



## Public Document Pack

# Uttlesford District Council

Chief Executive: Dawn French

## Council Remote Meeting

To all Members of Uttlesford District Council, you are hereby summoned to attend the meeting of the District Council to be held as shown below to deal with the business set out in the agenda.

**Date:** Tuesday, 8th December, 2020

**Time:** 7.00 pm

**Venue:** Zoom - <https://zoom.us/>

**Chair:** Councillor M Foley

**Members:** Councillors A Armstrong, H Asker, G Bagnall, S Barker, M Caton, A Coote (Vice-Chair), C Criscione, C Day, A Dean, G Driscoll, D Eke, J Evans, P Fairhurst, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, M Sutton, M Tayler and J De Vries

Kind regards

Dawn French  
Chief Executive

### **Public Speaking**

Members of the public who would like to listen to the meeting live can do so [here](#). The broadcast will be made available as soon as the meeting begins. Please note: the broadcast will not be available during Part 2 (Exclusion of Public and Press).

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk)

Technical guidance will be provided on the practicalities of speaking to a virtual meeting at the point of confirming your registration. Further information relating to public participation can be found in this document.

# **AGENDA**

## **PART 1**

### **Open to Public and Press**

- 1 Apologies for Absence and Declarations of Interest**  
To receive any apologies and declarations of interest.
- 2 Minutes of the previous meeting(s)** 6 - 22  
To receive the minutes of the previous meetings on 8 October and 5 November 2020.
- 3 Chair's Announcements**  
To receive any announcements from the Chair.
- 4 Reports from the Leader and Members of the Executive** 23 - 68  
To receive matters of report from the Leader and members of the Executive.
  - Update on Appeal Decisions and Associated Costs since 1 May 2019
  - Portfolio Holder reports from Councillors Armstrong, Day, Eke, Evans, Freeman, Hargreaves and Pepper.
- 5 Questions to the Leader, Members of the Executive and Committee Chairs (up to 15 minutes)**  
To receive questions from members for the Executive and committee chairmen.
- 6 Matters referred from the Executive and the Council's committees**  
To consider any reports referred from the Executive and the Council's committees and receive questions and answers on any of those reports.
- 7 Matters received about joint arrangements and external organisations**  
To consider matters concerning joint arrangements and external organisations.
- 8 Covid-19 Business Support Grants - Local and Additional Restrictions Grants** 69 - 104

On 24 November 2020, the Director – Finance and Corporate Services made an urgent officer decision. It is brought to Council for information.

- |           |   |           |
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| <b>9</b>  | <b>Revised Political Balance</b>  | 105 - 108 |
|           | To consider the Revised Political Balance report.   |           |
| <b>10</b> | <b>Committee Appointments</b>   | 109       |
|           | To consider Committee appointments (as attached) in light of the revised political balance calculation. |           |
| <b>11</b> | <b>Revised Equality Policy</b>  | 110 - 147 |
|           | To consider the revised Equality Policy.  |           |
| <b>12</b> | <b>Medium Term Financial Strategy - Mid Year Update</b>   | 148 - 154 |
|           | To consider the Medium Term Financial Strategy – Mid-Year Update report.                                |           |
| <b>13</b> | <b>Local Council Tax Support Scheme - 2021/22</b>   | 155 - 174 |
|           | To consider the Local Council Tax Support Scheme -2021/22 report.                                       |           |
| <b>14</b> | <b>Uttlesford Economic Recovery Plan 2020 - 2022</b>  | 175 - 192 |
|           | To consider the Uttlesford Economic Recovery Plan 2020-2022.  |           |
| <b>15</b> | <b>Member Motion: Annual Accounts and Governance Statement</b>  | 193       |
|           | To consider the Member Motion – Annual Accounts and Governance Statement.                               |           |
| <b>16</b> | <b>Member Motion: Chairman's Charter - single use plastics</b>  | 194       |
|           | To consider the Member Motion – Chairman’s Charter: single use plastics.                                |           |

## **REMOTE MEETINGS AND THE PUBLIC**

Due to the Government's social distancing measures imposed in the wake of Covid-19, the way in which the public can participate in Uttlesford District Council meetings has changed. Meetings are no longer being held on site or in person and 'remote meetings' will be held on the virtual meeting platform Zoom until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510410/548/369/467 who will advise on the options available.

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The broadcast will be unable when Part II items are discussed.

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# Agenda Item 2

**EXTRAORDINARY COUNCIL held at ZOOM - [HTTPS://ZOOM.US/](https://zoom.us/), on THURSDAY, 5 NOVEMBER 2020 at 7.00 pm**

Present: Councillor M Foley (Chair)  
Councillors A Armstrong, H Asker, G Bagnall, S Barker, M Caton, A Coote, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Evans, P Fairhurst, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, M Tayler and J De Vries

Officers in attendance: D French (Chief Executive), B Ferguson (Democratic Services Manager) and A Webb (Director - Finance and Corporate Services)

Also present: L Flawn (Public Speaker)

## C48 PUBLIC SPEAKING

Ms Flawn spoke of the challenges facing Local Authorities in the wake of Covid-19 and the financial consequences that would follow. She asked why the Council's accounts had not yet been signed off.

The Leader thanked Ms Flawn for her question and said there were no issues with the Council's accounts from last year, although a deficit had been forecasted for years three and four of the Administration, caused by the withdrawal of central government funding. He said the reason that the accounts had yet to be signed off was not for financial reasons but due to a regulatory issue that had to remain confidential until the auditor had resolved.

The Chief Executive read a statement from the Council's auditor, BDO, which stated that they were investigating an issue and the Annual Governance Statement could not be issued until the matter had been resolved.

In response to a follow up question from Ms Flawn, the Chief Executive said the Council would make every effort to sign-off the accounts by the deadline of 30 November but the issue was in the hands of the auditor. All information had been made available to the auditor in good time. She said many Local Authorities would be in a similar position this year.

## C49 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

*Councillor Armstrong entered the meeting at 7.10pm.*

Apologies for absence were received from Councillor Sutton.

**C50 EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that under section 100I of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 part 1 of Schedule 12A of the Act.

**C51 PURCHASE OF A NEW COUNCIL ASSET**

Councillor Reeve presented the report regarding the purchase of a new Council asset. He provided details of the purchase, and explained why the asset was needed and how it would benefit the Council's operations.

Members asked questions relating to the asset and the consequences this would have on operations and its impact on staff and travel movements.

In response, the Chief Executive reassured Members that the Council would work closely with staff that would be affected by the change.

Members asked questions relating to any hidden costs contained in the purchase.

In response, the Director – Financial and Corporate Services explained the terms of the lease which stood for 975 years and cost £10 per annum. He said this arrangement was as good as a freehold.

Members asked a number of questions relating to future plans for the potential asset. Councillor Reeve said this was not part of the proposal up for discussion tonight.

In response to a question relating to the cost of the project, Councillor Reeve said further detail on revenue costs would be looked at and shared with Members.

The Director – Financial and Corporate Services said the transitional budget would be utilised and details would be shared with Members.

RESOLVED to authorise the:

- a) Acquisition of the site at a price of £7,600,000 plus costs; and
- b) Necessary short term borrowing; and
- c) Disposal of the current site

The resolution was carried 33 for, 0 against and 3 abstentions.

The meeting ended at 8.05pm.





**COUNCIL held at ZOOM - [HTTPS://ZOOM.US/](https://zoom.us/), on THURSDAY, 8 OCTOBER 2020 at 7.00 pm**

Present: Councillor M Foley (Chair)  
Councillors A Armstrong, G Bagnall, S Barker, M Caton, A Coote (Vice-Chair), C Criscione, C Day, A Dean, G Driscoll, D Eke, J Evans, P Fairhurst, R Freeman, N Gregory, N Hargreaves, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, A Storah, M Tayler and J De Vries

Officers in attendance: L Browne (Monitoring Officer), B Ferguson (Democratic Services Manager), R Harborough (Director - Public Services) and A Webb (Director - Finance and Corporate Services)

Also in attendance: Youth Councillor Florence Wolter

**C34 PUBLIC SPEAKING**

Youth Councillor Florence Wolter addressed the meeting. She provided an update on the Youth Council's recent work, including the formation of Equalities and Communications working groups. She said Covid-19 had impacted on the lives of young people across the country, although she stressed the resilience young people had shown in dealing with the crisis, particularly the additional pressures relating to the cancellation of exams. She said there was a need for young peoples' views to be represented in government.

**C35 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from the Chief Executive and Councillors Asker, Isham, Jones and Sutton.

Councillor Day declared a non-pecuniary interest in relation to item 13 as he received a police pension.

In response to a question from Councillor Criscione, the Monitoring Officer confirmed he could participate in item 14 and did not need to declare a prejudicial interest.

**C36 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 25 August 2020 were agreed as an accurate record.

**C37 CHAIR'S ANNOUNCEMENTS**

The Chair provided an update on his engagements since the previous meeting in July.

**C38 REPORTS FROM THE LEADER AND MEMBERS OF THE EXECUTIVE**

The Leader briefed Members on the public health emergency and the latest Covid-19 infection figures relating to Essex. He said the current rate in Uttlesford stood at 60 infections per 100,000; the highest in Essex stood at 68 per 100,000. He said this was of great concern and all local government leaders in Essex were meeting in the coming days to discuss safety measures.

In response to a Member question, the Leader said there was no evidence that there was any correlation between the infection rate and Stansted Airport.

In response to a Member question, the Leader said parish meetings should be held on virtual platforms to prevent the spread of Covid-19. Councillor Day said this point had been made at the previous Local Council Liaison Forum.

**C39 QUESTIONS TO THE LEADER, MEMBERS OF THE EXECUTIVE AND COMMITTEE CHAIRS (UP TO 15 MINUTES)**

*Councillor de Vries left the meeting at 7.35pm.*

In response to a question from Councillor Coote regarding funding for Covid-19 Marshals, the Leader said he was not aware of what funding was available but it would be looked at.

Councillor Dean said he was alarmed by the forthcoming planning application at Easton Park, specifically the development of land previously allocated for a country park. He read two letters regarding the failed Local Plan and asked why Members were not made aware of the Inspectors' letter. He questioned why the previous Plan was not approved and said that the previous eighteen months had been wasted.

The Leader said the letter referred to by Councillor Dean was publicised at the time.

The Chair asked for the questions to be put in writing. He reminded Council that it was the Inspector who had found fault with the previous Local Plan, and that was why the process had started anew.

Councillor Lees said the letter was indeed shared with Members in June 2019.

In response to a question from Councillor Caton regarding the Uttlesford's Sport Strategy, Councillor Armstrong said he had met with Councillor Caton and other

representatives to discuss sports facilities in Stansted Mountfitchet. For funding to be granted he said a plan would need to be submitted. He added that the criteria for a football pitch differed from that of a netball pitch, and therefore each case would be considered on its own merits.

Councillor Barker thanked Councillor Day for his comprehensive report. She asked for it to be noted that there was not a combined voluntary service in Uttlesford, but rather that the Council facilitated and supported the voluntary sector in the district.

Councillor Barker asked whether the Administration would contribute to the Local Highways budget for the next financial year, even though match funding would not be offered by the County Council. She said she had spoken to the Chair of the Local Highways Panel and the relevant County Cabinet member, and if the £200,000 in reserve was made available, more local highways schemes could be implemented in the next financial year.

Councillors Hargreaves and Eke both said that this would be looked at.

In response to a question from Councillor Khan regarding Black History Month, Councillor Pepper said she was hopeful that the first community listening event would be held during the month. She said she would work with the Communities team to ascertain what else could be done to promote Black History Month.

In response to a question from Councillor Khan regarding equalities training, Councillor Pepper said she would circulate details of Member attendance outside of the meeting.

Youth Councillor Wolter said the Youth Council had recently established a working group on the subject of equalities. Councillor Pepper and the Chair offered their assistance to the Youth Council and asked to be contacted if they could be of help.

In response to a question from Councillor Khan regarding the Sports Strategy, Councillor Armstrong said he would circulate details relating to the criteria for sports facilities funding.

In response to a question from Councillor Criscione, Councillor Hargreaves said he was happy with the Chesterford Research Park investment. His previous reservations related to the lack of diversity in the Council's investment portfolio.

Councillor Light asked whether the minutes of a meeting between Councillor Lodge and Landsec could be shared with Members.

The Leader said he would look at circulating the minutes. He added that the letter, which had already been distributed to Members, contained the substance of the meeting.

In response to a question from Councillor Driscoll regarding fireworks, Councillor Criscione said he had spoken to the Chief Executive and he had received confirmation that an awareness campaign would begin very shortly.

In response to a question from Councillor Light regarding the Climate Change budget, Councillor Pepper said the process for budget allocation would be democratic. She had asked officers to put forward achievable projects, which would then be considered by the Climate Change Working Group before being circulated to all Members.

In response to a question from Councillor Khan regarding job losses at Stansted Airport, the Leader said this issue would be looked at in the Council's recovery plan. Councillor Coote added that he and Councillor Reeve had met with the Unite union at the airport. He invited Councillors to join future meetings.

#### **C40 INVESTMENT OPPORTUNITY 7**

Councillor Reeve presented the report for information regarding Investment Opportunity 7.

Councillor Sell said it was important to have an ethical code of conduct in regard to the Council's investments.

The report was noted.

#### **C41 GOVERNANCE REVIEW WORKING GROUP: UPDATE**

Councillor Coote summarised the report on the Governance Review update.

Councillor Khan said the Liberal Democrat Group were fully behind a change in governance model and were committed to the establishment of a Committee system. He said he was disappointed that the original recommendation was to pause the review, although he was pleased it would now continue.

Councillor Sell said he did not doubt Councillor Coote's sincerity to change the governance system at Uttlesford. He asked the Administration whether they were happy with the status quo and highlighted R4U's pre-election pledge to change UDC's Cabinet model. He hoped that the required resources would be released in order for the review to achieve its purpose.

Councillor Freeman said there was a real chance to make worthwhile changes to the governance system in the term of this Administration. He concluded that numerous options were available, such as 'hybrid' models, and said that this chance to make worthwhile change should not be squandered.

Councillor Lees said this review was referred to in the Delivery Plan and the recommendation was never to stop the review definitively. She said the intention was to re-start in March 2022, when it was hoped that the pandemic situation had improved.

Councillor Light said she was disappointed with the proposed delay. She said she was willing to help and asked Councillor Coote to contact her if she could assist moving things forward.

Councillor Hargreaves said there was a point in time when resourcing this review was an issue as the Council was working to 'essential spend only'. He said the financial situation had since improved.

Councillor Coote said he was delighted to take the review forward and thanked those councillors who had offered to help.

## C42 **WATER RESOURCES EAST**

Councillor Pepper presented the report on the Council applying to become a member of Water Resource East Ltd.

Councillor Pavitt seconded the recommendation and said the scheme was relevant to Uttlesford as the district shared the chalk aquifer with Cambridge and other local authorities in the eastern housing market place. He said he had spoken to the Managing Director of the company and had been impressed with their approach. The end goal was to find a solution to the long term problem of sustainable water resources.

In response to a question from Councillor Barker, Councillor Pepper said herself and Councillor Pavitt would represent the Council on the forum.

In response to a question from Cllr Bagnall regarding how this would impact on Planning and the Local Plan, Councillor Pepper said lead planning officers were included in discussions with Water Resources East. Councillor Pavitt added that this was not a policy making body, but rather a forum to explore ideas and potential strategies.

In response to a question from Councillor Evans, Members were informed that the only associated cost was £1 liability.

**RESOLVED** that Uttlesford District Council applies to become a Standard Member of Water Resources East (WRE) Ltd.

The motion was carried unanimously.

## C43 **CHESTERFORD RESEARCH PARK (CRP) FUTURE FUNDING**

Councillor Reeve presented the report on the future funding of Chesterford Research Park (CRP). He said the report set out the current position on additional funding at Chesterford Research Park and proposed a revised approach to authorising the release of funding. He said the recommendation was

not asking for any new funding; members had already approved the levels of funding outlined in the report. He said the current decision making process was slow in comparison to the Council's partners Aviva, and there was a need to alter this process to ensure decisions relating to future funding of CRP were made in a timely and effective manner. He proposed the recommendation outlined in the report.

Councillor Hargreaves seconded the recommendation.

Councillor Fairhurst said he welcomed the diversification of the Council's Investments Portfolio but he still had concerns regarding governance arrangements. He said that by approving this recommendation a blank cheque was being written and that the Investment Board's input would be bypassed. He could not support the recommendation and would be voting against it.

Councillor Hargreaves said Members of the Investment Board would be kept informed. He said that the current process was slow and not good practice when a prompt decision was required, a view expressed and shared by the independent members on the Investment Board.

Councillor Light said a blank cheque could not be written and power should not be held in the hands of only a few Members. Democracy took time and due process had to be adhered to.

In response to a question from Councillor Barker, Councillor Reeve confirmed that investments were funded fifty-fifty by the Council and their partner Aviva.

Councillor Pepper said investment in the sciences was invaluable and urged Members to support the motion.

Councillor Lees said democracy was not about giving everyone a say every single time; authority could be democratically delegated to allow for more effective and efficient decision making.

In response to a question from Councillor Lemon, Councillor Reeve said the interest rate on the borrowing for this investment stood at around 4.5%.

Councillor Barker said the Council loaned money to Aspire at a higher rate. The Director – Finance and Corporate Services agreed and confirmed that the Council also saw a return on this lending.

Councillor Caton asked how backbenchers would be kept informed of the performance of Aspire. Transparency and the reporting mechanism needed to be improved to ensure all councillors were kept up to date.

Councillor Reeve said all Members would be advised on the performance of Aspire, via the publication of quarterly reports on the Council's investments.

RESOLVED that:

1. Members approve the allocation of the sum of £17.4 million for future loans to Aspire (CRP) Ltd to be drawn down as required; and
2. That each loan shall be at market rates applicable at the time; and
3. The authorisation of the loan(s) is delegated to the Chief Executive in consultation with the Leader, Portfolio Holder for Finance and Budget and the Portfolio Holder for the Economy and Investment.

The motion was carried 30 for, 2 against and 1 abstention.

#### C44 **MEMBER MOTION: DEPOSIT RETURN SCHEME**

*Councillor de Vries entered the meeting at 8.50pm.*

*Councillor Barker left the meeting at 8.55pm.*

Councillor Pepper presented her motion regarding a national deposit return scheme (DRS). She provided background information relating to the current waste packaging situation and explained that a DRS was a financial incentive to encourage consumers to return a used product to allow it to be reused or recycled, and she welcomed the Government's plan to introduce such a scheme. She thanked Councillor Foley, Councillor Caton and the Assistant Director – Environmental Health for their work in bringing this motion to Council. She proposed the motion as follows:

*The Council welcomes the Government's plan to introduce a Deposit Return Scheme to encourage increased recycling of glass, plastic bottles and cans. The Council also urges the Government to consider wider fiscal measures to ensure producers of ALL packaging, particularly 'on the go' products, make them reusable or readily recyclable through existing infrastructure.*

Councillor Caton seconded the motion.

Councillor Fairhurst expressed support for the motion and said such a scheme had existed in South Africa for twenty years or more. It was important that businesses were engaged in the issue and he said the establishment of a 'Plastics Charter' across the district would be a step in the right direction.

In response to a question from Councillor Dean, Councillor Pepper said the purpose of the motion was to prompt Government and to encourage the scheme to be established as soon as possible.

Councillor Coote said he supported the motion but highlighted the fact that the Labour Party, alongside Rescue Poverty, were looking into this issue. There were concerns whether the scheme would be utilised by those on lower incomes and pointed to evidence that showed 85% of returnable funds were not claimed. He said the policy had not been well thought through.

In response to a question from Councillor Bagnall, Councillor Pepper said the Government would be lobbied on this matter and she would write to the local MP.

Councillor Criscione offered his support and said he would be willing to assist Councillor Pepper in her efforts to lobby government on the DPS.

Councillor Caton said there was true cross-party consensus on this matter. He said the Council ought to lobby both the local MP and the relevant Government Minister, as he had seen little progress since the scheme was first proposed in 2019. He urged Members to support the motion.

RESOLVED that the Council welcomes the Government's plan to introduce a Deposit Return Scheme to encourage increased recycling of glass, plastic bottles and cans. The Council also urges the Government to consider wider fiscal measures to ensure producers of ALL packaging, particularly 'on the go' products, make them reusable or readily recyclable through existing infrastructure.

The motion was carried unanimously.

#### C45 **MEMBER MOTION: HARPER'S LAW**

*As the meeting had moved past the two-hour mark, the Chair asked Council whether they were willing to continue. Members indicated that they were content to do so.*

*The meeting was adjourned at 9.10pm for a comfort break.*

*The meeting was reconvened at 9.15pm.*

*Councillor Armstrong left the meeting at 9.45pm.*

Councillor Day presented his motion regarding Harper's Law to Council, which called for a change in the law to ensure a mandatory full life tariff for killers of emergency service workers. He said there was a great need to "protect our protectors" and was saddened by correspondence that objected to the motion. He proposed the motion as follows:

*This Council is resolved to request that the Chief Executive write to both the Rt. Hon. Robert Buckland QC, Lord Chancellor and Secretary of State for Justice and Priti Patel, Secretary of State for the Home Department outlining its support for the widow of Police Constable Andrew Harper in calling for a change in the law to ensure a mandatory full life tariff for killers of emergency service workers to ensure they 'spend the rest of their lives in prison'. The campaign is known as 'Harper's Law'.*

*We as a Council believe that such a change in the law will allow both offenders and the families of victims to 'get the justice they rightly deserve'. It will mean*



*that anyone wilfully or recklessly killing a police officer, firefighter, prison officer, nurse, doctor or paramedic who is acting in the course of their duty is jailed for life.*

Councillor LeCount seconded the motion.

Councillor Dean said the death of PC Andrew Harper was a truly terrible event and expressed condolences to all those effected by cases of manslaughter and murder. However, he explained the legal distinction between murder and manslaughter, and expressed concern that this motion, while well intended, could bring the Council into disrepute. He urged Members to reject the motion.

Councillor Fairhurst said decent people were right to be outraged by the death of PC Andrew Harper, but he was reluctant to impose prescribed sentences on judges as each case should be adjudicated on its own merits. He said he would support the motion in solidarity with victims, but he felt this was a “bad law”.

Councillor Sell said the current legislation already allowed for life sentences for cases of manslaughter, depending on the circumstances, and therefore this law was not required. He said legislation should not come from an “emotional place”.

Councillor Coote said this law had not come about due to one death, and cited the case of another young police officer who was killed in the line of duty. He said he would be supporting the motion.

Councillor Tayler said he did have an issue with creating a new law in relation to cases of manslaughter and murder of emergency workers. However, he did want justice to be done for the families of victims. He said he felt the sentences in this case were unduly lenient. He hoped better sentencing guidelines could be redrafted in light of this but concluded that laws should be written by lawyers, not politicians.

Councillor Hargreaves said this law would take the role of emergency services into account and that the status quo did need to change; those who were harmed in the line of duty deserved the law’s protection.

Councillor Driscoll said he did not have enough of an understanding of Harper’s Law and felt this was not a Council matter. He would be abstaining from the vote.

Councillor Fairhurst said Harper’s Law was proposing a new law, that would be applied to emergency service workers only, and which would carry a prescribed mandatory sentence. He said the law already recognised “a different class of victims” and that a system of appeal was in place whereby lenient sentences could be overturned.

Councillor Light said she supported the sentiment of the motion but was not informed enough in the workings of the law to vote on this matter. She expressed support for the family but would not be voting for the motion.

Councillor Loughlin said she had a brother in the police force. She said it was not for politicians to be changing the law; she would not be supporting the motion.

Councillor Storah agreed and said this was not a matter for Council. He said there was not enough knowledge of the proposed law to demonstrate how it would work in practice.

Councillor Pepper said laws could become outdated and should be revised to reflect the current times.

Councillor Freeman expressed solidarity with the family of the victim but said this was not a matter for Council. Furthermore, evidence suggested that draconian laws did not necessarily deter crime from taking place. He said Council should be looking at matters that could be changed in their jurisdiction.

Councillor LeCount said a vote for this motion would make a difference as it demonstrated that Uttlesford supported Harper's Law. He said emergency workers doing their jobs needed protecting, as they were putting themselves in danger to protect the public. He urged Members to support the motion.

RESOLVED to request that the Chief Executive write to both the Rt. Hon. Robert Buckland QC, Lord Chancellor and Secretary of State for Justice and Priti Patel, Secretary of State for the Home Department outlining its support for the widow of Police Constable Andrew Harper in calling for a change in the law to ensure a mandatory full life tariff for killers of emergency service workers to ensure they 'spend the rest of their lives in prison'.

The campaign is known as 'Harper's Law'.

We as a Council believe that such a change in the law will allow both offenders and the families of victims to 'get the justice they rightly deserve'. It will mean that anyone wilfully or recklessly killing a police officer, firefighter, prison officer, nurse, doctor or paramedic who is acting in the course of their duty is jailed for life.

The motion was carried 12 for, 7 against and 13 abstentions.

C46

#### **MEMBER MOTION: PLANNING WHITE PAPER**

*Councillor Gregory left the meeting at 10.25pm.*

Councillor Loughlin spoke to her motion regarding the Planning White Paper. In summary, she said she was concerned that the proposals in the Planning White Paper would lead to central Government, or developers, imposing housing on communities without input from local government. She said the Planning White Paper would be a disaster for democracy and for local planning, and particularly detrimental to local communities.

Councillor Caton seconded the motion

Councillor Evans had provided notice of an amendment. He said there was very little difference between his amendment and the original motion, but he had proposed an amendment in an attempt to extract a commitment across the Council to show there was common interest in approving a “tighter” motion with cross-party support. He urged Members to vote for the amendment.

Councillor Driscoll seconded the amendment.

Councillor Caton asked why the amendment was tabled if there was little difference between the amendment and the original motion. He said he felt the amendment was not an improvement and demonstrated that there was not a cross party consensus in Council. He asked why the two points had been removed from the original motion, relating to the housing of the vulnerable and those on lower incomes. He said he would be proposing his further amendment.

Councillor Light said she could not see the point of the amendment as Councillor Loughlin’s original motion accurately encapsulated the issues at hand. She would be voting against the amendment.

Councillor Fairhurst said that the amendment did not materially change the original motion. He said it was an odd situation as he could vote for both the amendment and the motion.

Councillor Criscione said he was sympathetic to the motion but he could not support it. Whilst he and his Group shared concerns regarding the White Paper, his approach would be to work with Parliament and Local Government colleagues to improve the proposals. He said the motion had triggered a conversation with Kemi Badenoch MP, who was working on the issue.

Councillor Merifield said she was disappointed that the original motion had been tabled as the Council was always going to respond to the Government consultation. She said Councillors had a duty to represent the people of the district and she could not see the sense in bringing this to Full Council for debate.

Councillor Driscoll said such an important issue should not become a political matter and he had seconded the amendment to include reference to cross party support.

Councillor Loughlin said the amendment had weakened her motion; she was particularly disappointed with the removal of the reference to the housing numbers algorithm. She said she could not support this amendment.

In response to a point of clarification from Councillor Merifield, Councillor Evans confirmed that the consultation response relating to the housing algorithm had already been sent. In reply to previous points made, he said many issues would be covered and consulted upon before a further response was submitted in the lead up to the end of October.

Councillor Caton said the original motion related to lobbying the MP in respect of the impact of the algorithm on housing numbers in Uttlesford, not simply responding to the consultation regarding the White Paper.

The Leader said the Administration and the Liberal Democrat Group were on the same page in regard to this matter and it would have been conducive if the Administration had been approached to discuss the issue. He said the motion was indicative of Westminster parties and had been tabled for political reasons. He asked why the reference to cross party agreement had been struck out of the further amendment, as tabled by Councillor Caton.

Councillor Loughlin said she had not tabled the motion because she was a Liberal Democrat, but rather because she felt it was the right thing to do. She would not be voting for the amendment as she felt it did not strengthen the intent of the original motion.

The Chair called for a vote on the amendment as follows:

*This Council **being of the opinion** that there is cross party consensus to seek to improve the planning system, does not consider that the proposed reforms in the White Paper "Planning For The Future" published in August 2020 achieve that aim.*

*This Council **notes** the responses given on its behalf on 1 October 2020 by the Leader to a Consultation upon "Changes to the current planning system", which it endorses.*

*This Council **resolves to** submit a response to the White Paper consultation which will (among other matters):*

- 1. advocate the continuation of the third tiers' and residents' entitlement to be consulted upon planning policy and to submit effective representations upon planning development applications;*
- 2. support the provision of at least the same amount of affordable housing on site as at present;*
- 3. promote the effective supply and early use of any infrastructure levy, which should be locally and not nationally set;*
- 4. support proper consideration of the effective stewardship and enhancement of the natural and historic environment, noting with regret that no consultation is currently sought on this topic;*
- 5. object to the use of "pattern book" model for all new development;*
- 6. support the value and materiality of Neighbourhood Plans; and*
- 7. support the greater and improved use of digital technology in the development planning management process.*

*This Council **further resolves:***

- 8. to submit a copy of its responses and representations to the Minister of Housing, Communities and Local Government in further support of the briefing meeting held by Officers with his Officials in September 2020, and in addition to write to and lobby Mrs Kemi Badenoch MP urging her to oppose the proposals in so far as they seek to limit democratic participation in local planning matters and to request her support for the above resolutions; and*
- 9. to highlight its concerns with the third tiers directly and with residents via press and social media.*

The amendment was carried 22 for, 8 against and 1 abstention, and became the substantive motion.

Councillor Caton spoke to the further amendment to the amendment. He said the current motion failed to mention local democratic control over the planning process. Furthermore, it said nothing on the granting of automatic planning permission under the new process; both points should be included in the motion. He said he was in favour of cross-party working, as demonstrated by him seconding the DRS motion, but respect was required from all Groups in the Chamber.

Councillor Evans said he was willing to alter the motion so that the two points mentioned could be included, as long as there was reference that this was a cross party venture. This would give the motion further weight when lobbying Government.

Councillor Caton said he was willing to re-instate reference to this being a cross-party agreement, if points 1 and 2 from the original motion were included.

Councillor Pavitt said he was completely bemused as to why this debate had arisen; agreement should have been reached long before this point in time.

Councillor Evans agreed to alter the substantive motion, as seconded by Councillor Driscoll.

RESOLVED that:

This Council being of the opinion that there is cross party consensus to seek to improve the planning system, does not consider that the proposed reforms in the White Paper "Planning For The Future" published in August 2020 achieve that aim.

This Council notes the responses given on its behalf on 1 October 2020 by the Leader to a Consultation upon "Changes to the current planning system", which it endorses.

This Council resolves to submit a response to the White Paper consultation which will (among other matters):

1. support the local determination of the planning framework and planning applications which will enable local communities to continue to shape their future;
2. oppose the granting of automatic rights for developers to build on land identified "for growth" in Local Plans made under the proposed new plan making process
3. advocate the continuation of the third tiers' and residents' entitlement to be consulted upon planning policy and to submit effective representations upon planning development applications;

4. support the provision of at least the same amount of affordable housing on site as at present;
5. promote the effective supply and early use of any infrastructure levy, which should be locally and not nationally set;
6. support proper consideration of the effective stewardship and enhancement of the natural and historic environment, noting with regret that no consultation is currently sought on this topic;
7. object to the use of “pattern book” model for all new development;
8. support the value and materiality of Neighbourhood Plans; and
9. support the greater and improved use of digital technology in the development planning management process.

This Council further resolves:

10. to submit a copy of its responses and representations to the Minister of Housing, Communities and Local Government in further support of the briefing meeting held by Officers with his Officials in September 2020, and in addition to write to and lobby Mrs Kemi Badenoch MP urging her to oppose the proposals in so far as they seek to limit democratic participation in local planning matters and to request her support for the above resolutions; and
11. to highlight its concerns with the third tiers directly and with residents via press and social media.

The substantive motion was carried 26 for, 3 against and 2 abstentions.

The meeting ended at 11.15pm.

**Committee:** Council

**Date:**

**Title:** Update on Appeal Decisions and Associated Costs since 1 May 2019

8 December 2020

**Report Author:** Gordon Glenday Assistant Director Planning (01799 510601)

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## Summary

1. Following a request from Councillor Barker, this report provides an update on the Planning Committee's decisions since 1<sup>st</sup> May 2019. This report is to update the position and, in particular, highlighting any appeal decisions and any associated costs relating to these appeals incurred by the Council.

## Recommendations

2. That Council note the report.

## Financial Implications

**External:** UTT/19/0437/OP - £4,520

**Costs awarded against UDC:** UTT/18/3369/FUL - £4,000;  
UTT/18/2959/DFO - partial cost still waiting for the agreed amount.

**Officer time:** Approx. £37,200

## Background Paper

3. Details of the appeal process can be viewed - Full Council report 16 December 2019 - [Click Here](#)

## Impact

- 4.

Communication/Consultation	
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	The legal framework for planning appeals is set out in the planning acts and related regulations
Sustainability	This is a key factor in determining the weight to be attached to material

	considerations in an appeal
Ward-specific impacts	All
Workforce/Workplace	Explained in the report

## Situation

5. Since 1 May 2019, the Planning Committee has considered 134 applications (see Appendix 1).

Out of these 134 decisions:

19 were refused by the Planning Committee against the officer's recommendation. So far, the council has received 19 appeals from the Planning Inspectorate.

Of the 19 appeals there have been 17 decisions and 1 has been withdrawn:

- 5 Allowed following overturn at Committee
- 2 Dismiss following overturn at Committee
- 1 Allowed following non-determination by Committee
- 1 Allowed following Non-Determination
- 1 Dismissed following Non-Determination
- 7 Dismissed following Committee agreeing with Officer Recommendation.



Appendix 1

REFERENCE	ADDRESS	Officer recommendation	Actual Decision	Appeal Lodge / Decision	Cost
UTT/17/2100/FUL	Bullocks Farm Bullocks Lane Takeley CM22 6TA	Approval	Approved	N/A	
UTT/18/3293/FUL	Branksome Whiteditch Lane Newport Essex CB11 3UD	Approval	Refused		
UTT/19/0673/HHF	20 Mill Close Elsenham Bishops Stortford Hertfordshire CM22 6EG	Approval	Approved	N/A	
UTT/19/0004/FUL	Park View And Pleasant View Brick Kiln Lane Rickling Green Saffron Walden CB11 3YH	Approval	Refused	ALLOW	Officer time - £2,325
UTT/19/0484/OP	Friarton Chatter End Road Farnham CM23 1HL	Approval	Approved	N/A	

UTT/18/3518/FUL	Holroyd Components Ltd Shire Hill Industrial Estate Shire Hill Saffron Walden Essex CB11 3AQ	Approval	Approved	N/A	
UTT/19/0043/FUL	Adj 25 Loompits Way Saffron Walden Essex CB11 4BZ	Approval	Approved	N/A	
UTT/18/2523/FUL	Westons Yard Chelmsford Road White Roding CM6 1RF	Approval	Approved	N/A	
UTT/19/0362/FUL	Barn At Hill House Cambridge Road Quendon Saffron Walden CB11 3XJ	Refusal	Refused	DISMISSED	Officer time - £2,325 Partial Costs against UDC - £1,980
UTT/19/0671/FUL	Former Molecular Products Site Mill End Thaxted Essex CM6 2LT	Approval	Approved	N/A	
UTT/19/0311/LB	Barn At Hill House Cambridge Road Quendon CB11 3XJ	Approval	Approved	N/A	

UTT/19/0966/FUL	Land South Of The Farmhouse Old Mead Road Henham Hertfordshire	Approval	Approved	N/A	
UTT/19/0946/FUL	Land East Of Dunmow Road Aythorpe Roding Essex CM6 1PQ	Refusal	Refused	DISMISSED	Officer time - £2,325
UTT/19/0551/FUL	Hammer Hill Farm Stanbrook Road Thaxted Dunmow CM6 2NH	Approval	Approved	N/A	
UTT/18/3369/FUL	Land South Oxleys Close Stortford Road Clavering CB11 4PB	Approval	Refused	DISMISSED	Officer time - £2,325 Costs against UDC - £4,001
UTT/19/0293/FUL	Land To The North Of Chickney Road Henham Hertfordshire	Refusal	Refused	DISMISSED	Officer time - £2,325
UTT/19/0427/FUL	Haydens House Onslow Green Barnston CM6 3PP	Approval	Approved	N/A	

UTT/19/0391/FUL	Land At Bury Water Lane Bury Water Lane Newport	Approval	Refused		
UTT/19/0829/FUL	The Old Cement Works, Land Behind Thaxted Road Saffron Walden CB10 2UQ	Approval	Approved	N/A	
UTT/16/3565/OP	Land To The West Of Bonningtons Farm Station Road Hatfield Broad Oak	Approval subject to S106	Refused		
UTT/19/1902/TCA	Saffron Walden Museum Museum Street Saffron Walden Essex CB10 1BN	Approval	Approved	N/A	
UTT/19/0514/HHF	Wearns Folly 9 Carmen Street Great Chesterford Saffron Walden CB10 1NR	Approval	Approved	N/A	
UTT/19/0957/FUL	Unit A Ashdon Road Commercial Centre Ashdon Road Saffron Walden	Approval subject to S106	Approval subject to S106		

UTT/18/3529/OP	Land To The South Of Braintree Road Felsted Essex	Approval	Non Determination	ALLOW	Officer time - £2,325
UTT/19/1389/FUL	22 Thaxted Road Saffron Walden Essex CB11 3AA	Approval	Approved	N/A	
UTT/19/1115/FUL	Brazille 14 St Johns Crescent Stansted CM24 8JT	Approval	Approved	N/A	
UTT/18/1827/FUL	Bricketts London Road Newport CB11 3PP	Approval	Refused	DISMISSED	Officer time - £2,325
UTT/18/2959/DFO	Land East Of Little Walden Road Saffron Walden Essex	Approval	Refused	ALLOW	Officer time - £2,325 Partial costs awarded against UDC -
UTT/18/2297/OP	Land To The North Of De Vigier Avenue Saffron Walden Essex	Refusal	Refused	DISMISSED	Officer time - £2,325

UTT/19/0899/FUL	Parsonage Farm Church End Church Street Henham Bishops Stortford Hertfordshire CM22 6AN	Approval	Approved	N/A	
UTT/19/0900/LB	Parsonage Farm Church End Church Street Henham Bishops Stortford Hertfordshire CM22 6AN	Approval	Approved	N/A	
UTT/19/1054/OP	Land North Of Henham Road Debden Essex	Refusal	Refused	DISMISSED	Officer time - £2,325
UTT/18/2820/FUL	Land At Thaxted Road Saffron Walden Essex	Approval	Approved	N/A	
UTT/19/1253/FUL	Millway Stationery Ltd Chapel Hill Stansted CM24 8AP	Approval	Approved	N/A	

UTT/19/1869/HHF	33 Station Road Wendens Ambo Saffron Walden Essex CB11 4LB	Approval	Approved	N/A	
UTT/19/1870/HHF	35 Station Road Wendens Ambo Saffron Walden Essex CB11 4LB	Approval	Approved	N/A	
UTT/19/2398/TCA	2 Barley Hall Cottages Parsonage Downs Dunmow CM6 2AT	No Objection	No Objection	N/A	
UTT/19/1583/FUL	Land To The South Of School Lane Takeley	Approval	Approved	N/A	
UTT/19/1995/FUL	Fry Art Gallery 19A Castle Street Saffron Walden CB10 1BD	Approval	Approved	N/A	
UTT/19/0761/FUL	Railway Arms Station Road Saffron Walden CB11 3HQ	Approval	Refused		

UTT/19/1725/FUL	Land At Acre Croft High Street Great Chesterford Saffron Walden Essex CB10 1PL	Refusal	Refused	DISMISSED	Officer time - £2,325
UTT/19/1411/FUL	Endeavour Littlebury Green Road Littlebury Saffron Walden Essex CB11 4XB	Refusal	Refused		
UTT/18/1027/FUL	Land To The East Of Whiteditch Lane Newport CB11 3UD	Refusal	Refused		
UTT/19/1524/FUL	Great Chalks High Street Hatfield Broad Oak CM22 7HQ	Approval	Refused	ALLOW	Officer time - £2,325
UTT/19/1932/FUL	Whitehall Hotel Church End Broxted CM6 2BZ	Approval subject to S106	Approved	N/A	
UTT/19/1463/FUL	Land At Robels Cutlers Green Cutlers Green Lane Thaxted Dunmow Essex	Refusal	Refused		



	CM6 2QD				
UTT/18/3399/FUL	Former Walden Dairy 135 Thaxted Road Saffron Walden Essex CB11 3BJ	Approval	Approved	N/A	
UTT/19/1527/FUL	Great Chalks High Street Hatfield Broad Oak CM22 7HQ	Approval	Refused		
UTT/19/1301/FUL	Land East Of Foxley House Cambridge Road Quendon	Approval	Approved	N/A	
UTT/19/0437/OP	Land South Of Rush Lane Elsenham	Approval subject to S106	Refused	ALLOW	£4,520
UTT/19/2340/HHF	21 Blythwood Gardens Stansted CM24 8HQ	Approval	Approved	N/A	
UTT/19/1823/FUL	Saffron Walden County High School Audley End Road Saffron Walden	Approval	Approved	N/A	

	CB11 4UH				
UTT/19/2342/FUL	Land Adj 5 Pound Gate Stebbing CM6 3RH	Approval	Approved	N/A	
UTT/19/2545/FUL	Crossways Station Road Elsenham CM22 6LA	Approval	Refused	ALLOW	Officer time - £2,325
UTT/19/0476/OP	Land East Of Warehouse Villas Stebbing Road Stebbing Essex	Approval subject to S106	Approved subject to S106		
UTT/19/2022/FUL	Midden Top Road Wimbish CB10 2XJ	Approval	Approved	N/A	
UTT/19/2442/FUL	Electricity Sub Station 3 Chesterford Park Little Chesterford Essex	Approval	Approved	N/A	

UTT/19/2613/NMA	Little Garnetts Bishops Green High Easter Road Barnston Dunmow Essex CM6 1NF	Approval	Approved	N/A	
UTT/19/2606/LB	Little Garnetts Bishops Green High Easter Road Barnston Dunmow Essex CM6 1NF	Approval	Approved	N/A	
UTT/19/1864/FUL	Terriers Farm Boyton End Thaxted Dunmow CM6 2RD	Approval	Approved	N/A	
UTT/19/1166/OP	Land To The South Of Stortford Road Little Canfield Essex	Approval subject to S106	Refused	Withdrawn	
UTT/19/2557/FUL	The New Farm House Keeres Green Aythorpe Roding Dunmow Essex CM6 1PG	Refusal	Refused		

UTT/19/1064/DFO	Land At Holmwood Whiteditch Lane Newport Saffron Walden Essex CB11 3UD	Approval	Approved	N/A	
UTT/19/2159/FUL	Gladwyns Farm Sheering Road Hatfield Heath CM22 7LL	Approval	Approved	N/A	
UTT/19/2355/DFO	Land East Of Thaxted Road Saffron Walden Essex	Approval	Refused	INPROG	
UTT/19/2793/LB	24 Church Street Saffron Walden Essex CB10 1JW	Approval	Approved	N/A	
UTT/19/0573/OP	Land To The South West Of London Road Little Chesterford Essex	Approval	Approved	N/A	
UTT/19/2993/OP	Cott Moor Old Mead Road Henham CM22 6JG	Approval	Approved	N/A	
UTT/19/2118/OP	Land East And North Of Clifford Smith Drive Felsted	Approval	Approved	N/A	

UTT/19/2809/FUL	The Willows Monk Street Thaxted CM6 2NR	Approval	Approved	N/A	
UTT/18/3524/FUL	Frogs Hall Bambers Green Road Takeley CM22 6PE	Non Determination	Non Determination	DISMISSED	Officer time - £2,325
UTT/18/3525/LB	Frogs Hall Bambers Green Road Takeley CM22 6PE	Non Determination	Non Determination	ALLOW	Officer time - £2,325
UTT/19/1802/OP	Land Off The Broadway Dunmow	Refusal	Refused		
UTT/20/0136/NMA	Building 60 Chesterford Park Little Chesterford Great Chesterford Essex CB10 1XJ	Approval	Approved	N/A	
UTT/19/2777/FUL	The Stables May Walk Elsenham Road Stansted CM24 8SS	Refusal	Refused	DISMISSED	Officer time - £2,325
UTT/19/2288/FUL	Land North Of Bartholomew Close Bartholomew Close Great Chesterford	Approval	Approved	N/A	

UTT/19/2875/FUL	Holroyd Components Ltd Shire Hill Industrial Estate Shire Hill Saffron Walden Essex CB11 3AQ	Approval	Approved	N/A	
UTT/18/2508/OP	Land West Of Bury Farm Station Road Felsted Essex	Approval subject to S106	Approved subject to S106		
UTT/20/0552/TPO	6 Farmadine Saffron Walden Essex CB11 3HP	Grant	Granted	N/A	
UTT/20/0707/HHF	6 Farmadine Saffron Walden Essex CB11 3HP	Approval	Approved	N/A	
UTT/20/0670/FUL	Saffron Walden Castle Museum Street Saffron Walden Essex	Approval	Approved	N/A	
UTT/19/3068/DFO	Land East Of Little Walden Road Saffron Walden Essex	Approval	Approved	N/A	

UTT/20/0672/LB	Saffron Walden Castle Museum Street Saffron Walden Essex	Approval	Approved	N/A	
UTT/20/1081/NMA	Land At Thaxted Road Saffron Walden Essex	Approval	Approved	N/A	
UTT/20/0187/HHF	1 Granta Mead Close Newport CB11 3HZ	Approval	Approved	N/A	
UTT/19/3113/OP	Land North Of Henham Road Debden Essex	Approval	Approved	N/A	
UTT/20/0522/HHF	Midden Top Road Wimbish Essex CB10 2XJ	Approval	Approved	N/A	
UTT/19/1508/FUL	Land East Of St Edmunds Lane Dunmow	Approval	Approved	N/A	
UTT/20/0029/FUL	Land At Pond Mead Cottage High Street Widdington CB11 3SB	Approval	Approved	N/A	

UTT/20/0386/FUL	Remarc Dunmow Road Takeley Bishops Stortford Hertfordshire CM22 6SP	Approval	Approved	N/A	
UTT/20/0757/DFO	Land West Of Maranello Watch House Green Felsted CM6 3EF	Approval	Approved	N/A	
UTT/20/1143/FUL	Saffron Walden County High School Audley End Road Saffron Walden CB11 4UH	Approval	Approved	N/A	
UTT/20/1306/FUL	Police Office - The Lodge 56 London Road Saffron Walden Essex CB11 4ED	Approval	Approved	N/A	
UTT/19/2852/FUL	Land West Of Stortford Road Clavering Essex	Approval	Approved	N/A	
UTT/20/1108/DFO	Holly Hedge Woodmans Lane Duddenhoe End Elmdon CB11 4UU	Approval	Approved	N/A	



UTT/18/2574/OP	Land South Of Stortford Road Dunmow	Approval subject to S106	Approved subject to S106		
UTT/20/1529/TPO	Tindelles Carmen Street Great Chesterford Saffron Walden CB10 1NR	Grant	Granted	N/A	
UTT/19/1219/FUL	Land East Of Braintree Road (B1256) Dunmow	Refusal	Apporved subject to S106		
UTT/20/1685/TCA	2 Brooklyns Cottages Cophall Lane Thaxted Dunmow Essex CM6 2LF	No Objection	No Objection	N/A	
UTT/19/2900/DFO	Bricketts London Road Newport CB11 3PP	Approval	Approved	N/A	
UTT/19/3124/FUL	Brook End Farm Stables Easton Lodge Park Road Little Easton Dunmow Essex CM6 2BD	Refusal	Refused		

UTT/19/3125/LB	Brook End Farm Stables Easton Lodge Park Road Little Easton Dunmow Essex CM6 2BD	Refusal	Refused		
UTT/19/2354/OP	Land To The West Of Buttleys Lane Dunmow	Refusal	Refused		
UTT/20/1082/FUL	Former Parking Court Adjacent To 3 Gold Close Elsenham Hertfordshire	Approval	Approved	N/A	
UTT/20/1032/HHF	5 Station Road Great Dunmow CM6 1EJ	Approval	Approved	N/A	
UTT/19/0904/OP	Land West Of The White House Dunmow Road Takeley Hertfordshire	Approval	Approved	N/A	
UTT/20/0765/OP	The Chase Jacks Lane Takeley CM22 6NT	Approval	Approved	N/A	

UTT/19/2692/OP	Land At Old Mead Road Henham	Approval subject to S106	Approved subject to S106		
UTT/19/1437/FUL	77 High Street Great Dunmow CM6 1AE	Approval subject to S106	Approved subject to S106		
UTT/20/0028/DFO	Land Off Stevens Lane Felsted Essex	Approval	Approved	N/A	
UTT/20/1270/HHF	Victoria Cottage Deynes Road Debden CB11 3LG	Approval	Approved	N/A	
UTT/20/0336/DFO	Land South East Of Great Hallingbury Manor Bedlars Green Road Tilekiln Green Great Hallingbury CM22 7TJ	Approval	Approved	N/A	
UTT/19/1585/FUL	Almont House High Lane Stansted CM24 8LE	Refusal	Refused		
UTT/20/2158/TCA	32 Bridge Street Saffron Walden CB10 1BU	No Objection	No Objection	N/A	

UTT/20/1603/FUL	Land Rear Of The Chestnuts Bishops Way Newport Saffron Walden Essex CB11 3PA	Refusal	Refused		
UTT/20/0835/FUL	Midden Top Road Wimbish Essex CB10 2XJ	Approval	Approved	N/A	
UTT/20/0561/FUL	Poplars Farm Broad Bridge Road Aythorpe Roding CM6 1RY	Approval	Approved	N/A	
UTT/20/1596/OP	Land At Maranello Watch House Green Felsted Dunmow Essex CM6 3EF	Approval subject to Unilateral Undertaking	Approved subject to Unilateral Undertaking		
UTT/20/2284/HHF	17 Springhill Road Saffron Walden CB11 4AH	Approval	Approved	N/A	
UTT/20/1711/HHF	Rowans Ashdon Road Saffron Walden CB10 2AA	Approval	Approved	N/A	

UTT/20/1208/PIP	Land At Parsonage Meadow The Street High Easter Essex	Refusal	Refused		
UTT/20/0083/FUL	Elmswood Brick End Broxted Dunmow CM6 2BL	Approval	Approved	N/A	
UTT/20/0084/FUL	Elmswood Brick End Broxted Dunmow CM6 2BL	Approval	Approved	N/A	
UTT/20/0561/FUL	Poplars Farm Broad Bridge Road Aythorpe Roding CM6 1RY	Approval	Approved		
UTT/20/0835/FUL	Midden Top Road Wimbish CB10 2XJ	Approval	Approved		
UTT/20/1208/PIP	Land At Parsonage Meadow The Street High Easter Essex	Refusal	Refused		
UTT/20/1596/OP	Land At Maranello Watch House Green Felsted	Approval	Approve subject to Unilateral		

	Dunmow Essex CM6 3EF		Undertaking		
UTT/20/1711/HHF	Rowans Ashdon Road Saffron Walden CB10 2AA	Approval	Approved		
UTT/20/2284/HHF	17 Springhill Road Saffron Walden CB11 4AH	Approval	Approved		
UTT/19/2149/OP	Sandhurst Great Canfield Road Takeley Bishops Stortford Hertfordshire CM22 6SU	Approval	Refused		
UTT/20/0234/FUL	Land Adj Branksome Whiteditch Lane Newport Essex	Approval	Deferred		
UTT/20/0864/FUL	Land Behind The Old Cement Works Thaxted Road Saffron Walden Essex	Refusal	Refused		
UTT/20/1753/FUL	Friarton, Chatter End Road,	Approval	Refused		

UTT/20/1334/FUL	FARNHAM  L/A Branksome, Whiteditch Lane, NEWPORT	Approval	Refused		
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**Councillor Armstrong – Portfolio Holder for Sport, Leisure, Education and the Arts**  
**Council – 8 December 2020**

Spending of the £450,000 made available for sport provision

UDC has £450,000 available in tranches of £150,000, over three years, which is allocated to support enhanced sport provision. I have worked with officers to prepare a guidance document setting the categories of expenditure that sports groups will be invited to apply for. The target areas are Dunmow, Saffron Walden and Stansted Mountfitchet.

The categories of spending to be supported are:

1. Upgrade to existing facilities and purchase of equipment which will allow greater or enhanced use of facilities
2. Project development costs for major new provision projects
3. Top up funding for major projects at an advanced stage of preparation

A detailed Application Form has also drafted.

Applications will be invited shortly from sports clubs or other appropriate constituted bodies, and the closing date is 31<sup>st</sup> March 2021 for the first tranche to be spent/allocated in 21/22.

The guidance document, which includes factors on which the applications will be ranked, will be circulated to Councilors.

Cllr Alex Armstrong



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## Communities, Youth & Public Safety portfolio

### - report for full council, December 2020

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While this year has been, and continues to be, one of great challenge and change, there has been a truly herculean effort from all sections within the District Council in ensuring we deliver the essential services to our residents. The Officers in the Community Section are no exception to this. They were, prior to the second lockdown in the middle of planning a return to 'business as usual' albeit still with some restrictions in place. They were so much looking forward to getting back onto the streets with the intention of meeting residents again. In normal times we would have been out and about in our Towns and villages offering advice and support, particularly so during the summer months. This was not to be. That said, we have not been sitting on our hands; far from it.

The following is a detailed account of our recent activity and I hope it gives you some idea of the very many varied activities and roles we have undertaken since my last report to Full Council on 8<sup>th</sup> October.

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#### Community Response Hub

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The Community Response Hub is open and available for those who need it. The hub is staffed on Mondays to Fridays between the hours of 9.00am to 4.00pm. It is effectively a call centre whereby residents can obtain assistance with shopping, prescription collections and befriending, as well as signpost them to other statutory services where this is required. The telephone number is **03333 408218**. Residents can also email [communityresponse@uttlesford.gov.uk](mailto:communityresponse@uttlesford.gov.uk). We were much better placed when this second lockdown came into being. We were up and running immediately because we had our data base of volunteers from the first lockdown already in place. We are most grateful to Volunteer Uttlesford and the Council for Voluntary Services Uttlesford (CVSU) for their assistance in galvanising together the very many groups of volunteers and individuals who have offered to help in the crisis. "The Dunkirk spirit" has been remarkable and the enthusiasm, hard work and commitment has to be applauded.

We continue to work with the Government and Essex County Council to ensure that we have the details of our CEV's (Clinically Extremely Vulnerable) and that we make regular contact to ensure they all have access to support services where needed.

Funding for essential supplies has been used in partnership with the Citizens Advice Bureau, Essex Children and Families Welfare service and the Essex Boys and Girls club, through projects such as 'Holiday Hunger'. Vouchers have been made available for families to access food which links up with the foodbank service. The Christmas period is fast approaching along with the school holidays and at this stage we are aware funding will be made available from Essex County Council but we have not as yet had guidance as to what this may entail. We do know however that the 'Holiday Hunger' programme is to be extended with further funding and we are working with the Essex Boys and Girls clubs to identify areas and venues where this will take place. We will distribute details on social media and on our Website when information becomes known.

The Hub will be distributing 1,000 Christmas gift bags to residents in our communities who have been affected by loneliness or isolation because of the pandemic. This will take place between 1<sup>st</sup> and 18<sup>th</sup> of this month.

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#### Safeguarding

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We have continued to offer Safeguarding training and it has been delivered to Day Centre staff throughout the district, with CV-19 secure conditions adhered to. We have also delivered Covid secure advice to businesses across the district. Safeguarding visits and the number of referrals are on the increase and we are closely monitoring the situation. This is in addition to other cases that we were already dealing with. Cases are complex and are not a simple fix.

We continue to work closely with Officers in our Licensing and Environmental Health team, particularly in respect to the taxi and private hire trade, being part of our commitment in promoting the welfare of children, young people and adults at risk.

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## Youth

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Since the first lockdown organised Youth activity throughout the District has been almost non-existent. The gathering of groups of young people inside buildings was seen to be too much of a risk. That said, in between lockdowns Youth clubs began to carry out risk assessments and subject to the layout of the buildings they began again to operate with social distancing and limiting the numbers allowed to attend. Organisations such as the Scouts and Girl Guides had received instructions by their governing bodies not to operate and their activities remain on hold. The Army & Air Cadet Corps and the Essex Volunteer Police Cadets are in a similar position.

We have an established Youth initiatives working group, which is made up of representatives from youth organisations, parish and town councillors across Uttlesford, our UDC community development officer and myself. At a recent meeting it was decided we should use the opportunity of the lockdown to try and recruit some new volunteers to assist in youth work. A social media campaign was undertaken and resulting from this 6 good volunteers have been found. Each have been offered Essex Youth Service induction training, free DBS checks and a variety of opportunities for future volunteering positions.

Stansted Parish Council have had some success in recruiting 6 young people to become members of their Parish Youth Council as well as finding adult volunteers to help run the venture. There is with regards to our own district youth council (the YC) an ongoing process of engagement with the schools with the intention of recruiting more members. The YC has been meeting fortnightly by Zoom. We are also working in the schools to deliver further Hate Crime awareness training [one is planned in January at Saffron Walden County High] and to help find support for those young people struggling to cope through Covid, placing into position a means of enabling them to ask for help. We also have a youth council representative on the local plan community stakeholder forum and plan to have additional attendees at some of the upcoming meetings such as climate change, leisure and healthy lifestyles which are subjects they have particular interest in.

The Youth Initiatives working group is currently considering funding bids for this financial year and most projects will be working [where they can] to mitigate against the effects of the pandemic. Projects under consideration include Open Door counselling, Accuro special needs, Saffron Walden District Guiding, Saffron Walden Youth Outreach project, Newport Youth Club and Creative Walden. The Stansted and Great Dunmow Youth centres are funded through a slightly different scheme of match funding.

I am keen to develop the theme of 'the voice' of our youth and their needs. I have asked our Officers to see how best we can engage with them. At present this is limited but as and when we escape into some form of normal activity we will need to reach out. If we are to be able to say that we have genuinely consulted young people, either immediately through the local plan consultation or more long term through the youth council, I think we must make a big effort to involve many more people in the process, starting with our senior management team here at UDC and working down through officers and district councillors to the towns and parishes. Their support will be paramount.

Hopefully the needs of our youth can be built into the new local plan, with facilities such as community and 'drop in' centres and other recreational amenities. I am sure you all appreciate that not all of our young people want to participate in organised activities and we need to acknowledge their needs. This will I'm sure be a long and winding road but if there is a will then I am sure there is a way. We are somewhat limited at the moment but I am hopeful that as the situation improves we will be able to advance this agenda. We must remember the young people today are not the young people of yesterday. So we can no longer focus on old models and approaches rather we should be adapting new models and approaches to meet the needs of children and young people now and beyond.

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## Grants

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The Voluntary Support Grant is to be re advertised for 2020-21. We are urging voluntary and charitable organisations within the District to apply for funding to help with the costs of providing essential services to local communities due to the pandemic. The grant is for revenue expenditure only and cannot be used towards capital projects such as refurbishment of buildings. This page is now on the website (Community Grants) along with the application form and the closing date, which is 15<sup>th</sup> January 2021.

Myself and Officers recently met to discuss 22 applications received for financial assistance under the community grants scheme. I am pleased to report we supported the majority of these and as a result a total of just under £38,000 will be distributed.

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## Community Safety Report

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Our UDC Safety Hub meetings are continuing, albeit via the platform of 'Microsoft Teams'. Intelligence is shared with 'partners' along with UDC colleagues, such as licensing and environmental health. This has assisted in the issuing of Community Protection Warnings across the district. These have been issued for properties emanating noxious fumes, as well as neighbour disputes. Police Officers, local authorities and police community support officers can issue Community Protection Notices (CPN's) so long as a written warning has been issued. These are essentially used to control anti-social behaviour.

Police have reported there were a total of 36 criminal damage offences in Uttlesford during the month of October, whereby vehicles were driven over farmland / fields and crops causing damage – in most cases these offences are believed to be linked to hare coursing. As a result of concerns expressed by some farmers at what they perceived was a lack of police activity in the Broxted, Elsenham and Debden areas the subject was discussed at a meeting of the Uttlesford Community Safety Partnership (CSP). The Chief Inspector in charge of the Essex Police Rural Engagement Team (RET) was invited to attend. He was made aware of the concerns expressed by the farming communities and it was agreed action from the police was required and he gave an assurance that his team would assist the local community policing team. This resulted in an awareness campaign being carried out on social media by Essex Police and ourselves.

Our UDC community safety officer held discussions with the local district councillors and as a result attended a meeting of the Broxted Parish Council to talk about options available which might assist in reducing the criminal activity. Following these conversations our safety officer applied the process of sharing the problem with other partners such as Essex Police, the Essex 'Watch' liaison officer, Essex Highways (public rights of way) and with the local farmers themselves. This is an excellent example of how the 'Partnership' and multi-agency approach comes together to form a unit to tackle matters such as this which affect our communities. This has now progressed to local farmers establishing a communications network and we hope this will lead to them having a Farm Watch operating in the not too distant future. The CSP has also produced and funded a postcard in the form of a miniature poster which contains information for the public on the subject of hare coursing and to report cases actually taking place by using 999 and also encourages the use of the "What 3 words" App which accurately pinpoints the location; even if in the middle of a field. As this outreach develops we will engage with other Parish Councils and their farming communities to assist them in protecting their property. We hope to be able to use Broxted as an example of best practice when we reach out to other rural locations.

I think it is worth mentioning at this point the three priorities for 2017 to 2020 of the Uttlesford Community Safety Partnership, which are. I) To protect vulnerable people. Ii) To reduce crime, re-offending and the fear of crime. Iii) To continue effective partnership working, to meet emerging local threats and issues.

Our UDC Community Safety Team (CST) continue to work on the broader issues of rural crime. In so doing we will carry on supporting Essex Police, who themselves have called upon other agencies to seek ways of best tackling the off-road

issues of damage to the land/ crops and the local byways. Our local community policing team have together with their colleagues in RET have put into place an operation to hopefully combat and reduce this form of anti-social behaviour on the byways in the Debden, Wimbish and the Widdington areas. I am pleased to report this is taking place. It sees a focus on increasing uniform police patrols on the byways and the surrounding areas. Where appropriate police will use their powers under the Road Traffic Act and issue CPN's to deter this behaviour. The RET team have been in contact with the Green Lane Association and the Byway Action Group, both of whom promote the proper use of byways. Essex County Council Highways Agency have also been asked to assist by imposing temporary closures of the byways. These closures will see substantial physical barriers/ locked gates erected and traditional road traffic act regulation signage placed at the side of the barriers. Hopefully with everyone working together the situation in the locations effected can be resolved. The CSP have been instrumental in funding and will have warning notices, which contain their logo displayed at the entrances to and along stretches of these byways advising perpetrators of prosecution and the penalties that can be imposed.

Finally, on the subject of rural crime it is our intention to hold a Rural Farming Communities event on 9<sup>th</sup> December, subject to CV-19 rules allowing us so to do. This will concentrate on the parishes of Broxton, Elsenham, Henham, Chickney and the north section of Takeley. If considered a success our wish will be to extend such events to other areas. Our ultimate objective will be to visit each farm in Uttlesford within the next 12 months. We encourage communities in urban areas to set up Neighbourhood Watches and we will try and persuade the more isolated areas of the district to follow suit or establish Farm Watch groups.

Scam and fraud awareness matters are distributed weekly to all Town and Parish clerks and the Uttlesford Crime Alert Facebook page, as well as the Neighbourhood Watch Steering Group for them to further distribute. These are also sent to the UDC media department for publicising to our communities and all members.

'Frontline' is a large community project where organisations and services sign up to improve people's knowledge and access to local services. It is essentially an online service that helps the public to find details of local health and wellbeing services via a mobile telephone App. Uttlesford Council for Voluntary Services assists in running the service and we promote and support the initiative. Interestingly all Essex Police officers in Uttlesford have this facility available to them on their mobile telephones. This has enabled officers to have this data base at hand when attending incidents that require intervention by other agencies. Referrals by the police in the month of October were numerous and varied and the second highest recorded month for them since having the facility in the last 15 months.

A Community Safety leaflet, was distributed to all households by Royal Mail at the end of last month. Local businesses have advertised within this leaflet enabling a saving in printing costs. The leaflet explains who the Uttlesford CSP are and what they do, as well as provide key safety messages, how to report crime and how to join various watch schemes.

It has become noticeable that the lorry parks at the Birchanger Services, M11 junction 8 has become a target area for thieves to steal from HGV's parked and unattended. A funding request from our local Essex Police community policing team was received by the Community Safety Partnership. The committee agreed to support the crime prevention initiative at that locality which consists of a message translating into 13 different languages and advises lorry drivers to report any suspicious activity. The signs will be attached to lampposts and affixed to notice boards within the public areas of the 'services'. In simple terms they warn of thieves operating in this location.

Essex County Fire & Rescue Service have started carrying out targeted fire prevention interventions. These will be, in the main, in areas that are on the outer boundaries of where our fire stations are located. These will predominantly be our smaller villages and hamlets, those which are probably located 10 minutes or more from the nearest fire station. Free fire alarms have been distributed to residents to either fit themselves, or if unable arrangements were made to install them. Every household in Birchanger was visited on 12<sup>th</sup> November. Clavering will be visited on 3<sup>rd</sup> December. The following are the results for Birchanger. Doors knocked **314**, Face-to-face engagements **184**, Properties without smoke alarms **59** (109 alarms issued). These figures illustrate that **32%** of homes in this area were without smoke alarms or had defective and old alarms that needed to be replaced.

I do not wish to sound alarmist but we should be ever mindful that the UK faces a real threat from terrorism with crowded places remaining an attractive target. Crowded places include shopping centres, sports stadia, bars, pubs and clubs which are easily accessible to the public and attractive to terrorists. Such attacks could happen anywhere as the

terrorist ventures away from targeting our major cities. Of course lockdown has removed many such venues from our daily routines. However, as the restrictions start to ease and we return to some normality so does the risk of attack. Our current threat level stands at SEVERE. The National Counter Terrorism Security Office have produced a considerable amount of literature on the subject and online training is available to help us understand the threat we all face and of the ways we can mitigate it and by so doing help to keep us and others safe. I am pleased to say that 49% of all UDC staff have completed the PREVENT online training. Members are reminded that they too can complete the eLearning package and I would encourage everyone to do so by following this link. Remember to be forewarned is to be forearmed. From personal experience I have been involved in many terrorist attacks in London and I was more than grateful for knowing what to do in such an occurrence.

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

A Saffron Walden Business Watch is to be launched in Shire Hill on 10<sup>th</sup> December, which has materialised in response to an increase in catalytic converter thefts.

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### Operations / initiatives supported

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Road Safety Week was held between 16<sup>th</sup> and 22<sup>nd</sup> November. This is the UK's biggest road safety event and was co-ordinated by Brake, the road safety charity. Statistics show that speed contributes to one in five fatal crashes in the UK so this year the charity highlighted the issue of speed in their campaign 'no need to speed'. Why is speed so important? The formula is simple: the higher the speed the longer the stopping distance, the harder the crash and the greater the risk of death and injury. 'No need to speed' is a reminder to everyone of how the speed they travel affects other people. We supported the event on social media and sharing posts during this week.

National Adult Safeguarding Week took place between the 16<sup>th</sup> and 22<sup>nd</sup> November. The first ever National event was held in 2018 by the Ann Craft Trust, who used such a week to raise awareness of safeguarding adult's issues. The Ann Craft Trust is a national charity which exists to minimise the risk of abuse of disabled children and adults at risk. For the third year running, the Essex Safeguarding Adults Board (ESAB), along with ourselves and the Police, Fire & Crime Commissioner supported National Safeguarding Adults Week. This year focussing specifically around the theme of **Financial Abuse**. ESAB hosted a week of virtual activity where professionals who work with adults supported the campaign through listening to podcasts and booking onto webinars that featured a range of guest speakers from a number of organisations across Essex. We supported ESAB on social media and sharing posts during the campaign week.

We assisted in 'Operation Henderson', this being a Child Exploitation and Child Sexual Exploitation awareness campaign. The intention being to focus on train stations, in businesses and with Taxi drivers. This was carried out digitally during the week of 23<sup>rd</sup> November. Our outreach work, safety conditions permitting will be moved to January. This again will be undertaken at train stations, in businesses and with Taxi drivers, giving information as to what signs to look out for that could constitute Child Sexual Exploitation. This will be in the form of leaflets, posters and direct conversation. This project will be undertaken with partners from the Essex Safeguarding Children Board (ESCB).

Operation Aidant - This is co-ordinated by the National Crime Agency. It is run nationally every year and involves local police forces working alongside partner agencies such as ourselves to tackle Modern Slavery and Human Trafficking. It took place between 25<sup>th</sup> and 27<sup>th</sup> November. Human Trafficking is a type of modern slavery and is defined as when individuals are moved, either internationally or domestically, so they can be exploited. Victims of Modern Slavery are viewed as a commodity to be traded or exploited, which may be for criminal purposes, forced labour, domestic servitude or for sexual exploitation.

**To sum up.** I am confident you will agree our small team of Officers in the Communities' section have been working exceedingly hard to ensure we continue focussing on an effective set of partnerships and in so doing this will enable us to meet emerging local threats and issues. I thank them for this.

**Colin Day**

*District Councillor and Cabinet Member for Communities, Youth, Public Safety & Police and Fire Service liaison*

**Councillor Eke – Portfolio Holder for Infrastructure, Transport and Stansted Airport**  
**Council – 8 December 2020**

**Infrastructure –**

I presented a paper to the Cabinet meeting on 20<sup>th</sup> October regarding the formation of the Strategic Infrastructure Delivery Group (SIDG) and its Terms of Reference. This group is intended as a Member Reference Group for the Cabinet chaired by myself with cross party membership. Members will also be invited from Essex County Council, East Hertfordshire, Braintree and South Cambridgeshire District Councils, Cambridgeshire and Hertfordshire County Councils will not normally attend but meeting papers will be shared for information.

Among other things the group will identify, and develop proposals for the provision of infrastructure, including funding and delivery arrangements, to support the Council's corporate priorities and objectives in the emerging local plan.

In October I attended the NEPP Joint Committee Meeting and can confirm all TRO requests submitted for Uttlesford were approved.

The easing of NEPP parking restrictions due to Covid 19 and the current lockdown requirement have been circulated to all councilors.

I am continuing to lobby for safer cycling and walking routes throughout Uttlesford, particularly urgent due to recent accidents involving cycling. Despite repeated requests for meetings with the ECC official responsible for cycling and several promises to discuss opportunities for safe cycling routes, as yet I have not been able to secure a meeting date.

**Transport –** A meeting of the Uttlesford Transport Forum was held on 17<sup>th</sup> September by Zoom. Turn out was disappointing but, due to covid, public transport numbers are exceptionally low. We are now receiving regular reports from the Transport Focus Group on transport useage and satisfaction surveys.

On 26<sup>th</sup> November I attended the Transport East Partnership meeting. This is a group representing Essex, Norfolk and Suffolk County and District Councils with the aim of developing transport strategies together with delivery and investment plans for our region. The meeting focused on reviewing the findings of economic, social and environmental goals already set out in documents such as Local Plans and Local Industrial Strategies to ensure the Transport Strategy aligns with the objectives of our partners. This work will feed directly into the work of the SIDG.

**Stansted Airport –** The consultation on Future Airspace at Stansted Airport is on-going with the various Focus Groups representing stakeholders having made their initial contributions.

The Airport is now in the process of developing plans for Stage 2 of the process. This is expected to be completed by the end of this year and we expect to reconvene SRG in January to receive a presentation from the team

The airport is currently operating essential flights only including cargo operations, which continues to bring in essential items like food and pharmaceuticals from around the globe.

The terminal is only open from 05.00 to 17.00hrs at present but is ready to adjust operations to meet demand and return to normal as soon as the pandemic allows.

## **Councillor Evans – Portfolio Holder for Planning and the Local Plan**

### **Council – 8 December 2020**

#### **Local Plan update**

The Council has recently started its first engagement process by way of early consultation towards its Local Plan. This is an innovative approach engaging members of the community in a series of interlinked conversations in a Community Stakeholder Forum about shaping the future of the District. This consultation will take place over several months rather than the typical six weeks, during which all are encouraged to submit comments on a series of nine different but interrelated themes. The first of these themes is 'Where you live', and following the first meeting on 11 November, residents and other consultees are encouraged to respond by 9 December. Comments can still be submitted on all themes discussed right up until the end of the consultation period in April 2021 and all comments will be considered by the Council when preparing the first draft of the Local Plan.

Local Plan Leadership Group on 26 November is considering / has considered a report on the call for sites (and associated mapping) as well as a report on what other conversations and engagement will take place over the Issues and Options period. In addition to the Community Stakeholder Forum, this includes a Parish and Town Council Forum, the Planning agents Forum, all member briefings, meetings with infrastructure providers, duty to cooperate providers, the Strategic Infrastructure Delivery Group and other engagement forums. This is so as to engage with as wide a range of people and organisations as possible and encourage as wide a range of representations to the consultation as possible.

Members are encouraged to bring to the attention of the Town and Parish Councils, as well as the wider community, these several initiatives and early opportunities provided for consultation and engagement.

#### **Stansted Airport Appeal Update**

We have had another all-member briefing in early November to update members on the latest position with the Airport Inquiry and allow questions and clarifications to be discussed. This briefing session was again led by our QC, Phillip Coppell. Work continues between officers and our consultants to progress and finalise the Council's Proofs of Evidence by the 8<sup>th</sup> December deadline. The Inquiry is still programmed to begin on 12<sup>th</sup> January 2021 and will be a combination of physical and virtual sitting days going through to the end of March. However, with on-going Covid-19 issues, the Inquiry programme is under constant review and will continue to be so even once the Inquiry starts.

A more detailed update on relevant progress and issues arising will be provided by me from time to time jointly with Councillor Merifield, following standing briefings to us by Officers.



## **Development Management**

The Development Management Team continues to perform well and keep its Performance Indicators in the green which is excellent news, especially given the additional challenges of the new ways of working due to Covid-19. A recent focus for the team has been to renew its focus on improving its customer service and maximising the income it can generate from developers through S106 monitoring fees, the provision of chargeable pre-application advice and Planning Performance Agreements (PPAs) with applicants and developers. An indication of how this is progressing is demonstrated by looking at the number of PPAs we now either have agreed or are in the pipeline. At present, we have around over 10 PPAs on the go or in preparation with a potential of generating an additional £200,000 in fees. However, as members are already aware, generating PPA income relies on our ability to provide an excellent, programme-managed service from the pre-app stage through to the application being presented to Committee. This involves officer dealing with issues in a timely manner. This includes the management of one or more meetings between the developer and the Planning Committee members, ward members and Town and Parish Councils to enable them to hear the developer's proposals before they finalise their plans for formal submission.

Feedback from members who have attended these pre-application meetings has been very positive so we hope to promote PPAs further regarding further development proposals as they come forward.

Subject to budgetary issues, it is also hoped that the Team can be augmented in the forthcoming financial year.

**Councillor Freeman – Portfolio Holder for Council and Public Services**  
**Council – 8 December 2020**

Being the ‘go to’ person for the services provided by Uttlesford both for councillors and for the public has turned out to be both interesting and surprisingly busy. Officers often find it helpful to have a councillor to help manage and deal with complaints or problems, since it allows them to get on with their main work. For my part, it is an extension of the casework in which every councillor engages, and which I have always found rewarding and worthwhile.

In the Ward I represent with Cllr Asker there have been a couple of very long-awaited and very welcome traffic changes. A new zebra crossing has just been commissioned in Ashdon Road, providing a safe pedestrian route from the new estates in the East to the town centre and the schools. This is the product of five years of hard work by councillors across the Parties. Children can now make their way to school unaided in much greater safety than before. Also, we have finally been given a crop of double-yellow lines on the Little Walden Road, which provide much needed junction protection and greatly improve lines of sight for the motorist and pedestrians alike. The new yellow lines are also 25mm wide – not the usual 50mm; which look much less ‘urban’ (and which recommended for Conservation Areas anyway).

On Planning, we are experimenting with officer-led ‘Pre-Application Meetings’ with developers. These are recommended best practice in the government’s National Planning Policy Framework, but only recently have they become routine rather than occasional here at Uttlesford. They are a forum whereby the developer gets robust pre-application guidance from the relevant councillors, including those representing the ward where the development is planned. It is still early days, but the intention is to make sure that applications are much better tailored to the needs of the local community and less formulaic than those we have seen in recent years. It reduces the risk of repeating earlier mistakes or missing opportunities – criticisms often made by those who live in the areas affected.

Cllr Richard Freeman  
Cabinet Member for Council and Public Services  
November 2020

## Councillor Hargreaves – Portfolio Holder for Finance

### Council – 8 December 2020

#### **All Party Parliamentary Working Group for District Councils**

I recently attended a meeting of this group. There were about 70 MPs and councillors 'present'. The topic was district council finances. Several councils were reporting significant shortfalls from covid, which UDC has been able to cover from our commercial investments. However it was interesting that a councillor from South Cambridgeshire noted they were also doing commercial investments to fill in for lack of general funding.

Unhelpfully the government has been trying to stop councils doing this, but in their consultation paper they failed to ask why councils were doing it, or offer any substitute. I put to the group that rather than telling us off it would be more helpful for the government to issue guidance. The government's approach was characterised by the South Cambs councillor as punishing the many for the sins of a few.

Being a parliamentary group, I sent a friendly invitation to our MP to join me. I got no response. I also note that the majority of MPs had their cameras off and took no part. Neither the chair nor anyone else commented on this or on whether they were really attending at all. However, Zoom is a great benefit as I would not have taken a day out to go to Westminster, and allowed cost and time effective participation.

#### **UDC grants to voluntary bodies**

Cllrs Lees, Lodge and myself are the working group which allocates UDC funds to voluntary bodies. The total for this year is £330,000, and the total giving by the council including this and the various community grants and the Members Ward Initiative is £610,750

Here is the Voluntary Bodies allocation:

<b>Voluntary body</b>	<b>Allocation 2020/21</b>
Accuro (Care Services)	10,000
Action for Family Carers	15,400
Carers FIRST	6,000
Citizens Advice East Herts	11,500
Community360	6,000
Council for Voluntary Services	34,000
Hearing Help	2,000
Home-Start Essex	10,500
Saffron Hall Trust	1,000
St Clare West Essex Hospice Care Trust	3,000

Support4Sight	12,000
Uttlesford Buffy Bus Association	5,000
Uttlesford Citizen Advice	160,000
Uttlesford Community Travel	40,000
Volunteer Uttlesford	13,600
<b>Grand Total</b>	<b>330,000</b>

Last month we reviewed, with officers, half-year reports from the recipients. The groups had worked hard to modify their support channels for covid. Some had not suffered much financially as mostly grant funded and not charging anything to those they help. Other such as Community Travel have funded PPE and vehicle modifications, and at the same time lost revenue from reduced riders. Others will have lost fund raising events.

The original intention was the funding allocations should be for two years, but we decided as circumstances, including financial, have changed, new applications and a reassessment will be invited for next year. The two year model also excludes new applicants, which we considered unreasonable.

Just to feature one group; Action for Family Carers, which supports young people who care for their parents or other relatives. Here is a cut from their website:

*‘Our Young Carer Lead Tracey has been keeping in touch with Young Carers in Uttlesford by telephone and Facebook. Some of them are confused about their future plans – whether they will still be going to college, etc., and we are helping by explaining the latest government advice and guidelines.*

*They have been talking about how lockdown has affected them and their families. Many of them have said that they miss seeing their friends and being able to go out and about. They are all looking forward to starting club again, which we have discussed with them. They know that we are working to find ways in which we can do this that will work for them too.*

*Tracey will continue to stay in touch with the young people and they know they are more than welcome to call her anytime they want to talk or have support. Call Tracey on 07702 858650 or email her at [tracey.hartley@affc.org.uk](mailto:tracey.hartley@affc.org.uk).*

*Thanks to Uttlesford District Council for enabling the support for Young Carers in their district.’*

A comment in their report was that some young carers during lock-down had been doing home schooling for their younger siblings

Neil Hargreaves

**Councillor Pepper – Portfolio Holder for the Environment & Green Issues;  
Equalities  
Council – 8 December 2020**

Environmental motions passed in Council October 8<sup>th</sup> 2020

Passed by every Council member

**WATER RIVERS EAST.**

***UDC believes that it is an absolute necessity to join forces with WRE to safeguard a sustainable supply of water for the East of England that is already under threat and we have more housing growth expected in this region.***

Water extraction and climate change has proven water sustainability is a serious issue. Groundwater levels in the South East are now at the lowest level ever recorded and Cambridgeshire's chalk streams remain at significant risk. We experienced a **record-breaking dry start to summer which exacerbated local concerns, with an estimated 40 per cent increase in water usage due to COVID-19 restrictions.**

Cllr Pavitt's detailed rivers and water motion clearly highlighted the need for Uttlesford to take urgent action to address this serious issue.

Water Resources East offers the opportunity to become a member with the intention of the membership meeting regularly and co-creating solutions. Working in partnership to safeguard a sustainable supply of water for the East of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential.

**DEPOSIT RETURN SCHEME**

***The Council welcomes the Government's plan to introduce a Deposit Return Scheme to encourage increased recycling of glass, plastic bottles and cans. We acknowledge that Government is looking into setting up a Deposit Scheme in 2023, however we urge that this scheme can be look into as soon as possible. The Council also urges the Government to consider wider fiscal measures to ensure producers of ALL packaging, particularly 'on the go' products, make them reusable or readily recyclable through existing infrastructure.***

Environmental campaign groups would prefer to see more efforts to reduce resource usage and a reduction in waste produced, like drinking all drank water from a reusable container filled from the tap would significantly reduce the amount of plastic waste produced.

There is a potential gap where existing difficult items such as take away drinks (coffee cups) and food packaging (sandwich wrappers) 'escapes' legislative intervention. UDC will encourage the Government to consider additional fiscal measures to help ensure consumers are encouraged to reuse their coffee cups or that take away and businesses use more sustainable packaging.

Packing manufacturers in the UK pay towards some funding of the recycling of package waste generated and provides some financial assistance to fund resource and waste management infrastructure which helps local authorities recycle. The plan to implement Extended Producer Responsibility (EPR), that requires manufacturers, suppliers and

retailers to be held responsible for the full cost of recycling, reprocessing or disposing of their products at the end of their life, is more likely to encourage producers to improve environmental performance. We may see more reuse / refill schemes develop. This must also be considered to help towards important waste measures.

***The average household in the UK produces more than a tonne of waste every year. That is a total of 31 million tonnes per year, the equivalent to the weight of three and a half million double-decker bus. Each family uses an average of 500 glass bottles and jars annually. Glass is 100% recyclable and can be used again and again. It is not known how long glass takes to break down, but it is so long that glass made in the Middle East over 3,000 years ago can still be found today. We produce and use twenty times more plastic today than we did 50 years ago Approximately 600,000 metric tons is generated from plastic bottles, We get through 5 billion drinks cans every year. Weight for weight, empty aluminium cans are worth 6 to 20 times more than any other used packaging material.***

Lastly, more than **two million pieces of litter are dropped in the UK every day.** The **cost to the taxpayers for street cleaning is over £1 billion a year.**

This has increased during COVID, with a number of items like surgical mask and gloves been discarded. It is also a danger to wildlife and can spread the virus.

Please keep your community and environment clean and safe.

## **Environment & Green Issues update**

We have two **draft** Climate documents (Interim Climate Planning Policy & Climate Local Strategy Action Plan), that will be ready for reviewing by everyone on our climate & ecology sub groups. These will be staggered, with the Interim Climate Planning Policy being emailed 1<sup>st</sup> (end of October early November), draft graphics & text for the Climate Strategy Action Plan (w/e 6<sup>th</sup> of October) and the complete document, including the tabled strategy (w/e 13<sup>th</sup> of November).

Discussions around climate projects and funding, are likely to take place in November because Mark Wilson (Climate/Energy Officer), is currently correlating our **draft *Climate Local Strategy and Action Plan***, which is due to be finalised in mid -November.

If anyone has any local flooding pictures, can you please forward them to Mark Wilson at [mwilson@uttlesford.gov.uk](mailto:mwilson@uttlesford.gov.uk). Thank you

We have money for a Climate Project Officer. Their primary role will be to project manage our group as well as coordinating our climate objectives.

We will work towards producing a detailed Biodiversity/Green strategy with maps that clearly outline the location of environmental areas of interest (eg endangered species/flora/special verges/ancient wood/grade 2 land & above.)

Gordon & Cllr Pepper will work closely with Linda Howells (Business Officer) and Cllr Reeve (portfolio holder for Investments), on creating local green employment opportunities and helping small businesses with green recovery options. A meeting was held in October with Neil Gaught's team about helping local SME businesses transition to sustainable futures at scale — ensuring they can mutually thrive in a very difficult and changing world.

<https://neilgaught.com/soi>

## Transport update

As per Cllr Noble's request, Cllr Pepper emailed UDC's Cycling Champion Cllr Eke (portfolio holder for infrastructure), suggesting to get in contact with local cycling clubs to get an idea on their concerns around cycling in Uttlesford. Cllr Eke had been in contact with clubs in Saffron Walden. Cllr Pepper forwarded contact details of the cycling club based in Great Dunmow (Dunmow Velo).

Cllr Pepper received an email from Tracy Vickers (Head of Sustainable Transport – Essex County Council) stating, *“One of the challenges to our cycling aspirations is that we are reliant on external funding, and frustratingly cycling typically ‘scores’ badly for cost benefits against other modes. This is a nation-wide problem. It won’t discourage us and indeed we are considering an unsolicited bid to the DfT for funding to improve and grow our cycling network. Where appropriate, we will include Uttlesford in this.*

*We will also continue to monitor funding and we will contact you once the criteria have been determined.*

*I am considering the need for a rural transport strategy for Essex and I would be very interested in your views on this”.*

Cllr Pepper's response to her request was, *“Sustainability is key. However, as I have previously pointed out, living in a rural community is making this challenging. We lack electric car infrastructure. We are generally car dependent, with limited local job opportunities and public transport options (buses are infrequent and trains are expensive and crowded). Our roads are too dangerous for cycling (a local resident was killed on a bike ride last weekend). They are narrow, speed limits are too high and we have limited on street lighting.*

*To make this viable, buses would need to be travelling through our village at peak times. Due to free transport for school pupils stopping at 16 years of age, buses would need to coincide with school hours (we don't have buses going through our village at peak times – the school bus travelling to Saffron Walden County High School was stopped and no bus going to or stopping outside HRS – Dunmow's Secondary School).*

*More on street lighting would make it safer for walking in the winter, as well as lowering speed limits and providing non- polluting buses for school pupils living 2 miles away (regardless of which is their closest school). More on street EV charging points near taxi ranks and in rural villages. E-bikes and E-scooters may also become the norm, providing there is good street lighting & accessibility.*

*Ideally, all new developments, should have new cycling paths that join up with existing major cycling paths (**some are in poor condition – hence why we require essential funding**), to enable a safe mode of travel. Going to either major job hubs, bus routes and train stations. Houses should be fitted with EV charging points for electric cars”.*

## Green Homes Grants

**Homeowners and landlords in England can apply for a voucher towards the cost of installing energy efficient and low-carbon heating improvements to homes**, which could help save up to £600 a year on energy bills.



The government will provide a voucher that covers up to two thirds of the cost of qualifying improvements to your home. The **maximum value of the voucher is £5,000**. You may be able to receive a higher level of subsidy if you are a homeowner and either you or a member of your household receives one of the qualifying means-tested benefits, covering 100% of the cost of the improvements. The maximum value of these vouchers is £10,000. Landlords cannot apply for the low-income part of the scheme.

Local Authorities will also be making support available for low income households in their local area through the Green Homes Grant: Local Authority Delivery. More information on participating Local Authorities will be made available on GOV.UK in due course.

<https://www.simpleenergyadvice.org.uk/pages/green-homes-grant>

### **Special verges**

There are 46 Special Roadside Verges in Uttlesford district. UDC's Natural Science Officer, Sarah Keynon and colleagues at ECC and other district councils have compiled an up-to-date online map with the location of the verges across Uttlesford (and throughout Essex).

Cllr Pepper forwarded a letter to ECC about the special verge at Audley End regarding the toxic road surface and vehicles being damaged by going off the road due to the re-surfacing being made too high.

ECC said that the road surface was required because of signs that cars had previously gone off the road and damaged the verge. A meeting did take place in August, with two ECC Highway Officers, Sarah Keynon and Cllr Pepper. Sarah was satisfied that despite the toxic road surface being close to the important flora on the special verge, they had grown back and were thriving. It was agreed to wait until after the Winter to see whether any further action was necessary. ECC will however, look into eco-friendly road surface replacements.

The request for the footpath between the verge had come from Cllr Moran back in 2017, due to concerns raised by local residents about people crossing over the road from the carpark. A drop curb was suggested for better pedestrian movement so that mothers with pushchairs and disabled people could easily cross over the road. There were sticks either side of the verge therefore, a drop curve was made in the middle of the verge, where there had been obvious signs where people had previously trodden.

The drop curve would probably have to remain but it would be mentioned that the preferred option would be to remove it.

ECC were very apologetic regarding their error and they're now aware of its environmental value (in its entirety). We spoke about how we could ensure this doesn't happen again. When highways log in now, special verges do flag up and they're aware that they are a '**conservation area**' that should be protected. A UDC special verges information link and contact details have also been included.

### **TREE PLANTING SCHEME 2020 - 2021**

As part of the District Council's climate change initiative, UDC are looking to increase tree cover on our open spaces. New tree planting is being proposed at Newton Green; the open space at Stortford Road.; and the open space at Lower Mill Field, Great Dunmow. The trees proposed to be planted at Newton Green are Common Hornbeam; at Stortford Road English

oak; and at Lower Mill Field Common May. The location of the proposed new trees is illustrated below.



Mill Field (Great Dunmow South and Barnston Ward)



Newton Green (Great Dunmow North Ward)



Stortford Road (Great Dunmow North Ward)

### LATEST UPDATE FROM BEN SMEEDEN 14/10/20

Ben's received expressions of interest in participating in the scheme from the following parish and town councils:

Clavering;

Felsted;

Great Chesterford;

Great Dunmow;

Hadstock;

Langley;

Newport;

Saffron Walden;

Thaxted.

Planting proposals have been prepared in respect of a number of open spaces in UDC ownership. These are as follows:

Broomfield open space, Hatfield Heath;

Lower Mill Field open space, Gt. Dunmow;

Newton Green, Gt. Dunmow;

Stortford Road open space, Gt. Dunmow;

Magdalen Green, Thaxted;

Weaverhead Close open space, Thaxted.

The proposed tree planting on these open spaces has been specified as heavy stock, which is considered appropriate in the context of the locations. The **total number of trees proposed to be planted across these 6 sites is 85**. Consultation has been undertaken with local residents, respective parish councils, and the local ward members. The consultation has been subject to the oversight of the Cabinet Member for Housing, who has confirmed that she is content with the planting proposals and the consultation undertaken. The total cost of this planting has been costed at £14,097.58 which is a significant proportion of our £15,000 budget. Whilst this planting is not eligible for grant funding under the ECC Forrest Initiative, Ben's been able to secure a grant offer of £7,000 from County, subject to agreeing a memorandum of understanding. This helpful offer leaves Ben confident that we will be able supply trees to the emerging PC schemes within our budget for this year.

We are mindful that the total number of trees likely to be planted is presently looking to be relatively small. We only secured funding for tree planting in September. We can look into

other possible woodland sites that will form part of our biodiversity/green strategy. Ben is however, currently looking at woodland planting opportunities on UDC land, which would potentially be eligible for a 50% grant under the ECC Forest Initiative.

Can you please encourage your local parish and town councils to come forward with areas that may be suitable for treeplanting.

For further details of the scheme please contact UDC's Landscape Officer ([bsmeeden@uttlesford.gov.uk](mailto:bsmeeden@uttlesford.gov.uk)).

### **Equalities update**

Uttlesford District Council acknowledged Black History Month on UDC's FB on October 1<sup>st</sup> 2020 and Cllr Day (portfolio holder for Communities), shared it with 40 FB local users. A UDC Black History Month website followed, highlighting this important event.

To replace the proposed webinar (organizer lost a close member of their family), Cllr Pepper wrote an article about some of her hero/heroines quotes from the Black Community. This was sent to all councillors and can be viewed on UDC's Black History Month's website. <https://www.uttlesford.gov.uk/bhm2020>.

Council members attended an Equalities Training course that outlined Uttlesford's diversity minority groups, as well as highlighting "The Equality Act 2010" and the different equality strands (referring to them as "protected characteristics" - Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and maternity, Race, Religion or belief, Sex & Sexual orientation).

Selected members of the public have all accepted an invitation to join an Independently chaired panel. They will help shape Community Listening Events, ensuring that council works towards a fully inclusive work and social environment and providing advice and guidance whenever possible.

The initial Community Listening Event has been delayed however, all parish and town councils will be notified when this event will take place.

Cllr Pepper

# Agenda Item 8

<b>Decision Maker:</b>	Director of Finance and Corporate Services (Section 151 Officer)	<b>Date:</b> 24 November 2020
<b>Title:</b>	Covid-19 Business Support Grants - Local and Additional Restrictions Grants	
<b>Report Author:</b>	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk	

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## Summary

1. In response to the public health emergency, Coronavirus (Covid-19) the Government has provided additional financial support for businesses during the periods of local and national lockdowns
2. The Government have introduced the following additional grants
  - I. Local Restrictions Grant (open) LCAL2 to support businesses severely affected by the move of the Council's area into Tier 2 (high) local restrictions.
  - II. Local Restrictions Grant (closed) LCAL3 which supports businesses that have been affected by either Tier 3 (very high) local restrictions or a national lockdown
  - III. Additional Restrictions Grant to support businesses that do not meet the criteria of LCAL3, but have been required to close or suffered severe disruption to their business either due to Tier 3 local restrictions or a widespread national lockdown

## Recommendations

3. It is requested that the Director of Finance and Corporate Services approves the following grants as set out in this report and the full policies attached as appendices A to C under emergency powers;
  - I. Appendix A - Local Restrictions Grant (open)
  - II. Appendix B – Local Restrictions Grant (closed)
  - III. Appendix C – Additional Restrictions Grant (Discretionary)

## Financial Implications

4. All grant payments will be fully reimbursed under S31 of the Local Government Finance Act 2003.
5. New burdens funding will also be provided to support the cost of the administration of the new grants.

**Background Papers**

- 6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

**Impact**

- 7.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

**Situation**

- 8. In response to the Coronavirus emergency and subsequent trading restrictions for all shops and premises where people gather, or are provided with person to person services the government have provided additional support for businesses whilst they are unable to operate and these have been passed to Local Authorities to administer.
- 9. The full policies are set out in Appendices A to C and the government guidance is available on the government website and a link to this is attached in paragraph 10 (Background Papers).

***Local Restrictions Grant (LRG) (open) and (closed)***

- 10. The Government announced new levels of financial support for businesses affected by the new tiered system (medium, high and very high) of local restrictions which came into force on the 14 October.
- 11. These grants have been aimed primarily at the hospitality, hotel, bed and breakfast, leisure organisations or businesses that provide person to person services as these are the ones to have been directly affected by both the tiered system and local or national lockdowns. The grant has been extended to any business that can demonstrate that it has been severely impacted by the local restrictions.

12. The Local Restrictions Grants (open) is for the periods where local areas were put into high alert and businesses were required to adapt how they provided their service. For example, restaurants could only provide a takeaway service.
13. Essex went into tier 2 (medium) restrictions on the 17 October, which was then overtaken by the national lockdown tier 3 (very high) on 5 November. The LRG (open) is only payable whilst the district was in tier 2 restrictions.
14. The Local Restrictions Grants (closed) is for where the local area has been put into high alert or there is a national lockdown in place and came into effect on the 5 November.
15. The Council will receive funding equal to the grants paid and this has been calculated using Valuation Office Agency (VOA) data, based on the categories of businesses impacted by the Government restrictions.
  - LRG (open) £246,155 (includes a 5% top up)
  - LRG (closed) £1,209,348
16. Full details of all the eligibility criteria has been set out in the attached policies Appendices A and B.

### ***Additional Restrictions Grant (ARG)***

17. The ARG is an additional grant to support businesses who do not have a rateable value so do not qualify for the LRG (closed).
18. The ARG is only payable for the period the district is in tier 3 (very high) restrictions either locally or nationally.
19. Although there is some criteria set by Government the council has some flexibility to apply their own discretion to the criteria and the levels of grants payable. Full details of the policy are set out in Appendix C.
20. The funding for the ARG has been calculated on £20 per head using ONS data (September 2019) which equates to £1,825,680. This funding is for the periods 5 November 2020 – 31 March 2022, once the grant is spent there will be no additional funds issued.
21. Uttlesford is one of six Local Authorities as part of the North Essex Economic Board (NEEB) who have agreed to a 10% top slice of the ARG (£182,568) to fund a programme to provide specialist business advice.
22. This specialist advice will be available to all businesses within the Uttlesford District to support them during the ongoing restrictions and help them put together a recovery strategy.
23. These payments are subject to state aid limits.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That the grants are not administered based on the guidance and eligibility criteria	<p>2 – data is collected and checked. Need to be aware of the urgency of the situation and detailed checks may not be done due to current emergency measures</p> <p>ARG funds are not enough to cover all periods of lockdown</p>	<p>2 – incorrect allocations of grants, loss of income from government reimbursement</p> <p>Businesses outside of the Business Rates listing to not receive any support funding</p>	<p>Staff are collecting and checking details against data bases and will have the support of new software provided by HMRC to check for fraudulent claims</p> <p>Audit are providing support as an external check</p> <p>There will be a 'window' for applications of 4 weeks for each lockdown</p>

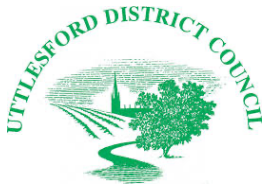
1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.





# Uttlesford District Council Local Restrictions Support Grant (Open) Scheme

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## Definitions

The following definitions are used within this document:

**‘Additional Restrictions Grant (ARG)’** means the additional funding provided by Government. Funding will be made available to eligible Local Authorities at the point that national restrictions are imposed or at the point the Local Authority first entered LCAL 3 local restrictions;

**‘COVID-19’ (coronavirus);** means the infectious disease caused by the most recently discovered coronavirus;

**‘Department for Business, Energy & Industrial Strategy (BEIS)’;** means the Government department responsible for the scheme and guidance;

**‘Effective date’;** means, for eligibility of the grant, the date of the local restrictions or the date of widespread national restrictions. For the purpose of this scheme the date cannot be before 9<sup>th</sup> September 2020;

**‘Hereditament(s)’;** means the assessment defined within Section 64 of the Local Government Finance Act 1988;

**‘In-person services’** means services which are wholly or mainly provided by the business to their customers face to face and which **cannot** be provided by other means such as online or remotely by telephone, email, video link, or written communication;

**‘Local Covid Alert Level’** (LCAL) means the level of alert determined by Government and Local Authorities for the area. LCALs have three Tiers. Tier 1 (Medium): Tier 2 (High) and Tier 3 (Very High). For the purposes of these schemes the definitions used are LCAL1, LCAL2 and LCAL3.

**‘Local lockdown’;** means the same as **‘Local restrictions’**;

**‘Local rating list’;** means the list as defined by Section 41 of the Local Government Finance Act 1988

**‘Local restrictions’;** and **‘Localised restrictions’** means legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures;

**‘Local Restrictions Support Grant Scheme (Closed)’;** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> September 2020, amended on 9<sup>th</sup> October 2020 and which is applicable to businesses forced to close under either LCAL3 or where national restrictions are in place;

**Local Restrictions Support Grant Scheme (Open);** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 22<sup>nd</sup> October 2020 and which is applicable to businesses that are still open but severely impacted by the restrictions imposed by LCAL2 and LCAL3;

**Local Restrictions Support Grant Scheme (Sector);** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> October 2020 (effective from 1<sup>st</sup> November) and which is

applicable to businesses that have been required to close on a national basis since 23<sup>rd</sup> March 2020 due to restrictions being put in place to manage coronavirus;

**'Rateable value'**; means the rateable value for the hereditament shown in the Council's local rating list at the date of the local restrictions;

**'Ratepayer'**; means the person who will receive the grant will be the person who, according to the Council's records, was the ratepayer liable for occupied rates in respect of the hereditament at the date of the local restrictions;

**'State Aid Framework'**; means the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020; and

**'Temporary Framework for State aid'**; means the same as the **'State Aid Framework'**.

## **1.0 Purpose of the Scheme and background.**

- 1.1 The purpose of this document is to determine eligibility for a payment under the Council's Local Restrictions Support Grant Scheme (Open).
- 1.2 The grant scheme has been developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 22<sup>nd</sup> October 2020 which sets out circumstances whereby a grant payment may be made by the Council to businesses that are not legally required to close but which are severely impacted by the localised restrictions on socialising put in place to manage coronavirus and save lives.
- 1.3 Whilst the awarding of grants will be the Council's responsibility, the Department for Business, Energy & Industrial Strategy (BEIS) has set down certain criteria which **must** be met by each business making an application. The Department has also indicated the types of business which should be given the grant.
- 1.4 The scheme applies where local restrictions either under LCAL2 (High) or LCAL3 (Very High) are put in place on or after 1<sup>st</sup> August 2020.
- 1.5 Localised restrictions are legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures.
- 1.6 Grants under this scheme will be available for the 2020/21 financial year only.
- 1.7 Where there is a widespread national restriction, this scheme will be replaced by the Council's Local Restrictions Support Grant Scheme (Closed) and potentially the Additional Restrictions Grant (ARG) scheme.

## **2.0 Funding**

- 2.1 Local Authorities, subject to local eligibility, will receive funding to meet the cost of payments to businesses within the business rates system based on an assessment of the number of eligible business hereditaments.

## **3.0 Eligibility criteria.**

- 3.1 The Local Restrictions Support Grant (Open) is primarily aimed at hospitality, hotel, bed & breakfast and leisure businesses. The Council does have the discretion as to how to award grant funding to individual businesses and will award to businesses outside of these sectors.

- 3.2 Government, whilst wanting Councils to exercise their local knowledge and discretion, has strongly suggested that the Council follow their criteria for the awards. The Council has decided to adopt these principles, and, in all cases, the Council will only consider businesses for grants where **all** of the criteria are met.

### **Eligibility criteria determined by the Council.**

- 3.3 The Council has determined the following criteria:
- (a) Businesses that were established and trading on the day prior to the introduction of LCAL 2-type (High) or LCAL 3-type (Very High) restrictions within the area are eligible;
  - (b) All businesses can apply however, those that provide hospitality, hotel, bed & breakfast and leisure businesses will be considered as priority;
  - (c) All businesses that are not legally required to close but which are severely impacted by the localised restrictions on socialising are eligible. Each business will be required to certify to the Council that they have been severely impacted by the restrictions.

## **4.0 The grant award, award periods and excluded businesses**

### **Where the business is shown in the local non-domestic rating list**

- 4.1 The Council has decided that the following awards shall be granted:
- (a) Grants of up to £934 per 28-day period for businesses occupying hereditaments with a rateable value of exactly £15,000 or under on the date of the commencement of the local restrictions (LCAL2 or LCAL3);
  - (b) Grants of up to £1,400 per 28-day period for businesses occupying hereditaments with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the local restrictions (LCAL2 or LCAL3);
  - (c) Grants of up to £2,100 per 28-day period for businesses occupying hereditaments with a rateable value of exactly £51,000 or above on the date of the commencement of the local restrictions (LCAL2 or LCAL3).

### **Where the business is NOT shown in the local non-domestic rating list**

- 4.2 In addition to the above, the Council has decided that businesses who:
- (a) are **not** subject to Non-Domestic Rating; **and**
  - (b) who have been severely financially impacted by the restrictions; **and**
  - (c) have fixed ongoing business costs which are unavoidable,
- may apply for a grant.
- 4.3 All cases will be considered by the Council on a case-by-case basis and grants *may* be award up to maximum of £1000.

## **Award periods**

- 4.4 It should be noted that, in all cases, grants will be paid for every 28-day period that the criteria are met. Any business failing to meet the criteria will not be awarded a grant.

## **5.0 Excluded businesses**

- 5.1 The following businesses will **not** be eligible for an award:
- (a) Businesses that are able to continue to trade and are not severely impacted as they can continue to provide their services normally;
  - (b) Businesses in areas outside the scope of the localised restrictions, as defined by Government;
  - (c) Businesses which have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the COVID-19 Temporary State Aid Framework;
  - (d) Businesses that were in administration, are insolvent or where a striking-off notice has been made at the date of the local restriction or national restriction; and
  - (e) Specific businesses subject to national closures since 23<sup>rd</sup> March 2020 will not be eligible for this funding. They will be provided support through the strand of the Local Restrictions Support Grant (Sector) for nationally mandated business closures.

## **6.0 The Effective Date**

- 6.1 The effective date for eligibility of grants under this scheme is the date of the local restrictions.
- 6.2 Where a business is shown in the local non-domestic rating list the Rateable Value used in determining the level of grant will be that shown for the hereditament in the local rating list as at the effective date. Any changes to the local rating List (Rateable Value or to the hereditament) after that date, including changes which have been backdated to this date, will be ignored for the purposes of eligibility.
- 6.3 The Council is not required to adjust, pay or recover grants where the local rating list is subsequently amended retrospectively to the effective date.

## **7.0 Who can receive the grant?**

- 7.1 Government has stated that the person who will receive the grant will be, where the business has a hereditament in the local non-domestic rating list, the person who, according to the Council's records, was the ratepayer in respect of the hereditament at the effective date. Where the business is not subject to rating, the Council will decide who should receive the grant.
- 7.2 Where grants are awarded to businesses who are not liable for rates, the Council shall decide who shall be awarded the grant.

- 7.3 Where the Council has reason to believe that the information it holds about the ratepayer or business at the effective date is inaccurate, it may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.
- 7.4 Where, it is subsequently determined that the records held are incorrect, the Council reserves the right to recover any grant incorrectly paid.
- 7.5 Where any business or individual misrepresents information or contrives to take advantage of the scheme, the Council will look to recover any grant paid and take appropriate legal action. Likewise, if any business or individual is found to have falsified records in order to obtain a grant.

## **8.0 How will grants be provided to Businesses?**

- 8.1 The Council is fully aware of the importance of these grants to assist businesses and support the local community and economy. The Local Restrictions Support Grant (Open) scheme will offer a lifeline to businesses who are struggling to survive during to the COVID-19 crisis.
- 8.2 Details of how to obtain grants are available on the Council's website:  
<https://www.uttlesford.gov.uk/covid-business-support-grants>
- 8.3 In all cases businesses will be required to confirm that they are eligible to receive the grants. This includes where the Council already has bank details for the business and are in a position to send out funding immediately. Businesses are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants.
- 8.4 The Council reserves the right request any supplementary information from businesses, and they should look to provide this, where requested, as soon as possible.
- 8.5 An application for a Local Restrictions Support Grant (Open) is deemed to have been made when a duly completed application form is received via the Council's online procedure.
- 8.6 All monies paid under this scheme will be funded by Government and paid to the Council under S31 of the Local Government Act 2003.

## **9.0 EU State Aid requirements**

- 9.1 Any Local Restrictions Support Grant is given as aid under the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020. This means that businesses receiving support under these provisions can receive up to €800,000 in aid over three years (being the current and the previous two years).



9.2 Any grant awarded is required to comply with the EU law on State Aid. This will involve the applicant declaring to the Council if they have received any other de minimis State aid or aid provided under the EU Commission COVID-19 Temporary Framework.

9.3 If the applicant has not received any other de minimis State aid, they are not required to make that declaration to the Council or to complete any declaration statement.

## **10.0 Scheme of Delegation**

10.1 Officers of the Council will administer the scheme and the Director of Finance and Corporate Services is authorised to make technical scheme amendments to ensure it is in line with Government guidance.

## **11.0 Notification of Decisions**

11.1 Applications will be considered on behalf of the Council by the Revenues and Benefits Service.

11.2 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received.

## **12.0 Reviews of Decisions**

12.1 The Council will operate an internal review process and will accept an applicant's request for a review of its decision.

12.2 All such, requests must be made in writing to the Council within 14 days of the Council's decision and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the applicant's appeal.

12.3 The application will be reconsidered by a senior officer, as soon as practicable and the applicant informed in writing or by email of the decision.

## **13.0 Complaints**

13.1 The Council's 'Complaints Procedure' (available on the Council's website) will be applied in the event of any complaint received about this scheme.

## **14.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

14.1 The Council has been informed by Government that all payments under the scheme are taxable.

14.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.

14.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to businesses.

### **15.0 Managing the risk of fraud**

15.1 Neither the Council, nor Government will accept deliberate manipulation of the schemes or fraud. Any applicant caught falsifying information to gain grant money or failing to declare entitlement to any of the specified grants will face prosecution and any funding issued will be recovered from them.

15.2 Applicants should note that, where a grant is paid by the Council, details of each individual grant may be passed to Government.

### **16.0 Recovery of amounts incorrectly paid**

16.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

### **17.0 Data Protection and use of data**

17.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.



# Uttlesford District Council Local Restrictions Support Grant (Closed) Scheme

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## Definitions

The following definitions are used within this document:

**‘Additional Restrictions Grant (ARG)’** means the additional funding provided by Government. Funding will be made available to eligible Local Authorities at the point that national restrictions are imposed or at the point the Local Authority first entered LCAL 3 local restrictions;

**‘COVID-19’ (coronavirus);** means the infectious disease caused by the most recently discovered coronavirus;

**‘Department for Business, Energy & Industrial Strategy (BEIS)’;** means the Government department responsible for the scheme and guidance;

**‘Effective date’;** means, for eligibility of the grant, the date of the local restrictions or the date of widespread national restrictions. For the purpose of this scheme the date cannot be before 9<sup>th</sup> September 2020;

**‘Hereditament(s)’;** means the assessment defined within Section 64 of the Local Government Finance Act 1988;

**‘In-person services’** means services which are wholly or mainly provided by the business to their customers face to face and which **cannot** be provided by other means such as online or remotely by telephone, email, video link, or written communication;

**‘Local Covid Alert Level’ (LCAL)** means the level of alert determined by Government and Local Authorities for the area. LCALs have three Tiers. Tier 1 (Medium): Tier 2 (High) and Tier 3 (Very High). For the purposes of these schemes the definitions used are LCAL1, LCAL2 and LCAL3.

**‘Local lockdown’;** means the same as **‘Local restrictions’**;

**‘Local rating list’;** means the list as defined by Section 41 of the Local Government Finance Act 1988

**‘Local restrictions’;** and **‘Localised restrictions’** means legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures;

**‘Local Restrictions Support Grant Scheme (Closed)’;** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> September 2020, amended on 9<sup>th</sup> October 2020 and which is applicable to businesses forced to close under either LCAL3 or where national restrictions are in place;

**‘Local Restrictions Support Grant Scheme (Closed) Addendum’;** means the changes made to the Local Restrictions Support Grant Scheme (Closed) due to widespread nationwide restrictions;

**Local Restrictions Support Grant Scheme (Open);** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 22<sup>nd</sup> October 2020 and which is applicable to businesses that are still open but severely impacted by the restrictions imposed by LCAL2 and LCAL3;

**Local Restrictions Support Grant Scheme (Sector);** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> October 2020 (effective from 1<sup>st</sup> November) and which is applicable to businesses that have been required to close on a national basis since 23<sup>rd</sup> March 2020 due to restrictions being put in place to manage coronavirus;

**'Rateable value';** means the rateable value for the hereditament shown in the Council's local rating list at the date of the local restrictions;

**'Ratepayer';** means the person who will receive the grant will be the person who, according to the Council's records, was the ratepayer liable for occupied rates in respect of the hereditament at the date of the local restrictions;

**'State Aid Framework';** means the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020; and

**'Temporary Framework for State aid';** means the same as the **'State Aid Framework'**.

## **1.0 Purpose of the Scheme and background.**

- 1.1 The purpose of this document is to determine eligibility for a payment under the Council's Local Restrictions Support Grant Scheme (Closed). It also includes details of changes to that scheme where a widespread national lockdown is declared (Local Restrictions Support Grant Scheme (Closed) Addendum).
- 1.2 The grant scheme has been developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> September 2020 (and subsequently amended in October 2020 and November 2020) which sets out circumstances whereby a grant payment may be made by the Council to a business which has to close due to localised or widespread national restrictions being put in place to manage coronavirus and save lives.
- 1.3 Whilst the awarding of grants will be the Council's responsibility, the Department for Business, Energy & Industrial Strategy (BEIS) has set down criteria which **must** be met by each business making an application. The Department has also indicated the types of business which should be given the grant.
- 1.4 The scheme applies where local restrictions are put in place **or** where a widespread national lockdown is announced.
- 1.5 Localised restrictions are legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures.
- 1.6 National restrictions are nationally binding restrictions imposed by Parliament under legislation. The current national restrictions are made under the Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020.
- 1.7 Grants under this scheme will be available for the 2020/21 financial year only
- 1.8 No grant shall be paid for any period where the localised restrictions were in place prior to 9<sup>th</sup> September 2020. Where there is no local restriction, grants shall only be paid where there is a widespread national restriction.
- 1.9 Where any area enters either a localised restriction or where a widespread national restriction applies, additional assistance may be given to businesses under the Council's Additional Restrictions Grant (ARG) Scheme.

## **2.0 Funding**

- 2.1 Local Authorities, subject to local eligibility, will receive funding to meet the cost of payments to businesses within the business rates system based on an assessment of the number of eligible business hereditaments.

### 3.0 Eligibility criteria and awards

- 3.1 Government, whilst wanting Councils to exercise their local knowledge and discretion, has set national criteria for the funds. In all cases, the Council will only consider businesses for grants where **all** of the criteria are met. Businesses will only be eligible where they are trading **on** the date of the announcement of either the local restriction or widespread national restrictions.
- 3.2 The Department for Business, Energy & Industrial Strategy (BEIS) has stated that businesses that were open as usual and providing **in-person services** to customers from their business premises and then required to close for a consecutive period of no less than 14 days as a result of regulations made under the Public Health (Control of Disease) Act 1984 will be eligible for this funding.
- 3.3 Where there is a widespread national restriction, business premises will be required to close for the entirety of the national restriction period.
- 3.4 Guidance from the Department states that this could include, non-essential retail, leisure, personal care, sports facilities and hospitality businesses that operate primarily as an in-person venue but have been forced to close these services.

#### Local restrictions awards and frequency of payment

- 3.5 Businesses which are forced to close in a localised restriction (LCAL3) that is implemented for less than two weeks and businesses that are closed for less than two weeks are not eligible for grant funding.
- 3.6 The amount of grant and the frequency of awards in respect of local restrictions are fixed as follows:
- (a) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the local restrictions will receive a payment of £667 per 14-day qualifying restriction period;
  - (b) Businesses occupying hereditaments with a rateable value of over £15,000 and less than £51,000 will receive a payment of £1,000 per 14-day qualifying restriction period; and
  - (c) Businesses occupying hereditaments with a rateable value of £51,000 or over will receive a payment of £1,500 per 14-day qualifying restriction period.
- 3.7 It should be noted that, in the case of local restrictions, grants will be paid every two weeks.
- 3.8 Any business failing to meet the criteria will not be awarded a grant.



## National restrictions awards and frequency of payment

- 3.9 Where there are widespread national restrictions, the Local Restrictions Support Grant (Closed) scheme will move from a 14-day payment cycle to an alternative payment cycle.
- 3.10 For the national restriction from 5th November 2020 to 2<sup>nd</sup> December 2020, a 28-day payment cycle will be applied.
- 3.11 The amount of grant and the frequency of awards in respect of the national restriction are fixed as follows:
- (a) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the widespread national restrictions will receive a payment of £1,334 per 28-day qualifying restriction period;
  - (b) Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the widespread national restrictions will receive a payment of £2,000 per 28-day qualifying restriction period; and
  - (c) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the commencement date of the widespread national restrictions, will receive £3,000 per 28-day qualifying restriction period.
- 3.12 At the end of any widespread national restriction, businesses may qualify for further grants depending on the LCAL that applies to the area at that time and the schemes in operation by the Council.

## Businesses that are not shown in the local rating list

- 3.13 Businesses which are not shown in the local rating list may be able to apply for an award under the Council's Additional Restrictions Grants (ARG) Scheme.

## Excluded businesses – both local and national restrictions

- 3.14 The following businesses will **not** be eligible for an award:
- (a) Businesses that are able to continue to trade because they **do not depend** on providing direct **in-person services** from premises and can operate their services effectively remotely (e.g. accountants, solicitors);
  - (b) Businesses in areas outside the scope of the localised restrictions, as defined by Government (and not subject to a widespread national restriction);
  - (c) Businesses that have chosen to close but not been required to, will not be eligible;
  - (d) Businesses which have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the COVID-19 Temporary State Aid Framework;
  - (e) Businesses that were in administration, are insolvent or where a striking-off notice has

- been made at the date of the local restriction or national restriction; and
- (f) Specific businesses subject to national closures since 23<sup>rd</sup> March 2020 will not be eligible for this funding. They will be provided support through the strand of the Local Restrictions Support Grant (Sector) for nationally mandated business closures. However, In the event of renewed widespread national ‘lockdown’ restrictions being imposed, the Local Restrictions Support Grant (Sector) will cease to apply, as relevant businesses will receive funding from the Local Restriction Support Grant (Closed) Scheme.

## The Effective Date

- 3.15 The effective date for eligibility is determined as follows:
- (a) In the case of local restrictions, the date of the local restrictions; and
- (b) In the case of widespread national restrictions, the date of the commencement of the widespread national restrictions.
- 3.16 In **all** cases, the following must have existed at the effective date:
- The hereditament **MUST** be shown in the local rating list as at the effective date;
  - Any changes to the local rating List (Rateable Value or to the hereditament) after that date, including changes which have been backdated to this date, will be ignored for the purposes of eligibility;
  - The Council is not required to adjust, pay or recover grants where the local rating list is subsequently amended retrospectively to the effective date;
  - In cases where it was factually clear to the Council that, at the effective date, the local rating List was inaccurate on that date, the Council *may* withhold the grant and/or award the grant based on their view of who would have been entitled to the grant had the list been accurate. (The Department for Business, Energy and Industrial Strategy (BEIS) has stated that this provision is entirely at the discretion of the Council and is **only** intended to prevent manifest errors. It is not intended for ratepayers who subsequently challenge their Rateable Value); and
  - Where a hereditament is exempt from rating as at the effective date, no grant shall be payable.

## The Ratepayer

- 3.17 In **all** cases the following shall apply:
- The person who will receive the grant will be the person who, according to the Council’s records, was the ratepayer in respect of the hereditament at the effective date;
  - The ratepayer must be liable to occupied property rates at that date. It should be noted that grants will not be awarded where the hereditament is unoccupied;
  - Where the Council has reason to believe that the information it holds about the ratepayer at the effective date is inaccurate, it may withhold or recover the grant and take reasonable steps to identify the correct ratepayer;
  - Where, it is subsequently determined that the records held are incorrect, the Council reserves the right to recover any grant incorrectly paid; and
  - Where any ratepayer misrepresents information or contrives to take advantage of the scheme, the Council will look to recover any grant paid and take appropriate legal

action. Likewise, if any ratepayer is found to have falsified records in order to obtain a grant.

## **4.0 How will grants be provided to Businesses?**

- 4.1 The Council is fully aware of the importance of these grants to assist businesses and support the local community and economy. The Local Restrictions Support Grant (Closed) scheme together with the Council's Additional Restrictions Grant (ARG) scheme will offer a lifeline to businesses who are struggling to survive during to the COVID-19 crisis.
- 4.2 Details of how to obtain grants are available on the Council's website: <https://www.uttlesford.gov.uk/covid-business-support-grants>
- 4.3 In all cases businesses will be required to confirm that they are eligible to receive the grants. This includes where the Council already has bank details for the business and are in a position to send out funding immediately. Businesses are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants.
- 4.4 The Council reserves the right request any supplementary information from businesses, and they should look to provide this, where requested, as soon as possible.
- 4.5 An application for a Local Restrictions Support Grant (Closed) is deemed to have been made when a duly completed application form is received via the Council's online procedure.
- 4.6 All monies paid under this scheme will be funded by Government and paid to the Council under S31 of the Local Government Act 2003.

## **5.0 EU State Aid requirements**

- 5.1 Any Local Restrictions Support Grant is given as aid under the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020. This means that businesses receiving support under these provisions can receive up to €800,000 in aid over three years (being the current and the previous two years).
- 5.2 Any grant awarded is required to comply with the EU law on State Aid. This will involve the applicant declaring to the Council if they have received any other de minimis State aid or aid provided under the EU Commission COVID-19 Temporary Framework.
- 5.3 If the applicant has not received any other de minimis State aid, they are not required to make that declaration to the Council or to complete any declaration statement.

## **6.0 Scheme of Delegation**

- 6.1 Officers of the Council will administer the scheme and the Director of Finance and Corporate Services to make technical scheme amendments to ensure it is in line with Government guidance.

## **7.0 Notification of Decisions**

- 7.1 Applications will be considered on behalf of the Council by the Revenues and Benefits Service.
- 7.2 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received.

## **8.0 Reviews of Decisions**

- 8.1 The Council will operate an internal review process and will accept an applicant's request for a review of its decision.
- 8.2 All such, requests must be made in writing to the Council within 14 days of the Council's decision and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the applicant's appeal.
- 8.3 The application will be reconsidered by a senior officer, as soon as practicable and the applicant informed in writing or by email of the decision.

## **9.0 Complaints**

- 9.1 The Council's 'Complaints Procedure' (available on the Council's website) will be applied in the event of any complaint received about this scheme.

## **10.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

- 10.1 The Council has been informed by Government that all payments under the scheme are taxable.
- 10.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.
- 10.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to businesses.

## **11.0 Managing the risk of fraud**

- 11.1 Neither the Council, nor Government will accept deliberate manipulation of the schemes or fraud. Any applicant caught falsifying information to gain grant money or failing to declare entitlement to any of the specified grants will face prosecution and any funding issued will be recovered from them.
- 11.2 Applicants should note that, where a grant is paid by the Council, details of each individual grant may be passed to Government.

## **12.0 Recovery of amounts incorrectly paid**

- 12.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

## **13.0 Data Protection and use of data**

- 13.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.



# Uttlesford District Council Additional Restrictions Grants (ARG) Scheme

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## Definitions

The following definitions are used within this document:

**‘Additional Restrictions Grant (ARG)’** means the additional funding provided by Government. Funding will be made available to eligible Local Authorities at the point that national restrictions are imposed or at the point the Local Authority first entered LCAL 3 local restrictions;

**‘COVID-19’ (coronavirus);** means the infectious disease caused by the most recently discovered coronavirus;

**‘Department for Business, Energy & Industrial Strategy (BEIS)’;** means the Government department responsible for the scheme and guidance;

**‘Effective date’;** means, for eligibility of the grant, the date of the local restrictions or the date of widespread national restrictions. For the purpose of this scheme the date cannot be before 14<sup>th</sup> October 2020;

**‘Hereditament(s)’;** means the assessment defined within Section 64 of the Local Government Finance Act 1988;

**‘Local Covid Alert Level’** (LCAL) means the level of alert determined by Government and Local Authorities for the area. LCALs have three Tiers. Tier 1 (Medium): Tier 2 (High) and Tier 3 (Very High). For the purposes of these schemes the definitions used are LCAL1, LCAL2 and LCAL3.

**‘Local lockdown’;** means the same as **‘Local restrictions’**;

**‘Local rating list’;** means the list as defined by Section 41 of the Local Government Finance Act 1988

**‘Local restrictions’;** and **‘Localised restrictions’** means legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures;

**‘Local Restrictions Support Grant Scheme (Closed)’;** means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> September 2020 and amended on 9<sup>th</sup> October 2020 and which is applicable to businesses forced to close under either LCAL3 or where national restrictions are in place;

**‘Local Restrictions Support Grant Scheme (Closed) Addendum’;** means the changes made to the Local Restrictions Support Grant Scheme (Closed) due to widespread nationwide restrictions;

**‘Ratepayer’;** means the person who, according to the Council’s records, was the ratepayer liable for occupied rates in respect of the hereditament at the date of the local restrictions or widespread national restrictions;

**‘State Aid Framework’;** means the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020; and

**‘Temporary Framework for State aid’;** means the same as the **‘State Aid Framework’**.



## **1.0 Purpose of the Scheme and background.**

- 1.1 The purpose of this document is to determine eligibility for a payment under the Council's Additional Restrictions Grant Scheme (ARG). The Council, as the Business Rates Billing Authority is responsible for payment of these grants.
- 1.2 This discretionary grant scheme has been developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 31<sup>st</sup> October 2020 which sets out the basic circumstances whereby an additional restriction grant payment may be made by the Council to a business which has to close or are severely affected due to localised or widespread national restrictions being put in place to manage coronavirus and save lives.
- 1.3 Whilst the awarding of grants will largely be at the Council's discretion, the Department for Business, Energy & Industrial Strategy (BEIS) has set down criteria which **must** be met by each business making an application.
- 1.4 The scheme applies where local restrictions (LCAL3) are put in place **or** where a widespread national lockdown is announced.
- 1.5 Localised restrictions are legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures.
- 1.6 National restrictions are nationally binding widespread restrictions imposed by Parliament under legislation. The current national restrictions are made under the Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020.
- 1.7 Grants under this scheme will be available for the 2020/21 and 2021/22 financial years only.
- 1.8 No grant shall be paid for any period where the localised or widespread national restrictions were in place prior to 14<sup>th</sup> October 2020.
- 1.9 Where any area enters either a localised restriction (LCAL3) or where a national restriction applies, additional assistance may be given to businesses under the Council's Local Restrictions Support Grants (Closed) Scheme (as amended).

## **2.0 Funding**

- 2.1 Under the Additional Restrictions Grant Scheme (ARG) provisions, Local Authorities will receive a one-off lump sum payment amounting to £20 per head in each area when local restrictions (LCAL3) or widespread national restrictions are imposed.

2.2 Once the Council's area is removed from local restrictions (LCAL3) or widespread national restrictions, no additional funding will be received from Government even if either the local restrictions or widespread national restrictions are re-instated.

### 3.0 Eligibility criteria and awards

3.1 The Council is able to use this funding for business support activities and Government envisage that this will primarily take the form of discretionary grants although it can be used for wider business support activities.

3.2 If Local Authorities use the Additional Restriction Grant for direct business support grants, Government has stated that the same conditions of grant **must** apply as for the Local Restrictions Support Grant (Closed) scheme. However, the Council will have the discretion to alter the amount of funding offered to individual businesses and the frequency of payment.

3.3 Government has stated that the Council *may* also consider making grant payments to those businesses which, while not legally forced to close are nonetheless severely impacted by the restrictions put in place to control the spread of Covid-19. Government has also stated that the Council may also wish to assist business which are outside of the rating system and which are effectively forced to close.

#### Eligibility Criteria

3.4 Businesses who will be a priority for these grants will be those:

- In the hospitality, hotel, Bed and Breakfast and leisure industries;
- involved in the supply chains to hospitality, hotel, Bed and Breakfast and leisure businesses;
- Involved in the supply chain to businesses forced to close; and
- Event and event management businesses.

3.5 For the purposes of this scheme the Council has decided that any of the above businesses must meet the following eligibility criteria, at the effective date, in order to receive an Additional Restriction Grant:

(a) **The business must be a Micro or Small business, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006;**

(b) **Businesses must have ongoing fixed property related costs;** - for the purpose of this scheme, the Council determines fixed building-related costs to be;

- Payments of mortgage, lease, rent or licence for business premises;
- The payments must represent a high proportion of expenses in relation to the overall income of the business; and
- The payments are unavoidable and are ongoing.

The Council has determined that each business will have to provide evidence of high on-going fixed building- related costs. The Council may require the business to provide evidence of liabilities including mortgage, lease, tenancy, service charges or licence documentation; and

- (c) **Businesses must demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis;** - the Council has determined that businesses certify there has been a significant fall in income due to the implementation of restrictions. Businesses may be required to provide evidence to the Council of their income and the Council must be sure that the fall in income is due to the COVID-19 crisis and not a general failure of business;
- (d) **No grant shall be paid** – where the business receives or is entitled to any Local Restriction Support Grant from the Council (under any scheme) for the same period.

## Award Levels

- 3.6 The Council has decided the following grant award levels will apply:
- Up to £10,000 in exceptional cases where the business has high property costs and the failure of the business would have a significant impact on the residents of the District;
  - Up to £3,000 where ‘small’ businesses meet the required criteria;
  - Up to £2,000 where ‘micro’ businesses meet the required criteria; and
  - Up to £1,000 where all ‘other’ businesses meet the required criteria
- 3.7 The Council reserves the right to change the amount of the grant awards, depending on the number of applications received.

## Excluded businesses – both local and national restrictions

- 3.8 The following businesses will **not** be eligible for an award:
- (a) Businesses in areas outside the scope of the localised restrictions, as defined by Government and not subject to a widespread national restriction;
- (b) Businesses that have chosen to close but not been required to, will not be eligible;
- (c) Businesses which have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the COVID-19 Temporary State Aid Framework; and
- (d) Businesses that were in administration, are insolvent or where a striking-off notice has been made at the date of the local restriction or widespread national restriction.

## The Effective Date

- 3.9 The effective date for eligibility is the date of the widespread national or local restrictions (LCAL3). Businesses **must** have been trading on the first full day of national or LCAL3 restrictions to be eligible to receive grant support.

## Who can receive the grant?

- 3.10 Government has stated that the person who would normally receive the grant will be the person who, according to the Council’s records, was the ratepayer in respect of the

hereditament at the effective date. Where the business is not subject to Non-Domestic Rates, the Council will decide who should receive the award.

- 3.11 Where the Council has reason to believe that the information it holds about a ratepayer at the effective date is inaccurate, it may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.
- 3.12 Where, it is subsequently determined that the records held are incorrect, the Council reserves the right to recover any grant incorrectly paid.
- 3.13 Where any business misrepresents information or contrives to take advantage of the scheme, the Council will look to recover any grant paid and take appropriate legal action. Likewise, if any ratepayer is found to have falsified records in order to obtain a grant.
- 3.14 Where there is no entry in the rating list for the business, the Council will have discretion to determine who should receive the grant.

#### **4.0 How will grants be provided to Businesses?**

- 4.1 The Council is fully aware of the importance of these grants to assist businesses and support the local community and economy. The Council's Additional Restrictions Grant (ARG) scheme together with the Local Restrictions Support Grant (Closed) will offer a lifeline to businesses who are struggling to survive during to the COVID-19 crisis.
- 4.2 Details of how to obtain grants are available on the Council's website:  
<https://www.uttlesford.gov.uk/covid-business-support-grants>
- 4.3 In all cases, businesses will be required to confirm that they are eligible to receive the grants. This includes circumstances where the Council already has bank details for the business and are in a position to send out funding immediately. Businesses are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants.
- 4.4 The Council reserves the right request any supplementary information from businesses, and they should look to provide this, where requested, as soon as possible.
- 4.5 An application for an Additional Restriction Grant is deemed to have been made when a duly completed application form is received via the Council's online procedure.
- 4.6 All monies paid under this scheme will be funded by Government and paid to the Council under S31 of the Local Government Act 2003.
- 4.7 The Council reserves the right to make changes to this scheme and to allow further application periods.

## **5.0 EU State Aid requirements**

- 5.1 Any grant is given as aid under the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020. This means that businesses receiving support under these provisions can receive up to €800,000 in aid over three years (being the current and the previous two years).
- 5.2 Any grant awarded is required to comply with the EU law on State Aid. This will involve the applicant declaring to the Council if they have received any other de minimis State aid or aid provided under the EU Commission COVID-19 Temporary Framework.
- 5.3 If the applicant has not received any other de minimis State aid, they are not required to make that declaration to the Council or to complete any declaration statement.

## **6.0 Scheme of Delegation**

- 6.1 Officers of the Council will administer the scheme and the Director of Finance and Corporate Services is authorised to make technical scheme amendments to ensure it meets the criteria, in line with Government guidance.

## **7.0 Notification of Decisions**

- 7.1 Applications will be considered on behalf of the Council by the Revenues and Benefits Service.
- 7.2 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received.

## **8.0 Reviews of Decisions**

- 8.1 The Council will operate an internal review process and will accept an applicant's request for a review of its decision.
- 8.2 All such requests must be made in writing to the Council within 14 days of the Council's decision and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the applicant's appeal.
- 8.3 The application will be reconsidered by a senior officer, as soon as practicable and the applicant informed in writing or by email of the decision.
- 8.4 The amount of any grant awarded by the Council cannot be challenged.

## **9.0 Complaints**

- 9.1 The Council's 'Complaints Procedure' (available on the Councils website) will be applied in the event of any complaint received about this scheme.

## **10.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

- 10.1 The Council has been informed by Government that all payments under the scheme are taxable.
- 10.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.
- 10.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to businesses.

## **11.0 Managing the risk of fraud**

- 11.1 Neither the Council, nor Government will accept deliberate manipulation of the schemes or fraud. Any applicant caught falsifying information to gain grant money or failing to declare entitlement to any of the specified grants will face prosecution and any funding issued will be recovered from them.
- 11.2 Applicants should note that, where a grant is paid by the Council, details of each individual grant may be passed to Government.

## **12.0 Recovery of amounts incorrectly paid**

- 12.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

## **13.0 Data Protection and use of data**

- 13.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

**RECORD OF DECISION TAKEN BY DIRECTOR – FINANCE AND CORPORATE SERVICES UNDER REGULATION 11 (SPECIAL URGENCY)**  
**PUBLISHED ON: 24 NOVEMBER 2020**

Reasons for urgency: In response to the Coronavirus emergency and subsequent trading restrictions, the government have provided additional support for businesses whilst they are unable to operate and these have been passed to Local Authorities to administer.

Decision maker	Details of Decision	Reasons	Other options considered and rejected	Conflict of interest declared by any Executive member consulted	Contact officer from where the documents can be obtained
Adrian Webb - Director of Finance and Corporate Services	RESOLVED that the Director of Finance and Corporate Services approves the following grants as set out in this report and the full policies attached as appendices A to C under emergency powers;  I. Appendix A - Local Restrictions Grant (open)  II. Appendix B – Local	In response to the Coronavirus emergency and subsequent trading restrictions for all shops and premises where people gather, or are provided with person to person services the government have provided additional support for businesses whilst they are unable to operate and these have been passed to Local Authorities to administer.	None.	None.	Angela Knight, Assistant Director – Resources <a href="mailto:aknight@uttlesford.gov.uk">aknight@uttlesford.gov.uk</a>

	Restrictions Grant (closed)  III. Appendix C – Additional Restrictions Grant (Discretionary)				
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*This decision will come into force immediately.*



**Committee:** Full Council

**Date:**

**Title:** Revised Political Balance

Tuesday, 8  
December 2020

**Report Author** Ben Ferguson, Democratic Services Manager  
[bferguson@uttlesford.gov.uk](mailto:bferguson@uttlesford.gov.uk)

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## Summary

1. This report considers the political composition of the Council and recommends that seats on the main committees be allocated to the six political groups as detailed in the report.
2. Following the passing of Councillor Storah, the Council now has 37 members with no means to hold a by-election and fill the vacancy until May 2021.
3. The Council's political composition is now 22 Residents for Uttlesford, 5 Liberal Democrats, 4 Conservatives, 2 Greens, 2 Uttlesford Independents and 2 Thaxted and the Eastons Independent Group.

## Recommendations

4. That the Council reviews its political composition and achieves political balance by allocating seats on its committees as set out in the report.

## Financial Implications

5. None.

## Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None.

## Impact

- 7.

Communication/Consultation	None
Community Safety	None
Equalities	To ensure political representation on the council's committees is proportional to the council's political composition.

Health and Safety	None
Human Rights/Legal Implications	To ensure compliance with the Local Government Housing Act 1989
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

### Situation

8. Ahead of any decision by Council, it has been assumed the number of seats on ordinary committees of the Council (excluding Standards Committee) will be as follows:

Committee	Number of Seats
Governance, Audit and Performance	9
Licensing and Environmental Health	10
Planning	12
Scrutiny	10
<b>Total</b>	<b>41</b>

9. Based on the 41 seats, the number of seats available to each group is as follows:

Group	Percentage	Calculated Seats	Number of Seats
Residents for Uttlesford	59.46%	24.38	24
Liberal Democrats	13.51%	5.54	6
Conservative	10.81%	4.43	5
Uttlesford Independents	5.41%	2.22	2
Green Group	5.41%	2.22	2
Thaxted and the Eastons	5.41%	2.22	2

Independents			
<b>Total</b>	<b>100%</b>	<b>41</b>	<b>41</b>

### Standards Committee

10. The Council's Constitution recognises that that the rules of political balance contained in the Local Government and Housing Act 1989 apply but acknowledges that a politically balanced Standards Committee would be undesirable. It provides that subject to no member present voting against the proposal each political group on the Council would have at least one member on the Standards Committee. The aim is to achieve an even balance on the Committee.
11. Article 9 of the Constitution provides for three nominations for each political group, until the point when the Committee reaches a maximum of 9 members. As there are now 6 political groups it is proposed that membership of the Standards Committee should be allocated as follows:

<b>Political Party</b>	<b>Number of Seats</b>
Residents for Uttlesford	3
Liberal Democrats	2
Conservatives	1
Uttlesford Independents	1
Green Group	1
Thaxted and the Eastons Independents	1
<b>Total</b>	<b>9</b>

### Proposal for Allocation of Seats

12. Group Leaders have seen the revised political balance calculation and have been asked to put forward proposals in regard to the allocation of the 41 seats. The consequence of the revised political balance has led to R4U losing 1 seat, with the Conservative Group gaining 1 seat. The change has been attributed to the Governance, Audit and Performance Committee. No other seats have been affected by the revised political balance:

Committee	R4U	LD	Con	Independent Group	Green	Thaxted and Easton Ind	Total
Governance, Audit and Performance	5	1	2	0	0	1	9
Licensing and Environmental Health	6	1	1	0	1	1	10
Planning	7	2	1	1	1	0	12
Scrutiny	6	2	1	1	0	0	10
Standards	3	2	1	1	1	1	9
<b>Total</b>	<b>27</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>50</b>

### Risk Analysis

13. There are no risks associated with this report.

**PLANNING COMMITTEE**

Chair: Cllr S Merifield  
Vice-Chair: Cllr M Lemon

Cllr G Bagnall	Cllr J Loughlin
Cllr M Caton	Cllr R Pavitt
Cllr P Fairhurst	Cllr N Reeve
Cllr R Freeman	Cllr M Sutton
Cllr G LeCount	<b>Cllr A Coote</b>

Substitutes:

Cllr S Barker	Cllr E Oliver
Cllr N Gregory	Cllr G Sell
<b>Cllr P Lees</b>	Cllr J de Vries
Cllr B Light	

**LICENSING AND ENVIRONMENTAL HEALTH COMMITTEE**

Chair: Cllr P Lavelle  
Vice-Chair: Cllr C Day

Cllr S Barker	Cllr P Lees
Cllr R Freeman	Cllr L Pepper
Cllr V Isham	Cllr B Light
Cllr M Tayler	Cllr J Loughlin

Substitutes:

Cllr A Armstrong	Cllr P Fairhurst
Cllr A Coote	Cllr M Foley
Cllr C Criscione	Cllr A Khan
Cllr E Oliver	

**GOVERNANCE, AUDIT AND PERFORMANCE COMMITTEE**

Chair: Cllr E Oliver  
Vice-Chair: Cllr G Driscoll

<b>Cllr S Barker</b>	Cllr A Khan
Cllr M Foley	Cllr S Luck
Cllr V Isham	Cllr J de Vries
Cllr R Jones	

Substitutes:

Cllr H Asker	Cllr M Sutton
Cllr M Caton	Cllr M Tayler
Cllr C Criscione	

**SCRUTINY COMMITTEE**

Chair: Cllr N Gregory  
Vice-Chair: Cllr G LeCount

Cllr A Coote	Cllr R Jones
Cllr C Criscione	Cllr P Lavelle
Cllr A Dean	<b>Cllr J de Vries</b>
Cllr G Driscoll	Cllr G Sell

Substitutes:

Cllr S Barker	Cllr R Pavitt
Cllr M Caton	Cllr M Sutton
Cllr M Lemon	
Cllr A Khan	

**STANDARDS COMMITTEE**

Chair: Cllr H Asker  
Vice-Chair: Cllr V Isham

Cllr S Barker	Cllr N Gregory
Cllr A Dean	Cllr A Khan
Cllr M Foley	Cllr G LeCount
	Cllr B Light

**Independent Members (non-voting):**  
Georgina Butcher-Doulton  
David Pearl  
Catherine Wellingbrook-Doswell

Substitutes: Cllr P Fairhurst, Cllr M Lemon, Cllr J Loughlin, Cllr E Oliver, Cllr R Pavitt, Cllr G Sell, Cllr M Tayler and **Cllr S Luck**

# Agenda Item 11

**Committee:** Council

**Date:**

**Title:** Revised Equality Policy

Tuesday, 8  
December 2020

**Portfolio Holder:** Cllr Louise Pepper, Portfolio Holder for the Environment, Green Issues and Equalities

**Report Author:** Fiona Gardiner, Communities, Health & Wellbeing

[fgardiner@uttlesford.gov.uk](mailto:fgardiner@uttlesford.gov.uk)

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## Summary

A revised Uttlesford Equality Policy document is needed fully aligned to the Equality Act 2010.

## Recommendations

1. That Full Council adopts the amended Uttlesford Equality Policy published in September 2020

## Financial Implications

2. None

## Background Papers

3. None

## Impact

- 4.

Communication/Consultation	The revised Policy will be comprehensively promoted internally and externally.
Community Safety	N/A
Equalities	The Equality Policy reinforces the commitment to Equality, Diversity and Inclusion across the organisation.
Health and Safety	N/A
Human Rights/Legal Implications	The revised Policy will support compliance with the Equality Act as it has evolved.
Sustainability	N/A

Ward-specific impacts	N/A
Workforce/Workplace	Mandatory staff training has been organised

## Situation

5. The Equality Act was updated in 2010. This needed to be reflected in amendments to the Comprehensive Equality Policy produced in 2009. The Equality Act 2010 has replaced the three previous Duties covering Race, Disability and Gender with a single Public Sector Equality Duty.
6. This single Equality Duty recognises the following protected characteristics as being: Age, Disability, Sex, Sexual orientation, Race, Religion or belief, Gender reassignment, Marriage or civil partnership, Pregnancy and maternity
7. Uttlesford District Council will also ensure that no person or group suffers direct or indirect discrimination due to factors relating to caring duties for dependents or unrelated criminal activities.
8. Uttlesford District Council's aim is for its workforce to be truly representative of all sections of society and its customers, and for each employee to feel respected and able to give their best.
9. Uttlesford District Council also has a legal duty to work in a way that is compliant with human rights legislation.
10. Uttlesford District Council recognises that discrimination can take many forms and is committed to a zero tolerance of harassment and discrimination.
11. Member and all staff workshops on Equality, Diversity and Inclusion will be held in October/November 2020.
12. The council's Equality Objectives will regularly reviewed and publicised.
13. The Corporate Equality Policy will be kept up to date.

## Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
2 Failure to adopt the revised Equality Policy and comply to the Equality Act 210	3 Significant as the current policy is out of date and does not reflect the	3 Reputational damage to the council and the way in which	

could be challenged in the courts.	Public Sector Equality Duty	employees regard the organisation.	
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.





# Uttlesford District Council Equality Policy

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Updated July 2020

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**Appendix 2 - Health & Wellbeing Impact Tool**

**Appendix 3 - Equality Standards Working Group – Terms of Reference**

## Forward

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This Equality Policy reinforces Uttlesford District Council's commitment to promoting equality and fairness and recognising and celebrating the diversity that exists among our local communities, staff and members. No matter what separates you from those you pass on the street, each person deserves equal opportunity. No matter what background they may come from or what attributes they may possess, everyone deserves to be treated fairly.

But this does not mean simply treating everyone the same. Equality and Diversity is all about promoting and accepting the things that distinguish us from our neighbours. It's about ensuring that you are open to the needs of those with unique characteristics; that you are supportive and inclusive of them. We recognise this cannot be achieved in isolation, so look forward to working with our partners to achieve our commitment.

**Councillor John Lodge**  
**Leader of the Council**

**Dawn French**  
**Chief Executive**

# Equality Act 2010

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Uttlesford District Council is committed to encouraging equality and diversity throughout its core business. Both in the services the Council provides to the community and in its role as an employer.

Uttlesford District Council is committed to ensuring that no person or group of persons living, working or visiting the district will be directly or indirectly discriminated against because they belong to a particular group with protected characteristics.

Uttlesford District Council believes that tackling inequality will provide a strong foundation for cohesive and confident communities.

The Equality Act 201 has replaced the three previous Duties covering Race, Disability and Gender with a single Public Sector Equality Duty. This single Equality Duty recognises the following protected characteristics as being:

- Age
- Disability
- Sex
- Sexual orientation
- Race
- Religion or belief
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity

Uttlesford District Council will also ensure that no person or group suffers direct or indirect discrimination due to factors relating to caring duties for dependents or unrelated criminal activities.

Uttlesford District Council's aim is for its workforce to be truly representative of all sections of society and its customers, and for each employee to feel respected and able to give their best.

Uttlesford District Council also has a legal duty to work in a way that is compliant with human rights legislation.

Uttlesford District Council recognises that discrimination can take many forms and is committed to a zero tolerance of harassment and discrimination.

# Public Sector Equality Duty

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Uttlesford District Council has a duty under the Equality Act 2010 to have due regard to the Public Sector Equality Duty [PSED] introduced on the 5 April 2011, which requires the Council, in the exercise of its public functions to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
  - Removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic.
  - Taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.
  - Encouraging persons who share a relevant characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- Foster good relations between people who share a relevant protected characteristic and those who do not.
  - Tackling prejudice.
  - Promoting understanding

## Delivery and Implementation

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Uttlesford District Council has adopted the Equality Framework for Local Government as its key delivery tool. We will produce a Corporate Equalities Action Plan aimed at raising the council's standards in line with that of the Equality Framework for Local Government. The standards and target for achievement are set out below:

The Equality Framework for Local Government details five Performance Areas:

- Knowing your communities
- Leadership, partnership and organisational commitment
- Involving your communities
- Responsive services and customer care
- A skilled and committed workforce

The Equality Framework for Local Government details three levels of Achievement:

- **Developing** - Understanding the importance of equality
- **Achieving** - Delivering better outcomes
- **Excellent** - Making a difference

Uttlesford District Council is working towards the Achievement Level.

Councillors will have overall responsibility for the direction and scrutiny of this policy and will ensure that the principle of fairness and equality guide the decision making process – Councillor Champions.

The ultimate responsibility for implementing this Policy and achieving change lies with Executive Councillors and Chief Officers. Successful progress will involve the participation of all members and employees who are expected to ensure that the following principles and standards are applied to the employment practices and services which the Council provides. Corporate and departmental working groups will support them in this work.

## Mainstreaming

- Develop and implement corporate and departmental action plans to achieve the aims of the Equality Policy.
- Identify resources to improve sustainable equalities practice.
- Set relevant targets and performance indicators based on an analysis of consultation and data.

## Training

- Ensure staff and councillors have the necessary knowledge and skills to implement the Equality Policy.
- Ensure that all employees understand what equality means in the context of customer care and service provision and are equipped to implement good practice.
- Ensure that all managers understand the requirements of our employment policies as they relate to equalities.

## Monitoring progress

- Use self-assessment, internal audit and the scrutiny process to assess progress against the Equality Framework for Local Government and the Single Equality Scheme, and report this on an annual basis to the council.
- The **Corporate Equality Standards Working Group** and individual departments will produce annual progress reports and update action plans to ensure continued attainment of the various levels of the Equality Framework for Local Government.
- Progress reports on the results of monitoring will be reported to Cabinet, and made available on the council's website and via appropriate channels of access.
- Continue to involve people who are at risk of discrimination and exclusion in monitoring the impacts of our policy and practice.

## Continuous improvement

- Draw on research, government guidance and benchmarking with other local authorities to share, adapt and implement best practice.
- Review and update targets in the light of local need, experience and new legislation.

A cross-departmental **Corporate Equality Standards Working Group**

Would support the achievement of the Equality Policy and Equality Action Plan by:

- Promote a corporate perspective on equalities issues including the implementation of new equalities directives and legislation.
- Work with others to monitor progress against the Equality Framework for Local Government and report progress to the council's portfolio lead and others.
- Co-ordinate cross-departmental initiatives which actively promote the Equality Policy.
- Sponsor and promote appropriate training to implement the Equality Policy.

## Role of Trade Unions

The trade union are key partners in promoting and helping to ensure adherence to equal opportunities policy and the involvement, support and participation of employees and their trade unions is essential.

Trade unions associated with the council are committed to a full and active role in promoting the aims and objectives of the Equality Policy.

## Types of Discrimination

The Equality Act 210 defines the following different types of discrimination.

<b>Direct Discrimination</b>	This occurs when a person is treated less favourable because of a protected characteristic they have.
<b>Indirect Discrimination</b>	This occurs when a condition, rule, policy or practice that an organisation has in place disadvantages people who share a protected characteristics – even if the condition, rule, policy or practice is applied to everyone.
<b>Discrimination arising from Disability</b>	This occurs when a disabled person is treated unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified
<b>Associative Discrimination</b>	This occurs when a person is treated less favourably than another person because they associate with another person who possesses a protected characteristic.
<b>Victimisation</b>	This occurs when someone is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act.
<b>Perceptive Discrimination</b>	This occurs when a person is treated less favourable than another person because others think they possesses a protected Characteristic – even if the person does not actually possess that characteristic.
<b>Harassment</b>	This is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
<b>Third Party Harassment</b>	This is when an employee faces unwanted conduct related to a protected characteristic which has the



	purpose of effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual by people who are not employees of the organisation.
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## Protected Characteristics

### Age

The Equality Act protects people of all ages.

Special exceptions apply for people close to retirement age, and in this situation an employer would not have to show that the age limit they are using is objectively justified – an organisation can decide not to employ someone because of their age if within 6 months of applying for the job, they will be 65 or older, or will be over their organisation's normal retirement age if that is higher than 65.

Age is the only protected characteristic that allows the justification of direct discrimination.

The Equality Act continues to allow employers to have a default retirement age of 65.

### Sex

Both men and women are protected under the Act.

### Sexual Orientation

The Act protects bisexual, gay, heterosexual and lesbian people.

### Marriage and Civil Partnership

The Act protects people who are married or in a civil partnership.

Single people are not protected.



## Race

'Race' includes colour, nationality, and ethnic or national origins. A racial group can be made up of two or more different racial groups, for example, Black Britons.

'Ethnicity' is where a group has a long shared history and cultural tradition, come from a common geographical area, descend from a small number of ancestors, have a common language or literature and a common religion.

## Disability

The Equality Act protects anyone who has, or has had, a disability; for example, if a person has had a mental health condition in the past that met the Act's definition of disability and is harassed because of this, it would be unlawful.

The Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

'Impairment' covers, for example, long-term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions such as bipolar disorder or depression, learning difficulties such as dyslexia and learning disabilities such as autism and Down's syndrome. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are automatically protected by the Act. People with severe disfigurement will be protected without needing to show that it has a substantial adverse effect on day-to-day activities.

There is a legal requirement to make reasonable changes to the way things are done; this could include changing a policy, making changes to the built environment, such as making changes to the structure of a building to improve access, and providing auxiliary aids and services, such as providing information in an accessible format, an induction loop for customers with hearing aids, special computer software or providing additional support for employees or customers using a service.

Where a service is delivered from a building that cannot be made accessible through reasonable adjustments, it may be a reasonable adjustment to provide the service at a different venue, including a home visit.

## Gender Reassignment

The Act provides protection for transsexual people.

A transsexual person is someone who proposes to, starts or has completed a

process to change his or her gender.

The Act does not require a person to be under medical supervision to be protected – so a woman who decides to live permanently as a man but does not undergo any medical procedures would be covered.

Transgender people such as cross dressers, who are not transsexual because they do not intend to live permanently in the gender opposite to their birth sex, are not protected by the Act.

It is discrimination to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured. Medical procedures for gender reassignment such as hormone treatment should not be treated as a 'lifestyle' choice.

## Pregnancy and Maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled. During this period, pregnancy and maternity discrimination cannot be treated as sex discrimination.

It is unlawful to take into account an employee's period of absence due to pregnancy related illness when making a decision about her employment.

It is unlawful to discriminate against a woman because she is breastfeeding. Women to whom an organisation is providing goods, facilities and services should be able to breastfeed should they so wish.

## Religion or Belief

Religion includes any religion. It also includes a lack of religion, in other words people are protected if they do not follow a certain religion or have no religion at all.

A religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.

Denominations or sects within a religion can be considered a protected religion or religious belief.

Political beliefs would not be protected.

Discrimination because of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief.

## Positive Action

For all groups of people with characteristics protected under the Equality Act to benefit equally from employment and services provided by organisations, some groups may need more help or encouragement than others. This is because some groups are disadvantaged or under-represented, or have different needs from the population as a whole due to past or present discrimination or exclusion or particular experiences.

The Equality Act allows employers and service providers to take action that may involve treating one group more favourably where this is a **proportionate way** to help members of that group overcome a disadvantage or participate more fully, or in order to meet needs they have that are different from the population as a whole. This is called 'positive action'.

Positive action can be taken when three conditions are met:

- The organisation must reasonably think that a group of people who share a protected characteristic:
  - suffer a disadvantage linked to that characteristic
  - have a disproportionately low level of participation in this type of employment, service or activity, or
  - need different things from this employment or service from other groups.

'Reasonably think' means that the disadvantage, low level of participation or different needs can be seen (detailed statistical or other evidence of this does not need to be shown).

- The action taken is intended to:
  - \_meet the group's different needs
  - \_enable or encourage the group to overcome or minimise that disadvantage, or
  - \_enable or encourage the group to participate in that activity.
- The action taken is a **proportionate way** to increase participation, meet different needs or overcome disadvantage. This means that the action is appropriate to that aim and that other action would be less effective in achieving this aim or likely to cause greater disadvantage to other groups.

Positive action is always voluntary – not compulsory

## Pre-employment health-related checks

The Equality Act limits the circumstances when employers can ask health-related questions before offering an individual a job. Up to this point, employers can only ask health related questions to help the to:

- Decide whether any reasonable adjustments need to be made for the person to the selection process
- Decide whether an applicant can carry out a function that is essential to the job
- Monitor diversity among people making applicants for jobs
- Take positive action to assist disabled people

- Ensure that a candidate has the disability where the job genuinely requires the jobholder to have a disability

Once a person has passed the interview and have been offered a job (whether this is an unconditional or conditional job offer) the employer is permitted to ask appropriate health-related questions.

## Equal Pay

This is designed to prevent discrimination between men and women in respect of their terms and conditions of employment, including pay. In most circumstances a challenge to pay inequality and other contractual terms and conditions has to be made by comparison with a real person of the opposite sex in the same employment. However, the Equality Act allows a claim of direct pay discrimination to be made, even if no real person comparator can be found.

## Pay Secrecy

The Act makes it unlawful for an employer to prevent or restrict employees from having a discussion to establish if differences in pay exist that are related to protected characteristics. It also makes terms of the contract of employment that require pay secrecy unenforceable because of these discussions.

An employer can require their employees to keep pay rates confidential from some people outside the workplace, for example a competitor organisation.

## Occupational Requirements

If an employer can show that a particular protected characteristic is central to a particular job, they can insist that only someone who has that particular protected characteristic is suitable for the job. This would be an 'occupational requirement'. For example, a women's refuge may want to say that it should be able to employ only women as counsellors. Its client base is only women who are experiencing domestic violence committed by men. This would probably be a genuine occupational requirement.

## Obeying another Law

An employer can take into account a protected characteristic where not doing this would mean they broke another law. For example, a driving school must reject a 19 year old who applies for a job as a driving instructor because to offer them a job – even if they are the best candidate – would involve breaking the law because a driving instructor must be aged at least 21.

## Exceptions

There are exceptions that apply to some employers:

A religion or belief organisation, may be able to say that a job requires a person doing the job to hold a particular religion or belief if, having regard to the nature or content of the job, this is an occupational requirement and it is objectively justified. For example, a Humanist organisation which promotes Humanist philosophy and principles would probably be able to apply an occupational requirement for its chief executive to be a Humanist.

An organised religion (or, when not an organised religion but a job is for the purposes of an organised religion) may be able to say that a job or role requires a person to have or not have a particular Protected Characteristic or to behave or not behave in a particular way. If:

- a job or role exists for the purposes of an organised religion, such as being a Minister or otherwise promoting or representing the religion, and
- because of the nature or context of the employment, it is necessary to avoid conflict with the strongly held religious convictions of a significant number of the religion's followers or to conform to the doctrines of the religion by applying a requirement to the job or role.

Employment may be refused to a person because:

- they are male or female,
- they are a transsexual person,
- they are married or in a civil partnership, including taking into account who they are married to or in a civil partnership with (such as someone who marries a divorced person whose former spouse is still alive),
- they manifest a particular sexual orientation, for example, a gay or lesbian or bisexual person who is in a relationship with a same-sex partner.

The requirement must be crucial to the job or role, and not merely one of several important factors. The job or role must be closely related to the purposes of the religion, and the application of the requirement must be proportionate.

- An employment service provider may be able to say that a person must have a particular Protected Characteristic to do vocational training, if the training leads to work for which having that characteristic is an occupational requirement.
- An educational establishment like a school or college, may be able to say that someone has to be of a particular religion or belief, or must be a woman.
- Recruiting to the civil, diplomatic, armed or security and intelligence services and some other public bodies, can specify what nationality a person has to be.
- Recruiting for service in the armed forces, may be able to exclude women and transsexual people if this is a proportionate way to ensure the combat effectiveness of the armed forces. In addition, age and disability are, in effect, not Protected Characteristics in relation to

service in the armed forces. Disability can also be a reason to refuse someone work experience in the armed forces.

## Summary of current legislation and associated qualities duties

### European Equal Treatment Directive 1976

This provides that there will be no discrimination whatsoever on grounds of sex, either directly or indirectly, by reference in particular to marital or family status. Similar provisions exclude discrimination on grounds of sex in the conditions for access to all jobs or posts, whatever the sector or branch of activity and to training. The principle of equal treatment with regard to working conditions, including dismissal, has the effect of guaranteeing men and women 'the same conditions without discrimination on the grounds of sex'. The Directive can be directly relied upon by employees within the public sector regardless of whether or not its provisions have been incorporated into UK law.

### Human Rights Act 1998

This incorporates the European Convention of Human Rights into UK law and applies to public authorities such as the council. As a result the positive rights and freedoms guaranteed under the European Convention have become directly enforceable in UK courts and tribunals. Cases should be brought within one year. From 2nd October 2000 courts and tribunals have to interpret discrimination law in accordance with the European Convention on Human Rights. Areas of UK law where there is not already a remedy for discrimination (e.g. on grounds of sexual orientation) are likely areas for challenge under the Human Rights Act.

## Accessible Information

Uttlesford District Council is committed to providing equal access to services and employment opportunities for all citizens and visitors of Uttlesford. The council is also committed to creating a meaningful dialogue with all communities.

All officers and members need to know how to make meetings and information accessible to our customers. Along with our customer service standards, there are some other points that staff should be aware of, in order to provide an excellent level of customer service. We can provide or have the means to provide a number of facilities, which help our customers access our services, no matter what their requirements.

## Sight Impairments

It is now policy to include a message at the bottom of all leaflets and forms, informing the customer of the availability of obtaining their correspondence in other forms such as large print version or in Braille.

The council's magazine Uttlesford Life is available in an audio version on request and to provide audio versions of other material.

## Hearing Impairments

If a customer has a hearing impairment, they will tell you if any adjustments need to be made. In our main reception area all the desks are supplied with induction loops. There is also a portable induction loop available for general use, induction loops are also in our council chamber and committee room.

A customer should inform you if they practice lip reading. If this happens please remember to speak clearly and not too fast, be in a well-lit area, but avoid having a direct light source behind you, and avoid covering or obstructing your face

We are committed to providing a website that is accessible to as many users as possible, when visiting the council's website our accessibility statement can be found at the foot of every screen.

## Complaints Process

If members of the community feel that the council is in breach of its commitment to equalities they may make a complaint using the council's complaints procedure. Any complaint will be dealt with in the same way as any other form of complaint. The complaints procedure will be actively promoted through a variety of media including day to day service delivery.



# Equality & Health Impact Assessment (EqHIA)

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## What is it?

The Equality & Health Impact Assessment (EqHIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service, whilst at the same time ensuring a person's chance of leading a healthy life is the same wherever they live and whoever they are. We want to ensure that the activities of the Council are 'fit for purpose' and meet the needs of Uttlesford's increasingly diverse communities and employees. This robust and systematic EqHIA process ensures that any potential detrimental effects or discrimination is identified, removed, or mitigated and positive impacts are enhanced.

## When to Assess:

An EqHIA should be carried out when you are changing, removing or introducing a new service, policy, strategy or function; for simplicity, these are referred to as an "activity" throughout this document. It is best to conduct the assessment as early as possible in the decision-making process.

### Guidance: Equality & Health Impact Assessment Checklist

The Checklist in Section 1 asks the key questions,

**4a) Are you changing, introducing a new, or removing a service, policy, strategy or function?**

**4b) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?**

**4c) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?**

- If the answer to ANY of the questions 4a, 4b or 4c of the Checklist is 'YES' then you must carry out an assessment. e.g. Proposed changes to Contact Centre Opening Hours  
'YES' = you need to carry out an EqHIA
- If the answer to ALL of the questions, 4a or 4b of the Checklist is NO, then you do not need to carry out an EqHIA assessment. e.g. Quarterly Performance Report  
'NO' = you DO NOT need to carry out an EqHIA. Please provide a clear explanation as to why you consider an EqHIA is not required for your activity.

### Using the Checklist

The assessment should take into account all the potential impacts of the proposed activity, be it a major financial decision, or a seemingly simple policy change. Considering and completing this EqHIA will ensure that all Council plans, strategies, policies, procedures, services or other activity comply with relevant statutory obligations and responsibilities. In particular it helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty and its public health duties under the Health and Social Care Act 2012.](#)



## Having Due Regard

To have due regard means that in making decisions and in its other day-to-day activities, the Council must consciously consider the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Reduce inequalities in health outcomes

## Combining Equality and Health Impact Assessment:

[Equality Impact Assessments \(EIAs\)](#) provide a systematic way of ensuring that legal obligations are met. They assess whether a proposed policy, procedure, service change or plan will affect people different on the basis of their 'protected characteristics' and if it will affect their human rights. Currently there are **nine protected characteristics** (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/ maternity/paternity.

An activity does not need to impact on all 9 protected characteristics – impacting on just one is sufficient justification to complete an EqHIA.

This [Equality and Health Impact Assessment \(EqHIA\)](#) brings together a single tool which will result in a set of recommendations to eliminate discrimination and inequality; enhance potential positive impacts and mitigate where possible for negative impacts.

In conducting this EqHIA you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity), **socio-economic status** and **health & wellbeing**. Guidance on what to include in each section is given on the next pages.

### Guidance: What to include in background/context

In this section you will need to add the background/context of your activity, i.e. what is the activity intending to do, and why?

Make sure you include the scope and intended outcomes of the activity being assessed; and highlight any proposed changes. Please include a brief rationale for your activity and any supporting evidence for the proposal. Some questions to consider:

- What is the aim, objectives and intended outcomes?
- How does this activity meet the needs of the local population?
- Has this activity been implemented in another area? What were the outcomes?
- Is this activity being implemented as per best practice guidelines?
- Who were the key stakeholders in this activity?

\*Note that the boxes will expand as required

**Guidance: Who will be affected by the activity?**

The people who will be affected may be

**Residents:** pay particular attention to vulnerable groups in the population who may be affected by this activity

**Businesses/ manufacturing / developers / small, medium or large enterprises**

**Employees:** e.g. Council staff for an internal activity, other statutory or voluntary sector employees, local businesses and services

\*Note that the boxes will expand as required

**Guidance: What to include in assessing a Protected Characteristic e.g. AGE**

Please tick (✓) the relevant box:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.

**It is essential that you note all negative impacts. This will demonstrate that you have paid ‘due regard’ to the Public Sector Equality Duty (<https://www.gov.uk/government/publications/public-sector-equality-duty>) if your activity is challenged under the Equality Act.**

\*Note that the boxes will expand as required

**Evidence:** In this section you will need to document the evidence that you have used to assess the impact of your activity.

When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.

It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid ‘due regard’ to the PSED should the Council be challenged.

- If you have identified a **positive impact**, please note this.
- If you think there is a **neutral impact** or the impact is not known, please provide a full reason why this is the case.
- If you have identified a **negative impact**, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the **Action Plan**.
- **Please ensure that appropriate consultation with affected parties has been undertaken and evidenced**

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:

- Service specific data, benchmarking with other organisations, national best practice
- Population, demographic and socio-economic data. Suggested sources include:
  - o Service user monitoring data that your service collects
  - o [www.essexinsight.org.uk](http://www.essexinsight.org.uk)
  - o [Office for National Statistics \(ONS\)](http://www.ons.gov.uk)

If you do not have any relevant data, please provide the reason why.

\*Note that the boxes will expand as required

**Guidance: What to include in assessing Health & Wellbeing Impact:**

Please tick (✓) all the relevant boxes that apply:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note whether the proposal could have an overall impact on, or implications for, people’s health and wellbeing or any factors which determine people’s health.

How will the activity help address inequalities in health?

Include here a brief outline of what could be done to enhance the positive impacts and, where possible, mitigate for the negative impacts.

\*Note that the boxes will expand as required

**Do you consider that a more in-depth HIA is required as a result of this brief assessment?** Please tick (✓) the relevant box

Yes  No

**Evidence:** In this section you will need to outline in more detail how you came to your conclusions above:

- What is the nature of the impact?
- Is the impact **positive** or **negative**? It is possible for an activity to have **both positive and negative impacts**. Consider here whether people will be able to access the service being offered; improve or maintain healthy lifestyles; improve their opportunities for employment/income; whether and how it will affect the environment in which they live (housing, access to parks & green space); what the impact on the family, social support and community networks might be
- What can be done to mitigate the negative impacts and/or enhance the positive impacts?
- If you think there is a **neutral impact**, or the impact is not known, please provide a brief reason why this is the case.
- What is the likelihood of the impact? Will the impact(s) be in weeks, months or years? In some cases the short-term risks to health may be worth the longer term benefits.
- Will the proposal affect different groups of people in different ways? A proposal that is likely to benefit one section of the community may not benefit others and could lead to inequalities in health.

**Please use the Health & Wellbeing Impact Tool in Appendix 2 as a guide/checklist to assess the potential wider determinants of health impacts.**

This tool will help guide your thinking as to what factors affect people’s health and wellbeing, such

as social support, their housing conditions, access to transport, employment, education, crime and disorder and environmental factors. It is not an exhaustive list, merely a tool to guide your assessment; there may be other factors specific to your activity.

Some questions you may wish to ask include:

- Will the activity impact on people's ability to socialise, potentially leading to social isolation?
- Will the activity affect a person's income and/or have an effect on their housing status?
- Is the activity likely to cause the recipient of a service more or less stress?
- Will any change in the service take into account different needs, such as those with learning difficulties?
- Will the activity affect the health and wellbeing of persons not directly related to the service/activity, such as carers, family members, other residents living nearby?
- If there is a short-term negative effect, what will be done to minimise the impact as much as possible?
- Are the longer-term impacts positive or negative? What will be done to either promote the positive effects or minimise the negative effects?
- Do the longer term positive outcomes outweigh the short term impacts?

\*Note that the boxes will expand as required

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This could include, e.g.:

Information on the population affected

- Routinely collected local statistics (e.g. quality of life, health status, unemployment, crime, air quality, educational attainment, transport etc.)
- Local research/ Surveys of local conditions
- Community profiles i.e. Uttlesford JSNA

Wider Evidence

- Published Research, including evidence about similar proposals implemented elsewhere (e.g. Case Studies).
- Predictions from local or national models
- Locally commissioned research by statutory/voluntary/private organisations

Expert Opinion

- Views of residents and professionals with local knowledge and insight

\*Note that the boxes will expand as required

## Guidance: Outcome of the Assessment

On reflection, what is your overall assessment of the activity?

The purpose of conducting this assessment is to offer an opportunity to think, reflect and **improve** the proposed activity. It will make sure that the Council can evidence that it has considered its due regard to equality and health & wellbeing to its best ability.

It is not expected that all proposals will be immediately without negative impacts! However, where these arise, what actions can be taken to mitigate against potential negative effects, or further promote the positive impacts?

Please tick one of the 3 boxes in this section to indicate whether you think:

1. all equality and health impacts are adequately addressed in the activity – proceed with your activity pending all other relevant approval processes
2. The assessment identified some negative impacts which could be addressed – please complete the Action Plan in Section 4.
3. If the assessment reveals some significant concerns, this is the time to stop and re-think, making sure that we spend our Council resources wisely and fairly. There is no shame in stopping a proposal.

\*Note that the boxes will expand as required

### **Guidance: Action Plan**

For each protected characteristic/health & wellbeing impact where an impact on people or their lives has been identified, complete one row of the action plan. You can add as many further rows as required.

State whether the impact is Positive or Negative

Briefly outline the actions that can be taken to mitigate against the negative impact or further enhance a positive impact. These actions could be to make changes to the activity itself (service, proposal, strategy etc.) or to make contingencies/alterations in the setting/environment where the activity will take place.

For example, might staff need additional training in communicating effectively with people with learning difficulties, if a new service is opened specifically targeting those people? Is access to the service fair and equitable? What will the impact on other service users be? How can we ensure equity of access to the service by all users? Will any signage need changing? Does the building where the service being delivered comply with disability regulations?

### **Guidance: Review**

Changes happen all the time. A service/strategy/policy/activity that is appropriate at one time, may no longer be appropriate as the environment around us changes. This may be changes in our population, growth and makeup, legislative changes, environmental changes or socio-political changes.

Although we can't predict what's going to happen in the future, a review is recommended to ensure that what we are delivering as a Council is still the best use of our limited resources. The timescale for review will be dependent on the scale of the activity.

A major financial investment may require a review every 2-3 years for a large scale regeneration project over 10-15 years.

A small policy change may require a review in 6 months to assess whether there are any unintended outcomes of such a change.

Please indicate here how frequently it is expected to review your activity and a brief justification as to why this timescale is recommended.

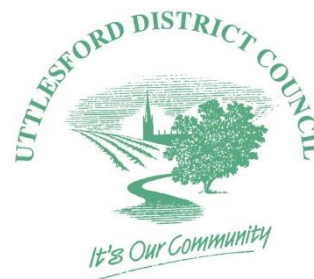
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**Guidance: Key Contacts**

For further advice or information contact your Divisional Equality Lead Officer

<b>Division/Services</b>	<b>Head of Division/Services</b>	<b>Tel.No.</b>

## Appendix 1



# Uttlesford District Council Equality & Health Impact Assessment (EqHIA)

## Document control

<b>Title of activity:</b>	<i>Insert title here</i>
<b>Lead officer:</b>	<i>Please insert the name, job title, service and directorate of the person completing this form</i>
<b>Approved by:</b>	<i>Please insert the name, job title, service and directorate of your manager/Director as appropriate for the level of activity</i>
<b>Date completed:</b>	<i>DD/MM/YYYY</i>
<b>Scheduled date for review:</b>	<i>If applicable. Please provide a reason if it does not need to be reviewed.</i>

<b>Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	Yes / No
---	----------

Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

When completed, a copy of this form should be saved with the activity a policy, strategy, procedure, project, new or change in service, initiative or other's file for audit purposes and in case it is requested under the Freedom of Information Act.

# 1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact your Divisional Equality Lead. Please refer to the Guidance in Appendix 1 on how to complete this form.

## About your activity

1	Title of activity	<i>Insert title here</i>		
2	Type of activity	<i>Is the activity a policy, strategy, procedure, project, new or change in service, initiative or other (please specify)?</i>		
3	Scope of activity	<ul style="list-style-type: none"> <li>- <i>What is the scope and intended outcomes of the activity being assessed?</i></li> <li>- <i>Make sure you highlight any proposed changes.</i></li> <li>- <i>Please make sure that your description is understood by everyone, including members of the public.</i></li> </ul>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	Yes / No	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes / No		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	Yes / No		
5	If you answered YES:	<b>Please complete the EqHIA in Section 2 of this document.</b> Please see Appendix 1 for Guidance.		
6	If you answered NO:	<i>Please provide a clear and robust explanation on why your activity does not require an EqHIA. This is essential in case the activity is challenged under the Equality Act 2010.</i>  <i>Please keep this checklist for your audit trail.</i>		

Completed by:	<i>Please include your name, job title, service and directorate</i>
Date:	<i>DD/MM/YYYY</i>



## 2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

<b>Background/context:</b>
<p style="text-align: right;"><i>*Expand box as required</i></p>

<b>Who will be affected by the activity?</b>
<p style="text-align: right;"><i>*Expand box as required</i></p>

<b>Protected Characteristic - Age: Consider the full range of age groups</b>	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<b>Sources used:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>	

<b>Protected Characteristic - Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b>
<b>Neutral</b>	
<b>Negative</b>	<i>*Expand box as required</i>
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Sex/gender:</b> Consider both men and women	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>Overall impact:</b>
<b>Neutral</b>	
<b>Negative</b>	<i>*Expand box as required</i>
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Ethnicity/race:</b> Consider the impact on different ethnic groups and nationalities	
<b>Overall impact:</b>	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<i>*Expand box as required</i>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Religion/faith:</b> Consider people from different religions or beliefs including those with no religion or belief	
<b>Overall impact:</b>	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<i>*Expand box as required</i>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Marriage/civil partnership:</b> Consider people in a marriage or civil partnership	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<b>Overall impact:</b>	
<i>*Expand box as required</i>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	

<b>Protected Characteristic - Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<input type="checkbox"/>
<b>Neutral</b>	<input type="checkbox"/>
<b>Negative</b>	<input type="checkbox"/>
<b>Overall impact:</b>	
<i>*Expand box as required</i>	
<b>Evidence:</b>	
<i>*Expand box as required</i>	
<b>Sources used:</b>	
<i>*Expand box as required</i>	




<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	<b>Overall impact:</b>          <i>*Expand box as required</i>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>          <i>*Expand box as required</i>	
<b>Sources used:</b>          <i>*Expand box as required</i>	

<b>Health &amp; Wellbeing Impact:</b> Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.	
<i>Please tick (✓) all the relevant boxes that apply:</i>	<b>Overall impact:</b>          <i>*Expand box as required</i>  <b>Do you consider that a more in-depth HIA is required as a result of this brief assessment?</b> Please tick (✓) the relevant box  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Positive</b>	
<b>Neutral</b>	
<b>Negative</b>	
<b>Evidence:</b>          <i>*Expand box as required</i>	
<b>Sources used:</b>          <i>*Expand box as required</i>	

### 3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

	<p>1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u></p>		<p><b>Proceed with implementation</b> of your activity</p>
	<p>2. The EqHIA identified some <u>negative impact</u> which still needs to be <u>addressed</u></p>		<p><b>COMPLETE SECTION 4:</b> <b>Complete action plan</b> and finalise the EqHIA</p>
	<p>3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level</p>		<p><b>Stop and remove</b> the activity or <b>revise</b> the activity <b>thoroughly</b>. <b>Complete an EqHIA on the revised proposal.</b></p>

## 4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

Protected characteristic / health & wellbeing impact	Identified Negative or Positive impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer

**Add further rows as necessary**

\* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

\*\* Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).



## 5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

**Review:**

**Scheduled date of review:**

**Lead Officer conducting the review:**

*\*Expand box as required*

## Appendix 2 Health & Wellbeing Impact Tool

Will the activity/service/policy/procedure affect any of the following characteristics? Please tick/check the boxes below

The following are a range of considerations that might help you to complete the assessment.

Lifestyle YES <input type="checkbox"/> NO <input type="checkbox"/>	Personal circumstances YES <input type="checkbox"/> NO <input type="checkbox"/>	Access to services/facilities/amenities YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Diet <input type="checkbox"/> Exercise and physical activity <input type="checkbox"/> Smoking <input type="checkbox"/> Exposure to passive smoking <input type="checkbox"/> Alcohol intake <input type="checkbox"/> Dependency on prescription drugs <input type="checkbox"/> Illicit drug and substance use <input type="checkbox"/> Risky Sexual behaviour <input type="checkbox"/> Other health-related behaviours, such as tooth-brushing, bathing, and wound	<input type="checkbox"/> Structure and cohesion of family unit <input type="checkbox"/> Parenting <input type="checkbox"/> Childhood development <input type="checkbox"/> Life skills <input type="checkbox"/> Personal safety <input type="checkbox"/> Employment status <input type="checkbox"/> Working conditions <input type="checkbox"/> Level of income, including benefits <input type="checkbox"/> Level of disposable income <input type="checkbox"/> Housing tenure <input type="checkbox"/> Housing conditions <input type="checkbox"/> Educational attainment <input type="checkbox"/> Skills levels including literacy and numeracy	<input type="checkbox"/> to Employment opportunities <input type="checkbox"/> to Workplaces <input type="checkbox"/> to Housing <input type="checkbox"/> to Shops (to supply basic needs) <input type="checkbox"/> to Community facilities <input type="checkbox"/> to Public transport <input type="checkbox"/> to Education <input type="checkbox"/> to Training and skills development <input type="checkbox"/> to Healthcare <input type="checkbox"/> to Social services <input type="checkbox"/> to Childcare <input type="checkbox"/> to Respite care <input type="checkbox"/> to Leisure and recreation services and facilities
Social Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Economic Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Environmental Factors YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Social contact <input type="checkbox"/> Social support <input type="checkbox"/> Neighbourliness <input type="checkbox"/> Participation in the community <input type="checkbox"/> Membership of community groups <input type="checkbox"/> Reputation of community/area <input type="checkbox"/> Participation in public affairs <input type="checkbox"/> Level of crime and disorder <input type="checkbox"/> Fear of crime and disorder <input type="checkbox"/> Level of antisocial behaviour <input type="checkbox"/> Fear of antisocial behaviour <input type="checkbox"/> Discrimination <input type="checkbox"/> Fear of discrimination <input type="checkbox"/> Public safety measures <input type="checkbox"/> Road safety measures	<input type="checkbox"/> Creation of wealth <input type="checkbox"/> Distribution of wealth <input type="checkbox"/> Retention of wealth in local area/economy <input type="checkbox"/> Distribution of income <input type="checkbox"/> Business activity <input type="checkbox"/> Job creation <input type="checkbox"/> Availability of employment opportunities <input type="checkbox"/> Quality of employment opportunities <input type="checkbox"/> Availability of education opportunities <input type="checkbox"/> Quality of education opportunities <input type="checkbox"/> Availability of training and skills development opportunities <input type="checkbox"/> Quality of training and skills development opportunities <input type="checkbox"/> Technological development <input type="checkbox"/> Amount of traffic congestion	<input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Soil quality/Level of contamination/Odour <input type="checkbox"/> Noise levels <input type="checkbox"/> Vibration <input type="checkbox"/> Hazards <input type="checkbox"/> Land use <input type="checkbox"/> Natural habitats <input type="checkbox"/> Biodiversity <input type="checkbox"/> Landscape, including green and open spaces <input type="checkbox"/> Townscape, including civic areas and public realm <input type="checkbox"/> Use/consumption of natural resources <input type="checkbox"/> Energy use: CO2/other greenhouse gas emissions <input type="checkbox"/> Solid waste management <input type="checkbox"/> Public transport infrastructure

## Appendix 3

### EQUALITY STANDARDS WORKING GROUP – Terms of Reference

#### **PURPOSE**

The Equality Standard Working Group is responsible for the monitoring of progress and the assessment of the attainment of the various outcomes of the equality framework. It is also responsible for ensuring that the council adheres to its statutory obligations under the Equality Act 2010.. The group will consist of representatives from each service plus a lead officer from the Corporate Management Team.

#### **OBJECTIVES**

- The group will meet bi-monthly.
- The group will be responsible for reviewing, evaluating, developing and monitoring the Councils Comprehensive Equality Policy, Corporate Equality Action Plan and all other equality schemes as introduced
- The group will be responsible for providing a clear focus to drive the equalities agenda within the council forward, encouraging collaboration, communications and cooperation between departments and their service areas in promoting equality of opportunity using the Local Government Equality Framework as a guide
- The group will be responsible for driving the agenda within the council forward, encouraging collaboration, communication and cooperation between departments and their service areas
- The group will identify improvements which need to be made to current procedures and practices in order to meet the various levels of the Equality Framework
- The group will consult and work with other public, private and voluntary sector partners, outside agencies and relevant interest groups to ensure the council's approach accurately reflects the diverse nature of the community we serve
- The group will identify through service impact needs/requirement assessments what should be addressed, who should be consulted and by whom action should be taken and this will be reflected through the council's Corporate Equality Action Plan
- The group will develop an information, support and training programme for staff and members that will improve understanding and raise awareness of equality issues The group will advise on the levels of resources needed to ensure the promotion of equalities in order to achieve the council's objectives and that through individual departments service plans equality issues are recognised and addressed
- The group will provide a forum for discussion and exploration of equalities issues at a strategic level as they affect employees, councillors and service users
- The group will be responsible for collecting and reviewing the evidence against each objective of the Equality Framework before advising the Corporate Equality Action Plan
- Corporate Management Team, the council's Equalities Member Portfolio Lead and the Scrutiny Committee that each outcome has, in its opinion, been achieved.

# Agenda Item 12

<b>Committee:</b>	Council	<b>Date:</b>
<b>Title:</b>	Medium Term Financial Strategy - Mid Year Update	Tuesday, 8 December 2020
<b>Portfolio Holder:</b>	Portfolio Holder for Finance and Budget Cllr Hargreaves	
<b>Report Author:</b>	Adrian Webb, Director of Finance and Corporate Services Angela Knight, Assistant Director - Resources	

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## Summary

1. This report provides an updated financial position for the Medium Term Financial Strategy (MTFS) approved at Council on 25 February 2020 and reflects the impact on the General Fund budget due to the Covid-19 pandemic.
2. The updated MTFS also incorporates the Commercial Strategy and all agreed investments to date.
3. The Scrutiny Committee reviewed this report and the updated MTFS position at their meeting of 24 September.
4. The Cabinet recommended the updated MTFS be submitted to Council for approval at their meeting of the 20 October 2020.

## Recommendations

5. To approve the mid-year updated Medium Term Financial Strategy.

## Financial Implications

6. All financial implications are included in the body of this report.

## Background Papers

7. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

8.

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

### Revenue – Income and Expenditure

9. The MTFS was approved as part of the budget setting process for 2020/21 in February 2020. The updated MTFS is set out in Appendix A.
10. The Covid-19 pandemic and the lockdown period had significant impact on the council's finances, in particular the income from Sales, Fees and charges and local taxation.
11. Although the lockdown period has ended the ongoing social distancing and safety measures continue to impact on the council finances.
12. Government has provided the following funding;
- £1.047m – to cover the cost impact of Covid-19
  - £1.169m – to support lost income from Sales, Fees and Charges. The Council has to absorb the first 5% of the **budgeted** income and then funding is provided at 75% of **actual** income lost.
  - £0.080m – to support the reopening of the high street safely
13. All losses incurred due to the non payment of Council Tax and Business Rates are expected to be managed by the Council and no additional financial support is expected. To help councils manage this, an amendment to legislation has been made to allow losses to be accounted for over 3 years instead of the year they are incurred. This report assumes all losses will be accounted for in the year they are incurred.
14. The Fair Funding Review and Business Rates Reforms have been delayed for a further year and a one year settlement will be made. This means that New Homes Bonus will also continue for a further year and a prudent assumption of

an additional £0.400m has been assumed for 2021/22 and no change to any years after that.

- The updated position for 2020/21 reflects the Budget Outturn Quarter 1 position presented to Cabinet on 9 September plus the following areas have been updated to reflect the current position;
  - i. Development Control and Building Control income – income losses of 75% were reported in quarter 1, this has now been reduced to 60% (2020/21 only)
  - ii. Planning Policy and Garden Communities budgets have been updated to reflect the New Local Plan Process, (2020-2025)

15. The other key factor of significant change is the additional income generated from the investment in Commercial Properties as set out in the Commercial Strategy. Since the original MTFS was approved the Council has acquired a number of commercial assets;

- 1 Deer Park Road, Livingston
- Skyway House, Takeley
- Phase 1, Stane Retail Park. Colchester
- Regional Distribution Centre, Chorley

16. The Council is also in advanced contractual discussions on several other potential acquisitions. These additional acquisitions are not built into the MTFS until 2021/22 giving time, should they not complete, to find alternatives.

## **Reserves**

17. As part of the updated position, the use of reserves has been updated and new allocations to key areas have been included;

- Climate Change allocation of £1.000m over the next 3 years
- Business Recovery Fund of £1.000m in 2021/22 to support the Economic Development Recovery Plan referenced in the Corporate Plan Deliver Plan
- £0.450m over the next 3 years for up to 3 large scale sports projects across the district
- A top up to the Waste Depot relocation project of £1.500m over the next 2 years
- A £0.500m Emergency Reserve to support cash flow in the event of further lockdowns either local or national

18. After allowing for all the above adjustments to our income and expenditure and the additional reserve allocations, the MTFs is predicting a 5 year deficit of £2.881m. However it should be noted that £1.518m of that sum is offset by the release of monies from the Business Rates Reserve to support the additional business rate reliefs put in place by the Government during the Covid-19 emergency and the allocation to the Business Recovery Fund.

19. When the original MTFs was set there were three main themes identified for addressing the predicted shortfall

- Investments
- Efficiencies
- Fees and Charges

This MTFs does not include potential efficiency savings or the impact of any review of fees and charges.

20. The following table sets out the deficit position for each year and the proposed use of funding to manage this.

	2020/21	2021/22	2022/23	2023/24	2024/25	
	£'000	£'000	£'000	£'000	£'000	
<b>(Surplus) / Deficit</b>	<b>0</b>	<b>(9)</b>	<b>1,518</b>	<b>327</b>	<b>764</b>	<b>281</b>
Business Rates Reserve	0	0	(1,518)	0	0	0
MTFS	0	9	0	148	(289)	194
Funding Reserve	0	0	0	0	0	0
Damping (Gov Transitional Funding)	0	0	0	(475)	(475)	(475)
<b>Adjusted (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

21. It should be noted that the Damping (Gov. Transitional Funding) figures are an estimate based on information available and is associated with the Business Rates and Fair Funding Reviews. If the Damping is not provided then the shortfall will be met from the MTFs and Business Rates Reserves.

22. As the Council now relies on its investment income, it is prudent to set aside monies in case of tenant failure at any one of the commercial assets. Accordingly the £1.060m in the Funding Reserve is to be transferred to a new reserve - Investment Income Protection Reserve.

## Key Risks

23. The current position is subject to change outside of the Council's control and the key elements that could impact on the position presented in this report include;

- A further lockdown either National or Local is implemented, which would significantly impact on the level of costs and would further reduce our income
- The government funding to compensate for the loss in sales, fees and charges income has not yet been finalised and the figures entered in this report are calculated based on the current information and are subject to change

## Risk Analysis

24.

Risk	Likelihood	Impact	Mitigating actions
The assumptions made in this report are subject to variation as set out above in the key risks section 18	3 – the current figures are all based on estimates and predictions	3 – Significant; as further budget impacts are unlikely to be fully supported by additional funding	The financial position is being constantly monitored, monthly returns to the Gov't are submitted for both cost implications and income losses

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



## Medium Term Financial Strategy 2020 – 2025

	2020/21 Original Budget £ '000	2020/21 Updated Position £ '000	2021/22 Budget £ '000	2022/23 Budget £ '000	2023/24 Budget £ '000	2024/25 Budget £ '000
Gross Service Expenditure	36,693	35,777	36,066	36,574	37,822	37,839
Gross Service Income	(21,820)	(19,821)	(21,521)	(21,615)	(21,670)	(21,725)
Demand Growth	0	0	50	100	300	350
<b>Service Expenditure</b>	<b>14,874</b>	<b>15,957</b>	<b>14,596</b>	<b>15,059</b>	<b>16,452</b>	<b>16,464</b>
Capital Financing Costs	1,672	8,083	1,908	1,821	2,028	1,901
Pension Fund - Deficit	571	571	0	0	350	350
Pension Fund - Added Years	85	85	85	85	85	85
Recharge to HRA/Corporate Core	(1,747)	(1,747)	(1,428)	(1,428)	(1,428)	(1,428)
Exceptional Corporate Items	0	5	0	0	0	0
PFI Interest cost	372	372	360	348	334	319
Investment Income	(2,912)	(4,135)	(8,453)	(11,760)	(13,649)	(13,869)
Investment Cost	788	1,588	4,310	6,417	6,481	6,545
<b>Corporate Costs</b>	<b>(1,171)</b>	<b>4,822</b>	<b>(3,218)</b>	<b>(4,518)</b>	<b>(5,800)</b>	<b>(6,097)</b>
<b>Total Net Expenditure</b>	<b>13,703</b>	<b>20,778</b>	<b>11,378</b>	<b>10,541</b>	<b>10,653</b>	<b>10,366</b>
Business Rates Retention	(3,317)	(8,313)	(3,000)	(3,100)	(3,200)	(3,300)
Business Rates prior year Balance	0	0	0	0	0	0
New Homes Bonus	(3,635)	(3,635)	(2,000)	(826)	0	0
Rural Services Grant	(279)	(279)	0	0	0	0
Covid-19 Support Funding	0	(2,216)	0	0	0	0
Council Tax prior year Balance	(20)	(20)	0	0	0	0
<b>Funding</b>	<b>(7,251)</b>	<b>(14,463)</b>	<b>(5,000)</b>	<b>(3,926)</b>	<b>(3,200)</b>	<b>(3,300)</b>
<b>Total Net Operating Costs</b>	<b>6,452</b>	<b>6,315</b>	<b>6,378</b>	<b>6,615</b>	<b>7,453</b>	<b>7,066</b>
Additional reserves to allocate (table below)		2,030	1,950	470	0	0
Movement in Reserves as per original outturn	(495)	(2,398)	(617)	(345)	(75)	25
<b>Council Tax Requirement</b>	<b>5,957</b>	<b>5,947</b>	<b>7,711</b>	<b>6,740</b>	<b>7,378</b>	<b>7,091</b>
Council Tax Income	(5,957)	(5,957)	(6,194)	(6,413)	(6,613)	(6,810)
<b>True (Surplus) / Deficit</b>	<b>0</b>	<b>(9)</b>	<b>1,518</b>	<b>327</b>	<b>764</b>	<b>281</b>
Business Rates Reserve	0	0	(1,518)	0	0	0
MTFS	0	9	0	148	(289)	194
Funding Reserve	0	0	0	0	0	0
Damping (Gov Transitional Funding)	0	0	0	(475)	(475)	(475)
<b>Adjusted (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Reserve Allocations

	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
Emergency	500	0	0	0	0
Climate Change	380	300	320	0	0
Sports Facility	150	150	150	0	0
Business Recovery	0	1,000	0	0	0
Waste Depot cont.	1,000	500	0	0	0
	<b>2,030</b>	<b>1,950</b>	<b>470</b>	0	0

<b>Decision Maker:</b>	Council	<b>Date:</b>
<b>Title:</b>	Local Council Tax Support Scheme 2021/22	Tuesday, 8 December 2020
<b>Portfolio Holder:</b>	Portfolio Holder for Finance and Budget Cllr Neil Hargreaves	
<b>Report Author:</b>	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk	

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## Summary

1. There is a requirement to annually review the Local Council Tax Support (LCTS) Scheme, and propose changes to the scheme for the following financial year. The decisions made, even if no change is proposed, must then be consulted upon before a decision is taken at Full Council in December on the final scheme for the following financial year.
2. The consultation period ran from 11 August to 18 September 2020, due to the current pandemic this was in the form of an online survey only. All preceptors were notified either via email or letter of the consultation dates and provided with details of how to access the online form.
3. The survey was fully publicised on our website, social media and posters were distributed to Town and Parish Councils to display on noticeboards. Details of the survey were included in our press releases in local media and newspapers.
4. The survey generated 27 responses of which 64% of the comments were supportive of the scheme continuing with the current contribution rate from working age claimants and to protect vulnerable and disabled residents and carers on a low income.
5. As can be seen from the table in paragraph 8 Uttlesford has the lowest percentage contribution requirement of any authority in Essex. This demonstrates that whilst the council has had sufficient funds to support the scheme it has done so.
6. The Cabinet reviewed the LCTS scheme proposals for 2021/22 along with the consultation responses (Appendix A) and recommend that Council approve the scheme as set out in this report.

## Recommendations

7. Council is requested to approve the Local Council Tax Support Scheme for 2021/22 based on the following;
  - I. The contribution rate is frozen for the sixth consecutive year at 12.5%.
  - II. The Council continues to protect Vulnerable and Disabled Residents and Carers on a low income.

## Financial Implications

8. Detailed in the main body of this report.

## Background Papers

9. None

## Impact

Communication/Consultation	Proposals subject to public consultation and discussions with major preceptors
Community Safety	None.
Equalities	An equalities impact assessment has been included
Health and Safety	None.
Human Rights/Legal Implications	Compliance with relevant legislation.
Sustainability	The objective is to achieve a financially sustainable set of arrangements.
Ward-specific impacts	None.
Workforce/Workplace	Ongoing demands on the Revenues & Benefits, Housing and Customer Service teams

## Local Council Tax Support (LCTS)

10. LCTS replaced Council Tax Benefit (CTB) from 1 April 2013. The Council has adopted a scheme which has the following key elements:
  - a) Pensioners on low income protected from adverse changes (as required by Government)
  - b) Disabled people, carers and blind people on a low income receive discretionary protection from adverse changes
  - c) Working age people previously on full CTB pay no more than 12.5% of the council tax bill
  - d) £25 per week of earned wages income disregarded from assessment (to provide a work incentive)
  - e) Child Benefit and Child Maintenance disregarded from assessment (to minimise exacerbation of child poverty, or accusations of same)
  - f) Hardship Policy to enable additional support for genuine extreme hardship cases

## Contribution Rates across Essex

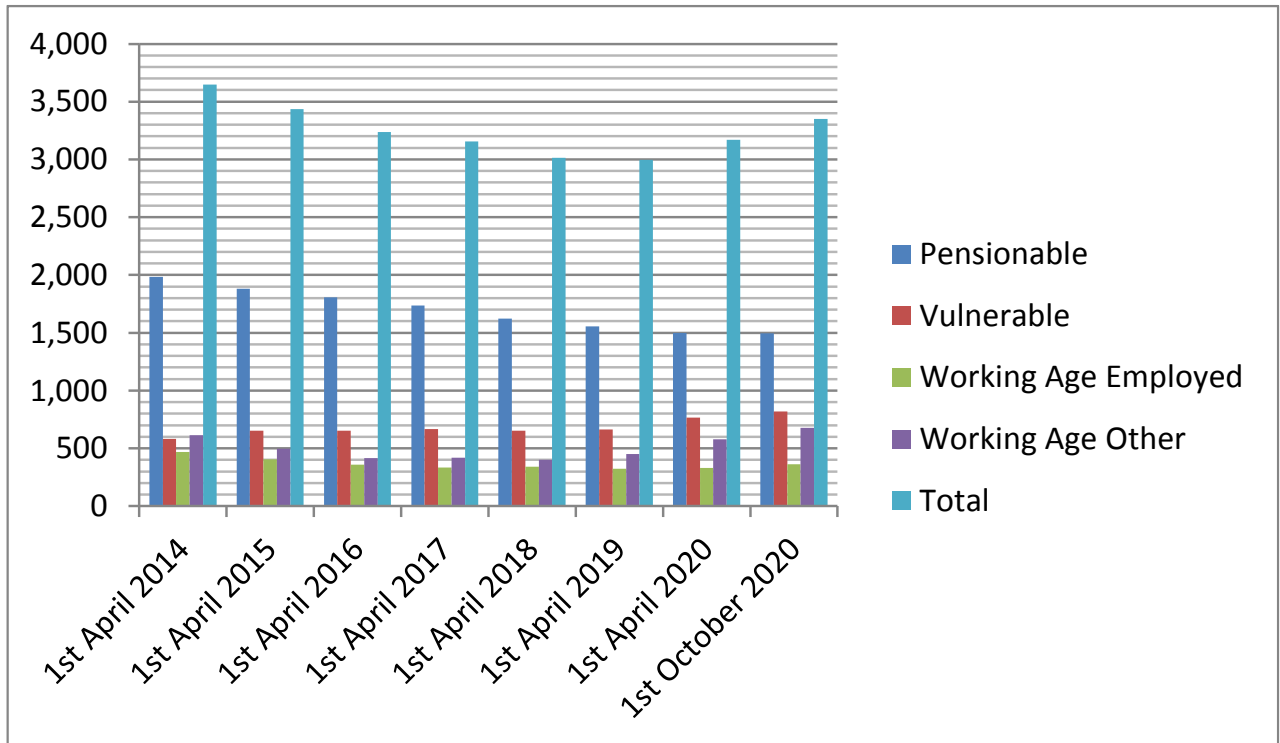
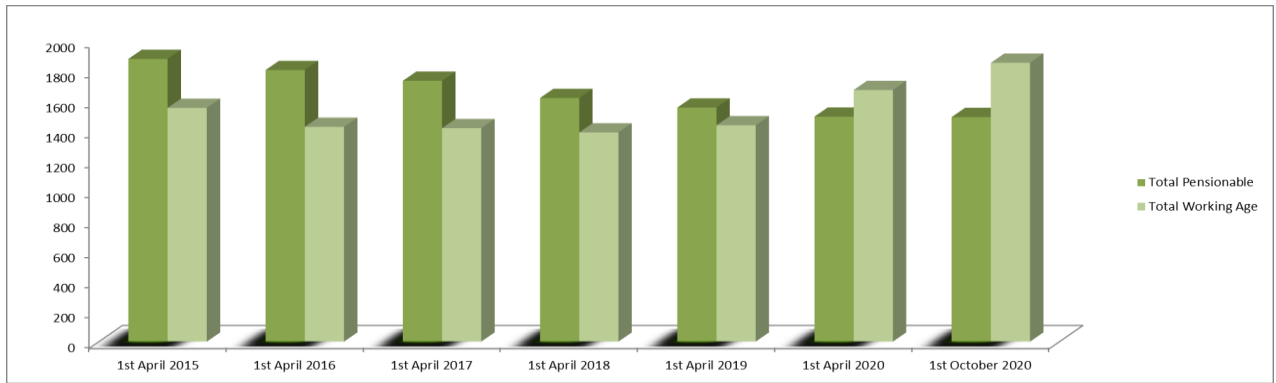
11. The council has the lowest percentage contribution rate within Essex with the highest being set at the maximum permitted level of 30%.

	Contribution Rate (%)					
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Basildon	25	25	25	25	25	25
Braintree	20	20	24	24	24	24
Brentwood	20	20	20	20	20	25
Castle Point	30	30	30	30	30	30
Chelmsford	23	23	23	23	23	23
Colchester	20	20	20	20	20	20
Epping Forest	20	25	25	25	25	25
Harlow	24	26	24	24	24	24
Maldon	20	20	20	20	20	20
Rochford	20	20	28	28	28	28
Southend-on-Sea	25	25	25	25	25	25
Tendring	20	20	20	20	20	20
Thurrock	25	25	25	25	25	25
Uttlesford	12.5	12.5	12.5	12.5	12.5	12.5

## Caseload

12. The current caseload shows an increase in working age caseload and this is the first time in six years where there has been an increase. This can be attributed to the Covid-19 pandemic, the national roll out of Universal Credit.
13. The following table and graphs provide an analysis of each category of claimant and how the caseloads have changed over the past 6 years.
14. A half year caseload position has been included as 2020/21 has an unprecedented level of claims due to the pandemic. At the beginning of the year there was an increase of 175 claimants and by the middle of the year this was increased by a further 178, giving a total additional caseload of 353. The full cost impact of this is set out in point 23.

	1/4/15	1/4/16	In year movement	1/4/17	In year movement	1/4/18	In year movement	1/4/19	In year movement	1/4/20	In year movement	1/10/20	In year movement
Pensionable	1,881	1,807	- 74	1,735	- 72	1,621	- 114	1,557	- 64	1,497	- 60	1494	- 3
Vulnerable/Disabled	651	653	2	667	14	651	- 16	664	13	766	102	818	52
Working Age - Employed	406	359	- 47	334	- 25	341	7	323	- 18	331	8	361	30
Working Age - unemployed	498	417	- 81	419	2	400	- 19	452	52	577	125	676	99
<b>Total Claimants</b>	<b>3,436</b>	<b>3,236</b>	<b>- 200</b>	<b>3,155</b>	<b>- 81</b>	<b>3,013</b>	<b>- 142</b>	<b>2,996</b>	<b>- 17</b>	<b>3,171</b>	<b>175</b>	<b>3,349</b>	<b>178</b>



### Increasing the Contribution Rate

15. For each increase of 2.5% in the contribution rate it would generate a potential additional council tax income of £39,258 across all the preceptors of which the council would retain £5,496.
16. The impact of each 2.5% increase on a Working Age claimant who receives the maximum LCTS award would be an additional £43.24 per year, equating to £0.83p per week.
17. The financial gain and the claimant impact are detailed in the table below, the costings are based on all working age claimants paying a 12.5% contribution, as it is impossible to identify and calculate precise figures as the contribution level varies dependant on the claimant's financial circumstances.

Percentage Contribution	Average liability income due	90% Collection Rate	Increase @ 2.5% increments	Additional Cost to claimant	
				per year	per week
12.50%	£218,098.97	£196,289			
15%	£261,718.76	£235,547	£39,258	£43.24	£0.83
17.50%	£305,338.55	£274,805	£78,516	£86.47	£1.66
20%	£348,958.35	£314,063	£117,773	£129.71	£2.49

### Income Sharing Agreement

18. An Essex wide income sharing agreement was entered into with all billing authorities and major preceptors at the time of implementation of the new LCTS scheme.
19. The main principles of the agreement are to ensure a joint approach in maximising income collection, reduce fraud and ensure compliance.
20. By working proactively on fraud this ensures that our Taxbase is maintained at the maximum level generating extra revenue for both the major preceptors and billing authorities.
21. Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.
22. The increased income generated specifically from these activities and internal decisions by UDC each year is monitored, and the preceptors have agreed to share their element of the extra income with the Local Authorities.
23. Two posts are being funded through this agreement to work directly on all areas of fraud and compliance within Council Tax.
24. The income generated directly from this work will also be shared as per the agreement.

### LCTS Administration, hardship and recovery funding

25. As part of the scheme the major preceptors (County, Fire and Police) provide funding of £34,000 per annum to employ an officer to ensure the efficient administration of the LCTS scheme. The officer also works with those people affected by the scheme to provide support in managing their payments and thereby avoiding costly recovery action being taken.
26. Essex County Council contributes £7,000 per annum towards the running of the hardship scheme which has a £15,000 annual budget (£8,000 UDC element).

## Full cost of LCTS scheme

27. The following table shows that the forecast financial position for UDC in 2021/22 is a net cost of £412,593. The costing has been based on the caseload on the 5 November 2020 and uses the 2020/21 band D equivalent.

<b>£'000</b>	<b>LCTS Expenditure 2018/19</b>	<b>County, Fire and Police Share</b>	<b>UDC Share 2018/19</b>
LCTS Discounts	3,717,631	3,197,163	520,468
Major Preceptors - Sharing Agreement (14%)	0	107,844	(107,844)
<b>Net of LCTS Scheme &amp; Discounts</b>	<b>3,717,631</b>	<b>3,305,007</b>	<b>412,624</b>
Major Preceptor LCTS Funding (Admin & Recovery)	0	34	(34)
LCTS Hardship Scheme	15	7	8
ECC Funding of Hardship Scheme	0	5	(5)
<b>Total Net Cost</b>	<b>3,717,646</b>	<b>3,305,053</b>	<b>412,593</b>

## Covid-19 Impact

28. The Government has provided additional funding to support claimants during 2020/21, reducing their contributions up to a maximum of £150 or equal to bringing their contributions to zero whichever is the lower figure.

29. Due to the current Covid-19 emergency and the ongoing impact of the measures put in place to control the virus it is expected that current caseload levels will continue to increase during the current financial year and this is likely to impact on the early part of 2021/22. It is difficult to predict the outcomes for 2021/22 but it is hoped that the economy will begin to recover during the next financial year and that caseloads will decrease.

## Consultation process

30. The current consultation ran from 11 August to 18 September 2020 and did not include any questions requiring a specific 'yes' or 'no' answer, as in previous years. Respondents were asked to consider the proposals and provide their views in an 'open text box'.

31. The survey invited (but did not require) participants to provide their name and a contact email address. Participants were also asked to identify if their response was on behalf of an organisation.

32. The online survey took the form of a simple web form on the Uttlesford District Council website which could be accessed via a direct link or from the website home page.

33. The survey was widely publicised and residents were encouraged to take part with a press release which went to all local media and newspapers on 14



August, e-newsletters were sent to all of the subscribers on our mailing lists (in excess of 4,700 contacts). In addition to this, the consultation was promoted on Facebook in mid-August and again within ten days of the close of the survey

34. Emails inviting participation in the survey were sent directly to Essex County Council, the PFCC and the town and parish councils,
35. Town and Parish Councils also received a letter which included posters to be placed on parish notice boards, giving details of the survey and how to respond. Finally, for those who do not use digital services, we offered (details in the press releases and all publicity) to send out by post paper copies of the survey.
36. The full consultation report is attached as Appendix A.

### Consultation Responses

37. The consultation generated 27 responses in total, of which 25 provided comments and 16 of these either agreed with the proposals or could be clearly interpreted as supporting these.
38. A total of 54 emails and/or letters were sent to all preceptors (Essex County Council, Police, Fire and Crime Commissioner and all Town and Parish Councils) and three responses were received.

### Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Assumptions about costs and income levels are incorrect	3 (a high degree of variability and estimation is involved)	3 (adverse or favourable cost affecting the council budget/collection fund)	Monitor trends closely and review scheme each year to make necessary adjustments.
Covid-19 and effect on the economy longer term	3 – possible that unemployment levels will still be high	2 – cost of the scheme will increase	Monitor caseload and work with preceptors on managing the scheme

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.



**Uttlesford District Council October 2020**

# **Local Council Tax Support (LCTS)**

**A summary report on the survey about Local Council Tax Support (LCTS) provision in Uttlesford for the financial year 2021-2022.**

In April 2013 Council Tax Benefit was abolished and replaced by a new local Council Tax Support (LCTS) scheme. The Government required councils to protect pensioners so that they would receive the same level of support as they did under Council Tax Benefit. This means that LCTS has applied only to working age people.

Uttlesford District Council has been consulting local residents regarding the Local Council Tax Support Scheme (the Scheme) since 2012 during which time the Scheme has undergone various changes. For the financial year 2021/2022, the council has proposed that the Scheme is set on the same basis as that for 2020/2021, namely:

- The contribution rate is frozen for the sixth consecutive year at 12.5%
- The council continues to protect vulnerable and disabled resident and carers on a low income

For the current consultation, there were no questions requiring a specific 'yes' or 'no' answer, as in previous years, but respondents were asked to consider the proposals and provide their views in an 'open text box'. The survey invited (but did not require) participants to provide their name and a contact email address. Participants were also asked to identify if their response was on behalf of an organisation (such as those mentioned as major preceptors above). The survey ran from 11 August to 18 September 2020.

## Appendix A

The online survey took the form of a simple web form on the Uttlesford District Council website which could be accessed via a direct link or from the website home page. Emails inviting participation in the survey were sent directly to Essex County Council, the PFCC and to all town and parish councils in the district on 11 August, with reminder emails sent in early September.

The survey was widely publicised to the citizens of Uttlesford were encouraged to take part with a press release which went to all local media and newspapers on 14 August and e-newsletters were sent to all of the subscribers on our mailing lists (in excess of 4700 contacts). The town and parish councils were also sent a letter and posters to be placed on parish notice boards, giving details of the survey and how to respond. In addition to this, the consultation was promoted on Facebook in mid-August and again within ten days of the close of the survey - the initial post reaching almost 10,500 people and had 490 engagements and 56 shares. Finally, for those who do not use digital services, we offered (details in the press releases and all publicity) to send out by post paper copies of the survey.

### Results – Overall submissions

The LCTS scheme survey conducted in 2019 received a total of 156 responses. This year, however, in spite of this extensive publicity for the survey, the response rate was much lower with a total of 27 responses, as shown in the table below.

Overall submissions	Result counts (percentage)
Total number of paper forms returned:	0
Total number of web forms submitted:	27 (100%)
Total number of comments received:	25 (92.6%)
Number of responses on behalf of preceptors:	3*
Number of responses providing an email contact address:	15 (55.6%)

## Appendix A

\*The survey was sent to Essex County Council, the PFCC and the town and parish councils in the district; a total of 54 email addresses. The response rate for this group was 5.56%.

### Results – Submitted comments

Of the submitted comments, 16 (or 64% of all the comments received) either directly supported the proposals, or could clearly be interpreted as such.

The introduction to the survey asked participants not to comment on any other services the council provides; as such comments could not be taken into account as part of the consultation. However, where comments not related to the LCTS Scheme survey were received, these have been listed separately in this report.

All the comments provided as an expressed opinion regarding the proposals are listed below.

I agree with the decision

Yes

If this is the best affordable option I support it however I would urge the council to consider further support as we recover from the coronavirus pandemic and during this time of recession and low employment. I am classed as a “high earner” and I would rather pay up to 5% more so that someone less fortunate and privileged can pay £8.05 less. £8 to me is nothing but to someone it’s the difference between a few days groceries and hungry children. It’s radical but charities often partner with shopping sites to do a “round it up” scheme - could we do that with council tax to fund financial aid to those who need it most? We’ve an opportunity to ride on the coat tails of the community spirit we’ve seen in the pandemic...

Keep helping people who really need it

## Appendix A

Only give it if they have been living in the district for say three years before making the claim

In view of the current covid financial effects on us all, but in particular the vulnerable , I think the LCTS rate should be significantly increased from 12.5% .

I fully back the proposals to continue to provide help for the most vulnerable amongst us. In light of the current situation with Covid19, this help is more vital than ever.

The current level of subsidy should be maintained. If possible it should be increased

People's income has not kept pace with inflation. The community should be helping those less fortunate. As most of you support this government, I will not hold my breath.

Full support

In these tough times we should support people who have lost their jobs of who can not work. They should not have to pay anything at all until they are able to. This is the mark of a caring society.

I support council decision to offer council tax support to vulnerable and elderly residents in additions to pensioners on a low income.

Absolutely fine. Well done for keeping it the same .

It would be nice to have a lower council tax bill,when one person is not working,and only one person working for the couple,and to help them out.

This is a very good idea,as some people in a couple,or,family who are out of work,and only one person working full time to help provide for the couple,or, the family,and to help them out with paying the council tax bill that they have to pay.

I agree that the LCTSS proposals for 2021/2022 should be on the same basis as 2020/2021, I thank UDC for doing this.

## Appendix A

Due to COVID-19 council tax should be paid by the government in full for the people who are on benefits and not working. Till they got a job obviously. But if this action is not possible than if the government is willing to slash the 12.50 % into half that's will be also good . So any supports from the government is gonna work in residence favours .

### Why break a system that is working

Having previously written to council member voicing our concerns, Thaxted Parish Council would like to reiterate its position. Thaxted Parish Council asks you to note its objection to the proposal to remove the subsidy grant from the parish council, which is not in keeping with the general principle of the grant scheme given by Central Government to principle authorities. A copy of a letter from Kris Hopkins MP, Minister for Local Government dated February 2015 can be found in the link as below. <https://www.gov.uk/government/publications/parish-funding-for-local-council-tax-supportscheme>. You will note from the letter the specific request from Kris Hopkins MP for the grant to be passed to town and parish councils, he further notes in his letter to Leaders of Billing Authorities that "it is essential they (town and parish councils) receive all the funds due to them in order to carry out their activities" The National Association for Local Councils (NALC) also notes the following on its website: "In 2013/14 and 2014/15 the Department for Communities and Local Government have paid Billing Authorities a combined total for each financial year of £3.3 billion to officially refer on to parish councils in their areas to minimise the reduction of parish precept revenue following the diminution of average council tax bases in parished areas over the last two years. Accordingly, In 2014/15 most Billing Authorities nationally passed on the Localisation of Council Tax Support Scheme (LCTSS) mitigation grant to parishes in their areas, but 15 did not. We lobbied the Government very hard to ensure that it put pressure on Billing Authorities to pass across to all parishes in their areas the maximum amount of LCTSS parish mitigation grant in 2015/16." Should UDC choose not to honour the intent from DCLG, it is not only in clear breach of the guidance and request from DCLG but is also acting outside of the essence and intention of the whole Local Council Tax Support Scheme process of how grants received from Central Government should be forwarded to town and parish councils. It is further noted within UDC Minutes of 3rd May 2016 that "The Assistant Director Corporate Services said that the 2015 consultation survey had revealed that 93.3% of responses had supported the protection of the parish council grant. However, they would not necessarily have been aware of the financial implications of this arrangement" It is exceptionally clear and demonstrated from the results of the 2015 consultation that the public is content with the LCTS subsidy continuing to be forwarded to town and parish councils for its intended purpose. The loss of any funding will have a detrimental effect on Thaxted Parish Council continuing to provide and improve services to the residents and at a time when the Council is still settling its finances after taking on several services that have been devolved from Uttlesford District Council to us such as the Public Toilets and car Park. The Parish Council therefore wishes to register its fierce objection to the withdrawal of this much needed grant to both town and parish councils. Please

## Appendix A

therefore consider this letter a formal response to the LCTS consultation process.

I am in favour of the Local Council Tax Scheme.

I support the scheme.

I support the proposal, and in view of Covid 19, I would also support a reduction in the contribution to 10%.

In my view working aged people on low income to pay zero Council tax.

All UDC documentation (including all consultation documentation) should be explicit about the particular cohorts of disabled people who are afforded Council Tax reductions AND ALL THOSE DISABLED PEOPLE COHORTS THAT ARE NOT.

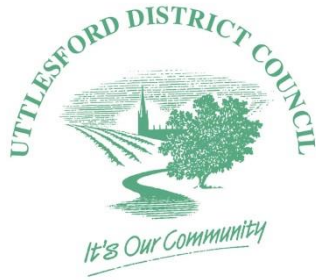
Similarly that all UDC documentation is explicit that only some vulnerable people and carers on low income are protected.

SWTC supports the proposals of the 2021/22 LCTS scheme

I support the proposal to maintain the Support Scheme on the same basis as last year, which provides for a Contribution of 12.5% of the Council Tax bill, and adding that, in view of Covid 19, I would support a reduction in the Contribution to 10%.

## **Results – Additional comments received**

Why have I been sent this? I am not disabled or claiming benefits I can anser it but you are asking the wrong questions. Many people have been affected by coronavirus and have lost their jobs and can not pay so you should be looking at how you can support them. Uttlesford just takes the money and does nothing aside from building everywhere. This is a wake up call you should be helping all people in the area and not just a few especially at this time



## Uttlesford District Council

### Fast-track equality impact assessment (EqIA) tool

#### What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

#### What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

#### How do I use the tool?


This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

*If there is insufficient space to answer a question, please use a separate sheet.*



General information		
1	Name of strategy, policy, project, contract or decision.	Local Council Tax Support (LCTS) Scheme – 2021/22
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set the proposals for the 2021/22 scheme I. Set the contribution rate for working age unemployed and low income claimants at 12.5%  II. Continue to protect pensioners and the vulnerable and disabled
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents  <input type="checkbox"/> Staff  <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Directorate.	Adrian Webb, Director of Finance and Corporate Services
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability  <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race  <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation  <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity  <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input checked="" type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input checked="" type="checkbox"/> Complaints <input type="checkbox"/> External verification <input checked="" type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 
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**Analysing performance data**

8	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not applicable </td> </tr> </table> <p><i>Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>	<input checked="" type="checkbox"/>	Yes *	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox"/>	Not applicable
<input checked="" type="checkbox"/>	Yes *									
<input type="checkbox"/>	No*									
<input type="checkbox"/>	Insufficient									
<input type="checkbox"/>	Not applicable									

9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not applicable </td> </tr> </table> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>	<input checked="" type="checkbox"/>	Yes *	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox"/>	Not applicable
<input checked="" type="checkbox"/>	Yes *									
<input type="checkbox"/>	No*									
<input type="checkbox"/>	Insufficient									
<input type="checkbox"/>	Not applicable									

**Checking delivery arrangements**

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <p>The <a href="#">premises</a> for delivery are accessible to all.</p> <table border="0" style="text-align: right;"> <tr> <td><b>Yes</b></td> <td><b>No</b> </td> <td><b>N/A</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	<b>No</b>	<b>N/A</b>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

[Consultation](#) mechanisms are inclusive of all.

x		
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[Participation](#) mechanisms are inclusive of all.

x		
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

**Checking information and communication arrangements**

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

*If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.*

[Customer contact](#) mechanisms are accessible to all.

Yes	No 	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic, web-based and paper information is accessible to all.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Publicity campaigns are inclusive of all.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Images and text in documentation are representative and inclusive of all.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.


**Future Impact**

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

No


Yes \* 

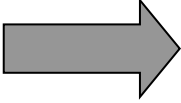
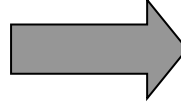

Insufficient evidence 

\*Please state any potential issues Identified.

**Improvement actions**

13 If your assessment has highlighted any potential issues or red flags, can these be easily addressed?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No* 
<input checked="" type="checkbox"/>	Not applicable

		<i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i>
<b>Making a judgement – conclusions and next steps</b>		
14	Following this fast-track assessment, please confirm the following:	
	<input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified	 No further action required. Complete this form and implement any actions you identified in Q13 above
	<input type="checkbox"/> There is insufficient evidence to make a robust judgement.	 Additional evidence gathering required (go to Q17 on Page 7 below).
	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.	 Action planning required (go to Q18 on Page 8 below).
15	If you have any additional comments to make, please include here.	<input checked="" type="checkbox"/> None
<b>Completion</b>		
16	Name and job title	Angela Knight Assistant Director, Resources
	Name/s of any assisting officers and people consulted during assessment:	Cabinet Members, Local residents, Businesses and all preceptors (including Town and Parish Councils) all consulted
	Date:	Cabinet – 24 November 2020 Council - 8 December 2020
	Date of next review:	Summer 2021
	<i>For <b>new</b> strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	

**Committee:** Council

**Date:** Tuesday,

**Title:** Uttlesford Economic Recovery Plan  
2020 - 2022

8 December 2020

**Portfolio Holder:** Cllr Neil Reeve, Portfolio Holder for the Economy, Investment and Corporate Strategy

**Report Author:** Linda Howells  
Acting Economic Development Officer  
[lhowells@uttlesford.gov.uk](mailto:lhowells@uttlesford.gov.uk)

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## Summary

1. The COVID-19 global pandemic has had a significant impact on the Uttlesford district economy.
2. Unemployment is at levels not seen in the district since May 1994. Thousands of residents have been furloughed from their employment. Some sectors have been hit very hard, including retail, hospitality, personal services, the visitor and entertainment sectors, aviation and transport.
3. This is an ever-changing situation and the recent second national lockdown has caused even more concern amongst many local businesses. While some businesses have found ways to pivot their business model, there are others unable to adapt and therefore without an income.
4. Many local businesses have slipped through the net of Government business support initiatives, some are new businesses, others are located in shared accommodation or working from home without fixed property costs.
5. Appendix A contains the Uttlesford Economic Recovery Plan, an evolving plan based on the available data in an ever-changing situation. It aims to identify and address local issues that are not addressed by national, regional or county initiatives. It contains four work themes, which are
  1. Business Engagement and Support
  2. Information, Advice and Guidance
  3. Skills and Training
  4. Job Creation
6. It is anticipated that the economic situation will be clearer in six months' time. A report will be submitted to Council at that time, which will include SMARTer actions and more detailed financial costings.
7. Cabinet met on 24/11/2020 and approved the report attached at Appendix A, subject to changes to be made by Cllr. Reeve in response to comments received by him.
8. Cabinet recommends the report to Council for approval.

## Recommendations

1. That Council approves the report included at Appendix A.

## Financial Implications

2. None

## Background Papers

3. None

## Impact

- 4.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	All sustainability issues are addressed in the report at Appendix A
Ward-specific impacts	All initiatives are targeted at residents and businesses across the district, unless specific business sectors.
Workforce/Workplace	N/A

## Situation

### Risk Analysis

- 5.

Risk	Likelihood	Impact	Mitigating actions
The Plan at Appendix A aims to identify gaps in support initiatives and address	Significant risk of negative impact if no action taken.	3	Economic Recovery Plan is based on available data, and actions within it will increase



those gaps locally. Without that support local residents and businesses would be unsupported.			understanding of local issues so that activities can adapt to local needs.
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- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

# Uttlesford Economic Recovery Plan

## Objectives

- The Plan identifies national, regional, county and local initiatives that are currently active or planned to address the impact of the COVID-19 global pandemic. It identifies local gaps and proposes local solutions.
- This Plan will provide a framework for activities in the next 18 months, whilst recognising that the Council has a longer term ambition of addressing the Climate Change agenda and all actions need to reflect that ambition. In addition this Plan and its actions need to be reflected and integrated into the emerging Local Plan.
- To engage with local businesses to identify needs and potential solutions, particularly for those businesses hardest hit by the global COVID-19 pandemic.
- To offer support to all Uttlesford district businesses so that they might survive these challenging times.
- To provide information, advice and guidance to potential business start-ups, growing businesses, or those businesses looking to move into the district in order to create jobs and build resilience in the economy.
- To support local residents who, due to the COVID-19 pandemic, have been made redundant or face redundancy ensuring that they have access to support services.
- To prepare for longer term activities that support the recovery of the local economy, following the impact of the COVID-19 pandemic.

This Plan has four work themes, which are:

1. Business Engagement and Support
2. Information, Advice and Guidance
3. Skills and Training
4. Creating Jobs / Inward Investment

Appendix A contains international and national statistics

Appendix B contains the national, regional and county level context for the Economic Recovery Plan

Appendix C contains local background and unemployment data

## **1. Business Engagement and Support**

Aim: To reach all Uttlesford businesses and provide high quality business support, including advice for all businesses from start-ups to scale-ups.

Some businesses have been hit harder by the impact of the COVID-19 pandemic than others. These include:

- Town centres / retail, hospitality and personal services
- Visitor economy / arts, entertainment, events, venues, associated services, supply chain etc.
- London Stansted Airport / aviation and transport
- Those businesses who have fallen through the gap and not received help from Government schemes. This will include those who do not have commercial premises that are registered on the Valuation Office Agency website, including home-based businesses or those in shared accommodation.
- Businesses whose customer base or supply chain was badly impacted by the pandemic and who have been unable to adapt their business model.
- Business owners who are self-employed but were unable to access the self-employment support, due to being start-ups or because of accounting practices.

### **Current activities include:**

#### **Business Engagement**

- Engagement with business networks – Saffron Walden BID, Great Dunmow Town Team, Stansted Business Forum, Stansted Airport Chamber of Commerce
- Annual Business Breakfast
- Social media - @UDCBusiness, UDC Facebook
- Email – [business@uttlesford.gov.uk](mailto:business@uttlesford.gov.uk)

#### **Business Support**

- Supporting the delivery of Business Support grants to district-wide businesses – working with UDC Revenues Team
- Supporting the safe re-opening of the town and village centres – with UDC Environmental Health, Licensing, Communities and other Council departments
- Strategic management of the Council's car parks.
- Signposting and referrals to business support services
  - BEST Growth Hub – restructuring to cope with increasing demand with recruitment of 4 new Business Navigators. Currently businesses waiting 6 weeks for assessment – covers start-ups, scale-ups and those businesses in-between. BEST can also refer on to Colbea if required.
  - Let's Do Business (ECC funded until 30/4/2021)
- COVID-19 Business Support Guide
- One-to-one email and telephone support from ED Team officers
- Provision of social media training and support package for 500 businesses, or individuals looking to start a retail business, from Maybe\*Tech for one year.
- Provision of an on-line platform, with e-commerce and home delivery service for any district wide business that could sell their products on-line, launch w/c 23/11. This is also available to any unemployed resident who wishes to start a retail business.
- Installation of superfast / ultrafast broadband across the district

- Partners in the award-winning Essex + Herts Digital Innovation Zone and beneficiaries of their projects including ultrafast broadband to GP surgeries and premises within 300m.

**Planned activities to include:**

Business Engagement

- Establish a closed Facebook group for Uttlesford businesses
- Re-opening the High Streets Safely Fund Information and Communications Officer working in Saffron Walden and Great Dunmow town centres, and two neighbourhood shopping centres in Stansted Mountfitchet (Lower Street and Cambridge Road) engaging with businesses and delivering reassurance communications campaigns to residents

Business Support

- BEST Growth Hub – delivering national Peer Network Programme
- ECC developing a Digital Strategy which will identify solutions for the approximately 2% of premises that will not be receiving superfast / ultrafast broadband by end December 2021.
- ECC providing funding to business support agencies for additional resources to deal with the current demand on services

**Additional Recovery Plan activities to include:**

Business Engagement

- Uttlesford Business Engagement and Social Media Officer to:
  - Increase social media communications and engagement with local businesses
  - Increase engagement and communications with wider business community
    - industrial estates and business parks – targeted location activity
    - hardest hit businesses

Business Support

- Business start-up guide with signposting to other resources
- Economic Recovery information to every household and every business – using Revenues and Benefits databases
- Provision of incubator space
- “Placemaking” strategic vision development and planning for the future of the town and village centres in Saffron Walden, Great Dunmow and Stansted Mountfitchet .
- Specific support for the visitor economy – business engagement with businesses across the sector, support for pivoting their business model if possible, marketing and promotion campaigns etc. Need to research options – internal officer – district wide approach / Saffron Walden Town Council SLA.
- Specific business support for airport based / related businesses
- Support establishment of new markets, including teenage markets, pop-up, craft, vintage clothing etc.
- Uttlesford Business Engagement and Social Media Officer to:
  - To provide specific opportunities through social media for businesses to participate in virtual markets

**Resources Required in Year 1**

Partnership fees for Essex + Herts Digital Innovation Zone	£10,000
Business Engagement and Social Media Officer	£35,000
Resources for “Placemaking” in town and village centres	£30,000
Resources for visitor economy (inc SLA Visit Essex)	£30,000
Resources for strategic management of the Council’s car parks	£35,000
Resources for aviation related businesses	£20,000
Resources for business testing initiatives e.g. markets	£10,000
<b>TOTAL</b>	<b>£170,000</b>

## **2. Information, Advice and Guidance**

Aim: To provide up-to-date clear, consistent and relevant information to Uttlesford businesses and residents who are unemployed or facing redundancy, looking for work or training opportunities and for the advancement of young people.

### **Current activities include:**

- [www.uttlesford.gov.uk/business](http://www.uttlesford.gov.uk/business) - signposting to a wide range of agencies
- COVID-19 Business Support Guide
- Business e-newsletters (keepmeposted database) with additional distribution through business networks
- Briefing notes to all Ward Members and Parish / Town Clerks
- Social media messages
- Revenues and Benefits emails include contact information to Economic Development Team for support
- Press releases as required
- Promotion of national, regional and county initiatives

### Current content includes:

- Government business support schemes including Tier 2 and Tier 3 business support grants
- Skills and training opportunities
- Mental health and wellbeing initiatives
- Debt counselling and other community initiatives that may be helpful for businesses / individuals
- Business support provision
- British Business Bank – finance information provider
- Pavement licence application process changes
- National Business Support Helpline

### **Current activities to address unemployment include:**

- DWP lead on activities to address unemployment, offering information, advice and guidance but do not have a physical presence in Uttlesford district.
- Transitions employment support project delivered in Saffron Walden with local charity funding to increase offer
- CAB offering debt counselling and advice services to all residents – ECC grant expires 31/3/2021
- Support offered to MAG relating to current consultation process
- TCHC offers employability support to businesses whose employees are facing redundancy, 1-2-1- support, CVs, job search and interview techniques, on-line training.

### **Planned activities to include:**

- ECC planning a one-stop shop re skills and training
- Stansted Employment Support Volunteer Project in development
- CVSU have been awarded funds from National Lottery to run an Employment Support Scheme – awaiting details of project

**Additional Economic Recovery Plan activities to include:**

- Job Club / employability support in other parts of the district?
- Revamp of UDC and UDC business websites to access up-to-date information
- One stop shop pages on UDC website with all services available for local residents and businesses listed and easy to access

**Resources Required in Year 1**

Resources to support local projects which might include Stansted Employment Support, CAB debt counselling provision

£40,000

**TOTAL**

**£40,000**

### **3. Skills and Training**

Aim: To raise awareness of and promote skills and training opportunities to residents, including young people, those seeking advancement who may have taken jobs below their skills and experience levels as a result of the COVID-19 pandemic, and local businesses, to support (re)skilling or upskilling so that they can benefit from local job or business opportunities.

#### **Current Activities include:**

- Promotion of a large number of skills and training offers, many are on-line and free. These include

#### Skills Training

##### Young People

- Stansted Airport College / Harlow College – have added a logistics course – freight transport
- Princes Trust – mainly on-line, building confidence and getting into health and social care courses
- TCHC – retakes of GCSE Maths and English, online courses

##### All residents

- National Careers Service - The Skills Toolkit – free and on-line
- National Lifetime Skills guarantee – courses for adults without A levels or equivalent qualifications
- Ixion Training – upskill for current jobs market - on-line digital skills and 10 day construction course with CSCS card at completion
- Twin UK – customer service, digital skills and warehousing courses
- TCHC (The Consultancy Home Counties) Positive Directions and My Gaps Programmes – many on-line courses, including digital and IT skills, book keeping, accountancy, health and social care, customer service, warehousing and retail.
- Digital Boost – online platform uniting SMEs and charities with digital experts
- Digital Skills Partnership
- Adult and Community Learning – online courses

##### Specific Support for the unemployed or those facing redundancy

- TCHC (The Consultancy Home Counties) many on-line courses, including employability
- WEA – Norfolk based but offering free courses to Essex residents on income based benefits including becoming a self-employed courier and setting up your own business

##### Businesses

- Social media training from Maybe\* Tech
- University of Essex talks and tasters <https://www.essex.ac.uk/visit-us/cant-visit-us/talks-and-tasters>



- Offering opportunities for and promoting :
  - Apprenticeships
    - TCHC are experts in apprenticeships in all industry sectors
    - ECC Apprenticeship Levy Scheme – matching unused Levy with employer who want to offer apprenticeships - to start December 2020 UDC
  - Work placements
    - Kickstart – UDC looking to offer work placements for 16 – 24 year olds.
    - Gateways – TCHC, Harlow District Council and Essex County Council

**Planned activities include:**

- ECC looking to commission work from EMSI to identify skills of recently unemployed and training required to help transferability of skills to new jobs. This could be commissioned at UDC level if required. It may lead to identification of specific vocational or other skills training required in the district.

**Additional Recovery Plan activities to include:**

- Establish a Support Providers Co-ordination Group - to collate information, provide SPOC, make referrals of clients to appropriate support providers. To include Stansted Airport College / Harlow College, Stansted Airport Employment and Skills Academy, Adult and Community Learning (Essex), CAB, Fairycroft Arts and Media Centre, Transitions, CVSU, other voluntary sector organisations. Possible leadership from EESET?
- Coordination of all employability support projects across the district to ensure that all residents have access to high quality provision that meets their needs.
- Support to create more sustainable businesses e.g Core ?
- Use of a local Employment Code and local Procurement Policy by developers working in the district and development of a feeder network, paid for by a donation / levy on developers for a member of staff to coordinate.

Longer term

- Support for young people / school leavers to prepare for work – links with schools / colleges – longer term post COVID

**Resources Required in Year 1**

Coordination of Support Providers Group and promotion of their activities	
Staff resources to deal with enquiries from individuals	£15,000
Business Training – after identification of need	£20,000
<b>TOTAL</b>	<b>£35,000</b>

#### **4. Creating Jobs / Inward Investment**

Aim: To support business start-ups, business growth and businesses moving into the district

Obstacles include the lack of commercial premises and / or land which inhibits local business growth and inward investment.

##### **Current activities include:**

- UK Innovation Corridor – CZA – Innovation Zone business prospectus being developed for potential investors

##### **Additional Recovery Plan activities to include:**

- Integration of issues highlighted in this Plan, into the emerging Local Plan, including lack of commercial land / premises, need for incubator spaces, policies to support growth of the rural economy.
- Incentives to support business growth / inward investment – Business Development Business Rates Discount Scheme
- Direct investment e.g. in town centres, Chesterford Research Park
- Research and specialist expertise / advice into specific sectors that offer business growth opportunities which might include:
  - Green economy - links to Climate Change Strategy and Action Plan – farming / agri-tech, vertical farming, energy production etc.
  - Rural economy – new business growth reflecting the change in living / working patterns and demand for more local businesses, and community hubs.
  - Life Sciences
  - Digital
  - Construction – potential for manufacturing plant for materials for new construction methods?

##### **Resources required in Year 1**

Partnership fees for UK Innovation Corridor £10,000

Partnership contribution to CZA Officer £15,000

Partnership contribution to North Essex Economic Strategy Board £10,000

Contribution towards cost of shared post Climate Change Officer (Green Economy) with Climate Change Working Group – to design and deliver projects to support local businesses to become green(er), to start or grow green businesses, to move existing green businesses into the district. Including research into agri-tech / vertical farming / hydroponics etc.

£50,000

Commission life sciences expertise to attract life sciences businesses to CRP or elsewhere in the district. £25,000

<b>Summary of Anticipated Spend</b>	<b>Year 1</b>
<u>Immediate Needs</u>	
Business Engagement and Support	£170,000
Information, Advice and Guidance	£ 40,000
Skills and Training	£ 35,000
<u>Preparation for longer term activities</u>	
Job Creation /Inward Investment	£110,000
<b>TOTAL</b>	<b>£355,000</b>

This short-term plan designed to respond to the ever-changing and evolving situation caused by the COVID-19 pandemic will be reviewed regularly and monthly reports will be submitted to the Portfolio Holder.

A mid-year update will be prepared and presented, and will include sharper SMART targets, where possible and as the Plan evolves and more evidence of the economic impact is available.

The spend profile for the 3 year Business Recovery Fund has been front loaded at Year 1 due to the immediacy of the economic challenges and the need to take action.

## Appendix A

### International Statistics

- The International Monetary Fund (IMF) projects that the global economy will contract by 4.9% in 2020, reporting that the pandemic has had a more negative impact on activity in the first half of 2020 than anticipated, and that recovery is projected to be more gradual than previously forecast. Source: IMF World Economic Outlook Update June 2020
- The World Bank predicts that this will be the deepest global recession since the Second World War and the broadest collapse in per capita incomes since at least 1870. Source: World Bank Global Economic Prospects June 2020
- The IMF predicts that 2021 global growth will be 5.4%, which will leave 2021 GDP 6½ % lower than the pre-pandemic projections in January 2020. Source: IMF World Economic Outlook Update June 2020

### National Statistics

- In response to the projected impact of the COVID19 global pandemic the UK Government announced a national lockdown on 23/3/2020. Essential businesses remained open; many people were able to work from home, but there were large numbers of businesses who were closed for many weeks / months.
- The Government announced a range of support packages to help businesses and the self-employed. These includes business grants, business rates holiday for some sectors, self-employment income support, business loans, deferment of tax and VAT payments, and support for employees who were furloughed.
- Business started to re-open in May, with a phased return, and with social distancing restrictions in place.
- Infection rates remained low until September / October when rates started to rise quickly.
- A second lockdown started on 5/11/2020, and is expected to last for 4 weeks.
- New support packages have been announced, and there are extensions to previous initiatives.
- Between April and June the UK economy shrank by 19.8% compared with the first three months of the year. Source: ONS UK GDP Revised Apr – Jun 2020. Compared with the same quarter in 2019 the UK economy fell by 21.5% in Q2 2020.
- GDP has shown signs of recovery since restrictions started to ease in May but has not recovered to pre-lockdown levels. The International Monetary Fund predicts a fall in the UK and global economy that will be larger than the declines following the 2008 – 09 global financial crisis.
- All sectors of the economy have been affected Source: ONS website
- Some business sectors were hit the hardest by the lockdown and the social distancing measures that have become part of everyday life since March 2020. These include:
  - Non-essential retail and personal services
  - Tourism, hospitality and leisure – venues, accommodation, food and drink, events
  - Aviation and transport – 2020 global air passenger numbers expected to be 55% lower than 2019. Source: IATA. However there have been increases in air cargo operations, fuelled by imports of PPE and the growth of online shopping.

- Consumption has reduced. Retail sales were 23% lower in April than in February. Social consumption, (e.g. spending on restaurants, travel and entertainment), typically around one fifth of total consumption, had fallen by 80% at its lowest point.
- Rapid increase in use of digital technology to provide services, shopping, virtual work meetings etc. Risk that this will exclude an increasing number of people from employment opportunities.
- Change in shopping and footfall patterns across the country – Springboard data
- Working from home impact – public transport, local shops, digital access to services
- Is this a paradigm shift or a temporary move?

## **Appendix B**

### **Context for the Uttlesford District Economic Recovery Plan**

#### **UK Government**

In July the Government published “A Plan for Jobs 2020”, and in September they announced the Winter Economy Plan, which has since been superseded by announcements as infection rates have risen.

#### **SELEP**

**Economic Recovery and Renewal Strategy** – in development currently but expected that priorities will include:

- Support businesses to adapt
- Re-skill workforce and support people to re-enter work
- Drive innovation and research and development
- Enable a clean recovery
- Improve digital infrastructure and skills
- Secure investment and accelerate planned growth
- Support trade and growth post Covid19 and EU Exit

#### SELEP Funds

5. £2 million to establish a COVID-19 Skills Fund;
6. £2.4 million to establish a COVID-19 SME Business Support Fund; and
7. £1 million to extend SELEP’s existing Sector Support Fund programme to 2022.

#### **Essex County Council - Essex Economic Recovery Programme**

- Investing in Employability and Skills to boost Essex Residents
- Delivering Superfast Digital Connectivity to Unleash Productivity
- Turbo Charging Capital Investment to Unlock Growth
- Regenerating Our Town Centres & Delivering New Housing Growth and Infrastructure
- Amplifying Public Sector Spend Via Our Anchor Institutions
- Marketing Essex as open for Business & Attracting New Inward Investment
- Stimulating Green Growth & Bouncing Back Better

## Appendix C

### Uttlesford District

#### Background

- Population of Uttlesford district – 91,300 Source: ONS Population estimate 2019
- Working age population – 55,200 Source: ONS Population estimate 2019
- Economically active data - 47,100 in 2019/20, of which 35,100 were employees, 11,500 were self-employed and 1,000 were unemployed. Source:ONS Annual Population Survey 2019/20
- In 2019 there were 5,435 businesses in Uttlesford district. 90.7% had less than 10 employees. ONS Inter-departmental Business Register 2019.
- During 2018 and 2019 business start-up data for Uttlesford district was already identifying an economic slowdown, a reduction in entrepreneurial activity which is considered to be a reflection of business confidence. Source: BankSearch Consultancy.
- There had been no approved requests for the Business Development Discretionary Rate Relief Scheme since January 2017. The scheme was available to businesses looking to move into the district or to increase the size of their current business premises.
- In February 2020 665 Uttlesford district residents were claiming Universal Credit. Source: ONS Claimant Count.
- Uttlesford residents have above average skills and income levels. Source: ONS annual population survey 2019 and ONS annual survey of hours and earnings 2019

Businesses that were viable, and with job-ready members of staff have been required to close or have lost their customer base due to social distancing restrictions. Those hardest hit include wedding and party venues with the associated businesses, photography, floristry, decorations, catering. The visitor economy has been hit hard and the aviation industry has suffered a huge drop in passenger number although freight travel has increased. Other visitor sector businesses have lost a whole (or majority of the) season of visitors, including the coach companies and local tourism venues. Accommodation and hospitality are struggling with large numbers of cancellations as customers chose to stay at home, and non-essential retail has seen even more sales move to on-line platforms as customers find different ways to shop.

The move to on-line shopping is not the only digital transformation that has taken place in 2020. Since March many millions of people have been working from home and discovering that most things are possible from their home office. Less time spent commuting increases leisure time and activities, decreases carbon emissions and increases demand for local shops, and more leisure activities, even though they too are currently virtual. Since restrictions were lifted in the summer there has been evidence of many families moving out of the cities to the countryside. This has resulted in an increasing demand for fast broadband services in rural areas and suggests that life will not return to the pre-pandemic “normal” but instead a paradigm shift is underway. The local economy will need to adapt to survive, and new opportunities will arise. There will be winners and losers, businesses near to railway stations are currently being very hard hit while there is likely to be a growth in local flexible meeting spaces, bringing new life into community assets. Changes in the use of car parks, and new forms of season tickets may be required. This Plan also looks to address the difficulties while also identifying those growth sectors that may provide jobs and opportunities for local residents.

## Unemployment

In September 2020 4.1% of the working age resident population were claiming Universal Credit. The last time the district's unemployment rate was 4.1% was May 1994.

The Government's Jobs Retention Scheme was due to expire at the end of October 2020, with the expectation that many more residents would join the numbers of unemployed. The Scheme has now been extended until the end of March 2021 which may offer a reprieve. Services to support the unemployed are limited in the district as there has been little need for them for recent years.

## Out-of-work Benefits

By September 2020 there were 2,255 Uttlesford residents claiming Universal Credit.

Age of Universal Credit claimants – September 2020

18 – 24 years	415
25 – 49 years	1,245
50+ years	590

Source: ONS Claimant Count, September 2020



**Member Motion: Annual Accounts and Governance Statement as proposed by Councillor Caton**  
**Council - Tuesday, 8 December**

This Council reaffirms its commitment to the seven Nolan Principles of Public Life- Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership- and to the highest level of Governance in its dealings with officers, members and the public.

Council is concerned that the unprecedented refusal of the external auditors (BDO) to sign-off the annual accounts including the governance statement is causing reputational damage to the council.

Council, therefore

- (1) calls on the Executive and/or the Chief Executive to clarify the cause and implications of the Auditors' refusal ( if necessary in a confidential private briefing of all members);
- (2) asks any relevant member(s) to step down from any position appointed by Council or Cabinet until such time as residents and members can be assured that the situation has been satisfactorily resolved;
- (3) reminds all members of their responsibility to abide by the Councillors' Code of Conduct.

The above motion is submitted in the names of Cllrs Caton, Light, Criscione, Dean, Fairhurst, Barker, Khan, Lemon, Loughlin, Oliver and Sell.

# Agenda Item 16

**Member Motion: Chairman's Charter Single Use Plastics as proposed by Councillor Light**  
**Council - Tuesday, 8 December**

This Council has committed to taking positive action and engaging all our residents and local businesses to work together to preserve and nurture our shared future.

To this end Council is resolved to:

- i. grant a Chairman's Charter to local businesses and organisations which commit to reducing their carbon footprint and reducing single-use plastics.
- ii. invite the Chairman of the Council to adopt and promote this Charter and by doing so, lead the community in undertaking simple actions which will have far-reaching effects.

The benefits of the Charter would be to:

1. Engage and encourage all our community in working together towards a common goal
2. Fulfil our commitment to nurturing our environment and natural heritage
3. Take some small, practical steps to mitigate the Climate Emergency

Proposer: Cllr Paul Fairhurst

Seconder: Cllr Barbara Light

This motion is endorsed by the Chair of the Council, Cllr Martin Foley, and is supported by:

Cllrs Louise Pepper, Chris Criscione, Alan Dean and Richard Pavitt.