

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 19th April, 2018

You are invited to attend the next meeting of **Asset Management and Economic Development Cabinet Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Thursday, 19th April, 2018
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

J Leither Tel: (01992) 564756
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Members:

Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, S Kane and G Mohindra

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. SUBSTITUTE MEMBERS

(Director of Governance) To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any items on the agenda.

5. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Cabinet Committee held on 11 January 2018.

6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 13 - 28)

(Director of Neighbourhoods) To consider the attached report AMED-006-2017/18.

7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 29 - 38)

(Director of Neighbourhoods) To consider the attached report AMED-007-2017/18.

8. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require 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.

9. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject

matter of the report which in the Proper Officer's opinion:

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

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

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 11 January 2018

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.30 pm

Members Present: Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, S Kane and J Philip

Other Councillors: None

Apologies: G Mohindra

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and A Hendry (Senior Democratic Services Officer)

Also in attendance:

11. WEBCASTING INTRODUCTION

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

12. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor J Philip substituted for Councillor G Mohindra.

13. DECLARATIONS OF INTEREST

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

14. MINUTES

RESOLVED:

That the minutes of the meeting held on 6 July 2017 be taken as read and signed by the Chairman as a correct record.

15. ECONOMIC DEVELOPMENT - PROGRESS REPORT

The Economic Development Officer (EDO) presented a report to the Cabinet Committee and updated them on a number of projects and issues being explored by the Economic Development Team.

3. Town Centres

Waltham Abbey Wayfinding Project

The Waltham Abbey Wayfinding Project was managed by the Council on behalf of the Town Partnership. 14 of the 15 signs have been installed and the last one was due to be installed on Friday 12 January 2018.

4. Business Support

One Business Briefing

To date the One Business Briefing magazine for businesses which was published in August 2017 had now been downloaded from the Council's website in excess of 660 times. The Spring edition was now being planned with a theme of tourism in the district.

Meet the Buyer

On the 23 November 2017, in conjunction with Epping Forest Chamber of Commerce, the Economic Development team organised a Meet the Buyer Conference to enable local businesses to meet face-to-face with some of the biggest buyers in and around the District. Small and medium sized enterprises were able to understand how big organisations in the public and private sector buy, what they procure, how much they procure, and opportunities available. The event attracted over 70 delegates, representing a wide variety of sectors from aviation, health, research, tourism, and education. The Team secured sponsorship from the Marriott Hotel Waltham Abbey and the event included speakers from London Stansted Airport, Public Health England, Essex County Council, Epping Forest College, and Vibrant Partnerships.

5. Digital Innovation Programme

Economic Development officers in conjunction with One Epping Forest, Princess Alexandra Hospital and West Essex CCG submitted an application in November 2017 to the LGA / Design Council 'Design in the Public Sector' programme. The application was put together as a Digital Innovation Zone (DIZ) project to address the level of A&E incidents amongst the over-75 population of the Digital Innovation Zone.

A third Smart Places Seminar focusing on Digital Skills for future jobs was planned to take place on 9 February 2018 at Haileybury College in Broxbourne Borough. It was planned that external speakers from business and academic perspectives will bring forward their thoughts on what was coming down the line in terms of digital opportunities and threats, but crucially also to focus back on what businesses, colleges etc. need to do now to prepare themselves and their workforces for an increasingly digital future.

The DIZ Board continued to meet on a monthly basis. This cross-border grouping, originally formed of Epping Forest District Council, Uttlesford, Harlow, East Herts and Broxbourne Councils, Essex County Council, the London Stansted Cambridge Consortium, Princess Alexandra Hospital, West Essex CCG and KAOData, chaired by Councillor Lion (with Councillor Mohindra as Vice Chairman). The Board had now welcomed representatives of Further and Higher Education and the voluntary sector. Membership will continually be reviewed and supplemented where appropriate to ensure it represented the key stakeholders in our digital future.

An expression of interest had been submitted, on behalf of the DIZ Board, to the Department for Digital, Culture, Media & Sport (DCMS) to be involved in the DCMS Local Full Fibre Networks (LFFN) Programme. This programme will explore opportunities to expand full fibre networks through a range of mechanisms. Representatives of the DIZ Board from EFDC and Essex County Council attended a workshop on the programme on 15 December 2017 and DCMS will now be inviting the submission of full bids.

6. Superfast Broadband

At the end of November 2017 the network build had reached just over 3700 premises. Building work to install the final two cabinet areas of the network in Hastingwood and Ongar had now commenced. Wayleave negotiations to facilitate Gigaclear to build part of its network across North Weald Airfield are ongoing. Unfortunately, due to a number of issues that the contractor had faced, the full completion of the network was scheduled for 31 March 2018.

Funding for Phase 4 was recently added to the Capital Review programme and a report was submitted to the Cabinet on 7 December 2017. The tender process was underway through Superfast Essex / Essex County Council (ECC) and the bidders' proposals were likely to be evaluated in January / February 2018. Economic Development and Finance officers from EFDC will take part in the tender evaluation process. At the point of awarding the contract EFDC will be required to enter into a written agreement with ECC to confirm the £350,000 funding and prior to signing this agreement a further report will be taken to Cabinet outlining the outcome of the tender process and seeking its confirmation to proceed. The completion of the tender process was still ongoing and it was hoped that the contract would be awarded by the end of February 2018.

8. Partner Liaison

The inaugural meeting of the Epping Forest Skills Board took place at Epping Forest College on 4 December 2017, under the chairmanship of Councillor Gagan Mohindra. Members included representatives of local large and small businesses, the County and District Councils, Epping Forest College and the DWP.

Following a presentation giving an overview on the economy, employment, education and training in the District, there was a round table discussion on the major challenges and opportunities facing the local skills agenda. Areas of focus included increasing apprenticeships, the construction industry, future developments in the digital economy and employability skills for young people.

Consideration was given to how the Skills Board could best influence the skills agenda and whether the initial Board needed additional representation. The EDT will be adding a skills section to future reports of the Cabinet Committee. A second meeting was being arranged for early in 2018.

Councillor W Breare-Hall stated that most of the Economic Development reports could be quantified by data such as how many new businesses have opened, how many businesses have closed, how many new jobs have there been and how many visitors to the district. He suggested that this report could be an annual report to the meeting.

The EDO officer advised that he would take this back to the EDT and a meeting should be arranged with members to discuss how best to bring this report showing a statistical analysis.

Councillor A Grigg asked if any of this work had been covered in the Local Plan work that had been undertaken by the EDT.

Mr Macnab advised that a number of studies in support of the Local Plan on a local level, which have included the allocation of sites of employment and commissioned visitor accommodation statistics have been prepared as part of the Local Plan process. He stated that it would be possible to bring these together to collate into the statistical analysis report that members required.

Resolved:

That the current progress and work programme of the Council's Economic Development Section were noted.

Reasons for Decision:

To appraise the Committee on the progress made with regard to Economic Development issues.

Other Options Considered and Rejected:

None, as this was a monitoring report for information, not action.

16. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated Members on further developments to the report since it had been published.

(1) Epping Forest Shopping Park

The shopping park opened on time and within budget. Eight of the eleven units were now operational with one of the anchor stores, Next PLC, opening their doors on the 19 December 2017. Early reports indicated that trading levels were very good. Interest for the three remaining units was progressing, all from well known high street retailers and it was hoped that more units would be let by the end of March 2018. Although there had been a soft opening of the Shopping Park it was expected that the official opening would be in March/April 2018.

There was an initial period where parking was unrestricted due to contractors being on site fitting out the units. The ANPR Cameras and enforcement activity in the car park commenced with the opening of Aldi at the end of November 2017. Shoppers were allowed to park for a maximum of 3 hours and the electric car charge points were proving to be very popular.

The Section 278 Highways works were 99% completed and had gone through the formal safety audit process. This was a three stage process - the first being a safety audit process on the design which was passed. The second stage was the construction of the highways works and the third stage was the road safety audit, which would take place at practical completion. It had been noted that pedestrians were taking risks crossing the very busy road at the Chigwell Lane/Borders Lane junction. The need for more kerbside safety barriers at the end of Borders lane had been identified in order to prevent pedestrians crossing the roads unsafely. These works should be completed by the end of January 2018.

Councillor S Kane asked exactly how popular were the electric car charging points and were they being used by people without electric cars. Mr Macnab advised that there were 10 electrical charging spaces and they were being occupied by the owners of non electric cars. The enforcement company were now having to implement a new set of controls over these spaces.

Councillor J Philip asked if there been any changes since the Council had brought in the ANPR and was there enough parking for people wishing to use the stores. Mr Macnab advised that commuters and staff from other businesses in Langston Road had been using the free parking facilities. Since the ANPR became live it had been observed that vehicles were entering the car park with false number plates taped over their own. The length of free parking at the shopping park was 3 hours, which was what the tenants asked for in their leases. Shoppers have complained that 3 hours was not long enough and would be reviewed in the future.

(2) Oakwood Hill Depot

As part of the Council's Corporate Accommodation Review, the feasibility of relocating the Housing Repairs Service from the Depot in Epping High Street had been undertaken. As part of the consideration of this move a parking study had been commissioned to assess any requirements for additional parking.

There had been a call-in of the Cabinet decision by Members regarding the off site car parking at the rear of Oakwood Hill Estate. The Portfolio Holder met with the Members who had supported the call-in and they agreed to withdraw it on the understanding that a parking survey was taken in the locality. A survey was completed before Christmas but due to the current changes with the implementation of the Debden Parking review and the Shopping Park, Management Board had decided to re-run the survey and this should be completed this month. A planning application would be submitted to a future meeting of Area Plans South Sub-Committee.

(3) Pyrles Lane Nursery

The Cabinet have agreed to market the nursery site on the basis of seeking two alternative prices to include the provision of Council Housing as part of the Council's wider Council House-building programme. Marketing agents have been appointed and the site was due to be actively brought to the market in January 2018. Prospective purchasers of the site had been asked to submit within their tender, accommodation for the council to buy back the affordable element. Specialist advisers had been appointed and have established prices to buy back for a mix of properties.

(4) St John's Road Redevelopment

Epping Forest District Council have been satisfied with the tri-partie agreement since October 2017 but the other two parties, Epping Town Council and Frontier Estates still have outstanding issues. The Chief Executive and the Director of Neighbourhoods were in regular contact with the other two parties and it was hoped that this matter will be concluded soon so that this project can move forward.

(5) North Weald Airfield

It was intended to bring a separate report to come to this meeting but this had to be deferred until the next meeting due to their being no officer capacity because of commitments to the local plan.

The purpose of the report was within the submission version of the local plan where there was a requirement to undertake a masterplan for North Weald Airfield. The masterplan would need to be endorsed by the planning authority, Epping Forest District Council. The report was an initial scoping report to see how the Council could pull the masterplan together to be incorporated into the future of the airfield by:

- seeking intensification;
- allocation of the 10 hectares of employment land; and
- the potential relocation of the Epping and Ongar Sports centres onto the airfield.

The report would raise these issues and was for Members to get their views before the Council moved forward with the masterplan.

The National Police Air Service had been granted consent for their facility and had nearly reached heads of agreement on their lease. The Council has also tidied up other aviation leases.

There had been other enquiries regarding the aviation side, around flying instruction and these were being looked into.

(6) Landmark Building (Former Winston Churchill PH)

Progress had been slower than anticipated due to the delayed vacant possession of the space by the residential developer and the need to provide services to the units. Heads of terms were under negotiation with potential tenants of the Council's space and the units would provide a:

- public house;
- restaurant;
- coffee shop; and
- a convenience food store.

It was hoped that a conclusion regarding the occupation of the four units would be reached before the next meeting.

One of the key learning points of this exercise was that the Council should have been far more prescriptive at an earlier stage of the development as some of the premises do not have shop fronts. However on handover the Council were able to offer incentives to tenants to carry out the necessary works.

(7) Hillhouse Development

The work on the new Leisure Centre had commenced and was progressing well. The steel frame was up and the exterior cladding, to make the building watertight was near completion. The Leisure Centre was on track to open in November 2018.

The planning application for the independent living scheme was due to be considered by the Area Planning West Sub-Committee on 14 March 2018. Essex County Council were currently tendering for an Independent Living Scheme provider.

The new GP Practice was still planned but NHS England had advised that they are not able to fund the new practice. The GP's were still very keen to go ahead and were looking to fund it themselves.

(8) Lindsay House

Lindsay House had now been sold to a private purchaser and achieved a capital receipt of £835,000 which was £85,000 in excess of the valuation of the property. The property was sold with the restrictive covenant in place.

Resolved:

That the current progress on the Council's Asset Management and Development projects were noted.

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

Other Options Considered and Rejected:

None, as this was a monitoring report for information, not action.

17. ANY OTHER BUSINESS

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

18. EXCLUSION OF PUBLIC AND PRESS

The Cabinet Committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

CHAIRMAN

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-006-2017/18

Date of meeting: 19 April 2018

Portfolio: Asset Management and Economic Development

Subject: Economic Development Report

Responsible Officer: Mike Warr / Vicki Willis (01992 564472 / 564593)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

(1) To note the progress and work programme of the Council's Economic Development Section and provide feedback if Members wish;

Executive Summary:

This report updates the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.

Reasons for Proposed Decision:

To appraise the Committee on progress made with regard to Economic Development issues.

Other Options for Action:

None, as this monitoring report is for information not action.

Report:

1. Visitor Economy

The Tourism and Visitor Strategy has been finalised and agreed by the Tourism and Visitor Board (see Appendix 1) and a print version created. It is planned to launch the Strategy during the summer.

Representatives of the Borough of Broxbourne now attend Board meetings and a meeting has taken place with the Cabinet Member responsible for Economic Development at Broxbourne. This identified common ground and looked at opportunities to extend joint working to East Herts and Harlow.

A Food Fair is proposed for the Waltham Abbey and Lee Valley area and an initial meeting of interested parties has been organised. It is suggested the event is held in Waltham Abbey and will feature local shops and businesses.

The Visit Epping Forest website continues to grow both in content and audience. For 2018 to

date, figures have grown between a third and a half over the same period in 2017. For the start of the 2018 tourism season during the week covering Easter, the audience doubled compared with the previous week with 4,064 visitors viewing 8655 pages.

A locally based company is progressing its planning for a major destination event to be held at North Weald Airfield during the summer of 2019.

2. Economic Development Strategy

Following significant input into the employment aspects of the Local Plan, the Team is now to focus on the delivery of a new long term Economic Development Strategy. It is currently anticipated that a draft strategy will be put forward for approval by the end of the calendar year. Attached in Appendix 2 is a 'work in progress' current project delivery plan. Of particular note, is that the Strategy will not be EFDC's alone but a partner document looking at the district as a 'place' and recognising the involvement, influence and role of many stakeholders in the local economy. Work to develop the strategy will be fully cognisant of the wider context and the Team is involved in a number of current workstreams appreciating different economic geographies, for instance at the Functional Economic Market Area (FEMA) level, including Harlow and Gilston Garden Communities and the London Stansted Cambridge Corridor level. The Strategy will comprise 3 key elements – a robust evidence base setting the scene on where the district is now, the actual strategy document and then the Delivery Plan. These reflect discussion held previously at AMED on the need to evidence and quantify the existing economy and for specificity in defining outcomes and in the measuring of success.

3. Town Centres

Waltham Abbey Wayfinding Project

The installation of all 15 signs is now complete and response to date has been very positive. A recent survey of local stakeholders revealed that 75% of them had noticed the new signs and when asked to rate the signs the average score was 4.33 out of 5 (where 5 was excellent and 4 was Very Good). In terms of helpfulness the score was even higher at 4.38 whilst a score of 4.09 was achieved for their improvement of the town's appearance.

Town & Village Centres / District Economic Opportunities Fund

A bid has recently been approved within the Fund from Buckhurst Hill Village Forum in respect of a project to deliver a website and professional social media plan for Buckhurst Hill Parish. The project will develop the digital presence of Buckhurst Hill in order to promote businesses in the three main shopping areas of the Parish and to highlight the role of the Forum and promote its activities. A deemed key strength of the bid is how the Forum is already working closely with interested businesses in terms of how they can use social media to drive footfall into shops.

4. Business Support

Business Briefing

The Economic Development team has produced a mini version of its One Business Briefing and this was issued alongside Business Rates bills to just under 4,000 contacts within the District in March 2018. This short publication highlights various funding streams and support open to businesses within our area as well as website and contact details for businesses to find out more. A hardcopy should recently have reached every Councillor for information. The Team will also use these mini Briefings over the next few months or so, when it visits businesses, at events and will make available at the Civic Offices and other venues around the district i.e. libraries. If any Members would like further copies for use in their activities please let the Team know.

External Funding

The Team continues to work to attract external grant funding for businesses within the District. A few examples of this work are highlighted below:

South East Business Boost (SEBB) - One of the Funds referenced in the above Briefing is SEBB, a capital grants scheme for business growth that is offering grants of £1,000 to £10,000 for up to 30% of total project costs. The Economic Development Team is working closely with SEBB in promoting the Fund and hosted and promoted two days of informal one-to-one meetings with businesses in February at the Civic Offices. 16 local businesses met with SEBB on these days and the Team has passed a good number of further leads to SEBB i.e. people who received our communication about the Fund but who could not make these particular dates. A first grant has recently been approved in the district to a business in Ongar that attended one of these sessions and we are informed there are a number more in the pipeline.

Low Carbon Across the South East (LoCASE) - The Team continues to help in the promotion of this scheme which assists SMEs in reducing business costs by cutting emissions and seeks to increase awareness of opportunities in the low carbon market. As at early March 2018 seven grants have been approved at a total of nearly £62,000. Two interesting points to note are that the funding is open to home-based businesses (i.e. we have been advised of a hairdresser that received assistance with a new water heating system) and that also the funding is open beyond businesses to the charitable sector (i.e. sports clubs, village halls).

Support for the Creative sector

South East Creative, Culture and Digital Sector (SECCADS) is a new ERDF project that will be launching shortly. The Team has started discussions with partners and contacts to begin to explore any potential opportunities etc. In brief, the project will work with SMEs in the Creative and Cultural and Digital sector to encourage new business start-ups, increase the sustainability of micro businesses and to promote business growth. On 28 March the Government announced an investment of £150m in the creative industries and the Team will be examining this also.

5. Epping Forest District Skills Board

The next meeting of the Skills Board is scheduled for 25 April and will be hosted by Epping Forest College and Chaired by the Principal, Saboohi Famili. Following suggestions by those at the previous meeting, a number of additional people have been invited to expand the sectors and stakeholders represented. The next meeting will have presentations on skills and training needs and opportunities from Princess Alexandra Hospital, LSCC and the Harlow Enterprise Zone.

6. Digital Innovation Programme

Having successfully submitted an application in November to the LGA / Design Council 'Design in the Public Sector' programme, an Economic Development Officer as part of a team that includes Princess Alexandra Hospital, Essex Partnership University Trust and West Essex CCG, is now working closely with the LGA and Design Council to deploy the latest design tools and approaches to service redesign to enable residents to remain at home with ongoing medical conditions rather than in the emergency department of the local hospital. The team has already received positive feedback on its efforts to date which have seen members accompany an ambulance crew on a day of emergency calls as well as observing and interviewing visitors to the A&E department of Princess Alexandra Hospital. The training programme is due to be completed by May 2018 although it is anticipated that the project will continue to be developed beyond that date and the skills acquired used in future projects.

The third Smart Places Seminar focusing on Digital Skills for future jobs took place on 09 February 2018 at Haileybury College in Broxbourne Borough. The event delivered a programme of excellent speakers from the private and public sectors. Almost 60 partners came together to share their thoughts on where we are currently and what needed to happen to make sure that there is a supply chain of digitally skilled people in place to enable business to grow, public services to develop and local people to get the opportunities to secure the great jobs that this would inevitably bring. An executive report of the event has been produced and circulated to all attendees. This report will be used to further raise awareness and understanding of the digital work programme.

ARUP consultants, one of the leading consultancies on digital innovation has been selected to work with the DIZ to develop a long term strategy for digital development in the area. The aim of the strategy, which will be completed by July, is to give a clear picture of what digital infrastructure and approaches already exist across the geographies and sectors that make up the DIZ and to set out the key challenges facing an area like this to become a Beacon for digitally enabled service delivery and economic development. The project is jointly funded by 11 organisations including private sector, health sector, local authorities and economic development organisations.

Digital Catapult, working on behalf of central government, has approached the partnership to take part in its Things Connected innovation programme exploring the use of LPWAN (Low Powered Wide Area Network) technology to solve service challenges Epping Forest DC has agreed to coordinate a joint response as part of the DIZ programme. Funding has been identified and Digital Catapult has confirmed that the DIZ will be one of the four areas nationally that will take part in the next wave. Partners have suggested that the challenge could focus on parking and particularly disabled parking spaces to provide up-to-the minute information on free spaces.

7. Superfast Broadband

As at March 2018 the network build had reached just over 4100 premises passed as it closes in on completion. A number of properties around the intervention area remain to be built as and when wayleave negotiations and some fault finding is completed. The most significant number to be completed are in the Hastingwood cabinet area as negotiations to facilitate Gigaclear to build part of its network across North Weald Airfield continue. It is still hoped that all remaining properties will be reached by the end of April 2018.

A report has been submitted to Cabinet 10 April 2018 seeking the utilisation of the existing capital provision of £350,000 for Phase 4 of the Superfast Essex broadband rollout which is match funded by contributions from BDUK and with an additional contribution 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 is therefore seeking, prior to formalisation of the contract award, a written agreement with the Council to commit the additional funding of £350,000 in full. The Cabinet report is therefore seeking approval that such a written agreement may be entered into.

7. Food Sector

Closing the Gap: State of the area's food industry

The Team is coordinating a launch event for the final report of the Lea Valley Food Board. This will take place at the House of Commons hosted by the Rt Hon Eleanor Laing MP on 23 May 2018. This report sets out the findings on local productivity and opportunities and sets

out a series of recommendations to expand and sustain future growth.

BioBoost Project

The Team continues to work with the Food Board on this. In March the project partners met in Holland to review progress in the workstreams being led in each country around recycling and carbon reduction in the glasshouse industry.

8. Partner Liaison

The Economic Development Team continues to liaise with, support and attend meetings with a number of Partner Organisations. These include, at varying intervals:

- Essex County Council
- South East Local Enterprise Partnership (SELEP)
- London Stansted Cambridge Consortium (LSCC)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Board
- Co-op Officer Group/ workstreams of Harlow and Gilston Garden Town
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest
- Superfast Essex
- Princess Alexandra Hospital
- West Essex CCG
- Essex Partnership University Trust
- Rainbow Services, Harlow
- Anglia Ruskin University

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

None as this is a progress report.

Safer, Cleaner and Greener Implications:

None as this is a progress report.

Consultation Undertaken:

None as this is a progress report.

Background Papers:

None

Risk Management:

N/A

Epping Forest District Tourism Strategy

Epping Forest District

Epping Forest District is an area of predominately green belt and farm land on the north eastern edge of London. As well as the London boroughs of Havering, Redbridge and Waltham Forest, it is bordered by Hertford and Essex. It is a dormitory district with most of its residents living in the south taking advantage of underground and road links into London where they work. Consequently house prices are high as are standards of living. Both the M25 and M11 pass through the district with two junctions on the M11 and one on the M25. Transport for London tube and bus routes connect with the south of the district but public transport elsewhere is limited.

Epping Forest District is made up of a number of scattered towns and villages with its administrative centre in the town of Epping which named for the ancient forest that extends out of London through the centre of the southern half of the district. Its western border with Hertford is defined by the Lee Valley Park which overlaps both counties. The district has no significant industry, leisure or retail offer but these can be found in Harlow, a densely populated new town to the north west of the district with expansion plans and enterprise zone status.

Visitors

The district has a small visitor accommodation offer and therefore most people coming into the area are day-trippers to a specific destination or for a specific event. Despite this, the annual economic benefit from visitors is over £200m. Many of the bigger attractions are on or just outside the district's border. These include Lee Valley Park and the White Water Centre, the most visited parts of Epping Forest and Kelvedon Nuclear Bunker/Races/Rope Runners. Popular destinations within Epping Forest District are the Epping Ongar Railway, Waltham Abbey (with its church, gardens and museum), The Royal Gunpowder Mills, Ashlyns Farm and North Weald Airfield which hosts a regular outdoor market and numerous events throughout the year as well as being home to a museum, cafes/bar and heritage aircraft. Other notable destinations include Greensted Church, Redwings Horse Sanctuary and the numerous country pubs and fine dining restaurants across the district.

Value

The latest visitor figures* for the district show that annually:

- £204 million spent in the local area as result of tourism
- £14 million spent on average in the local economy each month.
- 8% of local jobs are tourism related with 3,595 jobs supported
- 3.5 million trips undertaken in the area (3.4 million were day trips)
- £28 million generated by overnight visits

**Figures relate to 2015 commissioned by Visit Essex and produced by Destination Research*

Growth

Currently, and for the foreseeable future, the main areas for growth lie on or beyond the district's borders. A key exception is North Weald Airfield which has the capacity to host more and bigger events and grow its existing offer. Two major destinations, Lee Valley Park and Epping Forest have programmes to develop income from visitors. Lee Valley in particular have ambitious plans for the White Water Centre and surrounding area to attract and retain visitors by developing a destination that could benefit Waltham Abbey and beyond

into the forest buffer lands. The City of London, who own Epping Forest, are looking to create added value as they balance maintaining open access and conservation with new products and services. Further afield, Stansted Airport is predicting a growth in passenger traffic and, although not impacting the district directly, Cross Rail and other rail improvements will make the surrounding areas better connected than ever.

A lack of accommodation has been seen as a barrier to growth in the lucrative overnight stay market and recent research has shown that although there is increasing demand, residential values have pushed land costs beyond the reach of hotel developers. There is however interest in small scale alternative accommodation such as clamping and shepherd's huts amongst scattered rural land owners looking to diversify and Airbnb is a growing but hidden accommodation alternative. Hotel growth is also forecast for Harlow, driven primarily by business growth.

It has been recognised that the tourism sector in Epping Forest District is under developed and this is confirmed by the 8% local employment figure which is below national average. Three areas of opportunity have been recognised and each offers their own unique challenge.

Challenge and opportunity 1 – growth through development

A lack of growth within the district may be balanced by increased growth from outside. The challenge is to take advantage of this investment by attracting visitors into the district. For those in close proximity this will involve developing a complementary offer matching the expectations generated by the new destinations. For those further afield, trails (both physical and illustrative) could extend visitor's options beyond their starting point to additional places of interest. This might include places to visit, places to eat and drink or places to return to. This will require an awareness of the aims and aspirations of developers and a partnership approach with joint initiatives.

Challenge and opportunity 2 – growth from London

A lack of accommodation puts an emphasis on growing day trips both in terms of numbers and duration/spends. The district's proximity to London means a potential rich source of visitors from both residents and tourists. Growth plans by Lee Valley and the City of London already envisage increasing numbers of visitors travelling from London. Epping Forest and the surrounding district has traditionally been a playground for east end Londoners and there's never been a greater desire to escape to the countryside. Two challenges are building awareness in a complex and expensive marketplace, and getting people to attractions which are beyond the ends of the transport links. Illustrative trails and itinerary suggestions could build awareness and demand but the physical links will prove more of a barrier to be overcome.

Challenge and opportunity 3 – growth by special focus

Areas that are currently on the tourist map will continue to offer opportunities for growth. Two areas for special focus are Waltham Abbey and North Weald. Waltham Abbey already has built tourism infrastructure through its rich heritage connections. This combined with the expansion plans within neighbouring Lee Valley make it a prime area for cross-border collaboration and a defined role within the development of the wider area as a visitor destination. North Weald has the airfield, a destination in itself with a growing programme of activities and events, and the Epping Ongar Railway running events at the station and its heritage line linking Ongar and possibly Epping and the Central Line.

Vision

To be the place where people come to **relax, unwind** and **play**.

Strategy

The current strategy has brought the district's tourism businesses and professionals together to coordinate offers and inform the future direction of tourism and visitor development. This has been facilitated by a Tourism and Visitor Board and annual tourism conference and workshops. Promotional material has been produced and distributed within the district via tourism and visitor outlets to build awareness of the range of attractions, destinations and events to both locals and visitors. A new tourism website has created a focus for information and inspiration and provided an enhanced event listing (the most visited section of the previous website).

The new strategy will continue to provide promotional material with the website providing the main source of information, expanding as necessary to cover new areas of opportunity.

The strategy will continue to support the Tourism and Visitor Board and annual conference.

Cross Border work and working with Partners will have an increasing importance as developing areas offer opportunity within the district and work is required to unlock this potential.

A new campaign will target London aiming to attract day trippers from amongst residents and tourists. A primary focus will be those travelling via public transport or accessing the district through the Lee Valley and Epping Forest.

"Trails" will be created linking destination areas both commercially and physically by creating trails, guides, packages and transport links. These trails will be themed to visitor types – ie those looking for heritage, nature, adrenaline, family activities etc.

The local plan will be used to reinforce the district's commitment to building the visitor economy, to encourage growth and secure the existing offer. It will support those looking to diversify into the tourism/visitor sector and discourage the loss of existing infrastructure such as accommodation.

The strategy will recognise the barrier to growth caused by a lack of public transport between attractions and look for solutions that have a green approach that is sensitive to the natural environment that defines the district.

The strategy will aim to develop a quality all year round offer.

The sensitive development of the green nature of the District will be encouraged and promoted and opportunities to develop a green tourism offer will be explored.

The strategy will encourage a coordinated approach to tourism and visitor development and promotion with our neighbours within SELEP, WEA and LSCC.

The strategy will encourage and support the production of major events in the district that will have regional appeal and attract visitors from outside of the district.

The strategy will continue to identify and disseminate emerging opportunities from increased numbers through Stansted and Crossrail / four-tracking of overground services.

The strategy will continue to seek, identify and signpost / secure capital investment.

Key messages

Primary focus: visitors from London. Residents and tourists

Message to Londoners: The place Londoners come to relax, unwind and play.
Message to Londoners: The Garden of London
Message to London tourists: Explore rural England as well as the capital
Message to London tourists: Stay in/near Epping to get the best of both worlds – and save money

Sub-focus: Visitors to Waltham Abbey and surrounding area (Lee Valley and Epping Forest)

Message to visitors: So much to see and do
Message to visitors: History and Heritage (WA, Museum, RGM, Copped Hall)
Message to visitors: Natural beauty, woods, countryside, water (LV / EF)
Message to visitors: Sports and adrenalin (WWC / EF horse and bike riding)

Marketing by Vibrant Partnerships (Lee Valley) and City of London (Epping Forest) will also be reflected and incorporated as appropriate in the messages from Epping Forest as part of partnership working.

Sub-focus: North Weald

Message to visitors: The airfield as a major venue – so much going on
Message to visitors: EOR London's nearest heritage railway
Message to visitors: EOR connectivity (train and bus links, Epping and Ongar)
Message to visitors: The airfield as a heritage destination, museum and flying

Background

There is a clearly recognised need for Epping Forest District to get a robust Economic Development Strategy in place. It will be a strategy for Epping Forest District as a 'place'. Whilst EFDC will lead the process to develop the strategy it will be seeking to work alongside a wide range of partners recognising the involvement, influence and role of many stakeholders in the local economy.

This project plan sets out why the strategy is required and then scopes a proposed process by which it can be achieved.

Support that EFDC requires to deliver the Economic Development Strategy

There is a small allocation within the Economic Development budget to help with the delivery of the strategy. It is felt there is such an abundance of evidence and in-built knowledge within the team that, subject to officer resource, a significant amount of the process can be carried out internally but potentially this sum could be used to:

- Fill gaps in knowledge that become apparent on digesting all available economic evidence
- For independent critical friend guidance and to ensure we are 'open' to new ideas etc
- Host a stakeholder event and for any costs associated with a business survey as part of the process of developing the strategy.

1. Why is the strategy needed?

It is essential to be clear at the outset what the strategy is seeking to achieve.

The strategy will set out a vision and objectives for economic development in Epping Forest District and will be supported by a Delivery Plan and appropriate system for monitoring performance. The strategy will be supported by an evidence base appreciating policy and structural context and quantitative and qualitative socio-economic information presenting a picture of the District now.

Why is the strategy needed?

- To define our ambition and to articulate how Economic Development, working with partners, can add value and deliver
- To build upon economic evidence in the submission version of the Epping Forest District Council Local Plan, although recognising Economic Development goes beyond 'hard/physical' measures
- To understand the key strengths and weaknesses of the local economy
- To identify a clear list of priorities to provide focus to our work with partners at different economic geographies i.e. Eastern Hertfordshire, West Essex, LSCE and SELEP
- It may bring into focus the greater consideration of EFDC's own assets and potential for them to play a role in economic growth/employment creation.

- It is recognised that there is intrinsic value in the process of formulating the strategy. It is an opportunity to test and build upon our understanding of what is going on locally – something which will be beneficial to EFDC and our partners also. This process provide the opportunity to build stronger and proactive dialogue with stakeholders harnessing their key knowledge and culminating in the development of a shared vision and priorities for the District and importantly also, a commitment by partners to joint action to realise this vision.
- It is pertinent to note that we are not starting from a point of zero knowledge. The strategy development process will appreciate this, for example, appraising existing evidence and incorporating things we have been told in previous consultations but it also provides the opportunities to test these on partners and stakeholders and the exploration of other issues which the research may point to or that partners raise. It should be noted that a set of interim economic development priorities have been used in the last few years whilst the Economic Development strategy is developed.

2. Scope

There will be 3 key elements:

- **ROBUST EVIDENCE BASE** (Comprising an appreciation of policy and structural framework within which EFD sits and building a socio-economic profile and testing with stakeholders and businesses locally. Key importance of this is not only informing the strategy but educating everyone about our area and its economic needs)
- **STRATEGY** (culmination of journey to determine what our vision is, ensuring there is acceptance/ sign-up/ shared ownership throughout council and partners.)
- **ACTION/ DELIVERY PLAN**

2.1 Robust Evidence base

Structural and Policy Framework

To understand Epping Forest District as part of the broader picture. To develop a clear picture of Epping Forest District's position within economic development structures at sub-regional as well as more local levels.

Analysis of the national (i.e. Government's new Industrial Strategy), regional (i.e. SELEP), sub-regional (LSCC/ West Essex and East Herts FEMA) and local policy (Submission version EFDC Local Plan) context for Epping Forest District.

Socio-economic Profile

We need to define what this will comprise and ensure we are aware of all existing information that can be fed in. It is likely to include but not be limited to the following:

- Nature of economy – sectors, workforce, commuting, entrepreneurship, geography, key employers, infrastructure, connections, broadband
- Impact and opportunities of digital innovation
- Jobs growth forecast
- Employment and Skills
- Business support (not any enhanced enterprise support for years. Is this needed?)
- Inward investment
- Commercial workspace – what we have and where, condition, future needs
- Town centres
- Rural economy, incl. glasshouse

Review of gaps in knowledge and potential to address

To consider in completing the above if there are significant gaps in data/knowledge which we might be able to be address finance and timescales permitting. As mentioned earlier there is a limited budget to potentially cover this.

2.2 Drawing out the Issues

To begin to explore EFDC and partners' aspirations for local economic development. This relates to the earlier point that EFDC is not starting from a point of zero knowledge. There are already existing priority work streams in Economic Development i.e. Tourism, Digital Innovation, Skills. The evidence base for the strategy will be inclusive and draw upon what we know about these areas but it is recognised that these priority work streams may have their own workplans or even strategies.

Preparation of SWOT analysis based on preceding work on structural/policy context and evidence base to begin to draw out key messages- identifying what Epping Forest District needs to address in order to meet its economic development aspirations.

It is possible that a small number of SWOTs will need to be produced covering different themes in economic development – possibly business start-up and survival and skills, thriving town centres, rural dimension etc.

2.3 Engaging with partners and stakeholders

Identification of the partners and stakeholders that need to be included in the strategy development process.

The following elements are currently proposed:

- Early and on-going engagement with Members via One Epping Forest's Economic Board (20 June/ 19 Sept/ 14 Nov)
- Reporting at AMED Officer and Member meetings
- Focused meeting with local partners – education, business support, business representative organisations, potentially Chairs of priority theme work groups

i.e. Tourism, Skills, Food etc. This grouping could meet early in the process and then further down the line to agree that the drafted strategy is on track.

- Business survey – conduct first business survey after the above with results directly feeding into strategy process
- Engagement via the Business Briefing
- A broader workshop event with an invite to all businesses and broad range of other stakeholders with an interest in economic development.

3. Production of final strategy and action/delivery plan

Outcomes of engagement outlined in 2.3 will be analysed and recommendations made on EFDC's emerging strategic economic development priorities.

A first draft of the strategy will be produced along with indicative actions and this will be presented to the Economic Board and discussed at a further focused meeting with local partners.

Mapping of the existing and potential contribution of public, private and not-for-profit sector agencies to the delivery/action plan through one to one communications by phone or email.

The final strategy will be presented to AMED (Officer and Member) with final sign-off sought at EFDC Cabinet.

The Economic Development Strategy will be professionally designed for widespread online use and produced in hard-copy to a lesser degree.

4. Timescale and milestones

Early April - Discussion of project plan and final refinement

Mid-April - Complete structural and policy analysis

Throughout April - Determine what external assistance might be required

End of June - Complete socio-economic evidence base analysis

Mid July - Host focused workshop

Late Sept – Host broad workshop for all businesses and stakeholders. (potentially include 'access to funding' or similar element to increase appeal of event)

End of October – Assimilate evidence and knowledge gained to date and draft strategic economic development priorities and proposed actions stemming from these. Share and invite comment.

End of November - Draft strategy produced.

December – Finalisation of delivery/action plan element after continued engagement with partners and stakeholders.

End of December/January – Collation of responses to consultation and development of final draft strategy to be presented to Cabinet.

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Economic Development Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the committee note the progress and work programme of the Council's Economic Development Section
Relationship with other policies / projects:	All
Name of senior manager for the policy / project:	Derek Macnab, Deputy Chief Executive and Director of Neighbourhoods
Name of policy / project manager:	John Houston

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

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>No. This is a highlight report of progress made and upcoming initiatives and projects. Any equalities impact assessment for individual work, projects or programmes will be detailed on the respective reports for those workstreams.</p>

Name and job title of officer completing this analysis:	Vicki Willis, Economic Development Officer
Date of completion:	03/04/2018
Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Vicki Willis, Economic Development Officer Michael Warr, Economic Development Officer Quentin Buller, Economic Development Officer
Date of authorisation:	03/04/2018
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	03/04/2018

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-007-2017/18

Date of meeting: 19 April 2018

Portfolio: Asset Management and Economic Development

Subject: Asset Management Co-ordination Group

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services Officer: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) To note progress on the Council's Asset Management and Development Projects.**

Executive Summary:

This report updates the Cabinet Committee on a number of major projects that the Council are managing with regard to its assets.

Reasons for Proposed Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

Other Options for Action:

None, as monitoring report is for information only.

Report:

1. Epping Forest Shopping Park:

Nine of the twelve units are now operational following Next PLC opening on 19 December 2017. Of the three remaining units Mountain Warehouse has signed an agreement for lease and is due to commence fitting out. The remaining two units are currently under offer with one in solicitors' hands and the other at Heads of Terms stage. Full occupation should these lettings complete is expected by the end of May 2018.

Trading levels have been healthy, with the popularity of the Park building as the retail offer expands.

It is acknowledged that there are still some parking issues outstanding. The Section 278 highway works are now complete at all stages with the exception of one small railing to be erected.

A revised planning application was successfully submitted for the reduction in size of the Totem which has now been installed.

2. Oakwood Hill Depot:

The outturn report for the construction of the Oakwood Hill Depot was considered by the Cabinet in September. As part of the Council's Corporate Accommodation Review, the feasibility of relocating the Housing Repairs Service to the Depot has been undertaken. As part of the consideration of this move, a parking study has been commissioned to assess any requirements for additional parking. With the active management of the Shopping Park and the potential for displaced parking, the parking area survey is due to be repeated to assess the implications of any displacement.

3. Pyrles Lane Nursery:

The advice previously received from the marketing agents has not altered following some changes to the brief. This site is intended to be shared ownership to include the provision of Council Housing as part of the Council's wider Council Housebuilding programme.

40% of the housing will be provided as affordable housing. As requested by Cabinet, tenderers will be required to provide two prices - one with 100% affordable rented housing and another with 75% affordable rented and 25% shared ownership. Also as agreed by Cabinet, it is proposed that all of the completed affordable rented housing will be purchased by the Council, at pre-stated prices, as part of the Council Housebuilding Programme.

4. St John's Road Redevelopment:

The Tri-partite agreement for the terms of the sale to the Council's Development Partner, Frontier Estates, has not yet been signed. However, it is understood from the Council's solicitors that the agreement is close to being signed. Officers will update Members at the meeting.

5. North Weald Airfield:

This item will be updated and reported orally at the meeting.

6. Landmark Building ((Former Winston Churchill PH).

Heads of Terms have been agreed with all potential tenants of the Council's retail space to provide a public house, restaurant, coffee shop and convenience store. Progress has been slower than anticipated due to a delayed vacant possession of the space by the residential developer and the need to provide services to the units. A leaseback document in order to facilitate the sub-leases of the commercial units was also the cause of some delay. This has now been provided and it is hoped that the work to complete the leases to the commercial tenants on the ground floor can now move forward.

7. Hillhouse Development:

Work continues to progress well on the programme for the new Leisure Centre.

Essex County Council is in the final stages of procurement for the selection of the

organisation to provide the independent living scheme. A Final Business Case is due to be considered by the County Council, as required by their internal governance processes. They expect to commence discussions with the selected provider on the proposed heads of terms in April/May 2018. Construction of the independent living scheme is expected to commence in early 2019.

There has been a slight delay with the provision of the Doctors Surgery, due to a re-design of the new surgery layout. However, this is now complete and ready for sign off as part of a Full Business Case being presented to the West Essex Clinical Commissioning Group (CCG) in the near future. The actual development of the Doctors Surgery will be undertaken by the Maynard Court Surgery, who will move to the new Surgery on completion.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

As referred to in body of report.

Safer, Cleaner and Greener Implications:

No specific implications identified other than the disposal of Lindsay House which will reduce the level of vandalism/anti-social behaviour on the site.

Consultation Undertaken:

None

Background Papers:

Cabinet Reports on individual Capital Schemes.

Equality Impacts:

Not applicable, only progress report.

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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>	Progress Report on Council's Redevelopment Schemes
Revised / new / withdrawal:	
Intended aims / outcomes/ changes:	
Relationship with other policies / projects:	
Name of senior manager for the policy / project:	Derek Macnab
Name of policy / project manager:	Karim Pabani

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

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>Not at this stage as simply monitoring report with no executive decision</p>

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’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

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		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		

Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

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		
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		
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.		
2.		
3.		

Name and job title of officer completing this analysis:	Derek Macnab Director of Neighbourhoods
Date of completion:	09 April 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)	
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

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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