

## ITEM 12 - APPENDIX

Uttlesford District Council service	Link with Essex County Council
Revenues (Council Tax, Business Rates and Recoveries)	<p>Council Tax sharing agreement</p> <p>Business Rates pool</p> <p>Pan-Essex Revenues and Benefits Group</p>
Benefits administration	Pan-Essex Revenues and Benefits Group
Finance (including Procurement)	<p>Essex Finance Officers' Group</p> <p>Collection Fund Network (set up by UDC, ECC are members)</p> <p>South East Treasury Management Group (membership includes UDC and ECC)</p> <p>Essex Procurement Officers' Group</p>
Facilities	<p>ECC Registrars rent space for birth and death registration service</p> <p>Joint working to promote weddings at UDC offices</p>
ICT	Essex Online Partnership – IT steering group aimed at delivering efficiencies. Has a number of sub groups which UDC and ECC attend
Printroom & Mailroom	
Asset Management	Essex Property Asset Management Group (EPAM) – looks at optimising use of public sector assets

	One Public Estate – regional version of EPAM covering the East of England
Communications	Essex Communications officer group  Joint working on county-wide promotional campaigns
Website	ECC and UDC members of the Essex Online Partnership group which looks at websites and digital service provision
HR and Payroll	Professional HR advice and support for UDC provided by the Essex HR Partnership
Saffron Walden Museum	Archaeology (Place Services) – historic environment record and monitoring of planning conditions. Ultimately, archaeological excavations are deposited with the museum for its collections.  Research Report on Castle geophysical survey – results analysed in ECC Place Services  Management of special roadside verges. Coordinating with Essex ighways on cutting/maintenance of special roadside verges (verge surveys carried out by museum Natural Sciences Officer)  Records Office. Professional link concerning archives and collections; occasional links for research and display purposes
Customer Services	UDC customer service facility in Dunmow located at ECC library  General information directly provided on some ECC services, eg adopted roads, footpath diversions  General signposting to ECC delivered services eg potholes, street lights etc

Performance Management	UDC and ECC members of Essex Policy and Performance Network
Leisure PFI	
Grants Administration	
Day Centres	
Housing Management (managing tenants and houses)	<p>Links to Social Care teams, for example with safeguarding issues</p> <p>Occupational Therapist assessments for council tenants to assist with independent living (funding for home improvements provided in part by DFGs)</p> <p>Think Family Platform – on average 26 agencies including ECC and UDC, sharing information and producing directory of services to help families in the district</p> <p>Stay Safe - officer safeguarding forum including ECC and UDC</p> <p>Housing Links Project – ECC-led project to improve links between council housing teams and social care, membership includes UDC</p>
Homelessness	Links to Social Care teams, for example with safeguarding issues
Housing Options	Links to Social Care teams, for example with safeguarding issues
Sheltered Housing and Lifeline	<p>Links to Supporting People team. We are commissioned by this team to provide support to enable older or vulnerable people to live independently.</p> <p>Links to Social Care teams for example with safeguarding issues</p>

<p>Health Improvement</p>	<p>Links to Better Care Fund which distributes funding for Disabled Facilities Grants (DFGs)</p> <p>Memorandum of Understanding between ECC, UDC, Harlow and Epping Forest to use Public Health Grant for recruitment of Public Health Practitioner to support improvement in public health across the three districts.</p> <p>Links with Public Health specialists at ECC</p>
<p>Tenant Participation</p>	
<p>Housing Development</p>	<p>Consultation with ECC around care provision in new sheltered schemes/independent living schemes.</p> <p>Pooled funding for selected schemes.</p>
<p>Property Services</p>	
<p>Environmental Health</p>	<p>Links to Better Care Fund which distributes funding for Disabled Facilities Grants</p> <p>Occupational Therapist assessments for private sector residents to assist with independent living (funding for home improvements provided in part by DFGs)</p> <p>Trading Standards – liaise with ECC on registered food premises, liaise with and help publicise information, eg food allergy campaigns</p> <p>Public Health England – ECC has appointed representative for West Essex (Harlow, Uttlesford and Epping)</p>

<p>Street Services (domestic waste &amp; recycling collection, trade waste collection, grounds maintenance, street cleansing)</p>	<p>ECC disposes of non-recyclable waste collected by UDC</p> <p>ECC recycles food waste and garden waste collected by UDC</p> <p>ECC disposes of fly-tipped materials cleared by UDC</p> <p>Essex Waste Partnership – UDC represented on officer and member working groups</p> <p>Essex Recycling Forum – UDC represented on this officer group</p> <p>Joint waste prevention work, eg discounted home compost bins, cloth nappy campaign etc</p> <p>ECC pays recycling credits and compost credits to UDC for every tonne of waste recycled/composted</p> <p>Inter Authority Agreement between ECC, all 12 districts/boroughs and Southend – through this UDC receives annual payment from ECC to support food waste recycling</p> <p>UDC white goods collection taken to recycling centre in Saffron Walden</p>
<p>Highways Rangers</p>	<p>This service is funded by ECC and managed by UDC</p>
<p>Development Management</p>	<p>Consultation with Economic Growth &amp; Development on highway issues related to planning applications.</p> <p>Consultation with Economic Growth &amp; Development on education matters and contribution to County Infrastructure</p> <p>Service Level agreement with Place Services for delivery of archaeology and</p>

	<p>ecology matters related to planning applications.</p> <p>Liaison with Planning and Environmental on waste and mineral applications submitted to ECC.</p> <p>Liaison with Essex Highways relating matters around public ways etc.</p> <p>Consultations with Flood &amp; Waste Management on major applications on matters related to sustainable drainage.</p>
<p>Planning Policy (including Economic Development)</p>	<p>Joint working on existing infrastructure capacity and additional requirements to support development strategy and site allocations (eg transport, schools and libraries)</p> <p>Contract with ECC Place Services for Sustainability Appraisals</p> <p>Engagement with Superfast Essex unit for delivery of high speed fibre broadband network.</p> <p>Working with Invest Essex to attract inward investment</p>
<p>Building Control</p>	
<p>Enforcement</p>	<p>Essex County Travellers Unit regarding unauthorised encampments within the district</p> <p>ECC Ecologists – specialist information including where there are concerns about protected species habitats being destroyed</p> <p>ECC Enforcement is there are reports of unauthorised waste sites</p> <p>Footpaths – if UDC Enforcement is aware of works being carried out on a</p>

	<p>public footpath or bridleway, or damage to signage</p> <p>Archaeology – if conditions on planning permissions have not been discharged and works have commenced</p> <p>Business Services – relating to the licensing of the sale of fireworks</p> <p>Drainage – relating to blocking of ditches adjacent to highways</p>
Parking	ECC responsibility for on street parking delegated to North Essex Parking Partnership, of which UDC is a member
Democratic and Electoral Services	<p>Locality Board and Highways Panel meetings are minuted</p> <p>UDC runs the ECC election in the district</p> <p>Association of Democratic Services Officers – both councils are represented</p>
Legal Services (including Land Charges)	<p>Public Law Partnership – membership includes UDC and ECC. Collaboration on procurement and trade with each other on legal services</p> <p>Land Charges links with Essex Highways agents re searches relating to highways land</p>
Licensing	
Internal Audit	Essex Audit and Counter Fraud Group
Emergency Planning	Mutual collaboration, joint training and officer group. ECC has a statutory duty to be first responder although Emergency Planning staff are now employed by Essex Fire and Rescue

<p>Local Strategic Partnership</p>	<p>Representatives from ECC Passenger Services and Adult Community Learning sit on the Economy, Employment, Skills, Environment and Transport Group</p> <p>ECC Early Years Team sits on the Children and Families Group</p> <p>ECC Adult Social Care representative sits on Health and Wellbeing Group</p> <p>Safer Essex – strategic overview of county, includes UDC and ECC representatives</p> <p>Essex Community Safety Network – community safety officers across Essex, including UDC and ECC</p>
<p>Policy Development</p>	<p>The Locality Board is the formal strategic link between ECC and UDC. Meetings are chaired alternately by UDC Leader and ECC Cabinet Member.</p> <p>Essex Leaders and Chief Executives Group</p> <p>Essex Chief Executives Group</p> <p>Strategic programmes including Essex Devolution workstreams, and the Essex Integrated Growth Strategy</p> <p>Both authorities have membership of the Integrated Growth Forum</p> <p>All Essex authorities involved in joint coordination of bidding for Local Growth Fund allocations through the South East LEP including creation of a project pipeline</p>