





## Appendix A . Status and Progress Report: Key Corporate Projects


### Reporting Guide (strikethrough text indicates statuses not used on this report)


Green	<del>Project on track to achieve milestones.</del>
Amber	Project at risk of missing milestones.
Red	Project has missed milestones / project has serious issues.
<del>Blue</del>	<del>Project complete.</del>
↔	Project status is unchanged since previous report.
↑	Project status has improved since previous report.
↓	Project status has declined since previous report.

Service Area: Community Health and Wellbeing		Lead Officer: Jen Gould	
Community & Cultural Trust*			
<p>Ensure that the Epping Forest District Community and Cultural Trust is established and its aims and fundraising focus support EFDC's objectives.</p>	<p>Q3</p> <ul style="list-style-type: none"> <li>Secure confirmation registration with the Charity Commission</li> <li>Recruitment of skilled trustees and agree a fundraising and advocacy plan to support EFDC and the charitable outcomes outlined in the Memorandum and Articles of the Trust</li> </ul> <p>Q4</p> <ul style="list-style-type: none"> <li>Recruitment of additional Trustees (up to 11) and establishment of Trust infrastructure</li> <li>Trust public launch with agreed fundraising priorities and campaign</li> </ul>	<p>Amber</p> 	<p>Following discussion, it was agreed to proceed with the establishment of the trust to support a community hub approach to service delivery along with other initiatives. It is felt that the trust provides complimentary but different fundraising and advocacy opportunities to the Qualis CIC.</p> <p>The trust is registered with Companies House as a company limited by Guarantee. An application for registration of the Trust with the Charity Commission has been submitted. Further information on how the trust will identify the need for activities and outcomes that meet some of its charitable outcomes has been requested and provided for consideration. The Charity Commission currently has a severe backlog in processing applications and this has delayed registration.</p> <p>Four Trustees with a range of appropriate skills are in place and the trustees are registered with Companies House. Work has begun on scoping out the draft fundraising and advocacy plan for the trust</p> <p>Return to green actions. The delay in confirmation of Charity Commission registration is acting as a barrier to progress. Action plan to be updated once registration is confirmed, targeted for Q3.</p>

Service Area: Customer Services		Lead Officer: Rob Pavey	
<b>Research &amp; Feasibility Insights</b>			
Provide insight for the future design of our service based on data and behavioural analysis Provide customer-centric services.	<ul style="list-style-type: none"> <li>No timelines have been set while priority of this project is under review</li> </ul>	Red 	<p>Council is currently reviewing the priority of this programme against other initiatives. Programme may then require further clarity on its scope. Key strategic priorities are to be assessed that will require Data Insight.</p> <p>Recommend project is removed from reporting until a time when we are ready to commence work, to be reviewed to commence Q1 2022/23.</p>
<b>Councillor Portal</b>			
To provide an additional one-stop portal, for all member information requirements.	<ul style="list-style-type: none"> <li>No timelines have been set while the value of this project is under review.</li> </ul>	Red 	<p>The Council is considering the option of maximising existing products and services rather than the introduction of an additional portal. An interim solution is being implemented for Members that provides a single access point via the website. Going live in early September, all the main links that Members need should be included in this one location including access to Members Contact. The need for a full portal solution will be reviewed in Q1 2022/23.</p>

Service Area: PP & Implementation		Lead Officer: Nigel Richardson	
<b>Local Plan</b>			
Adoption of the emerging Local Plan which sets out the vision, objectives and policies for meeting and shaping the District's development needs and its distribution up to 2033.	<u>Q2</u> <ul style="list-style-type: none"> <li>Delivery of Local Plan and closure of project.</li> </ul>	Amber 	<p>Consultation on the Main Modifications to the emerging Local Plan started on 15 July and will run for 10 weeks until 23 September 2021.</p> <p>Return to green actions: Local Plan has suffered numerous delays following the Local Plan Examination which highlighted issues we must make alterations for, now part of the current consultation. Current schedule is dependent on officers collating and assessing the consultation responses, and then review by Planning Inspector. We anticipate a new date of Dec 2021 for Planning Inspector response and adoption of Local Plan with project closure.</p>

Service Area: Digital Planning Improvements		Lead Officer: Nigel Richardson	
Back Office System (Digital Planning Process Improvement & Digital Solution)			
Goal	Aspirational milestones	Status	Progress
<p>Deliver a digital solution and improve processes within planning department. Providing the Development Management Service with a single digital workspace to complete all tasks relating (enforcement, trees, conservation, applications, appeals, pre-application advice) and for customers to interact with us and for up to date information to be available to our customer services team and other parties regarding the DM function.</p>	<p><u>Q3</u></p> <ul style="list-style-type: none"> <li>Go Live</li> </ul>	<p>Amber</p> 	<p>Some difficulties with data migration being encountered - supplier has provided quote for data migration options. Funding for completion of the project is an issue – discussions ongoing. Likely Go Live date will be delayed from Q3 to Q4.</p> <p>Return to green actions: Decision to be made on funding by end of Sept so that we can bring in resource to resolve data migration issues. Agree Q4 Go Live date.</p>

Service Area: Economic Development		Lead Officer: John Houston	
Digital Support Platform for Business (Digital Enablement and Gateway)			
Goal	Aspirational milestones	Status	Progress
<p>An externally provided platform for 'Place' that will re-imagine Epping Forest District as a great location to live, work and do business.</p> <p>Platform for;</p> <ol style="list-style-type: none"> <li>1. On-line information</li> <li>2. On-line business building</li> <li>3. On-line trading programme</li> <li>4. On-line community building</li> <li>5. On-line transaction and settlement</li> <li>6. On-line bookings</li> <li>7. On-line info. re. employment and skills</li> </ol>	<p><u>Q1</u></p> <ul style="list-style-type: none"> <li>• Click it local has been launched (March 2021). Loyal Free has been purchased as of (June 2021). New monthly business e-newsletter launched in March 2021 (2000+ business recipients).</li> </ul> <p><u>Q3</u></p> <ul style="list-style-type: none"> <li>• Enacting new strategy with regard to business communications</li> </ul>	<p>Amber</p> 	<p>A limited number of local shops are now participating in the Click It local scheme (25). Work is ongoing with Click It local business support with encouraging more business take up with the scheme in the lead up to Christmas. The July business e-newsletter was withheld from publication, because it was deemed that a key segment for this e-newsletter should be news about the new Essex Business Adaptation Fund. A digital intern will have finished a report by the end of August identifying how the e-newsletter content could be improved to encourage more engagement with businesses. Work is ongoing to increase business participation in the Loyal Free app scheme and associated trails being developed to foster more footfall on our high streets. Officers are working with colleagues across four other districts to procure applications for data capture for mobile phones to measure footfall and dwell time across high streets in the district.</p> <p>Return to green actions: E-newsletter has been put on hold due to limited reach / engagement from users. Team developing strategy to improve business communications to improve reach / engagement, targeted for Q3.</p>