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Uttlesford District Council

Chief Executive: Peter Holt

Cabinet

Date: Thursday, 22nd December, 2022

Time: 3.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Broadcast:

<https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=136&Mid=6138>

Leader and Chair: Councillor P Lees

Members: Councillors A Armstrong, A Coote, J Evans, R Freeman, N Hargreaves, L Pepper, N Reeve and M Sutton

Other Attendees: Councillors M Caton (Liberal Democrat and Green Alliance Group Leader), G Smith (Conservative Party Group Leader), N Gregory (Chair of Scrutiny Committee), E Oliver (Chair of Governance, Audit and Performance Committee) and R Pavitt (Uttlesford Independent Party Group Leader)

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AGENDA

PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 9

To consider the minutes of the meeting held on 1 December 2022.

3 Questions or Statements from Non-Executive Members of the Council (standing item)

To receive questions or statements from non-executive members on matters included on the agenda.

4 Matters Referred to the Executive by the Scrutiny Committee or by the Council (standing item)

To consider matters referred to the Executive for reconsideration in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Rules.

- No matters referred.

5 Consideration of reports from overview and scrutiny committees (standing item)

To consider any reports from Scrutiny Committee.

6 Report of Delegated Decisions taken by Cabinet Members and Executive Committees

10 - 11

To receive for information any delegated decisions taken by the Executive since the previous Cabinet meeting.

- Voluntary Support Grants Committee, 12 December 2022 – [Allocation of grant funding](#)

7 Report on assets of community value determined by the Assets of Community Value and Local Heritage List Committee (standing item)

To receive for information any decisions made by the Assets of Community Value committee since the previous Cabinet meeting.

- None.

8 Leisure PFI 12 - 14

To consider the Leisure PFI report.

9 Corporate Plan Delivery Plan 2022/23 Progress Update 15 - 73

To receive the Corporate Plan Delivery Plan 2022/23 Progress Update.

10 Grants Policy 74 - 84

To consider the Grants Policy report.

11 Housing Update 85 - 119

To receive an update in respect of Housing matters.

MEETINGS AND THE PUBLIC

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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. You will be asked to leave the meeting before Part II items are discussed.

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Agenda Item 2

CABINET held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on THURSDAY, 1 DECEMBER 2022 at 7.00 pm

Present: Councillor P Lees (Chair)
Councillors J Evans, R Freeman, N Reeve and M Sutton

Officers in attendance: P Holt (Chief Executive), J Etherington (Assistant Director of Finance), B Ferguson (Democratic Services Manager) and A Webb (Director of Finance and Corporate Services)

Also present: M Caton (Liberal Democrat and Green Alliance Group Leader), N Gregory (Chair of Scrutiny Committee) and G Smith (Conservative Party Group Leader)

CAB54 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Armstrong, Coote, Hargreaves and Pepper.

CAB55 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting on 20 October 2022 were approved as a correct record.

In response to a question from Councillor Caton regarding the oversight of the Local Plan process, Councillor Gregory said his report on behalf of the Scrutiny Committee would explain the updated oversight procedure following the joint meeting of the Local Plan Leadership Group (LPLG) and Scrutiny Committee on 10 October 2022.

CAB56 QUESTIONS OR STATEMENTS FROM NON-EXECUTIVE MEMBERS OF THE COUNCIL (STANDING ITEM)

In response to a question from Councillor Caton regarding the questions raised in the Motion of Censure passed at the Full Council meeting on 11 October 2022, the Chief Executive said he had advised the Leader that these questions were responded to during the debate. Councillor Caton said he disagreed and asked for the issue to be revisited.

In response to a question from Councillor Smith regarding investments and the re-evaluation of assets, Councillor Reeve said a meeting of the Investment Board would be called shortly and assets would be re-evaluated.

CAB57 CONSIDERATION OF REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (STANDING ITEM)

Councillor Gregory provided a report on behalf of the Scrutiny Committee. He said, with reference to the Motion of Censure, that he believed the matter was resolved as Councillor Evans had answered the questions.

In regards to the Local Plan oversight process, he said Councillor Evans, as the relevant Portfolio Holder, met with Planning Policy officers every fortnight, along with the Chair and Vice Chair of the LPLG. Furthermore, they would be joined by the Chair and Vice-Chair of Scrutiny at every other meeting, with the Chair producing a summary note which would be shared with all members of LPLG and Scrutiny Committee. He said he believed the new process was “robust and responsiveness” and needed to be road tested before the oversight structure was judged.

Councillor Caton welcomed the offer to circulate a summary note to members of LPLG.

CAB58 REPORT OF DELEGATED DECISIONS TAKEN BY CABINET MEMBERS (STANDING ITEM)

Cabinet noted the following delegated decision taken by the Leader:

- Local Plan Leadership Group Terms of Reference and Membership – 2 November 2022.

CAB59 REPORT ON ASSETS OF COMMUNITY VALUE DETERMINED BY THE ASSETS OF COMMUNITY VALUE AND LOCAL HERITAGE LIST COMMITTEE (STANDING ITEM)

There were no decisions to report.

CAB60 HEALTH & WELLBEING STRATEGY

Councillor Sutton, the Portfolio Holder for Communities, Health, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service, presented the Uttlesford Health & Wellbeing Strategy 2023- 2028 report.

She requested that Cabinet endorse and support the Uttlesford Health & Wellbeing Strategy 2023-2028, to be implemented with effect from 1st January 2023, and thanked officers for the quality of their work.

Councillor Freeman seconded the recommendation.

Members commended the report.

Councillor Caton said UDC had not fought for a second pharmacy in Stansted Mountfitchet and should take a more proactive approach to pharmacy distribution in future. He said there were concerns regarding merger of surgeries in his part of the District.

The Leader said she wanted to reassure residents that there were no planned closures of Elsenham and Stansted surgeries, although mergers of backroom staff could be implemented, in accordance with Government instructions to create larger surgeries for the purposes of financial allocation. Furthermore, the Health and Wellbeing Board had taken advice from the county on the provision of pharmacies in Stansted and had been informed that protestations from UDC would not result in a change to the formula that led to local pharmacy provision.

The Leader moved to a vote. The proposal was approved unanimously.

RESOLVED: That Cabinet endorse and support the Uttlesford Health & Wellbeing Strategy 2023-2028, to be implemented with effect from 1st January 2023.

CAB61 **BUDGET 2022/23 - QUARTER 2 FORECAST OUTTURN**

The Assistant Director – Finance presented the report as Councillor Hargreaves had given his apologies.

The Director of Finance and Corporate Services highlighted the recommendation to approve HRA capital expenditure of £1.641 million on the Walden Place redevelopment project, which would be funded partly from the Capital Reserve (£614,000) with the remainder coming from the HRA revenue contributions.

Councillor Caton said he was disappointed with the current situation as the financial difficulties faced by the Council could not all be placed on external factors; the administration's decisions in relation to Stansted Airport and the long term financing of the Council's investment portfolio had left the Council worse off, which would impact on services during a cost of living crisis. Borrowing rates had increased substantially and the administration had only acted following the fallout of the "Truss mini-budget", which was contrary to the Commercial Strategy, which had been published in February.

The Leader said she was disappointed with this political grandstanding and rejected the notion that a cut or reduction in services was guaranteed at this point.

Councillor Reeve disputed Councillor Caton's statement. He said if it was not for the commercial decisions taken by the administration the Council would be "half the size it is tonight". In respect of borrowing costs, he said long terms loans were secured ten days before the "mini-budget" and rates were acceptable in comparison to the rates that followed.

Councillor Evans disagreed with Councillor Caton in respect of the Stansted Airport appeal. As had been explained, the defense of the appeal was conducted

by independent experts, they were not “creatures of the party appointing them”, but this expert evidence did not stand up to the test imposed by the Planning Inspectors, which had led to the costs being awarded against the Council. He said it was conventional for costs to follow such an event.

Councillor Gregory said the Commercial Strategy was impressive but it was not fair for the Leader to say services would not be affected. That was not known at this point. On the Stansted Airport appeal, he asked members to note the extensive documentation available from the independent review, and that culpability was shared between various stakeholders involved.

The Leader agreed with Councillor Gregory and clarified her earlier statement. She reiterated that a reduction of services was not guaranteed.

Councillor Freeman said the investment strategy had saved jobs and the Council would be in poor shape without it. He said he had voted against investments in the past but times had changed; Councils could no longer depend on the financial support of Government and had to find other means to protect services and jobs.

The Leader said that without the investment portfolio the forecasted shortfall would have been closer to £9 million.

In response to a question from Councillor Smith regarding the administration’s plans to make savings, Councillor Reeve said this was not relevant to the current item, as this was looking back to Quarter 2 of 2022/23, and members should not be double guessing the issue tonight. Councillor Evans said the planning department was looking at the level of agency staff and the cost of fees in terms of making savings going forward.

Councillor Caton took issue with the administration making political capital of the issue which had led to his statement to Cabinet.

The Leader proposed the recommendation set-out in the report, which was duly seconded by Councillor Reeve. The proposal was moved to a vote and was approved unanimously.

RESOLVED to:

- I. Note the General Fund, Housing Revenue Account and Capital Programme forecast outturn positions
- II. Approve HRA capital expenditure of £1.641 million on the Walden Place redevelopment, to be funded partly from the Capital Reserve (£614,000) with the remainder coming from HRA revenue contributions

CAB62 **TREASURY MANAGEMENT - MID YEAR REVIEW 2022/23**

The Assistant Director – Finance presented the Treasury Management Mid-Year Review 2022/23 report, which recommended Cabinet to note the Treasury Management Mid-Year Review 2022/23 set out in Appendix A.

Councillor Reeve thanked the financial team for their hard work.

The report was noted.

The meeting ended at 7.55pm.

RECORD OF DECISIONS - VOLUNTARY SUPPORT GRANT COMMITTEE MONDAY, 12 DECEMBER 2022

Non-Key

4 - Voluntary Organisation Support Grant Applications

RESOLVED to allocate up to £310,000 grant funding to voluntary organisations as detailed in Appendix A.

Reasons:

To enable grant funding to be allocated from the available budget to benefit voluntary sector bodies.

Other Options considered:

The Committee considered each application and the amount of grant funding requested.

Any interest declared by any member of Cabinet:

None.

In respect of any conflict of interest declared, whether dispensation is in existence for that interest:

N/A

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in. To check the call in status of any of the above decisions, please refer to the Decisions page of the website, where you can use search options to find information regarding decisions taken.

Appendix A - Grant Allocations to Voluntary Organisations

Organisation	Amount Requested	Allocated 2023/24
Accuro (Care Service)	£20,000.00	£12,000.00
Action for Family Carers	£17,600.00	£8,000.00
Citizens Advice East Herts	£11,500.00	£4,000.00
Craftability - Thaxted Centre for the Disabled	£3,000.00	£2,000.00
Dig-It	£6,000.00	£3,000.00
Hearing Help Essex Ltd	£5,000.00	£4,000.00
Home-Start Essex	£12,913.00	£9,000.00
Saffron Hall Trust	£5,700.00	£3,000.00
St Clare West Essex Hospice Care Trust	£5,000.00	
Support 4 Sight	£15,800.00	£9,000.00
Uttlesford Buffy Bus Association	£6,200.00	£5,000.00
Uttlesford Citizen Advice	£194,000.00	£155,000.00
Uttlesford Citizen Advice	£5,000.00	£5,000.00
Uttlesford Community Action Network - Council for Voluntary Services	£80,000.00	£55,000.00
Uttlesford Community Travel	£48,300.00	£36,000.00
Uttlesford Community Travel*	Different grant	
	£436,013.00	£310,000.00

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in. To check the call in status of any of the above decisions, please refer to the Decisions page of the website, where you can use search options to find information regarding decisions taken.

Agenda Item 8

Committee:	Cabinet	Date:	22 December 2022
Title:	Leisure PFI		
Portfolio Holder:	Cllr A Armstrong, Portfolio Holder for Sports, Leisure and the Arts		
Report Author:	Adrian Webb Director – Finance and Corporate Services awebb@uttlesford.gov.uk	Key Decision:	Yes

Summary

1. This report sets out the position with regards to the five year benchmarking review clause in the PFI contract and recommends a revised financial model that is more beneficial to the operator in terms of financing, and the Council in terms of the overall impact on Council finances.

Recommendations

2. That Cabinet
 - a. Agrees the additional support at a maximum of £261,900 per annum (plus annual RPI indexation), commencing 1 October 2022, and therefore backdated.
 - b. Notes the positions in respect of centre usage, charges and Government utility support

Financial Implications

3. £795,000 from the 2021/22 surplus was put into Reserves to fund the loss of income/additional payment. In the worst case this sum will last three years and after that the cost will fall directly on the Revenue account. If the amount payable by UDC reduces, as set out in paragraphs 12 and 13, the Reserve amount will last longer.

Background Papers

4. 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.

Situation

5. Within the Leisure PFI contract there is the provision of a benchmarking clause which gives the Operator (1Life) the opportunity, every five years, to

demonstrate that costs outside of its control, such as utilities, have increased beyond reasonable levels. If proven, then increased payments will contractually be required to be made by the Council to the Operator for the subsequent five years.

6. The next such benchmarking review is scheduled for May 2023. Officers are of the opinion that the case for an increase would be well-put and easily substantiated, and that the increase would be significantly greater than what is currently proposed. Once the benchmarking change is in place it lasts for five years and cannot be altered, regardless of future pricing, such as utilities.
7. The Operator has however requested additional financial support as from 1 October 2022 to help support the business through the winter period. Failure to provide this support may jeopardise the ongoing viability of the Operator.
8. The proposal will replace the next benchmarking review and has the benefit of both supporting the Operator but also having a lower impact on the Council, if current utility forecasts become reality.
9. Currently, the Council receives a monthly management fee from the Operator of £13,825 which amounts to £165,900 annually. It is proposed that this payment is ceased.
10. The Council would then make monthly contributions of £8,000 to the Operator, which equates to £96,000 per annum.
11. Under this proposal the monthly contributions will be under annual review with the amount paid to be dependent upon the price per therm (PPT) of gas on 1 October each year.
12. The agreed baseline for the outset of this agreement would be
 - a. If contracted gas prices fall below 175 PPT (plus relevant RPI indexation as at 1 October) then the financial contribution payable by UDC to the Operator reduces to £4,000 (subject to RPI indexation) per month; and
 - b. If contracted gas prices fall below 125 PPT (plus relevant RPI indexation as at 1 October) then the financial contribution payable by UDC to the Operator ceases.
13. To give an example of this in practice

Date	Agreement PPT	RPI rate	New Agreement PPT	Actual PPT	Monthly amount to be paid by UDC
1 October 2022	175 125			200	£8,000
1 October 2023	175 125	5%	183.75 131.25	185	£8,400
1 October 2024	183.75 131.25	3%	189.26 135.19	150	£4,326
1 October 2025	189.26	2%	193.05	195	£8,825

	135.19		137.89		
1 October 2026	193.05	2%	196.91	135	Nil
	137.89		140.65		

14. The overall cost to the Council in the first year is £261,900 (the loss of £165,900 from the management fee income and the additional £96,000 of monthly contributions). Subsequent year costs will be dependent upon the calculation set out in paragraphs 12 and 13.

Centre Usage, Charges and Government Utility Support

15. The Operator runs three different leisure PFIs and the Uttlesford contract is the poorest performing of all, with usage levels significantly below pre-Covid levels. Consequently, the Uttlesford contract has moved from in profit to now loss making.

16. It should be noted that the income and cost challenges facing the Operator are representative of the challenges facing the whole leisure industry. Many other providers have already had to take measures such as closing pools and reducing opening hours.

17. The Operator is in receipt of the business utility support provided by the Government. This runs from 1 October 2022 through to 31 March 2023.

18. If the utility support ceases or changes the Operator may need to introduce other changes to minimise the loss on the contract. If needed, these would include

- a. Revising school swim hire prices with the likely outcome that charges will double.
- b. Reducing opening hours across the sites. This is already happening across the leisure industry although not yet in Uttlesford. Precise changes are yet to be agreed but will have the most impact on the Mountfitchet Romeera Centre in Stansted, which has experienced the most significant drop off in usage.

19. As from 1 January 2023 the majority of activity prices, excluding entry which is frozen, will increase by the contractually permitted RPI figure of 9.1%. In addition, new charges will be introduced for the use of floodlights on tennis courts.

Agenda Item 9

Committee:	Cabinet	Date:	22 December 2022
Title:	Corporate Plan Delivery Plan 2022/23 Progress Update		
Portfolio Holder:	Cllr N Reeve, Portfolio Holder for the Economy, Investment and Corporate Strategy		
Report Author:	Richard Auty Assistant Director – Corporate Services rauty@uttlesford.gov.uk	Key Decision:	No

Summary

1. The Corporate Plan 2022-2026 was agreed by Council at its meeting on 22 February 2022. The Corporate Plan is underpinned by a Delivery Plan which sets out the key actions the council will take to meet the aspirations of the Corporate Plan. The Delivery Plan was agreed by Cabinet at its meeting on Thursday 29 March 2022. This report summarises progress against the Corporate Plan Delivery Plan as at mid-December 2022.

Recommendations

2. To note progress against the Corporate Plan Delivery Plan objectives.

Financial Implications

3. All financial implications arising from the delivery plan were reflected in the budget for 2022/23, as approved by Full Council in February 2022.

Background Papers

4. 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

- 5.

Communication/Consultation	Consultation specific to projects within the delivery plan is undertaken when necessary.
Community Safety	Various actions within the plan highlight

	work relating to improving community safety.
Equalities	Equality impact assessments are undertaken in relation to specific projects, as necessary.
Health and Safety	Any health and safety implications resulting from actions or projects in the delivery plan are the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the delivery plan are assessed and addressed.
Sustainability	Any sustainability implications arising from individual projects within the delivery plan are assessed and addressed.
Ward-specific impacts	Any ward specific issues arising from individual projects within the delivery plan are identified.
Workforce/Workplace	Any workforce implications arising from individual projects within the delivery plan are assessed and addressed.

Situation

6. As agreed by Full Council at its meeting on 22 February 2022, the 2022-26 Corporate Plan's priorities are:
 - Progressive custodian of the rural environment
 - Active place-maker for our towns and villages
 - Champion for our district
 - Putting residents first
7. For each of these priorities, various subsequent points were incorporated, detailing the principles that inform the Corporate Plan, and how the Council will achieve the priorities.
8. The 2022/23 Corporate Plan Delivery Plan sets out the significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured during the 2022/23 year.
9. The Delivery Plan sets out progress against each element, covering a period from 1 April to mid-December. In some instances the progress updates also give an indication of what is planned for the remainder of the year in order to give an holistic view of each priority.

10. Whilst the delivery Plan highlights progress has been made towards priorities, the following are drawn to members' attention as being of particular note:

- Solar panels have been fitted to five refuse vehicles with the aim of reducing fuel consumption. The power generated by the panels will supply various parts of the vehicles which currently draw on power generated by the diesel motor. Uttlesford is only the second district in the country to do this.
- The large sports grants scheme has been run for the second year, with two of the seven bids approved by Cabinet.
- A successful marketing campaign was run through Spring and into Summer to promote the district as a tourist destination following the launch of the Discover Uttlesford website and the dscvr. app.
- A new Empty Homes Policy has been written and discussed by the Housing Board ahead of a Cabinet decision early next year.
- The Community Response Hub, delivered by the Council and partner organisations, has refreshed its offer and has acted as the central point for the Ukrainian guests and hosts in the district to contact with queries throughout this year.
- A Health and Wellbeing Strategy consultation workshop saw more than 20 Health and Wellbeing Board members and external partners collaborate on priorities for the forthcoming strategy.
- Considerable progress has been made in establishing volunteer-led youth projects in several locations in the district.

11. All information in the Delivery Plan was correct at the time the updates were written.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
The Delivery Plan cannot be delivered	2	4	Resources have been allocated to the Delivery Plan and it will be monitored regularly by the Corporate Management Team and Cabinet.

The Delivery Plan actions do not further the Council's priorities as intended	1	3	Actions have been selected that are considered most appropriate to support the Council's priorities; evaluation will be ongoing to reflect on whether the outputs achieve the outcomes expected.
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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.



Our vision:

Making Uttlesford the best place to live, work and play



Putting residents first

We will: be a council that listens and acts for residents; delivers outstanding levels of transparency and accountability; be responsible with residents' money and mitigate the impact of government cuts

Active place-maker for our towns and villages

We will: masterplan new communities for and with residents; support neighbourhood planning; work with the airport on issues of concern to communities; support employment and retail areas; deliver more affordable homes; promote healthy lifestyles

Progressive custodian

We will: take action on climate change; conserve our natural resources; protect and enhance our rural character and heritage; take strong action on dealing with pollution

Champion for our district

We will: improve Uttlesford's connectivity; support our students, schools and libraries; work with partners to keep the district safe; work to create a better local health service for residents

<https://www.uttlesford.gov.uk/corporate-plan>

Uttlesford District Council's four-year Corporate Plan was first published in its current form in 2020, reflecting the priorities of the council administration elected in May 2019, and setting out the ambitious programme of improved outcomes for local communities on which the council was to focus over coming years. The Corporate Plan was subsequently reviewed in 2021 and again in 2022, with the priorities rolled forward each time. The priorities and the scale of ambition remain consistent and this Delivery Plan underpins those priorities with actions to be delivered during the 2022/23 year.

The Delivery Plan is a one-year document and so is substantially rewritten every year to reflect progress made and to accommodate changing circumstances in the world, not least the Coronavirus pandemic. Progress is reported to Cabinet quarterly, and the Delivery Plan sits alongside the council's wider performance management systems.

It is important to note that the Delivery Plan is not a comprehensive account of everything the council plans to do during the year. Instead, it provides one or more key actions which will contribute towards the delivery of each priority of the Corporate Plan. The Corporate Plan priorities are reproduced in their entirety in the left-hand column of the Delivery Plan and activities, outputs/milestones and resources are then mapped against them. For the most part, the Delivery Plan avoids detailing business as usual activity, except where the priority has already substantially been achieved or where no specific project is planned for the 22/23 year.

There are several key areas of council work which contribute substantially to the Delivery Plan across multiple priorities and even across multiple themes. These include:

The Local Plan

The Economic Development Recovery Plan

The Blueprint Uttlesford transformation programme

The Climate Crisis Strategy and Action Plan

The Planning Review Action Plan

The Corporate Plan and Delivery Plan are supported by a series of Service Plans, prepared at an operational level by each council service area.

A district council has the ability to both lead and serve its community in work to improve lives – this Delivery Plan sets out a substantial breadth and great height of ambition, both for the services directly within its control, and for those of other partner agencies with whom it partners and over whom it has influence.

Corporate Plan - Delivery Plan 2022/23

Vision: Making Uttlesford the best place to live, work and play

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
1. Take action on Climate Change				
<i>a. Adopt policies to meet new environmental national guidelines/standards as they emerge</i>	Implement the Climate Crisis Action Plan priority actions due for completion in 2022-23.	The Action plan details 13 actions that are due to be delivered within this financial year, some are referenced later in the CPDP. One action was not completed last year and has been rolled into this year's programme of work.	Within existing resources £1m has been allocated towards climate crisis actions.	Portfolio Holder for Environment and Green Issues Assistant Director of Environmental Services
Comment: Progress on completing actions within the Climate Crisis action plan continues across multiple workstreams. Additional capacity has been built to help deliver our ambitious climate agenda and linking in with the externally funded Saffron Walden Market Town Clean Air Initiative. A Zero Carbon Communities grant scheme has been launched. The remainder of the £1 million climate crisis budget has been allocated to various projects and will ensure that this budget is spent within the project life and ensure value for money.				
<i>b. Drive policies to deliver low carbon buildings</i>	Develop appropriate policies in the emerging Local Plan. Develop a Supplementary Planning Document (SPD) to provide further guidance on the climate change policies in the Local Plan.	Regulation 18 consultation in summer 2023. Regulation 19 publication period in spring/summer 2024. Adoption of the Local Plan in 2025	Within existing resources	Portfolio Holder for Environment and Green Issues Director of Planning

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
		Publication of the SPD for consultation during 2022/23 followed by adoption of the SPD in Summer 2024.		
Comment: Emerging policy is being developed as part of the Local Plan.				
<i>c. Improve average energy efficiency of Council housing stock</i>	Review the HRA business plan, ensuring this is included	Measurable improvement in energy efficiency of housing stock. Details to be included in the HRA business plan to be developed by Sept 22	Within existing resources and subject to Business Energy and Industrial Strategy grants	Portfolio Holder for Housing and Health Interim Director, Housing, Health and Communities
Comment: A survey of all Council housing stock is underway by Uttlesford Norse Ltd. The purpose of the survey is to assess the current efficiency of UDC stock and to quantify the improvements that can be made to increase energy efficiency and reduce carbon impact. The survey will not be completed until 2023 without additional resources being deployed through Uttlesford Norse Ltd (this is being explored). The council is not able to apply for grant funding until this work has been completed.				
<i>d. Increase the number of trees in the district (and protect existing trees).</i>	Work with parishes to identify land available for tree planting.	Trees planted subject to land becoming available/ being put forward.	Within existing resources allocated within Climate Budget.	Portfolio Holder for Environment and Green Issues Assistant Director of Environmental Services
Comment: The Council continues to promote tree and hedge planting programmes and is providing funding from the Climate Change Emergency budget. All parish and town councils have been made aware that trees/hedging can be funded for any land they would like to put forward. A number of tree planting initiatives were linked to the Queen's Jubilee celebrations and approximately 120 are being planted as a result.				
<i>e. Oppose a second runway at Stansted Airport</i>	Respond to appropriate consultations.	Respond to appropriate consultations as per the timescales on the consultations.	Within existing resources - Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<i>f. Set a Net Zero Carbon goal for the Council and implement supporting policies</i>	Complete the Fleet Replacement Strategy	Review of draft strategy by external critical friend such as Energy Savings Trust (EST). Completion of strategy is dependent on feedback from EST, timescales currently unknown.	Within existing resources allocated within Climate Budget	Portfolio Holder for Environment and Green Issues
	Complete energy efficiency review of the estate	Completed energy efficiency review by March 23		Portfolio Holder for Finance and Budget
	Model growth of district and associated increases in carbon emissions from Council operations	Modelling complete by March 23 (work linked to Spatial Strategy of Local Plan)		Assistant Director of Environmental Services
	Provide options to Council on pathways to Net Zero	Options to be presented to council by March 23		

Comment: A net Zero by 2030 target has been set for the Council's own emissions. The Council's vehicles and equipment account for approximately 50% of gross CO2 emissions, but after deduction allowed by the green energy tariff which offsets building emissions, they account for approximately 80% of the Council's net emissions.

A draft fleet decarbonisation plan was completed on target, and work continues to further explore the emerging market for electrically powered HGVs, which is currently limited. Several vehicles have been trialled and the test results are being evaluated and will be shared in January 2023.

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<p>Solar panels have been fitted to five refuse vehicles with the aim of reducing fuel consumption. The power generated by the panels will supply various parts of the vehicles which currently draw on power generated by the diesel motor. Uttlesford is only the second district in the country to do this.</p>				
<p>There are longer term links to the development of the Joint Municipal Waste Management Strategy for Essex which is underway and is a partnership of all waste collection authorities (districts, boroughs and city) and the Waste Disposal Authority (Essex County Council). This is relevant as there may be a requirement to change the method by which we collect recycling and waste, changing the specification of the vehicles used.</p>				
<p>HVO fuel has been trialled in a number of our waste collection fleet vehicles and has proven to be a suitable alternative with no maintenance issues and similar performance. It has been concluded that HVO is more expensive than regular diesel and there are currently limited reassurances on the source and the true environmental cost of this product. If assurances can be obtained, then the Council can swap to HVO in future with minimal impact other than cost.</p>				
<p>The Local Plan will address climate change through the strategic location of development and through policies. Work continues to progress well with the intention of the Council submitting the local plan for Examination in 2025 in accordance with the Local Development Scheme (LDS) which was adopted by the Council last year and recently updated. The regulation 18 consultation commences in summer 2023 instead of November 2022 and allows for members to better consider the emerging evidence.</p>				
<p>Seventeen consultant studies are progressing, and this work will form the evidence base that will support the Local Plan. Recent reports to members have included the Sustainability Appraisal, Infrastructure Delivery Plan, Water Cycle, Employment, Renewable Energy, Employment, Landscape Sensitivity, Strategic Flood Risk, Heritage Sensitivity, Transport and Retail Studies.</p>				
<p><i>g. Increase walking, cycling and sustainable transport</i></p>	<p>Develop appropriate policies in the emerging Local Plan.</p> <p>Map the results of the active travel survey and seek projects that can be brought forward outside the Local Plan.</p>	<p>Increases in people walking, cycling and using sustainable transport such that there is a measurable difference by the 2031 census.</p> <p>Results reported by June 22</p>	<p>Within existing resources</p> <p>Within existing resources allocated within climate budget</p>	<p>Portfolio Holder for Planning & the Local Plan</p> <p>Portfolio Holder for Environment and Green Issues</p> <p>Director of Planning</p> <p>Assistant Director of Environmental Services</p>

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	Produce a Local Walking and Cycling Infrastructure Plan	Plan commissioned by June 22 Draft plan available by March 23		
<p>Comment: A Local Walking and Cycling Infrastructure Plan is due to be commissioned towards the end of 2022/23 and will build on residents' feedback gathered as part of the active travel survey carried out in 2021/22. The survey explored perceived barriers to active travel and opportunities to improve infrastructure. The plan will provide an evidence base for improvements that can then be achieved via S106 developer contributions. Projects can also be identified through the Local Highways Panel and subject to funding be delivered through that route.</p> <p>The Local Plan will address increases in walking and cycling through the location of development and through appropriate policies and infrastructure requirements. Work continues to progress well with the intention of the Council submitting the local plan for Examination in 2025 in accordance with the Local Development Scheme (LDS) which was adopted by the Council last year and recently updated. The Council will update the LDS in October 2022. This will show the regulation 18 consultation commencing in summer 2023 instead of summer 2022 and allows for members to better consider the emerging evidence.</p> <p>Seventeen consultant studies are progressing, and this work will form the evidence base that will support the local plan. Recent reports to members have included the Sustainability Appraisal, Infrastructure Delivery Plan, Water Cycle, Employment, Renewable Energy, Employment, Landscape Sensitivity, Strategic Flood Risk, Heritage Sensitivity, Transport and Retail Studies.</p>				
<i>h. Recognise the district's 'greenest' businesses and developers</i>	Uttlesford Business Awards to be held with categories specifically for the "greenest" businesses and developers.	Awards scheme to be developed during 22/23	Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy Assistant Director of Business and Change Management
<p>Comment: The Economic Recovery Year 2 Delivery Plan was presented to scrutiny in September 2022. The plan sets out the priorities for the council in supporting businesses and economic growth in the district. The Economic Development team is reviewing how this objective will be delivered to benefit and reach all</p>				

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
businesses, whilst taking into account the impacts of the current cost of living crisis and the economic recession.				
2. Conserve our natural resources				
<i>a. Implement and enforce policies that protect water and reduce energy consumption</i>	Develop appropriate policies in the emerging Local Plan. Following their adoption, implement and enforce these policies.	<p>Regulation 18 consultation in summer 2023.</p> <p>Regulation 19 publication period in spring/summer 2024</p> <p>Adoption of the Local Plan in 2025.</p> <p>Implementation and enforcement milestones to be developed after the content of the policies is known.</p>	Within existing resources	<p>Portfolio Holder for Planning & the Local Plan</p> <p>Director of Planning</p>
Comment: Studies have been commissioned as part of Local Plan evidence. These will assist in policy formulation as part of the Local Plan process.				
<i>b. Drive programmes that increase biodiversity</i>	<p>Map the results of the biodiversity study to seek projects that can be brought forward outside the Local Plan.</p> <p>Develop an ambitious policy in the Local Plan on</p>	<p>Map of biodiversity projects for short, medium and long-term delivery. The estimated completion date for this falls outside the 22/23 year, in June 23</p> <p>Regulation 18 consultation in summer 2023</p>	From existing resources within climate budget and Local Plan Budget.	<p>Portfolio Holder for Environment and Green Issues</p> <p>Portfolio Holder for Planning & the Local Plan</p> <p>Assistant Director of Environmental Services</p> <p>Director of Planning</p>

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	Biodiversity Net Gain Work with ECC and neighbouring authorities to create a Nature Recovery Network.	Regulation 19 publication period in spring/summer 24 Adoption of the Local Plan in 2025 ECC is designated as Lead Authority on this project; the timelines are currently unknown and beyond UDC control		

Comment: Part of the re-profiling of the Development Management team includes the appointment of an in-house ecologist. This post is currently out for recruitment. The postholder will support the progress of the Local Plan and ensure developments incorporate best practice in terms of bio-diversity. Currently external consultants are providing evidence to support policy formulation as part of the Reg 18 Local Plan.

The redevelopment of the Little Canfield site has included a range of measures to improve bio-diversity including roosting boxes for bats, nest boxes for several species of birds and native tree planting.

<i>c. Support local energy production initiatives</i>	Provide support to community energy production initiatives as appropriate should they come forward.	Outputs dependent on number and types of initiatives	Support from existing resources within climate budget	Portfolio Holder for Environment and Green Issues Assistant Director of Environmental Services
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Comment: A pilot project was initiated in Littlebury, led by Saffron Walden Community Energy and Community Energy South, with support from Uttlesford and Essex climate teams. The aim of the pilot project was to create a coordinated approach so that the future energy requirements of the settlement can be met by local infrastructure improvements. The project also saw the creation of individual property plans setting out how the efficiency of the home might be improved over time enabling the coordination of other homeowner improvements. For example, if underfloor heating were required, it would be sensible to do the work immediately before flooring was being replaced. An open day held earlier in the year was well attended by the local community. It is hoped that the Littlebury pilot will provide a scalable model that can be rolled out to other settlements across the district (or further afield).

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<i>d. Implement programmes to reduce single-use plastics</i>	<p>Public waste education programme developed</p> <p>Review Council purchasing to reduce single use plastics and consider environmental impact of central purchased products, e.g. office paper.</p>	<p>At least four e-newsletters distributed to residents and businesses during the year.</p> <p>At least one direct mail item (recycling information booklet) delivered to all households. Attend four community events to promote waste minimisation messages including single use plastics and food waste.</p>	Within existing resources	<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Environmental Services</p>

Comment: A wider waste education plan has been drafted for 2022/23 which includes actions to focus on waste minimisation including reducing single use plastics and wider environmental issues such as climate change. The plan is being implemented by the Waste and Recycling Officer with e-newsletters being sent out every two months. As part of the plan the signage on our waste fleet has been updated and a recycling guide is being distributed during December 2022. Work to understand the Council's own office waste is also underway.

e. Work to reduce per-capita landfill in the district	<p>Specific targeted campaign to tackle food waste in areas where participation is poor or where food waste contaminates recycling containers.</p>	<p>Campaigns held in four areas and any changes monitored.</p>	Within existing resources	<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Environmental Services</p>
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Comment: Food waste is being targeted as part of the waste minimisation programme above. The Council is working with Love Essex to help promote consistent messages across the County.

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
3. Protect and enhance our rural character and heritage				
<i>a. Meet or exceed national standards for open and green spaces</i>	Develop appropriate policies in the emerging Local Plan.	Adopt policies that meet or exceed national standards for open and green spaces as per the timescales for the Local Plan	Within existing resources	Portfolio Holder for Planning and the Local Plan Director of Planning
Comment: Evidence base work undertaken and will feed into policy formulation.				
<i>b. Encourage positive planning that values and protects our heritage</i>	Explore a programme with Historic England for capacity building within parish and town councils to deliver proactive work either through Neighbourhood Plans, Conservation area Character Appraisals or bespoke Article 4 Directions	Quarterly meetings with Historic England during 22/23 Programme in place by March 23	Within existing resources	Portfolio Holder for Planning and the Local Plan Director of Planning
Comment: As well as liaison with Natural England, the proposed re-profiling of the Development Management team includes provision for an in-house heritage officer (to be appointed by end of calendar year).				
<i>c. Work with others to increase access to the heritage and history of our district</i>	Promote new tourism website Discover Uttlesford alongside individual apps Discover Saffron Walden, Discover Dunmow, Discover Thaxted and Discover Stansted.	The website is being launched in March 22. An extensive marketing campaign will link to the website and individual apps, beginning in March and continuing throughout 22/23	Within existing resources	Portfolio Holder for Sport, Leisure and the Arts Assistant Director of Business and Change Management Assistant Director of Corporate Services

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	<p>Submit Development Phase application to National Lottery Heritage Fund for phase 2 of Saffron Walden Museum’s long-term development plan</p>	<p>Close working with Visit Essex and Saffron Walden Tourist Information Centre using their websites to promote tourism in Uttlesford.</p> <p>Submission of grant application documents by June 22</p> <p>Development phase to commence if application successful (NHLF minimum assessment period is 12 weeks)</p>	<p>Grant submission process is within existing resources</p>	

Comment: The Economic Development team launched the Discover Uttlesford Website and the dscvr. app in March 2022 as scheduled. The marketing campaign continued throughout the spring and summer of 2022, including newspaper adverts and social media. By the end of the summer the website had seen more than 4,500 visitors, and Facebook and Instagram posts had reached more than 60,000 people. The resources remain active.

The timetable for submission of the Development Phase application for the Museum has been delayed following discussion with the National Lottery Heritage Fund on two issues. Firstly, the impact of current rates of inflation and supply issues with the building industry and the effect of this on capital costs; and secondly, the additional Heritage Impact Assessments which the Museum has been advised to commission as a result of pre-application planning advice from Historic England and Essex County Council Place Services. Discussions with the NLHF led to the postponement of the grant application so that financial and planning risks to the project can be mitigated by undertaking the HIAs before the Development stage and re-assess the capital costs in the light of the HIAs and recent inflation. This will help formulate options to deal with any potential problems identified with costs or planning issues on such a historically-sensitive site.

<p><i>d. Work with our rural partners and developers to maintain habitat and wildlife corridors</i></p>	<p>Develop appropriate policies in the emerging Local Plan.</p> <p>Work with Environmental</p>	<p>Regulation 18 consultation in summer 2023.</p> <p>Regulation 19 publication spring/summer 2024.</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Environmental Services</p>
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Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	Services to implement.	Adoption of the Local Plan in 2025.		Portfolio Holder for Planning and the Local Plan Director of Planning

Comment: The appointment of an in-house ecologist will support this work. The Director of Planning has included this action as part of the new postholder's job description, which is currently out for recruitment.

<i>e. Target littering and fly-tipping</i>	Deploy the fly tipping surveillance camera across know fly tipping hotspots	Monthly deployment	Within existing resources	Portfolio Holder for Environment and Green Issues
	Take action to reduce littering from vehicles	Engage in one enforcement patrol per calendar month	Resources will be required to fund the penalty service software, although this should be covered from the civil penalty receipts	Assistant Director of Environmental Services

Comment: The deployment of surveillance equipment at targeted locations continues each month. The Council's ability to issue penalty notices for littering from vehicles is dependent on software that links in with the civil penalty payment and appeals process and an affordable version is expected to come online in the coming months.

4. Take strong action on dealing with pollution

<i>a. Increase air quality monitoring across the district</i>	Using an additional 36 diffusion tubes monitor NO2 concentrations at school locations	Installation of tubes and monthly collection of data	Within existing resources	Portfolio Holder for Environment and Green Issues
	Publish annual Air Quality report	Publication of Air Quality Report by December 22		Interim Director, Housing, Health and Communities

Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member

Comment: Air quality monitoring is continuing and will expand as part of the Saffron Walden Clean Air Initiative. The latest Annual Status Report was published in July 2022. The report concluded that there had been no exceedances of the air quality objectives in 2021/22.

<p><i>b. Deliver reductions in pollution at identified problem areas</i></p>	<p>Identify problem areas through ongoing air quality monitoring</p> <p>Where required, develop a planned response with partners including Essex Highways to mitigate against areas of poor air quality</p> <p>Promote air quality awareness through the Clean Air Day (CAD) initiative</p>	<p>Ongoing monthly assessment of air quality data</p> <p>Review approach following the publication of the Air Quality Report in Q3 22/23</p> <p>Deliver CAD initiatives within the district – Clean Air Day is 16 June 2022</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Environment and Green Issues</p> <p>Interim Director, Housing, Health and Communities</p>
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Comment: The above is now linked with the DEFRA funded Saffron Walden Air Quality Initiative. Additional resources are being sought to deliver this project and progress is being reported to the Energy & Climate Change Working Group.

In June, the service delivered work to promote the Clean Air Day with multiple posts on social media, school engagement, posts and banners distributed around the district and stalls at Saffron Walden and Great Dunmow.

Corporate Plan - Delivery Plan 2022/23

Vision: Making Uttlesford the best place to live, work and play

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
1. Masterplan our new communities for and with residents				
<i>a. Use Locally Led Development Corporations to deliver sustainable new settlements</i>	Progress discussions with government around establishing a development corporation	Decision from government as to appropriateness likely to be in early 2023 Next steps to be confirmed, depending on government advice/decision	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan
<i>b. Provide the greatest level of influence and protection for communities adjacent to new settlements</i>	Consult with communities in the development of the Local Plan. Community stakeholder forums are planned for areas affected by substantial development.	Publication of a Regulation 18 consultation in summer 2023 Publication of a Regulation 19 version in spring/summer 2024. Commencement of community stakeholder forums following reg 18 consultation.	The Local Plan & New Communities team.	Director of Planning
<p>Comment: Discussions with government on the appropriateness of using Locally Led Development Corporations to deliver sustainable new settlements will progress after the Council has made a decision on the sites for the regulation 18 Local Plan. Any new settlements proposed to be allocated in the regulation 18 will include policies protecting adjacent communities.</p> <p>The Local Plan timetable has been changed so that the regulation 18 consultation is in summer 2023 and the regulation 19 publication period in spring/summer 2024.</p>				
2. Support our towns and villages to plan their neighbourhoods				

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p><i>a. Deliver an outstanding planning and place-making capability with the right capacity to create quality outcomes with and for all our communities</i></p>	<p>Progression of restructure of Development Management to emphasise the need for place-making and quality design in forthcoming major schemes</p>	<p>Restructured department by end of October 2022</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
<p>Comment: Draft proposals were discussed and agreed with the Corporate Management Team and Portfolio Holder. Consultation has been carried out with relevant staff and the union. The proposals include amendments to job descriptions and creation of a small number of new posts (including bringing heritage in house). A recruitment campaign is currently underway.</p>				
<p><i>b. Facilitate Neighbourhood Planning across the district through strong engagement with and support of all town and parish councils</i></p>	<p>Support Town and Parish Councils that want to develop Neighbourhood Plans.</p>	<p>Neighbourhood Plan areas being designated. Regulation 14 and Regulation 16 consultation periods being undertaken. Neighbourhood Plans being 'made'. Timescales as appropriate to each Neighbourhood Plan group.</p>	<p>Support from the Local Plan & New Communities team, RCCE and appropriate consultancy.</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
<p>Comment: The Neighbourhood Plan programme is progressing well, with referendums having taken place in Saffron Walden in September 2022, Ashdon in November 2022 and Great & Little Chesterford in December 2022.</p>				
<p><i>c. Implement policies which create better homes and neighbourhoods that meet or exceed national standards</i></p>	<p>Continue to progress development of a Local Plan</p>	<p>Publication of a Regulation 18 consultation in summer 2023.</p> <p>Publication of a Regulation 19 version in spring/summer 2024.</p> <p>Adoption of the Local Plan in 2025</p>	<p>The Local Plan & New Communities team, involving others in the Council as appropriate.</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of</p>

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
				Planning

Comment: The regulation 18 consultation will include policies to create better homes and neighbourhoods that meet or exceed national standards. Some draft chapters were considered by Local Plan Leadership Group in May 2022 and comments from members taken on board.

<i>d. Work with partners and stakeholders to deliver new sports, play and community facilities</i>	Run the large Sports Grant programme for 22/23	Publicise availability of grant and encourage applications by April 2022 Grants Committee to recommend to Cabinet by June 2022 Cabinet decision by July 2022	£150,000 funding allocated for 22/23 Communities Team	Portfolio Holder for Sport, Leisure and the Arts Interim Director, Housing, Health and Communities
	Develop policies through the Local Plan process	Regulation 18 consultation in summer 2023 Regulation 19 publication period in spring/summer 2024 Adoption of the Local Plan in 2025	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning

Comment: The sports grant scheme was open to applications from the 1 April to 30 June 2022. Seven applications were received, with two fitting the policy criteria. These were approved by Cabinet in September 2022 and two grants, each of £100,000, were awarded to Great Dunmow Town Council and Newport Sports Committee. Both grants were for Multi use Games Areas.

The regulation 18 consultation will include policies to deliver new sports, play and community facilities – some draft chapters were considered by Local Plan

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
Leadership Group in May 2022 and comments from members taken on board.				
3. Secure greater benefits for our community from new development				
<i>a. Implement the Community Infrastructure Levy along with s106 to deliver strategic community projects and greater local benefit from development</i>	Restart development of CIL and associated draft charging schedule.	<p>Publication of CIL and a draft charging schedule for consultation in Spring 2023.</p> <p>Adoption of CIL and associated charging schedule alongside the Local Plan in Summer 2025.</p>	The Local Plan & New Communities team, involving others in the Council as appropriate.	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
Comment: In May 2022 the Government's Levelling Up and Regeneration Bill proposed replacing CIL with a locally-set Infrastructure Levy. It is considered prudent to await more details on this proposal rather than restart potentially abortive work on CIL.				
<i>b. Increase the transparency of the Section-106 Agreement process and councillor engagement</i>	Deliver the Section 106 pathway of the East of England Local Government Association (EELGA) Planning review report	<p>The production of Section 106 Obligations Guidance, covering matters related to contributions, community engagement and guidance around stewardship, following consultation to be adopted as SPD end of 2022</p> <p>Set up EXACOM database for the monitoring and management of Section 106s including public interface to allow public scrutiny. By Dec 22</p>	<p>The Local Plan & New Communities team, involving others in the Council as appropriate.</p> <p>Development Manager, Section 106 Enforcement & Monitoring Officer. Budget of £22,000 approx secured for external consultants to input data, and to secure upgrade to software</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p>Comment: A draft Developer Contributions Guidance SPD was agreed for public consultation, which is currently being carried out. The consultation closes in January 2023 and results will be available in the spring.</p> <p>Work continues on preparation of data and the population of the EXACOM database by engaged partner. The schedule for this is now completion by the end of December 2022 for a soft launch, ahead of full public launch in early 2023.</p>				
<p><i>c. Ensure that strong Planning Enforcement holds developers to account</i></p>	<p>Deliver the Planning Enforcement pathway of the EEGLA Report, including IDOX and web improvements</p>	<p>Improved use of IDOX system, including automatically generated correspondence to customers, parish councils and other interested parties by December 22.</p> <p>Review of web content to aid customer enquiries and customer knowledge by December 22.</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
<p>Comment: System-generated template letters now in use (via Idox system) for simple and faster acknowledgements to service users etc. Web content reviewed but work to online enforcement register was delayed as team had a high backlog of cases to work through, which was being addressed with a 'sprint' on backlogged cases. This has now been completed.</p>				
<p><i>d. Require developers to be considerate of the communities in which they build</i></p>	<p>Increase the use of Construction Management Plans through planning conditions</p>	<p>Consideration of a Construction Management Plan, including requirement for pre-engagement with community, on all sensitive sites in 22/23.</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
<p>Comment: This is being taken forward via conditions requiring Construction Management Plans on major applications. The Director of Planning is also exploring use of a Considerate Contractor Scheme, which is operated by an external provider and major developers are encouraged to opt in to give confidence to local residents and gain a Considerate Contractor 'kitemark'. The external provider monitors on-site process (such as dust, safety etc) and the developer pays a membership fee to the provider.</p>				

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
4. Work with the airport on issues of concern to communities				
<i>a. Seek a reduction in night flights</i>	Make comments to appropriate consultations.	Make comments to appropriate consultations. Timescales as appropriate to the consultations.	The Local Plan & New Communities team, involving others in the Council as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning
Comment: No appropriate consultations have been held in 2022/23. Quarterly meetings between Director of Planning and Airport Director have been arranged.				
<i>b. Implement programmes to reduce airport related village fly-parking</i>	Car Park Review to be carried out with specified objective to include airport related fly parking.	Car Park Strategy to include agreed recommendations and action plan. Consultant to be appointed in March 22. Final report expected to be received September 22, definite date to be confirmed once consultant has been appointed. Action plan to be produced and presented to members late autumn.	NEPP (Parking Partnership) is providing up to £80,000 to support the review.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Portfolio Holder for the Economy, Investment and Corporate Strategy Assistant Director of Business and Change Management Director of

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
				Planning

Comment: A specialist car parking consultancy company was appointed as scheduled, to review both on and off-street parking in the district to inform the council's strategy and provide recommendations to support the action plan. The car park review has been completed and is going through internal processes to create an action plan which will be presented alongside the review for formal approval in 2023/24. Recommendations within the review are not wholly within the jurisdiction of UDC so a significant amount of working with other agencies will be required to bring them fruition.

<i>c. Work to secure investment in sustainable transport to and from airport, including for local workers</i>	Working through the airport transport forum, the Local Plan and appropriate planning permissions.	Investment secured through s106 funding, bids to government and other sources to support sustainable transport to and from airport, including for local workers. The measures to be implemented will be developed through the transport forum and/or match any details from the planning permission.	The Local Plan & New Communities team and Development Management.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning
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Comment: The regulation 18 consultation will include policies to secure investment in sustainable transport to and from Stansted Airport.

The Local Plan timetable is proposed to change so that the regulation 18 consultation is in summer 2023 and the regulation 19 publication period in spring/summer 2024.

5. Nurture employment and retail areas to create jobs and retain businesses

<i>a. Protect and grow our town centres as economic hubs</i>	<i>A three-year Economic Recovery Plan Delivery Plan (ERPDP) is in place, with 2022/23 being the second year. The activities in this section emanate from that</i>			Portfolio Holder for the Economy, Investment and Corporate Strategy Assistant Director
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Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p><i>plan.</i></p> <p>Development of Town Centre Masterplans, working with the Local Plan Team and other stakeholders including businesses in town and village centres and the North Essex Economic Board (NEEB), in which Uttlesford has both member and officer participation.</p> <p>Active participation in the Essex and Herts Digital Innovation Zone and the Special Interest Group for the High Streets.</p>	<p>Commence work on establishing collective vision and developing a strategy and action plan by March 23</p> <p>Ongoing publicity of support and advice available through www.uttlesford.gov.uk/business_regular business e-newsletters and social media to end of March 23.</p> <p>Continued working with NEEB on developing, identifying and promoting joint initiatives to support local businesses to end of March 23.</p> <p>Car Park review carried out and report to be presented to members in late Autumn 22 on the recommendations and actions identified.</p> <p>Discussions with NEPP/ECC regarding On Street parking recommendations following review.</p> <p>Develop a Car Parking Strategy to support the vitality of the town centres, following agreed adoption of recommendations and action plan by March 23</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>NEPP (Parking Partnership) is providing up to £80,000 to support the Car Park review.</p>	<p>of Business and Change Management</p>

Comment: The Economic Development Recovery Delivery Plan year 2 objectives have been finalised and the updated delivery plan was presented at Scrutiny in September 2022.

The dedicated Uttlesford business website is regularly updated with business support information and signposting businesses to external companies offering

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p>additional support, advice and guidance on all business matters. The information is also included in periodic e-newsletters sent out to all businesses notifying them of both existing support and any new initiatives available.</p> <p>The business support includes the joint initiatives established through the North Essex Economic Partnership (NEEB).</p> <p>A specialist car parking consultancy company was appointed as scheduled, to review both on and off-street parking in the district to inform the council's strategy and provide recommendations to support the action plan. The car park review has been completed and is going through internal processes to create an action plan which will be presented alongside the review for formal approval in 2023/24. Recommendations within the review are not wholly within the jurisdiction of UDC so a significant amount of working with other agencies will be required to bring them fruition.</p>				
<p><i>b. Increase tourist spend</i></p>	<p>Continue to promote new Tourism website Discover Uttlesford and the Dscvr app launched for Discover Saffron Walden, Discover Dunmow, Discover Thaxted and Discover Stansted.</p> <p>Work with Visit Essex to use their website to promote tourism in Uttlesford. Saffron Walden Town Council and the Tourist Information Centre will support the promotion of the whole district.</p>	<p>Website was launched in March 22.</p> <p>An extensive marketing campaign will link to the website and apps, continuing throughout 22/23.</p> <p>Continued updates to Uttlesford Business website and business e-letter</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Business and Change Management</p>
<p>Comment: The Economic Development Team launched the Discover Uttlesford website and the dscvr. app in March 2022 as scheduled. The marketing campaign continued throughout the spring and summer of 2022, including newspaper adverts and social media. By the end of the summer the website had seen more than 4,500 visitors, and Facebook and Instagram posts had reached more than 60,000 people. These resources remain active.</p>				
<p><i>c. Support the creation of amenities that stimulate and facilitates local</i></p>	<p>Provide business start-up advice and sign posting to relevant agencies/ initiatives.</p>	<p>Promote NEEB Business Start-Up project, to end of November 22.</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life</p>	<p>Portfolio Holder for the Economy, Investment and</p>

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p><i>businesses, such as enterprise zones, business parks, office blocks, industrial areas, and start-up hubs</i></p>	<p>Update Business Start-up Guide</p> <p>Continue to support business networks in the district to enable them to provide high quality information and advice to their members</p>	<p>Review start-up information on Uttlesford business website to ensure it remains up to date</p> <p>Business Start-Up Guide was produced and distributed during 21/22. This will be updated as necessary during 22/23.</p> <p>Regular contact with organisations including Saffron Walden Business Improvement District, Stansted Airport Chamber of Commerce and Great Dunmow Town Team and Stansted Business Forum.</p>	<p>of the plan.</p> <p>Economic Development Team</p>	<p>Corporate Strategy</p> <p>Assistant Director of Business and Change Management</p>

Comment: Officers continue to work closely with external organisations and NEEB in relation to start-up business support, identifying joint working and promoting relevant projects to provide support and guidance to our local businesses including updating of the business website as appropriate.

<p><i>d. Support the expansion and promotion of key relevant employment sectors for the district</i></p>	<p>Promote Discretionary Business Rates Relief Scheme to support business to expand and grow and encourage inward investment, by offering up to two-year discounts to move into the district.</p> <p>Continue to foster close working relationships with the BEST Growth hub</p>	<p>Policy has been updated ahead of 22/23 and this will be promoted on our website and other social media channels</p> <p>Continued close working relationships with other organisations</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Business and Change Management</p>
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Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	(Businesses in Essex, Southend and Thurrock) and other business support agencies to provide advice, guidance and access to other initiatives for existing businesses.	Continued attendance at quarterly BEST steering group meetings, receiving performance reports on engagement with district businesses		

Comment: The Discretionary Rate Relief Policy has been published. Officers continue to attend BEST steering group meetings and liaise with other external organisations where there is an identified benefit for our local businesses from collaborative working.

<i>e. Work with partners to promote the economic opportunities of the London - Cambridge Innovation Corridor, Stansted Airport and our main transport corridors</i>	Continue to work with Innovation Core, which comprises five local authorities (Uttlesford, Harlow, Epping, Broxbourne and East Herts).	Continue to attend meetings where appropriate. This provides a resource which focuses on inward investment for all participating member authorities.	£1m has been allocated to the plan, spend has been profiled equally over the life of the plan. Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy Assistant Director of Business and Change Management
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Comment: Officers are participating in the production of the Innovation Core Economic Strategy, providing direct input on issues relating to our district and participating in workshops on how this is delivered.

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>f. Work with the airport to increase local airport-based employment opportunities</i>	Identify and engage with appropriate representatives at Stansted Airport/Manchester Airport Group in order to ascertain what support the district council can provide	Contact made with Stansted/MAG and appropriate support identified by December 22	£1m has been allocated to the plan, spend has been profiled equally over the life of the plan. Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy Assistant Director of Business and Change Management

Comment: Work continues to build a stronger relationship with MAG officers, who feel that they have the required resources available on site through the Academy and do not need external support.

6. Enforce good business standards in our district

<i>a. Make sure that businesses and trades in our district meet the national standards and licensing required of them</i>	Regulatory standards are applied, and enforced where necessary, in accordance with the enforcement policy. This will include: A risk-based food hygiene premises inspection programme delivered in accordance with the Food Standards Agency (FSA) codes of practice Health and safety interventions triggered by	Monitored Via PIs Premises will be visited at the frequency prescribed by the food Standards Agency. Performance reported to Licensing and Environmental Health (L&EH) Committee. Also reported via annual return to FSA Monitored internally and performance reported	Within existing resources	Portfolio Holder for Council and Public Services Interim Director, Housing, Health and Communities
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Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p>specific local intelligence and/or with regard to the national code as published by the HSE</p> <p>Licences issued in accordance with licensing objectives. Enforcement action will be taken as appropriate to ensure licensing standards and conditions are met</p> <p>All statutory notifications eg RIDDOR reports or complaints about alleged poor practice/conditions will be considered, responded to within three days and followed up with an investigation as appropriate</p>	<p>to L&EH Committee. Also reported via annual return to HSE</p> <p>Statutory timeframes are adhered to. Monitored internally and performance reported to L&EH Committee.</p> <p>Monitored internally and performance reported to L&EH Committee. Also reported via annual return to HSE</p>		

Comment: Continuing to establish recovery/restoration with full regard to current Food Standards Agency strategy. Businesses are, in some cases, still recovering from the impacts of the pandemic and this is recognised. Escalation to enforcement action will occur with evidence of continued breach occurring or on the identification of significant or imminent risk.

The current backlog of food inspections attributable to lockdown continues to reduce. All higher risk premises (categories A B C D) have now been inspected. There are now only approximately 50 E-rated premises, the lowest risk, which are subject to alternative engagement strategies. The E rated premises backlog is projected to be cleared in line with an internal UDC deadline of 31 March 2023. New businesses numbers registering and requiring inspection/advice remain stable.

Health and Safety interventions designed to support local business are being reintroduced with regard to priorities identified within the National Code LAC 67(2), and local priorities such as gas safety in food premises. Statutory notifications including accident reports are investigated as required.

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
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Licensing service continues to achieve the protection of public safety. Consultations for changes to policy are undertaken as appropriate and all stakeholder views are taken into consideration.

7. Deliver more affordable homes and protect those in need in our district

<p><i>a. Increase the number of affordable homes delivered and different tenure options including social renting</i></p>	<p>Monitor progress on the Housing Strategy Action Plan and supporting policies that details how the Council will develop, acquire and enable the supply of affordable housing</p> <p>Adopt a new Housing Revenue Account (HRA) Business Plan that confirms the capacity of borrowing through the HRA for the delivery of new council housing (including use of commuted sums, Right to Buy (RTB) receipts, loans and innovative funding models)</p> <p>Regularly engage with local registered providers on their affordable housing delivery and identify barriers to further development, Ensure appropriate schemes deliver</p>	<p>Update Housing Strategy action plan by December 22. Monitor and progress actions throughout the year</p> <p>New HRA Business Plan adopted by October 22. Delivery of 27 new council homes in 22/23. Progress 64 new homes to planning permission stage in 22/23 and if approved secure agreement on funding and commence building sites out.</p> <p>Continue to identify opportunities for further provision. Including opportunities on Section 106 sites. This forms part of the business as usual of the Housing and Planning Services</p>	<p>Within existing resources and with appropriate borrowing through the HRA</p>	<p>Portfolio Holder for Housing and Health</p> <p>Interim Director, Housing, Health and Communities</p>
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Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p>the required 40% affordable homes</p> <p>Explore Homes England (HE) grant opportunities as they become available</p>	<p>Any available HE Grant funding applied for as applicable for qualifying schemes</p>		

Comment: The new Housing Strategy was adopted in December 21 and an action plan produced. This looks at how the council can maximise opportunities to deliver the right housing to meet the needs of the district over the coming years. The last year has seen another decrease in the number of affordable homes delivered via Housing Association partners on Section 106 sites. It is hoped over the coming year this number will be back on target.

The impacts to the construction industry, due to the pandemic, have continued throughout the past year with disruption to supply chains and availability of labour. This has caused delays on the delivery of the two sites currently under construction, however 13 homes at Great Chesterford have completed and 14 homes in Saffron Walden are due to complete in Feb/March 2023.

Work has commenced on a sheltered scheme at Walden Place in Saffron Walden that will see the site detached from a Grade 2 listed building, that will then be disposed of, and the re-provision of communal areas and one extra sheltered unit. The council has reviewed all garden reduction sites and is progressing four identified sites with potential for development for affordable housing.

Planning applications will be submitted later this year for two redundant sheltered sites, one in Great Dunmow and one in Saffron Walden. If approved these schemes would deliver 48 new flats for the over 60s. A further site is being progressed which will be used as a pilot site for using Modern Methods of Construction.

The Housing Team is also looking for opportunities to bid on Section 106 developments. A bid on 19 flats on a site in Great Dunmow has been accepted and approved by Members. Half of the flats will be delivered in 2023 the second half in 2024.

As previously discussed at Housing Board, a council-wide investment strategy will need to be agreed to increase council housing supply going forward. This needs to be done in conjunction with the Local Plan process, as landowners will want to receive a market value for their sites. The investment strategy will need to consider the setting up of a joint venture partnership so that both market housing and social housing can be provided, which will enable the appropriate market land value to be achieved. Funds to purchase sites will need to be made available as part of the joint venture agreement.

Active place maker for our Towns and Villages

<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
The mechanisms for delivering new council-owned housing will continue to be reviewed and funding opportunities through borrowing, commuted sums, Right to Buy receipts, grant funding and funds from the HRA will be maximised to support the delivery of council housing. Work continues on a new Housing Business Plan.				
<i>b. Refurbish our existing council homes to sustainable standards when required</i>	Continue to work with Uttlesford Norse on estate renewal and regeneration programmes whilst reducing the carbon footprint of those homes. Improve home energy efficiency across the Council's housing stock	Completion of stock condition survey data by March 2023	Within existing resources	Portfolio Holder for Housing and Health Interim Director, Housing, Health and Communities
Comment: A survey of all Council housing stock is underway by Uttlesford Norse Ltd. The purpose of the survey is to assess the current efficiency of UDC stock and to quantify the improvements that can be made to increase energy efficiency and reduce carbon impact. The survey will not be completed until 2023 without additional resources being deployed through Uttlesford Norse Ltd (this is being explored). The council is not able to apply for grant funding until this work has been completed.				
<i>c. Reduce the number of empty homes</i>	Develop an Empty Homes Policy	New Empty Homes Policy Strategy adopted by July 22	Within existing resources	Portfolio Holder for Housing and Health Interim Director, Housing, Health and Communities
Comment: The Policy is complete and following amendments suggested by the Housing Board it has been added to the forward plan for consideration by Cabinet before the end of 2022/23.				
<i>d. Ensure that landlords maintain high quality private sector housing conditions</i>	Review assistance available for landlords, including empty property owners Support UDC private sector housing landlords by	Revision of Housing Renewals Assistance Policy, to be adopted by July 22 Deliver annual landlord forum by February 23	Within existing resources	Portfolio Holder for Housing and Health Interim Director, Housing, Health

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p>delivering an annual landlord forum</p> <p>Ensure that private rented properties are compliant with the Energy Efficiency (Private Rented Property) Regulations minimum energy efficiency standards (MEES)</p>	<p>Cross reference 25% of existing tenancy deposit scheme data with EPC records and respond to non-compliance in accordance with the Council's Enforcement Policy – to be completed by March 23</p>		<p>and Communities</p>

Comment: The refreshed Housing Assistance Renewals Policy has been delayed due to resources pressures and prioritisation. A revised report will go to Housing Board in Q4 2022/23 before progressing to Cabinet.

Work to assess the EPC rating of private rented sector properties is aligned to the Sustainable Warmth Initiative. The initiative provides 1 per cent of funding to the council to assist it in promoting the scheme. This will allow the service to cross reference deposit scheme data with EPC records. Officers will use this information to encourage take up of the grants within the private rented sector. The scheme is currently being progressed.

<p><i>e. Ensure that services to protect vulnerable women and men who live in our district are accessible and appropriate</i></p>	<p>Fulfil tier 2 authority duty to cooperate as set out in Domestic Abuse Act 2021.</p> <p>Ensure that the Domestic Abuse Policy reflects recent changes in legislation</p>	<p>Continue to fund a domestic abuse housing practitioner in partnership with Next Chapter, the commissioned DA service for the district. The number of clients helped and referred to other services will be monitored internally and reported to the Children and Families board. To March 23</p> <p>Enhance the Sanctuary Housing scheme where appropriate to allow victims to remain in their own properties to March 23</p>	<p>External grant funding</p> <p>External grant funding</p>	<p>Portfolio Holder for Housing and Health</p> <p>Interim Director, Housing, Health and Communities</p>
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Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
		<p>Deliver workshops within schools addressing healthy relationships in both secondary and primary settings to March 23</p> <p>Update J9 training both internally and for external partners. Numbers trained will be monitored internally to March 23</p> <p>New Domestic Abuse Policy implemented by July 22</p>	<p>Communities Team Existing resources</p> <p>Communities team Existing resources</p> <p>Communities Team</p>	

Comment: Legislative changes in the Domestic Abuse Act 2021 Introduce a statutory duty on tier one local authorities in England to support victims and their children in domestic abuse safe accommodation and a duty on tier two authorities to co-operate with tier one authorities in the fulfilment of their duties. The council's Communities Team is working with Essex County Council (ECC) to deliver those changes. Government funding, devolved from Essex County Council, has enabled the council to continue funding a domestic abuse housing practitioner in partnership with Next Chapter, a commissioned service within Essex. The practitioner works within the Community Safety Hub and links closely with the Housing Department. This arrangement means that one to one support is being offered to victims of domestic abuse to ensure a smooth pathway for victims, with advice on how to live safely and independently.

Funding will also be used to enhance the Sanctuary Scheme the council offers where appropriate. This allows the council to make the homes of victims and survivors of violence and abuse safe and secure so that they and their families can remain in their own homes, alleviating the disruption of relocating and allows them to retain the support of professional services, their family and the community when they are at their most vulnerable.

J9 training has been delivered to staff at UDC and to partner agencies, the voluntary sector, businesses and members of the community. The training sessions help to spot the of domestic abuse and support those affected through the domestic abuse initiative. Once trained the J9 logo can be displayed which alerts victims that they can obtain information which can help them access a safe place where they can seek information and use of a telephone.

Work continues with partners at Essex Children's Safeguarding Board and Essex Adults Safeguarding Board. Reviews are undertaken through both boards where there are concerns of neglect or abuse in children or adults and there is concern that partner agencies could have worked more effectively. Learning from this work informs the council staff training plan and helps to identify projects that can be delivered by the Communities Team and through the thematic groups of the Local Strategic Partnership.

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
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Work to refresh the Domestic Abuse policy is continuing in collaboration and consultation with partners from Essex police and Southend Essex Thurrock Domestic Abuse Board (SETDAB) with an implementation date of January 2023.

8. Promote healthy lifestyles in diverse and inclusive communities

<p>a. Work with partners, including the voluntary sector, to improve the general quality of life for residents, including for residents that experience social isolation, poor mental health, obesity, addiction and dementia</p>	<p>Refresh of service offer of the community response hub in line with identified needs of the community.</p> <p>Implement financial support for voluntary sector and local groups.</p> <p>Be an active partner with the Primary Care Networks (PCNs) in the North and South of the District. Population health management work with PCNs will help to identify residents who would benefit from targeted, proactive support.</p>	<p>Updated service offer communicated to residents. Monitoring of service uptake through data base and figures reported back to Cabinet. by March 2023</p> <p>Grants awarded and projects completed. Quarterly reports received internally, and information is fed back to Cabinet through the portfolio holder report by March 2023</p> <p>The overarching population health management project is GP led with timescales outside the control of UDC. It is expected that the data analysis will be completed and projects identified during 22/23. Progress and outcomes will be reported through the Health and Wellbeing Board.</p>	<p>Communities Team and external partners</p> <p>Support is provided to the voluntary sector through the extensive grants programme, within existing resources</p> <p>Existing resources</p>	<p>Portfolio Holder for Housing and Health</p> <p>Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Policy and Fire & Rescue Service</p> <p>Interim Director, Housing, Health and Communities</p>
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Comment: An updated service is being offered to residents in the district and the Community Response Hub is now the central point for the Ukrainian guests and hosts within the district to contact with queries. After a decrease in queries, numbers are rising again due to rising utility costs and the cost-of-living crisis. The community responders continue to be in place to offer the support to those that find themselves in crisis and to refer onto appropriate supporting agencies.

The voluntary sector grants opened to application in September 2022 and decisions on grant awards were being made at the beginning of December 2022.

Active place maker for our Towns and Villages

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p>Uttlesford falls prevention programme is delivering face to face classes for residents that may be experiencing balance issues, mobility issues or at the risk of falling. The 12-week program is delivered in seven venues throughout the district to between 60 and 80 residents each week. There is also a series of transition sessions for those residents who have completed the 12-week course and would like to maintain their activity levels take place at the venues in Stansted and Saffron Walden.</p>				
<p>Uttlesford Food Alliance has secured £30,000 funding to deliver a cook and eat train the trainer programme for West Essex. The training took place in Takeley on in September, with all 24 spaces filled. Eleven of the 24 participants were from organisations in Uttlesford. Participants who received the training can now apply for funding to deliver cooking programmes in their local areas.</p>				
<p><i>b. Continue to be an active partner of the Health and Wellbeing Partnership, to promote healthy lifestyles</i></p>	<p>Deliver recommendations of the Uttlesford Health and Wellbeing Strategy</p> <p>Five Key recommendations of the strategy: Combatting loneliness and Social Isolation Supporting people to age well Enabling people to eat well and be active Alleviating winter pressures and fuel poverty Planning for healthy communities</p> <p>Development of a new Health and Wellbeing strategy.</p>	<p>Identified recommendations of the Uttlesford Health and Wellbeing Strategy implemented. This will be monitored through the Health and Wellbeing Board action plan</p> <p>New Health and Wellbeing strategy implemented by September2022</p>	<p>Within existing resources</p>	<p>Portfolio Holder for Housing and Health</p> <p>Interim Director, Housing, Health and Communities</p>

Active place maker for our Towns and Villages

<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer

Comment: The Uttlesford Health & Wellbeing Strategy has been refreshed this year and was endorsed at Cabinet on 1 December 2022. This new strategy sets out the health and wellbeing priorities for 2023 to 2028 for the Health and Wellbeing Board, of which the council is a partner. A delivery plan is being developed for publication in the new year.

Corporate Plan - Delivery Plan 2022/23

Vision: Making Uttlesford the best place to live, work and play

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
1. Improve Uttlesford's connectivity				
<i>a. Hold ECC to account: Work to set the agenda for ECC highway maintenance and pothole fixing</i>	Through the Local Highways Panel, continue to work with Essex County Council (ECC) to ensure highways matters remain a high priority	Attendance at quarterly Highways Panel meetings	£200,000 match funding for highways schemes in 22/23	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Chief Executive
	Promotion of links to services and responsibilities of ECC along with reporting mechanisms for potholes, footpaths, pavements and streetlight repairs	Dissemination of all relevant ECC information to the public throughout 22/23	Within existing resources	Portfolio Holder for Council and Public Services Assistant Director of Corporate Services
<p>Comment: The Local Highways Panel has entered a refreshed period of productivity with a new funding and reporting agreement, with the council contributing substantial funds directly to increase the number of local road improvement schemes in the district, topping up money from the highways authority Essex County Council (ECC).</p> <p>Our website includes information and links to the relevant reporting mechanism on the Essex Highways website. Ensuring links are easy to find helps to ensure maximum reporting of problems, enabling the discussions with ECC to take place with the most accurate picture. Whenever and wherever in the district Essex Highways carries out work, we ensure that the information is shared via our own social media accounts. We share all relevant information about schemes and initiatives in the district across our social media channels, including road repairs and how to report faded lines, potholes etc.</p>				
<i>b. Work with ECC and communities to develop the highway improvement schemes we need</i>	Include appropriate requirements in the emerging Local Plan. Develop	Appropriate requirements included in the emerging Local Plan in May 2022 and Spring 2023. Appropriate	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
	<p>appropriate bids for external funding.</p> <p>Continue to work with Essex Highways through the Local Highways Panel.</p> <p>Newly initiated conversation with Essex County Council about first mapping of and then development of a strategy to address historic infrastructure deficits (including highways, alongside power, water, GP practices, broadband access, water supplies and sewerage etc.)</p>	<p>bids for external funding secured as per government timescales.</p> <p>Attendance at quarterly Highways Panel meetings</p> <p>Identification of appropriate highways schemes to fund in the district</p>	<p>£200,000 match funding for highways schemes in 22/23</p>	<p>Director of Planning</p> <p>Chief Executive</p>
<p>Comment: Essex County Council Transport Planner working within the Local Plan Team to help facilitate improvements through Local Plan development.</p>				
<p>The Chief Executive has also begun a strategic conversation with Essex County Council about mapping and thereafter developing an action plan to address historic infrastructure deficits, including clean water provision (including abstraction from rivers) and dirty water treatment capacity.</p>				
<p><i>c. Hold ECC to account to deliver what they promise</i></p>	<p>Continue to utilise access points into Essex County Council to ensure Uttlesford's voice is heard. Active engagement in Essex-wide</p>	<p>Attendance at relevant meetings including, but not limited to monthly Essex Leaders and Chief Executive meetings and the quarterly Local Highways Panel.</p>	<p>Within existing resources</p>	<p>Leader</p> <p>Chief Executive</p>

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
	forums for Leaders and Chief Executives Continue to press ECC to respond to planning consultations, including Highways and Education matters, within the statutory timeframes	Work closely with ECC officers to make them aware of large schemes coming forward.	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning
Comment: Regular meetings with senior opposite numbers across Essex authorities, the Police and the Fire and Rescue Service continue to serve as an opportunity for this liaison. They are supplemented by targeted direct approaches as appropriate, for example direct representations made chief executive to chief executive about the need for Essex County Council to speed up payments to Ukrainian refugee host families.				
Regular UDC planner and ECC Highways meetings are diarised to push consultation responses on planning applications.				
<i>d. Promote and support sustainable transport initiatives, such as bus, rapid transport and rail upgrades</i>	Include appropriate requirements in the emerging Local Plan.	Appropriate requirements included in the emerging Local Plan in May 2022 and Spring 2023.	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning
Comment: Evidence and policy being developed for the Local Plan in this regard. This will be published as part of the Reg 18 consultation.				
<i>e. Lobby Highways England to improve the capacity and safety of the M11</i>	Make representations to appropriate consultations and forums.	Capacity and safety improvements to the M11 funding secured and delivered to Highways England's timescales.	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<p>Comment: This issue has been raised with the Essex Chief Planners group, ECC and the Planning Director at the Airport. Agreed a more joined up approach to lobbying National Highways should be brought forward. Regular meetings individually with ECC and Airport are diarised and this issue will be initially progressed through those.</p>				
f. Work with ECC and hold them to account to deliver rural superfast broadband in our district	Continue to monitor the rollout of superfast broadband through the Gigaclear contract managed by Essex County Council. The rollout of superfast broadband is due to complete 30 September 2022.	Essex is working with Gigaclear to monitor the remedial plan and negotiations are ongoing regarding the delivery of all the remaining properties which are either financially constrained (too expensive to reach) or restricted by wayleaves. UDC Officers attend fortnightly progress meetings with Gigaclear and ECC.	£500,000 allocated for UDC contribution to Superfast Broadband project (Gigaclear) £100,000 to support other superfast broadband initiatives	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Assistant Director of Business and Change Management
<p>Comment: The Gigaclear contract proposed end date is now the end of February 2023. Gigaclear are currently working on a new remedial plan which is expected to be available imminently. The contract has currently provided a total of 4,159 properties with gigabit broadband. There are currently 224 in dispute as financial constrained (too expensive to deliver according to the contractor for reasons such as access difficulties) and 100 properties remaining to complete. Essex County Council is working closely with Gigaclear to resolve issues around the financially constrained properties. Regular meetings are being held to monitor progress.</p>				
<p>2. Support our students, schools and libraries</p>				
a. Conduct a wholesale review of school transport to understand the gap in provision of what ECC provides	Make appropriate representations to Essex County Council	Response from Essex County Council regarding plans for school transport	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan
<p>Comment: Discussions with Essex County Council education department have focused more extensively on future school building plans, both in light of current pressures and future population expansion projections flowing from the Government's house building target in the Local Plan.</p>				

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<i>b. Ensure that developer contributions are collected for ECC to provide our local school and Early Years places</i>	Continue to collect developer contributions, where appropriate, in line with ECC education formula requirements.	All appropriate developer contributions collected	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan Director of Planning
Comment: The council's S106 officer is managing contributions, and improvements to this along with general S106 process improvements are being made under the S106 pathway of the Panning Review.				
<i>c. Create and support new services inside our libraries to increase their viability</i>	Discussions and site visits have begun to explore fresh joint working between UDC and ECC as well as other agencies including in libraries.	First wave of new joint initiatives anticipated in place by September 2022	Existing resources, and potential use of UK Shared Prosperity Funds	Portfolio Holder for Council and Public Services Chief Executive
Comment: Conversations are ongoing with ECC and other partners around shared service provision, including hosting the DWP in the district so that the majority of local residents would no longer need to travel out of district to Braintree to attend a face-to-face DWP appointment.				
3. Work with partners to keep the district safe				
<i>a. Work with the Police, Fire and Crime Commissioner and Chief Constable to reduce crime on our area</i>	Production of an annual strategic assessment to complement the Fire, Police and Crime Commissioner's vision for Essex. This Strategic Assessment will focus on local data to ensure that safe and secure communities are at the forefront of the partnership work.	Strategic assessment produced in April 22. This will inform and revise the priorities for the Community Safety Partnership action plan, which will be produced concurrently.	Within existing resources	Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service Interim Director, Housing, Health and Communities
Comment: The Strategic Assessment for 22/23 has been published and collation of information and data from statutory partners is progressing to enable production of the Strategic Assessment for 23/24. The delivery plan for the priorities identified will sit alongside the assessment and lead the work for the coming year. The assessment will be in place from January 2023. This plan will inform the Office of the Fire Police and Crime Commissioner (OFPC) of the work identified for the year.				

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<i>b. Continue to be an active partner of the Community Safety Partnership</i>	<p>Work is undertaken with partner agencies within the Community Safety Partnership to reduce and prevent crime and anti-social behaviour</p> <p>Partnership action plan to be produced to identify projects that will address the fear of crime and reduce the risk of crime and anti-social behaviour</p> <p>Engage with partners to deliver Public Space Protection Orders to deal with anti-social behaviour within the district</p>	<p>Partnership action plan produced in line with the strategic assessment in April 22</p> <p>Submit appropriate bids to funding streams to help achieve priorities throughout 22/23.</p> <p>Produce an engagement plan that informs how the CSP will engage with communities to understand better the safety needs and concerns of the district by June 2022</p> <p>Preventative projects delivered to address emerging themes to include Crucial Crew and "rural projects by March 2023</p> <p>Consult on proposed orders by June 22 and adopt new orders across the district by September 22</p>	<p>Communities Team</p> <p>Community Safety Partnership</p> <p>Environmental Health Team – within existing resources</p>	<p>Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service</p> <p>Interim Director, Housing, Health and Communities</p>
<p>Comment: In March 2022, one of the outcomes of the Police and Crime Commissioners Review Part 2, the Home Office committed to undertaking "a full review" of Community Safety Partnerships across England and Wales, to identify how (if at all) they can increase their overall effectiveness in protecting local communities from</p>				

Champion for our District

We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
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crime and anti-social behaviour. Uttlesford CSP will work together with the Office of the Fire, Police and Crime Commissioner (OFPC) to ensure all appropriate actions are taken to contribute to the review.

Funding has been received from the OFPC office to allow the CSP to deliver projects throughout the district in line with their priorities. The engagement plan for the CSP will align with the 22/23 strategic assessment and be implemented in January 2023. Initial discussions are taking place with schools to establish future projects for 2023 to reflect emerging issues of the district.

Progress has been delayed on the delivery of Public Space Protection Orders due to current work pressures on the service. Officers are planning to liaise with the Police and other community stakeholders regarding the need for such orders in Q4 2022/23. In the meantime, the service will be developing a communications strategy and project plan for this work. It is anticipated that the call for evidence will be completed by February 2023. Following this work, a further consultation will commence on the wording of the orders. At the same resources will need to be identified to ensure that the proposed orders can be adequately enforced. This work is likely to be concluded by April / May 2023.

4. Work to create a better local Health Service for residents

<i>a. Work with NHS on in-district local healthcare provision</i>	Work to continue with the West Essex and Herts Integrated Care Systems (ICS) through the Health Inequalities Board and the One Health Care Partnership Board	Support health partners to establish a place-based approach to delivery of health services. This project is due to start in Jan 23 and finished in the following year. Contribute to ICS health inequalities programme and deliver appropriate projects aligned to priorities by March 23.	Communities Team	Portfolio Holder for Housing and Health Interim Director, Housing, Health and Communities
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Comment: The Council is a partner in the ICS through the One Health and Care Partnership Board. The partnership is working to deliver improvements to the health and care of residents tackling everything from ante-natal care and end of life planning to making the best use of technology and reducing health inequalities so that everyone has the opportunity to live a healthier life. A current project is carrying out a mapping process across the West Essex community hubs to ensure community health services are being delivered in the right places without excessive overlap.

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<i>b. Work to secure Addenbrookes, The Princess Alexandra Harlow, and Mid-Essex hospitals as our recognised local hospital providers</i>	These hospitals are our recognised local hospital providers. Continue with programme of regular meetings with NHS representatives, such as the West Essex Clinical Commissioning Group, about healthcare provision for the district.	Meetings attended. Any matters of concern would be reported through the Health and Wellbeing Board.	Within existing resources	Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service Interim Director, Housing, Health and Communities
Comment: These hospitals are our recognised local hospital providers. Council officers hold regular meetings with NHS colleagues and these hospitals are always recognised key health provision sites for this district.				
<i>c. Deliver programmes to support our ageing population</i>	Review of community services to meet the needs of the residents including older people	Day centres fully opened in Thaxted, Stansted and Great Dunmow from April 2022 Consultation with Thaxted Community as to the use of the building June 2022 Continuation of the strength and balance classes across the district to end of March 2023	Communities Team	Portfolio Holder for Council and Public Services Interim Director, Housing, Health and Communities
Comment: Work continues to support the day centre buildings to become vibrant community spaces within the district. Consultation will take place from September 2022 with local residents to help shape the service provision from the centres.				
Strength and balance classes continue to be delivered across the district. The 12 week course is being delivered in Saffron Walden, Great Dunmow and Stansted. Funding is in place to run this service throughout 2022/23.				

Corporate Plan - Delivery Plan 2022/23

Vision: Making Uttlesford the best place to live, work and play

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
1. Be a council that listens to and acts for residents				
<i>a. Increase the voice and influence of residents in planning and other Council matters</i>	Consultation on the emerging Local Plan	Effective consultation on the regulation 18 Local Plan in summer 23. Publication of the Regulation 19 Local Plan in spring/summer 2024.	Local Plan & New Communities team.	Portfolio Holder for Planning and Local Plan Director of Planning
<i>b Administer public consultations that are effective, accessible, timely and high quality.</i>	A full residents' survey will be commissioned and delivered to inform the Blueprint Uttlesford project in areas such as customer interaction and channel preferences	Residents' survey conducted and reported by the end of 2022.	Blueprint Uttlesford project team and Transformation Reserve – estimated cost of survey work is £15,000	Leader Chief Executive
<p>Comment: The Local Plan team is exploring means of public consultation over and above statutory requirements, building on the RTP1 award-winning community engagement work carried out during the early stages of plan preparation.</p> <p>The residents survey will not be taking place in 2022/23 due to the realignment of the Blueprint Uttlesford programme. The Council has still engaged with residents on their priorities through the annual budget consultation, which took place in the autumn.</p>				
<i>c. Provide positive opportunities for young</i>	Work through the Youth Strategy Group and the	Review funding streams with the aim of combining into a	Existing resources – Communities Team	Portfolio Holder for Communities, Youth, Public Safety, Emergency

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>people to engage with their local community and do things that keep them safe and support improved mental wellbeing.</i>	<p>Youth Initiatives Working Group to align grant funding for local youth provision by March 2023</p> <p>Encourage and support existing clubs/activities within the district to apply for funding where appropriate. March 2023</p> <p>Set up multi school young people's consultation panel.</p> <p>Encourage further participation in the youth council by working with Councillors to identify where it would be most beneficial and feasible to involve young people in the council process and to identify training for those young people to be able to integrate fully.</p>	<p>single, bigger pot, by March 23</p> <p>Grant applications received and awarded throughout 22/23</p> <p>Panel established by June 22</p> <p>Refresh of Youth Council by June 22</p>		<p>Planning and liaison with the Police and Fire & Rescue Service</p> <p>Interim Director, Housing, Health and Communities</p>

Comment: Work is currently ongoing with a number of organisations to establish sustainable volunteer led youth projects throughout the district. In Takeley an initial open evening attracted 72 young people, in Hatfield Heath/Broad Oak potential volunteers have attended two meetings with attendance from the youth service and the parish council, whilst discussions are developing with Carver Barracks to develop a joint initiative with young people from the villages of Debden and Wimbish. Initial conversations have also taken place with Swards End and Barnston regarding the establishment of new youth provision.

Putting Residents First

We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
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Through the Youth Initiatives Working Group, funding was provided to Saffron Walden Town Council for young people's activities to support the Queen's Jubilee whilst funding was also awarded to the World War 1 Aviation Heritage Trust for a flight simulator and history display to visit four locations to work with eight schools within the district to support the STEM agenda.

The Youth Initiatives group also set aside monies towards a Covid support project. This initiative to date has allowed 30 young people to spend a day at the Essex Association of Boys and Girls Clubs facility at Layer Marney and a further 60 attended from Saffron Walden County High School. This initiative is open to all secondary schools.

A recruitment campaign has been agreed with Stansted Airport College, Forest Hall and Saffron Walden County High schools to re-establish the youth council to pre pandemic levels of engagement. As part of this campaign, at the beginning of December students from SWCHS and Debden Primary school visited the UDC offices and heard from councillors about the work they do.

<i>d. Improve the council's use of the web and social media to increase communication with residents</i>	Launch the Let's Talk Uttlesford community engagement portal which will improve the way we can interact with and gather feedback from residents on a wide range of topics	Go live scheduled for end of April 22, to be piloted with Climate Change work Evaluation of uptake by end June Further use to be scheduled through 22/23 including LCTS consultation in summer 22, subject to successful pilot	£12,500 set up and running cost, funded from Climate Change budget	Portfolio Holder for Environment and Green Issues; Equalities Portfolio Holder for Council and Public Services Assistant Director of Environmental Services Assistant Director of Corporate Services
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Comment: Six Climate Change projects currently promoted through Let's Talk Uttlesford. These are due to be updated/refreshed and augmented now the new Climate Change team is in post. A successful short map-based parking consultation conducted on behalf of the Economic Development Team earlier in the year to inform the district-wide review of parking. The survey resulted in contributions from 182 people.

The Local Council Tax Support Scheme 23/24 consultation ran over the summer, with an uplift in responses over the previous year's survey.

The annual council spending consultation for the 23/24 budget was successfully delivered in September and October.

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
Discussions are taking place to possibly use the Let's Talk platform to support the Local Plan team in some focussed consultations; Saffron Walden Museum as part of their development bid; and Housing for the bi-annual Housemark STAR survey of tenants and leaseholders.				
<i>e. Actively and positively engage with and listen to our town and parish councils</i>	Further develop the relaunched Parish Liaison Forum in order to ensure the meetings are relevant and useful for attendees	Hold two Forum meetings during 22/23 inviting representatives from all town/parishes. These meetings will be supplemented by smaller, localised meetings organised by parish/town councils themselves, with senior district council attendance Survey town and parish councils for their views on how the Forum could be improved even further by December 22	Within existing resources	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service Chief Executive
Comment: The relaunched Parish Forums, with the last round held in person in four different parts of the district have been extremely well attended with extensive engagement from dozens of parish chairs, members and clerks. Periodic email updates to all parishes from the chief executive have also been generally very well received.				
<i>f. Support town and parish councils to better represent their communities</i>	Consider subscribing to Parish Online, an easy-to-use mapping service which could be accessed by all town/parish councils	Decision on subscribing based on views of how useful this service would be.	Annual subscription is £3,100 £5,000 to support initiatives identified	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service Chief Executive Director of Planning

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	Establishing a small task and finish group with a handful of Parish representatives to develop their support and capability development needs particularly around planning	To establish summer 2022 with report back and discussion autumn 2022 and implementation thereafter		
<p>Comment: The Director of Planning, in discussion with the Planning Committee Working Group, is to invite Parish Council planning leads to key Member training events. There will be senior Planning Officer representation at upcoming parish forums to assist with training and development needs.</p> <p>An initiative emerging from Parish Forums was the establishment of a smaller working group of parish volunteers to discuss and agree what support and development they might collectively wish for around planning. Parishes would mutually support each other (e.g. sharing experience of developing Neighbourhood Plans) and be supplemented by up to £10,000 of support for other initiatives to be funded by UDC.</p> <p>2. Deliver local government with outstanding levels of transparency and accountability</p>				

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>a. Implement a corporate change programme to increase accountability, transparency and democracy at the Council</i>	Deliver the first year of the Blueprint Uttlesford corporate transformation project	Delivery of the savings required in the Medium Term Financial Strategy, currently estimated at £1m for 23/24	Blueprint Uttlesford Project Team Transformation reserve funding, subject to detailed business case in Spring 22	Leader Chief Executive
	Review the equality objectives for the District Council to improve policy making and service delivery	Work with service areas to ensure awareness of the equality issues that impact on its daily business by June 2022		Portfolio Holder for Environment and Green Issues; Equalities
	Implement delivery of the Equalities Policy ensuring the principles of the Equalities Act 2010 and the Public Sector Equality Duty are embraced.	Improve Level of Achievement attained under the Equality Framework for Local Government by March 23	Within existing resources	Interim Director, Housing, Health and Communities
	Recruit staff members to a cross departmental Corporate Equality Standards Working Group by September 2022	Appropriate staff recruited and working group established by September 22		
	Facilitate 'Celebrating Diversity Listening events' for the community to highlight the challenges some of our residents face living in the district.	Facilitate seven listening events by March 23.		

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<p>Comment: The Chief Executive has scoped and launched a five year-plus change programme, Blueprint Uttlesford. Updates have been provided to councillors and staff during the year. This change programme addresses both the delivery of Medium Term Financial Strategy targets and also cultural change.</p> <p>A refresh of the Equalities Policy including a review of the equality objectives will be started in the new year. This work will be in consultation with departments across the council to ensure awareness of the impact of equality issues on each service. Further Equality and Health Impact Assessment training will be taking place in January 2023 to ensure a consistent approach is taken across the council and continue to make sure that our policies, procedures and practices are inclusive for all.</p> <p>A new menopause policy has been developed and training with an accreditation programme began in October 2022.</p> <p>Further listening events are planned with the next theme in the new year being LGBTQ+. Discussions have taken place with secondary schools in the district to ensure engagement with young people and to gather ideas around the format of the event that would work in the school environment. The aim of the event will be to celebrate diversity with the people of Uttlesford and bring the community together, to increase awareness of LGBTQ+ inclusion for people who work with young people or care for young people whilst helping the council understand what the community thinks of the district's services, facilities and opportunities.</p>				
<i>b. Seek external review of and recognition for positive change achieved by the Council</i>	An LGA Peer Review into the Blueprint Uttlesford change programme is an option that will be developed at a later, appropriate stage of its delivery to help provide this kind of objective external benchmark.	Commissioning of peer review. Timescales to be confirmed	The peer review would be funded from the Transformation Reserve	Leader Chief Executive
<p>Comment: The Council has been recognised objectively in award schemes ranging from planning consultation to housing improvements for a resident with disabilities.</p>				
<i>c. Deliver a comprehensive continuing member development programme</i>	Scope further work on a continuing member development programme, including addressing risks around continuity of member experience around planning and licensing.	Development of appropriate programme for members by Summer 22 with targeted delivery pre-2023 election and a full development cycle from May 23	Member training budget	Leader Chief Executive

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	Continue the existing improvements with increased all member and party group leader briefings.			
<p>Comment: The independent expert report into the handling of the Stansted airport expansion proposal and subsequent planning appeal threw up a wide range of issues which were collated into an action plan in which the member-level interventions were approved by Full Council alongside the operational changes listed by the Chief Executive. Work is underway making such changes, and this will fully inform the new member development programme for all 39 councillors elected in May 2023, regardless of whether new or re-elected.</p>				
<p>3. Be responsible with your money and mitigate the impact of government cuts</p>				
<p><i>a. Be a self-sufficient Council that generates its own resources from local taxation (Business Rates and Council Tax) and commercial investments thereby removing the reliance on Central Government grants</i></p>	<p>Manage the commercial asset portfolio to maximise the income for the Council</p> <p>Continue to develop new buildings at Chesterford Research Park through Aspire (CRP) Ltd</p> <p>Evaluate the option of reducing the portfolio by one asset</p>	<p>Seek to maximise the value of the existing Stane Retail Park asset through the acquisition of phase 2 by December 2022</p> <p>Approve the funding for the commencement of at least two new buildings on the Park by 31 March 2023</p> <p>To enable the profit to be used to fund capital projects and thereby reducing the MTFS revenue shortfall forecasts by 31 March 23</p>	<p>Additional borrowing in accordance with Government and CIPFA guidance</p> <p>Existing resources</p>	<p>Portfolio holder for the Economy, Investment and Corporate Strategy</p> <p>Portfolio Holder for Finance and Budget</p> <p>Director of Finance and Corporate Services</p> <p>Assistant Director of ICT and Facilities</p>
<p>Comment: Two new buildings at Chesterford Research Park have had funding approved for design work to enable planning permission to be sought. Current market volatility may necessitate the need to retain all assets within the portfolio in the short term.</p>				

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>b. Deliver cost-effective and efficient services that live within the Council's means</i>	<p>Blueprint Uttlesford project plan and business case to set a schedule of activities to review all areas of income and expenditure over a five year period.</p> <p>Establish a project team</p>	<p>Implement phase 1 of the project plan and carry out reviews on the identified areas of income and expenditure. The target net budget reduction for the financial year 2022/23 is £1m. This is projected to be identified by the Autumn to enable the outcomes to be included in the 2023/24 MTFS.</p> <p>A detailed project plan setting out the work by phases will be developed. Reports and updates on progress will be presented specifically on the outcomes of Blueprint Uttlesford.</p> <p>In addition, the normal quarterly reports will be presented as follows;</p> <ul style="list-style-type: none"> • budget forecast • outturn reports to Cabinet. • Annual outturn report to Cabinet • Annual MTFS and Budget 	<p>Project Team</p> <p>Corporate Management Team</p> <p>Senior Management Team</p>	<p>Portfolio Holder for Council and Public Services</p> <p>Leader</p> <p>Chief Executive</p> <p>Assistant Director of Business and Change Management</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
		<ul style="list-style-type: none"> Outcome of the external audit 		
<p>Comment: The Blueprint Uttlesford project timeline has been realigned over a longer time period; this is due to the updated information received on the Government Funding Reforms which have been delayed by two years. The impact of the reforms had a significant impact on the council's level of funding which had been built into the MTFS approved by members in February. In addition, increases in inflation and cost of borrowing means that the deficit is larger than originally forecast and has an impact on earlier years in the saving programme. Work continues on ensuring the services are delivered effectively and efficiently with more time allocated to the consideration of the savings options and providing plans to be implemented for 2023/24 onwards.</p> <p>The quarterly budget monitoring continues to identify areas of savings and provide financial information on alternative methods of service delivery. The latest forecast outturn was presented to members in December.</p>				
<i>c. Constantly seek to improve the quality of contracted out services</i>	Establish a contract monitoring service	New officer structure in place to monitor and help manage existing and future contracts by July 2022	Existing resources	Portfolio Holder for Council and Public Services Corporate Management Team
<p>Comment: Work is complete on establishing the structure that will deliver improved contract management. A manager has been appointed and other posts will be filled early in 2023.</p>				
<i>d. Apply for all relevant grants</i>	Research and identify all grants available to the council	Grant applications are made regularly subject to the council meeting specified criteria.	Existing resources	Portfolio Holder for Finance and Budget Assistant Director of Finance Assistant Director of Business and Change Management
<p>Comment: As part of the ongoing budget management, budget managers and accountants work together to identify any available grants and ensure that the resource and information required is available to support any submission and maximise the award. In the first quarter of 2022/23 a bid was successfully submitted for the UK Shared Prosperity Fund. The £1 million funding, over three years, will be used to support communities and develop skills in people. At the end of</p>				

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
November the council submitted a further bid to the Rural England Prosperity Fund, which is linked to the UK Shared Prosperity Fund, and hope for a successful result in the new year.				
<i>e. Set a Medium Term Financial Strategy (MTFS) to fund council services by a prudent mix of investment, services and tax income, while maintaining adequate reserves</i>	<p>The MTFS is produced annually setting out the 5-year financial position for approval by Council in February.</p> <p>This is a live document and will be updated if there are any significant changes to the Council's financial position during the year.</p>	<p>The MTFS will be reviewed in line with the work programme of Blueprint Uttlesford.</p> <p>It is expected an updated mid-year MTFS will be submitted to Council, setting out the impact of the project work carried out in the first half of the year.</p>	Existing resources	<p>Portfolio Holder for Finance and Budget</p> <p>Assistant Director of Finance</p>
Comment: As discussed in 3b above the MTFS approved in February has been reviewed in line with the delay in the Government's funding reforms. The budget and MTFS preparation for 2023/24 and the following four years began in September and incorporates the new financial information available. This will provide an updated position and allow a new project timeline for Blueprint Uttlesford.				
<i>f. Follow best practices for investment risk management and board composition</i>	Continue to ensure best practice is followed	To provide assurance and minimise risk with the commercial portfolio.	Existing Resources	<p>Portfolio holder for the Economy, Investment and Corporate Strategy</p> <p>Director of Finance and Corporate Services</p> <p>Assistant Director of ICT and Facilities</p>
Comment: As discussed in 3b above the MTFS approved in February has been reviewed in line with the delay in the Government's funding reforms. The budget and MTFS preparation for 2023/24 and the following four years began in September and incorporates the new financial information available. This will provide an updated position and allow a new project timeline for Blueprint Uttlesford.				

Agenda Item 10

Committee: Cabinet

Date:

Title: Grants Policy

22 December 2022

Cabinet Member: Cllr M Sutton, Portfolio Holder for Communities, Health, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service

Report Author: Sue Hayden – Community Development Officer

Key decision:

No

Summary

1. Governance, Audit and Performance considered and agreed the Grants Policy at its meeting on 30 November 2022. It is now recommended for formal adoption by Cabinet.
2. The policy addresses the governance arrangements, procedures and monitoring processes to be followed when awarding a grant and during the subsequent implementation of the project that it enables.

Recommendations

3. That the Grants Policy is agreed by Cabinet for formal adoption.

Financial Implications

4. Budget provision is available for all grants administered by the Communities Team which the Policy relates to.

Background Papers

5. 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.

Individual application forms for each of the Grants.

Impact

- 6.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	EqHIA carried out
Health and Safety	N/A

Human Rights/Legal Implications	The Council has the powers to award grants to organisations using its general power of competence in section 1 of the Localism Act 2011
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	Communities Team

Situation

7. The Grants Policy sets out the governance arrangements, procedures and monitoring process to be followed when awarding a Community Grant.
8. This Policy deals with the allocation of grants administered by the Communities team (with the exception of the Large-scale Sports Grant as it has its own policy) and will ensure that grants are awarded to defined organisations following an application process and against a set criteria.
9. Grants fall outside the public procurement regime. In awarding a grant the Council cannot exhibit the same amount of control over the organisation as is commensurate with a contract. Essentially, the terms of the grant should set out what the purpose of the grant is for. Provisions for claw back of funding should only be implemented in the case of the grant funding being used for other than the intended purposes or otherwise improperly.
10. The aim of the Policy is to support organisations with projects that will improve the quality of life for local communities, particularly in line with the Council's Corporate Plan.
11. The Grants Policy be adopted by Cabinet, following Governance, Audit and Performance Committee's recommendation at its meeting on 30 November 2022.

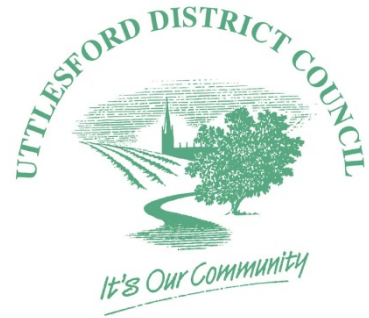
Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Allocation of grants to projects does not secure their implementation	1 – grants only to be awarded to viable projects	3 – poor use of public money	Policy and procedures in place to ensure checks are made before grant funding is awarded

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

Corporate Services

GRANT ALLOCATION POLICY

Version: DRAFT
Date: September 2022

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GRANT ALLOCATION POLICY

POLICY STATEMENT

- Uttlesford District Council will offer grant funding to support local charities, voluntary organisations, clubs and individuals for the benefit of the Uttlesford community. Grants will be awarded in a fair and transparent manner and will support the delivery of the council's corporate objectives.

INTRODUCTION

- Uttlesford District Council recognises the value of voluntary and community activities and their contribution to residents' well-being, the local economy, and the sustainability of a wide range of services which benefit people living, working and visiting the district. The council is not statutorily obliged to provide grant support but does so as it recognises the diversity and individuality of community organisations and the contribution they make in improving quality of life for many residents.
- The council supports these community activities through the identification and allocation of grants which are managed by a number of grant schemes. The key aims of allocating grants are:
 - To provide financial support to help widen the provision of facilities and services which directly benefit and enhance the local community
 - To help support and address key community issues
 - To promote and strengthen volunteering and voluntary endeavour
- This policy outlines the types of grants available and the rules of each scheme including who can apply, assessment of applications and any monitoring controls. This includes any one-off grants, including larger grants, made available to the community.
- Any grant over the value of £50,000 will be subject to a Service Level Agreement.
- Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate priorities which are set out below.
 - Putting residents first
 - Active place maker for our Towns and Villages
 - Progressive custodian of our rural environment
 - Champion for our District

Type of Grant available

This policy covers the grant schemes administered by the Communities department for which applicants need to complete an application.

Grant Criteria

Voluntary Organisation Support Grant

- The council's largest budgetary commitment for grants is the Voluntary Organisation Support Grants scheme. Applications are made by registered charities who work within the district outlining their funding requirements for a one-year period (April to March) Applications are reviewed to ensure specific criteria will be met before being recommended by the Committee of the Cabinet for approval at Cabinet.
- Formal feedback on the outcomes achieved by each organisation (in whole or part) through the grant is submitted within an agreed timescale (three times a year). Discussions between the organisation, Communities, Health and Well-being Manager and Community Development Officer take place periodically throughout the year.
- The organisations receiving the grants are invited to update a Committee of Cabinet Members, acting as an Awards Panel, regarding achievement of their funding objectives at the end of each financial year during the grant period (January). There is no funding limit set for individual applications.

Community Project Grant

- The Community Project Grant Scheme is for planned projects within the community such as the development of land for recreational purposes, children's play areas, refurbishment of facilities. We will consider one-off training costs, equipment and music festivals. Funding amounts are offered from £100 up to a maximum of £3,500.
- The application process is open once a year in April or in the event of an election year, this will be advertised in June. However, projects need to be completed and funding spent within that financial year (April to March).
- The scheme is open to properly constituted voluntary organisations or similar body in Uttlesford such as village hall committees, community shops, town and parish councils, play, cultural, sports and recreation clubs.
- This is a match funded grant. If the application is for more than £1,000 the amount raised must represent at least 50% of the total grant. If the application is for less than £999 then 25% must have been raised. Payment is made on completion of the project once paid invoices are received.
- An organisation may apply more than once, however, if successful further funding will not be given to the same project in the same financial year (April to March).

- The Panel overseeing this grant is made up of the Portfolio Holder for Communities, Communities, Health and Well-being Manager and Community Development Officer.
- The Panel will meet within two months of the application closing date and decisions will be advised by e-mail.

Youth Grant

- The Youth grant scheme is to support Youth Initiatives that contribute towards improving the Health and Wellbeing of local young people aged primarily 10-19 years and up to 25 years for those with disabilities or exceptional needs, in partnership with other agencies and organisations.
- The application process is open once a year in April and projects need to have spent or committed the funding within that financial year (April to March).
- The scheme is open to properly constituted statutory and voluntary organisations or similar bodies that work with young people in Uttlesford.
- Funding bids may be made for any amount up to £5,000 and if successful, may be granted for all or part of the bid.
- An organisation may apply more than once, however, if successful further funding will not be given to the same project in the same financial year (April to March).
- The Panel overseeing this grant is made up from the Portfolio Holder for Communities, Communities, Health and Well-being Manager, Community Development Officer, Chair of the Youth Initiatives Working Group

Decision Making Process

- The Director Finance and Corporate Services is given delegated powers to approve all grants which is devolved down to the Communities, Health and Well-being Manager in consultation with the Community Development Officer and the Portfolio Holder for Communities for consistency purposes, except where the application is in the Portfolio Holder's ward, in which case the Portfolio Holder for Finance will fulfil this role.
- Organisations will receive confirmation informing them of whether they have been successful or not as soon as possible after the panel has made its decision.
- The organisation will be asked to sign and return a copy of the letter agreeing to the terms and conditions of the individual grant.
- Complaints about any aspect of the community grant process will be dealt with under the Council's Corporate Complaints Procedure.

Other Grants

- In addition to these schemes, the Ward Member's Initiatives Scheme provides an annual sum to each of the authority's district councillors to be spent in their ward.'
- Applications are made by each Councillor to the scheme for community projects within their ward which could include:
 - Grant to the town/parish council for a specific project/activity
 - Grant to a voluntary organisation or local charity
 - Grant to a community organisation e.g. village hall
 - Grant to a sports or social club (subject to appropriate rules on membership)
 - Grant to a local school, church, doctors surgery, hospital etc
 - Grant to local scouts, cubs or guides etc
 - Funding a community event or celebration

The Assessment Panel is made up of the Communities, Health and Well-Being Manager, Community Development Officer and signed off by the Director of Finance and Corporate Services.

- The Council is also the sole trustee of the Saffron Walden Pig Market Charity and income received by this charity is awarded to groups who are based in Saffron Walden on an annual basis via an application process.

Legal and Budgetary Framework

- All grant decisions will be made based on the set of principles, set out in this Policy, and within the agreed budget approved by Council. More detailed Terms and Conditions relating to each grant will be set out in the grant award letter.
- The Council cannot guarantee to fund the maximum amount applied for, therefore organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the organisation can demonstrate that the balance of the funding is available.
- Projects must be delivered, and funding claimed within a specified time period with clearly defined beginning and end dates. These should be set out in the application for funding. (Successful applicants should be prepared to commit to these dates in a funding agreement).
- Although match funding is a requirement for the Community Project Grant, applicants must demonstrate that funding from other sources is not paying for the element the Council is paying for (double funding).
- Funding will normally be paid after the work has taken place or via staged payments against agreed milestones. Copies of all invoices must be provided to support funding claims.

Grant Conditions

- An application for funding must demonstrate that it meets the Council's corporate priorities which can be found on the Council's website <https://www.uttlesford.gov.uk/corporate-plan> All organisations must have an equalities and safeguarding policy. If an organisation does not have their own policy, they will be expected to comply with Uttlesford District Council's policies which are also available on the Council's website [Safeguarding Policy_\(PDF\) \[347KB\]](#)
- All grants must be fully spent within the year for which they are allocated (April to March), and funding can only be spent on the agreed activities as set out in the application form.
- Very minor changes may be agreed, from time to time, subject to the funding being used in line with the original application criteria. Any such changes must be applied for to the Council and agreed in writing.
- Invoice/receipts must be provided to the Council's Community Development Officer as soon as the money has been spent. Failure to comply with the above conditions may mean full or part funding is returned. For audit purposes, records must be kept showing how the grant has been spent, along with any relevant receipts or invoices.
- In relation to any personal data held, grant funded organisations shall understand and comply with their obligations under the General Data Protection Regulation. In line with the Council's retention policy all documentation relating to an application will be retained for seven years before being destroyed.
- An officer of the Council may visit the grant recipient from time to time to audit the information sources. The Council may also request a review if it wishes to discuss the project or service development and delivery.
- Any grant over the value of £50,000 will be subject to a service level agreement (or similar).
- Organisations in receipt of grant funds must comply with legislation regarding the health, safety and welfare of workers, volunteers and clients involved in their activities. Due regard must also be given to safeguarding vulnerable individuals and to the requirements of the Equality Act.
- Organisations to consider all regulatory duties and requirements imposed by the law in the use of the contribution.

Who Can Apply?

- All organisations should be non-profit making/constituted (where appropriate);
 - Have the legal right to carry out the activity
 - Have a bank account with minimum two non-related signatories.

- Organisations will be requested to supply the following evidence (where appropriate):
 - Constitution or equivalent
 - Insurance details that cover activities requested to fund (especially public liability)
 - Latest set of accounts or last 6 months bank statements
 - Quotations for capital items or evidence of cost (where applicable), for capital works one quote is required for grants up to a value of £10,000. Any grant exceeding £10,000 three quotations must be supplied.
 - Proof of permission (capital projects only).
 - Health and Safety policy (if applicable to your project)
 - Safeguarding/Equalities (as above)

How to Apply

- Applications must be made using the Council's grant application form and associated guidance notes that are available online on the Council's website.
- The application form must be completed in full. Incomplete application forms will be rejected/returned.
- Supporting documentation may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- Only applications received by the advertised closing date will be considered. Any applications outside of this date will automatically be turned down.
- All grants will be advertised on the Council's website, through press releases to the local newspaper and on the Council's Facebook page.

Transparency

- All grants will be recorded on the transparency page of the Council's website at the end of each financial year. For grants over £50,000 a report will go to Cabinet for their ratification.

Reviews

- Uttlesford District Council will periodically review all the grants it gives to organisations and individuals to ensure they meet the Council's corporate objectives and as part of our duty to ensure the public funds were distributed and are used in an appropriate manner.

Committee:	Cabinet	Date:	22 December 2022
Title:	Housing Update		
Report Author:	Peter Holt, Chief Executive pholt@uttlesford.gov.uk 01799 510400	Item for decision:	Key Decision

Summary

1. This report updates Councillors on a range of operational housing issues, and what actions are being taken to rectify each problem identified. This includes sharing that Council tenants' rent has been incorrectly set at a higher level than is allowed under national rules for both 2021/22 and for many but not all, also in 2022/23, which will therefore need to be refunded to tenants (and to the Department of Work and Pensions for the share of any rents paid during that period by Housing Benefit). The report also details unacceptable standards uncovered in the handling of damp and mould issues, and the return to the Government required on this subject. The report also provides an update on key health and safety indicator performance, and also some limited commentary on broader repairs and maintenance performance. Finally, the report advises Members of particular corrective measures identified as being necessary for Reynolds Court sheltered housing unit, in Newport.
2. The report explicitly requests Member approval to spend up to £500,000 (plus VAT) to commission an urgent Stock Condition Survey (and associated costs) for the whole of the authority's council housing, to start as soon as possible in 2023, and ideally to be complete within three months.

Recommendations

3. That Cabinet notes the contents of this report.
4. That Cabinet approves the additional expenditure of up to £500,000 from the Housing Revenue Account.

Financial Implications

5. The £500,000 will be funded from the operational surplus within the HRA. The monies paid to UNSL each year have included a sum for a rolling stock condition survey (over 5 years) and therefore they have received in effect a substantial proportion for work they have not undertaken. Officers will make best endeavours to recover this sum from UNSL, however it is important the survey work starts now, whilst the recovery of monies is progressed. It should be noted that if there is a failure to recover some or all of the monies there will be a direct impact on the housing capital programme – such as negatively impacting the deliverability timetable for the refurbishment of the two sheltered housing schemes that were planned to commence in 2022/23.

6. The stock condition survey work will be carried out after directly awarding through a Crown Commercial Services Framework agreement - Estate Management. This framework provides high quality suppliers that have already been tested for best value and performance measures to enable public sector buyers to award quickly if required. A direct award through this framework is a fully compliant method of public procurement. The pricing is below standard framework rates as the negotiated price includes an energy survey which would under the framework add a further 33% to the cost.

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.
 - Housing rent assessment report from Altair, December 2022 (provided as a Part Two confidential appendix A)
 - Letter from the Regulator of Social Housing to chief executives of council and social housing landlords, 22 November 2022 on damp and mould (appendix B)
 - Uttlesford District Council's submission to the Regulator on damp and mould on 19 December 2022, as required (Appendix C)
 - Letter of self referral to the Regulator of 19th December 2022 (Appendix D)

Impact

8.

Communication/Consultation	There is regular ongoing communication with tenants, and this is being supplemented by a letter to all tenants addressing the issues covered in this report
Community Safety	None
Equalities	Age/disability: Brings a greater risk of financial hardship and tenants being more susceptible to ill-effects of poorly maintained homes, including damp and mould. Inability to pay for heating/cold homes will increase the likelihood of damp and mould problems. Financial hardship is exacerbated by rent overcharges, Language barriers: Can make access for arranging appointments for property inspections/difficult. Access is key to ensuring that surveys and repairs visits are successfully carried out.
Health and Safety	As addressed explicitly in this report

Human Rights/Legal Implications	There are a range of possible tenancy breaches (on the landlord's part) represented by this report, as well as a number of important contractual legal issues
Sustainability	Without up to date stock condition surveys the Council cannot properly identify what measures will need to be taken in the future to improve the thermal efficiency of its homes
Ward-specific impacts	All wards affected
Workforce/Workplace	Although principally the homes of the tenants, Council houses are also the workplace of various elements of our workforce.

Situation

9. Rent setting

- 9.1 Members set Council housing rents annually – this is a power reserved to full Council, and rent setting is undertaken as part of the budget suite of decisions in February, taking effect from the subsequent 1st April.
- 9.2 Government has established and published different formulae from time to time within which councils are entitled to set the rents. For the 2021/22 year and again for 2022/23, this formula essentially allowed councils to raise the rents by up to inflation plus 1% (having been previously reduced by 1% annually for four years from 2016-20 as part of the Welfare Reform and Work Act 2016.)
- 9.3 Uttlesford District Council in both February 2021 and again in February 2022 at full Council resolved to increase its council house rent by the allowed inflation plus 1%.
- 9.4 It has now been discovered that in so doing, the Council has increased its tenants' rents by more than allowed under the national rules, having locally misinterpreted the specific application of the inflation plus 1% rule.
- 9.5 Specifically, this national rule allows (with some complexities) councils to raise rents from April each year by 1% above the rate of inflation as officially recorded the previous September under the Consumer Prices Index [CPI].
- 9.6 Unfortunately, on checking now, it transpires the Uttlesford District Council officers at both those times applied the wrong inflation measure, namely using CPI (H) [Consumer Prices Index – Housing] instead of CPI, from the relevant September.

- 9.7 CPI (H) is a specific measure of inflation relating to rising prices and costs of issues relating specifically to owner occupiers, and is one of several accompanying measures to the main CPI published regularly. CPI (H) was used by officers in their calculations instead of CPI due to human error. Insufficient systems were in place to check the assumptions behind the officer calculations, and so this error went unnoticed until now.
- 9.8 This error has been uncovered now because, on having self-referred the housing repairs and maintenance function to the Regulator of Social Housing in the summer of 2022, the Chief Executive decided to double check other key elements of Uttlesford's housing function, including its rent setting. He therefore asked the incoming Interim Director of Housing, Health and Communities to commission an appropriate external housing finance consultancy to carry out a check. The Interim Director duly commissioned Altair, a specialist consultancy in this field, and their report has now been received (and is attached as a confidential appendix), which has prompted this report to Members.
- 9.9 The scale of the overcharge relates to the higher level of CPI (H) compared to CPI at each relevant September date, and as detailed in the Altair report, this resulted in an overcharged rent of 0.2% in 2021/22 and a further 0.8% of rent (on top of the elevated 0.2% new baseline excess) in 2022/23.
- 9.10 Council house rent levels vary related to property type. As an illustration of the scale of this impact on an individual tenant, taking a round number of £100 rent per week, this amounts to 20p per week overcharge in 2021/22, and a further 80p overcharge (or £1 including the 20p excess wrongly built into the baseline) for the year to date in 2022/23. The amount that now needs to be refunded (in this example) therefore equals 20p x 52 weeks, plus £1 x 39 weeks (April-December 2022 inclusive), or £49.40 in total.
- 9.11 The timescale for the rent refunds is currently being established, in that there is some complexity in ensuring that the correct amount is individually calculated accurately for each tenant, taking into account any changes in tenancy since April 2021; the calculation of interest payable to them on top of the actual overcharge; and any periods on which since April 2021 they were on housing benefit (thus splitting the refund due between the tenant and DWP).
- 9.12 All reasonable efforts will be made to trace and refund former tenants or the estates of deceased tenants.
- 9.13 The correct (lower) rent levels going forwards (ie reversing the overcharge) are currently being calculated and are expected to be applied as soon as possible in 2023, though this too is complicated by the need to recalculate for those on Housing Benefit.
- 9.14 The total quantum of overpayment which the authority will need to make, plus interest payable thereon, is estimated at c£160,000. This sum will need to be paid from the anticipated operating surplus of the Housing Revenue Account of over £2 million in the current financial year. There may need to

be some modest additional expenditure on staff capacity to calculate and complete the refunds urgently.

- 9.15 The opportunity cost of this c£160,000 income (plus any extra short term staffing costs) is that there will be an equivalently lower sum available in operating surplus from the HRA which can be applied to the Housing Capital Programme. In practice, this will mean that capital schemes currently scheduled to move forwards over the coming year, specifically one or both of the two sheltered housing schemes at Parkside in Saffron Walden and Alexia House in Dunmow, may be further delayed. The revised Housing Capital Programme will be brought to Members for formal decision in the New Year.
- 9.16 The Council will now be urgently writing to all tenants to explain and apologise for the error in increasing their rents above the allowed limit for last year and this year, and setting out arrangements to correct the rent and arrange refunds. Because of the uncertainty in the situation differing between tenancy to tenancy, this communication with tenants will be deliberately low key, and only indicate that there has been an error affecting many but not necessarily all tenants, and that the likely scale of the error is in the order of pennies per week, meaning that any refunds are likely to run to pounds per tenancy, not hundreds of pounds. The letter to tenants also includes a full and unequivocal apology, as is right and proper.
- 9.17 The Council has now also written formally to the Regulator of Social Housing self referring its failure to have properly complied with the Rent Standard, as set out above. This self referral shares the detail of how this has happened, and the proposed remedies. This self referral is now Uttlesford's second self referral this year, on top of that made in the summer in relation to health and safety issues, and lack of compliance with the Home Standard. The Regulator has already initially responded, indicating that they are content to hold their routine follow up discussion with us in January to understand the issues and our proposed action plan to rectify.
- 9.18 Reflecting that this rent setting error occurred by simple human error, but was not caught by any review system, officers are seeking to learn and apply broader learning to appropriate systems elsewhere in council business. A risk based approach has been taken to this, identifying both those low-volume/high-value and other high-volume/low-value financial decisions taken by the authority that each cumulatively accounts for in excess £1 million either expenditure or income annually. Four priority areas for review have been identified by this exercise: Council Tax setting; Rent Setting; management of the UNSL arrangement [c£8 million annually] and management of the recycling contract [c£0.4 million annually]. Substantial checks are already in place to ensure that Council Tax setting is carried out both in line with Member decisions at full Council in February each year, and also in line with Government requirements [inc capping criteria, set at 2.99% for 2023/24]. These CT checks are to be documented and reported for information in the New Year, and learning from this existing good practice to be immediately applied to Rent Setting, from February 2023, when Councillors will be invited to set a new rent level, albeit now based on the

correct base level. Management of the UNSL arrangement with Norse is the subject of extensive reporting, including elsewhere in this report. Management of the recyclable waste contract varies considerably, due to being reliant on quarterly market price fluctuations for various recyclable products (glass, cardboard etc.), so a dip sample double check has been introduced checking both that the correct quarterly index of pricing has been applied and also thereafter that the sums have been done correctly in this contract, which cost a net £414,000 in 2021/22. Further a general check is now being introduced on all multi-year contracts which include periodic uplifts on various formulae related to inflation, to check that the correct inflation figures have been used, and the correct calculations thereafter made.

10. Damp and mould

- 10.1 Everyone was shocked by the tragic death of young Awaab Ishaak in Rochdale, and by the Coroner's official conclusions about how his illness resulted from unacceptable untreated damp and mould in his family home, run by a local Rochdale housing association.
- 10.2 Since that time, every landlord, including Uttlesford District Council, has rightly focused on understanding any major challenges locally of damp and mould in its tenants' homes.
- 10.3 Also quite rightly, the Government has made clear to every landlord that they must ensure they are on top of understanding and then properly handling any such problems, so that tenants can live in decent quality homes that do not contribute to making them ill. This applies to council houses, housing association homes or privately rented homes.
- 10.4 The Regulator of Social Housing wrote to all council and social landlords and required a response from each of them by Monday 19th December.
- 10.5 Like every other council landlord and housing association, Uttlesford District Council has therefore been urgently carrying out a fresh assessment on damp and mould over recent weeks in time to meet the Secretary of State's December 19th deadline.
- 10.6 The conclusion of this urgent assessment is that Uttlesford District Council, has not met its landlord duty, through the Uttlesford Norse Services Ltd [UNSL] repairs and maintenance partnership, to keep up with the large increase in damp and mould reports over recent weeks, with 88 reports from tenants in November and December yet to be visited by a damp expert to assess and treat, on top of 10 outstanding reports from earlier months. These are of course usually at a relatively early and mild/moderate stage when reported, as damp and mould takes time, untreated, to reach the most serious Category 1 or Category 2 levels, such as were in place for a long time in the Rochdale case that led to the tragic outcome. Every Uttlesford home is checked though for damp and mould amongst any other issues between tenancies when one tenant moves out and before the home is let to a new tenant. These 98 outstanding cases have been identified after now retrospectively checking some 600 current and previously reported concerns, as a desktop exercise.

- 10.7 As a result, officers now propose to bring in a new specialist company to catch up on these 98 outstanding reports and arrange visits as soon as possible to assess and treat accordingly, as well as keeping on top of any new reports from tenants. The costs of this work are anticipated to fall within spending levels delegated to officers to approve, and so no key spending decision is invited of Members in this regard – although in due course, the opportunity cost of this additional expenditure may well also reduce the anticipated operating surplus in the HRA, and therefore in due course future spending available for capital works.
- 10.8 It is important to stress, in context, that notwithstanding this increased number of reports, not a single case [Category 1 or Category 2] has been found in any Uttlesford Council house. This is therefore very much an issue of not being on top of assessing and reporting damp and mould issues leading to a lack of appropriate confidence and assurance that there are no serious [Category 1 or Category 2] instances of mould, and not a matter of there being known-but-untreated such serious issues.
- 10.9 For understandable reasons, Uttlesford (probably like many other big landlords) is behind on its rolling five year programme of stock condition survey visits – as routine visits inside peoples’ homes when there wasn’t a report to investigate or a particular problem to fix were put on hold for large parts of the Coronavirus pandemic period.
- 10.10 As a result therefore, Uttlesford District Council cannot hand on heart give the full assurances sought by the Regulator by her December 19th deadline in regard to properly and proactively understanding the state of its housing stock outside of those where the tenants have actually reported any damp and mould concerns.
- 10.11 The Council’s response to the Regulator of Social Housing in their questionnaire, as required by 19th December, is attached as an appendix.
- 10.12 After speaking to the Council’s existing assigned lead officer inside the Regulator of Social Housing, officers have resolved not to write a third letter of self referral at this time, pending a meeting with the Regulator in January. Regular contact with the Regulator, and demonstration of our thoroughness and transparency with them has built some trust and confidence in our proactive approach.
- 10.13 Officers are now seeking authority from Cabinet for the expenditure of up to £500,000 (+ VAT) to urgently commission a Stock Condition Survey visit for every Council House, at £150 per property, and ideally to be complete before end March 2022 (and to cover ancillary costs). This Stock Condition Survey will not only include inspection of damp and mould issues, but also cover the general state of the Council’s stock overall, to determine whether it meets the nationally determined Decent Homes Standard, and thus inform the future capital programme. (The Decent Homes Standard requires that there are no health and safety hazards, homes have a certain degree of thermal efficiency and have relatively modern fixtures and fittings). The absence of a current complete Stock Condition Survey is a significant barrier to both the proper ongoing management of the council’s homes, but also to its future planning.

- 10.14 Recovery of funds from the existing UNSL contract will be actively explored, but will not be allowed to delay essential, urgent work to be commissioned externally.
- 10.15 The Council has updated the website to provide more comprehensive information on damp and mould, for both council tenants and private tenants. The information provides more detailed guidance on how to prevent and deal with damp and mould and when/how to report damp and mould. Instructional videos have also been included.

11.Reynolds Court

- 11.1 Reynolds Court in Newport is Uttlesford's flagship sheltered housing unit, having been rebuilt from scratch between 2016 and 2018, when it was handed over. It provides high quality accommodation across two floors, and is generally very popular with its residents.
- 11.2 Its popularity notwithstanding, there have been some ongoing snagging issues ever since its handover, including problems with the heating system. One such routine problem reported by some residents was the transmission of cooking smells between flats. On having this cooking smells issue investigated, including looking inside the walls, a concern was raised with the council that there was a possibility that some of the fire transmission restriction measures expected to be visible inside the walls were not visible. Specifically, it was reported that down pipes carrying waste water between floors (Reynolds Court is a two storey building) did not have the expected fireproof collars at the point where they went through the floors. These collars should be in place so as to hinder fire travelling easily between floors, inside the walls.
- 11.3 On receipt of this initial report, the Council immediately risk assessed the issue, and instituted immediate additional protective measures, whilst the problem was further investigated, assessed and treated as appropriate. The main additional safeguard introduced was a 'waking watch', in which the Council drafted in a suitably fire trained individual to stay in Reynolds Court, on duty, overnight, keeping a physical waking watch, and being on hand to raise alarm and provide support in the event of fire.
- 11.4 This measure, considered alongside all the other existing fire protection measures in Reynolds Court, was checked with the Essex Fire and Rescue Service, who confirmed that this was a suitable interim counter-measure, and that immediate decant of the building would not be necessary.
- 11.5 The further expert investigation into the building has now been undertaken, and it has been confirmed that a number of the waste downpipes are indeed missing the collars that should have been installed prior to handover in 2018. A number of other faults requiring rectification have also been reported in this thorough check that the Council urgently commissioned – principally around the fitting of fire doors, as well as a dry riser issue.

- 11.6 The Council is in ongoing discussion with the builder with a view to getting these faults rectified as soon as possible, and is continuing with the waking watch in the meantime, as a proportionate counter measure. The builder has responded very positively, and is attending on site for an initial site visit before Christmas, with specialist work people booked on site to investigate and ideally begin (if not fully complete) remedial works the same day.
- 11.7 Residents of Reynolds Court have of course been advised of the situation by Council officers, and the Ward Councillors have also been briefed.
- 11.8 A desktop comparison of Reynolds Court to other sheltered housing units has been undertaken, and there is no reason to believe or indicate that there may be any other similar issues at other buildings, which were all built at different times, by different builders, and to substantially different specifications.

12. Update on Repairs and Maintenance

- 12.1 The Chief Executive has previously reported to Members that he self-referred the Council to the Regulator of Social Housing in the summer of 2022 around failings to meet the Home Standard, particularly in regard of the management of two aspects of health and safety, namely 5 and 10 year electrical checks, and also asbestos monitoring and management. These two key health and safety indicators sit alongside four other key such requirements, relating to gas (and other fuel powered) heating system checks; lift checks; legionella checks; and fire risk assessments – variously for individual properties and for communal areas. Since October 2022, a seventh key health and safety indicator sits alongside these six, namely checks on fire alarm and carbon monoxide detector systems. [NB – damp and mould is not at present one of the seven nationally required health and safety indicators, and is ranked in with other general repairs and maintenance issues.]
- 12.2 On this first self referral to the Regulator, the Chief Executive reported that the [then] four other key indicators were showing acceptable performance levels, in line with the landlord's duty. The Chief Executive undertook however to ensure that the data behind all six (now seven) key health and safety indicators was independently checked and verified, so as to stand up this degree of assurance. As such, the new Interim Director of Housing, Health and Communities commissioned another external firm of housing property management experts, Pennington Choices, to carry out this data check and verification exercise. The Pennington's report is expected in January 2023, and so the following performance indicators reported up from UNSL are not yet fully verified.
- 12.3 The latest performance indicators for the suite of health and safety indicators are healthy, and showing substantial improvement. Although compliance with 5 electrical checks and with asbestos was intended to be reached by Christmas 2022, this has not been achieved, and current rate of progress suggests instead reaching compliance by April 2023.

12.4 For example, where 5 year domestic electrical compliance stood at 75%, it is now shown as up to 86%, and where there was no data reported at all for asbestos report compliance, it is now reported as up to 68% compliance (with all outstanding reports to bring this up to 100% reported as already scheduled for completion by 31st December 2022).

Compliance area	Position as reported by UNSL	Comments
Electrical safety testing Domestic within 10 years	24 non-compliant i.e. 99.13% compliant)	10 have appts booked 14 are in the legal process for injunctions to gain access
Electrical safety testing Domestic within 5 years	380 non-compliant i.e. 86.16% compliant)	105 of the 380 are still refusing access, despite many attempts to engage – legal actions will be considered after we have dealt with the 10 year+ which have fallen out of compliance UNSL have taken on more contractors, who are working through the remainder, whilst also ensuring that other homes do not fall out of compliance. UNSL moved the timescale for completing all outstanding checks from the end of December to the end of March 2022.
Electrical safety testing Communal areas, within 10 years	100% compliant	N/A
Electrical safety testing Communal areas, within 5 years	63% compliant	UNSL have yet to complete 13 inspections within the five year period – UNSL have stated that the outstanding inspections will be completed by the end of January
Annual gas service/check domestic	1 outstanding 99.95% compliant	Legal action commenced to gain access because tenant is not engaging. This property is one of the non-compliant 10 year+ for EICR
Annual gas service/check Communal areas	N/A	There are no properties on the communal gas programme

Fire Risk Assessments (FRAs)	100% compliant for inspections	N/A
FRAs – outstanding actions from previous assessments Medium risk – 30 day target Low risk – 90 day target	Sheltered housing: 0 high risk, 5 medium risk, 5 low risk, 5 advisory General needs: 17 medium risk, 25 low risk, 17 advisory	Weekly meetings take place between UNSL and UDC to work through each case and agree an appropriate course of action
Water hygiene	1 expired legionella assessment 95.24% No follow up actions reported	The one outstanding assessment was booked in for 13 December 2022. Awaiting confirmation that this has been done
Lifting equipment	100% have been serviced within timescale	There have been issues relating to UNSL obtaining the insurance inspection records for LOLER – the Council has been working with UNSL to resolve this as it has been identified that the Council holds the information and it has not been passed to UNSL
Asbestos	17 out of 25 blocks have had an asbestos survey this year. (i.e. 68% compliance)	UNSL have provided a target date of 31 December 2022 for the eight remaining blocks to have a survey
C02/smoke alarms	New measure	Reporting systems currently being introduced.

12.5 As officers have previously indicated, their focus on addressing these seven (previously six) areas of health and safety compliance are the precursor to addressing compliance with repairs and maintenance duties generally, as provided by UNSL (including issues such as damp and mould, although this has now effectively been escalated to be handled on a par with the seven established health and safety indicators).

12.6 Officers will bring further reports on general repairs and maintenance performance in 2023.

Risk Analysis

13.

Risk	Likelihood	Impact	Mitigating actions
Risk of not being on top of reports of damp and mould leading to tenant ill health, and also non-compliance with Home Standards leading to regulatory intervention	Moderate	Moderate to severe	Both the additional expert firm being brought in to inspect the 98 reported cases outstanding, and the other firm being proposed to be brought in to carry out a stock condition survey should reduce these risks to low and low respectively

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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Regulator of
Social Housing

Regulator of Social Housing

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22 November 2022

Dear Chief Executive

Assurance on addressing risks relating to damp and mould in tenants' homes

The tragic case of Awaab Ishak, who died of a respiratory condition caused by mould in his home, has rightly focused attention on the responsibility of all registered providers – private and local authority – to ensure that the homes they provide are well-maintained and of a decent standard. It demonstrates the serious effects that having damp and mould in their homes can have on people's health and it has highlighted once again the importance of providers listening to their tenants' concerns, understanding their diverse needs, removing barriers to accessing services and responding promptly.

Damp and mould are potential hazards under the Housing Health and Safety Rating System; failing to address them could lead to failure of the Decent Homes Standard and our Home Standard. All providers should have systems in place to ensure that their homes are free from hazardous levels of damp and mould, and to identify and deal with cases promptly and effectively.

As we move into winter, cases of damp and mould are likely to increase. We are therefore seeking assurance from all providers that they have a clear understanding and strong grip on damp and mould issues in their homes and are addressing risks to tenants' and residents' health. Where we consider providers are not meeting the standards, including the Decent Homes Standard, we will take appropriate action.

To inform this work, please provide:

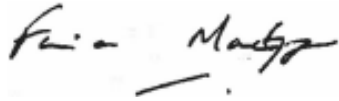
- Firstly, your approach to assessing the extent of damp and mould issues affecting your properties, including how you assess the prevalence of category 1 and 2 damp and mould hazards
- Secondly, and in the context of that approach, your most recent assessment of the extent of damp and mould hazards in your homes, including the prevalence of category 1 and 2 damp and mould hazards
- Thirdly, given those findings, the action you are taking to remedy any issues and hazards, and ensure that your homes meet the Decent Homes Standard
- Lastly, tell us how you ensure that individual damp and mould cases are identified and dealt with promptly and effectively when raised by tenants and residents

Explanations should be supported with recent data. If data are not available, this should be noted.

Submission of this information should be made through this MSForms survey <https://forms.office.com/r/ravGxEizWR> by 19 December 2022. We will review all the information provided and may request further information if necessary. Should you identify that your homes do not meet the relevant standards, you should self-refer immediately.

I look forward to receiving your data and working with you to improve conditions for tenants and residents – ensuring they are treated equitably and with respect, there are no barriers to reporting problems, and that their concerns are appropriately addressed.

Yours sincerely

A handwritten signature in black ink, appearing to read "Fiona MacGregor". The signature is written in a cursive style with a horizontal line underneath.

Fiona MacGregor
Chief Executive

Appendix C

Firstly, your approach to assessing the extent of damp and mould issues affecting your properties, including how you assess the prevalence of Category 1 and 2 damp and mould hazards

The Council combines a number of methods to assess the extent of mould and damp in its homes, including existing stock condition data, gaining intelligence from historic repair requests/complaints/dis-repair cases/voids and by using intelligence gathered through previous improvement projects to those homes which have been more prone to damp and mould due to their construction.

The Council's repairs and maintenance joint venture partner was contracted to implement a stock condition survey of all Council housing assets within a five-year period and upload all data, including HHSRS ratings onto our asset management system SAM (a Northgate NEC product)

The Council has promoted the issue of damp and mould in its recent tenants' newsletter and is encouraging tenants to report their concerns, so that the Council can address the issue, but also add to its understanding of the prevalence of damp and mould hazards in its home. This information is also available on the Council's website.

Secondly, and in the context of that approach, your most recent assessment of the extent and damp and mould hazards in your homes, including the prevalence of category 1 and 2 damp and mould hazards

In light of the tragic death of Awaab Ishak we have taken a number of immediate measures:

We have interrogated our stock condition data collected over the past five years with the aim of identifying the HHSRS ratings in relation to damp and mould. We have identified that we have records for 1073 properties out of our total stock of 2811 homes, collected between 2017 and 2021. We have noted that of the 1073 homes inspected, all have a HHSRS hazard band rating of J relating to damp and mould.

As part of our combined approach to assessing damp and mould, we have also carried out a deep-dive review of all repair requests (including where these have been received as formal complaints/dis-repair cases) since 2017. We have identified 600 cases. We have overlaid this information with the stock condition survey data and have found that some of the properties included in the list of 600 cases were among those 1073 for which we have stock condition data, whilst there is no current stock condition data for other properties on the list.

This has led us to conclude that the band 'J' rating cannot be relied upon, given that some of these homes were affected by damp and mould, as reported by tenants. At the present time we cannot say whether those 600 cases reported by tenants could be classified as either Category 1 or Category 2 damp and mould hazards.

The Council is in the process of carrying out a 'deep dive' of each of 600 reported cases, assessing the nature of the issue reported, actions taken previously to address them, the age and type of property and any known vulnerabilities of tenants living in those homes.

The third strand to our approach for assessing the prevalence of damp and mould is to re-assess homes which have historically suffered from damp and mould, largely as a result of their construction type. We will be re-assessing whether the previous interventions put in place have adequately addressed the problems.

Thirdly, given those findings, the action you are taking to remedy any issues and hazards, and ensure that your homes meet the Decent Homes Standard

Appendix C

The Council has been recently engaging with the Regulator in relation to wider health and safety compliance issues and as part of this we are in the process of a comprehensive service review and improvement programme. This has involved an in-depth assessment of the performance of our joint venture partnership, including the quality of service provided and the level of control which the Council has over the maintenance of its housing stock.

One of our findings is that the joint venture has failed to deliver on its contractual obligations to carry out the agreed rolling programme of stock condition surveys. As a result, the Council has taken the decision to, and is in the process of commissioning a new stock condition survey for all council homes. This will commence in January 2023 with a target completion date of 31 March 2022. The Stock Condition surveys will identify whether homes meet the Decent Homes Standard, and this process will include a full HHSRS assessment. A system will be put into place whereby during the survey period, any urgent concerns (Cat 1 and Cat 2 hazards) identified by the stock condition surveyors will be immediately communicated directly to the Council, so that the Council can ensure urgent contractor visits, to investigate/carry out the works required. The Council will thereafter commission a rolling programme, to be agreed with the Stock Condition Survey provider.

As previously stated, the Council is reviewing all previous concerns raised by tenants in relation to damp and mould. Where actions have not been signed off as complete, a visit will be carried out as a matter of urgency.

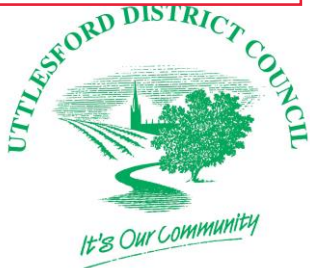
More comprehensive information has been provided on the Council's website, to help tenants identify damp and mould, provide clear guidance and what steps they can take, and to encourage them to report concerns to the Council as soon as possible.

Key Council and JV staff have recently attended online damp and mould training courses. The Council is developing a new Damp and Mould Policy and procedures. The Policy will include the Council's approach to identifying, treating and properly recording damp and mould cases. The Council will also be adding damp and mould as another area of health of safety compliance, to be reported and monitored on a weekly basis.

Please tell us how you ensure that individual damp and mould cases are identified and dealt with promptly and effectively when raised by tenants and residents

The following process was introduced by the Council in November 2022:

1. The Customer Contact Team (CCT) receiving requests which cite damp and mould identify whether a repair (e.g., leak) or a damp and mould inspection is required
2. CCT will ask questions to determine the extent of the issues and any vulnerabilities, including whether there are children in the property.
3. Where an inspection visit is necessary, the aim is for this to take place within 5 days, depending on tenant availability and capacity. (Current demand is making this difficult to achieve and the Council is working with its JV partner to identify how additional resources can be brought in).
4. The 'Connect' repairs management system has been updated to create reporting tiles so that information can be captured and reported, with orders being tracked. Information is also exported to a spreadsheet, and this is reviewed at weekly meetings including senior management.
5. Damp and Mould be reported along with the other areas of H&S compliance.



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19 December 2022

Our ref: PH/sk

Sent via email to:
enquiries@rsh.gov.uk

Please ask for Peter Holt on 01799 510400
email: pholt@uttlesford.gov.uk

Dear Sir/Madam

RENT SETTING – SELF-REFERRAL FOR NON-COMPLIANCE AGAINST THE RENT STANDARD

I am writing to inform you that we have identified that we are non-compliant with the Rent Standard, and to tell you how we intend to put this right.

As part of a comprehensive review of our housing landlord service, we commissioned a full and independent review of rent setting by Altair. Altair has identified that rents have been incorrectly increased above the maximum allowable limits. In total the rents were increased by 1.7% for 2021/22 and by 4.9% for 2022/23 against the RSH published limits of 1.5% and 4.1% respectively.

We have identified that the error has arisen due to the use of the CPI-H index rather than the correct CPI index for those years. It affects all formula and affordable rent units totalling 2,811 units.

I can confirm that the error is confined to the two years above. We can confirm that prior to 2021, the rents were correctly set, and this has been validated by Altair.

Having quantified the refund due, we have set up a project team to put in place an action plan for:

1. Adjusting rent charges to the correct amount as required by the Rent Standard
2. Communicating with tenants to inform them of the error and of their new rent charge, along with an explanation of how we intend to refund the overpayments, and the timescale within which we will do this
3. Producing a new rent setting policy and rent setting sign off procedure, which will include additional controls to guard against future errors
4. Contacting former tenants and locating next of kin in relation to deceased tenants
5. Liaising with the Council's housing benefit team to agree the way forward where rent has been wholly, or part paid by housing benefits


Our initial estimate of the refund due is c. £157k over the two years.

We will repay all over payments, plus interest on any overpayments at a rate to be confirmed.

The matter has been reported to our Elected Members who have approved the above actions.

Please let us know whether you would like to discuss this with us, and what further information you would like to see.

Yours faithfully

A handwritten signature in black ink that reads "Peter Holt". The signature is written in a cursive style with a large initial 'P' and 'H'.

Peter Holt
Chief Executive