



***CABINET***  
***Tuesday, 10th April, 2018***

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

**Council Chamber, Civic Offices, High Street, Epping**  
**on Tuesday, 10th April, 2018**  
**at 7.00 pm .**

**Derek Macnab**  
**Acting Chief Executive**

**Democratic Services**  
**Officer**

Gary Woodhall  
(Governance Directorate)  
Tel: (01992) 564470  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

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

**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 8 March 2018 (previously circulated).

**5. REPORTS OF PORTFOLIO HOLDERS**

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

**6. PUBLIC QUESTIONS AND 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. ANNUAL PROGRESS REPORT OF THE COUNCIL HOUSEBUILDING CABINET COMMITTEE (Pages 5 - 36)**

(Housing Portfolio Holder) To consider the attached report (C-051-2017/18).

**9. TRANSFORMATION PROGRAMME MONITORING REPORT - JANUARY & FEBRUARY 2018 (Pages 37 - 50)**

(Leader of Council) To consider the attached report (C-052-2017/18).

**10. AWARD OF CONTRACT FOR ABORICULTURAL MAINTENANCE WORKS (Pages 51 - 62)**

(Environment Portfolio Holder) To consider the attached report (C-053-2017/18).

**11. EQUALITY OBJECTIVES 2018-22 (Pages 63 - 80)**

(Leader of Council) To consider the attached report (C-054-2017/18).

**12. PHASE 4 SUPERFAST ESSEX BROADBAND FUNDING (Pages 81 - 96)**

(Technology & Support Services Portfolio Holder) To consider the attached report (C-055-2017/18).

**13. ANY OTHER BUSINESS**

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

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

**14. EXCLUSION OF PUBLIC AND PRESS**

Exclusion

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

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
15	The Impact of the Chinese Government's decision to impose tougher quality control standards on imported recycling	3

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materials

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.

**15. THE IMPACT OF THE CHINESE GOVERNMENT'S DECISION TO IMPOSE TOUGHER QUALITY CONTROL STANDARDS ON IMPORTED RECYCLING MATERIALS (Pages 97 - 110)**

(Environment Portfolio Holder) To consider the attached restricted report (C-056-2017/18).

## **Report to Cabinet**

**Report reference:** C-051-2017/18

**Date of meeting:** 10 April 2018



**Epping Forest  
District Council**

**Portfolio:** Council Housebuilding Cabinet Committee

**Subject:** Annual Progress Report of the Council Housebuilding Cabinet Committee.

**Responsible Officer:** Paul Pledger (01992 564248)

**Democratic Services:** Gary Woodhall (01992 564470)

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

- (1) That the Annual Progress Report of the Council Housebuilding Cabinet Committee on Council housebuilding be noted.

### **Executive Summary:**

Set out in its Terms of Reference, the Cabinet Committee is to monitor and report to the Cabinet on an annual basis progress and expenditure in relation to the Council Housebuilding Programme. This report sets out the progress made over the last 12-months.

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

The Cabinet Committee is required to monitor progress and expenditure in relation to the Council House-building Programme and report to the Cabinet on an annual basis, as set out in its Terms of Reference.

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

This report is on the progress made over the last 12-months and is for noting purposes only. There are no other options for action.

### **Report:**

#### Phase 1 (Recovery Phase)

1. Further to the determination of the contract with Broadway Construction Ltd, a contract was awarded to P.A. Finlay and Company Ltd to complete the works on Phase1 as approved by the Committee on the 22 September 2016.

2. The Phase 1 recovery work was completed on the 31 October 2017 with the last two homes on the Red Cross site being handed over and occupied. The homes built are now in the defects liability period (a 2 year period where the Contractor retains responsibility for contractual defects reported). The defects liability period for Phase 1 will end on the 31 October 2019.

3. The original contract with Broadway Construction Ltd was let on the 27 October 2014 with completion expected on the 13 November 2015. With the delays that built up under the contract with Broadway Construction, together with the Council determining the contract and the subsequent procurement of a new contract with P.A. Finlay and Company Limited meant an overall delay of 102 weeks on the original anticipated handovers.

4. The determination of the contract with Broadway Construction Limited also led to a significant increase in costs with the works costs rising from £2,331,170.02 to £5,852,557.98 overall. However, the recovery project costs with P A Finlay did increase by 66% from the original contract mainly due to significant additional works relating to the remediation works that were necessary, in particular the costs of having to relay the drainage and mains services laid during the original contract, that was later found to be necessary as a result of having to remove the contaminated soil that was not addressed by BCL. This can be seen as the premium paid for appointing a contractor to take on another contractor's unfinished work and all the risks associated with the project.

#### Notice of Adjudication from Broadway Construction Ltd

5. On 22 November 2017 the Council received a notice of Adjudication, which was referred by Broadway Construction Ltd (BCL). The dispute concerned the termination of the contract by the Council on 1st June 2016. BCL maintained and claimed that the termination was wrongful and constituted a repudiatory breach of contract.

6. In April 2016, the Council served a default notice on BCL claiming that BCL was not proceeding with the contract works regularly and diligently. Later on 1 June terminated the Contract on the ground that BCL had continued with the default specified in its notice served in April 2016. BCL assert that this is contrary to the true facts and progress of the works on the Project, and that they do not accept the validity of the default notice or the termination of the Contract.

7. BCL therefore gave notice to refer the dispute to adjudication in accordance with the Contract.

8. BCL were seeking the following relief and decision from the Adjudicator:

- (a) that the Council wrongfully terminated the Contract;
- (b) that the Council were liable for repudiatory breach of contract;
- (c) that the Council were liable to pay Broadway the costs, damages and expenses that were proven to have been incurred by Broadway as a result of the wrongful termination of the Contract and repudiatory breach of contract;
- (d) that the Council had no entitlement to retain or withhold liquidated damages improperly withheld prior to and following the termination of the Contract because no demand for payment of liquidated damages had been made in accordance with the Contract; and
- (e) that the Council should pay the Adjudicator's costs and expenses incurred in the adjudication.

9. The Council has appointed Trowers and Hamlins as its expert Solicitors to defend the adjudication. The Adjudicator reached his decision on 2 February 2018.

#### *Post Cabinet Committee update on the outcome of the adjudication:*

*1...Of the 18 delay events advanced by BCL, the adjudicator has found that all were the responsibility of BCL with the exception of (i) the approval by the warranty provider of the internal housing of the gas service at Harveyfields and (ii) the front canopies;*

*2...EFDC was justified in serving the Default Notice as a result of BCL's failure to proceed regularly and diligently;*

*3...BCL did increase its level of resources following the Default Notice however, BCL failed to increase the labour levels to a level to address the remaining works on the critical path and thus continued the specified default of failure to proceed regularly and diligently for 14 days;*

*4...Epping therefore was entitled to terminate pursuant to Clause 8.4.2;*

*5...The termination was not unreasonable or vexatious;*

*6...BCL is liable to EFDC for damages pursuant to clause 8.7.4;*

*7...EFDC is not prohibited from retaining or withholding liquidated damages prior to and following the termination of the Contract; and*

*8...As BCL has been unsuccessful in this adjudication, notwithstanding the parties' ongoing joint and several liability, the adjudicator has found that BCL shall be primarily liable for the adjudicators fees and expenses in their entirety.*

10. This is a comprehensive judgment in favour of Epping.

11. A previous adjudication served on the Council by BCL in February 2017, which was contested at the time, centred on the final payment made to BCL at the time of the contract termination. The key points in that claim were:

(a) whether the second payless notice was given beyond the permissible date set out in the Contract;

(b) whether the second payless notice failed to explain how the proposed sum of £0 had been calculated;

(c) whether the Council through previous correspondence had derogated from the payment mechanism under the Contract and guaranteed payment of £74,494.02 to Broadway; and

(d) whether the Council had a contractual entitlement to serve a second payless notice.

12. The adjudicator found in favour of the Council on the first three points but on the fourth he found in favour of Broadway, namely that the Council was not entitled to serve more than one pay less notice in relation to a payment notice, which resulted in the Council being ordered to pay BCL £74,494.02 (plus £2,985.88 interest) along with the adjudicators fees (£3,107) bringing the total to £80,586.90.

#### Phase 2 - Burton Road, Loughton – 15 x 3 bed houses, 2 x 2 bed houses, 23 x 3 bed flats & 11 x 1 bed flats

13. Works on site are progressing at various stages across the site. It should be noted though that due to additional works that were not anticipated at the point the contract was let, that a 17 week extension of time has been granted to the contractor taking the contract completion date to 25 June 2018. The extension of time that has been granted also incurs a loss and expense amounting to around £680,000 (see below). The Contractor is currently forecasting a further 9 week delay with completions expected at the end of August 2018.

14. The issues that have led to the extension of time noted above have also contributed to significant additional costs. The two most significant cost increases have related to:

- contamination remediation – additional costs of £443,504.11; and
- utilities and cable disconnections - additional costs of £237,531.13.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Burton Road	Mullally & Co. Ltd	7 March 2016	103 weeks	26 February 18
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
27 August 18	+ 26 weeks	£9,582,179.00	£10,534,354.85	+ £952,175.85

Phase 3 - Bluemans End, North Weald - 2 x 3b houses, 1 x 2b Flat & 1 x 2b flat

15. The contract is close to completion, with handovers expected by the end of January 2018. The two week delay reported was caused by the discovery of further asbestos in the ground and delays to the installation of a water main.

16. The cost variation of £47,758.77 is due to additional works required to provide permeable block paving; additional clearance of the watercourse on the developments boundary; boundary wall works; further soil contamination remediation and further asbestos removal.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Bluemans End	TSG Building Services Ltd	2 May 2018	36 weeks	17 January 18
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
31 January 18	+ 2 weeks	£753,034.23	£800,793.00	+ £47,758.77

Stewards Green Road - 4 x 2b houses

17. Works at Stewards Green Road are at an advanced stage, with works focusing on internal and external finishes. A six week delay was reported at the last site meeting due to a dispute between the Contractor and the Architect. The Contractor disputing the EA's assertion that the stairs were not fitted as per the drawings. In addition, further asbestos was found in the ground, which added to the delay.

18. The variation in costs relates to additional works required to make alterations to the MVHR system, alterations made to party wall insulation and alterations made to the kitchen windows.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Stewards Green Road	TSG Building Services Ltd	22 May 2017	34 weeks	24 January 18
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
7 March 2018	+ 6 weeks	£752,340.41	£777,430.22	+ £25,089.81



#### London Road – 1 x 3b House

19. Construction work is proceeding well at London Road, with works on target to be completed by the contract completion date.

20. There has been an increase in costs of £20,415.00 which is due largely to the changes needed to ensure that the completed homes meet Code for Sustainable Homes Level 4.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
London Road	VSN Enterprises Ltd	19 June 2017	36 weeks	17 March 2018
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
17 March 2018	Nil	£235,695	£261,485.00	£20,415.00

#### Parklands, Coopersale – 2 x 2b Houses & 2 x 1b Flats

21. The work is progressing well, with just a 1-week delay being reported by the Contractor. This is due to inclement weather over the contract.

22. The variation in costs relates to additional works required to the boundary of the site.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Parklands	Denmark and White Ltd	18 <sup>th</sup> April 2017	56 weeks	24 <sup>th</sup> May 2018
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
31 <sup>st</sup> May 2018	+ 1 weeks	£716,756.74	£721,756.74	+ £5,000,00

#### Springfield and Centre Avenue – 1 x 3b House, 5 x 2b Houses & 2 x 1b Bungalows

23. Springfield and Centre Avenue are two separate sites which due to their proximity are being managed under one contract. The work is progressing well, with just a 1-week delay being reported by the Contractor, which is due to an initial problem determining the ownership of some garages/sheds.

24. The variation in costs mostly relates to additional works required to the boundary wall of the site.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Springfield and Centre Avenue	Denmark and White Ltd	18 April 2017	60 weeks	21 June 2018
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
28 June 2018	+ 1 weeks	£1,408,126.30	£1,573,126.30	£165,000.00

#### Centre Drive – 1 x 3b House

25. Construction work is proceeding well at Centre Drive, with works on target to be completed by the contract completion date.

26. There is no cost variations noted on this project to date.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Centre Drive	VSN Enterprises Ltd	30 October 2017	36 weeks	27 June 2018
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
27 June 2018	Nil	£300,285.00	£300,285.00	£0.00

#### Queens Road, North Weald – 10 x 3b Houses & 2 x 2b Houses

27. Due to the nature of the site a package of initial enabling works needs to be completed, including the relocation of a UKPN substation, before construction works can commence.

28. A letter of intent was issued to Storm Building Ltd up to a works value of £250K to allow them to undertake the enabling works. The enabling works are expected to take three months to complete.

29. Construction works are expected to commence on 5 March 2018 giving a completion date in October 2019.

30. The cost variations are related to the contract uplift previously reported to and approved by the Portfolio Holder in October 2017 and represent the increase in construction cost indices due to a delay of almost a year.

<b>Scheme</b>	<b>Contractor</b>	<b>Start on site date</b>	<b>Contract Period</b>	<b>Contract comp. date</b>
Queens Road	Storm Building Ltd	5 March 2018	82 weeks	30 Sept 19
<b>Anticipated completion date</b>	<b>Variation</b>	<b>Contract Sum</b>	<b>Anticipated Final Account</b>	<b>Variation</b>
TBC	TBC	£2,320,493.00	£2,441,240.00	£120,747.00

#### Phase 4 - 6

31. In September 2017, East Thames, who are the Council's Development Agents, gave notice of their intention to invoke Schedule 8 (Exit Management Plan) of the Housing Development Agency Services Agreement that they no longer wish to act as Development Agents on behalf of the Council. Whilst a 3-month exit management term is set out in the Agreement, East Thames have agreed to extend this term to 6-months, ending on 9 March 2018 to enable as smooth a hand-over as possible.

32. Outside of the 6-month Exit Management Plan, East Thames has agreed to continue to assist the Council with the on-going adjudication claim submitted by Broadway Construction Ltd, until such time as the claim is either withdrawn or settled.

33. In order to achieve this hand-over deadline, and to ensure no disruption in service or deterioration in quality of the service, the following actions are required:

(a) To novate the appointment of Pellings LLP for each of the contracts that are currently on site, which makes up Phases 1-3 inclusive (Pellings LLP have acted as Employers Agent across the Council House Building Programme since its inception). This will involve transferring all of the contract terms and fees previously agreed between East Thames and Pellings LLP to the Council. These have been reviewed by the Council's Solicitor who has not expressed any adverse concerns.

(b) To amend each of the Building Contracts that are currently in existence across each of the sites making up Phases 1-3 inclusive, removing East Thames and substituting with either Pellings LLP or the Council as appropriate.

(c) To engage site inspection (Clerk of Works) services to undertake weekly site visits to ensure that the Contract Specification and Employers Requirements are being adhered to, as well as monitoring progress on site and advising the Employers Agent/EFDC on construction and programme matters requiring intervention.

(d) To take over the IMS Login details to the Homes England (formerly the Homes and Communities Agency) development progress checker database from East Thames and to put in place arrangements to complete the quarterly progress updates.

(e) To ensure that there are procedures in place to manage the Defects Liability Period on each contract. It is important that the Council is able to provide a good level of service to its customers moving into their new homes and the management of defects is crucial to this as it is likely to be one of the first interactions that customers have with the Council.

(f) To set up OJEU compliant Frameworks to allow for the selection of Contractors and Consultants on Phases 4, 5 and 6 and any future developments yet to be identified. The Council has already appointed Cameron Consulting as specialist Procurement Consultants who are already working on these appointments. The intention is to have the necessary frameworks in place by May 2018.

(g) To introduce a financial appraisal model, which will enable the Council to undertake its own financial feasibility studies as well as being able to consider financial risks to projects prior to approval?

34. On the whole, the projects that make up the future phases 4-6 of the Council House-building Programme have continued to be progressed up to the point of achieving Planning Permission. A full list of these sites is reproduced from the Planning Tracker at Appendix 1 of this report. From this, it can be seen that 24 sites have achieved planning consent, which will deliver 74 new affordable homes. There is a separate report on the options the Council may wish to adopt for the 13 sites that have so far failed to achieve planning consent.

#### **Resource Implications:**

Estimated expenditure for Phase 1 (inc. fees) - £6,263,985  
Estimated expenditure for Phase 2 (inc fees) - £11,438,325  
Estimated expenditure for Phase 3 (inc fees) - £7,451,175  
Estimated expenditure for Phase 4 - 6 (inc fees) - £16,500,000

#### **Legal and Governance Implications:**

It is set out in its Terms of Reference that the Cabinet Committee is to monitor progress and expenditure in relation to the Council House-building Programme and report to the Cabinet on an annual basis.

**Safer, Cleaner and Greener Implications:**

None.

**Consultation Undertaken:**

- Ward Councillors have been consulted on each feasibility study that falls within their respective Ward.
- Local Residents, Town and Parish Councils and other statutory bodies have been consulted as part of the planning process where planning applications have been submitted.

**Background Papers:**

- Decisions of the Cabinet committee associated with the feasibility studies for each of the sites that make up Phases 1-6 inclusive.
- Decisions of the relevant Area Planning Sub-Committee, Cabinet, District Development Management Committee or Council associated with the Planning process for each site already approved up to and including Phases 1-3 inclusive.
- Decisions of the Cabinet Committee in respect of Policies or progress monitoring for each of the phases.

**Risk Management:**

There is a comprehensive risk register that has been compiled and is being monitored in respect of the house-building programme. Each risk, where appropriate has a risk mitigation action plan.

**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 Impact Assessment

## Section 1: Identifying details

**Your function, service area and team:** Housing Property and Development

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

**Title of policy or decision:** Council House Building

**Officer completing the EqIA:** Mary Masterson **Tel:** X2132 **Email:** [mmasterson@eppingforestdc.gov.uk](mailto:mmasterson@eppingforestdc.gov.uk)

**Date of completing the assessment:** 23/10/17

## 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?**

This is a new project linked to an existing programme of works. The wider Equality Impact Assessment for Housing Repairs and Maintenance (incorporating Council house-building programme and work to Void Properties) covers this new project, since it relates to appointing a specialist firm of Procurement Consultants to provide a method to achieve an already agreed programme.

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

EFDC undertakes responsive repairs to all of its 6,500 Council homes, undertakes works to around 300 void properties per annum making properties ready for re-letting and has a planned maintenance programme over a 30-year business plan cycle that aims to renew around 3,300 key components per annum. EFDC also plans to build 300 new affordable homes over the next 10 years.

**What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?**

That all Council homes meet the "Decent Homes Standard".  
The Council House-building (CHB) programme aims to provide well-designed, quality homes that are affordable, sustainable and suitable for the needs of people across all protected groups.  
This assessment intends to fully evaluate the effect the programme could have on protected groups, and therefore aims to give an overview of the actual and potential impacts of actions set out within the programme.  
This assessment will continually evolve as the programmes of work progress

**2.3 Does or will the policy or decision affect:**

- service users
- employees
- the wider community or groups of people, particularly where there are areas of known inequalities?

All of the above

**Will the policy or decision influence how organisations operate?**

No

**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?**

The delivery of new affordable housing is part of a wider Corporate objectives namely to deliver new homes to meet the needs of local people while also supporting economic development; and design and building our services around the needs of our ageing population and residents living in deprivation.

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

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

### 3.0 Reference Material

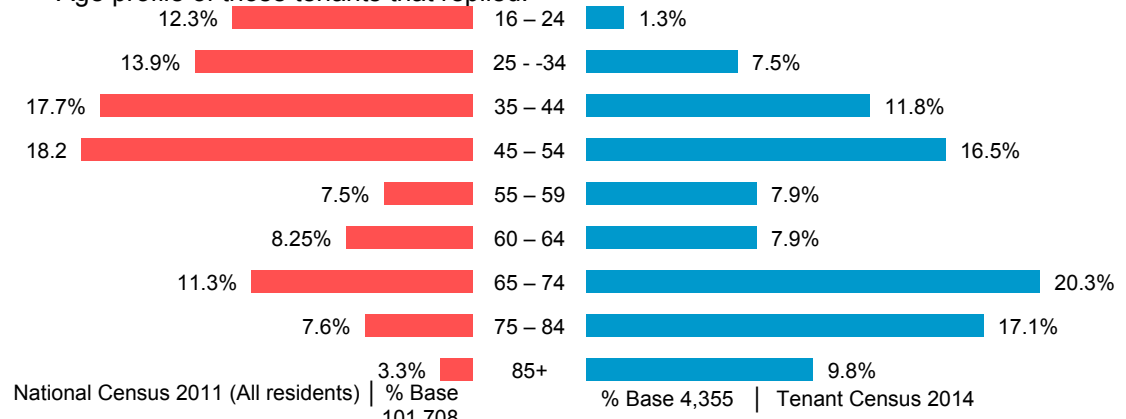
Age	Disability	Gender	Gender reassignment	Marriage / civil partnership	Pregnancy / maternity	Race	Religion/belief	Sexual orientation	other																																								
<b>Age</b>																																																	
Appendix ref.001 – NOMIS Data	<b>2011 ONS EFDC Area Age Structure</b> <table border="1"> <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> <p>Ageing population will require dwellings that are adaptable.</p> <ol style="list-style-type: none"> <li>45-59 yrs – 21% (26169)</li> <li>30-44 yrs – 20.5 (25542)</li> <li>65-74 yrs – 9.2% (11464)</li> <li>60-64 yrs – 6.7% (8295)</li> <li>75-84 yrs - 6.2% (7743)</li> <li>0-4 yrs – 5.9% (7366)</li> <li>0-14 yrs – 5.8% (7235)</li> </ol>									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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Appendix ref.004 – EFDC HRA Business Plan 2016/7	Within the Housing Service the ratio of staff is: - <ul style="list-style-type: none"> <li>Over 70% are over 45 years of age</li> <li>10% are under 35 years of age</li> <li>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.</li> </ul>																																																
<b>Residents consultations –</b> <a href="#">Appendix ref.005 – EFDC Planning EFDC Statement of Community Involvement</a> <a href="#">Appendix ref.006 - EFDC Neighbour Consult Template letter</a> <a href="#">Appendix ref.007 - EFDC Making your views known leaflet</a>																																																	
Neighbour consultation letters are sent out once a planning application is registered. Where any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10). This enables members of the local community to contact																																																	

the planning department raise an issue if there is one.

Appendix ref.008 – Epping Forest Census 2014

Over half of all tenants (57%) responded. 47% of those tenants were 65 or over and 26.9% were 75 and over. 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)

Appendix ref.009 – Epping Forest Draft Local Plan Consultation 2016

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”*

& BGP1 Housing Background Paper

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

**EFDC KPI COM004 - How many households were housed in temporary accommodation**

An increase in the number of households in temporary accommodation provided under homelessness legislation: -  
 2016-17 (all age ranges) Q1 – 103      Q2 – 111      Q3 – 101      Q4 – 116  
 2017-18 (all age ranges) Q1 – 21  
 Total number of homeless households in temporary accommodation at the end of Q1 was 97.

**ONS Subnational population projections for England 2012 – based on 2011 Census**  
 &  
 Appendix ref.010 – EFDC Population Forecast 2012

Council considers all new homes should be built to category 2 'accessible and adaptable dwellings' – dependent on site specific viability testing ensuring no compromise to delivery of development.

- 22.3% of the EFD population is aged 65 years and over and life expectancy is increasing;
- 5% population growth rate for the Epping Forest District.

**EFDC ER's Vol 1-5 JCT DB11**  
 Appendix ref.011 – Employers Requirements - Generic

Contractors are required to produce a plan to target employment for the existing estate and local labour and discuss opportunities that will be available on any project to enable the placement of apprentices and trainees.

Also, contractors are required to recruit new apprentices and trainees from approved sources - 'The Contractor shall employ apprentices and trainees for supervised waged work experience, throughout the duration of this contract.

Contractor will agree numbers of apprentices. Trainees or waged trainees weeks on site with the Employed based on the thresholds contained within the Framework Agreement.

Appendix ref.012 – 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 11,300 (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).

Appendix ref.013 – EFDC Employers Requirements EFDC ER's Vol 1-5 JCT DB11

Adopted by EFDC based on a combination of the East Thames Design Standards and the HCA Design Standards.

**Gracelands CMS Equality and Diversity Policy**

Gracelands CMS Ltd has embedded equality into its service provision, targeting resources where they are needed and in ways that ensure tenants have equal access to services. Their Policy extends to monitoring its suppliers. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

**Mears PLC Equality and Diversity Policy**

Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends from the Board and includes all staff, supply chain partners they work with, residents and

customers across all of its contracts. Their Policy is reviewed and updated bi-annually or sooner if required. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

**Appendix ref.014 – East Thames Priority Needs Policy**

East Thames Single Equality Scheme which included their equality and diversity statement, aims and action plan. The document includes the Equality Act 2010 and due to the nature of the document it goes further than promoting equalities internally. The action plan sets out clear equalities responsibilities for meeting the aims of the Scheme including a range of tasks working with residents/community/service users.

**Appendix ref.015 - Pellings Equality Diversity Policy**

Pellings is committed to upholding and developing the principles of equality and diversity throughout the organisation and in the preservation of an individual's dignity at work. They recognise the need to encourage a positive attitude towards diversity amongst their employees as part of their culture. This commitment extends to the Contractors and other Consultants that they contract with.

**Appendix ref.016 - Secure by Design – Designing out crime of new developments**

Consideration is given to designing safe places to live (vulnerable older people).

**[EFDC Repairs and Improvements & Repairs recharge costs 2017](#)**

Council residents are able to report the faults by phone, email or via the mobile app.

**[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.
- Evidence shows good physical and mental health are essential to living longer and a better quality of life.
- 2013 there were 1,855 Dementia sufferers, by 2025 the number is expected to be 2,553 (37.6%).

**[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	<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	

**[Careline Annual Report 2015-16](#)**

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 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.

- 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.

Nov 2016 random Careline survey of 300 clients (12% of the user base).

- 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. *There was a marginal rise in monitoring fees for the 1st time in 3 years which may account for this.*
- 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

- 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

- 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 Internal Decorating Service for the elderly

- 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: -
  - 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).
- Tenants living in Sheltered Accommodation or in General Needs housing if over 60 years of age or registered disabled are able to access a free of charge handy man service. This recognises that some aspects of the Tenancy Agreement which are the responsibility of the tenant(s) may not be able to be undertaken or place the tenant at risk of harming themselves i.e. fall from a height when changing lightbulbs.
- Tenants over the age of 60 years have access to a free of charge service to decorate a room of their choice every four years.

## The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)

- 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: -
  - 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.  
*"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..." [Chief Medical Officer Report, 2009]*

## **Disability / Dependents / Caring Responsibilities**

'Considerate constructors' reports & site scoring explained Example:([Roundhills 08/07/15](#) )

The Monitor's Site report lists the following headings in the checklist which must be addressed in order for the site to achieve compliance and the scores (1/10) indicate that a site has reached a standard beyond statutory requirements.

1. Care about **Appearance**

2. Respect the **Community**
3. Protect the **Environment**
4. Secure everyone's **Safety**
5. Value their **Workforce**

Sites are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the checklist may result in a higher score.

The score awarded reflects the Monitor's opinion on how the site is performing based on what they see at the time of the visit and their discussion with the Site Manager.

Residents consultations [EFDC Planning EFDC Statement of Community Involvement](#)

As above category – the local community has a chance to raise any issues.

[JCT D&B contract](#) and JCT Measured Term Contract, 2011 are the industry standard contracts signed by both parties to agree scope cost of works.

Equal Opp Para states Pg 10: -

In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- i. the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- ii. all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- iii. the Employer's equal opportunities policies and procedures as may be adopted and amended from time to time as notified to the Contractor.

[Appendix ref.017 - ECC Development Management Policies](#) (to be read in conjunction with,

1. [Appendix ref.018 - The Urban Place Supplement](#); and,
2. [The Essex Design Guide](#),
3. [Appendix ref.019 - Parking Standards Design and Good Practice](#).

1. The reports reflect the required balance between the need for new housing, protecting the transport network for the safe movement of people.  
Lists design standards, accessibility and transport sustainability policies along with Impact and mitigation policies such as safety audits, congestion, air quality and HGV movement.
2. Provides guidance on the layout of densities below 20 dwellings per hectare/ over 20 dwellings. Provides guidance for accessibility for disabled people to dwellings. Good practice to design new dwellings to be able to be visited unassisted by disabled people as far as the entry to the dwelling. There will need to be a flat area 900mm x 900mm minimum on the same level as the threshold outside the entrance to each dwelling. (pg80)
3. Provides guidance on parking standards. 1 car parking space for every 4sqm of GFA. (Gross Floor Area. If a development has a GFA of 17sqm, a calculation 17 divided by 4 gives 4.25 spaces, rounded up to the nearest whole number giving a total number of 5 spaces.  
Bus routes within the residential developments will require a min clear passage of 6 metres.

[Appendix ref.020 - ECC Development and Public Rights of Way](#)

Considers access issues.

[Feasibility Studies](#)

The project team undertakes a desktop analysis of each site enabling the team to rule out any sites that are not suitable for development, due to legal, financial or technical reasons. Suitable sites will then have initial feasibility plans produced, where initial views are sought from planners. An investment appraisal will be conducted. This requires rents to be agreed with the officer of the council. The contractor will work closely with the council Legal Team to identify any issues that need to be resolved and determine the best route to proceed. It is certain that issues regarding rights of way, access etc. will have to be dealt with. In these cases the necessary use of

appropriation, under the planning act, will be used. The Contractor and council legal team will liaise to ensure the legal risks are fully explored and mitigated.

[Strategic Housing Market Assessment for West Essex & East Herts 2015](#) Pg108

Report supports the need for 15% of affordable housing to meet Category 3 requirement to aid 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.

[Appendix ref.021 - Epping Forest Draft Local Plan 2016](#) Will require dwellings that are adaptable & accessible.

**EFDC E-Learning Module – Disability Awareness**

All EFDC staff undertakes this learning course to improve disability awareness.

[EFDC – HRA Business Plan 2016](#) & R&M Business Plan 2016-17

Around 10% of the EFDC Housing Service staff have a disability

The Council endeavours to carry out adaptations to properties to meet the reasonable needs of disabled tenants. This is based on assessments and recommendations from Social Services Occupational Therapists.

[Appendix ref.008 - Epping Forest Tenant Census 2014](#)

- 30.2%% stated they had a disability
- 34% of households contained at least one person who had a disability
- North Weald Bassett Ward contained the highest proportion of tenants with a disability (39%), followed by Waltham Abbey North East (38%). *These Wards had a higher than average number of older residents.*
- 1.4% of tenants needed assistance in communicating due to hearing difficulties, with 14 of these tenants understanding British Sign Language. 45 of the tenants that responded could lip read.
- 6% of tenants preferred to receive information in other formats due to sight problems, and 7 of these preferred information on audio tape. Braille was preferred by 2 tenants, but the vast majority (240).
- 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%).

[Appendix ref.022 - EFDC Customer Impact Assessment – Repairs \(Sep 2011\)](#)

The 2011 CIA showed that the working procedure could give rise to difficulty when reporting repairs dependent on the disability. Or residents with a visual disability cannot identify tradesmen.

[Appendix ref.023 - East Thames Priority Needs Policy](#)

Staff undertake the necessary training to ensure they have 'disability awareness'.

[Gracelands CMS Ltd Policy on Equal Opportunities and Diversity](#)

All employees receive training in Equal Opportunities and Diversity at induction and throughout their employment. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

[Mears PLC Equality and Diversity Policy](#)

Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends from the Board and includes all staff, supply chain partners they work with, residents and customers across all of its contracts. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

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

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<b>SWL</b>	164	147	134	116									
<p>Appendix ref.024 – Strategic Housing Market Assessment</p>	<ul style="list-style-type: none"> <li>Pg 108: Report supports the need for 15% of affordable housing to meet Category 3 requirement to aide accessibility for wheelchair users.</li> <li>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.</li> <li>Therefore, adaptable accessible housing is needed.</li> </ul>												
<p><a href="#">Local Authority District - Indices of Deprivation</a> via <a href="http://www.gov.uk">www.gov.uk</a> <a href="#">Mental Health JSNA</a></p>	<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><b><u>Decent Home Definition</u></b></p>	<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"> <li>Meet the <a href="#">HHSRS minimum safety standards for housing</a></li> <li>Be in a reasonable state of repair</li> <li>Have reasonably modern facilities and services</li> <li>Have efficient heating and effective insulation.</li> </ul> <p>If the property does not meet all four of the criteria it will fail the Decent Home Standard.</p>												
<p><b><u>EFDC Repairs and Improvements &amp; Repairs recharge costs 2017</u></b></p>													
<p>Council residents are able to report the faults by phone, email or via the mobile app.</p>													
<p><b><u>ECC Independent Living Programme Position Statement</u></b> (<i>published Oct2016</i>)</p>													
<p>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.</p>													
<p><b><u>Essex coalition of disabled people (ECDP)</u></b></p>													
<ul style="list-style-type: none"> <li>Disabled people are underrepresented in the workplace and work with employers is required to increase the number of disabled adults in the work place.</li> <li>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.</li> </ul> <p><a href="http://www.ecdp.org.uk/">http://www.ecdp.org.uk/</a> &amp; <a href="http://www.bluebadgestyle.com/">http://www.bluebadgestyle.com/</a></p>													
<p><b><u>The Health Impacts of Cold Homes and Fuel Poverty leaflet (2011)</u></b></p>													
<ul style="list-style-type: none"> <li>Mental health is negatively affected by fuel poverty and cold housing for any age group.</li> <li>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.</li> <li>Cold housing increases the level of minor illnesses such as colds and flu and exacerbates existing conditions such as arthritis and rheumatism.</li> <li>Improving the energy efficiency of the existing stock is a long-term, sustainable way of ensuring multiple gains, including environmental, health and social.</li> </ul>													
<p><b>Gender</b></p>													
<p>Appendix ref.025 –</p>	<p>Epping Forest district population: -</p> <ul style="list-style-type: none"> <li>64219 – 51.5% - female</li> </ul>												

ONS Data for Epping

- 60440 – 48.5% - male

Appendix ref.026 – ‘Considerate constructors’ reports & site scoring explained

As above category, and: predominately male workforce in the building industry. The number of female workers is increasing across the building industry.

Appendix ref.027 - Example: Roundhills 08/07/2015

### EFDC – HRA Business Plan 2016

Within the Housing Service the ratio of staff is: -

- Around 60% are women
- Over 70% are over 45 years of age
- 10% are under 35 years of age

Appendix ref.022 - EFDC Customer Impact Assessment – Repairs (September 2011)

The CIA in 2011 showed a low impact and that residents may feel at risk when strangers are in their property. The Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.

### Chapter 2 Setting the Scene - EFDC

		Epping Forest (%)	East of England (%)	England (%)
<b>All people aged 16-64</b>	<b>Economically Active</b>	<b>80.4</b>	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
<b>Males aged 16-64</b>	<b>Economically Active</b>	<b>86.6</b>	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
<b>Females aged 16-64</b>	<b>Economically Active</b>	<b>74.5</b>	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

*# 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.*

Gender	All persons	Males	Females
<b>Occupation</b>			
All categories: Occupation	61,609	32,614	28,995
1. Managers, directors and senior officials	9,051	<b>6,071</b>	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	<b>7,645</b>
5. Skilled trades occupations	7,167	6,481	686
6. Caring, leisure and other service occupations	4,845	766	<b>4,079</b>
7. Sales and customer service occupations	3,681	1,261	2,420
8. Process plant and machine operatives	3,839	<b>3,521</b>	318
9. Elementary Occupations	4,611	2,513	2,098

Economic Activity – Epping Forest District Council	Total	Male	female
<b>All usual residents aged 16-74</b>	<b>90,622</b>	<b>44,089</b>	<b>46,533</b>
<b>Economically active</b>	65,304	34,651	30,653

<b>In employment</b>	59,936	31,837	28,099
<b>Employee: Part-time</b>	12,023	2,105	<b>9,918</b>
<b>Employee: Full-time</b>	34,722	19,966	14,756
<b>Self-employed</b>	13,191	9,766	3,425
<b>Unemployed</b>	3,259	1,819	1,440
<b>Full-time student</b>	2,109	995	1,114
<b>Economically inactive</b>	25,318	9,438	<b>15,880</b>
<b>Retired</b>	12,746	5,308	7,438
<b>Student (including full-time students)</b>	4,055	2,005	2,050
<b>Looking after home or family</b>	<b>4,459</b>	<b>261</b>	<b>4,198</b>
<b>Long-term sick or disabled</b>	2,378	1,189	1,189
<b>Other</b>	1,680	675	1,005
<b>Unemployed: Age 16-74</b>	922	563	359
<b>Unemployed: Age 50-74</b>	655	418	237
<b>Unemployed: Never worked</b>	438	250	188
<b>Long-term unemployed</b>	1,298	672	626

### Marriage / Civil Partnerships

		All persons	Males	Females
<b>All categories: Living arrangements</b>		<b>100,672</b>	<b>48,322</b>	<b>52,350</b>
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	<b>8,367</b>	<b>6,107</b>	4,614	
40-44	<b>9,630</b>	<b>6,996</b>	5,524	
45-49	<b>9,909</b>	7,378	<b>6,104</b>	
50-54	<b>8,609</b>	<b>6,414</b>	<b>5,526</b>	
55-59	7,602	5,707	<b>5,101</b>	
60-64	<b>8,266</b>	<b>6,278</b>	<b>5,769</b>	
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	

### Appendix ref.029 – ONS Data 2011 - Population

Of the Epping Forest District population:

- 49.9% are married
- 0.2% are in a same-sex civil partnership

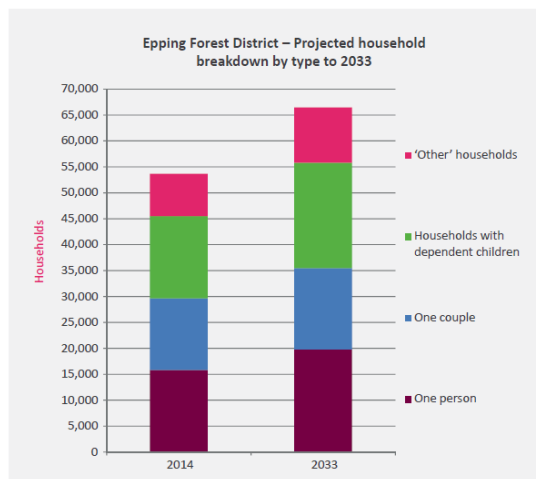
### Appendix ref.012 - Strategic Housing Market Assessment for West Essex & East Herts (Sep 2015)

- 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



Appendix ref. 009 - Epping Forest Draft Local Plan Consultation 2016



*'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.'*

**Affordable Rents Policy**

The Council Housebuilding Cabinet Committee approved the recommendations to: -

1. Charge affordable rents for Council properties built under the Council's Housebuilding Programme be re-affirmed;
2. Properties (re)let, the Council's affordable rents be set at a level equivalent to the lowest of: -
  - a. 80% of market rents for the locality in which the property is situated, as assessed by the Council's Estates and Valuations Division;
  - b. The Local Housing Allowance level for the Broad Market Rental Area (BMRA) in which the property is situated; and
  - c. A rent cap of £180 per week, irrespective of the size of the property.
3. 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)
4. Council's rent cap level be reviewed annually by the Council Housebuilding Cabinet Committee; and
5. That 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

Appendix ref.030 – ONS Data 2011 – Ethnic Groups	85.2	White; English/Welsh/Scottish/Northern Irish/British	0.7	Asian/Asian British; Pakistani
	4	White; Other White	0.6	Mixed/Multiple Ethnic Groups; White and Asian
	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
			0.1	White; Gypsy or Irish Traveller
			0.1	Other Ethnic Group; Arab

Appendix ref.008 – Epping Forest 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

Appendix ref.031 – EFDC Street numbering and naming policy - Para 4.7 (4)

No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.

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.

Appendix ref.004 - EFDC HRA Business Plan 2016

- 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.

JCT D&B contract and JCT Measured Term Contract, 2011

Equal Opp Para states Pg 10: -

In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- the Employer's equal opportunities policies and procedures as may be adopted and amended from time to time as notified to the Contractor

EFDC Customer Impact Assessment – Repairs

The 2011 CIA showed low impact that working procedure can give rise to possible language problems. The Council has access to translation services.

Appendix ref. 032 – EFDC Census 2011 Data

	All categories: Ethnic group	White: Gypsy or Irish Traveller
All categories	51,991	71
All tenure %	100%	0.1%
<b>Owned or shared ownership: Total</b>	<b>37,771</b>	<b>33</b>
<b>Owned outright</b>	<b>18,070</b>	<b>25</b>
Mortgage/loan/shared ownership	19,701	8
<b>Social rented total</b>	<b>7,803</b>	<b>29</b>
Social rented total %	100%	0.4%
<b>Social rented from council (Local Authority)</b>	<b>6208</b>	<b>26</b>
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

**Religion / belief**

Appendix ref. 033 – ONS Data

Of the EFDC Population

- Christian - 61.8% (77053)
- Buddhist – 0.3% (416)
- Hindu – 1.4% (1745)
- Jewish – 3.2% (3972)
- Muslim – 1.9% (2377)
- Sikh – 1% (1253)
- Other religion – 0.3% (432)
- No religion – 22.5% (28061)
- Do not wish to disclose – 7.6%

Appendix ref.008 – Epping Forest Census 2014

	<p>Just over half of all tenants responded: -</p> <ul style="list-style-type: none"> <li>• 61% stated they were Christian</li> <li>• 21% said they had no faith or religious beliefs</li> </ul>
Residents consultations – <a href="#">Appendix ref.034 – EFDC Planning EFDC Statement of Community Involvement</a>	Neighbour consultation letters are sent out once a planning application is registered. Any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10).
<a href="#">Appendix ref.031 – EFDC Street numbering and naming policy - Para 4.7 (4)</a>	No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.
<a href="#">Appendix ref.004 - EFDC HRA Business Plan 2016</a>	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.

### Sexual orientation and Gender reassignment

<a href="#">Appendix ref.008 – Epping Forest Census 2014</a>	<p>57% of all tenants responded stating –</p> <ul style="list-style-type: none"> <li>• 62.2% were heterosexual</li> <li>• 0.6% were gay or bisexual</li> <li>• 26% did not state their sexuality</li> <li>• 10% did not specify</li> </ul>
<a href="#">Appendix ref.008 – Epping Forest Census 2014</a>	<p>57% of all tenants responded stating -</p> <ul style="list-style-type: none"> <li>• 62.2% were heterosexual</li> <li>• 0.6% were gay or bisexual</li> <li>• 26% did not state their sexuality</li> <li>• 10% did not specify.</li> </ul>
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

- 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.

Page 8 - The revised OAN shows that the full objectively assessed need for housing 2011-33 was 46,058 but is now 54,608.

Appendix ref. 035 – ONS Data - Tenure

In 2011 the census showed the following tenure: -

- Social rented – 7802
- Private rented – 5472
- Owned outright – 18069
- Owned with a mortgage – 19699
- Living rent free - 675

Appendix ref.004 - EFDC HRA Business Plan 2016

The housing register is assessed and housing need is reflected in the new build plans.

Appendix ref.004 - 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 important 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:

- 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](http://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: -

- 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)

- 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](#)

- 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.

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

The data within the EFDC Home Energy Conservation report 2017 table (below) 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%)

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

[Private Sector House Condition Survey](#) 2011

- 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.

<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"> <li>• Band G = 0 properties, Band F = 6 properties, Band E = 393 properties</li> </ul> <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"> <li>• Are no Council properties with inefficient gas boilers in SAP bands E, F and G;</li> <li>• Is an annual reduction in properties in SAP band D; and,</li> <li>• Is an increase in the number of properties in SAP bands C and B.</li> </ul> <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"> <li>• Band G 100%, Band F 92%, Band E 31%, Band D 16%</li> </ul> <p>and properties in bands C and B have increased as follows:</p> <ul style="list-style-type: none"> <li>• Band C 73%, Band B 58%</li> </ul> <p>b) Installing energy efficient boilers</p> <ul style="list-style-type: none"> <li>• Currently the total number of properties in our own housing stock with inefficient boilers is:</li> <li>• SEDBUK Band G = 85, SEDBUK Band F = 56, SEDBUK Band E = 298 properties.</li> </ul>
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<p><b>3.1</b></p>	<p><b>What does the information tell you about those groups identified?</b></p> <p>Increasing population, especially an increasing older generation. Therefore, a greater need for housing that can be easily adapted to suit the resident's needs. Quality housing is vital to ensure both the mental and physical wellbeing - investing in energy efficiency housing.</p>
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<b>3.2</b>	<b>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?</b>
<b>3.3</b>	<b>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:</b>

## 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	<p><b>Positive:</b></p> <ul style="list-style-type: none"> <li>• Increase dwelling numbers across the district.</li> <li>• New builds will be built to Lifetime Homes Standard so will be adaptable to suit occupier's needs.               <ul style="list-style-type: none"> <li>○ All accessible (ground floor flats and Sheltered accommodation flats) without level access showers and are in need of a replacement bathroom will be fitted with a graded floor shower as standard.</li> <li>○ All existing adaptations that are fit for purpose will remain in place.</li> <li>○ Light fittings in bathrooms (when replaced) are LED type that requires no bulb replacement.</li> <li>○ Blending valves are installed to all taps to avoid scalding.</li> <li>○ Adaptations will be undertaken to properties to meet the reasonable needs of disabled tenants, based on assessments and recommendations from Social Services Occupational Therapists.</li> </ul> </li> <li>• 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.</li> </ul> <p><b>Adverse:</b> Temporary access restrictions and noise while homes are under development but will include methods to manage works to reduce impact.</p> <p><b>Positive :</b> With the increase of property numbers it enables Council tenants to downsize enabling larger families to be housed. Also enables families to stay in the community and provide support.</p> <p><b>Positive:</b> 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.</p> <p><b>Neutral</b> For households who cannot allow male workers - as restricted by their religion or belief the Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened.</p>	M
Disability		M
		L
Pregnancy/maternity		L
Race		L
Religion/belief		L
Sexual orientation		L

	The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.	
Gender	<b>Neutral</b> For households who cannot allow male workers - as restricted by their religion or belief the Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.	L
Gender reassignment		L
Marriage/civil partnership		L

## 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 <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

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

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
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:	
Signature of person completing the EqIA: 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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PHASE		UNITS	Habitable Rooms	Floor Areas	Est Land Value	Site Area Ha	APPLICATION NUMBER	SUBMISSION DATE	PLANNING AREA	OFFICER	DATE APPROVED/REFUSED/D/DEFERRED	APPROVED/REFUSED/DEFERRED	NOTES/COMMENTS
MARDEN/FAVERSHAM	MARDEN CLOSE	10 x 1B Flat	20		£ 500,000.00		EPF/1645/13	15/08/2013	DC SOUTH	David Baker	31/10/2013	APPROVED	Grant Permission (With Conditions)
	FAVERSHAM HALL	3 X 1B Flat	6		£ 150,000.00		EPF/2414/13	05/12/2013	DC SOUTH	Katie Smith	16/01/2014	APPROVED	Grant Permission (With Conditions)
PHASE 1	HARVEYFIELDS	5 X 2B Flat 4 X 1B Flat	23	2B flats - 68sqm 1B flats - 48sqm	£ 575,000.00	0.161	EPF/2040/13	03/10/2013	DC NORTH	Jill Shingler	20/11/2013	APPROVED	Grant Permission (With Conditions)
	RED CROSS HALL SITE, ROUNDHILLS	4 X 3B House 2 X 1B Duplex	20	3B House - 93sqm 1B Duplex - 58sqm	£ 500,000.00	0.191	EPF/2456/13	09/12/2013	DC NORTH	Graham Courtney	26/02/2014	APPROVED	Grant Permission (With Conditions)
	SITE 4, ROUNDHILLS	2 X 3B House	8	3B House - 93sqm	£ 200,000.00	0.072	EPF/2510/13	09/12/2013	DC NORTH	Graham Courtney	24/02/2014	APPROVED	Grant Permission (With Conditions)
	SITE 7, ROUNDHILLS	6 x 2B House	18	2B House - 78sqm	£ 450,000.00	0.218	EPF/2511/13	09/12/2013	DC NORTH	Graham Courtney	26/02/2014	APPROVED	Grant Permission (With Conditions)
PHASE 2	BURTON ROAD	2 X 2B House 15 x 3B House 11x 1B Flat 23 x 2B Flat	157	2B House - 3B House - 1B Flat - 2B Flat -	£ 4,710,000.00	0.599	EPF/1007/15	26/05/2015	DC SOUTH	Stephan Solon	11/09/2015	APPROVED	Grant Permission (With Conditions)
PHASE 3	BLUEMANS END	2 X 3B House 2 x 2B Flats	14	3B house - 94sqm 1BF (GF) - 70sqm 1BF (FF) - 75sqm	£ 350,000.00	0.119	EPF/1527/15	13/07/2015	DC EAST	Graham Courtney	11/12/2015	APPROVED	Grant Permission (With Conditions)
	CENTRE AVENUE	2 x 3B House	8		£ 240,000.00	0.079	EPF/1530/15	31/07/2015	DC EAST	Graham Courtney	11/12/2015	APPROVED	Grant Permission (not proceeding)
	CENTRE AVENUE	3 x 2B House 1 x 3B House	13		£ 390,000.00	0.107	EPF/2351/15	07/10/2015	DC EAST	Graham Courtney	11/12/2015	APPROVED	Grant Permission (With Conditions)
	CENTRE DRIVE (SITE B)	1 x 3B House	4		£ 120,000.00	0.059	EPF/1529/15	08/07/2015	DC EAST	Dominic Duffin	14/09/2015	APPROVED	Grant Permission (With Conditions)
	LONDON ROAD	1 x 3B House	4		£ 100,000.00	0.031	EPF/1772/15	05/08/2015	DC EAST	Dominic Duffin	10/09/2015	APPROVED	Grant Permission (With Conditions)
	PARKLANDS (SITE A)	2 X 2B House 2 x 1B Flat	10		£ 300,000.00	0.121	EPF/1770/15	03/08/2015	DC EAST	Dominic Duffin	28/10/2015	APPROVED	Grant Permission (With Conditions)
	QUEENS ROAD	2 x 2B House 10 X 3B House	46		£ 1,150,000.00	0.311	EPF/1771/15	03/08/2015	DC EAST	Graham Courtney	02/12/2015	APPROVED	Grant Permission (With Conditions)
	SPRINGFIELD (Site B)	<del>2 x 1B Bungalow</del>			<del>£</del>		<del>EPF/1769/15</del>	<del>24/07/2015</del>	<del>DC EAST</del>	<del>James Rogers</del>	<del>14/12/2015</del>	<del>WITHDRAWN</del>	<del>CHBCC agreed to demolish garages and leave as open parking</del>
	SPRINGFIELD (Site C)	2 x 2B House 2 x 1B Bungalow	10		£ 300,000.00	0.124	EPF/1767/15	06/08/2015	DC EAST	James Rogers	11/12/2015	APPROVED	Grant Permission (With Conditions)
STEWARDS GREEN ROAD	2 x 2B House 2 x 3B House	14		£ 420,000.00	0.091	EPF/1531/15	13/07/2015	DC EAST	Jill Shingler	02/12/2015	APPROVED	Grant Permission (With Conditions)	
PHASE 4	BUSHFIELDS	2 x 2B House	6		£ 180,000.00	0.077	EPF/0258/16	19/02/2016	DC SOUTH	Marie-Claire Tovey	03/05/2016	APPROVED	Grant Permission (With Conditions)
	CHEQUERS ROAD (Site A)	3 X 3B House	12		£ 360,000.00	0.084	EPF/2608/15	05/11/2015	DC SOUTH	Marie-Claire Tovey	05/02/2016	APPROVED	Grant Permission (With Conditions)
	CHEQUERS ROAD (Site B)	5 x 2B House	15		£ 450,000.00	0.112	EPF/2609/15	04/11/2015	DC SOUTH	Marie-Claire Tovey	09/02/2016	APPROVED	Grant Permission (With Conditions)
	CHESTER ROAD	3 x 2B House	9		£ 270,000.00	0.081	EPF/2590/15	06/11/2015	DC SOUTH	Ian Ansell	04/03/2016	APPROVED	Grant Permission (With Conditions)
	ETHERIDGE ROAD	2 X 3B House 1 X 2B Bungalow	11		£ 330,000.00	0.113	EPF/2592/15	29/10/2015	DC SOUTH	Stephan Solon	30/08/2016	APPROVED	Grant Permission (With Conditions)
	HILLYFIELDS	2 x 2B House	6		£ 180,000.00	0.052	EPF/2593/15	09/11/2015	DC SOUTH	Ian Ansell		WITHDRAWN	Site to be sold at Auction
	KIRBY CLOSE	4 x 2B House					EPF/2996/15	10/12/2015	DC SOUTH	Ian Ansell	04/03/2016	APPROVED	Grant Permission (With Conditions) Second application to be submitted
	KIRBY CLOSE (Revised layout)	4 x 2B House	12		£ 360,000.00	0.118	EPF/2035/16	22/08/2016	DC SOUTH	Ian Ansell	21/09/2016	APPROVED	Grant Permission (With Conditions)
LADYFIELDS	<del>6 x 2B House 1 x 3B House</del>	<del>21</del>		<del>£ 630,000.00</del>		<del>EPF/2997/15</del>	<del>16/12/2015</del>	<del>DC SOUTH</del>	<del>Marie-Claire Tovey</del>	<del>04/03/2016</del>	<del>REFUSED</del>	<del>SUPERCEDED</del>	

PHASE		UNITS	Habitable Rooms	Floor Areas	Est Land Value	Site Area Ha	APPLICATION NUMBER	SUBMISSION DATE	PLANNING AREA	OFFICER	DATE APPROVED/REFUSED/DEFERRED	APPROVED/REFUSED/DEFERRED	NOTES/COMMENTS	
PHASE 4	LADYFIELDS (Revised scheme)	6 X 2B House	18		£ 540,000.00	0.154	EPF/1758/16	19/07/2016	DC SOUTH	Marie-Claire Tovey	21/09/2016	APPROVED	Grant Permission (With Conditions)	
	LOWER ALDERTON HALL	2 X 2B House	6		£ 180,000.00	0.090	EPF/2620/15	04/11/2015	DC SOUTH	Ian Ansell	04/03/2016	APPROVED	Grant Permission (With Conditions)	
	PYRLES LANE (Site A)	2 X 2B House	6		£ 180,000.00	0.072	EPF/2637/15	03/11/2015	DC SOUTH	David Baker	05/07/2016	REFUSED	Site to be sold at Auction	
	PYRLES LANE (Site B)	3 X 3B House	12		£ 360,000.00	0.086	EPF/2638/15	02/11/2015	DC SOUTH	David Baker	27/04/2016	REFUSED	Site to be sold at Auction	
	THATCHER'S CLOSE	1 X 2B House	3		£ 90,000.00	0.028	EPF/2618/14	01/11/2015	DC SOUTH	David Baker	02/05/2016	APPROVED	Grant Permission (With Conditions)	
	VERE ROAD	4 x 1b2p Flats, 6 x 2b4p Flats	26		£ 780,000.00	0.450	EPF/2171/17	22/08/2017	DC SOUTH					
	WHITEHILLS ROAD	<del>4 X 3B House</del>	<del>12</del>		<del>£ 360,000.00</del>		<del>EPE/2621/15</del>	<del>03/11/2015</del>	<del>DC SOUTH</del>	<del>Marie-Claire Tovey</del>	<del>10/02/2016</del>	<del>REFUSED</del>	<del>Superceded - Revised application submitted</del>	
WHITEHILLS ROAD	2 x 2B Bungalow	6		£ 180,000.00	0.090	EPF/1759/16	15/07/2016	DC SOUTH	Marie-Claire Tovey	21/09/2016	APPROVED	Grant Permission (With Conditions)		
PHASE 5	BOURNE HOUSE	2 x 3B House	8		£ 240,000.00	0.075	EPF/0213/16	08/02/2016	DC SOUTH	Marie-Claire Tovey	04/08/2016	APPROVED	Grant Permission (With Conditions)	
	HORNBEAM CLOSE (Site A)	<del>2 x 2B House</del> <del>1 x 3B House</del>	<del>10</del>		<del>£ 300,000.00</del>	<del>0.060</del>	<del>EPF/0246/16</del>	<del>08/02/2016</del>	<del>DC SOUTH</del>	<del>Marie-Claire Tovey</del>		<del>WITHDRAWN</del>	<del>SUPERCEDED</del>	
	HORNBEAM CLOSE (Site A)	2 x 2B House					EPF/0634/16	31/03/2016	DC SOUTH	Marie-Claire Tovey		WITHDRAWN		
	HORNBEAM CLOSE (Site B)	3 x 3B House	12		£ 360,000.00	0.098	EPF/0215/16	08/02/2016	DC SOUTH	Marie-Claire Tovey	04/08/2016	APPROVED	Grant Permission (With Conditions)	
	HORNBEAM HOUSE	2 x 2B House	6		£ 180,000.00	0.069	EPF/0234/16	08/02/2016	DC SOUTH	Marie-Claire Tovey	04/08/2016	APPROVED	Grant Permission (With Conditions)	
	MILLFIELD	2 x 1B Bungalow	4		£ 120,000.00	0.073	EPF/0214/16	02/03/2016	DC SOUTH	Ian Ansell	20/06/2016	APPROVED	Grant Permission (With Conditions)	
	PENTLOW WAY	5 x 1B flats 2 x 2B Flats	16		£ 480,000.00	0.083	EPF/2650/17	09/10/2017	DC SOUTH	Sukhvinder Dhadwar	20/12/2017	APPROVED	Grant Permission (With Conditions)	
	QUEENSWAY, ONGAR	4 x 1b Bungalow	8		£ 240,000.00	0.158	EPF/0212/16	02/03/2016	DC SOUTH	Ian Ansell	20/06/2016	APPROVED	Grant Permission (With Conditions)	
ST PETERS AVENUE	8 x 3B Houses	24		£ 600,000.00	0.311						DEFERRED			
PHASE 6	BEECHFIELD WALK	4 x 3B House 1 x 2B House	19		£ 475,000.00	0.098	EPF/3217/16		DC WEST		22/03/2017	APPROVED	Grant Permission (With Conditions)	
	BROMEFIELD COURT	1 x 2B Bungalow	3		£ 75,000.00	0.038	EPF/3025/16		DC WEST		25/01/2017	APPROVED	Grant Permission (With Conditions)	
	COLVERS	<del>2 x 2B House</del>	<del>6</del>		<del>£ 160,000.00</del>	<del>0.074</del>	<del>EPF/2368/16</del>		<del>DC WEST</del>	<del>Graham Courtney</del>	<del>14/12/2016</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	DENNY AVENUE	1 x 2B House 2 x 3B House	11		£ 275,000.00	0.098	EPF/2871/16		DC WEST	Graham Courtney	25/01/2017	APPROVED	Grant Permission (With Conditions)	
	GANT COURT	<del>4 x 2B House</del>	<del>8</del>		<del>£ 236,000.00</del>	<del>0.137</del>	<del>EPE/2884/16</del>		<del>DC WEST</del>	<del>Sukhvinder Dhadwar</del>	<del>22/02/2017</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	GRAYLANDS	<del>1 x 3B Bungalow</del>	<del>4</del>		<del>£ 120,000.00</del>	<del>0.041</del>						<del>NOT-PROCEEDING</del>	<del>Cabinet Committee to decide on future use</del>	
	MALLION COURT	<del>4 x 2B House</del>	<del>12</del>		<del>£ 900,000.00</del>	<del>0.121</del>	<del>EPE/2936/16</del>		<del>DC WEST</del>		<del>25/01/2017</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	MASON WAY	<del>4 x 1B Bungalow</del>	<del>2</del>		<del>£ 60,000.00</del>	<del>0.017</del>						<del>NOT-PROCEEDING</del>	<del>Cabinet Committee to decide on future use</del>	
	PALMERS GROVE	<del>4 x 3B House</del> <del>1 x 2B House</del>	<del>16</del>		<del>£ 376,000.00</del>	<del>0.466</del>	<del>EPE/2620/16</del>	<del>25/10/2016</del>	<del>DC WEST</del>	<del>Sukhvinder Dhadwar</del>	<del>14/12/2016</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	PARKFIELDS/HANSELL'S MEAD	<del>2 x 3B House</del>	<del>8</del>		<del>£ 200,000.00</del>	<del>0.083</del>	<del>EPE/1972/16</del>	<del>24/08/2016</del>	<del>DC WEST</del>	<del>Sukhvinder Dhadwar</del>	<del>19/04/2017</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	PICK HILL	2 x 3B House	10		£ 250,000.00	0.062	EPF/3089/16				25/01/2017	APPROVED	Grant Permission (With Conditions)	
	POUND CLOSE	<del>2 x 3B House</del> <del>2 x 2B House</del>	<del>14</del>		<del>£ 360,000.00</del>	<del>0.129</del>	<del>EPE/1829/16</del>	<del>08/08/2016</del>	<del>DC WEST</del>	<del>Sukhvinder Dhadwar</del>	<del>16/11/2016</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	ST THOMAS'S COURT	<del>2 x 3B Houses</del> <del>1 x 2B House</del>	<del>15</del>		<del>£ 376,000.00</del>	<del>0.104</del>	<del>EPE/0216/16</del>		<del>DC WEST</del>		<del>22/03/2017</del>	<del>REFUSED</del>	<del>Cabinet Committee to decide on future use</del>	
	SHINGLE COURT	1 x 2B Bungalow	3		£ 75,000.00	0.034	EPF/2977/16				25/01/2017	APPROVED	Grant Permission (With Conditions)	
STONYSHOTTS	1 x 2B house	3		£ 75,000.00	0.018	EPF/2853/16		DC WEST	Sukhvinder Dhadwar	22/02/2017	APPROVED	Grant Permission (With Conditions)		
WOOLLARD STREET	9 x 1B flats	18		£ 450,000.00	0.121	EPF/2170/17	21/08/2017	DC North	Graham Courtney	13/12/2017	APPROVED	Grant Permission ??		
WRANGLEY COURT	1 x 1B Bungalow	2		£ 50,000.00	0.034	EPF/2975/16		DC WEST		22/02/2017	APPROVED	Grant Permission (With Conditions)		

## **Report to the Cabinet**

**Report reference:** C-052-2017/18

**Date of meeting:** 10 April 2018



**Epping Forest  
District Council**

**Portfolio:** Leader of the Council

**Subject:** Transformation Programme Monitoring Report – January and February 2018.

**Responsible Officer:** David Bailey (01992 564105).

**Democratic Services:** Gary Woodhall (01992 564470).

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

**(1) That the Cabinet note the progress of Projects and Programmes for January and February 2018, alongside planned actions for March 2018.**

### **Executive Summary:**

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for January and February 2018 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' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Amber to highlight that 12 actions (from a total of 90) are overdue on its deadline, 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 January/February 2018 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 39 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 January and February 2018, 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>
<b>Red</b>	<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>	<p>The matter should be escalated to the project sponsor and Transformation Programme Board immediately.</p>
<b>Amber</b>	<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>	<p>The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.</p>
<b>Green</b>	<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>	<p>No action needed.</p>

5. Overall, progress indicators for 'cost' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Amber to highlight that 2 actions (from a total of 90) are 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 January and February 2018. 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**

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.

## Transformation Programme Highlight Report

<i>Report</i>	<i>Period</i>
<b>25-26</b>	<b>January and February 2018</b>

### Approval

<i>Approved for submission to the Cabinet (Sponsoring Group), given by</i>	Transformation Programme Board	<i>Date</i>	02.03.2018
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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	<b>Amber</b>	<b>Amber</b>	2 actions are overdue out of a total of 90 actions
Cost	<b>Green</b>	<b>Green</b>	
Delivery / outcome / output	<b>Green</b>	<b>Green</b>	
Benefits	<b>Green</b>	<b>Green</b>	



### 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>
P004b Corporate Communications - internal	Project closed 17-Jan-2018	N/A	-	Chief Executive
P130 Corporate Online booking System	Project closed 17-Jan-2018	N/A	-	CSA and P Manager
P142 Customer Satisfaction and Standards, part of P001 Customer Service Programme	Project closed 17-Jan-2018	N/A	-	Assistant Director - Governance

### 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>
<b>Workstream 1 – Customer Experience</b>					
<b>P134 Licensing Self-Service Applications</b>					
To allow individuals and businesses to apply for licences 24/7	Further URL's to be collected	15-Dec-2017	Transformation lead to liaise with project manager to discover latest development for project.	30-Mar-2018	Jim Nolan, Assistant Director - Environment & Neighbourhoods
To reduce the number of licences that have to be handled manually			It is anticipated that this project is complete but there has been no update on the project status from the project manager		
To reduce the number of cheque payments made for licence applications and thereby reduce cost to the Council					

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
<b>Workstream 3 – Resources, Accommodation and Technology</b>					
<b>P043 Mail, Correspondence and Document Management</b>					
Supporting flexible / homeworking  Reduce duplication across the Council  Mail is immediately available, specifically to those in satellite locations  Potential savings in messenger service, postal, stationary etc  By identifying and merging bulk mail outs to direct more work through Reprographics  Ensure consistent and efficient use of scanning.	Next service team to be agreed and paper post to be delivered electronically. Test new process, change and evaluate process	28-Feb-2018	Transformation lead officer to obtain project update from project manager	30-Mar-2018	Janet Twinn, Assistant Director - Benefits  Sharon Lekha, Business Manager

**Document control**

<i>Version</i>	<i>Date</i>	<i>Status (draft, approved)</i>	<i>Author</i>	<i>Change description</i>
1.0	02.03.2018	January-February draft	Gareth Nicholas, Senior Project Improvement Officer	Draft and Report
2.0	02.03.2018	January-February draft	David Bailey, Head of Transformation	Amends

\*\*\* End of Report \*\*\*

# 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: **Office of the Chief Executive: Transformation team**

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

**N/A**

Title of policy or decision: **Transformation Programme Highlight Report**

Officer completing the EqIA: Tel: **2815** Email: **gnicholas@eppingforestdc.gov.uk**

Date of completing the assessment: **02.03.2018**

## 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><b>N/A – report is a monthly update to Cabinet on the progress of projects and programmes.</b></p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><b>Intended objective is for Cabinet to note the progress of Projects and Programmes for January/February 2018.</b></p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><b>N/A – report is for noting to Cabinet only.</b></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p><b>N/A.</b></p> <p>Will the policy or decision influence how organisations operate?</p> <p><b>N/A - report is not decision based and is for noting only.</b></p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><b>N/A – report is for noting only.</b></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><b>N/A.</b></p>

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

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

3.1	What does the information tell you about those groups identified? <b>N/A – report is for noting only. Any equalities impact assessment for individual projects or programmes is detailed on the respective reports.</b>
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? <b>N/A – see above.</b>
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: <b>N/A - see above.</b>

## 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	N/A
Disability	N/A	N/A
Gender	N/A	N/A
Gender reassignment	N/A	N/A
Marriage/civil partnership	N/A	N/A
Pregnancy/maternity	N/A	N/A
Race	N/A	N/A
Religion/belief	N/A	N/A
Sexual orientation	N/A	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 checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

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

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: **David Bailey**

Date: **02.03.2018**

Signature of person completing the EqIA: **Gareth Nicholas**

Date: **02.03.2018**

### **Advice**

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

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## **Report to the Cabinet**

**Report reference:** C-053-2017/18

**Date of meeting:** 10 April 2018



**Portfolio:** Environment

**Subject:** Award of Contract for Arboricultural Maintenance Works

**Responsible Officer:** Qasim (Kim) Durrani (01992 564055).

**Democratic Services:** Gary Woodhall (01992 564470).

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

(1) To agree that following a procurement exercise the contract, which commences on 1 August 2018, for arboricultural maintenance for major trees that are the responsibility of the Council be awarded to Gristwood and Toms Limited, being the Most Economically Advantageous Tender under the price and quality criteria, for an initial period of five years with an option to extend by another two years.

### **Executive Summary:**

The Council has an outsourced arrangement for managing those trees across the District that it is responsible for. Tenders, received on 9 February 2018, have been evaluated by officers under agreed price and quality criteria. The company Gristwood and Toms Limited has scored the highest and it is recommended that the contract be awarded to them from 1 August 2018 for a period of five years with the option to extend by a further two.

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

Under the Council's Procurement Rules, given the total value of the contract, only Cabinet can accept this tender.

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

To not accept the tender will mean there is no term contractor to deal with routine and emergency works on the major tree infrastructure. This cannot be recommended.

### **Report:**

1. The Council is responsible for carrying out planned and emergency tree maintenance works on circa 15,000 trees across the District. These include trees on Housing and Highways land, and also on public open spaces and woodlands areas. A significant majority of these trees are in the public realm and contribute to the street scene of the District. The Council has outsourced arrangements for maintenance of all the trees that it is responsible for. The current contract ends on 31 July 2018

2. Due to the location, age and character of the trees it is often the case that for any works to be carried out traffic management measures are required and only well trained operatives can carry out most of the works under this contract. Given the technical and specialist nature of the contract a five plus two year term was agreed as part of the tender award criteria.

3. The Council's Procurement Rules require contract award criteria as the most economically advantageous and apportion weightage to price and quality. For this procurement exercise the ratio of 60 for price and 40 for quality was agreed. The significant quality component reflects the importance the Council places on the unique green character of the District and its commitment to protecting and enhancing the green infrastructure.

4. Procurement process for appointing the next term arboricultural maintenance contractor commenced in May 2017. Due to the total estimated value of the contract procurement was carried out under the European Procurement Rules (OJEU). The official OJEU Notice was published on 27 October 2017.

5. A total of 8 companies expressed an interest in the tender by submitting Standard Selection Questionnaires (SSQ). Following an officer assessment Invitation to Tenderers (ITT) were issued through the OJEU to all 8 companies. On 9 February 2018, tenders were received from five companies. All five bids were valid and have been assessed by officers.

6. The tenders were evaluated under a price quality ratio of 60 and. This meant that out of a total of 10000 points there were 6000 for price and 4000 for quality. Each tenderer was required to submit five method statements. The score of 4000 was distributed among these method statements. Every method statement had a maximum score and officers could score from as low as 0 to as high as 5. The scores were then moderated to arrive at a single score for each Method Statement. Then the weightage for each Method Statement was applied.

7. The price score is calculated such that the lowest priced bid scores the maximum 6000 points and the rest score proportionally less. For example a bid twice the value of the lowest would score half the points. The combined score for both price and quality is noted in the table below:

Bidder	Quality Assessment (4000 points)	Financial Assessment (6000 points)	Total Score
<b>Highest scoring</b>	3200	6000	9200
<b>Second Highest scoring</b>	3200	4898.29	8098.29
<b>Third Highest scoring</b>	3200	4257.17	7457.17
<b>Fourth Highest scoring</b>	2330	3288.18	5618.18
<b>Fifth Highest scoring</b>	1640	1183.15	2823.15

8. Works under this contract fall into two main categories; routine maintenance and emergency works. One-off tree works outside the schedule of rates specification will be subjected to alternate three-quote system as at present. The volumes of routine maintenance works is well established and consists of repetitive inspection of tree stock and reactive work and the associated pruning or trimming associated with this. Emergency works are varied and depend on weather related emergencies. For example high winds can cause damage to trees and thereby increase hazard risk. For the purposes of tender assessment Bidders were provided with an example work schedule highlighting the broad range of tree species and specialist maintenance associated with

this contract. This work model was used for evaluation of the submitted schedule of rates.

9. The highest scoring tender is from Gristwood & Toms with a Total Score value of 9200 points. The submitted schedule of rates were applied to an example work model, to enable comparison of the five tenders, the lowest tender price was £177,000 whereas the second lowest came at £217,000. The results of this exercise clearly show the value for money obtained from the winning bidder for this contract.

### **Resource Implications:**

This is a contract based on schedule of rates, each item of work is priced individually and the Council only pays for the items it wants carried out. In other words the value of the contract varies year on year depending on the types of works carried out. For example if high winds and storms result in extensive damage then it is likely that major pruning or tree felling will be required. Due to this fluctuating nature of the works the yearly value of the contract varies.

The annual costs for carrying out routine maintenance, ad hoc and emergency works averages around £300,000. The budget for financial year 2018/19 has been estimated at £302,000, which is based on a combined EFDC services allocation of just over £203,000 and external funding from ECC Highway of £99,000

### **Legal and Governance Implications:**

Local Government Act 1974, Wildlife and Countryside Act 1981, British Standard Recommendations for Tree Work, Health and Safety at Work Act 1974, Managing Health and Safety at Work Regulations 1999, New Road and Street Works Act 1991.

Financial Regulations/Procurement Rules.

Griswood and Toms accounts show the company to be in a very healthy state. A credit check has been carried out using a credit check tool which has assessed the company as being a very low risk of failure.

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

The Council is responsible for looking after all the trees that are on its land. By awarding a contract to a competent arboricultural contractor the Council ensures that all the trees are maintained in accordance with best practice and that their health is monitored and fostered. This both improves the District's street scene and reduces the risk of injury and harm to the public.

The District's tree stock is part of the special character of the District and adds considerable amenity value. Looking after and maintaining the tree stock to a good standard enhances the green and unique nature of the District. This serves to conserve and enhance the living environment that residents and visitors enjoy.

The major tree works contractor is responsible for responding to emergencies when trees cause obstruction on the public highway. This includes responding to calls for assistance from District and County officers, the Police and members of the public who report fallen and damaged trees.

The tender specification ensured that the tree assets that come under the responsibility of the District Council are managed in the correct and most economical way by including such items as:

- Experience/training of staff undertaking the work.
- Appropriate plant and equipment provision.
- Site Management.

- Health and Safety.
- Road Traffic Management.
- Working Hours.
- Reinstatement works.
- Tree surgery designation.
- Emergency works.
- Complaints and faults.

**Consultation Undertaken:**

Essex Procurement Hub

Head of Commissioning at Essex County Council in respect of the ongoing maintenance by the District Council of all Highway Trees in the District.

**Background Papers:**

Cabinet report of 19 April 2010 to award the first five year contract to Gristwood and Toms Limited,

Portfolio Holder Report of 13 May 2015 to agree a two year extension, permitted under the terms of the contract, to Gristwood and Toms Limited,

Portfolio Holder Report of 11 April 2017 to agree a further one year extension to enable further discussions with Essex County Council on the future management of highway trees,

Portfolio Holder Report of 26 June 2017 to agree the tender award criteria and term of the next contract,

**Risk Management:**

Arboricultural work can be highly dangerous if undertaken by inexperienced staff or with inferior plant and equipment. For this reason the specification is carefully prepared to fully explain the Council's requirement on this contract and thus minimise the Risk to the Council from third party injury.

If the tree stock is not maintained then the health of the stock will deteriorate, resulting in potentially more accidents and claims for damages and injury against the Council.

This contract enables economies of scale offered by combining all the trees in the public realm, those that are the responsibility of: Essex Highways, Housing and EFDC. Whereas the Council has allocated sufficient funding to undertake maintenance work on the trees it is responsible for Essex Highways allocates funding on an annual basis. There is an implicit possibility of the withdrawal of the yearly award of funding for the management of Highway trees, if it were to happen a third of the work load would be removed from the contract. This could potentially result in a claim for loss of income by the contractor against the Council. Tenderers have been made aware of this risk.

**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 to the report.

## 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: Grounds Maintenance

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: Major Tree Works Contract - To provide planned and emergency maintenance on trees managed by the Authority

Officer completing the EqlA: P Hawkins Tel:01992564267 Email: phawkins@eppingofrestdc.gov.uk

Date of completing the assessment: 12 March 2018

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): Award of next term arboricultural maintenance works contract  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Successful award of the next term contract
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> Yes  Will the policy or decision influence how organisations operate? Yes
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?  Will assist with the aspirations for Safer Greener Epping Forest



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

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

3.1	<p>What does the information tell you about those groups identified?</p> <p>Some of the groups may find it difficult to deal with the contractor appointed under this decision and/or some works undertaken by the contractor could restrict access</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>No</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>Customer feedback will be collected through the normal consultation that takes place when major works are planned to large trees in an urban area, customers will be able to access the Council via the contact centre to report any concerns.</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	Elderly patrons may feel vulnerable and therefore uncomfortable, dealing directly with tree contractors working on or close to their property	L
Disability	Patrons with disabilities may have difficulty liaising/dealing with contractor or client officer during tree inspections or operational works	L
Gender	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	L
Gender reassignment	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	n/a
Marriage/civil partnership	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	n/a
Pregnancy/maternity	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	n/a
Race	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	n/a
Religion/belief	The pruning or removal of a living tree may not be in agreement with some groups or beliefs	L
Sexual orientation	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	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 checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

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

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: Qasim (Kim) Durrani

Date: 12/03/18

Signature of person completing the EqIA: Phil Hawkins

Date: 12/03/18

**Advice**

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

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## **Epping Forest District Council**

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### **Report to Cabinet**

**Report reference: C-054-2017/18**

**Date of meeting: 10 April 2018**

**Portfolio: Leader**

**Subject: Equality Objectives 2018-22**

**Responsible Officer: Monika Chwiedz (01992 562076)**

**Democratic Services: Gary Woodhall (01992 564470)**

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#### **Recommendations/Decisions required:**

**(1) That the Council's Equality Objectives and Action Plan for 2018-2022 be agreed.**

#### **Executive Summary:**

The Council is required to publish equality objectives every four years to take forward its public sector equality duty. This duty requires that we proactively consider how discrimination can be addressed through the work that we do, and also whether we can advance equality of opportunity and encourage good relations between different protected groups. The setting of objectives provides a focus on the outcomes to be achieved during the next four years.

New objectives have been developed to take the Council up to April 2022, and because the objectives must be specific and measurable, an action plan has been developed to deliver them.

Cabinet is asked to consider and approve the adoption of the proposed equality objectives and action plan for 2018-2022.

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

The setting of equality objectives every four years is required of public bodies under the Equality Act 2010. It is therefore, a key statutory duty that the objectives are set and published, together with the ongoing progress to achieve them.

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

Cabinet could decide not to adopt one or more of the proposed objectives, or to adopt alternative objectives. However there is no alternative option to the setting and publishing of one or more equality objective for the period 2018-2022.

#### **Report:**

1. In April 2016 the Council published its set of equality objectives designed to provide focus for the Council's work to deliver its public sector equality duty, and thereby advance equality for service users and employees. The duty requires public authorities to at all times have due regard to the following three aims:

- (i) to eliminate unlawful discrimination, harassment or victimisation;
- (ii) to advance equality of opportunity between different groups; and

- (iii) to foster good relations between different groups;

and the objectives set met one or more of these aims and were designed to help the Council to fulfill that duty. This set of four objectives targeted:

- (a) the public sector equality duty relevance across the full range of its activity including its work through partnerships;
- (b) procurement and contract management;
- (c) development of our capacity, staff training to ensure understanding of the Council's requirements; and
- (d) equality in our business activities.

2. An action plan to deliver the objectives was adopted, which, as a working document, was subject to further development as the work progressed over its four year lifespan. The lifespan of these objectives comes to an end in March 2020, however considerable progress has been made and the objectives have been largely achieved. The outstanding actions will be reported to the Governance Select Committee on 27<sup>th</sup> March 2018.

3. In July 2017 the Corporate Equalities Working Group (CEWG) met and mutually agreed that the 2016-20 objectives focus very much inwards on EFDC operations. It was felt that our Equality Plan would benefit from a more holistic approach focusing on the culture and behaviours we would like to improve throughout EFDC. A staff survey was carried out to address concerns and things that matter the most to the staff and to consult with colleagues on what they feel our vision and objectives should be. Community survey was also conducted however attracted only 8 responses. The survey was conducted face to face through some of the community forums and a link to the survey was also sent to relevant groups online.

4. CEWG has been engaged in the development of a new set of objectives to take the Council forward until March 2022. Whilst the number of objectives the Council must adopt is not prescribed in the legislation, like all equality work, the number and focus must be reasonable and proportionate to the size of the organisation and its functions.

5. This new set of objectives is designed to address the challenges still faced by the Council to embed equality into all its activities and seeks to build upon the progress already achieved. Evidence to support the identification of themes for objectives was scoped, together with feedback from CEWG representatives and a review of work to date. The draft action plan, attached at Appendix A, also seeks to help to deliver the Councils Key Objectives and Transformation Programme, where relevant.

6. An action plan to deliver the objectives is a working document and subject to further development as the work progress over its four year lifespan so further actions can be added whilst the plan is operational. Any changes to the deadlines to deliver these actions or provision of any additional actions to help deliver the objectives are subject to a consultation with the Leader of the Council and Head of Transformation.

7. The CEWG has consulted with directorates in relation to a proposal of these objectives. Four objectives are proposed and are set out below together with a brief outline of the reasons for their proposal.

Objective 1: To apply robust equality requirements in commissioning, procurement and contract management

8. In order to ensure compliance with its statutory obligations, the Council needs to ensure that procurement and equality are integrated for contract category 3 or higher. It may be that the Council can access and share good practice to comply with the duty. Smaller



businesses may not always have the resources to develop their equality procedures the same way larger companies do. We will work to ensure small businesses are fairly treated when bidding for the Council's contracts and also check each Contractor's approach to equality to ensure they comply with the requirement of the Equality Act 2010.

Objective 2: We will recruit and retain a diverse workforce, developing our capacity so that our employees have the knowledge, skills and confidence to deliver our plans

9. Employee understanding of Council requirements remains important. Whilst some progress has been made in the course of the current set of objectives, the staff survey results considers there is the potential to improve access to information and refocus training for employees to reflect the Council's current position. Staff survey was conducted to address employees' concerns and identify their needs in relation to equality duty.

Objective 3: We will take into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible

10. This includes projects and reviews and will look to build on progress already made in integrating equality into Transformation Programme and decision making, and extend it into our wider activities. In order to maintain a coordinated approach to equality, forms and documentation will be reviewed, updated and shared.

Objective 4: We will embed equalities in all we do and make it part of business as usual

11. Although we have had a very limited number of responses from the community survey (8), we want to ensure equality is integrated into our everyday practices. We will provide an overview on our work over the last year and commit to ensure that equality is not an add-on, but is part of our business as usual practice.

12. The Council is subject to a further duty to publish equality information annually to show progress against the public sector equality duty, and progress against the equality objectives action plan forms part of this information. We are also required to understand the impact of our services and activities on people from the protected groups and a separate programme of analysis runs alongside and will inform the work contained in this action plan.

13. Whilst there is no obligation to produce an equality scheme, CEWG considers it a useful way of communicating the Council's intentions and approach to this area of work. It is intended that subsequent to the adoption of a new set of equality objectives, the existing scheme will be reviewed and updated to reflect them.

14. The Cabinet is requested to consider and agree the proposed equality objectives for 2018-2022, and action plan to deliver them subject to the views of Overview and Scrutiny Committee. This report will be considered by Overview and Scrutiny Committee at its meeting on 17 April 2018.

#### **Resource Implications:**

The achievement of the Council's corporate equality responsibilities in relation to the proposed objectives can be met from existing resources.

#### **Legal and Governance Implications:**

The adoption of equality objectives to progress the public sector equality duty is in compliance with The Equality Act 2010.

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

None relating to this report. Relevant implications arising from actions to deliver specific equality objectives for 2018-22, will be identified by the responsible service director.

**Consultation Undertaken:**

Directorates at key stages of objective identification and development  
Corporate Equalities Working Group July 2017 and 1 December 2017  
Procurement Team November 2017 and March 2018

**Background Papers:**

Equality Objectives 2016-2020

**Risk Management:**

None arising from this report. Relevant risk management issues arising from actions to achieve specific equality objectives will be identified by the responsible service director.

# 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: Transformation, Office of the Chief Executive

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: Not applicable

Title of policy or decision: Equality Objectives 2018-22 Action Plan

Officer completing the EqIA: Monika Chwiedz, Performance Improvement Officer Tel: 01992 562076 Email: mchwiedz@eppingforestdc.gov.uk

Date of completing the assessment: 07/03/2018

## 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 Equality Objectives 2018-22</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>The purpose of setting objectives is to strengthen performance against the requirements of the Equality Duty and to focus attention on the priority equality issues within the Council.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The equality objectives will enable the Council to achieve the outcomes of its plans and at the same time will be able to deliver against its public Sector equality duties.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p>Yes – all of the above</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes at the strategic level.</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 objectives?</p>

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

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

3.1 What does the information tell you about those groups identified?

**Epping Forest district population**(ONS data for Epping):

60,440 – 48.5% male

64,219 – 51.5% female

**District's population (race) (ONS data for Epping)::**

89.2% White

3.3% Asian

1.8% Black

5.7% Others, including Mixed

Essex Residents' Tracker Survey 2015: 70% of people agree that people from different backgrounds get along well together.

**Religion/belief (ONS data for Epping):**

61.8% Christian

3.2% Jewish

0.3% Buddhist

1.9% Muslim

0.3% Other religion

22.5% No religion

1.4% Hindu

1% Sikh

7.6% Do not wish to disclose

**2011 ONS EFDC Area Age Structure:**

1. 45-59 yrs – 21% (26169)

2. 30-44 yrs – 20.5 (25542)

3. 65-74 yrs – 9.2% (11464)

4. 60-64 yrs – 6.7% (8295)

5. 75-84 yrs - 6.2% (7743)

6. 0-4 yrs – 5.9% (7366)

7. 0-14 yrs – 5.8% (7235)

**Sexual orientation:**

The Government Equality Office estimates there are 1.5 million LGBT

	<p>(Lesbian, Gay, Bisexual and Transgender) people in the UK</p> <p>Hate crime: data does not indicate that sexual orientation is a focus for hate crime in the district (the Government Equality Office GEO).</p> <p>Every person has one or more of the protected characteristics, so the Equality Act protects everyone against unfair treatment.</p> <p>The Equality objectives are a specific duty created by the Equality Act - each objective has been developed with the three core obligations of the PSED in mind.</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>Staff and Community survey was conducted:</p> <ul style="list-style-type: none"> <li>• 126 responses from staff</li> <li>• 8 responses from community</li> </ul> <p>A number of local residents were spoken to at community days, mainly elderly and young parents. Their responses were the same as the online responses; they didn't have any complaints or feel discriminated against.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>N/A</p>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<p>The Plan does not directly focus on an aging population of the district. However, the objectives will enable the organisation to achieve the outcomes of its plans and at the same time will be able to deliver against its public Sector equality duties.</p> <p>Training provided for all employee age groups as required which benefits older workers who can be overlooked.</p>	L
Disability	Mental health - need to support	

	<p>management who have staff with mental health issues has been identified.</p> <p>Mindful Employer accreditation will help the Council to be aware of mental health throughout its services and employment and recruitment. Stigma can be associated with mental health and work to increase understanding and acceptance will help to improve social cohesion between people with mental health and others.</p> <p>Previous equality objectives (2012-2016) focussed on disability and this is well understood amongst staff, and training material includes examples relating to disability.</p>	
Gender	Continuation with Springboard Programme for female employees	L
Gender reassignment	No direct initiatives however this group do not usually respond well to a direct focus, and work to improve the general understanding of equality and acceptance of others is the best approach to improving relations between this group and others in the community.	L
Marriage/civil partnership	None identified	L
Pregnancy/maternity	No direct initiatives however all work to increase understanding and acceptance will underpin good social cohesion in the district.	L
Race	Helping people whose first language is not English, to access our services will help them to more easily take part in the community, will underpin good social cohesion in the district.	L
Religion/belief	No specific actions which will bring benefits relating to religion and belief, however work to progress general understanding and acceptance will help to develop attitudes conducive to improvements in opportunities for people of different religions or beliefs.	L
Sexual orientation	The Government Equality Office estimates Page 7 1.5 million LGBT	L

	(Lesbian, Gay, Bisexual and Transgender) people in the UK.  Insufficient data available about the sexual orientation of the residents of the district.	
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<b>Section 5: Conclusion</b>			
		<b>Tick Yes/No as appropriate</b>	
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 <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

<b>Section 6: Action plan to address and monitor adverse impacts</b>		
<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>



**Section 7: Sign off**

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

Signature of Head of Service:

Date:

Signature of person completing the EqIA: Monika Chwiedz

Date: 07/03/2018

**Advice**

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

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## Equality Objectives Action Plan 2018-2022

### Objective 1: To apply robust equality requirements in commissioning, procurement and contract management

Ref	Action	Measures (measurable outcome)	Responsibility	Milestones	Deadline
1.	Review procurement rules to ensure small businesses are not discriminated against and are able to compete with larger organisations when bidding for the Council's contracts.	Procurement rules show fair and equal access for different size businesses to bid for the Council tender	Resources/ Procurement	Review procurement rules: to establish inclusion of the Council's public sector equality duty	April 2019
2.	Check details of each Contractor's approach to equality and diversity, to ensure that both the Contractor and the Council comply with the requirements of the Equality Act 2010 (we will do this by asking potential contractors relevant questions and include appropriate provisions in its contract documents relating to these matters.)	Commitment to taking forward the Council's equality duty	Procurement/ Transformation	Equalities related questionnaire produced for Contractors and included in a procurement checklist	March 2019
			Resources/ Procurement	Procurement checklist revised and updated to reflect equality duty	April 2019
			Procurement/ Transformation	Agree on what contract documentation is required	June 2019

## Equality Objectives Action Plan 2018-2022

**Objective 2: We will recruit and retain a diverse workforce, developing our capacity so that our employees have the knowledge, skills and confidence to deliver our plans**

Ref	Action	Measures	Responsibility	Milestones	Deadline
1.	Continue with Springboard Women's Development Programme	The Programme is promoted across the Council	People's Team	-	November 2018
2.	Agree how to support managers who have employees with mental health issues, including how to manage sickness	Guidance/communication for managers produced	People's Team/ Directors	-	September 2018
3.	Provide a communication to clarify the flexi working arrangements process	Communication on flexi working arrangements produced	People's Team/ Directors	Review current documentation and make changes where necessary	November 2018

## Equality Objectives Action Plan 2018-2022

4.	Promote what equality training is available for all employees	Officers are trained to meet Corporate requirements	People's Team/ Directors	Promote via Intranet and District Lines	May 2018
5.	Maintain accreditation to Mindful Employer for further 3 years	Commitment to supporting the mental health of employees	People's Team/ Directors	-	Dec 2018

**Objective 3: We will take into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible**

Ref	Action	Measures	Responsibility	Milestones	Target dates
1.	Incorporate EqIA into PID and Cabinet Report	Improved due regard to equality in projects and reviews	Transformation	Integration of equality information into project management	May2018
				Integration of equality information into Cabinet report	May 2018
2.	Promote use of the EqIA flow chart to ensure understanding on clarity on when to complete the EqIA	Essential equality information, documentation and guidance available to staff	Transformation	Equality Impact Assessment form user guide reviewed and updated	May 2018
				The EqIA flow chart made available to all staff	May 2018

## Equality Objectives Action Plan 2018-2022

3.	Organise internal online resource materials on equalities, diversity and social inclusion into one location on the Intranet, so that information is available with links to further material that may be helpful, and keep under review to ensure timeliness and relevance	Essential equality information, documentation and guidance available to staff to use when completing EqIA	Transformation	Forms and templates on the Intranet reviewed and updated	March 2019
				Reorganisation and revision of online materials on equality and diversity	May 2019

### Objective 4: We will embed equalities in all we do and make it part of business as usual

Ref	Action	Outcomes	Responsibility	Milestones	Target dates
1.	Produce and promote a process for accessing translation services	Improved access to translation services	Transformation	Process developed	August 2018
				Promote via Intranet and District Lines	September 2018
2.	Produce Equality Information Report 2018 showing an overview of our work over the last year and giving evidence that we are complying with our statutory duties	Equality Information Report 2017 produced and published	Transformation	Collate evidence and statistical information from all Directorates	May 2018
				Complete and publish the report	July 2018

## Equality Objectives Action Plan 2018-2022

3.	Elected Members will continue to receive training around equality and diversity issues and support on scrutinising equality impact assessments for major decisions.	Annual training delivered to Members	Transformation	Review training materials for Members, identify and develop improvements where necessary	May 2018
		Improved provision of relevant equality information to Members		Deliver training to Members	June 2018

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## **Report to the Cabinet**

**Report reference:** C-055-2017/18

**Date of meeting:** 10 April 2018



**Epping Forest  
District Council**

**Portfolio:** Technology and Support Services

**Subject:** Phase 4 Superfast Essex Broadband Funding

**Responsible Officers:** John Houston / Mike Warr (01992 564472).

**Democratic Services:** Gary Woodhall (01992 564470).

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

(1) That Cabinet agrees that the existing Capital Programme provision of £350,000 for Phase 4 of the Superfast Essex broadband rollout, match funded by contributions from BDUK and with an additional contribution from Essex County Council, be utilised; and

(2) That a written agreement be entered into with Essex County Council confirming this funding will be forthcoming.

### **Executive Summary:**

Epping Forest District Council has seen considerable investment in the enhancement of its superfast broadband infrastructure and network capability in recent years. With coverage scheduled to reach approximately 97% of the district by June 2019, focus has switched to the additional investment in superfast broadband required in order to take the level of coverage across the district closer to 100% of homes and business premises.

Based on the Council's previously submitted Letter of Intent to invest up to £350,000 of additional funding to provide additional superfast broadband coverage and match funded by BDUK with additional funding from Essex County Council, a competitive procurement process has been undertaken by Essex County Council to commission a suitable provider to deliver additional broadband coverage in Epping Forest District.

This competitive process has now been completed and the preferred bidder has been selected. Essex County Council are seeking, prior to formalisation of the contract award, a written agreement with the Council to commit the additional funding of £350,000 in full and Cabinet's confirmed approval of this investment is sought.

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

Aim 3 - To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose.

Objective 3 (b) To utilise modern technology to enable Council officers and members to work more effectively in order to provide enhanced services to customers

## **Other Options for Action:**

The district could choose to not pursue this programme of further investment in superfast broadband leaving future developments to be determined by market forces. This would risk the district falling behind if its location, assets or digital opportunities were not appealing in their own right and would put its residents and businesses at risk of not experiencing the best digital outcomes that are possible

## **Report:**

### Background

1. Epping Forest District Council has seen considerable investment in the enhancement of its superfast broadband infrastructure and network capability in recent years. Both through private sector service provision and the ongoing Broadband Delivery UK (BDUK) and Superfast Essex rollout programme, levels of superfast broadband coverage have risen to one of the highest levels in the county.

2. The initial Phase 1 Superfast Essex broadband programme, representing an investment of £24.6million in broadband infrastructure in areas where commercial suppliers were not providing service aimed to make superfast broadband available to 87.4% of home and business premises in Essex by summer 2016. A further £10.62m was to be made available to Essex through the BDUK programme provided it was matched locally to enable coverage of 93%. Essex CC asked districts to consider contributing additional match funding in order to enable coverage of 95% to be achieved and Epping Forest District Council agreed funding in the sum of £84,000 to initially enable 95% coverage in the district.

3. EFDC's high level of early engagement with the Superfast Essex programme, at Member and officer level, and the commitment to provide this funding contribution towards the overall Essex funding for Phase 2 of the programme, lead to Epping Forest becoming the best choice for what became known as the Rural Challenge Project or Phase 2(b). This project aimed to deliver superfast broadband to thousands of rural homes and business premises within the north-east part of the district where service provider business models made it difficult to justify the required investment.

4. As a result of the subsequent OJEU procurement exercise, a fibre to the premises broadband provider was awarded the contract and work began to deliver ultrafast broadband speeds (up to 1Gbps) to these rural premises. This represented a total external investment of £7.5m into the district. Due to the high number of properties that the programme will have reached the level of superfast broadband coverage across the whole of Epping Forest District will now reach approximately 97% by the conclusion of Phase 2 of the rollout. Phase 2(b), the Rural Challenge Project, is due for completion by the end of April 2018, with the remainder of the programme (Phase 2(a)) which is being rolled out across the rest of Essex due for completion by June 2019.

### Supplementary Phase of Superfast Broadband Rollout Programme

5. Upon completion of Phase 2 of the Superfast Essex / BDUK programme it is anticipated that coverage across Epping Forest District will be approximately 97%, making us one of the best connected districts in the county.

6. The Council's ambitions for the District however go further than this and recognise the importance of expanding superfast broadband connectivity to reach our remaining most rural homes and businesses as soon as possible. The Council has therefore previously considered

a further local investment in broadband infrastructure, under the Superfast Essex programme.

7. The Portfolio Holder for Technology and Support Services sent a letter to BDUK / Superfast Essex as an expression of the council's interest in further investment in the superfast broadband network. The letter confirmed that the Council would provisionally allocate an amount of up to £350,000 as a potential local contribution to a further rollout programme, with the exact amount to be confirmed once bids for the procurement had been received and the size and scope of the local investment more clearly defined. It was intended that BDUK grant funding would be available to match this additional local contribution.

8. At its meeting in June 2017 Cabinet endorsed the expression of interest in further investment in the superfast broadband network sent by letter from the Portfolio Holder for Technology and Support Services to BDUK / Essex CC confirming the council will provisionally allocate an amount of up to £350,000 as a potential local contribution to a further superfast broadband rollout programme to be fully match funded by BDUK grant, noting that the letter did not constitute a firm commitment to invest and the exact amount was to be confirmed and approved by Cabinet once bids for the procurement have been received and the size and scope of the local investment could be more clearly defined.

9. The procurement exercise for this additional phase of superfast broadband rollout has now been concluded and a preferred bidder identified. The full investment of £350,000 from Epping Forest DC is requested by the preferred bidder, which will be match funded by an equal amount from BDUK and an additional £121,000 from Essex County Council. In addition, there will be a significant supplier contribution to the programme.

10. As a result of the proposed investment, a total of 2,188 premises, which currently do not have access to superfast broadband will be connected through fibre to the premises (FTTP) technology. This will mean that total coverage in Epping Forest district will reach 99.67%, leaving 207 premises still to be connected out of a total of 64,267 premises across the district. It is not known at this point what options might exist in the future to connect these few remaining premises but discussions are likely to take place with suppliers to see if additional coverage could be achieved and at what cost.

11. Cabinet's confirmation that the Council may proceed to enter the required written agreement and confirm the full investment of £350,000 is therefore sought.

**Resource Implications:**

The procurement of the supplementary phase of the Superfast Essex programme will require £350,000 to be allocated from District Development Fund across up to three years.

**Legal and Governance Implications:**

A written agreement confirming that the £350,000 of funding will be made available will be entered into with Essex County Council.

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

Available from Economic Development team

**Risk Management:**

None.

# 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>	Phase 4 Investment in Superfast Essex Broadband Rollout
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Delivery of superfast Broadband to 2,188 premises currently served by any superfast broadband supplier.
Relationship with other policies / projects:	Information and awareness links with Transformation Programme. Linked with the wider Essex CC Superfast Essex programme
Name of senior manager for the policy / project:	John Houston
Name of policy / project manager:	Mike Warr

## 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>Yes. Both the digital strategy and the proposals for free wi-fi in the town centres of the district have the potential to impact on all sectors of society. Improved infrastructure for internet connectivity could enhance the lives of all residents, businesses and visitors and improve their ability to access services, whether provided by the council, the public sector and private sector partners directly involved or the wider economy and service sector at large.</p> <p>If no, state your reasons for this decision. Go to step 7.</p>	<p>If yes, state which protected groups:</p> <p>All groups</p>
	<p>If no, state reasons for your decision:</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>	
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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 – older people	<p><a href="#">ONS Internet users in the UK: 2017</a></p> <p>EFDC consultation: The impact of an ageing population on the services of the Epping Forest District</p>	<p>“In 2017, almost all adults aged 16 to 24 and 25 to 34 years (99%) were recent internet users.</p> <p>Since the survey began in 2011, adults aged 75 years and over have consistently been the lowest users of the internet. In 2011, of adults aged 75 and over, 20% were recent internet users. However, recent internet use in the 65 to 74 age group has increased from 52% in 2011 to 78% in 2017, closing the gap on younger age groups.</p> <p>Recent internet use by retired adults has increased by almost 22 percentage points since 2011 to 61% in 2017. Recent internet use by adults who were economically inactive, increased by 16 percentage points over this period to 86%.”</p> <p>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% (1.1 million); the numbers aged over 85 by 18% (300,000); and the number of centenarians by 40% (7,000). Epping Forest District has over 25,000 people aged 65 and older already living within the district and an additional 27,000 people aged over 50. Partnership working required to address future needs. Opportunities for employment of older people would help to reduce financial impact of an older population. Older people want to remain in their own homes with adaptations provided. Potential to gain financial benefits through more older people volunteering.</p>
	ONS 2011	17% of the population are 65 years or over
Age – young people	<p><a href="#">truth, lies and the internet a report into young people’s digital fluency (Demos 20-11)</a></p>	<p>“...digital natives (12-18 year olds) are very confident users of the internet, but are not particularly competent. There is some evidence to show that young people are discerning, careful internet users, but much else that indicates that the skills of digital natives do not match their own self-reportage:</p> <ul style="list-style-type: none"> <li>- Too many digital natives do not apply checks on the information they access – around one in four 12-15 year olds make no checks at all when</li> </ul>

	<p><a href="#">Teenagers spend 27 hours a week online: how internet use has ballooned in the last decade (The Telegraph 2015)</a></p> <p>Epping Forest Youth Conference 2015 - Conference report</p>	<p>visiting a new website</p> <ul style="list-style-type: none"> <li>- Aesthetics over quality: decisions about information is based on site design, rather than more accurate checks</li> <li>- Lack of teaching – only one-third of 9-19 year olds have been taught how to judge the reliability of online information</li> </ul> <p>“Young people aged between 16 and 24 spend more than 27 hours a week on the internet”</p> <p>Delegates were asked to select a key issue they would like to campaign on. The results were:</p> <p>Living wage 17%</p> <p>Tackling racism and religious 16% discrimination</p> <p>Mental health 15%</p> <p>A curriculum to prepare us for life 15%</p> <p>The end of austerity &amp; child poverty 8%</p> <p>Climate change 8%</p> <p>Extended Special Educational Needs 7% support</p> <p>Transport 7%</p> <p>Votes at 16 5%</p> <p>Fund Youth Services, don't cut them 2%</p> <p>The national picture revealed the five issues that received the most votes in the ballot were:</p> <ol style="list-style-type: none"> <li>1. Living wage</li> <li>2. A curriculum to prepare us for life.</li> <li>3. Mental health</li> <li>4. Transport</li> <li>5. Tackling racism and religious discrimination</li> </ol>
Age – EFDC employees	Workforce profile	Older workforce, largest proportion in 51-55 age group with impact on retirement in around 10-15 years with loss of local knowledge. Lower proportion of younger employees. Difficulty in attracting younger employees as result of housing costs locally.
Disability	<p><a href="#">ONS Internet users in the UK: 2017</a></p> <p>How the internet still fails disabled people <a href="https://www.theguardian.com">https://www.theguardian.com</a></p>	<p>In 2017, of disabled adults aged 16 to 24 years, 97.1% were recent internet users, compared with 99.5% who were not disabled. Of disabled adults aged 75 years and over, 34% were recent internet users, compared with 50% who were not disabled.</p> <p>Since 2016, the number of disabled adults who had used the internet in the last 3 months increased by 5% to 9 million in 2017.</p> <p>Across all age groups, the proportion of adults who were recent internet users was lower for those that were disabled, compared with those that were not.</p> <p>“Using a computer is still something many disabled people struggle with. According to the Office for National Statistics, in May 2015, 27% of disabled adults had</p>

	<p><a href="http://an.com/technology/2015/jun/29/disabled-people-internet-extra-costs-commission-scope">an.com/technology/2015/jun/29/disabled-people-internet-extra-costs-commission-scope</a></p> <p><a href="#">The Disability Divide in Internet Access and Use</a></p> <p>Kerry Dobransky and Eszter Hargittai* (Northwestern University Communication Studies Department Research Fund)</p>	<p>never used the internet, compared to 11% of non-disabled adults. In 2013, Ofcom said that factors beyond age and income, possibly related to the individual's disability, contribute to limited internet access.</p> <p>The Extra Costs Commission, launched by the disability charity Scope, did a year-long enquiry exploring the extra costs faced by disabled people, estimated to be on average £550 more a month. In the report released in June 2015 they cite that disabled people could save money by learning how to use the internet, for example by using cost comparison websites, yet disabled people were not online because of a lack of training, cost of equipment and the accessibility of web content."</p> <p>"The increasing spread of the Internet holds much potential for enhancing opportunities for people with disabilities.</p> <p>We find that people with disabilities are less likely to live in households with computers, are less likely to use computers and are less likely to be online. However, once we control for socio-economic background, we find that people with hearing disabilities and those who have limited walking ability are not less likely to be Internet users."</p>
Marriage and civil partnership	<p>ONS 2011</p> <p><a href="#">Couples, the Internet, and Social Media</a></p> <p>PEW Research Center</p>	<p>In October 2015 ONS confirmed a total of 15,098 couples had legally married since March 2014 however number have fallen by 70% since then.</p> <p>The overall impact of technology on long term relationships</p> <ul style="list-style-type: none"> <li>- 10% of internet users who are married or partnered say that the internet has had a "major impact" on their relationship, and 17% say that it has had a "minor impact." Fully 72% of married or committed online adults said the internet has "no real impact at all" on their partnership.</li> <li>- 74% of the adult internet users who report that the internet had an impact on their marriage or partnership say the impact was positive. Still, 20% said the impact was mostly negative, and 4% said it was both good and bad.</li> </ul> <p>Overall, young adults are more likely to report that the internet has had an impact on their relationship (<b>refers to Age also</b>)</p> <ul style="list-style-type: none"> <li>- 45% of internet users ages 18-29 in serious relationships say the internet has had an impact on their relationship, while just one in ten online adults 65 and older say the same.</li> </ul>
Pregnancy and maternity	<p>Workforce data</p> <p>The Department for Business, Innovation and</p>	<p>No data available</p> <p>Nationally: - around 11% dismissed, compulsorily redundant, or treated poorly and felt they had to leave their workplace. - 1 in 5 mothers said they'd experienced harassment or negative comments relating to the</p>



	<p>Skills (BIS) and the Equality and Human Rights Commission research report  <a href="#">Pregnancy and maternity research findings</a>  ONS Birth Trends</p> <p><a href="#">Internet use by pregnant women seeking pregnancy-related information: a systematic review</a></p> <p><a href="#">Do mothers use the internet for pregnancy related information and does it affect their decisions during the pregnancy? A literature review</a></p>	<p>pregnancy. - 10% said their employer had discouraged them from attending antenatal appointments.</p> <p>Birth rate is falling nationally. In Essex Under 16 conceptions fell from 4 per 1,000 women om 2009- 2011 to 3.8 in 2010-2012.</p> <p>The Internet has become one of the most popular sources of information for health consumers and pregnant women are no exception.</p> <p>Based on the evidence in the literature, that a significant percentage of women in United Kingdom are using the internet as one of their main sources of information, it is crucial that maternity service providers accept the internet as a factor in the decision making process during pregnancy. Key conclusions from the literature appear to be that mothers now are more exposed than ever to a significant amount of different information: online forums, videos, medical websites and scholarly literature, effectively compelling them to develop decisions based only on the information they have accessed online.</p>
Race / ethnicity	<p>Essex Residents' Tracker Survey 2015:</p> <p>EFDC Complaints data</p> <p>ONS 2011</p> <p><a href="#">ONS Internet Users 2015</a></p>	<p>70% of people agree that people from different backgrounds get along well together.</p> <p>Since 1 April 2016, there were 38 Equality monitoring complaint forms returned via EFDC website and 16 were not completed. 22 forms were submitted by White British residents/customers followed by 3 by Asian or Asian British, 2 by Mixed white and Black Asian and 2 by Black or Black British Caribbean, only 1 form was submitted by White Irish Person</p> <p>.</p> <p>- 85% of the EFDC district is whiteBritish (largest ethnic group) - 5% are other white groups (including Irish, White other, and Gypsies and Irish Travellers) (second largest ethnic group) - 2% are mixed ethnic background - 5% are Asian background including 2% Indian (third largest ethnic group) - 2% are black African, Caribbean or other black groups - 0.006% are of other ethnic groups - 0.005% of people in the district cannot speak English or cannot speak English well.</p> <p>Ethnic Group - In quarter 1 (Jan to Mar) 2015, the ethnic group with the highest percentage of recent internet users was the mixed or multiple ethnic background (97%). However, it should be noted that there is a higher degree of sampling variability around some categories of ethnic group and internet use, due to the small sample sizes used to compile the estimates. Therefore these estimates should be treated with caution.</p>

	<p>PEW Research Center, 2016</p> <p>Ofcom, 2013</p>	<p><a href="#">Social Media Conversations About Race</a> - How social media users see, share and discuss race and the rise of hashtags</p> <p><a href="#">Ethnic minority groups love their gadgets and home technology</a> - People from ethnic minority groups say they love gadgets more than the British population as a whole (37% compared with 30%), they're also more likely to say it's important that their homes are equipped with the latest technology (32% compared to 20%). This rises to almost a half (47%) of those in the 'Asian Indian' group.</p> <p>Ethnic minority groups are also more likely to have home broadband and a mobile phone, although they are less likely to watch TV and listen to the radio, compared to the British population as a whole.</p>
Religion or belief	<p>ONS 2011</p> <p>The Crime Survey for England and Wales (CSEW)</p> <p>Home Office, Hate Crime, England and Wales 2014/15</p> <p>EFDC hate crime stats June 2016</p> <p>BBC, 2012</p> <p>The Guardian, 2011</p>	<p>Christian (Persons) 77,053 Buddhist (Persons) 416 Hindu (Persons) 1,745 Jewish (Persons) 3,972 Muslim (Persons) 2,377 Sikh (Persons) 1,253 Other Religion (Persons) 432 No Religion (Persons) 28,061</p> <p>The second most common motivating factor in hate crime incidents (2011/12 and 2012/13) was religion (70,000 incidents per year).</p> <p>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</p> <p>EFDC hate crime statistics show some religiously motivated racial abuse hate crime in the district.</p> <p><a href="#">How the Church of England is engaging with social media</a> – “Faced with falling congregations, the Church of England is finding digital engagement via Twitter, Facebook and blogging sites a powerful and important part of its ministry and mission.”</p> <p><a href="#">What effect has the internet had on religion?</a> – “The importance of the web in everyday life – from banking to shopping to socialising – means that religious organisations must migrate their churches and temples to virtual real estate in order to stay relevant and to be where the people are.”</p>
Sex	ONS 2011	<p>There are more women than men in the district. (64,219 W / 60,440 M)</p> <p>Sex - In quarter 1 (Jan to Mar) 2015, 88% of men (22.2</p>

	<p><a href="#">ONS Internet Users 2015</a></p> <p><a href="#">The Internet of Things, gender equality &amp; more (Tech City News)</a></p> <p><a href="#">ONS Internet users in the UK: 2017</a></p>	<p>million) and 85% of women (22.4 million) were recent internet users. Since quarter 2 (Apr to June) 2011, the proportion of men and women who were recent internet users has increased by 6 and 8 percentage points respectively.</p> <p>The Future of Gender Equality, a report by Yell Business, has indicated that despite the technology industry's notorious reputation for disruption and innovation, it is yet to disrupt unbalanced gender representation. Only 17% of jobs in the tech sector are held by women, with only 3% of venture capitalists and 7% of partners at top venture firms being female. The report did, however, highlight tech companies that have successfully tackled gender inequality within the workplace, such as team communication app Slack. Some 43% of Slack's employees are female, with women also holding 43% of the firm's leadership roles.</p> <p>"The proportion of men who had recently used the internet was 90% in 2017 compared with women at 88%. The difference in recent internet use between men and women was larger in the oldest age groups. Recent internet use by men aged 65 to 74 years was 79% and by men aged 75 years and over was 47%. This compares with recent internet use by women in these age groups at 76% and 35% respectively.</p> <p>The gap between men and women who had recently used the internet has been closing in all age groups since 2011, with the percentage rising to 90% for men and 88% for women in 2017. This compared with 82% for men and 77% for women in 2011.</p> <p>There is still a higher proportion of women who had never used the internet at 10.5% compared with men at 7.8%.</p> <p>The largest increase in the number of recent internet users was in women aged 75 years and over, which trebled from 0.3 million in 2011 to just over 1 million in 2017.</p>
Sexual orientation and Gender reassignment	<p><a href="#">FT.com "LGBT youth suffer isolation and intolerance"</a></p> <p>Government Equalities Office</p> <p>Institute for Economic and Social Research <a href="https://www.iser.essex.ac.uk">https://www.iser.essex.ac.uk</a></p>	<p>"Amid the difficulties facing gay youth, many turn to the internet for support, community and information. A survey of gay American teens found they ...had more online friends and were highly likely to have used the internet to connect with other LGBT people."</p> <p><a href="#">Providing services for transgender customers</a> If you set the atmosphere and culture by treating the inclusion of transgender people as 'business as usual' and nothing remarkable, it will help others to follow. In other words, be mindful of issues that can arise, but don't expect there to be problems.</p> <p><a href="#">An Examination of Poverty and Sexual Orientation in the UK</a></p> <p>The economic impact of sexuality related stigma, harassment and discrimination occurs when economically related institutions, such as employers, schools, local authorities, etc. either deliberately or incidentally exclude people based on their sexuality.</p>

		The report highlights various factors related to poverty and sexuality including the problems of youth homelessness, aging and retirement, health inequalities, educational attainment, school bullying, employment experiences including earnings, and wealth creation.
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**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, ie 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	As the delivery of services becomes more digital or online based there is a risk that older people become further isolated from the mainstream and less able to access vital services.	The additional premises connected through the programme will bring district coverage to 99.99% and an even higher percentage in rural areas. This will enhance older peoples chances of living safely at home rather than in a social care home environment for longer
Dependents / caring responsibilities	None	
Disability	Without building in the appropriate accessibility to these digital initiatives those with disabilities could find it harder to access services.	Ensuring accessibility to those non-universal elements of the programme e.g. the installation process will be a key element of any drive to deliver services to this section of society in a digital format. Without giving the customers the skills and tools the initiative will not achieve its aims.
Gender reassignment	None	
Marriage and civil partnership	None	
Pregnancy and maternity	None	
Race / ethnicity	None	
Religion or belief	None	
Sex	None	
Sexual orientation	None	

**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	The internet can offer a discreet, safe and secure place in which to meet people of like-minded attitudes; similar age, race, religion or beliefs; at similar life stages such as pregnancy, adolescence, old age; or with similar lifestyles or health conditions. As such it can facilitate the sharing of relevant information and enable the targeting of marketing, information and service delivery. Thus rather than offering the same service to all in the same way but offering an appropriate tailoring of the service to the relevant groups it encourages those groups to access the services they need, promoting their own equality of opportunity.	Whilst a connectivity network will be installed connection to the internet via the network is not automatic and cannot be guaranteed. Users will need to self-register and purchase access to the network and this may be too difficult or too expensive for some people.
Dependents / caring responsibilities	“”	“”
Disability	“”	“”
Gender reassignment	“”	“”
Pregnancy and maternity	“”	“”
Race / ethnicity	“”	“”
Religion or belief	“”	“”
Sex	“”	“”
Sexual orientation	“”	“”

### **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 internet and digital technology is rapidly advancing the nature of communication making the establishment of supportive communities, open conversations and rapid sharing of information, advice and assistance simple, cost-effective and sustainable to achieve.	Whilst a connectivity network will be installed connection to the internet via the network is not automatic and cannot be guaranteed. Users will need to self-register and purchase access to the network and this may be too difficult or too expensive for some people.

	Groups sharing the same characteristics can establish an online identity which not only supports them and provides a safe haven within which to communicate with each other but also enables them to establish a group identity through which they can communicate their collective voice with other groups and build mutually supportive networks for action, lobbying, cooperation and support.	
Dependents / caring responsibilities	“”	“”
Disability	“”	“”
Gender reassignment	“”	“”
Pregnancy and maternity	“”	“”
Race / ethnicity	“”	“”
Religion or belief	“”	“”
Sex	“”	“”
Sexual orientation	“”	“”

### 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. Ensure that the commissioned digital strategy consultants have due regard for the need to consider equality issues.	Mike Warr, Economic Development Officer	As part of the setting of the consultancy brief and the procurement process.
2. Ensure any free town centre wi-fi scheme is capable of working across accessible platforms, does not exclude any section of society and is suitably safe for all to use	Mike Warr, Economic Development Officer	As part of the procurement process.
3.		

Name and job title of officer completing this analysis:	Mike Warr
Date of completion:	13 <sup>th</sup> March 2018
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)	Derek Macnab, Deputy Chief Executive and Director of Neighbourhoods

Date of authorisation:	13 <sup>th</sup> March 2018
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	13 <sup>th</sup> March 2018

**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.

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