupier's health and safety.

With the increasing demand for private renting, it is important to try to ensure that property conditions in the private rented sector are as good as possible and at least meet minimum standards to protect the health and safety of occupiers, many of whom are vulnerable.

The Council responds to complaints from tenants about their property conditions and enforces standards where necessary. Enforcement action is always carried out in accordance with the [Regulators' Code](#) and the Council's [Private Sector Housing Enforcement Policy](#).

The Housing and Planning Act 2016 introduces new enforcement tools for local authorities to improve conditions in the private rented sector and, in particular, to deal with rogue landlords and lettings agents that flout the law. This includes the introduction of civil penalty notices as an alternative to prosecution. Therefore, the Council will be updating its Private Sector Housing Enforcement Policy later in 2017/18. A staged approach is taken to enforcement wherever possible, to ensure that solutions are initially sought through advice, co-operation and agreement. However, where this is not successful, some cases require formal action, which may ultimately lead to prosecution or other summary action.

On average, the Council responds to around 280 complaints each year from tenants regarding their property conditions, which generally result in formal action being taken in around 10 cases each year.

The Council wants to work proactively with landlords. Therefore, a survey was carried out in 2016 with all known private landlords operating in the District to establish how best to keep them informed and updated on relevant issues. The survey revealed that 53% of landlords own only one or two properties and nearly 40% considered themselves to be inexperienced landlords. The Council intends to introduce a new service shortly to enable landlords to access an online resource of information on topical issues such as new legislative requirements and be signposted to other websites for additional information.

Harassment and illegal eviction

The overwhelming majority of landlords are reputable and behave in a professional manner. However, there are a small proportion of landlords who neglect their properties and exploit their tenants. While good landlords can have an extremely positive impact on the lives of their tenants, the small minority of bad landlords can have an equally negative impact.

The Council tries to address complaints of harassment and illegal eviction from tenants about their landlords. These complaints are taken very seriously and the penalties on successful prosecution include a heavy fine and possible imprisonment. Most cases can be resolved informally, so that the tenant can remain safely in their home but, on rare occasions, the matter is escalated and enforcement is necessary.

Houses in multiple occupation (HMOs)

As the availability of affordable housing becomes further stretched, more people (including families) are looking towards living in shared accommodation, such as bedsits. Houses in multiple occupation (HMOs) tend to attract the most vulnerable people and the accommodation often tends to be of relatively low quality - because it involves some sharing

of amenities (such as washing, toilet and kitchen facilities) and relies on good landlord management, which is not always in place. It is recognised nationally that a small but significant number of 'rogue' landlords exploit their tenants by renting sub-standard and dangerous accommodation to vulnerable tenants, sometimes in overcrowded conditions.

The Government is committed to raising standards in HMOs and, later in 2017, proposes to extend the existing mandatory licensing scheme that currently tackles the highest risk HMOs (being 3 storeys or more), to include all HMOs occupied by five or more people living as two or more households. Licensing is an effective tool for controlling the standards in HMOs to ensure that there are adequate amenities for the number of occupiers and fire safety measures in place and to limit the number of occupiers to prevent overcrowding.

Currently there are only 13 licensed HMOs in the District. A programmed survey of possible HMOs is currently being carried out to determine those properties that require a licence under the existing regime, but have not applied for one, and those properties that do not currently require a licence, but will need to apply for one when the new licensing regime is introduced.

It is an offence to operate a licensable HMO without a licence or, where an HMO is licenced, for the property to be in breach of one or more licence conditions. Enforcement action will be taken against landlords that are found to be operating a licensable HMO without a licence and who do not then take the appropriate steps to ensure their property is appropriately licenced.

In view of the significantly increased numbers of HMOs that will need to be licenced, and breaches enforced, increased number of environmental health officers will be required, funded from the increased income received from the charges that the Council is able to make for its licensing functions.

Park home sites

There are currently seven commercially-run residential park home sites in the District. The Council has a licensing function to ensure the health, safety and welfare of residents on the sites and also to protect them from any harassment or illegal eviction by site owners.

Park homes are commonly occupied by older people who have downsized to smaller, more affordable, housing. The Mobile Homes Act 2013 was introduced to address the problem that a small, but significant, number of site owners nationally were abusing their power to take advantage of, and discriminate unfairly against, certain residents - particularly those that were older and more vulnerable.

The Act introduced a number of important provisions to be enforced by local authorities against site owners, including:

- Strengthening the councils' harassment powers in relation to withdrawing or withholding services;
- Making it an offence to unfairly block the sale of a home to a potential purchaser;
- Simplifying the enforcement procedure for local authorities where a breach of a site licence condition occurs; and
- Introducing the requirement that site rules, where they exist, are fair, non-discriminatory and are only introduced following a full consultation with residents.

The Act also allows local authorities to charge for this licensing function and the Council has a fee-charging regime based on the size of the park home site. A charge is made for any

new site licence applications but, more importantly, an annual fee is chargeable to existing sites (depending on site size) which covers the costs of a full annual site inspection and the time taken dealing with complaints regarding site conditions that may occur during the year.

Nursery worker accommodation

Employees on horticultural nursery sites in the District often live and work on the sites for the growing season, in temporary accommodation, before leaving to work elsewhere in the winter months. However, concerns have arisen that some people are living and working on sites permanently (in breach of planning rules), including families with young children, in accommodation that is poor and unsafe.

The Council undertook a survey in 2015, which involved carrying out site inspections and interviewing site owners and occupiers where possible. It was found that 59 of the 73 commercial growing sites identified had employees that also lived in accommodation on site, on a permanent basis – with several sites that included families with young children.

The type of accommodation varied but, typically, the worst conditions were most commonly found in holiday-style caravans that presented issues such as severe risks of fire and explosion, electrocution, excess cold, insanitary drainage and poor drinking water quality. There were also concerns around overcrowding and the safety of young families living in inadequate accommodation on commercial sites.

In response, the Council set up a Nursery Worker Accommodation Task Group, bringing together existing services involved with the nursery worker community, to address a number of issues including:

- The Council's longer term planning objectives for the industry;
- Bringing the accommodation, amenity and environment for nursery employees and their families up to an acceptable standard; and
- Significantly improving the drinking water and drainage supply to the sites which, in many cases, is seriously defective.

A consultation exercise has taken place on local accommodation standards proposed by the Council and there has been a meeting between representatives of the Council, Lea Valley Growers Association, National Farmers Union and a small number of site owners to discuss how the requirements regarding planning, accommodation standards (including drinking water supply and drainage provision) can best be met within reasonable timescales.

The long-term objective is to work with the industry to agree an acceptable standard of accommodation for the permanent occupancy of workers on the nursery sites. In the meantime, the Council will continue to monitor conditions and enforce improvements if it is found that conditions are such that residents' health and safety is at serious risk.

Discretionary housing assistance

In addition to Disabled Facilities Grants, the Council provides discretionary financial assistance to private sector residents by way of:

- **Decent Homes Repayable Assistance** - means tested, repayable grants of up to £10,000 for work to bring properties up to the Decent Homes Standard. Applicants must be:

- At least 60 years of age;
 - Chronically sick or disabled; or
 - Be a household with dependent children.
- **Small Works Repayable Assistance** - means tested, repayable grants of up to £3,000 (to the same category of people as for Decent Homes Repayable Assistance) for work to:
 - Rectify a significant hazard under the Housing Health and Safety rating System (HHSRS);
 - Rectify any disrepair likely to damage the fabric of the property; or
 - Improve thermal comfort.
 - **Empty Homes Repayable Assistance (EHRA)** - loans of up to £10,000 (repayable on sale or disposal) to owners of long-term empty properties that intend to reside in the property themselves.

The types of assistance available and the eligibility criteria of each are set out in the [Housing Assistance Policy 2015-2017](#).

Fuel poverty

The Council carried out a [Private Sector House Condition Survey](#) in 2011 which indicated that 14% of occupiers in the private sector in the District were in 'fuel poverty'. At that time, the definition of fuel poverty applied to occupiers of dwellings where 10% of their net household income would need to be spent to give an adequate provision of warmth and hot water.

The Government's definition of fuel poverty changed in 2013 to households that have to spend more than a median amount on fuel to keep their home at a reasonable temperature and if spending that amount puts their remaining income below the poverty line.

Although it is considered, nationally, that there has been a reduction in the number of fuel-poor households under the new definition, the Council has no current data on the numbers and locations of fuel-poor households in the District. Without this data, it will be impossible to take a targeted approach to meet the Government's objective of ensuring that as many homes as is reasonably practicable achieve a minimum energy efficiency rating of B/C by 2030.

The Council is therefore undertaking a desktop exercise to collect information, which will hopefully result in a source of data from which fuel-poor households can be identified, and targeted, in order to improve their ability to heat their homes at reasonable cost.

Key partners

- Essex County Fire and Rescue Service
- Essex County Council
- Lea Valley Growers Association and National Farmers Union
- West Essex Clinical Commissioning Group

Chapter 9

Empty Homes in the Private Sector

Aim

To bring long-term empty properties back into use and, in so doing, increase the supply and range of housing, enhance the environment, help tackle homelessness and help reduce anti-social behaviour.

Objectives

- a) Make effective use of information on empty homes within the District;
- b) Maintain effective partnership working within the Council and with external partners to support empty homes initiatives;
- c) Raise awareness of the issues associated with empty homes in the District and encourage action to bring them back into use;
- d) Offer financial assistance where applicable to renovate empty properties so that they are in a condition suitable for occupation;
- e) Enhance the character of the local community through the improvement and re-use of empty homes; and
- f) Take enforcement action to bring empty homes back in to use, where appropriate and where resources permit.

Key issues

Introduction

Recent governments and the Council have recognised the value of reducing the number of empty properties, as part of an overall ambition to provide additional homes.

In order to achieve this, various incentives and options have been introduced nationally, to encourage local authorities to take positive action. These include the New Homes Bonus (which rewards councils for bringing empty properties back into use) and allowing councils local flexibility to charge up to 50% extra council tax on property that has been unoccupied and unfurnished for two years or more.

This, together with an upturn in the housing market following the financial crisis in 2008, has contributed to a marked reduction in empty properties both nationally and locally. The official statistics on empty homes for England show that the recorded figures for the total number of empty homes peaked in 2008 at 783,119 but dropped to 448,999 by 2015.

The Council maintains a database of empty homes using information from council tax and other areas of the Council, supported by information from owners and other individuals. This information is used to prioritise empty homes for action where required. This data shows a similar downward trend locally in the District, as shown in Table 9.1 below.

Table 9.1 Total numbers of empty homes in Epping Forest District (2008-2017)

Status	2008	2014	2015	2017
All empty homes	1,500	1,391	607	706
All long-term empty homes (for more than 6 months)	611	431	347	436
Empty more than two years	Not recorded	124	122	129

The Council seeks to effectively publicise the opportunities there are to help bring empty properties back into use and to encourage property owners to take these up. Communities are also made aware of the role that the Council can play.

Approach to service delivery

In order to develop an effective strategy for dealing with empty properties, it is important to understand why properties are left empty for long periods of time, so that time and resources can be better directed to tackle those issues that prevent homes being returned to use more quickly.

Common reasons why properties are not returned to use when they are empty have been identified (both nationally and locally) as:

- A previously rented property now needs refurbishment before it can be let again and the landlord is unable to finance this;
- A property has been inherited on the death of the owner and it has not been possible to reach a decision quickly on what to do with it;
- Properties that have been bought to refurbish and the work is taking a long time to complete;
- Properties that are being held empty as an investment or to pass on to their children. There are some very high value properties in the District that have been empty for more than two years;
- The property owner has died but probate has not been granted for a variety of reasons (such that it is not being progressed because it is not in the financial interest of the person that will inherit the estate); and
- Flats over commercial units can be difficult to occupy by anyone other than the owner of the commercial element, either for security reasons (for example, a pharmacy) or suitability (such as a pub). However, if the owner resides elsewhere, the flat stays empty.

While it is recognised that any empty property can be a problem, and therefore all owners of long-term empty properties should be pursued, it is sensible to concentrate limited time and resources on those properties that have been empty for the longest time.

Evidence shows that a significant number of properties in the District identified as long-term empty (i.e. those that have been empty for six months), come back into use within two years. Therefore, in considering the Council's priorities for action, the focus of more significant work is on those properties that have been empty for more than two years, or are the subject of

complaint. In these cases, the Council risk-assesses properties to produce a target list for focused action based on an annual process of prioritisation.

The aim to reduce the number of empty properties must be balanced against the fact that it is not an offence to leave a property empty. In the first instance, the Council's strategy is to try and engage with property owners in a positive and co-operative way to encourage them to return their property to use, helping them find solutions and offering financial support where appropriate. This may be through:

- [The Council's PLACE \(Private Leasing Agreements to Convert Empties\) Scheme](#) - which is administered by a consortium of 5 local authorities, including the Council. The Scheme provides financial assistance to owners of long-term empty properties that need renovation before they can be brought back in to use; or
- [Empty Homes Repayable Assistance](#) – which is a loan provided by the Council, of up to £10,000 (repayable on sale or disposal), to owners of long-term empty properties that intend to reside in the property themselves.

However, the Council will take enforcement action where the consequences of the property being left empty may give rise to issues that justify this. The process followed is set out in the Council's [Housing Service Strategy on Empty Homes in the Private Sector](#). Enforcement action is always carried out in accordance with the [Regulators' Code](#) and the [Private Sector Housing Enforcement Policy](#), which is regularly updated.

Empty homes are prioritised for action if they are problematic in their local neighbourhoods (e.g. through anti-social behaviour) and could meet particular housing need;

Types of enforcement action considered are:

- [Compulsory Purchase Orders](#) - local authorities have the power to acquire land and property compulsorily where the owner is not willing to sell by agreement.
- [Empty Dwelling Management Orders \(EDMOs\)](#) - allow local authorities to take management control of certain empty properties for a period of up to seven years during which time the owner retains ownership.
- [Enforcing improvements to the property](#) - various statutory provisions (such as the Housing Act 2004) are available where a property is defective or causing nuisance to others. The action may not in itself lead directly to the property being brought back into use but it may focus the mind of the owner.
- [Enforced Sale](#) - the Law of Property Act 1925 gives local authorities the power to enforce the sale of a property on which it has a registered debt. The debt is recovered from the proceeds of the sale.

Key partners

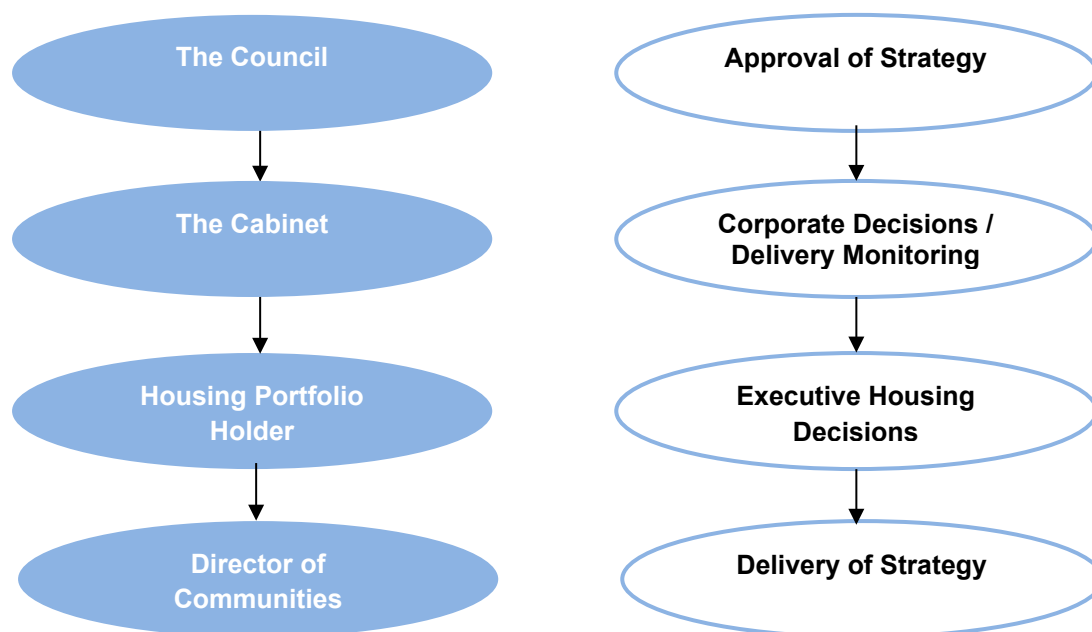
- [Consortium for the PLACE Scheme \(Chelmsford City Council, Harlow Council, Uttlesford District Council, East Herts District Council and Hertsmere Borough Council\)](#)
- [Genesis Housing Association](#)

Chapter 10

Monitoring delivery of the Strategy

Framework for delivering the Strategy

In view of its strategic importance, this Housing Strategy was adopted by the Council's Cabinet, following pre-scrutiny by the Council's Communities Select Committee. However, responsibility for the delivery of the strategy rests with the elected Housing Portfolio Holder and the Director of Communities. The decision-making hierarchy can be summarised as follows:



Key Action Plans

An important part of this Housing Strategy is its Key Action Plan. The Housing Strategy's first Key Action Plan is attached as an Appendix.

For each of the actions, the Action Plan sets out:

- The relevant category;
- The person responsible; and
- Target date for completion.

Subsequent Key Action Plans will be produced on an annual basis and will be approved by the Housing Portfolio Holder, on the recommendation of the Communities Select Committee, who will consider the Draft Key Action Plan in detail.

Reviewing and monitoring the Housing Strategy and Key Action Plan

Progress on the Housing Strategy Key Action Plans will be formally monitored by the Communities Select Committee every six months.

The Housing Strategy itself will be reviewed during 2022, or earlier if the need for significant revisions is identified.

Appendix

Housing Strategy Key Action Plan 2017-18

No	Category	Action	Responsibility	Timescale
1	Affordable Housing	Work in partnership with Epping Town Council and a development partner to commence a regeneration scheme for the St Johns Area of Epping, which includes an appropriate amount of market and affordable housing.	Director of Neighbourhoods	September 2018
2	Affordable Housing	Develop and promote the Council's Self and Custom Build Register and work in partnership with East Herts, Uttlesford and Harlow Councils to pool Community Housing Funding from the Government, to undertake a joint project to consider all aspects of community-led housing, including self and custom build and Community Land Trusts	Director of Communities	July 2018
3	Affordable Housing	Appoint a new Affordable Housing Officer for an initial 3-year period, to provide additional capacity to respond to increased planning applications for affordable housing as a result of the Local Plan and to undertake the additional work to develop the Council's approach to self and custom build housing	Director of Communities	July 2018
4	Affordable Housing	Work with housing associations and developers to complete the development of 175 new affordable homes, with planning permission, for rent and shared ownership at the following non-Council owned sites: a) Knollys Nursery, Waltham Abbey 63 homes b) Fyfield Research Park, Ongar 44 homes c) Hillhouse Independent Living Scheme, Waltham Abbey 24 homes d) Barnfield, Roydon 11 homes e) Stoneshot Farm, Waltham Abbey 10 homes f) Netherhouse Farm, Waltham Abbey 8 homes g) Happy Grow Garden Centre, Thornwood 8 homes h) Institute Road, Coopersale 6 homes i) Esperanza Nursery, Stapleford Abbots 1 home	Director of Communities	September 2018

No	Category	Action	Responsibility	Timescale
5	Affordable Housing	Re-tender the contract for the provision of specialist affordable housing viability advice.	Director of Communities	March 2018
6	Affordable Housing	Review and revise the Council's Tenancy Policy to implement the introduction of 5-year fixed term tenancies for all new tenants, to meet the requirements of the Housing and Planning Act 2016 and subsequent Government Guidance.	Assistant Director (Housing Operations)	July 2018
Page 96 8	Affordable Housing	Review and revise the Council's Housing Allocations Scheme, to ensure that Council and housing association accommodation continues to be targeted at those assessed as being in the most need.	Assistant Director (Housing Operations)	July 2018
	Affordable Housing	Increase the number of Preferred Housing Association Partners, to ensure that there are a sufficient number of social landlords operating in the District to deliver the number of affordable homes required by the Local Plan.	Director of Communities	December 2017
9	Affordable Housing	Prepare for the sale of "high value" Council properties to fund the proposed levy to the Government to meet the requirements of the Housing and Planning Act 2016.	Assistant Director (Private Housing & Communities Support)	April 2018

No	Category	Action	Responsibility	Timescale
10	Affordable Housing	Continue to work with Hastoe Housing Association and Parish Councils to investigate the development potential for rural housing schemes in villages, through the Council's Rural Planning Exceptions Policy.	Director of Communities	September 2018
11	Council Housebuilding	Complete the development of 51 new affordable homes for rent at Burton Road, Loughton, under Phase 2 of the Council's Housebuilding Programme.	Assistant Director (Housing Property & Development)	June 2018
12	Council Housebuilding	Complete the development of 34 new affordable homes for rent at North Weald, Ongar, Epping and Coopersale, under Phase 3 of the Council's Housebuilding Programme.	Assistant Director (Housing Property & Development)	September 2018
13	Council Housebuilding	Market and sell the Council-owned development site at Pyrles Lane Nursery, Loughton with a requirement that the required 40% affordable homes are sold to the Council on practical completion for letting to applicants on the Council's Housing Register.	Assistant Director (Housing Property & Development)	March 2018
14	Council Housebuilding	Obtain additional loans from the Public Works Loan Board to fund Phases 4-6 of the Council Housebuilding Programme.	Director of Resources	March 2018

No	Category	Action	Responsibility	Timescale
15	Homelessness	Undertake a pilot scheme to provide 3 modular units of temporary accommodation at Norway House, North Weald to accommodate 6 single vulnerable homeless households and review the success of the pilot scheme after 12 months' occupation.	Director of Communities	Pilot Scheme – December 2017 Review – December 2018
16	Homelessness	Review the success of placing 3 homeless households at Zinc Arts, Ongar, for a trial period to consider if further placements should be made for homeless households.	Assistant Director (Housing Operations)	September 2017
17	Homelessness	Review the level of staffing resources required to meet the new duties of the Homelessness Reduction Act 2017.	Assistant Director (Housing Operations)	March 2018
18	Homelessness	Produce a new Draft Homelessness Strategy, ready for consultation.	Assistant Director (Housing Operations)	March 2018
19	Homelessness	Identify and commission an appropriate organisation to arrange for support workers to visit rough sleepers, provide advice and arrange short term night shelter accommodation.	Assistant Director (Housing Operations)	October 2017
20	Homelessness	Increase the staffing levels at Norway House, the Council's Homeless Persons Hostel in North Weald, by 0.5FTE to assist with increased workloads and improved on-call coverage.	Housing Options Manager	September 2017

No	Category	Action	Responsibility	Timescale
21	Homelessness	Undertake a further review of the Council's Flexible Homelessness Support Grant, to ensure that it is used to meet the highest priorities of need	Assistant Director (Housing Operations)	December 2017
22	Homelessness	Consider the provision of shorter (2-year) non-secure fixed term tenancies to homeless households accommodated in Council properties, with a clear requirement for the tenants to find alternative accommodation during the tenancy period, as part of the review of the Housing Allocations Scheme	Assistant Director (Housing Operations)	July 2018
Page 99	Supported Housing – Older & Other Vulnerable People	Progress the Key Action Plan from the Council's study into the Impact of an Ageing Population in the Epping Forest District.	Assistant Director (Community Services & Safety)	July 2018
	24 Supported Housing – Older & Other Vulnerable People	Undertake a review the Council's sheltered housing assets with a view to remodelling or redeveloping sheltered housing sites that are no longer fit for purpose.	Director of Communities	March 2018
	25 Supported Housing – Older & Other Vulnerable People	Undertake a review of the Council's Sheltered Housing Service in order to determine the most appropriate approach to future delivery.	Assistant Director (Housing Operations)	July 2018

No	Category	Action	Responsibility	Timescale
26	Supported Housing – Older & Other Vulnerable People	Work with Essex County Council to facilitate the provision of a new Independent Living (Extra Care) scheme for older people at Hillhouse, Waltham Abbey, comprising both market housing and affordable rented homes.	Director of Communities	September 2018
27	Private Sector Housing	Deliver the Action Plan formulated by the Nursery Workers Accommodation Working Party to regularise the living accommodation on horticultural sites from a planning, housing and public health perspective. This will include granting planning permissions and issuing site licences where appropriate and carrying out enforcement where necessary.	Assistant Director (Private Housing & Communities Support)	June 2018
28	Private Sector Housing	Introduce a new service to provide an on-line resource of information on topical issues for private landlords.	Private Housing Manager (Technical)	September 2018
29	Private Sector Housing	Prepare for the Government's proposed extension of the mandatory licensing scheme for houses in multiple occupation (HMOs), including the recruitment of sufficient additional environmental health officers to respond to the increased workload.	Assistant Director (Private Housing & Communities Support)	June 2018
30	Private Sector Housing	Undertake a desktop exercise to provide a source of data to identify and target fuel-poor households, to provide information on improving their ability to heat their homes at a reasonable cost.	Assistant Director (Private Housing & Communities Support)	June 2018

**For alternative formats contact
housinginfo@eppingforestdc.gov.uk, 01992 564041**

September 2017



Report to the Cabinet

Report reference: C-016-2017/18
Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Housing
Subject: Flexible Homelessness Support Grant
Responsible Officer: Roger Wilson (01992 564419)
Democratic Services: Gary Woodhall (01992 564470)

Recommendations:

(1) That the remainder of the Government's Flexible Homelessness Support Grant be used as follows:

(a) an additional £80,000 in 2017/2018 and £80,000 in 2018/2019 for further rental and damage deposit guarantee loans;

(b) the re-introduction of the Preventing Repossession Fund with a budget of £40,000 in 2017/2018 and £65,000 in 2018/2019;

(c) three additional single homeless applicant (or parent and child applicant) placements at the Zinc Arts Project at a cost of around £3,000 for the remainder of 2017/2018, and providing there are no concerns, a further 3 placements are made from April 2018 (making nine in total) at a cost of around £6,000 in 2018/2019;

(d) a budget of £8,000 in 2017/2018 and £8,000 in 2018/2019 to provide landlord incentive payments, in partnership with Genesis Housing Association, of £2,000 per property, paid on the basis that the property is available to the Council's homeless applicant for a minimum period of 2 years; and

(e) an additional budget of £8,000 in 2018/2019 to enable the appointment of an external company to provide specialist services to rough sleepers in the District; and

(2) That a further report be submitted to the Cabinet should any additional grant be received from Government in order to provide financial support to help meet new duties under the Homelessness Reduction Act 2017.

Executive Summary:

The Council has received a new Government Flexible Homelessness Support Grant (the Grant) which is required to be ring fenced to be used on homelessness services in the sum of £277,000 in 2017/2018 and will receive £313,000 in 2018/2019. At its meeting on 15 June 2017 (Minute 10 refers), the Cabinet agreed a number of initiatives for the initial use of the Grant. The Housing Portfolio Holder has held initial discussions with Officers and makes the above recommendations for the use of the remainder of the Grant.

Furthermore, following the Homelessness Reduction Act 2017 receiving Royal Assent on 27 April 2017, Officers have been informally advised that the Government is working towards an April 2018 commencement. Under the Act there will be considerable additional duties placed upon authorities nationally to prevent and reduce homelessness. Due to the additional duties and the burdens being placed on authorities, the Government has announced that it will be providing financial support to help meet with the new duties. It is recommended that a further report be submitted to the Cabinet should any additional grant be received from Government in order to provide financial support to help meet with new duties under the Homelessness Reduction Act 2017.

Reasons for Proposed Decision:

In order that the Cabinet can consider the use of the remainder of the Government's Flexible Homelessness Support Grant.

Other Options for Action:

- (i) Not to consider the use of the remainder of the Government's Flexible Homelessness Support Grant.
- (ii) To agree alternative options for the use of the remainder of the Government's Flexible Homelessness Support Grant.
- (iii) Not to receive a further report on the use of any further Government grant funding received as a result of the introduction of the Homelessness Reduction Act 2017.

Report

The Government's new Flexible Homelessness Support Grant

1. The Government's new Flexible Homelessness Support Grant (the Grant) replaces the former Department of Work and Pensions (DWP) Temporary Accommodation Management fee funding, which was provided to meet the costs of local authorities' management fees paid to Housing Associations to let and manage private sector accommodation for homeless families. The Government wants to "encourage local authorities to spend money on stopping homelessness instead of on costly temporary accommodation." It has therefore abolished paying management fees and provided instead a "lump sum" in order for authorities to tackle homelessness in more flexible and creative ways.

2. Under the Grant (which is required to be ring fenced to be used on homelessness services), the Council received £277,000 in 2017/2018 and will be receiving £313,000 in 2018/2019, compared to around £60,000 per annum previously received under the Temporary Accommodation Management funding.

Initial Use of the Support Grant

3. At its meeting on 15 June 2017 (Minute 10 refers), the Cabinet agreed that a proportion of the grant be used to fund the initiatives set out in the following table:

Initiative	Expenditure (£) 2017/2018	Expenditure (£) 2018/2019
Cost of Management Fees to Genesis Housing Association to provide private rented accommodation to homeless applicants	60,000	60,000
Cost of the Council's Housing Related Support charges at the Young Parent's Scheme Railway Meadow, Ongar	29,000	29,000
Funding already agreed by Cabinet on Homelessness Initiatives	43,500	43,500
Funding of the part-time (18 hours) Deputy Hostel Manager already agreed by the Housing Portfolio Holder	13,700	13, 700
Total Cost	146,200	146,200
Grant Balance	130,800	166,800

4. As can be seen, this results in a balance of approximately £131,000 in 2017/2018 & £167,000 in 2018/2019.

Use of the Remaining Flexible Homelessness Support Grant

5. The Housing Portfolio Holder has held initial discussions with Officers and recommends to the Cabinet the following use of the remainder of the Grant.

Rental Loans and Damage Deposit Guarantees

6. At its meeting on 3 December 2015 (Minute 113 refers), the Cabinet agreed on the recommendation of the Finance and Performance Management Cabinet Committee that "Invest to Save" funding of £30,000 per annum for three years (commencing 2016/2017) be used to provide rental loans and damage deposit guarantees to homeless applicants. This would reduce the number of applicants being placed in costly bed and breakfast and other temporary accommodation.

7. However, priority was to be given to landlord deposit loans held by a third party on behalf of the Council as they were more likely to be recovered. Officers were unable to

identify landlords who would enter into such arrangements as it was very complicated to have the loans held on behalf of the Council (rather than being lodged with a third party by the landlord) as it would require the Council to be named on tenancy agreements which was considered to be inappropriate.

8. As a result, at its meeting on 2 February 2017, (Minute 130 refers) the Cabinet agreed that the existing Invest to Save Funding of £90,000 over three years from 2016/2017 be used for providing applicants with a rental loan of 4 weeks rent to meet the costs of rental loans to assist them in securing accommodation in the private rented sector and/or a damage deposit guarantee in accordance with LHA rates (but lodged with a third party by the landlord). As none of the funding was able to be spent in 2016/2017 due to the reasons set out in Paragraph 7 above, the budget was carried forward resulting on £60,000 being available in 2017/2018 and £30,000 available in 2018/2019. Applicants are required to repay loans on an interest free basis over 36 months, thereby re-cycling the budget to enable others to benefit from the Scheme in the future.

9. Using the funding in this way has assisted the Council with preventing homelessness. In the period April-August 2017, 44 cases were prevented at a cost of £56,000. All of those cases assisted would otherwise have potentially been placed in either costly bed and breakfast, Hostel or non-secure Council accommodation.

10. Due to the effectiveness of the Scheme in preventing homelessness, it is recommended that an additional £80,000 in 2017/2018 and £80,000 in 2018/2019 is provided for further rental loans and damage deposit guarantees funded from the remainder of the Grant.

Preventing Repossession Fund

11. The Council received a grant of £47,500 from the Communities and Local Government (CLG) at the end of June 2009, to enable the Council to provide small loans to families at risk of homelessness through repossession or evictions. In March 2012, a further grant of £30,000 was received as part of a preventing re-possession national allocation. The Government issued guidance at that time on the use of the grant.

12. Under the Guidance, financial assistance through small interest free loans ranging from £1,000 to £3,000 per household was available interest free repayable over a period of an average of three years depending on the amount of the loan. The funding was used to assist residents in all forms of tenure that are struggling with their rental payments and face eviction. Only households who, following investigations, are found to be genuinely unable to pay their rent or mortgage due to "income shock" caused by loss of earnings where there is no history of previous arrears, were able to benefit and were only agreed when the recipient was prepared to act on debt advice to make repayments more affordable following the intervention of an advisor.

13. The most common reason for acceptances of homelessness is due to the termination of Assured Short-hold Tenancies leading to the loss of private rented accommodation. Although there were a large number of cases where homelessness was prevented there were the following acceptances:

- 17 due to loss of private rented accommodation in 2015/2016;
- 11 due to the loss of private rented accommodation in 2016/2017;
- 12 due to mortgage arrears, local authority or housing association rent arrears in 2015/2016; and
- 6 due to mortgage arrears, local authority or housing association rent arrears

in 2016/2017

14. Such acceptances may have been avoided if preventing re-possession funding was in place.

15. Therefore, due to the potential for preventing homelessness (and homelessness acceptances) because of risk of possession or evictions, it is recommended that the Preventing Repossession Fund is re-introduced under the same conditions as previously funded from the remainder of the Grant with a budget of £40,000 in 2017/2018 and £65,000 in 2018/2019.

Zinc Arts, Ongar

16. Zinc Arts is a charity and offers a programme of accredited courses to those who struggle with mainstream education to make tangible achievements that help them into work. It promotes arts engagement by hosting exhibitions with publically accessible performances in its theatre within their building. They also have a restaurant on site and a cinema facility.

17. Also on site is a residential block, comprising 25 units which were originally designed for the use of students attending Zinc Arts' programmes. However, as there was limited interest from such students many of the rooms remain empty. Following the recent receipt of planning permission, it is the intention of Zinc Arts to let them to people who require support as a "health and wellbeing" project with a Duty Manager on-site 24 hours a day, 7 days a week.

18. The Council discussed with Zinc Arts a proposal that the Council uses some of the available accommodation for either single or parent and child homeless applicants. Officers (and later the Housing Portfolio Holder and Ward Members) visited the site and found that the accommodation is of a good standard and would be suitable for this purpose, thereby reducing B&B costs for better accommodation.

19. The licence charge for each unit is £735 per month which includes the provision of bed linen, towels and cleaning. Under Housing Benefit rules the Local Housing Allowance (LHA) rates varies for those under and over 35 years of age. The LHA is the maximum amount of housing benefit that can be provided to occupants. The following table sets out the annual savings to the General Fund for each unit based on the age of the applicant:

Homeless applicants <u>under</u> 35 years of age				
Licence charge for unit per annum (£)	Local Housing Allowance per unit per annum (£)	Council's top-up Charge per unit per annum (£)	Cost of B&B per room per annum (£)	Annual saving to the Council per unit per annum (£)
8,820	3,648	5,172	8,280	3,108
Homeless applicants <u>over</u> 35 years of age				
Licence charge for unit per annum (£)	Local Housing Allowance per unit per annum (£)	Council's top-up Charge per unit per annum (£)	Cost of B&B per room per annum (£)	Annual saving to the Council per unit (£)
8,820	6,948	1,872	8,280	6,408

20. On 5 April 2017, the Housing Portfolio Holder made a decision that initially the Council entered into an Agreement with Zinc Arts, Ongar to place three of the Council's single (or parent and child) homeless applicants over 35 years of age at the accommodation on a three month pilot basis. The top-up cost of around £1,400 have been met from the Government's Flexible Homelessness Support Grant making an overall saving to the General Fund of around £4,800 if all 3 applicants are placed there for the full 3 month period.

21. Following completion of the three month pilot no concerns have been raised by either Zinc Arts, local residents or the applicants themselves.

22. Due to the success of the Scheme and the substantial savings to the General Fund of costly bed and breakfast accommodation, it is recommended that an additional three placements are made immediately at a cost of around £3,000 for the remainder of 2017/2018 and, providing there are no concerns, a further 3 placements are made (making nine in total) at a cost of around £6,000 in 2018/2019 funded from the remainder of the Grant. If nine homeless applicants over the age of 35 years are placed there this would result in a saving to the General Fund of up to a maximum of £57,600 per annum.

Housing Association Leasing Direct (HALD) Scheme

23. The Council set up a Housing Association Leasing Direct (HALD) scheme with Genesis Housing Association in July 2010. The Council are currently assisting 17 households in accessing private rented accommodation under the scheme through nominations made by the Homelessness Prevention Team. As these households may have been found to be homeless and owed a full duty and could well have been placed in costly bed and breakfast accommodation for a period, the HALD scheme is an important resource and brings savings to the Council. Those referred must be eligible for full housing benefit in order to qualify for assistance, with the household being able to remain in the property for 2 years under an assured short-hold tenancy.

24. The Council currently pays management fees of around £55,000 per annum to Genesis Housing Association to provide the 17 units of private rented accommodation to some of the Council's homeless applicants, representing a cost of around £60 per week per unit. The amount paid is set in accordance with the DWP's Housing Benefit Subsidy rules.

25. As this is an important part of the Council's homelessness prevention regime it is suggested that the Council, working with Genesis Housing Association, expands the numbers of units of rented accommodation available in this way to assist with preventing homelessness further. However, in order to procure more units of private sector accommodation it will be necessary to offer potential landlords an incentive to offer up their properties in this way. Incentive payments are now becoming commonplace with many authorities paying landlords between £2,000 and £6,000. The Housing Options Manager has had discussions with Genesis Housing Association who have indicated that they may be able to secure more properties if the Council were to offer an incentive of £2,000. It is recommended that a budget of £8,000 in 2017/2018 and £8,000 in 2018/2019 is provided for landlord incentive payments of £2,000 per property, paid on the basis that the property is available to the Council's homeless applicant for a minimum period of 2 years, funded from the Grant.

Funding of Services to Rough Sleepers

26. At its meeting on 2 February 2017 (Minute 130 refers), the Cabinet agreed that a CSB Growth Bid of £2,500 per annum is made from 2017/2018 to fund an external company to provide specialist services to rough sleepers in the District. At its meeting on 15 June 2017 (Minute 10 refers), the Cabinet agreed that this cost be met from the Grant. Officers

have approached various agencies who provide such services all of whom are not able to assist unless there are more funds available. As this is an important service that would provide essential assistance to vulnerable rough sleepers many of whom would be at risk in the District it is recommended that an additional provision of £8,000 is made in 2018/2019 funded from the Grant.

Potential Homelessness Reduction Act Grant funding

27. The Homelessness Reduction Act 2017 received Royal Assent on 27 April 2017 and Government are working towards an April 2018 commencement which will include re-writing the Homelessness Code of Guidance. Under the Act there will be considerable additional duties placed upon authorities nationally to prevent and reduce homelessness.

28. The main proposed additional duties are (in summary) as follows:

- The period that a person can be considered to be threatened with homelessness and if it is likely that they will become homeless is extended from 28 days to 56 days.
- An applicant seeking homeless support would automatically be judged to be homeless once the period specified in a Section 21 Notice expired (which is the standard notice period provided by private landlords to tenants and is recognised as the single biggest cause of homelessness), preventing councils to advise applicants to remain in occupation beyond expiry.
- Placing an emphasis on services preventing homelessness from occurring strengthening the duties on local authorities to provide advice, securing accommodation and other help available.
- Ensuring services meet the needs of groups at particular risk to reflect their complex needs and vulnerabilities.
- Complying with a new Code of Practice (not yet published) that specifies how homelessness services should be run and desired outcomes.
- A duty to carry out an assessment of an applicant's case notifying the applicant of the assessment and the provision of a Personal Housing Plan, including a summary of the applicant's case in order to provide effective support.
- The applicant's right to a Review of their assessment (referred to above).
- The ending of the homelessness duty if the applicant "is unreasonably refusing to co-operate" and is working against and not with the authority and their expectations are realistic.
- The requirement to secure accommodation for at least 12 months for all applicants who the authority is satisfied are eligible for assistance regardless of priority need.

29. Due to the additional duties and the burdens being placed on authorities, the Government has announced that it will be providing financial support to help meet with the consequences of the new duties although levels of funding are not yet clear.

30. It is recommended that a further report be submitted to the Cabinet should any additional Grant be received from Government in order to provide financial support to help meet with new duties under the Homelessness Reduction Act 2017.

Resource Implications:

If the Recommendations are agreed, for ease of reference, the following table sets out the full expenditure against the Grant:

Initiative	Expenditure (£) 2017/2018	Expenditure (£) 2018/2019
Additional rental loans and damage deposit guarantees	80,000	80,000
Preventing Re-possession funding	40,000	65,000
Accommodation at Zinc Arts	3,000	6,000
Landlord incentives through Genesis Housing Association leasing direct	8,000	8,000
Additional funding for services to rough sleepers	Nil	8,000
Sub-Total	131,000	167,000
Amount already agreed (Paragraph 3 in the report refers)	146,000	146,000
Total	277,000	313,000
Grant available	277,000	313,000

There appear to be no Resource Implications on other Directorates

Legal and Governance Implications:

Homelessness Act 1996, as amended by the Housing Act 2002.
Homelessness Reduction Act 2017.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None.

Background Papers:

Homelessness Strategy 2015-2018:

Risk Management:

Continuing to fund homelessness initiatives beyond 2018/2019 should no further Government funding be received.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an appendix to the report.

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity** and **foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Use of the remainder of the Government's Flexible Homelessness Support Grant for: Additional rental and damage deposit guarantee loans to homeless applicants; The re-introduction of the Preventing Re-possession Fund; Additional placements at the Zinc Arts Project; Funding for the provision of landlord incentives to increase the number of properties under the Genesis HALD Scheme; and Increasing the funding in order to provide a specialist service to rough sleepers in the District.
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Provision of temporary/interim/private sector accommodation for Single Vulnerable parents and children Expanded use of accommodation managed by Genesis Housing Association for homeless applicants Providing greater support for rough sleepers Providing loans for those faced with eviction
Relationship with other policies / projects:	EFDC Housing Allocations Scheme – Appendix 4 polices for accommodating

	<p>homeless applicants.</p> <p>HRA Business Plan 2016-17 – the Housing Register is assessed and housing need is reflected in the new build plans</p> <p>EFDC Homeless Strategy 2015-2018</p> <p>EFDC homelessness leaflet 2017</p> <p>EFDC KPI COM004 - How many households were housed in temporary accommodation</p> <p>P1E 2015-16 Q1,2,3,4 homelessness statistics submissions to Government</p>
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Name of senior manager for the policy / project:	Alan Hall, Director of Communities
Name of policy / project manager:	Roger Wilson, Assistant Director (Housing Operations)
Other relevant documentation:	<p>ONS Census Data 2011</p> <p>ONS Subnational population projections for England 2012 – based on 2011 Census</p> <p>Housing Act 1996 – Part VII (amended by the Homelessness Act 2002)</p> <p>Housing Act 1985</p> <p>Homelessness Reduction Act 2017</p> <p>Detailed local authority level homelessness figures: July to Sept 2016 & Apr-Jun.xlsx via www.gov.uk</p>

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>Age</p> <p>Disability</p> <p>Pregnancy and maternity</p> <p>If no, state reasons for your decision:</p>
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Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

Characteristic	Evidence (name of research, report, guidance, data source etc.)	What does this evidence tell you about people with the protected characteristics?

Age	Housing Act 1996 – Part VII amended by the Homelessness Act 2002	<p>Older applicants can be considered to be in priority need 'Homelessness': -The person has no accommodation, anywhere, that is available for occupation and they are legally entitled to occupy; or have accommodation but cannot gain entry to it, or it is a mobile home and there is nowhere to park it; or you have accommodation but it is not reasonable for you to live there; for example if you have been in hospital with a serious health problem and would no longer be able to cope in that property, even with support.</p> <p>Threatened with homelessness if it is likely that you will become homeless within 28 days.</p> <p>If a lack of accommodation forces you to be separated from your family who would normally live with you.</p>
	ONS Census Data 2011	<p>Epping Forest District</p> <p><u>Population & migration</u></p> <ul style="list-style-type: none"> • 18.4% 0-15 years old • 10.1% - 16-24 years old • 32.9% - 25-49 years old <p><u>Age Structure within the district</u></p> <ul style="list-style-type: none"> • 1.2% - 15 years old • 2.5% - 16-17 years old • 2.2% - 18-19 years old • 5.3% - 20-24 years old • 5.3% - 25-29 years old • 20.5% - 30-44 years old <p><u>Population Density</u></p> <ul style="list-style-type: none"> • Essex No. of persons per hectare 3.7% (124,659) East of England - 3.1% (5,846,965.) • England – 4.1 % (53,012,456.) <p><u>Resident population estimate Mid 2014</u></p> <ul style="list-style-type: none"> • 7,200 – 15-19 years old • 7,200 – 20-24 years old • 7,400 – 25-29 years old • 7,800 - 30-34 years old • 8,100 – 35-39 years old • 9,100 – 40-44 years old <p><u>Homelessness (Statutory) 2017</u></p> <p>Total as of 31 March 2017 (all age ranges)</p> <ul style="list-style-type: none"> • Temporary accommodation: -116 • B&B - 31 • Hostel - 45 • Other - 40
	EFDC KPI COM004 - How many households were housed in temporary accommodation	<p>The number of households in temporary accommodation provided under homelessness legislation has increased: - 2016-17 (all age ranges)</p> <ul style="list-style-type: none"> • Q1 – 103 • Q2 – 111 • Q3 – 101 • Q4 - 116

Disability	Local Authority District - Indices of Deprivation via www.gov.uk Mental Health JSNA	<p><u>Mental Health JSNA</u> Page 31</p> <p>“...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems.”</p> <p>Within this document it states:-</p> <p><i>“a survey of 152 homeless people in Essex...” “..the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three.”</i></p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>
	Homelessness (Priority Need for Accommodation) (England) Order 2002	<p>In 2002 an Order made under the 1996 Act extended the priority need categories to include applicants who: -</p> <ul style="list-style-type: none"> • are aged 16 or 17; • are aged 18 to 20 and previously in care, were previously in custody; were previously in HM Forces; or • were forced to flee their home because of violence or the threat of violence.

Pregnancy and maternity	Statutory Homelessness	Priority need groups include households with dependent children and/or a pregnant woman and individuals who are vulnerable in some way. Individuals are classed as vulnerable if they: have mental illness or physical disability; are a young person (16 to 17 years old, or 18 to 20 years old and vulnerable as a result of previously being in care); were vulnerable as a result of previously being in custody; were vulnerable as a result of previously being in HM Forces; or were forced to flee their home because of violence or the threat of violence.
	Statutory Homelessness	Priority need groups include households with dependent children and/or a pregnant woman and individuals who are vulnerable in some way
Gender reassignment	None identified	None identified
Marriage/civil partnership	None identified	None identified

Sexual orientation	None identified	None identified
Staff	None identified	Staff will be re-assured as they will have increased ability to assist homelessness applicants due to the new initiatives

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative

impact, i.e. what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	None identified	
Disability		
Pregnancy and maternity		
Dependents / caring responsibilities	None identified	None identified
Gender reassignment	None identified	None identified
Marriage and civil partnership	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified
Staff	None identified	Note: Staff will be re-assured as they will have increased ability to assist homelessness applicants due to the new initiatives

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	Extended use of Genesis accommodation, increased funding for rental and damage guarantee loans Zinc Arts placements and Preventing Re-possession Funding will assist with being able to provides permanent/temporary accommodation for: - <ul style="list-style-type: none"> homeless young vulnerable adults those with a disability pregnant or with a very young baby 	
Disability		
Dependents / caring responsibilities	Expanding the services set out above will provide much needed accommodation for those with	

	dependents and caring responsibilities	
Gender reassignment	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	The expansion of the services provided to homeless applicants will foster good relations with vulnerable groups	
Disability		
Pregnancy and maternity		
Dependents / caring responsibilities	As above	
Gender reassignment	None identified	
Race / ethnicity	None identified	
Religion or belief	None identified	
Sex	None identified	
Sexual orientation	None identified	
Staff		

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. Providing additional rental and damage deposit guarantee loans	Russell Wallace	N/A
2. Arranging for additional properties through the HALD Schemes with the landlord incentives	Russell Wallace	N/A
3. Monitoring additional placements at ZINC Arts	Russell Wallace	N/A
4. Procuring an external specialist company to provide support to rough sleepers in the District	Russell Wallace	N/A
5. Re-introducing the Preventing Re-possession Fund	Russell Wallace	N/A

Name and job title of officer completing this analysis:	Roger Wilson Assistant Director (Housing Operations)
Date of completion:	5.09.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Alan Hall Director of Communities
Date of authorisation:	19 September 2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	19 September 2017

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

Report to the Cabinet

Report reference: C-017-2017/18
Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Housing

Subject: Epping Forest Citizens Advice Bureau – Extension of Funding for Debt Advisors

Responsible Officer: Roger Wilson (01992 564419)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations:

(1) That the funding of the Epping Forest Citizens Advice Bureau's (CAB) two existing Debt Advisors for a further year be agreed from 1 April 2018 and funded as follows:

- (a) £37,800 from the Housing Revenue Account (HRA); and
- (b) £4,200 from the General Fund District Development Fund (DDF).

Executive Summary:

At its meeting on 19 January 2017 (Minute 39 refers), the Finance and Performance Management Cabinet Committee agreed the funding of the Epping Forest Citizens Advice Bureau's (CAB) two Debt Advisors for 2017/2018. The CAB made a presentation to the Communities Select Committee in January this year on the use and outcomes of all the Council's grant funding. The CAB was due to make a further presentation at the Communities Select Committee on 7 November 2017 but are unable to do so due to the resignation of their District Manager. Both the Housing Portfolio Holder and the Communities Select Committee agreed that a report be submitted directly to Cabinet in order to ensure budget provision is made in the next financial year for the 2 Advisors.

Bearing in mind the reductions in the overall national Welfare Budget there is an increased need for residents to receive continued support around personal budgeting and debt advice. Such advice is very valuable to the Council in both keeping rent arrears low and preventing homelessness. It is therefore recommended that the CAB's Debt Advisors service is extended for a further year from 1 April 2018.

Reasons for Proposed Decision:

To agree to extend the funding of the CAB's two existing Debt Advisors for a further year from 1 April 2018, in order to provide support to residents with personal budgeting and debt advice which will assist the Council in controlling rent arrears and preventing homelessness.

Other Options for Action:

- (i) Not to agree to extend the funding of the CAB's two existing Debt Advisors for a

further year from 1 April 2018.

- (ii) To only extend the funding for one CAB Debt Advisor.
- (iii) To provide funding for more than two CAB Debt Advisors.

Report

1. At its meeting on 19 January 2017 (Minute 39 refers), the Finance and Performance Management Cabinet Committee agreed extending the funding of the Citizens Advice Bureau's (CAB) two Debt Advisors for a further year in 2017/2018.

2. The CAB made a presentation to the Communities Select Committee in January this year on the use and outcomes of all the Council's grant funding. The CAB was due to make a further presentation at the Communities Select Committee on 7 November 2017 but are unable to do so due to the resignation of their District Manager.

3. Both the Housing Portfolio Holder and the Communities Select Committee agreed that a report be submitted directly to Cabinet in order to ensure budget provision is made in the next financial year for the 2 Advisors.

4. Between April and August this year, the CAB Advisors managed debts of around £256,000 and assisted 202 clients. Around 79 (39%) of these clients were Council or Housing Association tenants. The CAB reported further that 587 debt issues were addressed with a total of 1,010 activities being conducted on behalf of clients.

5. The CAB is required under the Agreement to have one Debt Advisor based at the Limes Centre, Chigwell for one half day each week. The CAB have extended this service to 2 half days each week. The CAB has reported that around 159 (41%) of the clients assisted were first seen at the Limes Centre during the 5 month period referred to. Many of these clients make repeat visits and become regular visitors with each appointment lasting for up to an hour. There are also additional drop-in clients who are not included in the figures. These numbers cannot be predicted or controlled with such clients being seen for a much lesser period of time.

6. Bearing in mind the reductions in the overall national Welfare Budget, there will be an increased need for residents to receive continued support around personal budgeting and debt advice. Such advice may reduce the risk of some households presenting to the Council as homeless, resulting in savings in costly bed and breakfast, hostel or even temporary/interim accommodation in the Council's own stock and assist the Council in controlling rent arrears. It is therefore recommended that the funding of the Citizens Advice Bureau's (CAB) two existing Debt Advisors for a further year be agreed from 1 April 2018 and funded as follows:

- (a) £37,800 from the Housing Revenue Account (HRA); and
- (b) £4,200 from the General Fund District Development Fund (DDF).

Resource Implications:

As set out in the Recommendation. There are no resource implications to other Directorates

Legal and Governance Implications:

None.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None.

Background Papers:

CAB Service Agreement.

Risk Management:

If funding the extension of the CAB 2 Debt Advisors was not agreed this could increase the risk of more households presenting to the Council as homeless resulting in additional costs. It may also result in rent arrears increasing.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an appendix to the report.

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Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: **Homelessness and Housing Management**

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

Title of policy or decision: Extension of the 2 Citizens Advice Bureau's (CAB) Debt Advisors Service

Officer completing the EqlA: Roger Wilson Tel:01992 564419

Date of completing the assessment: 25 September 2017


Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>No</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To provide a debt advice service through the CAB in order to assist the Council in preventing homelessness and keeping rent arrears under control.</p> <p>What outcome(s) are you hoping to achieve (i.e. decommissioning or commissioning a service)?</p> <p>To supplement services already provided by the Council with expert debt advice to local residents.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>Yes, service users will benefit from the extension, it will also assist the Council's busy Homelessness Prevention Team as they will be able to refer cases and the service will assist vulnerable groups of people threatened with homelessness</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes, the service will assist the Council but also other agencies who may not need to provide support to vulnerable groups if their debts are managed and controlled at an early stage.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>The 2 posts have been funded for the last three years with no increased funding being requested.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The 2 Advisors play an important role in the Council delivering the services set out in its Homelessness Strategy which is a document required by statute.</p>

Section 3: Evidence/data about the user population and consultation¹

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

3.0 Reference Material

<div></div> <div>ONS Data for Epping.xlsx</div>	<div>Age / Dependents / Disability</div> <div>Homeless (Statutory) 2017</div> <div><div><div></div><div>Total as of 31 March 2017 (all age ranges)116 –</div></div><div><div></div><div>Temporary accommodation 31 - B&B 45 – Hostel 40 – Other</div></div></div> <div>Population Density</div> <div><div><div></div><div>Essex No. of persons per hectare 3.7% (124,659) East of England - 3.1% (5,846,965.)</div></div><div><div></div><div>England – 4.1 % (53,012,456.)</div></div></div>																														
<div>EFDC Home Energy Conservation Act 1995 - progress report 2017</div>	<div>Age / Dependents / Disability</div> <div>Number of fuel poor households and residents in Essex</div> <table><tr><th>County / LA</th><th>Est no. of households</th><th>Est no. of fuel poor</th><th>%</th></tr><tr><td>Essex</td><td>59,7510</td><td>44,726</td><td>7.5</td></tr><tr><td>Epping Forest</td><td>53,459</td><td>4,185</td><td>7.8</td></tr></table> <div>Epping Forest District residents are experiencing more fuel poverty than across Essex</div>	County / LA	Est no. of households	Est no. of fuel poor	%	Essex	59,7510	44,726	7.5	Epping Forest	53,459	4,185	7.8																		
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Essex	59,7510	44,726	7.5																												
Epping Forest	53,459	4,185	7.8																												
<div>CAB statistics</div>	<div>Race</div> <div>The CAB compiled the following statistics of the 112 clients that attended their service during the 5 month period in the report in relation to debt advice: -</div> <div>Ethnicity</div> <table><tr><td>Asian or Asian British – Bangladeshi</td><td>0.9%</td></tr><tr><td>Asian or Asian British – Chinese</td><td>0.9%</td></tr><tr><td>Asian or Asian British – Other</td><td>0.9%</td></tr><tr><td>Asian or Asian British – Pakistani</td><td>1.8%</td></tr><tr><td>Black or Black British – African</td><td>2.7%</td></tr><tr><td>Black or Black British - Caribbean</td><td>2.7%</td></tr><tr><td>Mixed – Other</td><td>0.9%</td></tr><tr><td>Mixed White & Black African</td><td>0.9%</td></tr><tr><td>Mixed White & Black Caribbean</td><td>0.9%</td></tr><tr><td>Other – any other</td><td>1.8%</td></tr><tr><td>Unknown / declined to reply</td><td>7.1%</td></tr><tr><td>White – British</td><td>71.3%</td></tr><tr><td>White - English</td><td>0.9%</td></tr><tr><td>White – Gypsy or Irish Traveller</td><td>0.9%</td></tr><tr><td>White - Other</td><td>5.4%</td></tr></table>	Asian or Asian British – Bangladeshi	0.9%	Asian or Asian British – Chinese	0.9%	Asian or Asian British – Other	0.9%	Asian or Asian British – Pakistani	1.8%	Black or Black British – African	2.7%	Black or Black British - Caribbean	2.7%	Mixed – Other	0.9%	Mixed White & Black African	0.9%	Mixed White & Black Caribbean	0.9%	Other – any other	1.8%	Unknown / declined to reply	7.1%	White – British	71.3%	White - English	0.9%	White – Gypsy or Irish Traveller	0.9%	White - Other	5.4%
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Local Authority District - Indices of Deprivation via www.gov.uk Mental Health JSNA	<p>Mental Health JSNA Page 29</p> <p><u>Deprivation and Poverty</u></p> <p>Deprivation can often be an indicator of mental health need as it is related to many associated risks (housing, employment, poverty). Some of the most deprived and affluent areas of England are located in Essex.</p> <p><u>Index of Multiple Deprivation (IMD)</u></p> <ul style="list-style-type: none"> • Essex 2015 IMD is 17.2% compared to 21.8% nationally. • Epping Forest – 15.263 • Harlow – 23.558 • Tendring – 28.445 • Brentwood – 9.881 <p><u>Mental Health JSNA Page 31</u></p> <p>“...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems.”</p> <p>Within this document it states:-</p> <p><i>“a survey of 152 homeless people in Essex..” “..the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three.”</i></p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>
<p>The Flexible Homelessness Support Grant EIA provides further information of the equality information collated related to Homelessness.</p>	

3.1	<p>What does the information tell you about those groups identified?</p> <p>Additional support provided to clients in relation to the management of their financial affairs especially preventing and managing debt can help to reduce homelessness in the area.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Not consulted</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>Not necessary, considered that the service is of value regardless of any consultation outcome as this is already proven by the statistical information set out in the report.</p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive <ul style="list-style-type: none"> Providing additional resources to the CAB can help to prevent and reduce <ul style="list-style-type: none"> Debt which can result in homelessness; Financial stress which can have a detrimental impact both on physical and mental well-being; Fuel poverty: 7.8% of the district is experience fuel poverty. The district has an ageing population, whom will be more susceptible to feeling the cold. 	H
Disability		H
Pregnancy/maternity/dependents		H
Race		n/a
Marriage/civil partnership		H
Gender	No data located	n/a
Gender reassignment		n/a
Religion/belief		n/a
Sexual orientation		n/a

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	N/A	N/A

Section 7: Sign off

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

Signature of Assistant Director of Service: R Wilson	Date: 25 September 2017
Signature of person completing the EqlA: M. Masterson	Date: 25 September 2017

Advice

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

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Report to the Cabinet

Report reference: C-018-2017/18

Date of meeting: October 2017



**Epping Forest
District Council**

Portfolio: Finance

Subject: Business Rates – Discretionary Relief and 100% Retention

Responsible Officer: Rob Pavey (01992 564211).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That, in accordance with section 47 of the 1988 Local Government Finance Act, the Discretionary Rate Relief Scheme be approved following the 2017 Revaluation shown in Appendix 1; and

(2) That delegated authority be given to the Director of Resources, in consultation with the Finance Portfolio Holder, to enter into any Essex wide application to become a pilot for 100% business rates retention.

Executive Summary:

In March 2017 the Chancellor of the Exchequer announced a £300 million funding package for Local Authorities to each devise a local discretionary business rate relief scheme for those facing an increase in their bills following the 2017 Business Rates Revaluation. The relief will be funded by the Government via s31 grant. This authority's scheme targets local businesses and applies a 65% reduction in the increase in bills for those businesses in 2017/18 with future amounts of relief reducing in future in line with the s31 grant the Council will receive.

On 1 September the Department for Communities and Local Government (DCLG) published an Invitation to Local Authorities in England to pilot 100% business rates retention in 2018/19. A possible application is currently being explored with other Essex authorities but the deadline for applications is 27 October. As it will not be possible to seek approval for the detailed application from either the Finance and Performance Management Cabinet Committee or Cabinet before the deadline, delegated authority is requested for the Director of Resources, in consultation with the Finance Portfolio Holder, to determine this Council's participation in any Essex wide application

Reasons for Proposed Decision:

Members must approve a Discretionary Policy to enable the relief to be awarded. The recommended policy is shown in Appendix 1 to this report.

To provide a mechanism that allows this Council to participate in an Essex wide pilot for 100% business rates retention.

Other Options for Action:

- (i) To vary the criteria for relief; or
- (ii) To not approve a policy and not award any relief.
- (iii) To decide now that this Council does not want to participate in a business rates retention pilot.

Report:

Discretionary Rate Relief Scheme

1. In the Budget on 8 March, the Chancellor announced that the Government would make available a discretionary fund of £300 million over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation. Each local authority is to devise its own scheme to determine how this fund should be targeted and administered to support those businesses and locations within their area that are in the greatest need. This will be administered through billing authorities' discretionary relief powers under section 47 of the Local Government Finance Act 1988. Following periods of consultation and then purdah for the general election the Government has finalised the arrangements for the scheme, following a number of queries from Local Government. This report details this authority's scheme which is attached as Appendix A.

2. The scheme runs over a period of 4 years and the Council will receive funding for its share of the cost of the scheme through a section 31 grant. The funding is heavily weighted towards the early years of the scheme and there cannot be a transfer of monies between years. The full allocation of funding for this authority's scheme is laid out below in Table 1. Half of this money will be paid back as section 31 grant to reflect the 50% local share of the Business Rates Retention scheme. Local Authorities have been asking for the flexibility to switch funding between the years of the scheme to provide a more equal distribution across its life but the DCLG have now confirmed that it is not possible.

Table 1 – Allocation of scheme funding per year

2017-18	2018-19	2019-20	2020-21
299,000	145,000	60,000	9,000

3. There are however conditions that the Government has laid down that in order for the grant to be paid. The conditions require grant to be used to support only ratepayers facing an increase in their bills following revaluation; and to require billing authorities to consult their major precepting authorities. The maximum rateable value of a property which is eligible to receive the relief is £200,000.

4. Other than the conditions above, it is for each local authority to devise its own scheme. In the light of this IT suppliers have said that they are unable to supply bespoke solutions to each authority due to each scheme being different. There will therefore need to be a degree of manual intervention to administer any scheme. The more complex the scheme that is created then the more resource it will take to administer. This particularly applies to retrospective changes in rateable value, reliefs and occupations. The scheme that is attached therefore is a balance that attempts to target relief whilst balancing this with its administrative efficiency.

5. The scheme that is being brought forward to Members in this report targets local businesses. It therefore excludes national and multi-national companies as well as chains and also publically funded organisations. In calculating eligibility we have had to take account of all other reliefs that a business may receive as well as other reliefs announced in the 2017 Budget namely pub relief of £1,000 and Supporting Small Business Relief aimed at those who had lost Small Business Rate Relief as a result of the 2017 Revaluation. After these calculations 520 businesses that had an increase in their bills following revaluation are eligible for relief within the Council's scheme.

6. Given the funding that is available to this authority it is possible to grant eligible ratepayers a 65% reduction in the increase in their rate bills. As an example, if a business had a rates bill of £5,000 in 2016/17 and this increased to £6,000 in 2017/18 the granting of 65% relief would limit the increase to £350 so the revised bill for 2017/18 would be £5,350. A 65% reduction in the increase in eligible rates bills would cost £290,000 which gives the authority an additional £9,000 in the event that there are any businesses that may qualify but have not currently been identified. The average relief award to businesses would be £557.69.

7. In administering the scheme it would require manual intervention on each award should circumstances change with the ratepayer such as vacation, award of other relief or reduction in rateable value. For all other reliefs the IT system automatically recalculates each relief on a daily pro rata basis. As stated previously, this would not be possible with this relief. It is therefore proposed within the Council's scheme that should the liability of an eligible ratepayer change in relation to their 2017/18 bill the relief granted is not amended unless the adjustment such as the award of relief or vacation results in a credit balance on the bill and a refund would otherwise be awarded.

8. The amounts of relief granted in future years would reduce in line with the s31 grant available to the authority shown in Table 1 above. The recommended levels of relief awarded are shown below as percentages of the increase in 2017/18 bills from those of 2016/17:

2017-18	2018-19	2019-20	2020-21
65%	32%	13%	2%

The relief would only apply as long as the ratepayer who was in occupation of the property on 31st March 2017 did so in future years.

9. There is a need for the Council to consult with the other major precepting authorities regarding the scheme in order to ensure the s31 grant is payable. Officers have consulted with Essex County Council, the Essex Police and Crime Commissioner and Essex Fire and Rescue Authority and any comments received will be reported to this meeting.

10. Members are therefore recommended to support the scheme shown in Appendix 1 so that officers can commence awarding the relief to eligible ratepayers. Having identified the eligible ratepayers officers will not require an application form to be completed.

Pilot for 100% Business Rates Retention

11. Prior to the General Election much work had been done across local government looking at the funding of local authorities and how a system of 100% retention of business rates might work. However, in the lead up to the election the various working groups had been put on hold by DCLG and as they have not been re-convened it was something of a surprise when DCLG issued a prospectus inviting applications from areas wanting to be pilots for 100% business rates retention.

12. The prospectus was issued on 1 September and applications must be submitted by 27 October. As DCLG expects more applications than will be affordable it has set out four selection criteria:

- (i) Pools should operate across a functional economic area. For counties this means all district and unitary authorities within the county must participate as well as the county council.
- (ii) Pilots based on two-tier areas will be given priority.
- (iii) Proposals should promote the financial sustainability of the authorities involved.
- (iv) Evidence should be provided of how pooled income from growth will be used across the pilot area.

13. At a meeting of Finance Portfolio Holders and Chief Finance Officers on 25 September there was general support for an application to be made and the officers were asked to clarify various matters with DCLG and work up an application. To assist with the application an external consultancy has been commissioned to provide some financial modelling.

14. Governance proposals for the pilot and the financial modelling will be discussed by the Essex Finance Officers group on 13 October. Any application will then need to be finalised and submitted to DCLG by 27 October. This timescale does not permit a further report back to either the Finance and Performance Management Cabinet Committee or Cabinet so it is proposed to give the Director of Resources, in consultation with the Finance Portfolio Holder, delegated authority to determine whether this Council will participate in any application for an Essex wide 100% business rates retention pilot.

Resource Implications:

The Council will receive s31 grant for the discretionary relief that is awarded. There is therefore no adverse effect on the Council's finances.

The Council has already gained additional resources through the current business rates pooling arrangement. It is likely that 100% retention will further enhance this.

Legal and Governance Implications:

The relief is granted under s47 of the Local Government Finance Act 1988.

The designation of any pool for 2018/19 will be in accordance with paragraph 35 of Schedule 7B to the Local Government Finance Act 1988.

Safer, Cleaner and Greener Implications:

No implications.

Consultation Undertaken:

Consultation has taken place with Essex County Council, the Essex Police and Crime Commissioner and the Essex Fire Authority the results of which will be reported to the meeting.

Background Papers:

None.

Risk Management:

Being part of any business rates pool means you are taking on the risk of having to contribute towards shortfalls in income in partner authorities. This risk is mitigated in the current Essex pool through the exclusion of authorities that have predicted shortfalls. The prospectus makes it clear that all authorities in a county area must be included in any 100% retention pilot. To mitigate this, officers are seeking a “no detriment” guarantee from DCLG. These guarantees were provided for the 2017/18 pilot authorities but the prospectus states that these may not be available to 2018/19 pilots.

Appendix 1 - Business Rates Revaluation 2017: Local Discretionary Rate Relief Scheme

The Council will adopt the following scheme to apply Discretionary Rate Relief under section 47 of the Local Government Finance Act 1988 to businesses that comply with the following conditions:

1. The rateable value of the property is less than £200,000 within the 2017 Valuation List.
2. The ratepayer was in occupation of the property on 31st March 2017 and 1st April 2017.
3. Following the 2017 Revaluation and the application of all other reliefs the ratepayer's bill increased.
4. The property is occupied. Empty properties do not qualify.
5. Only local businesses and charities are eligible. National businesses and charities, multi-national organisations and publically funded bodies are not eligible.
6. The relief awarded will only vary on a pro rata basis when any change in liability results in a credit balance.
7. Any changes made to the 2010 Valuation List after the 1st April 2017 will not be taken into account within this scheme.

The relief will cease when:

1. The ratepayer on 1st April 2017 vacates the property.

The qualification for the relief is for four years unless the ratepayer vacates the property.

The amount of relief granted will vary between years in proportion to the amount of s31 grant the Council receives as outlined below. The percentages relate to the increases in the bills between 2016-17 and 2017-18 for all years during the scheme. Future increases such as inflationary and transitional phasing will not be taken into account.

2017-18	2018-19	2019-20	2020-21
65%	32%	13%	2%

Administration of the relief

The relief will be administered by the Council's Business Rates team including any adjustments to amounts that may be required.

Any appeals against a decision relating to the scheme will be dealt with by the Director of Resources and Assistant Director (Revenues).

Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: Resources, Revenues, Business Rates

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

Title of policy or decision: 2017 Revaluation Discretionary Rate Relief Scheme

Officer completing the EqlA: Tel: Rob Pavey Email: 4211

Date of completing the assessment: 17th August 2017

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>New policy</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To provide rate relief to local businesses within the scheme that have experienced an increase in their bills as a result of the 2017 Business Rates Revaluation.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? To increase the ability to pay Business Rates bills of those who receive the relief.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>It affects ratepayers within the district.</p> <p>Will the policy or decision influence how organisations operate? No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? No</p>

Section 3: Evidence/data about the user population and consultation¹

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

3.1	What does the information tell you about those groups identified? Analysis of the effects of the 2017 Revaluation has identified those ratepayers who will be eligible for the relief. The scheme is targeting local businesses and will improve their ability to pay their bills
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? Consultation has taken place with the other major precepting authorities who are part of local business rates retention plus the Essex Police and Crime Commissioner. Their comments will be reported to the Cabinet meeting.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: The scheme has a limited level of funding via s31 grant and as such national businesses, chains and multi-nationals have been excluded, as well as empty properties (so as not to provide a disincentive to occupy properties). Consultation with these organisations would be lengthy and administratively expensive. Smaller local businesses are the recipients of the relief and as this is a positive measure contained by affordability consultation would only delay the process in distributing the relief.

Section 4: Impact of policy or decision

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

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

None in this category specifically although local businesses and sole traders will benefit from the scheme along with local charities.

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Those businesses not eligible for the relief may complain or appeal	The scheme is discretionary and defined by the approved policy. The parameters of the scheme are also defined by Government.	October 2017

Section 7: Sign off

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

Signature of Head of Service: Bob Palmer

Date:

Signature of person completing the EqlA: Rob Pavey

Date: 17th August 2017

Advice

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

Report to the Cabinet

Report reference: C-020-2017/18

Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Safer, Greener and Transport

Subject: Modern Slavery Transparency Statement and Policy

Responsible Officer: Julie Chandler (01992 564214)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations:

(1) That, in order to meet legal and moral safeguarding obligations, the Modern Slavery Transparency Statement for the Council be adopted, along with the associated Modern Slavery and Human Trafficking Policy.

Executive Summary:

Modern slavery is prevalent across the UK and is a growing safeguarding concern for all local authorities due to its serious and often brutal criminality, in which people are treated as commodities and exploited for criminal gain. The true extent of modern slavery in the UK is unknown, but human trafficking particularly is an international problem and victims may have entered the UK legally, on forged documentation, although they can also be British citizens living in the UK.

There have already been a range of Modern Slavery cases identified within the District, including a recent and very serious case of slavery and child sexual exploitation, where the Council worked with Essex Police and this resulted in arrest and conviction of several perpetrators. This report therefore seeks Cabinet agreement to adopt the Modern Slavery Transparency Statement for the Council and associated Modern Slavery and Human Trafficking Policy in order for the Council to meet its legal obligations.

Reasons for Proposed Decision:

It is a legislative requirement for all organisations with a turnover of £36 million, to have a Modern Slavery Transparency Statement.

As part of Section 11 Children's Safeguarding Audits and inspection of safeguarding relating to the Care Act 2014, all local authorities are required to have a range of policies in place which relate directly to district level safeguarding. This includes Modern Slavery, as it affects children, young people and adults of all ages and abilities.

Other Options for Action:

There are no other options in relation to this.

Report:

Background

1. Modern slavery is prevalent across the UK and is a growing safeguarding concern for all communities due to its serious and often brutal criminality, in which people are treated as commodities and exploited for a range of criminal gains. The true extent of modern slavery in the UK is unknown, but human trafficking particularly is an international problem and victims may have entered the UK legally, on forged documentation, although they can also be British citizens living in the UK.

2. The term 'Modern Slavery', includes a range of activities including human trafficking, slavery, servitude and forced and compulsory labour, and exploitation takes a number of forms, including sexual exploitation, forced manual labour and domestic servitude, with victims coming from all walks of life. Victims may be unwilling to come forward to law enforcement or public protection agencies, indeed, not seeing themselves as victims, or fearing further reprisals from their abusers. Victims may also not always be recognised as such, by others who come into contact with them.

3. Unfortunately, there have already been Modern Slavery cases identified within the District, including a recent and very serious case of slavery and child sexual exploitation, at a local car wash. Following intelligence provided by the Council's Community Safety Team, a police raid on local premises in Epping found a number of adult illegal immigrants and male and female children aged 12 – 14. This resulted in the arrest of three males, one of whom was charged with child trafficking and rape. It was suspected that this case was part of a much bigger organised crime operation in the South East.

4. A further case of trafficking and slavery was identified in Buckhurst Hill, where it was identified that a large number of males were living in appalling conditions and being used for slave labour. Three persons of Eastern European descent were arrested at the scene in relation to people trafficking offences.

5. Unfortunately, these two examples that have been identified in the Epping Forest District are likely to be just a very small part of a much wider landscape of Modern Slavery, as this type of criminality is usually very well hidden. The Council's Community Safety Team therefore works closely with local communities and individuals, to try and identify any unusual circumstances and encourages local people to report any concerns. In respect of the two cases mentioned, initial intelligence came from members of the public who raised concerns with the Council's Anti-Social Behaviour Officers, who then investigated further with Essex Police.

6. The Council's Licensing Team is also mindful of the potential links between modern slavery, the night time economy and local taxi services, and is now providing safeguarding training for all licensed drivers, which includes Modern Slavery and Child Sexual Exploitation, in order to raise their awareness and vigilance. In addition, information leaflets about this are provided to all taxi drivers when they are granted their licence.

EFDC Modern Slavery Governance Statement

7. The Council's Modern Slavery Governance Statement sets out its commitment to identify, address and prevent slavery and exploitation within its work; that of contractors that it commissions and services that it procures. It highlights the Council's responsibilities as an employer and acknowledges and accepts its duty as a Council under Section 52 of the Modern Slavery Act 2015, to notify the Secretary of State of suspected victims of slavery or human trafficking.

8. The Statement refers to Forced Labour, Debt Bondage, Human Trafficking, Descent –based Slavery, Child Slavery and Forced and Early Marriage and provides details of how the Council aims to prevent these.

9. This prevention work is addressed through the Council's policies and procedures relating to Procurement, Recruitment, Staff and Elected Member Code of Conduct, Whistle-blowing Policy, overarching Modern Slavery and Human Trafficking Policy, staff and Member safeguarding training, and through proactive work with partners such as Essex Police and Trading Standards.

10. The Council's Modern Slavery Transparency Statement is attached to this report, as Appendix 1.

Modern Slavery and Human Trafficking Policy

11. The aim of this Policy is to provide guidance on how the Council will safeguard potential victims of modern slavery and how it will work in partnership with other local statutory organisations, to help address and prevent slavery and exploitation.

12. The policy applies to all services within the remit of Epping Forest District Council and to all EFDC employees including permanent, temporary, casual workers, voluntary workers, Elected Members, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract, whatever their position, role, or responsibilities. It also applies to work carried out in **all** settings, including Council premises or external, privately hired and other venues.

13. A copy of the Council's Modern Slavery and Human Trafficking Policy is attached to this report, as Appendix 2.

Resource Implications:

None.

Legal and Governance Implications:

It is a legislative requirement for all organisations with a turnover of £36 million, to have a Modern Slavery Transparency Statement.

Safer, Cleaner and Greener Implications:

The Transparency Statement and Policy forms part of the Council's overarching Safeguarding framework.

Consultation Undertaken:

Internal consultation with procurement and Management Board.

Background Papers:

None.

Risk Management:

The Council is at risk of non-compliance with a legal requirement if it does not adopt a

Modern Slavery Transparency Statement.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 3 to the report.

EFDC Modern Slavery Act - Transparency Statement 2017-18

The Council is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.

Background

Epping Forest District Council fully supports the implementation of the Modern Slavery Act 2015 and this statement sets out the Council's actions to identify and address potential modern slavery risks, including human trafficking, related to its business and its supply chains.

The Council recognises that it has a responsibility to have a robust approach to slavery and human trafficking, including as an employer. It acknowledges and accepts its duty as a Council under Section 52 of the Modern Slavery Act 2015, to notify the Secretary of State of suspected victims of slavery or human trafficking.

Actions and activities included within this statement

The Council is committed to preventing and addressing any acts of Modern Slavery as constituted in the Modern Slavery Act 2015, by the offences of 'slavery, servitude and forced or compulsory labour' and 'human trafficking'. This includes;

Forced labour – any work or services which people are forced to do against their will under the threat of some form of punishment.

Debt bondage or bonded labour – where people borrow money that they cannot repay and are required to work to pay off the debt, thus losing control over the conditions of both their employment and the debt.

Human trafficking– the transportation, recruitment or harbouring of people for the purpose of exploitation, using violence, threats or coercion.

Descent-based slavery – where people are born into slavery because their ancestors were captured and enslaved; they remain in slavery by descent.

Child slavery – when a child's labour is exploited for someone else's gain, including child trafficking, child soldiers, child marriage and domestic slavery.

Forced and early marriage – when someone is married against their will and cannot leave the marriage.

Council Policies and Procedures related to prevention of Modern Slavery

Procurement: In September 2016, the Council introduced the standard Pre-qualification Questionnaire (PQQ) which is used in all contract tenders over the EU threshold. This requires suppliers to declare any involvement in modern slavery and such companies will not be accepted as a supplier.

Recruitment Policy and Toolkit: The Council's recruitment processes are reviewed regularly and training is provided to all staff responsible for recruitment. Robust procedures are in place for the vetting of new employees and DBS checks are undertaken for relevant roles.

Staff Code of Conduct: The Council's Code of Conduct sets out the actions and behaviours expected of employees when representing the Council.

Whistleblowing Policy: The Council encourages all employees, customers and other business partners to report any concerns related to the direct activities, or, the supply chains of the Council.

Elected Members (Councillors) Code of Conduct: The Council expects all Councillors to demonstrate the highest standards of conduct and behaviour. All councillors are required to abide by a formal Code of Conduct.

Safeguarding: The Council takes its responsibility for safeguarding very seriously throughout the organisation. It has a dedicated Safeguarding Team and implements and monitors safeguarding policies and procedures, in order to safeguard the welfare of children and vulnerable adults, and to protect them from harm.

Safeguarding Training: Safeguarding training is mandatory for all Council employees and Elected Members, with regular refresher training provided. The training is structured, with a range of levels suitable for each working role across the Council and it is aligned to key policies, including Modern Slavery and Human Trafficking. It is endorsed by the Essex Safeguarding Children and Adults Boards and provides specific examples on how safeguarding concerns can be identified and a clear and defined procedure for reporting these.

Contractors and Service Providers: The Council requires its contractors to have appropriate safeguarding policies, procedures and training in place and where practicable, these are assessed at the time of appointment. As new legislation is introduced, Contractors are required to address this as required.

Partnership working: The council actively works in partnership with a number of organisations to prevent neglect and abuse, to detect and report occurrences, and to support victims of crime. These include (amongst others) Essex County Council, Essex Safeguarding Children and Adults Boards, Epping Forest Community Safety Partnership and Essex Police.

Action for 2017-18

The Council is committed to undertake a programme of work, with managers, to monitor and review their work areas, with the aim of identifying any potential risks of slavery and human trafficking; to take appropriate steps to manage those risks and to work in partnership to protect and support vulnerable people in the Epping Forest District.

Equality Impact Assessment

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

Section 1: Identifying details

Your function, service area and team: Community Safety - Communities

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

Title of policy or decision: Modern Slavery Transparency Statement and Modern Slavery & Human Trafficking Policy

Officer completing the EqlA: Caroline Wiggins Tel: Extn. 4122 Email: cwiggins@eppingforestdc.gov.uk

Date of completing the assessment:

Section 2: Policy to be analysed

- | | |
|-----|--|
| 2.1 | Is this a new policy (or decision) or a change to an existing policy, practice or project? New |
| 2.2 | <p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>The Modern Slavery Transparency Statement sets out the Council's commitment to identify, address and prevent slavery and exploitation within its work and that of contractors that it commissions. It also provides guidance on how the Council will safeguard potential victims of modern slavery and how it will work in partnership with other local statutory organisations, to help address and prevent slavery and exploitation.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The introduction of this statement and policy is a positive step in raising awareness of Modern Slavery and working towards eradication of this type of abuse.</p> |
| 2.3 | <p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>The policy relates to people of all ages including service users, employees and the wider community</p> <p>Will the policy or decision influence how organisations operate?</p> <p>This Statement sets out the Council's commitment to identify, address and prevent slavery and exploitation within its work and that of contractors that it commissions.</p> |

2.4	Will the policy or decision involve substantial changes in resources? No
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? This policy relates to the Council's Safeguarding Policy, Strategy and Action Plan and other key policies such as Child Sexual Exploitation.

Section 3: Evidence/data about the user population and consultation¹

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

- | | |
|-----|--|
| 3.1 | What does the information tell you about those groups identified?
It is a legal requirement to publish a Modern Slavery statement and there are no negative impacts on people with protected characteristics arising from this duty. |
| 3.2 | Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
We are aware that Modern Slavery and Human Trafficking are prevalent across the Country but it is often disguised and hidden. Therefore, we only become aware of these issues in EFD, through intelligence provided by the public or local police. The Council's work with the police is to help prevent cases of Modern Slavery and to protect people who are subjected to it. |
| 3.3 | If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Whilst we have identified the risk of finding victims in our own workforce as being low, the intention of publishing the statement and policy is to raise awareness among our employees of instances where they may encounter people who are victims of trafficking or slavery in the course of their professional capacity |

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive – There are victims of trafficking or slavery irrespective of any protective characteristic they may share and therefore the Transparency Statement and Policy would have a potentially positive impact across society as a whole.	
Disability	Positive	
Gender	Positive	
Gender reassignment	Positive	
Marriage/civil partnership	Positive	
Pregnancy/maternity	Positive	
Race	Positive	
Religion/belief	Positive	
Sexual orientation	Positive	

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

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

Signature of Head of Service: Alan Hall

Date: 21.08.2017

Signature of person completing the EqIA: Julie Chandler

Date: 17.08.2017

Epping Forest District Council

Modern Slavery & Human Trafficking Policy and Reporting Procedure

September 2017

Version	1	Status	FINAL
Implementation Date	September 2017	Review Date	November 2017
Author	Lynn Maidment	Policy Lead Officer	Julie Chandler

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Introduction

Modern slavery is a serious and often brutal crime in which people are treated as commodities and exploited for criminal gain. The true extent of modern slavery in the UK, and indeed globally, is unknown. In particular, human trafficking is an international problem and victims may have entered the UK legally, on forged documentation, or they may be British citizens living in the UK.

Modern slavery includes human trafficking, slavery, servitude and forced and compulsory labour. Exploitation takes a number of forms, including sexual exploitation, forced manual labour and domestic servitude, and victims come from all walks of life. Victims may be unwilling to come forward to law enforcement or public protection agencies, not seeing themselves as victims, or fearing further reprisals from their abusers. Victims may also not always be recognised as such by those who come into contact with them.

The aim of this Policy is to provide guidance on how the Council will safeguard potential victims of modern slavery and how we will work in partnership with other local statutory organisations.

Scope

This Policy applies to all services within the remit of Epping Forest District Council, including Elected Members, all EFDC employees ie. permanent or temporary, casual workers, voluntary workers, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract. It applies to work carried out in all settings (whether they are based in Council premises or at an external privately hired venue) whatever their position, role, or responsibilities.

National Referral Mechanism

The UK Government signed the Council of Europe Convention on Action against Trafficking in Human Beings in 2007, which led to the creation of the UK's National Referral Mechanism (NRM) in 2009.

The NRM is a victim identification and support process, which is designed to make it easier for all agencies that are involved in a trafficking case to co-operate, share information about potential victims and facilitate their access to advice, accommodation and support.

The Council has a responsibility to refer any cases of Modern Slavery under the NRM.

Indicators of modern slavery – how to spot a potential victim

All Council staff need to know and understand the signs that may indicate a person is a victim of modern slavery, in order to decide whether to raise a concern. Potential victims of modern slavery may be reluctant to come forward with information, not recognise themselves as victims and tell their stories with obvious errors. It is not uncommon for traffickers or modern slavery facilitators to provide stories for victims to tell if approached by the authorities. Errors or lack of reality may be because their initial stories are composed by others and learnt.

Victims' early accounts may also be affected by the impact of trauma. In particular, victims may experience post-traumatic stress disorder, which can result in symptoms of hostility; aggression; difficulty in recalling details or entire episodes, and difficulty concentrating. Child victims may find it additionally hard to disclose anything, as the traffickers may have given them inaccurate information about the role of authorities or, they may have had bad experiences with corrupt authorities in their home country or during their journey.

If a victim's trafficker or modern slavery facilitator is present when the victim is questioned, it is important that staff look out for non-verbal communication and body language between them.

Human Trafficking

This is the movement of a person from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone's vulnerability. It's possible to be a victim even if consent has been given to being moved. Although human trafficking often involves an international cross-border element, it also happens within an individuals' own country.

The essence of human trafficking is that the victim is coerced or deceived into a situation where they are exploited.

There are three main elements of human trafficking:

Action: This is the recruitment, transportation, transfer, harbouring or receipt, which includes an element of movement whether national or cross-border;

Means: The above is achieved by threat or use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability; and,

Exploitation: This is the purpose of the trafficking eg sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

All 3 of these components must be present for it to be an adult trafficking case. However, in a child trafficking case, the 'means' component is not required as they are not able to give informed consent.

Children and young people

Modern slavery, including child trafficking, is child abuse.

If staff come into contact with a child who may have been exploited or trafficked, Local Authority Children's Services and the police must be notified immediately. All children, irrespective of their immigration status, are entitled to safeguarding and protection under the law.

Where there is reason to believe a victim could be a child, the individual must be given the benefit of the doubt and treated as a child until an assessment is carried out.

Who is responsible for making a referral?

Safeguarding is the responsibility of *everyone* and anyone can raise a safeguarding concern.

Staff are not responsible for deciding whether or not someone is a victim of modern slavery and/or human trafficking, but they *are* responsible for reporting their concerns.

Usually, within the Council the procedure is that safeguarding concerns are sent to the Safeguarding Team in the first instance. However, in some cases of Modern Slavery, staff may have to make their own referrals, including if they have face-to-face contact with a potential victim, or if it is identified outside of normal working hours.

Other relevant EFDC documents

Other EFDC policies and procedures linked to this policy are:

- Safeguarding Children, Young People and Adults Policy and Procedure
- Honour Based Abuse Policy and Procedures
- Prevent Policy

Staff need to monitor internal Council bulletins and Intranet pages for new and updated versions of relevant safeguarding policies and referral forms.

External documents

- Home Office document: Victims of modern slavery – frontline staff guidance: Version 2.
- Southend, Essex & Thurrock (SET) - Child Protection Procedures.
- Southend, Essex & Thurrock (SET) - Safeguarding Adult Guidelines.
- See the Essex Police website for their Human Trafficking and Modern Slavery page.

The Council's Intranet also has more information in the 'Safeguarding' section.

Reporting Procedure

Staff need to be aware of the following procedures.

- If potential victim(s) present themselves at a Council Office, staff should take them to a safe and secure environment - away from any potential threat eg. Staff Canteen in the Civic Offices (don't use the Interview Rooms in Reception, they are too exposed).
- CALL **999** and ask for immediate assistance from the **Police** (and **ambulance** if they need urgent medical attention).
- While waiting for the emergency services, staff should call the **Community Safety/Safeguarding Team** for support and assistance (see below for contact details). They will provide advice and guidance as to who else should be contacted.
- If there is a child/children present, staff should also call **Essex Social Services** on **0345 603 7627** and ensure the Police are told about this when they arrive.
- Reassure the potential victim(s) and explain what action they are taking (if possible).
- Stay with the potential victim(s) until the Police and/or the ambulance crew arrive. If this is not possible, staff must 'hand over' to another staff member so they are not left alone.
- Record details for the emergency services and/or investigating agencies when they arrive. Include notes of what is being said to the potential victim, but only if it is safe to do so ie. the perpetrator is not present.
- Ask any witnesses if they can stay and provide information to the Police if it's safe to do so, or take names and contact details for future reference.
- Inform their line manager as soon as possible, if they haven't already done so.

Sharing Information/Intelligence

If staff are concerned about a situation or a third party has told staff about their concerns about a potential victim, they should:

- Record what is said as accurately as possible.
- Report the concern to the Safeguarding Team via the usual procedure ie. complete a Safeguarding Report Form within **one working day** of the concern being raised/established.

If staff need to discuss a safeguarding issue, they should ring the Safeguarding Team to discuss:

Community Safety Manager	Caroline Wiggins	01992 564122
Community Safety Officer	Paul Gardener	01992 564341
Safeguarding Officer	Lynn Maidment	01992 564000 x 2706
Safeguarding Co-ordinating Officer	Claire Baccarini	01992 564223

Further Help and Advice

- **Modern Day Slavery Helpline** on **0800 0121 700**.
- **Salvation Army** confidential **Helpline** on **0300 303 8151** (24 hours a day, seven days a week).
- If someone wants to pass on information that could lead to the identification, discovery and recovery of victims in the UK, but wants to remain anonymous, ask them to contact **Crimestoppers** on **0800 555 111**.

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Report to the Cabinet

Report reference: C-021-2017/18
Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Leader of the Council
Subject: Transformation Programme - Highlight Report (August 2017)
Responsible Officer: David Bailey (01992 564105).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the progress of the Projects and Programmes within the Transformation Programme for August 2017 be noted, alongside the planned actions for September 2017.

Executive Summary:

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for August 2017 and covers progress for all chartered projects of Medium and High Risk Potential, as well as key aspects of the Transformation Programme.

Overall, progress indicators for 'cost', 'delivery / outcome / output' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Amber to highlight that 5 actions (from a total of 71) were overdue when compared with planned timelines. Project and Programme Managers have actions in place to deal with any potential negative effects. Progress will be kept under review and it is anticipated that the status of the majority of these items will return to Green in the next report.

Reasons for Proposed Decisions:

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

Other Options for Action:

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

Report:

1. This is the August 2017 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.

2. The report covers progress for the 55 chartered 'live' projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.
3. The Cabinet is requested to review progress for August 2017, alongside actions scheduled for the next period and any remedial actions being undertaken.
4. The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

<i>Light</i>	<i>Definition</i>	<i>Action</i>
Red	<p>There are significant issues with the project, programme or workstream.</p> <p>The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team.</p> <p>One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.</p>	The matter should be escalated to the project sponsor and Transformation Programme Board immediately.
Amber	<p>A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.</p> <p>Action is taken to resolve the problem or a decision made to watch the situation.</p> <p>One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.</p>	The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.
Green	<p>The project is performing to plan.</p> <p>All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).</p>	No action needed.

5. Overall, progress indicators for 'cost', 'delivery / outcome / output' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Amber to highlight that 5 actions (from a total of 71) were overdue when compared with planned timelines.
6. Project and Programme Managers have actions in place to deal with any potential negative effects. The deviation from plans for the majority is within tolerances, most often within one calendar month. It is anticipated that the status of the majority of these items will return to Green by the end of the next period and progress will be kept under review.
7. Appendix 1 contains the highlight report for August 2017. Any project closures are also noted.

Resource Implications:

Resource requirements for actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Consultation Undertaken:

Progress has been reviewed by the Transformation Programme Board.

Background Papers:

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Transformation Programme – August 2017 Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the Cabinet note the progress of Projects and Programmes for August 2017
Relationship with other policies / projects:	All
Name of senior manager for the policy / project:	Glen Chipp, Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	No. Any equalities impact assessment for individual projects or programmes is detailed on the respective reports.

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	11.09.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	11.09.2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	11.09.2017

Transformation Programme Highlight Report

<i>Report</i>	<i>Period</i>
20	August 2017

Approval

<i>Approved for submission to the Cabinet (Sponsoring Group), given by</i>	Cabinet Agenda Planning Group	<i>Date</i>	
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Distribution list

<i>Name</i>	<i>Job title</i>	<i>Directorate / Department</i>	<i>Organisation</i>
Membership	Transformation Programme Board	-	EFDC

Overall transformation programme progress and status

	<i>RAG status</i>		<i>Comment on overall progress and status and recommended actions</i>
	<i>This period</i>	<i>Last period</i>	
Time	Amber	Amber	5 actions are overdue out of a total of 71 actions
Cost	Green	Green	
Delivery / outcome / output	Green	Amber	
Benefits	Green	Green	

Accountabilities and information flow: Project closures

<i>Workstream / Project</i>	<i>Progress to report</i>	<i>Actions for next period</i>	<i>Due</i>	<i>Owner</i>
Workstreams	TPB agreed project closures: P013 Maximising Corporate Debt Collection P033 Printer Migration P116 HRA Financial Plan Review P118 Oakwood Hill Depot P136 Hillhouse Development	TPB consider project closures: P105 Civic Office Waste and Recycling	Sep 2017	Chief Executive

Highlight: Overdue actions for this period and remedial actions for the next period

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
Workstream 3 – Resources, Accommodation and Technology					
P131 Northgate Mobile Working (Planning & BC)					
<ul style="list-style-type: none"> Improved access to data onsite. Reduced need for paper plans/documents. Increased updating speed of systems and improved customer service as a result. Improvement in site visit process. Increased staff flexibility. Reduction in travel time/cost. Reduced office space required. 	Staff Briefing (DC). Implementation (DC). Implementation (DC Enf). Likely completion of BC install, potential go-live of pilot. BC User Acceptance Testing (UAT).	31-Aug-2017 31-Aug-2017 31-Aug-2017 31-Aug-2017	Project manager has requested the timeline be extended for 2 months to realign outstanding actions with a new deadline – to be approved by Transformation Programme Board.	31-Oct-2017	Stephen Bacon, ICT Operations Manager

Document control

<i>Version</i>	<i>Date</i>	<i>Status (draft, approved)</i>	<i>Author</i>	<i>Change description</i>
1.0	11.09.2017	August draft	Gareth Nicholas, Senior Project Improvement Officer	Draft and Report

*** End of Report ***

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Report to the Cabinet

Report reference: C-022-2017/18
Date of meeting: 12 October 2017



Portfolio: Planning & Governance

Subject: Epping Forest District Local Plan Update

Responsible Officer: Alison Blom-Cooper (01992 564066).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the update in relation to progress in the production of the Local Plan be noted;
- (2) That the updated Local Development Scheme included at Appendix 1 be agreed and published on the Council's website;
- (3) That expenditure from the Local Plan budget to date in 2017/18 be noted; and
- (4) That District Development Fund growth bids be made in the sums of:
 - (a) £706,440 in 2018/19; and
 - (b) £400,180 in 2019/20 (£1,106,180 in total over the two financial years); and
- (5) That the Planning and Governance Portfolio Holder be authorised to report directly to the full Council at a special meeting in December 2017 on the proposed Regulation 19 Pre Submission Plan for publication.

Executive Summary:

This report seeks:

- To update members of the progress of the preparation of the District Local Plan.
- To seek agreement to an updated Local Development Scheme, the high level project plan for the preparation of the Epping Forest District Local Plan. The proposed new scheme would supersede the earlier Local Development Scheme agreed in March 2017, with the preparation of the single District wide Local Plan scheduled for submission to the Secretary of State for examination in March 2018.
- To authorise the Planning and Governance Portfolio Holder to report directly to a special meeting of full Council in December 2017 on the proposed Regulation 19 Pre Submission Plan for publication
- To agree the resources needed to match the revised Local Development Scheme

Reasons for Proposed Decision:

The Council is obliged under the Localism Act 2011 to prepare and publish a Local Development Scheme so that the public and stakeholders are aware of the likely timing of key stages of the plan making process.

The Council must ensure that the Local Plan is sound and deliverable to meet the requirements of legislation and national planning policy, and also to ensure that future development is plan-led, sustainable and of a high quality. To ensure that the Local Plan will be sound and deliverable it is vital that the production and implementation process is adequately resourced.

Other Options for Action:

- Not to provide an update on the preparation of the Local Plan.
- Not agree to amend the Local Development Scheme.
- Not to agree the additional funding identified for the Local Plan DDF.

Report:

DCLG Consultation on calculating local housing need

1. On 14 September 2017 the Government published consultation proposals on local housing need 'planning for the right homes in the right places' seeking views on a number of changes to planning policy and legislation. The consultation period is for 8 weeks until Thursday 9 November 2017. The proposals follow on from the Housing White Paper published earlier this year when the Government committed to further consultation on specific issues including the proposed approach to a standard method for calculating local housing need including transitional arrangements. The proposed approach is outlined in the current consultation and seeks to introduce a simple standard approach to assessing local housing need based on publicly available data and which reflects the actual need for homes in each area, taking into account the affordability of homes locally.

2. The proposed approach consists of three components:

- (i) the starting point continues to be projections of future household growth using the most recent official data with the annual average household growth over a 10 year period;
- (ii) an adjustment to take account of market signals and the affordability of new homes - the proposal is to do this using the workplace based median house price to median earnings ratio data; and
- (iii) capping the level of any increase according to the status of the local plan in each area, so that for those authorities that do not have an up to date local plan (i.e more than five years old) the new local housing need figure should be capped at 40% above the higher of the projected household growth or the annual housing requirement figure currently set

3. Alongside the consultation document DCLG have published the housing need figure for each local planning authority using this method on the basis of current data (average household growth for 2016-2026 and house price to earnings ratios for 2016). For Epping Forest District this has been calculated at an annual housing need requirement of 923 homes

per annum compared with the Draft Local Plan figure of 514 homes per annum. Over the plan period from 2011-2033 this equates to the need to make provision for 20,306 new homes compared with 11,400 in the Draft Local Plan. The now revoked East of England Plan previously stipulated a target of 230 homes per annum for the District, although this excluded the growth requirements of Harlow.

4. The consultation document proposes transitional arrangements to set a period of time before which submitted plans would be expected to use the standard method for calculating local housing need to recognise the fact that many plans are well advanced. For authorities like EFDC where there is no plan or the plan adopted was more than five years ago and has not yet reached publication stage (Regulation 19) the proposed arrangements are that the new standardised method should be used unless the plan will be submitted for examination on or before 31 March 2018.

5. This report therefore seeks agreement to amend the Local Development Scheme adopted by Cabinet in March 2017 in order to set a timetable to ensure submission prior to 31 March 2018 (see below and attached revised scheme) and to authorise the Planning and Governance Portfolio Holder to report on the Pre Submission Plan for publication to a special meeting of full Council in December 2017.

Local Plan Update

6. Work is progressing to inform and support the Regulation 19 Pre Submission Publication Plan. The key workstreams are:

- **Site selection** – work has commenced on the assessment of approximately 168 sites comprising a mix of new or amended residential/traveller sites and employment sites. The methodology for the process has been published on the Council's website, together with the list of sites being assessed;
- **Transport modelling** – work is continuing to be undertaken by Jacobs on behalf of Essex County Council / Epping Forest District Council to model the transportation impacts of the growth planned, and consider how improvements to sustainable transportation and key junctions can help to facilitate growth;
- **Open Space, Playing Pitch and Indoor Sports Facilities Studies** – the three interlinked studies are well progressed, and will help to identify requirements for future development which will inform the Infrastructure Delivery Plan;
- **Infrastructure Delivery Plan** – a significant amount of work has been undertaken and continues to progress in order to identify the infrastructure required to support future growth, together with how this will be funded and delivered. The work is being informed through discussions with infrastructure providers, EFDC / ECC Officers, local councillors (District / Town / Parish), neighbouring local authorities, and landowners / site promoters;
- **Local Plan Viability Study** – work is being undertaken to update the initial work undertaken in 2015, and to consider in greater detail the viability of growth planned taking into account the latest policy requirements;
- **Employment Studies** - Joint work to update the employment need within the Functional Economic Market Area and the District to inform the work on site selection;

- **Sustainability Appraisal and Habitat Regulations Assessment;** and
- **Monitoring, housing trajectory and Housing Implementation Strategy** – there is a need to ensure that the monitoring systems moving forward are as accurate as possible in order to ensure that the Council is able to monitor progress against the plan and forecasts for delivery. The Council's housing position with regard to the plan trajectory and the five year housing land supply position will be of particular interest. An updated Housing Land Supply Statement is being prepared which will provide further details and inform the production of a Housing Implementation Strategy in due course.

7. The Council is also leading on work to develop a joint strategy and an 'Action Plan', with other relevant local authorities, which will address potential adverse impacts on the integrity of Epping Forest Special Area of Conservation (SAC), as required under the Habitat Regulations 2010, and in accordance with the agreed Memorandum of Understanding. As the coordinating competent authority in relation to Epping Forest SAC, the Council is facilitating ongoing discussions and the work with relevant neighbouring local planning authorities, the City of London Corporation and Natural England.

8. In order to inform the ongoing site selection and Infrastructure Delivery Plan process, the Council held meetings with a number of Parish and Town Councils who are producing Neighbourhood Plans at the beginning of August. The purpose of these meetings was to discuss and consider work being undertaken in respect of site selection and infrastructure planning to inform emerging Neighbourhood Plans and the Local Plan.

9. The current stage of plan making is to prepare a Pre-submission Plan for publication and to publish it under Regulation 19 taking account of the comments on the Draft Local Plan and the further evidence based work being undertaken. This will be the document that the Council considers is sound and ready for examination. The Publication Plan must be published together with other "proposed submission documents", for a six-week period to seek stakeholder representations as to the soundness and legal compliance of the Plan before it can be submitted to the Planning Inspectorate for examination.

10. Alongside the production of the Local Plan, work continues to progress the Harlow and Gilston Garden Town, and to prepare for Local Plan implementation. Further reports will be provided to Cabinet in relation to these matters in due course.

Local Development Scheme

11. The current Local Development Scheme was agreed by the Cabinet on 9 March 2017. Following the completion of the analysis of responses received to the Draft Local Plan consultation, the Council is undertaking further work to inform the Regulation 19 Pre-Submission Plan, as set out above. Importantly, this includes the assessment and consideration of additional or amended sites that have been proposed for inclusion in the Local Plan by landowners and site promoters. It is vitally important that the Council assesses all sites received prior to the 31 March 2017 deadline on a fair, consistent and transparent basis. The Council is in the process of assessing 168 new or amended sites, which is far in excess of the quantum of sites originally anticipated, and the assessment of these sites requires a significant amount of resource.

12. In addition, the Council must ensure that detailed work is undertaken to 'test' the development strategy proposed in the Draft Local Plan, and any variations that may be considered as a result of the feedback received to the Draft Local Plan consultation, emerging evidence base, and / or further site assessment work. This includes Sustainability Appraisal, Habitat Regulations Assessment, transport modelling and detailed consideration of

future infrastructure requirements, including education provision.

13. As a result of further work programming recently undertaken and in the light of the current Government consultation on local housing need and the introduction of a standardised methodology officers are now working to ensure that the Pre-Submission (Regulation 19) Plan is published in December 2017 in order to ensure that it can be submitted by 31 March 2018 under the transitional arrangements. The Council will also be required to prepare supporting papers such as a Duty to Cooperate Statement and Consultation Statement to accompany the Pre-Submission Publication Plan.

14. Assuming that the approach proposed by the Government does not change significantly, a failure to submit the Local Plan for Examination-in-Public before the end of March 2018 would have considerable implications for the Council. It is highly likely that the Council would need to reconsider many aspects of the Local Plan and undertake a considerable amount of further work in order to respond to a significant increase in the housing requirement. This would require additional resources, whilst also resulting in a considerable delay in finalising the Local Plan for Submission, leaving the District without an up to date Local Plan for a significantly longer period. Importantly, it would also restrict the ability of the Council to deliver plan-led growth to meet future development and infrastructure needs, and leave the District vulnerable to speculative development proposals.

15. The updated Local Development Scheme reflecting these timescales is appended to this report (see Appendix 1).

Resources

16. Cabinet last received a report on Local Plan resourcing in December 2016 (C-047-2017/17). This report identified a shortfall in the available budget and requested additional funding to cover work required to progress the Local Plan. This included further programme management support, a need to provide maternity cover, and continued consultancy support for the site selection work strand, including analysis of potential employment sites. Agreement was given for funding for the Local Plan budget of £1,027,500 in 2017/18 and £237,000 in 2018/19

17. Appendix 2 shows the detail of the currently forecast budget required to support the Local Plan to adoption in 2018/2019. The budget for 2017/18 taking account of the agreement above and budget carried forward from 2016/17 shows a reprofiled budget for 2017/18. This has been projected to actual/committed spend for 2017/18 which is suggesting that there will be a carry forward of £2,240 to 2018/19. Taking account of the work identified for 2018/19 and 2019/20 this shows a shortfall of £706,440 for 2018/19 and £400,180 for 2019/20. This is largely a result of additional spend required to undertake the additional evidence based work to take account of the large number of sites going through the site selection process which has had a knock on impact on other pieces of work such as transport modelling/testing, IDP and viability work.

	2017/18	2018/19	2019/20	total
Carry forward		£2,240		
Budget	£1,228,950	£237,000		
Estimated spend	£1,226,710			
Total budget required		£945,680	£400,180	
Total additional required		£706,440	£400,180	£1,106,620

18. A number of vacancies exist in the team, and two members of the Planning Policy team staff are currently on maternity leave. In addition, the Assistant Director is also on

maternity leave. Given the ongoing difficulties in recruiting for planning professionals steps have been taken to fill the vacant junior roles using secondments, with the vacant Planning Policy Manager post and maternity cover for the Associate Director role being provided in combination with the extended project management support. A full-time Projects Officer has recently been appointed, together with an Administration and Technical Officer. The staffing budget for 2017/18 was £303,760 and the projected spend for 2017/18 is £318,500 which represents a small shortfall. This can be met from elsewhere in the Neighbourhoods budget.

19. Cabinet will be aware of the ongoing work to prepare for the implementation of the Local Plan. This will require considerable resource commitment which will be the subject of a separate report to Cabinet as part of the forthcoming budget setting.

Resource Implications:

The budget for 2017/18 and beyond was previously approved as part of the Local Plan budget in December 2016. This report sets out the budget required to take the Local Plan through to adoption in accordance with the proposed revised Local Development Scheme. As set out above and by Appendix 1, the overall Local Plan budget requires an additional £706,440 in 2018/19 and £400,180 in 2019/20.

Legal and Governance Implications:

The Council is required to prepare and maintain an up to date Local Plan to set out the strategic priorities for the area and the policies that address these. The Local Plan needs to be prepared in accordance with an agreed local development scheme. It is necessary to ensure the preparation of this Plan is supported by comprehensive and robust evidence, and the necessary staffing resources are in place to ensure delivery in a timely manner.

Safer, Cleaner and Greener Implications:

The preparation of a Local Plan is a key Corporate Priority for the Council and the delivery of a Local Plan, informed by a robust evidence base, will contribute to safer, cleaner, greener objectives by planning for sustainable development.

Consultation Undertaken:

Accountancy, within the Resources Directorate.

Background Papers:

- Cabinet Reports C-047-2016/17 December 2016 and (C-068-2016/17) March 2017.
- Local Plan Regulations (2012)
- Planning for the Right Homes in the Right Places: Consultation Proposals (DCLG, 14 September 2017) - <https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals>

Risk Management:

Adequate resourcing is key to the timely delivery of the Local Plan. Without suitable funding, there is a risk that the Local Plan will take significantly longer to prepare bringing a heightened risk of Government intervention. The continued progression and implementation of the Local Plan is required in order to manage and mitigate the risks of potential speculative or uncoordinated development across the District. The adoption of the Local Plan will help to ensure that the Council is making adequate provision for the development and infrastructure

needs of the District, including a sufficient supply of deliverable housing land as required by national planning policy. As set out above, a failure to submit the Local Plan for Examination-in-Public prior to the end of March 2018 is likely to have considerable resource implications for the Council, and would also significantly restrict the ability of the Council to take a plan-led approach to meeting the future development and infrastructure needs of the District.

Appendix 2 – Local Plan Expenditure

	2017/18	2017/18	2018/19	2019/20
	Budget	Actual / anticipated spend	Estimated Budget	Estimated Budget
Carry forward			2,240	
Evidence Base				
Project Management and Critical Friend Support	215,100	233,510	211,680	211,680
Local Plan Engagement Prior to Publication	95,600	28,850		
Demographic Projections (ECC)	1,500		0	0
Strategic Housing Market Assessment	40,000	20,000	20,000	5,000
Transport Modelling	123,000	173,000	70,000	
Central Line	0	10,000		
Combined Sustainability Appraisal/ Equalities Impact Assessment	30,000	25,340	10,000	
Strategic Sustainability Appraisal work	10,000	9,500	5,000	0
Habitats Regulations Assessment	15,000	40,000	15,000	5,000
Strategic Flood Risk Assessment	11,000	20,000	20,000	
Local Plan Viability Assessment	20,000	16,600	10,000	5,000
Economic Study	20,000	15,000	5,000	
Strategic Functional Economic Market Area Economic Study	5,000	10,000	5,000	
Open Space, Indoor Sports and Playing Pitch Studies	35,000	49,320	0	0
Visitor Accommodation Study	20,000	2,840		
Masterplanning/ Site Guidance to support site delivery	150,000	50,000	100,000	100,000
Garden Town - match funding			50,000	50,000
Site Selection and Infrastructure Delivery Plan	400,000	400,000	100,000	
Green Infrastructure	7,750	7,750		
Total	1,198,950	1,111,710	621,680	376,680
Local Plan Process				
Publication - Local Plan	20,000	95,000		
Counsel Advice (prior to Submission)	10,000	20,000		
Local Plan EIP costs			220,500	
Local Plan EIP Counsel costs			80,000	
Modifications arising from EIP			23,500	23,500
Total	30,000	115,000	324,000	23,500
Overall Total	1,228,950	1,226,710	945,680	400,180

Section 1: Identifying details

Your function, service area and team: Planning Policy, Neighbourhoods

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

Title of policy or decision: Local Plan update – programme and budget

Officer completing the EqlA: Tel: Alison Blom-Cooper Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: 8 September 2017

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to existing project
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To update members on the progress of the Local Plan, agree a new timeline for production and the associated budget for 2018/19 and 2019/20.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>An updated Local Development Scheme and budget to support the development of the Local Plan</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>The Local Plan will have an impact on all residents, in the District as it will set out the proposals for growth to meet the objectively assessed housing and economic needs identified and the associated infrastructure.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes – it will determine the timetable for the preparation and adoption of the local plan which will help stakeholders understand the timeframe for bringing forward new proposals in the District.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>Yes</p>

2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The Local Plan is one of three objectives in the corporate plan – the Local Plan will seek to meet the vision set out in the corporate plan to make best use of existing infrastructure to meet the district's need for development in the most sustainable locations with the least possible impact on our natural and historic environment.</p>
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Section 3: Evidence/data about the user population and consultation¹

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

3.1	What does the information tell you about those groups identified? The identified need for economic and housing growth over the Plan period takes account of population growth and demographic changes and profile in the District and associated population projects.
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>The Draft Local Plan was subject to consultation between 31 October and 12 December 2016. Leaflets were distributed to all households in the District. The comments were received have been analysed and reported to Cabinet and will be used to inform the preparation of the Pre Submission Publication Plan.</p>
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive – the evidence outlines the needs for housing provision for all age groups including the ageing population	Low
Disability	Positive - Housing standards to be applied will be in line with the lifetime homes standards which cater for ageing population, mobility needs and other disabilities. Where there is evidence pointing to other housing and employment needs these will be provided through the Plan.	Low
Gender	Neutral - The Plan will not be applying policies that are bias to any groups in terms of the provision of housing and job projection needs.	Low
Gender reassignment	Neutral - The Plan will not be applying policies that are bias to any groups in terms of the provision of housing and job projection needs.	Low
Marriage/civil partnership	Neutral - Population projection information based on census provides this information pointing toward changing household trends and future provision needs for existing families and new family unit trends.	Low
Pregnancy/maternity	Neutral - Population projection information based on census will provide this information pointing toward changing household trends and future provision needs. Need for clinics and specialist facilities are also in the scope of the plan and being addressed.	Low
Race	Neutral - Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information. The need for community centres, places of worship and provision will be made accordingly. The Plan will not be applying policies that show bias to any group.	Low
Religion/belief	Neutral - Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information. The need for community centres, places of worship and provision will be made accordingly. The Plan will not be applying policies that show bias to any group.	Low
Sexual orientation	Neutral - Information collated through previous monitoring, may have provided some information. The Local Plan will not be applying policies that are bias to any groups. If we have received and will receive information to support the need for development associated with specific groups we will address as part of the Plan, although policies and	Low

	development proposals in the plan will not be sex orientation related/dependant.	
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Section 5: Conclusion

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

No actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033. The Local Plan must plan positively for future needs around housing and employment and is required to meet the needs that have been identified in the evidence base, including the consultations.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

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

Signature of Head of Service:

Date:

Signature of person completing the EqlA:

Date:

Advice

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

Epping Forest District Council Local Development Scheme October 2017

Local Plan	
Role and Subject	Determines the amount and location of development for the district together with some release of Green Belt land for this purpose. Sets out the spatial vision, objectives and strategy, all development sites and development management policies for the development of the district for the period up to 2033.
Which “saved” policies will it replace?	All
Geographical coverage	District wide
Status	Development Plan Document
Conformity	Consistent with national planning policy and planning practice guidance
Timetable	
Evidence gathering & background work Issues & Options preparation and public consultation including initial sustainability appraisal	October 2011 – September 2012 Consultation on the issues & options ‘Community Choices’ took place between 30 July 2012 and 15 October 2012
Draft plan preparation and sustainability appraisal	October 2012 – May 2016
Consultation on draft plan (a minimum of 6 weeks)	31 October 2016 – 12 December 2016
Preparation of Submission Plan and Sustainability appraisal	January 2017 – November 2017
Pre-submission publication and representations on soundness (6 weeks) Regulation 19	December 2017/January 2018
Submission to Planning Inspectorate for Examination Regulation 22	March 2018
Examination in Public Regulation 24	Autumn 2018
Receipt of Report Regulation 25	January 2019
Expected Adoption & Publication (including policies map) Regulation 26	May 2019
Production	
Lead department	Planning Policy (Neighbourhoods Directorate)
Management	The Portfolio Holder (and the relevant Scrutiny Panel and Cabinet as necessary) will consider drafts. Full Council will approve final draft documents prior to submission.
Resources	Planning Policy Team with consultative input from Development Management Team Corporate Support, Economic Development, Environment and Street Scene, Country Care, Finance and ICT, and Housing.
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement

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Report to the Cabinet

Report reference: C-023-2014/15
Date of meeting: 12 October 2017



Portfolio: Technology & Support Services

Subject: Update on the Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21.

Responsible Officer: David Newton (01992 564580).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To note the progress on Facilities Management projects during 2017/2018.

Executive Summary:

The Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21 report was approved in November 2016. Following this report, the Council began its transformation program which included a major service accommodation review. Consequently, an internal review of all proposed works on all properties that could potentially be affected by review was carried out. Subsequently, a large number of proposed projects, especially relating to the Civic Offices complex, have been deferred until the situation around transformation has been clarified. This report provides a summary of the major projects scheduled for this financial year. More detailed specifics are contained within Appendix 1

Reasons for Proposed Decision:

At the Council's request a report is submitted to Cabinet regularly showing the status of planned and preventative maintenance at the Civic Offices complex and all operational buildings and commercial properties.

The Planned Maintenance Programme provides a structured way of ensuring that the Council's property assets are properly maintained and improved to meet Health and Safety requirements, statutory regulations, contractual obligations in respect of leases for commercial premises, customer demands and the long term protection and value of the authority's assets.

Other Options for Action:

Members' could ask for further detailed information on any of the schemes summarised on the following pages.

Report:

Civic Offices

1. Over the next five years, a significant amount of investment was proposed for the complex which is now thirty years old. Many of the mechanical installations and electrical systems have reached the end of their effective life and require replacement or major overhaul. Some equipment and plant is also no longer supported by manufacturers or is obsolete and replacement parts are unavailable. Areas of the building fabric are also in need of substantial refurbishment. As highlighted above, effectively only essential health and safety works affecting some of the electrical systems, fire alarm installations and external building fabric are currently proceeding. Some compensatory measures, such as additional servicing regimes and increasing the frequencies of checks carried out by specialist contractors, have been put in place to mitigate some of the risks created by deferring the planned maintenance programme.

Other Offices

2. At Hemnall Street offices, only minor essential repairs have been completed to some external timberwork and a small area of life expired flat roof has been over coated with a new membrane. This is to ensure the building remains weather tight.

3. At The Broadway office, redecoration of the public facing areas is due to be completed in the next few months.

Depots

4. No specific works are planned for Epping depot. Only essential health and safety repairs and maintenance is being undertaken as the closure of the site is imminent.

5. Works are also limited at Oakwood Hill depot, with jetting through the foul and surface water drainage systems proposed for later this year.

6. At Townmead depot, planning permission has been granted to install new perimeter fencing and this will be in place over the next couple of months. Other small scale refurbishment works are on hold as the proposed relocation of the nursery service to the depot is currently progressing and their requirements are being assessed. Other essential repairs to some roofs and walls are planned to be completed by the end of the financial year as well as drainage jetting and ongoing clearance of vegetation to yard areas and the watercourse running alongside the site.

Industrial Estates

7. As landlord, the council has various repairing obligations for external areas under leases at its industrial estates in Brooker Road in Waltham Abbey and Oakwood Hill in Loughton. Some small scale repairs to parking areas and jetting through surface water drainage systems is to be completed and removal of vegetation and litter is ongoing.

North Weald Airfield

8. New thermally efficient double glazed aluminium windows are to be installed in the gatehouse building later this financial year. These will replace the original and dilapidated single glazed timber windows. Once complete some external and internal decoration will also be undertaken.

9. Flat roof coating works have been completed at the control tower and an order has been placed for external redecoration of the building. Internally, the installation of energy efficient instant boiling water appliances will begin shortly and these will enable attendees at the buildings conference facilities to access quick and easy tea and coffee making facilities.

10. Landlord works are also to be completed at the annexe to Hangar 1 with an order having been placed for external redecoration. Maintenance of external drainage and the car park to the gymnastics centre will also begin soon.

Museum

11. Works are planned to scaffold out the premises and overhaul the chimney stacks and the roof over the listed part of the building, including installing a new waterproof underlay below the tiles and introducing insulation into the roof spaces for the first time in order to improve thermal efficiency. This will remedy roof defects identified during the recent refurbishment.

12. Listed building consent has been obtained for the scheme but the commencement date has been delayed because of the discovery of asbestos and complications that have arisen in reaching a solution to maximise the amount of insulation that can be installed into roof voids to increase energy efficiency.

13. Facilities Management surveyors are working closely with the colleagues in Building control and the Senior Conservation Officer to reach appropriate solutions that will remain effective and simple to manage in the long term. It is anticipated that the project will now commence in the spring next year. It is considered that there are more weather related risks should the works begin during the winter months. Redecoration of external areas will also now be completed in the spring because the scaffolding will be utilised for this too in order to be more cost effective.

14. Some other minor works to improve drainage in the courtyard, jet through drain runs, overhaul windows and touch up decoration in public facing areas will be proceeding later this year.

The Limes Centre

15. The redecoration of external areas will begin towards the latter part of the financial year. The foul drains have been reconstructed to prevent ongoing blockages and the underground drain runs are soon to be jetted through and external footpaths and circulation spaces pressure washed to restore surface finishes. Internally, quotes are currently being sought to access and clean air handling ductwork to remove dust and prevent microbiological contamination.

Nursery

16. No specific works are planned at the nursery. Only essential health and safety repairs and maintenance is being undertaken as the closure of the site is proposed soon.

Business Premises

17. As landlord, the council has various repairing obligations under leases at numerous shopping parades. Regular clearance of vegetation and litter from common areas and service roads is ongoing and drainage systems are due to be jetted through soon.

18. Some external redecoration schemes have been completed and others are due to

begin shortly.

19. At The Broadway in Loughton, the roller shutters to the public walkway leading to Burton Road car park have been replaced and improvements to the walkway space are due to begin shortly with new vandal resistant LED lighting, decoration and an anti-slip coating to the floor.

Miscellaneous

20. At General Improvements Areas (GIAs) at Alfred Road in Buckhurst Hill and Woollard Street in Waltham Abbey, regular clearance of vegetation and litter from roads is ongoing and drainage systems are due to be jetted through soon.

21. Ongar public toilets have been redecorated and the drainage systems to the car parking areas at Ongar Leisure Centre / Enterprise Centre are due to receive maintenance in the next couple of months.

Resource Implications:

All projects are within agreed budgets. There may be an impact on the revenue budgets due to increased ad-hoc repairs. This issue will be reviewed with accountancy at estimate time.

Legal and Governance Implications:

None – update report only.

Safer, Cleaner and Greener Implications:

None – update report only.

Consultation Undertaken:

There has been no external consultation undertaken in respect of this report.

Background Papers:

Cabinet Report - 03 November 2016 - Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21.

Risk Management:

Civic Offices - Specialist contractor inspection reports at increased frequencies will be put in place. Any issues will be identified during this process.

Other properties - Regular planned and preventative maintenance helps to reduce the risk of interruptions to the Council's day to day operations from critical and partial systems failure, assists with financial planning and reduces the need to seek supplementary finance outside of the budgetary process.

Equality Impact Assessment

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

Section 1: Identifying details

Your function, service area and team: Facilities Management, Resources Directorate

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

Title of policy or decision: Update on the Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21

Officer completing the EqlA: Tel: 01992564580 Email: dnewton@eppingforestdc.gov.uk

Date of completing the assessment: 11 September 2017

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Update
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Provide an update</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Will the policy or decision influence how organisations operate? No.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? No.</p>

Section 3: Evidence/data about the user population and consultation¹

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

3.1	What does the information tell you about those groups identified? Update report, no impact.
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? Update report, no impact.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: Update report, no impact.

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Update report, no impact.	
Disability	Update report, no impact.	
Gender	Update report, no impact.	
Gender reassignment	Update report, no impact.	
Marriage/civil partnership	Update report, no impact.	
Pregnancy/maternity	Update report, no impact.	
Race	Update report, no impact.	
Religion/belief	Update report, no impact.	
Sexual orientation	Update report, no impact.	

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

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

Signature of Head of Service: Bob Palmer

Date: 12 September 2017

Signature of person completing the EqlA: David Newton

Date: 12 September 2017

Advice

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

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FACILITIES MANAGEMENT UPDATE - Planned Maintenance Projects 2017/18				
Descriptions of works (as set out in 5 year Planned Maintenance Programme 2017/22 for Operational and Commercial Properties)	Project complete or to be completed by 31/03/18	Project delayed. Budget to roll forward to 2018/19	Project on hold pending outcome of accommodation review	Part of project on hold and part of project to be completed by 31/03/18
Civic Offices				
Electrical/Mechanical				
Statutory testing of emergency lighting installations and rectification of defects.	P			
Statutory testing of electrical installation and rectification of defects - Electricity At Work Act.	P			
Replacement and repair of general items of electrical equipment/equipment housing. This is generally in the external areas where equipment housing have begun to rust.			P	
Energy efficiency / CO2 reduction.			P	
Main Civic Building - Replacement of lighting with LED lighting.			P	
Electrical Intake Pyramid Building - Electrical load management and replace standby diesel generator.			P	
Main Civic Building - continued installation of smart meters to help monitor the council's energy usage and target areas for future energy saving enhancements.			P	
Main Civic Building - upgrade of fire alarm loops.	P			
Conder building - Replacement of the fire alarm amplifier rack. This equipment is approximately 25 years old and is now becoming a maintenance liability.	P			
Main Civic Building - Trend controller update (works associated with the replacement of the AHUs. This is to keep Trend running and working with all new and replaced equipment)			P	
Main Civic Building - Upgrade and extension of Trend system to allow connection of all sheltered housing units to be monitored and controlled via the Trend system.	P			
Conder Building - Daikin interface upgrade.			P	
Homefield House - Upgrade fire alarm and power			P	
Main Civic Building - Phased replacement of electrical power distribution equipment in all intakes due to life expiry and health and safety risk			P	
Main Civic Building - Phased replacement of electrical breakers and fuses in electrical riser nos. 1, 2 & 3 due to life expiry and health & safety risk				P
Refurbish first floor tower toilets			P	
Refurbish ground floor tower toilets			P	
Main Civic Building - Fire alarm system - speaker replacement & new smoke & heat detection	P			
Main Civic Building - Phased replacement of electrical power distribution equipment in all the intakes			P	
Main Civic Building - Replacement of Mitsubishi air conditioning on the link bridge roof. Units are at the end of their serviceable life and have now become a maintenance liability			P	
Electrical Intake Pyramid Building - Installation of new generator main switch, linking to new bypass panel in advance of new generator			P	
Main Civic Building - Computer Suite 2 - replacement of air conditioning units			P	
Main Civic Building - Plant room 2 LARGE AHU replacement - Current fan is old and very inefficient - upgrade to efficient fan with variable volume control facility			P	
Main Civic Building - Replacement of the mechanical control panels. These panels have come to the end of their life span and require upgrading				P
Main Building				
Carry out isolated patch repairs to dense bitumen macadam surface in car park 3 and seal surface cracking with liquid bitumen in car parks 2 and 3	P			
Carry out localised repointing of joints in stone external walls, ceremonial external staircase and various stone cill and render repairs identified at the time of specialist stone cleaning works to building elevations in 2016	P			
Using a mobile elevated working platform for safe working at height, carry out minor repointing works to brickwork over second floor lintels. Rake out and replace failed mastic joints to second floor stonework to part front elevation	P			
Repair to netting to prevent pigeons messing around air conditioning units. Include for safe working at height			P	
Partial replacement of worn floor finishes to offices, common and public areas			P	
General "touch up" decoration to previously painted surfaces in public areas, circulation spaces and offices to ensure areas remain at a high aesthetic standard			P	
Redecorate room G.01 and room 1.20			P	
Uplift and replace worn and heavily soiled carpets in room G.01; room 1.12; room 1.20; room 1.26			P	
Conder Building				
Partial redecoration of offices			P	

General "touch up" decoration to previously painted surfaces circulation spaces and offices to ensure areas remain at a high aesthetic standard			P	
Partial replacement of suspended ceilings			P	
Replacement of dilapidated air conditioning cages in building car parks			P	
Hemnal Street Offices				
Isolated repair and redecoration of timber windows and barge boards to ensure weathertightness of these elements until full redecoration in 2019	P			
Overlay existing life expired mineral felt covering to single storey flat roof over rear open plan office area with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height	P			
63 The Broadway Office				
Carry out redecoration of public entrance foyer area and interview room	P			
Brooker Road Industrial Estate				
Environmental maintenance - clear weeds, vegetation and litter from common areas, service roads and car parks	P			
Carry out isolated patch repairs to concrete parking aprons and drainage channels to service roads	P			
Clear all surface water road gullies to landlord's car parks and service roads to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation	P			
Oakwood Hill Industrial Estate				
Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation	P			
Install section of steel tubular post and rail fencing adjacent to height restriction barriers to prevent unauthorised entry in to car park	P			
Overhaul chain link fence to perimeter of car park	P			
Redecorate hazard markings to height restriction barriers	P			
Oakwood Hill Workshop Units				
Carry out environmental maintenance to clear weeds, vegetation and litter from roads, parking areas and fire exit routes	P			
Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation	P			
Excavate and remove vehicle damaged sections of drainage channel and gratings. Install new heavy duty channels and gratings	P			
Epping Depot, Epping				
As the closure of this asset is imminent the buildings have not been surveyed and no specific planned maintenance works are therefore proposed	P			
A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure.				
Townmead Depot				
Health and safety works				P
Options for redevelopment of this depot are currently being considered. Most of the buildings on the site have well exceeded their design life and are well beyond economic repair. Whilst consideration is being given to the best way to develop the site, it is recommended that generally only health, safety and staff welfare works are undertaken	P			
A general provisional sum has been allowed to ensure that basic standards of repair are instigated until a decision is made.				
Clearance of vegetation and silt from Collara Brook watercourse	P			
Clear debris from all surface water gullies and to yard, and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			
Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays	P			
Building 21 - To former WC area / canteen building, remove dilapidated water tank and timber housing structure located on roof. Make good roof covering where housing removed in order to leave covering watertight. Allow for scaffolding access and bridging across fragile roof surface	P			
As a short term repair until life expired buildings are replaced, carry out repairs to perimeter fencing and boundary walls	P			
Oakwood Hill Depot				
To whole complex, jet through all foul and surface water drains to leave free flowing, and empty petrol interceptors, catchpits, channels and road gullies	P			
Ongar Leisure Centre				
Clear all gullies and jet through surface water drains to yards, car parks and walkways including emptying petrol interceptors and cleaning filters	P			
Nursery, Pyrles Lane, Loughton				
As the closure of this asset is imminent, the buildings have not been surveyed and no specific planned maintenance works are therefore proposed	P			
A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure.				

Museum, Waltham Abbey				
To remedy defects identified during recent refurbishment works, scaffold out premises for safe working at height. Re-roof two storey pitched areas, including installing a breathable waterproof underlay membrane beneath tiles as there is currently no underlay at all below tiles. Provide new battens and replace all broken tiles. Reform all flashings, details and abutments. Provide insulation to roof spaces as required under Building Regulations		P		
Making use of scaffolding for roof works, access chimney stacks and repoint. Repair, re-render and redecorate where necessary. Repair / replace damaged chimney pots and re-flaunch. Overhaul lead flashings and details		P		
External redecoration of front, side and rear elevations; means of escape staircase including provision of anti-slip finish to treads and landing; external gates and railings. Include for access scaffolding and equipment for safe working at height		P		
Carry out improvements to surface water drainage within the courtyard garden area to dissipate rainwater away from the building and to assist with reducing water penetration into the ground floor gallery area where the damp proof course is minimal	P			
Jet through foul and surface water drains to remove obstructions and ensure free flowing	P			
Overhaul first floor windows in front gallery and rear offices areas including replacing balancers to each sash and general window ironmongery	P			
Touch up decoration to wall surfaces in display galleries and circulation spaces to ensure visitor areas remain at a high aesthetic standard	P			
North Weald Airfield, North Weald				
Gatehouse				
Replace dilapidated single glazed timber windows, doors and rooflights with new thermally efficient double glazed aluminium units	P			
Carry out external redecoration of timber surfaces, metal gates and railings	P			
Internal redecoration of offices and common areas	P			
Control Tower				
Prior to redecoration, pressure wash foot trafficked roof areas and balconies to remove grime and slip hazards. Allow for minor top up coating repairs to flashings, upstands and details	P			
Carry out external redecoration to concrete, masonry and metalwork surfaces including safe access equipment for working at height	P			
As requested by airfield operations officers, install energy efficient wall mounted instant boiling water appliances in ground floor conference room kitchen area and first floor kitchen to enable conference attendees to access quick and easy tea and coffee making facilities	P			
Gymnastics Centre				
Maintenance of fire escape routes including clearance of vegetation from external fire escape routes and from around access road and car park	P			
Clear debris from all gullies and drainage channels to car park, access road and external areas and jet through surface water drainage to leave free flowing	P			
Annexe to Hangar 1				
External redecoration of fascias, soffits, doors and panels	P			
The Limes Centre				
Wash down external plastisol coated soffits and fascias and powder coated windows and doors. Redecorate external rendered elevations and metal railings. Include for access scaffolding and equipment for safe working at height	P			
Reconstruct underground foul drains / enlarge access manhole serving main toilet areas to prevent ongoing blockages. Allow to uplift and relay entrance paving slabs to facilitate	P			
Jet through foul and surface water drains to remove obstructions and ensure free flowing	P			
Pressure wash paving slab footpaths, ramps, steps and public general circulation spaces to restore surface finishes	P			
Insert maintenance inspection hatches into air handling ductwork to facilitate ongoing cleaning	P			
Clean all air handling ductwork to remove dust and debris and prevent microbiological contamination	P			
Ongar Public Toilets				
Jet through foul and surface water drains to remove obstructions and ensure free flowing	P			
Prepare and redecorate previously painted external surfaces and internal ceilings	P			
Business Premises				
General				
General fund share of works carried out by Communities Directorate to shops where there are shared maintenance liabilities.	P			
Borders Lane, Loughton (58 to 76)				
Environmental maintenance - clear weeds, vegetation and litter from common areas and service road	P			
Clear debris from all surface water gullies to yards and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			

Hillhouse, Waltham Abbey (1 to 12)				
Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptors and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			
Limes Avenue, Chigwell (548 to 562 including covered walkway and common areas)				
Carry out pressure washing and general maintenance of undercover paved areas and environmental maintenance to clear weeds, vegetation and litter from common areas, yard, car park and walkways.	P			
Clear debris from all surface water gullies and drainage channels to yards and car park and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			
Loughton Way, Buckhurst Hill (142 to 164)				
Environmental maintenance - clear weeds, vegetation and litter from common areas and strim grass bank	P			
Market Square, Waltham Abbey (15 to 19)				
Clear debris from all surface water gullies to yards and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manhole of each premises	P			
Parklands Coopersale (28 to 31)				
Environmental maintenance - clear weeds, vegetation and litter from common areas and service yard	P			
Clear debris from all surface water gullies to service yard and jet through surface water drainage to leave free flowing	P			
Pyrles Lane, Loughton (34 to 52)				
Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptor and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			
Roundhills, Waltham Abbey (74 to 82)				
Clean diffusers and change lamps to landlord's lighting under front canopy, to yards and side elevation	P			
Redecoration of front canopy, side elevation, common areas and bollards	P			
Clear debris from all surface water gullies and drainage channels to service yard and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises	P			
The Broadway, Loughton (11 to 73 & 12 to 82)				
To various single storey flat roofs, overlay existing life expired mineral felt coverings with a new single layer cap sheet and/or apply a high performance polyurethane coating system to life expired asphalt surfaces. Allow for isolated repairs to coping stones and external brick walls where damaged and renew failing rainwater goods. Allow for edge protection guardrails for safe working at height. (16,18,20,26,52,&80)				P
Environmental maintenance - clear weeds, vegetation and litter from common areas	P			
Replace 2 Nr life expired roller shutters to undercover public access walkway adjacent to shop 42	P			
Replace aging landlord's lighting to undercover public access walkway adjacent to shop 42 with new energy efficient, vandal resistant LED light fittings	P			
Redecorate walls and ceiling to undercover public access walkway adjacent shop to 42. Clean and prepare floor and apply a two pack epoxy anti-slip floor coating	P			
The Street, High Ongar (48 & 50)				
Carry out external redecoration of rendered walls, timber and metalwork including renewal of anti slip coating to external fire escape staircase. Allow for minor overhaul of any loose / slipped roof tiles whilst on site and repointing at ridge. Allow for scaffolding for safe access when working at height	P			
Upshire Road, Waltham Abbey (113 to 123)				
Environmental maintenance - clear weeds, vegetation and litter from common areas	P			
Replace aging landlord's lighting to front elevation with new energy efficient, vandal resistant LED light fittings	P			
General Improvement Areas				
Alfred Road, Buckhurst Hill				
Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays	P			
To all areas - Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation	P			
Woollard Street, Waltham Abbey				
Environmental maintenance - clear weeds, vegetation and litter from common areas and access roads	P			
To all areas - Clear all surface water road gullies to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation	P			
Emergency Repairs	P			

Report to the Cabinet

Report reference: C-019-2017/18
Date of meeting: 12 October 2017



**Epping Forest
District Council**

Portfolio: Asset Management & Economic Development.
Environment.

Subject: Outturn Report - Oakwood Hill Depot

Responsible Officer: Derek Macnab (01992 564051).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the final account for the construction of Oakwood Hill Depot in the sum of £2,590,043.64 be noted.

Executive Summary:

In order to achieve a vacant site to facilitate the construction of the Epping Forest Shopping Park, a number of the Council's operational services had to be relocated from Langston Road. This was achieved primarily through the construction of a new depot on Council owned land at Oakwood Hill. The new depot was commissioned in August 2016. As the defects liability period has now elapsed, and in accordance with the Council's financial Regulations, this outturn report advised Members of the final account costs, which are in excess of the Tendered Sum and any learning points for future capital projects.

Reasons for Proposed Decision:

The Council's constitution requires that reports are prepared and submitted to the Cabinet on completion of all contracts where the final expenditure exceeds the approved contract sum by more than the lesser of 10% or £25,000. This report seeks to fulfil this requirement.

Other Options for Action:

There are no other available options for action.

Report:

1. For many years, the Council successfully operated a range of frontline services from its Works Depot in Langston Road, Debden. These consisted of directly delivered services such as grounds and fleet maintenance (to include the MOT Service), accommodation for contracted services such as Waste Management and facilities for storage of the Museum Collection and partner organisations such as the WRVS, Meals on Wheels.
2. However, in accordance with the Council's policy of seeking to maximise the potential of its assets, an opportunity was identified in conjunction with the neighbouring landowner to develop the Epping Forest Shopping Park.

3. In order to achieve a vacant site, a number of steps were taken to include the relocation of the museum collection to the new extended and refurbished District Museum and a specific requirement contained within the procurement of the new Waste and Recycling Contract, that bidders provided their own depot at an alternative location. With regard to grounds maintenance and fleet maintenance (MOT) an opportunity was identified to construct a new depot in close proximity (in a good geographical location in terms of service requirements) on land in the Council's ownership adjacent to the Council's Oakwood Hill Industrial Estate. The site had the benefit of already being zoned for employment use in the current local plan.
4. Another advantage of the Oakwood Hill site is that it was of sufficient size to accommodate the relocation of the Council's Nursery and Landscape Service from Pyrles Lane Nursery, which is being sold for residential development and potentially the Countrycare Service, based in relatively poor accommodation at Townmead, Waltham Abbey.
5. A cross directorate office project team was formed, comprising of managers of the disparate services and facilities management, ICT and Estates. The project team developed an outline brief and an external consultancy, Stace LLP, were appointed as Project Managers and Quantity Surveyors. On the basis of the brief, a pre-tender estimate was established. In December 2014, the Cabinet approved a construction budget of £2,520,000 plus fees of £75,000 for Stace LLP and a further £62,500 for engineering consultancy.
6. A competitive procurement was then undertaken for the works which were intended to be on a "turn-key" design and build contract to include a full fit-out of the office accommodation to include IT infrastructure, relocation of the MOT Workshops (to include re-accreditation with VOSA) and all associated landscape works. At the point of tender due to lack of information from the utility suppliers, statutory diversions were not contained within the tender price relating to the highways works necessary to construct the new entrance and relocate the nearby bus stop. At this point, an estimate of £50,000 was included in the tender evaluation on the advice of Stace.
7. Expressions of Interest produced a shortlist of five construction companies with relevant experience to tender and ultimately three companies submitted tenders. The lowest priced tender was submitted by T.J. Evers Ltd, based in Tiptree and after interview it was concluded that their method statements in relation to quality were sound. On this basis, the results of the procurement process were reported to Cabinet who in June 2015 agreed to award the contract to T.J. Evers at a price of £2,385,176. It was also agreed that the sum of £134,834 below the approved budget, was to be retained as contingency due to the uncertainty around the statutory services, the specific requirements of the Highways Authority and grounds conditions, particularly in relation to the land adjacent to TfL Underground tracks bordering the site.
8. Work commenced on site on the 24 August 2015, the necessary planning conditions having been discharged, i.e. in relation to the protection of trees etc. As previously mentioned, the project was managed by Stace on behalf of the Council, with the main client role being undertaken by the Council's temporary development consultant who also was responsible for the delivery of the Shopping Park.
9. As per the original tender, the contract period was for 37 weeks. In the event the works took 47 weeks for which a 3 week extension of time was granted. The remainder of 7 weeks was attributable to the contractor for which a reduction of £4,000 was deducted from the final accounts.
10. The Practical Completion Certificate for the project was issued by Stace on the 19 September 2016. In summary, the statement was as detailed below:

Oakwood Hill Loughton – 27.10. 2016

Final Account Statement

Contract Sum	£ 2,385,176.00
Omissions: Sign Board	<u>£- 366.73</u>
Sub Total	£ 2,384,809.27
Employers Agent Instructions	£ 99,126.72
Sundry Variations	<u>£ 110,109.20</u>
Sub Total	£ 2,594,045.19
Commercial Settlement to reflect delayed handover	£- 4,001.55
Total Final Account Value	£2,590,043.64

11. With respect to unforeseen costs over and above the tendered price of £2,384,809 related to Employers' Agents' Instructions of £99,126 and Sundry Variations of £110,109, totalling some £209,235.

12. The main areas of cost increase related to:

- Heave protection to ground floor slabs as
as result of Structural engineer's report £31,255
- Asbestos Picking on foundation spoil £12,300
- Alterations to foul water drainage £12,579
- ECC Additional Requirements on Highways
Post technical approval £62,260
- Requirement by ECC to provide manual
traffic management £21,852
- Installation of temporary gate to provide
Revised access through Oakwood Hill Estate £3,749

13. In addition to the increased capital costs, the Council incurred additional revenue costs of £67,000 to provide out of hours security presence to protect the depot in the absence of alarm monitoring over a protracted period following the relocation of grounds maintenance and fleet management. The problems initially arose as a result of the required telecoms connections and subsequently the configuration and commissioning of the system by the specialist alarm contractor. As the Council had invested some £2.5million plus equipping the depot, it was felt that to leave the building unprotected in the event of fire or break-in was unwise. It was not possible to delay occupation due to the urgent need to vacate Langston Road.

14. With respect to lessons learned on the project it was felt that more consistency with respect to client requirements as a result of changing personnel, would have been beneficial.

15. Similarly, whilst Stace undertook project management, a client clerk of works on site may have been able to problem solve with the contractor more effectively, particularly with

respect to a number of Health and Safety issues which if unresolved would have affected the safe operation of the depot once commissioned.

Resource Implications:

The tender for the construction of the Oakwood Hill Depot was for £2,385,176. The final account was £2,590,043. This represents an increased cost of 8.5% over budget.

In addition, additional revenue costs for security were required at a cost of £67,000.

Legal and Governance Implications:

The Contract for the Construction of the Council's Depot at Oakwood Hill was let through a competitive process under JCT Design and Build Contract 2011.

Safer, Cleaner and Greener Implications:

The new depot was built to modern standards in relation to energy efficiency and insulation.

Consultation Undertaken:

None.

Background Papers:

Project Progress Reports and Final Account Assessment.

Risk Management:

The decision to provide extra cost of hours for security was taken to reduce the risk of loss or theft from the Council and the inability to provide services.

Equality Analysis:

Recent case law has indicated that the Due Regard Record system for providing information in reports to Cabinet and Portfolio Holders is insufficient. As a result, the following changes to the process have been introduced:

- the Due Regard Record will no longer be used; and
- an equality impact assessment will now be provided to accompany reports.

An equality impact assessment (also known as equality analysis) relating to the subject of the report must be undertaken. This must be a relatively recent assessment and must include information relevant to the report. Assessments must be evidenced based, meaning that information and data should be used in the assessment of impact. The assessment should be thorough and generate good quality information of impact. Assessment of impact must be timely and provide information on the impact of the subject of the report. A written record must be made of the assessment of impact. The whole assessment must be included as an appendix to the report, a summary is not sufficient.

The following 'must read' statement will be included in the 'Resource Implications' section of the report:

"The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report

is essential reading for all members involved in the consideration of this report. The equality information is provided at an Appendix to the report”.

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Equality Impact Assessment

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

Section 1: Identifying details

Your function, service area and team: Neighbourhoods

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

Title of policy or decision: Outturn Report on Oakwood Hill Depot

Officer completing the EqlA: Tel: 4051 Email: dmacnab@eppingforestdc.gov.uk

Date of completing the assessment: 18 September 2017

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No - information item.
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>Provision of new depot, outturn report to Members on costs.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Compliance with Council's Financial Regulations</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Contained in original E1A on decision to build depot</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Contained in original EIA</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>Maximising use of assets, efficient service delivery</p>

Section 3: Evidence/data about the user population and consultation¹

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

3.1	What does the information tell you about those groups identified? N/A Report on Capital Cost of Scheme
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: A/A

Section 4: Impact of policy or decision

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

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

Section 5: Conclusion

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

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

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

Signature of Head of Service:

Date: 19 September 2017

Signature of person completing the EqlA:

Date: 19 September 2017

Advice

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

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