

24 September 2025



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www.maldon.gov.uk



APOLOGIES: Committee Services
Email: Committee.clerk@maldon.gov.uk

CHIEF EXECUTIVE
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the;

STRATEGY AND RESOURCES COMMITTEE

on **THURSDAY 2 OCTOBER 2025 at 7.30 pm**

in the **Council Chamber, Maldon District Council Offices, Princes Road, Maldon.**

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully

Chief Executive

COMMITTEE MEMBERSHIP:

CHAIRPERSON	Councillor J Driver
VICE-CHAIRPERSON	Councillor J C Stilts
COUNCILLORS	J R Burrell-Cook S Dodsley M F L Durham, CC A Fittock K M H Lagan A M Lay R H Siddall P L Spenceley M E Thompson

Please note: Electronic copies of this agenda and its related papers are available via the Council's website www.maldon.gov.uk.



AGENDA STRATEGY AND RESOURCES COMMITTEE

THURSDAY 2 OCTOBER 2025

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the Last meeting** (Pages 5 - 42)

To consider the Minutes of the Strategy and Resources Committee held on 24 July 2025 (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:
www.maldon.gov.uk/publicparticipation.

6. **Budget Monitoring - Quarter 1** (Pages 43 - 54)

To consider the report of the Chief Finance Officer (copy enclosed).

7. **Discretionary Fees and Charges Policy 2026 / 27** (Pages 55 - 58)

To consider the report of the Chief Finance Officer (copy enclosed).

8. **Approval of the Environmental Health, Waste and Climate Action Enforcement Policy 2025** (Pages 59 - 72)

To consider the report of the Deputy Chief Executive, (copy enclosed).

9. **Food Safety Plan 2025 - 2028** (Pages 73 - 88)

To consider the report of the Deputy Chief Executive, (copy enclosed).

10. **Revised 'Our Home, Our Future' Climate Strategy and Climate Action Plan**
(Pages 89 - 144)

To consider the report of the Net Zero and Air Quality Working Group (copy enclosed).

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For further information please see the Council's website.

11. **Lease Extension - Springfield Business Park** (Pages 145 - 148)

To consider the report of the Lead Legal Specialist (copy enclosed).

12. **Any other items of business that the Chairperson of the Committee decides are urgent**

13. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 5 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

14. **Legal Action** (Pages 149 - 152)

To consider the report of the Lead Legal Specialist, (copy enclosed).

NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber.

Closed-Circuit Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.

Lift

Please be aware, there is not currently lift access to the Council Chamber.

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**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
24 JULY 2025**

PRESENT

Chairperson Councillor J Driver

Councillors J R Burrell-Cook, M F L Durham, CC, A Fittock, A M Lay,
R H Siddall, P L Spenceley, M E Thompson and
W Stamp, CC (Substitute for K M H Lagan)

175. CHAIRPERSON'S NOTICES

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

176. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors S Dodsley, K M H Lagan and J C Stilts.

In accordance with notice duly given, it was noted that Councillor W Stamp was attending as a substitute for Councillor Lagan.

177. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 12 June 2025 be approved and confirmed.

178. DISCLOSURE OF INTEREST

There were none.

179. PUBLIC PARTICIPATION

No requests had been received.

180. BUILDING CONTROL POLICY 2025 - 2028

The Committee considered the report of the Assistant Director – Planning and Implementation seeking Members' consideration of the Building Control Policy and Procedures 2025 – 2028.

The report provided background information on the duty placed on Local Authorities by the Building Act 1984 and the requirements placed on people carrying out restricted building control functions by the Building Safety Act 2022.

It was noted that the Council's Internal Auditors (BDO) had carried out an Internal Audit to review the Council's Building Control function against the new legal duties and Building Safety Regulator (BSR) processes. The report set out the findings and noted that some areas of concern identified had been reported to the Performance, Governance and Audit Committee on 5 June 2025 with several improvement actions identified by management. The proposed Policy and Procedures had been updated in response to the findings and agreed management responses.

The Head of Service: Development Management and Building Control presented the report and highlighted the key points. He advised that reference in paragraph 3.4 of the report to 3.4 FTE (Full Time Equivalents) was incorrect and at the present time this should read 2.7 FTE however, would shortly be reducing to 1.7FTE. However, vacant posts were being advertised, and agency cover in the short term being arranged.

In response to a question the Head of Service explained that the recent Internal Audit of the Building Control Service had found it was performing well. It was noted that there were some issues around communications, the policy document and fees, which Officers were addressing and moving forward higher services around these areas was being sought.

Councillor W Stamp referred to Building Control having recently been discussed by the Performance, Governance and Audit Committee and she highlighted that the Minute reference in paragraph 3.6 of the report should state 'Minute No. 65'. In response the Deputy Chief Executive advised that following the recent Building Control Audit a number of actions had been identified and the Council was working through them. This Policy was being brought forward in response to one of those actions and the updated policy now reflected procedures being carried out along with covering recent changes to legislation.

Councillor Stamp proposed an amendment to recommendation (ii), that any changes be brought back to this Committee for noting, advising that this would ensure that Members were aware of changes coming forward to legislation. This amendment was duly seconded.

The Chairperson then moved the recommendations as amended and upon a vote being taken these were duly agreed.

RECOMMENDED

- (i) That the Building Control Policy and Procedures 2025 - 2028 attached at **APPENDIX 1** to these Minutes, be approved.
- (ii) That the Assistant Director – Planning and Implementation be granted delegated powers to amend the Building Control Policy and Procedures 2025 - 2028, in consultation with the Building Control Team Manager, as and when required, to ensure they remain up to date and functional and any changes are reported to the Strategy and Resources Committee for noting.

181. **REVISED HEALTH AND SAFETY POLICY AND STATEMENT OF INTENT (RESUBMISSION)**

The Committee considered the report of the Deputy Chief Executive presenting for approval the Council's revised Health and Safety Policy (Appendix 1 to the report) and Statement of Intent, as required by the Health and Safety at Work etc. Act 1974.

The Deputy Chief Executive presented the report and advised that the Health and Safety Policy (the Policy) had been updated in accordance with legislation and included the Council's Statement of Intent which would set the direction for health and safety activities, their management and governance at the Council for the next year.

Members were reminded that the Policy had been considered by the Committee at its meeting on 23 January 2025 and in response to minor amendments suggested consultation with Members' Health and Safety Representatives had taken place in April and May 2025. The Policy at Appendix 1 had been updated to incorporate these amendments.

Councillor J R Burrell-Cook proposed that the first paragraph of the Policy be amended as follows:

- Reference to 'we are fully committed to ensuring the health, safety and well-being of all our employees' should reference the Health and Safety Executive's best practice HSG65.
- Reference to 'we will do everything reasonably practicable to create a safe and supporting working environment' should be reworded to reflect the wording within the Health and Safety at Work Act to 'so far as is reasonably practicable'.

The Chairperson moved the recommendations subject to the above amendments to the Policy. This was duly seconded and agreed by assent.

RECOMMENDED

- (i) That subject to the above amendments, the revised Health and Safety Policy, attached as **APPENDIX 2** to these Minutes, and Statement of Intent be adopted;
- (ii) that the roles and responsibilities of the Leader of the Council, Committee Members and key staff be noted;
- (iii) that the annual review period be noted.

182. **SIMPLER RECYCLING**

The Committee considered the report of the Deputy Chief Executive seeking Members' approval to purchase a 7.5 tonne vehicle for the collection of garden waste from properties on the Council's small vehicle route. It was reported that a provisional quote of £130,097.00 for the vehicle had been obtained by Suez (the Council's waste contractor).

The report set out how new Recycling Regulations (Simpler Recycling) required the Council to collect the same material from all households by 1 April 2026. To comply with this new legislation an additional 7.5 tonne vehicle was required to enable Suez to provide properties on the smaller vehicle routes with the opportunity to recycle their

garden waste. The additional vehicle could also provide additional resilience for the food waste collection services from flats.

Members were advised that all the other elements of the Simpler Recycling were funded from monies received from the Department for Environment, Food and Rural Affairs and the Extended Producer Responsibility payments.

In response to a question regarding the cost of the vehicle, Officers confirmed that the cost had increased from that previously agreed.

The Chairperson moved the recommendation set out in the report. This was duly seconded and agreed by assent.

RESOLVED that a letter of intent be sent to Suez to procure an additional vehicle to add to the current fleet to allow for the expansion of the garden waste service to the whole district ensuring compliance with Simpler Recycling legislation.

183. TREASURY MANAGEMENT OUTTURN

The Committee considered the report of the Chief Finance Officer reporting on the Council's investment activity for the 2024 / 25 financial year in accordance with the Chartered Institute of Public Finance and Accountancy Treasury Management Code (CIPFA's TM Code) and the Council's Treasury Management Policy and Treasury Management Practices (TMPs).

It was noted that the CIPFA Code of Practice required authorities report on the performance of the treasury management function at least twice yearly. The report provided detail in respect of the following areas:

- External Context – Appendix 1 to the report gave an overview of the external economic environment, prepared by the Link Group, engaged by the Council to provide treasury management consultancy and advice services.
- Local Context – The Council did not hold any external debt during 2024 / 25 with the exception of a five-year hire purchase agreement relating to the acquisition of two tractors. The Council's borrowing position would be reviewed as part of the updated 2024 / 25 Strategy.
- Investment Activity (April 2024 – March 2025) – Members were advised that the level of investments held by the Council had seen a decrease of £7.5m during this period and the report highlighted the reasons for this. The Council continued to take a prudent approach in relation to investment with priority being given to securing and liquidity over yield.
- Performance – Budgeted Income and Outturn – The average income returns on the Authority's investments were detailed along with the overall investment for the year. Members noted that the income overachievement was due to interest rates increasing throughout the financial year.
- Compliance with Prudential Indicators and Treasury Management Strategy - As set out in Appendix 1. It was noted that apart from some breached bank limits (set out in the report) all treasury management activities were fully compliant, and all prudential indicators had been complied with to date.

It was noted that the title of the section 'conclusion' in the report had been mis-spelt.

The Chairperson moved the recommendations as set out in the report. These were duly seconded and agreed.

RESOLVED

- (i) that the 2023 / 24 Treasury Outturn report be reviewed for compliance purposes.
- (ii) That the alignment between the Treasury Management Outturn, the Budget Outturn for 2024/25, and the 2024/25 (pre-audit) accounts, which provides confirmation of the overall reported position be noted.

184. FAIR FUNDING 2.0: THE FUTURE OF COUNCIL FUNDING

The Committee considered the report of the Chief Finance Officer (CFO) providing an update on the recently published government consultation regarding the future approach to funding councils in England (the Fair Funding Review 2.0; A consultation on the government's proposed approach to local authority funding reform through Local Government Finance Settlement from 2026 – 27).

The report set out the key aspects of the consultation document which was published on 20 June 2025 and required responses by 15 August 2025. Appendix 1 to the report provided a summary of the consultation questions and the Council's proposed response to each question. The report set out the key points in each section and provided detailed information regarding:

- Background detail on the Settlement Funding Assessment calculation
- Council tax – 'band D' charge verses 'yield'
- Fees and charges
- Possible responses and submitting the response

The CFO took Members through the report and the proposed consultation responses. He suggested that the final consultation response be agreed with the Committee via email.

A lengthy debate ensued, during which Members raised a number of questions, and the following information was provided:

- Question 10 – the CFO explained that the general approach of equalising the benefit available from council tax made sense, but this was already being achieved through top-up and tariff amounts. The principle was reasonable but the mechanism in his opinion was unnecessary, this was why the response was neither agree nor disagree.
- Wages and earnings – the Government was looking to take account of the different levels of wages across the country. At this stage it was difficult to say how it would work, the measures they would use and how they would be applied.
- Concern was raised regarding not topping up the inflationary increases.

In response the CFO advised that he would update the appendix and share this with Members the week prior to submission. Sign off would not be necessary at that point, although if Members could indicate if they agreed or disagreed that would be helpful.

It was agreed that as she was a local Member of Parliament, Officers would share any information about the modelled impact of proposals on the Council with the Shadow Secretary of State for the Ministry of Housing, Communities and Local Government (Rt Hon Priti Patel).

The Chairperson moved the recommendations set out in the report. This was duly seconded and agreed.

RESOLVED

- (i) That the Committee discussed the key points of the consultation, and the outline provided of proposed responses to come from Maldon District Council (MDC);
- (ii) That the proposed approach (set out below) to finalise the Council's response to the Fair Funding Review 2.0 consultation is approved, noting the deadline for submissions is 15 August.
 - (a) that MDC submits responses aligned to other sectoral responses that may be expected in due course from the bodies such as the District Council Network, the Local Government Association, and other local Councils in Essex for examples.
 - (b) that the proposed draft response to all questions is shared with the members of the Strategy and Resources Committee before submission electronically, on the basis that the subject matter is already largely confirmed and so in-person discussion will not be necessary.

185. BUDGET MONITORING REPORT - PERIOD 2 AND MEDIUM-TERM FINANCIAL STRATEGY UPDATE

The Committee considered the report of the Chief Finance Officer (CFO) presenting the Budget Monitoring position for revenue and capital budgets for the period ended 31 May 2025 (period 2). The report also informed Members of movements in relation to the Council's General Fund and Earmarked Reserves and requested virements along with any budget requests for both revenue and capital budgets.

It was noted that this report was brought forward for consideration with the agreement of the Chairperson as the Council required certainty on the available budgets for 2025 / 26 to carry out its operations in a timely manner.

The CFO presented the report which provided detailed information including:

- **Revenue Budget Monitoring (p2)** – The main variances were detailed in Appendix 1 to the report. A virement for the contingency budget of £328k to fund Local Government Reorganisation (LGR) was set out in Appendix 3 to the report.
- **Capital Budget Monitoring (p2)** – The forecast for the capital budget projected an overspend of £29k against the revised 2025 / 26 Capital Programme and the main project details were set out in Appendix 2 to the report.
- **Virements** – A set of virements was set out in Appendix 3 to the report.
- **Budget Requests** – A total of £145k of budget requests is proposed and set out in Appendix 3 to the report. Appendix 5 to the report would help reconcile the revised budget back to the original budget, thus providing a clear audit trail to the original budget approved by the Council.
- **Reserves** – Movements on Reserves for the year 2025 / 26 were set out in Appendix 4 to the report.
- **Medium-Term Financial Strategy (MTFS) Brief Update** – A summary was showing in table 2 to the report and Appendix 6 provided more detail.

- **Funding** – New Homes Bonus finished at the end of the year and the Extended Producer Responsibility had increased.

A debate ensued and in response to a question Members were advised that recommendation (i)c was a corporate position, taking account of the balance sheet position and potential approached to pay and contracts. It would give some reassurance that Officers and Members were working together.

Councillor W Stamp proposed an amendment to recommendation (i)c to include the Leader of the Council in the decision making process. This was duly seconded.

The Leader of the Council highlighted the update to the Capital Programme, particularly the new play site equipment allocated to deliver a new accessible play site at West Maldon Community Centre. The play site would be delivered in honour of the late Councillor Flo Shaughnessy and Members noted that Mr Shaughnessy was in attendance at the meeting. The Leader highlighted that the Council was changing the programme of updates across the District and work for play areas and parks was changing from a five year programme to three years to fit into the life of the Council.

The CFO advised that he would be closely reviewing the Leisure Contract as it was not yet known what the impact in terms of capital investment or footfall was going to be. In response to a request for a six-monthly report on the finance of the Leisure Contract, reporting any changes or any forecast changes, the CFO suggested that this be incorporated into the routine financial reporting. As well as the Leisure Contract the report could also pick up on any areas of significant contractual activity. The Chief Executive reported that the Council had put in place contract meetings and a formal governance framework to monitor contract performance which would be reported to Members through the Finance Working Group.

The Chairperson then moved the recommendations set out in the report with the amendment to (i)c as proposed by Councillor Stamp. This was duly seconded and agreed.

RESOLVED

- (i) That
 - a. for the revenue budget monitoring forecast position for Period 2 (31 May 2025) an overspend of £226k against the net service budget of £12,620k be noted. This is offset against a funding surplus of £422k – thus an overall surplus of £196k is forecast for the full year. Further information can be found at Appendix 1 to the report along with reasons for significant variances;
 - b. for the capital budget monitoring positions for Period 2 (31 May 2025) a total capital delivery profile set at £6,502k against revised budget of £6,472k be noted (an addition £29k worth of capital budget). Further information can be found at Appendix 2 to the report along with reasons for significant variances;
 - c. the Chief Executive be granted delegated authority in consultation with the Chairperson of this Committee and Leader of the Council to apply funds from the Contingency Budget post virements (Appendix 3 to the report), with any impact on the net expenditure position then being openly communicated to the Strategy and Resources Committee (S&R) through routine reporting at the earliest opportunity.

- (ii) That the virements (cost neutral to the budget) and budget requests totalling £174k detailed in Appendix 3 to the report be approved to be processed and updated on the ledger;
- (iii) That the movements in both the General Fund Balance and Earmarked Reserves in Appendix 4 to the report be noted. Should the forecast remain unchanged, the impact will be an additional £196k increase to the General Fund balance, totalling £8,777k; and
- (iv) That the revenue budget reconciliation in Appendix 5 to the report be noted.
- (v) That the Committee requests that Officers begin planning for future savings as outlined in the revised MTFS position in Appendix 6 to the report and confirms that use of reserves in future years before LGR is a reasonable approach in the current circumstances.

186. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT

There were none.

187. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

188. AUTHORITY TO WRITE OFF IRRECOVERABLE DEBT

The Committee considered the report of the Chief Finance Officer (CFO) seeking Members' approval to write off debt which exceeded the officer delegation limit of £10,000 for Council Tax debt and £20,000 for Non-Domestic Rates debt.

During her presentation of the report the Assistant Director – Customer Services and Operations reminded Members of the robust processes the Council had for recovering debts. She drew Members' attention to the detailed information set out in the report regarding the outstanding aged debt in relation to arrears for Council Tax and Business Rates. It was noted that numerous attempts had been made to recover these monies and to date no payments had been made.

In response to questions, the Assistant Director provided further information regarding the Council's processes for recovering debts, advising that the Overview and Scrutiny Committee had recently received a detailed report on this. The CFO advised that he would work with the Assistant Director to look at presenting future reports in a more effective way in terms of the total level of debt incurred and amount. He highlighted the impact the write-offs would have, if approved, within the collection fund. The Chief Executive advised that where possible Members would receive more regular updates on the debit position and the actions taken.

The Chairperson put the recommendation set out in the report. This was duly seconded and agreed.

RESOLVED that the write off of debt totalling £93,198.04 due to the debt not being recoverable following vigorous, unsuccessful attempts to obtain payment of amounts owed and in three of the four cases being considered, following insolvency of the debtor be approved. The total amount to be written off relates to four debtors and is made up of:

- £22,603.13 unpaid Council Tax (two cases) and
- £70,594.91 Non-Domestic Rates (three cases)

There being no other items of business the Chairperson closed the meeting at 9.19 pm.

J DRIVER
CHAIRPERSON

Maldon District Council

Building Control Policy and Procedures 2025-2028

Document Control Sheet

Document Title	Maldon District Council - Building Control Policy and Procedures 2025-2028
Summary of Purpose	Sets out the Council policy and service standards for the Enforcement of Building Regulations, the Inspection and making safe Dangerous Structures, Demolition Notices and answering enquires, copies of documents and record keeping.
Responsibility of:	Building Control Team Manager
Status	S&R Committee Version
Version No.	2.2 - Reformatted 2.1 - Version Control added to comply with Internal Audit 2024/2025, Building Safety Regulator KPIS and legislation changes.
Approved by	S&R Committee Council
Approval date	TBC – S&R Committee – 24 July 2025 TBC – Council 11 September 2025
Review frequency	At least every 3 years
Next Review	As necessary
Circulation	All Building Control Officers, Technical Support Officers & Head of Development Management & Building Control
Publish on Website?	Yes

Purpose of this Policy and Procedure

The Building Control team within the Development Management and Building Control Service cover work falling into five main areas listed below. This Policy document also addresses the requirements for the Registration of Building Inspectors carrying out restricted functions:

1. Enforcement of Building Regulations
2. Inspection and making safe Dangerous Structures
3. Demolition Notices
4. General advice, answering enquires, copies of documents, record keeping, etc
5. Complaints and appeals

Our Building Inspectors

Registration of Building Inspectors

The Building Safety Act 2022 places a requirement for all people carrying out restricted building control functions to be qualified and registered with the Building Safety Regulator¹². Restricted functions include plan checking, site inspections and giving advice on compliance/enforcement of Building Regulations.

Building Inspectors must be qualified and registered to the level appropriate to the level of work they undertake. There are 4 classes of registration:

- Class 1. Trainee (Can only work under supervision on all work)
- Class 2. Domestic (Can work on domestic extensions and new houses with no more than 3 storeys or a floor of 7.5m. All other work must be done under supervision)
- Class 2. General (Can work on all buildings with a floor less than 18m or 7 storeys, except in-patient care premises, non-standard warehousing, industrial buildings containing hazardous substances or processes, Regulated stands/Certificated stadia and indoor sports/music arenas and MMC/Mass timber/Volumetric etc. Work on these must be supervised)
- Class 3. Specialist (Can work on all buildings unsupervised)
- Class 4. Technical manager (Can work on and manager people at the level of qualification class held)

Supervision of Inspectors

Legislation restricts the maximum number of people one Inspector can supervise; this is four Inspectors. Although there is a strong recommendation that all Inspectors should be qualified and work under supervision for as short as time as possible.

¹ <https://www.hse.gov.uk/building-safety/regulator.htm>

² It was announced on 30 June 2025 that the BSR would move from the Health and Safety Executive (HSE) and be managed directly by MHCLG via an Executive Agency.

Maldon District Council will risk assess all supervision and use a sliding scale to apply the appropriate level of supervision taking account of the person doing the supervision and the person being supervised.

Class 1 New starters / trainees

All new starters and trainees will be restricted to working on domestic level work only. All new starters will have all restricted function work checked by someone that holds the correct registration class for the work being undertaken. This will progress to 1 in 5 jobs for trainees close to registering for Class 2 with a minimum of 2-years' experience.

Class 2a (Domestic)

Class 2a inspectors can only work on domestic buildings and only up to a height of three storeys. Class 2a domestic inspectors undertaking Class 2f general work will be risk assessed and an appropriate level of supervision will be applied by someone registered at Class 2f General or Class 3. This will be applied via a sliding scale where someone newly qualified will have 1 in 5 plan checks and site inspections re-checked. Progressing to 1 in 12 jobs for someone close to applying for Class 2f general registration.

Class 2f (General)

Class 2f can do everything Class 2a can do, plus they can work on commercial buildings up to a height of 18 meters. They can supervise Class 1 or Class 2a working on Class 2f work. Class 2f can work unsupervised.

Class 3 (Specialist)

Maldon District Council do not currently have any work in the District which will require a Class 3 inspector to carry out the restricted functions. Any work outside of the competency of a Class 2 General inspector will be referred to the Building Safety Regulator for allocation to an appropriately qualified inspector external of the Council to oversee. If resources permit and a Class 3 inspector from a neighbouring council is willing to supervise a Class 2 inspector from Maldon District Council they may undertake work on Class 3 projects.

Conflicts of interest

Registered Building Inspectors are required by their professional Code of Conduct to not undertake any work which could result in a conflict of interest. Where their conflict is of a personal nature, such as a close personal friend or relative carrying out work within the District the Inspector will not check plans to carry-out site inspections for those works. The work will be checked by the most senior qualified member of staff with no connection to the person carrying out the work, providing they are certified at the necessary Class.

Where the conflict is of an employment or professional nature such as where Maldon District Council is carrying out work, the work shall not be checked by Registered Building Inspectors working for Maldon District Council. The work will be offered instead to a neighbouring council.

Training and Monitoring of Support Staff

All support staff will be offered the opportunity to attend the Local Authority Building Control Level 3 Certificate course in Technical Support. Support staff will also attend Building Control team meetings, where any changes to operational workings will be relayed and the opportunity for process improvement discussed. Process documents will be regularly reviewed and updated, and presentations will be given after regulatory changes to ensure any changes are embedded as quickly as possible.

Spot Checks

The Building Control Team Manager and Principal Building Control Officer will periodically, at random time intervals, check other Inspector's work, including each other. All team members including Technical Support staff will be subject to checks which will include but will not be limited to validation, plan-checks, site inspection and decisions.

Enforcement of Building Regulations

The Building Act 1984 places a duty on Local Authorities to enforce the Building Regulations within its area. The purpose of Building Regulations is to protect peoples' health, safety and welfare in and around buildings. The regulations are also designed to improve the conservation of fuel and power, protect and enhance the environment and promote sustainable development.

Our service obligations for all application types

All application types are entered into our case management software, IDOX Uniform / Civica. We aim to:

- register 95% of applications within 2 days of receipt.
- check the validity of at least 95% of applications within 5 working days.
- acknowledge receipt within 5 working days where an application is found to be valid.
- let the applicant know what is outstanding within 5 working days where an application is found to be invalid.

Exempt work

Where an application is submitted for work which is exempt from the requirements of Building Regulations the applicant will be notified and any fee paid will be refunded.

Validity

An application is valid only once the application form and correct fee is received.

Fees

All application fees are checked to ensure they are correct as part of the validation process. If no fee is submitted with an application, the fee is calculated, and a letter is sent to the applicant advising them of the required fee. If the fee is incorrect and a shortfall is calculated, a letter is sent informing the applicant of the outstanding amount. If an overpayment is received, a refund will be issued by the same method as the payment was made if possible.

Our Fees are reviewed annually in line with the Council's budgetary review of Fees and Charges.

https://www.maldon.gov.uk/info/20047/building_control/9583/fees_and_charges

Types of Application

There are four types of application which the Local Authority deal with.

1. Full Plans

Full plans applications are used where the applicant wishes to get the drawings and details of the work approved before the work starts.

Once a valid full plans application has been received, we aim to check 95% of all details and drawings deposited for compliance with the specific requirements of Building Regulations within 15 working days. Where details are found to show compliance an approval notice will be issued to the applicant. Where details are found to not show compliance, or information is missing a letter listing the non-compliant, missing items will be issued. We aim to send any required consultations to the relevant parties within 15 working days.

Where further details are needed these will be rechecked as soon as possible once received. These must be rechecked within the statutory decision time scales.

In all full plans cases, a decision is required by law to be issued at either 5 weeks or 8 weeks depending on whether the applicant has agreed to an extension of time. We aim to issue 100% of decisions within the statutory time scales required. Failure to issue a decision within the required time period results in the deposited plans being deemed approved and a refund to the applicant of the plan-checking fee.

2. Building Notices

A Building Notice cannot be used for work to commercial buildings. These may only be used for domestic work where, if an extension, it is not within 3m of a public sewer, or located on a private road.

Once a valid Building Notice has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of any deposited drawings etc when a Building Notice is used.

3. Regularisations

Regularisation applications must only be used where the work has started before an application has been received.

Once a valid regularisation has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of any deposited drawings etc when a regularisation is used.

4. Reversions

Reversion applications are used where work which has started and was being overseen by an Approved Inspector reverts to the Local Authority. There are a few reasons why work may revert to the Local Authority the main ones being:

- the Approved Inspector has had their licence withdrawn by the Construction Industry Council Approved Inspectors Register (CICAIR);
- the Approved Inspector ceases trading; or
- the Approved Inspector is unable to get the work to comply.

Approved inspectors have no powers of enforcement so when a breach of Building Regulations occurs and the contractor cannot, or will not, correct the work; the only option available is for the work to revert back to the Local Authority for enforcement.

Once a valid reversion has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of deposited drawings etc when a reversion is used.

Site Inspections (all application types)

Once the following stages of work are reached there is a statutory requirement of the duty holder to notify the Local Authority and leave the work open and available for inspection for a specific period of time.

- Start of work1 days' notice
- Commencement2 days' notice
- Foundations.....2 days' notice
- Damp proof course2 days' notice
- Oversite2 days' notice
- Drainage.....5 days' notice
- Occupation5 days' notice
- Completion5 days' notice

However, we aim to do better than the statutory notice periods and offer more robust inspection stages as part of our service. We aim to ensure all inspections booked before 4.00pm the previous day are carried out the next working day. The inspections to be notified are as follows:

- Commencement
- Foundations
- Damp proof course
- Oversite
- Drainage
- Structural members, roofs, floors, beams etc.
- Insulation
- Completion

All inspections results will be electronically recorded in the council's case management software IDOX Uniform / Civica. We aim to record 90% of inspections the same day the inspection was carried out. We aim to record all inspection results by the end of the next working day.

Compliant work (all application types)

Following a satisfactory completion inspection, we will issue a Completion Certificate. We aim to issue Completion Certificates within two working days of a satisfactory completion inspection being carried out.

Non-compliant work (all application types)

Where work is found to be non-compliant, we will let the applicant's contractor know whilst still on site, or as soon as possible afterwards, if they are not present. If we suspect the contractor is not likely to correct the work, or pass on the information to the applicant, we will inform the applicant as soon as possible after discovery.

In all cases, we will give a reasonable amount of time to the applicant to correct the work. Where work is not corrected, and the breaches are not considered dangerous, we will record the breach and issue a Compliance Notice and withhold the Completion Certificate until the work is corrected. Where the breach is however serious and could result in injury or death, a Stop Notice with a time limit for the work to be corrected will be notified to the applicant. If the work is still not corrected the relevant notices will be issued. If these are not complied with the case will be referred to the legal department to consider for prosecution.

Where breaches of Building Regulations are discovered, these can only be prosecuted within 10 years of the offending work being carried out. This is particularly relevant to Regularisation applications which are often submitted after the 10-year deadline.

Dangerous Structures

Dangerous structures vary from collapsing boundary walls, falling masonry and tiles, vehicle impact into buildings, fire damage, wind and weather damage, neglect and poor maintenance.

Our obligations for dangerous structures

The prime responsibility for the condition of a building or structure lies with its owner/occupier; however, we have an obligation under Sections 77 and 78 of the Building Act 1984 to deal with dangerous structures in the District and if the owner cannot be found or contacted, the Council is authorised to do work to make the building or structure safe and recharge the owner its reasonable costs for doing so where work is imminently dangerous.

A dangerous structure or part of a building which is unable to sustain or carry any imposed loads, may be dangerous, and may be required to be removed. Our aim is to respond to any reports of possible dangerous structures and investigate them as soon as possible. Our legal duty is to safeguard the public, and we will deal directly with the owners, agents or the structure itself to make the area safe. Close liaison with the police, fire and rescue service, highways and other agencies can help resolve difficult or extraordinary situations.

The Building Control team aim to provide a rapid response service to protect the public in and around buildings that have become dangerous. We aim to inspect all dangerous structures as soon as possible after receiving a report, 24 hours a day, 365 days a year. This is achieved by the Building Control team providing cover during office hours. Out of hours, we will attempt to provide this through the Building Control team in the first instance, if this is not possible the Council will look to find an external contractor to take on the work, if available. Where a report is not anonymously made, we will respond to the person making the report to advise them of the outcome of our inspection. If a structure is found to be dangerous, a case will be created in our case management system IDOX Uniform/Civica and the details will be recorded along with any action needed and/ or taken.

Fees/Costs

There is no fee due for the service to inspect or investigate a potentially dangerous structure.

Where work is found to be dangerous and action must be taken and after we have made all reasonable attempts to find and contact the owner to give them the opportunity to deal with the danger themselves, a record of all costs incurred by the council will be kept. Following the resolution of the danger this will be passed to the Finance department for debt recovery of our reasonable costs from the owner.

Types of dangerous structures

There are two main categories:

1. Imminent

These structures are at risk of collapse and must be secured for public safety. The owner will normally be charged for emergency works carried out in these cases since the prime responsibility for the condition of a building or structure lies with its owner.

2. Hazardous

These structures are found to be unstable by Inspector but are not imminently dangerous. The owner is given a reasonable time to remove the danger. Failure to respond or take action may result in a Magistrates Court Order being obtained to get any work required done.

Following an inspection where a structure is found to be dangerous, a case will be created in the council's case management system IDOX Uniform / Civica where photos, inspection records and all correspondence will be logged.

Demolition Notices

A Notice of Intended Demolition is required under Section 80 of the Building Act 1984 to demolish a whole, or part of, a building. The persons responsible will need to inform their Local Authority that they are planning to do so, before the demolition work is carried out. No fee is required to be paid to the local authority for this function.

There are three exemptions to this:

- A Notice does not need to be submitted if the demolition is occurring as a result of a Demolition Order, made under Part IX of the 1985 Housing Act;
- A Notice does not need to be submitted if the demolition is for a shed, greenhouse, conservatory, prefabricated garage, or any building which has a cubic content of less than 1,750 cubic feet; or
- A Notice does not need to be submitted if the demolition is for an agricultural building, as stated in Schedule 5 of the Local Government Finance Act 1988, unless it is attached to another non-agricultural building.

Our obligations for Demolition Notices

Once we have received Notice of Intended Demolition, we should serve a Counter Notice.

Under Section 81 of the Building Act 1984 the Counter Notice should list certain works which must be carried out before or during the demolition process.

The works required by the Counter Notice may require any of the following:

- shore up any building adjacent to the property marked for demolition.
- weatherproof any surfaces of an adjacent building that will be exposed by the demolition.
- repair any damage that an adjacent building has sustained due to the demolition work.
- remove any material or rubbish created by the demolition.
- disconnect and seal any sewer or drain under the demolished building.
- if any sewers or drains are removed, the remaining connections should be sealed.
- make good the surfaces of the ground disturbed by sewer or drain removal and sealing.
- ensure that the necessary companies have been contacted to disconnect gas, electricity and water.
- make appropriate arrangements for the burning of any structures or materials.

The Building Control team aim to issue a Counter Notice within three weeks of receipt of a Notice of Intended Demolition. If the Local Authority does not issue a Section 81 Notice, demolition can proceed once six weeks have passed since the initial Section 80 Notice was submitted. All Demolition Notices have a case created and are recorded in the case management system IDOX Uniform / Civica.

Inspections

Due to staffing resources within the Building Control team, we will only inspect demolition sites where a complaint or breach of conditions is reported to us. Inspections of this type are carried out during our normal routine daily inspections to minimise the cost to the council.

Other services

General advice

The Building Control team provide a free advice service for residents of the district. This service covers the Building Act 1984, the Building Regulations 2010 as amended and allied legislation. We try to answer all enquires as soon as possible however we aim to reply to 90% within 3 weeks. This would not however include design advice, which is against the BSR Operational Standards.

Record keeping

General record keeping

The Council has a duty to keep all building control records for at least 15 years. This is because they may be required as evidence in a case or for a warrantee claim. Building Control records are not however public documents, and the public have no automatic right to see them

We currently have most records back to 1993, but prior to this date records are incomplete.

Approved Inspectors

Initial Notices

Private sector Approved Inspectors have existed since 1985 and operate in competition with Local Authority Building Control. Persons carrying out building work have the choice to either use the Local Authority or an Approved inspector to oversee the compliance of the work. If an Approved Inspector is used, instead of the Local Authority Building Control Service, then an 'Initial Notice' must be submitted to the Local Authority jointly by the Approved Inspector and applicant before work commences on site. Once submitted, the local authority should check the details of the Initial Notice within 5 working days. The Local Authority can reject the notice if the details are found to be incorrect or the work is found to have already started. Failure to check the initial notice within 5 days results in the notice being deemed accepted and the Local Authority cannot reject it after this time. Once the notice has been accepted by the local authority the responsibility for plan-checking and site inspection will be formally placed on the Approved Inspector.

Due to resources, we do not inspect and check to see if work has already started on site when an Initial Notice is received.

Final Certificate

Upon completion of the work, the Approved Inspector will issue what is known as the 'final certificate' to the local authority and applicant, confirming that the work in the Initial Notice is complete and that the Inspector is satisfied that it complies with the Building Regulations requirements. The Local Authority is not required to do any further checks but will maintain a record of all certificates received from Approved Inspectors. The Approved Inspector is not required to share the detailed documentation on Building Control applications they process with the Local Authority.

Competent Persons Schemes

Competent Person Schemes were introduced by the government in 2002, to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to getting Building Regulations approval by a Building Control Body. A Competent Person must be registered with a scheme that has been approved by the Minister for Housing, Communities and Local Government.

Types of building work included in the Competent Person Schemes include:

- Air pressure testing of buildings
- Cavity and solid wall insulation in an existing building
- Combustion appliances

- Electrical installations
- Heating and hot water systems
- Mechanical ventilation and air-conditioning systems
- Plumbing and water supply systems
- Replacement windows, doors, roof windows or rooflights
- Replacement of roof coverings on pitched or flat roofs
- Microgeneration and renewable technologies

Government have placed a duty on Local Authorities to record and maintain a register of all work carried out under a Competent Person's Scheme. The recording of this work is an automated process by which data submitted via the different schemes is entered into the council's database at irregular intervals via an EML file upload.

The council does not hold any specifics about the work, nor does it hold copies of certificates issued under the Competent Person Scheme. These are simply a record describing the work carried out, the company registered to do the work and the dates the work was done.

Copies of documents

We provide copies of some documents held by the council. Items such as Completion Certificates and Decision Notices are provided at cost in accordance with our Fees and Charges Schedule. We do not provide copies of drawings, calculations, drainage or services records.

There is a charge for copies of documents, once this has been received, we aim to send 90% of requests within three weeks of receipt of payment.

Concerns, Complaints and Appeals

We are always keen to have feedback on what customers think of the service that they receive and our team pride themselves in delivering excellent customer service. If you have a comment on the service that you have received, a compliment for a member of the team or if you feel that an improvement could be made that might benefit others too please let us know by emailing us at buildingcontrol@maldon.gov.uk

Informal Concerns

In the first instance, please reach out and talk to us. Initial concerns will be handled by the Inspector involved. If this fails to resolve the issue the matter will be escalated to the Building Control Team Manager for review and possible intervention.

Formal Complaints

If the issue cannot be resolved to your satisfaction, the matter can be escalated to Stage 1 of the formal complaints process. Stage 1 is passed to a Head of Service for review and is responded to within seven working days. If you remain dissatisfied with our Stage 1 response you should let us know by completing the form attached to your Stage 1 response and writing to us. Stage 2 is reviewed by Assistant Directors and we will respond within seven working days.

Complaints Form:

https://my.maldon.gov.uk/service/Make_a_formal_complaint?accept=yes&consentMessageIds%5b%5d=6

If you remain dissatisfied, you can then refer the matter to the Local Government and Social Care Ombudsman:

Telephone: 0300 061 0614

Monday, Tuesday, Thursday and Friday: 10:00 to 13:00

Wednesday: 13:00-16:00

<https://www.lgo.org.uk/contact-us>

Complaints about a Registered Building Inspector

If you have an issue with a Registered Building Inspector or the Local Authority as the Registered Building Control Approver you may refer the matter to the Building Safety Regulator:

Telephone: 0300 790 6787

Monday-Friday: 08:30 to 17:00

<https://www.gov.uk/guidance/contact-the-building-safety-regulator#make-a-complaint-to-bsr>

Compliance

If the issue is a disagreement on a matter of compliance you may refer the issue to the Ministry of Housing, Communities and Local Government for a formal determination. You may also make an appeal to a Magistrate's Court.

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974



MALDON DISTRICT
COUNCIL

Version: 6	Date of Issue: September 2025	Review date:
	Reviewed:	September 2026
<i>Updates from version 5</i>	<i>Updates from version 5</i> <ul style="list-style-type: none"> • <i>Revisions of roles and responsibilities, including Chief Exec. and Deputy Chief Exec., addition of monitoring of H&S performance.</i> • <i>Clarity regarding supply of ergonomic workstation equipment.</i> • <i>Revisions to fire marshal and first aider duties</i> • <i>Addition of duties with respect to contractors</i> • <i>Additional duties and clarification for employees</i> 	
Consultation:	<i>Safety Representatives consulted July 2024. Elected Members (safety representatives) consulted April - May 2025 – revisions implemented.</i> <i>Strategy and Resources Committee: 23rd January 2025 & 24th July 2025</i>	

Working Group		
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Endorsed by:		
D. Wilkinson (Chief Exec.)		
P. Dodson (Deputy Chief Exec.)		
This version was presented to the Strategy and Resources Committee on 23/1/2025 and re-submitted with revision on 30/6/2025		

Health and Safety at Work etc. Act 1974

HEALTH AND SAFETY POLICY STATEMENT

of

MALDON DISTRICT COUNCIL

At Maldon District Council, we are fully committed to ensuring the health, safety, and well-being of all our employees, Members and everyone who may be impacted by our activities. We shall do everything so far as reasonably practicable to create a safe and supportive working environment, both for our staff, our Members and the public. We shall strive to follow the principles of Health and Safety Management set out in the Health and Safety Executive's guidance "Managing for Health and Safety" (HSG 65).

To achieve this, we commit to:

- Assess risks carefully and regularly to identify and address potential hazards.
- Provide and maintain safe equipment, systems of work, and work environments to minimize risks.
- Ensure that all materials and substances used in our operations are handled, stored, and transported safely.
- Offer clear information, training, and guidance to help our employees avoid hazards and play an active role in staying safe.
- Make sure employees are fully trained and competent to do their jobs safely.
- Actively work towards reducing the number of workplace accidents and cases of work-related illness.
- Keep a close eye on any health and safety risks associated with our work and take the necessary steps to control them.
- Maintain a healthy and safe workplace, with appropriate facilities to support our employees' welfare.
- Regularly consult and communicate with our employees and elected Members (or their representatives) on health and safety matters that may affect them.
- Review and update this policy, as well as the arrangements in place, on an annual basis to ensure that it is meeting its objectives and identify areas for continuous improvement.
- Ensure that senior management is actively involved in overseeing health and safety, with regular updates provided to Council Members to maintain transparency and accountability.

We believe that a good health and safety culture is everyone's responsibility, and we are committed to fostering a positive culture for safety and well-being across our organisation.

Signed:

Date:

Chief Executive:

Deputy Chief Executive: Roles & Responsibilities

Every employee and member has a responsibility to look after their own health and safety, as well as the safety of others who may be affected by their actions at work. If anyone notices anything that could be a health and safety concern, whether it's an incident, accident, near miss, or potential hazard, it's important that they report it as soon as possible.

We all need to work together to make sure we meet our legal responsibilities and keep the workplace safe. This means being proactive, following the safety rules, and helping each other stay safe.

While the overall responsibility for health and safety falls to the Corporate Leadership Team, it's the duty of all levels of management to ensure this policy is followed and that it's regularly reviewed. Everyone must help ensure the policy is put into practice, using the supporting documents, such as policies and procedures.

This policy will be shared with all employees, Members and contractors, and it will be made available to anyone who wishes to see it.

Below is an overview of the roles of key groups involved in maintaining health and safety.

Name	Function
Members (functional roles)	<p><u>Members of the Council's Strategy and Resources Committee</u></p> <ul style="list-style-type: none"> • To provide member input in supporting the development and implementation to the council corporate Health and Safety Commitments. • To agree the health and safety policy, statement of intent and overall arrangements set out for health and safety. <p><u>Members of the Council's Performance, Governance and Audit Committee</u></p> <ul style="list-style-type: none"> • To review the corporate health and safety improvement plans. • To receive regular reports on health and safety and consider performance against determined KPI's . • To ensure adequate resources are allocated when setting budgets and determining capital expenditure in order to secure the health and safety of the workforce and others who may be affected. • To promote a positive attitude towards health and safety.

Name	Function
Chief Executive and Deputy Chief Executive	<ul style="list-style-type: none"> • To endorse the health and safety policy and statement of intent and ensure its annual review. • To agree the health and safety policy statement of intent and overall arrangements set out for health and safety. • To maintain overall responsibility for health and safety. • To provide effective corporate governance to manage corporate risk. • To ensure effective management structures and arrangements are in place to deliver policy and procedure. • To ensure mechanisms are in place to consult with union and non-union staff representatives on health and safety issues. • To be informed of serious accidents, investigations, potential and actual enforcement including the serving of notices and prosecutions. • To make available adequate resources for health and safety, including budget. • To set and review health and safety performance indicators, including their sufficiency. • To promote a positive attitude towards health and safety, ensuring action is taken where incidents of non-compliance are highlighted.
Assistant Directors	<ul style="list-style-type: none"> • To agree operational policies and procedures required for legal compliance and to support the themes set out in the council's general health and safety policy. • To ensure effective management structures and arrangements are in place to deliver policy and procedure within their area of responsibility. • To ensure that staff within their area of responsibility are aware of their health and safety responsibilities and maintain compliance. • To consider health and safety concerns reported to them by their managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to the Corporate Leadership Team. • To consider health and safety reports presented to the Corporate Leadership Team and agree an appropriate course of action where considered necessary, ensuring compliance with legal requirements.

Name	Function
	<ul style="list-style-type: none"> • To promote a positive attitude towards health and safety. • To ensure budget is allocated year on year to fund health and safety improvements, activities, training and equipment within their service areas.
Service Managers & Heads of Service	<ul style="list-style-type: none"> • To ensure effective management structures and arrangements are in place to deliver policy and procedure within their service areas. • To ensure that staff within their service area are aware of their health and safety responsibilities and of the arrangements for health and safety, maintaining compliance at all times. • To ensure that: risk assessments are undertaken in accordance with corporate procedure; that significant findings are brought to the attention of all employees who may be affected by the work activity; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To ensure that: training requirements specific to their service areas are identified and addressed; employees under their control are capable and competent through adequate information, instruction, training and supervision; and records of such are kept. • To consider health and safety training whilst undertaking personal development plans, ensuring that any training needs are identified and recorded. • To undertake regular monitoring and review of the health and safety arrangements within their services to ensure policy and procedure is being followed. • To consider health and safety concerns reported to them by their line managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to their Assistant Director. • To ensure that all notifiable accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. • To ensure budget is made available to fund health and safety improvements, activities, training and equipment within their service areas, or outside of their service areas, where requested to do so.

Name	Function
	<ul style="list-style-type: none"> • To include Health & Safety considerations and actions within their Service Plan specific to their team's needs and to keep these updated.
Team Managers & Team Leaders	<ul style="list-style-type: none"> • To undertake suitable and sufficient assessments of risk within their areas of responsibility in accordance with corporate procedures. • To ensure that: the significant findings of risk assessments are brought to the attention of all employees who may be affected by the work activity; that copies are readily available to employees; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To document and periodically review departmental guidance relating to health and safety issues, having regard to corporate procedures. • To ensure all employees are aware of corporate and departmental health and safety procedures and guidance: in particular, that all employees, contractors and visitors are aware of the emergency arrangements with regard to the workplace. • To identify and address training requirements within their areas of responsibility; to ensure that employees under their control are capable and competent to undertake the task, receiving adequate information, instruction, training and supervision; and to keep records of such. • To consider health and safety training whilst conducting performance reviews, ensuring that any training needs are identified and recorded. • To act quickly to resolve risks highlighted through the risk assessments or as instructed by the Corporate Health & Safety Manager. • To report any health and safety concerns that cannot be resolved within their area of responsibility to their line manager. • To monitor and review of health and safety arrangements to ensure corporate and service procedures and guidance are being adhered to. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. <p>Where applicable:</p> <ul style="list-style-type: none"> • To co-ordinate health and safety with regard to contractors having regard to the corporate procedure: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to

Name	Function
	monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.
Asset & Building Services Manager- As per Team Managers and:	<ul style="list-style-type: none"> • To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To implement compliant controls with regards to asbestos containing materials where they are the responsible person; to identify risks through assessment, implementing adequate controls to mitigate the risk, in particular during any refurbishment or maintenance activities. • To implement compliant controls with regard to Legionella where they are the responsible person; to identify risks through assessment and implementing adequate controls to mitigate the risk.
<p>Resources Casework Manager: <i>For the Princes Road Offices</i></p> <p>Countryside & Parks Team Leader: <i>For the Parks Depot</i></p> <p>Asset & Maintenance Team Leader: <i>For the Maintenance Depot</i></p>	<ul style="list-style-type: none"> • To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To ensure that: the physical aspects of the workplace, e.g access, egress, traffic routes, rest facilities, common parts, ventilation, heating, etc., are considered for risks; that regular checks at a pre-determined frequency are undertaken; and records are kept of these checks; to prioritise work according to health and safety risk and to keep records of any remedial work undertaken. • To ensure successful and timely evacuation of the building in the event of an emergency to co-ordinate and maintain the emergency evacuation plans and the security of buildings; to undertake and review the site-specific fire risk assessments and procedures on an annual basis. • If applicable, to ensure the co-ordination and monitoring of the fire marshals: ensuring that nominated officers are capable of carrying out the task; and receive adequate information, instruction, training and supervision commensurate with their role. • To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. <p>To ensure that responsibilities delegated to personnel in their teams as set out in corporate health and safety procedures / arrangements are fulfilled.</p>

Name	Function
<p>Resources Casework Manager: <i>For the Princes Road Offices</i></p> <p>Head of Assets Countryside and Coast <i>For the Parks Depot & the Maintenance Depot</i></p>	<ul style="list-style-type: none"> • To ensure the appropriate selection, installation and maintenance of workstation equipment to facilitate good ergonomic and safe practices in their use.
Lead Specialist ICT	<ul style="list-style-type: none"> • To ensure the appropriate selection, installation and maintenance of ICT equipment to facilitate good ergonomic and safe practices in their use. • To support the use of equipment and software in administering and maintaining safety measures, appropriate communication, and the security of staff. • To co-ordinate with facilities to ensure that ICT equipment and assets used in the support of ICT systems (including back-up systems) are inspected and tested to ensure safe operation at all times. • To ensure that functions delegated to the IT team as set out in corporate health and safety procedures / arrangements are fulfilled.
Council's Corporate Health and Safety Manager	<ul style="list-style-type: none"> • To give advice on health and safety issues to the Corporate Leadership Team and Assistant Directors, Head of Service and managers on request and to advise them of any known health and safety failings. • To maintain a corporate record of service risk assessments. • To clarify health and safety responsibilities. • To ensure effective means of communication and consultation. • To provide information about the Council's Health and Safety Policy, organisation, procedures and arrangements and to ensure it is readily available to employees and to the HSE on request. • To keep a record of accidents or incidents. • To report notifiable accidents, diseases and dangerous occurrences to the Health and Safety Executive. • To report any health, safety and welfare failings and make recommendations to the Corporate Leadership Team.

Name	Function
	<ul style="list-style-type: none"> To report regularly to the Performance Governance and Audit Committee on the corporate management of health and safety.
Fire Marshals	<ul style="list-style-type: none"> To oversee evacuation in line with the Fire Evacuation Procedure in the event of the emergency alarm sounding. To follow the arrangements set out in the Corporate Fire Evacuation and Bomb Procedures. To report omissions or issues with the above arrangements to the Corporate Health and Safety Manager
First Aiders	<ul style="list-style-type: none"> To give first aid assistance on request. Where applicable, to ensure their allocated first aid kit is adequately stocked with first aid items and to arrange reordering when central stocks are low. To follow arrangements as set out in the corporate First Aid Procedure. Facilities Team to ensure the first aid room is kept clean and tidy and there are adequate stocks of first aid items / materials. To ensure that site-based defibrillators remain operational. Depot team leaders (or nominated first aiders) to ensure that first aid kits and associated consumables are stocked sufficiently and in-date. To ensure that site-based defibrillators remain operational.
All employees	<ul style="list-style-type: none"> To co-operate with the Council and their line managers on all matters relating to health and safety. To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. To make proper use of equipment provided including personal protective equipment (PPE). NOT to interfere with anything that safeguards their health and safety or the health and safety of others. To report all health and safety concerns to their line manager or another appropriate person. To report all accidents, incidents, hazards and near-misses to their line

Name	Function
	<p>manager and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.</p> <ul style="list-style-type: none"> • To complete a 'Unacceptable Behaviour Reporting Form' if subjected to abuse, threats or assault and follow the arrangements laid out in the corporate 'Unacceptable Behaviour at Work' procedure. • To follow corporate and departmental health and safety procedures including any control measures identified through risk assessment.
Employees appointing contractors, or inviting visitors to MDC premises	<ul style="list-style-type: none"> • Where involved in the appointing of contractors via the tender process; to ensure that sufficient precautions are in place to ensure safety throughout the life of the contract and to follow the corporate procedure. • To ensure that risk assessments are submitted in a timely manner and are sufficient with appropriate precautions in place for the tasks being undertaken and in the situations that may arise. • To ensure that contractors and visitors understand MDC health and safety policies or procedures (where appropriate to their work or visit), including emergency procedures. • To ensure that contractors and visitors, for whom they are responsible, comply with the accident and incident reporting requirements of MDC. • To ensure that contractors and/or visitors are trained and/or competent to undertake the tasks or follow the instructions they must follow in terms of ensuring the health and safety of themselves and others. <p>To ensure that contractors are insured to carry out the work they have been engaged to undertake.</p>
Union Health and Safety Representatives	<ul style="list-style-type: none"> • To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. • To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. • To participate in the Council's consultation process representing Union Members in matters relating to health and safety. <p>They may (with appropriate support from Maldon District Council):</p> <ul style="list-style-type: none"> • Undertake regular inspections of the workplace. • Investigate potential hazards and examine the causes of accidents in the

Name	Function
	<p>workplace.</p> <ul style="list-style-type: none"> Investigate complaints by a Union member relating to their health, safety and welfare. Represent employees in consultation with HSE inspectors and receive copies of associated reports. Liaise with management on matters relating to health and safety and have access to certain information.
All Members	<ul style="list-style-type: none"> To follow the requirements of the Health and Safety Management plan Sign in and out of council buildings as required by the prescribed method. To co-operate with the Councils requirements that apply on matters relating to health and safety. To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. To ensure that they are aware of the emergency arrangements with regard to workplaces used for council business ; and to undertake and review the arrangements for out of hours working or visits to residents or outside organisations. NOT to interfere with anything that safeguards their health and safety or the health and safety of others. To report all health and safety concerns to the appropriate officer or member health and safety representatives. To report all accidents, incidents, hazards , near-misses or safety concerns to the appropriate officer or member health and safety representatives and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.
Health and Safety representatives	<ul style="list-style-type: none"> To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. To fully participate in the Council's consultation process on matters relating to health and safety. To make representations to the Council on potential hazards and dangerous

Name	Function
	<p>occurrences at the workplace which affect, or could affect, the group of employees they represent.</p> <ul style="list-style-type: none"> • To make representations to the Council on general matters affecting the health and safety at work of the group of employees they represent and on such matters as they are consulted. • To represent the group of employees in consultation with HSE inspectors and received copies of associated reports.

Arrangements for Health and Safety

At Maldon District Council, we manage health and safety through a series of detailed policies and procedures that explain how we make sure everyone stays safe. These documents are designed to implement the Council's health and safety goals and are available to all staff through the Council's SharePoint system (**MDC-HSP-000 Health and Safety Policy Index**).

There are over 30 policies and procedures that cover various aspects of health and safety. Some of these documents are key to our overall approach and deal with essential safety topics. There is a summary of these core documents below, along with a full list in the table further on in the policy.

Risk Assessment

Risk assessments are vital to keeping our staff and everyone involved with the Council safe. They help us make sure that no one is exposed to unacceptable risks. The procedure we follow for risk assessments (**MDC-HSP-023**) ensures that we take a consistent approach to assessing risks in all of our planned activities.

However, in certain specific or technical work areas, we may use alternative methods to carry out risk assessments. To make sure we're addressing the most serious risks, we use a risk matrix and a corporate risk assessment tool that help us identify and manage unacceptable risks.

We're also working towards creating a central database that will link all department-specific risk assessments, making it easier to track and manage them across the Council.

Accident and Incident Reporting

We consider it unacceptable for any incidents of harm to occur to any of our staff, Members or visitors and are committed a journey to eliminate these (as far as possible) from our workplaces. We do recognise that, from time to time, accidents and incidents do happen and we encourage all staff to report them, no matter how small, using the Council's designated reporting tool or by speaking directly to their line manager, corporate health and safety manager or safety representative. While we have a legal responsibility to report specific accidents and incidents, we also believe it's important to track all adverse events. Doing so helps us learn from every situation and improve our safety practices and allows us to put a focus on areas that are causing concern.

We regularly monitor trends in accidents and incidents, and will formally review them quarterly. If any event results in injury, or could have caused serious injury or damage, we conduct a thorough investigation to identify the causal factors and root causes and take the necessary steps to prevent a similar event from happening again.

Unacceptable Behaviour

We understand that our staff, Members and contractors may face difficult situations due to challenging interactions with customers or Members of the public. These interactions can sometimes lead to workplace violence, which not only poses a risk of physical harm but can also have a negative impact on s mental health and well-being.

To address this, we closely monitor and record incidents where staff, Members or directly employed contractors are subjected to unacceptable behaviour. Staff and Members are required to report these events through the Council's reporting tool. We maintain a database of such incidents with the goal of protecting our staff and partners from future harm.

If we identify repeat offenders, we may contact them to warn them about their behaviour or restrict their access to our services. Any form of unacceptable behaviour, whether in person, over the phone, or through electronic communication, will not be tolerated. More serious incidents will be thoroughly investigated and, where appropriate, referred to the relevant authorities.

Consultation

In the UK, it's a legal requirement for employers to consult their employees on matters related to health and safety. We believe that consulting with our employees leads to better decision-making, stronger cooperation, and a greater sense of ownership when it comes to implementing safety measures.

At Maldon District Council, health and safety is a key topic at our monthly Corporate Leadership Team meetings. We also give it special focus in the Senior Managers Health and Safety meetings, which take place every six weeks, and during our quarterly Safety Action Team (SAT) meetings.

The SAT is made up of staff members who act as safety representatives for different departments or areas. They provide a broad perspective, ensuring that health and safety concerns are addressed across the whole organisation. Most members join voluntarily because they have an interest in health and safety, though some are asked to participate by their line managers for professional development or other reasons. If applicable, union representatives are also invited to join, in line with the Safety Representatives and Safety Committees Regulations 1977.

SAT meetings are formally documented through meeting minutes, and the meetings follow a clear 'terms of reference' document. Any staff member is welcome to approach the safety representatives, either directly or by emailing: .

Whilst Members are not classed as employees, we recognise the need to liaise with our Members regarding Health and Safety matters and have put this into our Health and safety plans and arrangements to allow communication and consultation channels to be maintained.

Training

Training is essential for ensuring our staff and Members are competent and confident in their roles, especially when it comes to health and safety. It helps employees identify risks in their work and understand how to manage and control those risks.

Training needs can be identified by anyone within the organisation, but department managers, heads of services, and the Corporate Health and Safety Manager are primarily responsible for making sure all training requirements are met and that we stay compliant with legal obligations. We offer training through a mix of in-house sessions, external specialists, and e-learning modules. Where possible, we choose accredited training courses provided by experienced trainers.

Training may be either corporate-wide or department-specific, depending on the needs of the staff in those areas. To ensure we track everyone's progress, we're developing a corporate health and safety training matrix, which records the training requirements and completion status for each team member.

Emergency Incidents

As an employer, we are required to have clear procedures in place to ensure everyone's safety in the event of serious or immediate danger. At Maldon District Council, we've established procedures for key emergency situations such as fire, first aid, and other foreseeable emergencies (see **MDC-HSP-010 Fire and Evacuation**, **MDC-HSP-011 First Aid**, and **MDC-HSP-004** for more details).

We have trained a sufficient number of staff members to manage evacuations and handle other emergency procedures as needed. These individuals are tracked through our corporate health and safety training matrix. Additionally, we regularly run practice drills to ensure everyone knows what to do in an emergency.

Display Screen Equipment

We understand that many of our employees regularly use display screen equipment (DSE), and we take steps to make sure that this is done in a safe and comfortable way. According to the Health and Safety (Display Screen Equipment) Regulations 1992, staff are required to carry out risk assessments for their workstations each year. To make this process easy, we provide an HSE risk assessment form on the Council's FreshService intranet pages.

To ensure everyone knows how to complete these assessments properly, we've developed a mandatory e-learning module on DSE risk assessments, which all DSE users must complete. If anyone needs extra help, we have trained a group of 'DSE Champions' who can assist with assessments, provide advice, or make recommendations on improvements.

While the Resources Casework Manager and Head of Assets Countryside and Coast are responsible for ensuring ergonomic furniture is available in their areas, individual managers are also encouraged to make reasonable adjustments to suit their staff's needs where necessary.

Manual Handling

At Maldon District Council, we take manual handling seriously because it plays a key role in keeping our workplace safe. Our goal is to ensure that all manual handling tasks are carried out safely, in line with legal requirements and best practices.

We have clear procedures in place to assess and reduce the risks associated with manual handling. These procedures are supported by assessment forms and links to helpful HSE tools. For teams that perform more physically demanding or hazardous tasks, we offer face-to-face practical training to ensure they are properly equipped to handle the risks. For those performing less risky tasks on occasion, we require them to complete a mandatory e-learning course.

Additionally, we may conduct periodic occupational health assessments for relevant staff to monitor their health and well-being, ensuring they're fit for the tasks they undertake.

Mobile and Home Working

We've established clear guidelines for staff who work from home or on the go. These procedures ensure that staff assess their working environment and equipment and maintain regular communication with their managers and colleagues. We also set clear goals for everyone through regular 1-2-1 meetings or development plans, making sure that expectations are clear, and support is always available.

Workplace Transport

The workplace transport procedure outlines the guidelines and responsibilities for employees who drive either council-owned or personal vehicles for work-related purposes. It ensures that employees are safe and legally compliant when operating vehicles as part of their duties.

The council is committed to ensuring that all employees who drive for work are legally allowed to do so. Employees must inform the council of any health conditions or driving endorsements that could affect their ability to drive safely and legally.

Council vehicles are subject to regular inspections to ensure their safety and roadworthiness, and these inspections must be recorded. Employees using their own vehicles for council business must carry out a pre-use check to confirm that their vehicle is in good condition. If any defects are found in council-owned vehicles, managers are responsible for arranging repairs as soon as possible to ensure the vehicle remains safe to use.

If a vehicle requires special training or a particular licence, managers are responsible for ensuring that employees are trained, competent, and fit to operate that vehicle. This may involve consulting with occupational health specialists to ensure the employee is able to perform this task safely.

Employees are prohibited from using hand-held mobile phones while driving a vehicle. Any breach of this rule will result in disciplinary action.

Health and Safety of Members

APPENDIX 2

Whilst elected Members are not classified as 'paid employees' under the Health and Safety at Work etc. act 1974, Maldon District Council acknowledges its responsibility to safeguard their wellbeing as individuals impacted by its activities. The relationship between Members and the authority is unique, and although they do not fall directly under the scope of the authority's health and safety policy, their health and safety remain a priority. To reflect this, Maldon District Council will, where appropriate, outline the specific arrangements for their protection in corporate procedures that are relevant to their role. Those corporate procedures are identified in the table below. This approach, established in consultation with elected Members, ensures that they can carry out their roles effectively, with their safety and wellbeing firmly supported.

Health and Safety Policies

H&S Policy/Procedure Index

Policy Name	Reference	Current Version
H&S Policy*	MDC-HSP-001*	Version 4 April 2018
Accident/Incident Reporting*	MDC-HSP-002*	Version 16 April 2024
Asbestos	MDC-HSP-003	Version 8 Sept. 2021
Bomb Threat/Terrorism*	MDC-HSP-004*	Version 6 March 2019
Consultation	MDC-HSP-005	Version 8 June 2018
Contractors	MDC-HSP-006	Version 8 Sept. 2021
COSHH	MDC-HSP-007	Version 5 Sept. 2021
Display Screen Equipment*	MDC-HSP-008*	Version 9 Oct. 2021
Electrical Safety*	MDC-HSP-009*	Version 1 Sept. 2021
Fire & Evacuation Procedure*	MDC-HSP-010*	Version 16 Oct. 2021
First Aid*	MDC-HSP-011*	Version 23 Sept. 2023
Inspections and Monitoring	MDC-HSP-012	Version 2 Oct. 2021
Ladder Inspection	MDC-HSP-013	Version 1 Sept. 2021
Legionella	MDC-HSP-014	Version 8 Oct. 2021
Lone Working	MDC-HSP-015	Version 11 Oct. 2021
Manual Handling Operations*	MDC-HSP-016*	Version 5 Jan. 2022
PEEP	MDC-HSP-017	Version 1 Aug 2023
Mobile/Home Working	MDC-HSP-018	Version 1 Aug. 2015
New & Expectant Mothers	MDC-HSP-019	Version 6 May 2024
Noise	MDC-HSP-020	Version 1 Jan 2022
PPE	MDC-HSP-021	Version 5 April 2024
Hand Arm Vibration	MDC-HSP-022	Version 1 Feb 2021
Risk Assessment*	MDC-HSP-023*	Version 10 April 2024
Sharps and Needle Stick	MDC-HSP-024	Version 5 Oct. 2021
Slips, Trips and Falls	MDC-HSP-025	Version 6 Sept. 2018
Sun Exposure	MDC-HSP-026	Version 3 May 2018
Unacceptable Behaviour	MDC-HSP-027	Version 17 Oct. 2021

Work at Height Procedure	MDC-HSP-028	Version 1 Jan 2022
Work Equipment	MDC-HSP-029	Version 1 Sept. 2021
Workplace Arrangements	MDC-HSP-030	Version 6 Nov. 2019
Workplace Transport	MDC-HSP-031	Version 12 Dec. 2021
Young Persons	MDC-HSP-032	Version 6 Jan. 2022

**Procedures most relevant to the duties of elected Members*

Review

This policy and statement of intent will be reviewed annually by the Corporate Leadership Team. The review will ensure that the policy stays aligned with current operational needs, best practices, and legal requirements. If any significant changes are made, the updated policy will be presented to the Strategy and Resources Committee for approval.



**REPORT of
CHIEF FINANCE OFFICER**

**to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2025**

BUDGET MONITORING – QUARTER 1

1. PURPOSE OF THE REPORT

- 1.1 To provide Members of the Committee with an updated financial position for the Council the period ended 30 June 2025 (Period 3 / Quarter 1). It should be noted that Quarter 1 (Q1) is still early in the year and may be subject to changes in the coming months.
- 1.2 This matter is brought forward for consideration with the agreement of the Chairperson of this Committee so that the Council has clarity on the available funding for 2025 / 26 to be able to carry out its operations in a timely manner.

2. RECOMMENDATIONS

- (i) That Members note the forecast revenue outturn, as at 30 June 2025, is £43,000 under budget (0.4%), further information can be found at **APPENDIX 1** along with reasons for significant variances;
- (ii) that Members note that additional grant funding has been received above the total estimated when the budget was approved in February 2025 (chiefly comprising £385,000 additional funding for the impact of small business rate reliefs and the impact of revaluation of business premises);
- (iii) that Members agree for the additional grant income received to be transferred to the Council Tax and Business Rates equalisation reserve until such time as the costs the grant is designed to fund are identified, when it will be moved to the relevant service budgets (and reported to members in the earliest subsequent report). The figures in this report assume that such a transfer is made;
- (iv) That Members consider the forecast capital outturn as at 30 June 2025 which is for a total capital programme delivery of £6,502k against revised budget of £6,472k. Further information can be found at **APPENDIX 2** along with reasons for significant variances;
- (v) That the movements in Earmarked Reserves set out in **APPENDIX 4** be approved;
- (vi) That the revenue budget reconciliation in **APPENDIX 5** be noted;
- (vii) That the Committee requests that Officers begin planning for future savings as outlined in the revised MTFS position in **APPENDIX 6** and confirms that use of reserves in future years before Local Government Reorganisation (LGR) is a reasonable approach in the current circumstances.

3. SUMMARY OF KEY ISSUES

3.1 The Quarter 1 Budget Monitoring report provides financial forecast for the Council for the full year ending 31 March 2025 including revenue and capital forecasts and the impact of those on retained reserves (general and earmarked). It shows performance closely aligned to budget which demonstrates good financial management in operational areas.

3.2 Revenue Budget Monitoring – Quarter 1

3.2.1 The forecast for the revenue budget projects an underspend of £43,000 against the 2025/26 budget. Overspending in operational areas is driven by the need to use interim staff to cover vacant posts in key delivery areas where recruitment is proving highly challenging (Planning and Finance). Funding has been higher in the areas of government grants, where some funding has been higher than anticipated. This additional funding is currently transferred to earmarked reserves (Council Tax and Business Rates equalisation reserve) pending allocation to match identified service cost pressures. Further detail is included in **APPENDIX 1**.

Maldon District Council - Period 3					
Area	Revised Budget £'000s	Actuals P3 £'000s	Forecast Year end £'000s	(Under)/ Overspend £'000s	(Under)/ Overspend %
Total Service Net Expenditure	12,724	3,780	12,729	43	0.3%
Total Funding	(12,724)	1,189	(13,042)	0	0.0%
Net Total Expenditure	0	4,969	(313)	43	

Figure 1 - summary revenue forecast at Quarter 1

3.3 Capital budget Monitoring – Quarter 1

3.3.1 The forecast for the capital budget projects an overspend of £38,000 against the revised 2025/26 Capital programme of £6,472,000. The main project details can be found at **APPENDIX 2**.

3.4 Reserves

3.4.1 The Council holds a number of earmarked reserves (provisions) for specific purposes and the General Fund Balance as a general unallocated amount.

3.4.2 At the start of the year earmarked reserves amounted to £6.6m and the general reserves were £8.6m. Further to some decisions to allocate reserves and the proposed transfer of additional revenue grants received in Q1 to an earmarked reserve, the current position shows earmarked reserves as £6.5m, and general reserves £8.4m – a total of £14.9m. Within the General Fund Balance, a 'core' reserve of £2.3m is retained as a funding source 'of last resort'.

3.4.3 Movements on these reserves for the year 2025 / 26 are detailed at **APPENDIX 3**.

4. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

4.1 Delivering good quality services.

- 4.1.1 Regular reporting and monitoring of the Council's financial position is a key control in ensuring the Council makes the best use of its resources and is able to make informed decisions to support our residents.

5. IMPLICATIONS

- (i) **Impact on Customers** – None directly.
- (ii) **Impact on Equalities** – None directly.
- (iii) **Impact on Risk (including Fraud implications)** – None directly.
- (iv) **Impact on Resources (financial)** – The subject of the report.
- (v) **Impact on Resources (human)** – None directly.
- (vi) **Impact on Devolution / Local Government Reorganisation** – The financial position of the council will be scrutinised in advance of reorganisation as part of planning for LGR delivery. This report is written with that scrutiny in mind.

Background Papers: None.

Enquiries to: Ben Jay, Chief Finance Officer.

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Revenue Forecast

Maldon District Council - Quarter 1

Area	Revised Budget £'000s	Forecast Year end £'000s	(Under) / Overspend £'000s	(Under) / Overspend %	Key factors
Service Delivery					
AD - Place & Community	4,624	4,574	(50)	-1.1%	Additional income from waste services and housing advice.
AD - Customer Services & Operations	1,642	1,475	(9)	-0.6%	Excludes possible costs of de-silting (methodology being confirmed).
AD - Planning & Implementation	1,395	1,439	44	3.2%	Cost of interim staff to cover vacant posts, reduced by some additional income.
Service Delivery	251	255	4	1.6%	NA
Strategy & Resources					
AD - Resources	2,719	2,753	34	1.3%	System migration costs.
Finance	934	1,106	52	5.6%	Ongoing interim costs to cover vacant posts (CFO and deputy) plus additional costs to progress recruitment of permanent deputy (previously unsuccessful).
AD - Programmes, Performance and Governance	712	711	(1)	-0.1%	NA
AD - Strategy, Partnerships and Communications	612	612	0	0.0%	NA
Chief Executive	499	499	0	0.0%	Underspend due to cultural strategy post and unused CE growth budget budget (67k)
Corporate					
Investment Income	(664)	(695)	(31)	4.7%	
Total Service Net Expenditure	12,724	12,729	43	0.3%	
Funded by:					
Council Tax	(6,275)	(6,275)	0	0.0%	
Business Rates	(4,365)	(4,693)	(328)	7.5%	additional s31 funding received based on revised SBRR take up and VOA revaluation outcomes
Government Grants	(1,703)	(1,797)	(94)	5.5%	additional funding received (unanticipated)
Transfer (from) / to Earmarked Reserve	(222)	(222)	422	-190.1%	transfer of the above amounts to council tax and NDR equalisation reserve
Transfer (from) / to General Fund	(159)	(55)	0	0.0%	
Total Funding	(12,724)	(13,042)	0	0.0%	
Net Total Expenditure	0	(313)	43		

Notes

1. This revenue forecast excludes the impact of de-silting works, as a clear methodology, timeframe, and costs are still being identified.
2. This forecast reflects the November 2024 financial implications of the Place Leisure. The contract was finalised in April 2024 and revenue and capital costs for the current year are not yet confirmed. These will be included in the next quarterly update to the Committee.

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Capital Forecast

Project Title	Revised Budget	Capital Outturn Forecast	Forecast Variance	Indicative Funding Source
	2025/26	2025/26	2025/26	2025/26
	£'000	£'000	£'000	
I.T	47	47	0	Capital Receipts
Vehicle & Plant Replacement	166	166	0	Capital Receipts
Maldon Promenade	985	985	0	Capital Receipts & s106
Skate Park Prom park	617	617	0	s.106 Funded
New accessible play site (Sensory) (S106)	100	100	0	s.106 Funded
MDC Roads Resurfacing (CR)	98	98	0	Capital Receipts
Secret Garden - Landscaping & Renovation	93	93	0	Capital Receipts
Amphitheatre rebuild works	67	67	(0)	Capital Receipts
Splash park elements	10	10	0	s.106 Funded
Riverside Park	186	193	7	s.106 Funded
Community Centres	26	25	-1	Capital Receipts
Playsites	325	325	0	Capital Receipts and b/fwd funding
Other Parks and Open Spaces	45	45	0	Capital Receipts
Leisure centres	4,017	4,017	0	Capital Receipts & Borrowing (likely internal)
Car Parking	137	167	30	South Essex Parking Partnership Funding (incl b/fwd funding)
Waste	0	2	2	DEFRA Grant
Housing	539	539	0	Disabled Facilities Grant
Total Capital Programme	6,472	6,510	38	
	6,472	6,510	38	
Funding sources				
Capital Receipts Applied	1,440	1,439	(1)	
s.106 Funded	356	363	7	
Disabled Facilities Grant	539	539	0	
DEFRA Grant	0	2	2	
South Essex Parking Partnership Funding	137	167	30	
Capital Grants	0	0	0	
Budget B/fwd	137	274	137	
Internal Borrowing	4,000	4,000	0	
Total Funding	6,472	6,510	38	

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Reserves

Service	Reserve Name (Allocated Reserves)	Purpose	Balance 31/03/2025	Orig Budget	Rev Comm	12th June S&R	24th July S&R	2nd Oct S&R	Inter Transfer	Balance 31/03/2026
Corporate	Council Tax and Business Rates equalisation	Provision to manage differences in Council Tax and Business Rates funding due to changes in government funding (NNDR s31 subsidy losses) and local council tax pooling (via Essex CC).	(2,930,333)					(475,000)		(3,405,333)
Corporate	Transformation	Provision to provide funds to meet any one-off costs to support delivery of efficiency savings, service reductions, or income generation opportunities in future years.	(927,949)			12,000	184,000			(731,949)
Corporate	Local Government Reorganisation costs incurred as part of LGR in Greater Essex	Provision for costs incurred relating to LG Reorganisation	(500,000)			5,000				(495,000)
Corporate	Triennial Pensions Payment	Provision to smooth contributions to Essex LGPS.	(240,000)							(240,000)
Corporate	Insurance liability	Provision to cover its liabilities under policy excesses, finance any claims for small risks not insured externally and cover any future liability from winding up of Municipal Mutual Insurance.	(51,490)							(51,490)
Corporate	Revenue Budget Commitments (old year accruals to be reversed)	Carried forward impacts of spending incurred in one year but properly relating to the subsequent year (accruals adjustments).	(131,700)		131,700					0
Customer and operations	Revenues & Benefits	Grants brought forward which may be used to fund staff to meet operational pressures.	(467,800)							(467,800)
Customer and operations	Repairs & Renewals Fund	Provision for unanticipated repairs and renewals costs.	(161,600)							(161,600)
Customer and operations	Community Safety	Carried forward grant funding unapplied ringfenced to fund Community Safety activities.	(74,900)							(74,900)
Housing	Community Housing Fund Grant	Carried forward grant funding unapplied ringfenced to fund Community-led housing delivery (Objective is to help deliver affordable housing aimed at first time buyers).	(92,786)							(92,786)
Housing	Domestic Abuse Grant	Carried forward grant funding unapplied ringfenced to fund service to support domestic abuse victims.	(84,220)							(84,220)
Housing	Homeless Reduction Act Grant	Provision set up to use three years of grant funding for Homelessness Reduction Officer (Funds RSI post).	(57,000)							(57,000)
Legal	Electoral Registration	Provision to fund the District Elections and By-Elections.	(121,370)							(121,370)
Planning	CIL and LDP review	Provision to support the creation and adoption of the LDP.	(505,860)				233,000			(272,860)
Planning	Neighbourhood Plan Applications	Provision to fund for preparation of Neighbourhood Plans	(29,000)							(29,000)
Strategy, Partnerships, Comms	Corporate Delivery	Provision to support delivery of corporate priorities.	(124,850)							(124,850)
Strategy, Partnerships, Comms	Sports Development	Provision to fund Sports Development activities (Used for Active Maldon in 22/23).	(30,510)							(30,510)
Strategy, Partnerships, Comms	Economic Development	Provision to support economic development activities in the District.	(29,530)							(29,530)
Strategy, Partnerships, Comms	Heritage Projects	The Council gives grants in support of environmental initiatives and historic buildings.	(8,000)							(8,000)
		Total Earmarked Reserves	(6,568,898)	0	131,700	17,000	417,000	(475,000)	0	(6,478,198)
Corporate	General Fund (unallocated)	Unallocated - available for any purpose. Of the total, £2.3m to be retained to support cashflow variations and as a provision 'of last resort'.	(8,636,024)			55,000	144,500			(8,436,524)
		Total Funding Reserves	(8,636,024)	0	0	55,000	144,500	0	0	(8,436,524)
		Total Useable Reserves	(15,204,921)	0	131,700	72,000	561,500	(475,000)	0	(14,914,721)

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Reconciliation to Original Budget

Maldon District Council - Budget Rec.

Sub-Directorate Level	Original Budget £'000s	Rev Com. From FY 2024-25 £'000s	12 June S&R £'000s	July S&R £'000s	Revised Budget £'000s
Service Delivery	236			15	251
Chief Executive	3,826		62	(1,424)	2,464
Finance	156			778	934
AD - Resources	714	15		25	754
AD - Programmes, Performance and Governance	317	5		390	712
AD - Strategy, Partnerships and Communications	44	12	5	552	613
AD - Customer Services and Operations	1,504	55	5	62	1,626
AD - Place and Community	5,050	45		(471)	4,624
AD - Planning and Implementation	1,233			162	1,395
Interest Income	(664)				(664)
Total Service Net Expenditure	12,416	132	72	89	12,709
Funded by:					
Government Grants	(1,703)				(1,703)
Council Tax	(6,275)				(6,275)
Business Rates	(4,365)				(4,365)
Transfer (from) / to Earmarked Reserve	(73)	(132)	(17)	56	(166)
Transfer (from) / to General Fund	0		(55)	(145)	(200)
Total Funding	(12,416)	(132)	(72)		(12,709)
Net Total Expenditure	0	0	0	0	0

Key:

AD..... Assistant Director

Com. Commitment

FY Financial Year

S&R Strategy and Resources Committee

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REPORT of CHIEF FINANCE OFFICER

to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2025

DISCRETIONARY FEES AND CHARGES POLICIES 2026 / 27

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to set out the overarching principles through which Discretionary Fees and Charges will be set for 2026/27 financial year.
- 1.2 The detailed schedule of Fees and Charges will be updated based on these policies and brought forward alongside the budget proposals for 2026/27. The Strategy and Resources Committee will consider both the detailed schedule of fees and charges and the overall budget before agreeing any required changes and recommending the updated papers to the Council for approval.

2. RECOMMENDATION

That the overarching principles for discretionary Fees and Charges policies at Section 3.2 of this report be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 Not all fees and charges are set locally. A large proportion are set nationally. For nationally set fees and charges the Council is required to advertise and apply the charges in line with national guidance.
- 3.2 **Discretionary Fees and Charges – Policy Considerations**
 - 3.2.1 For locally set ('discretionary') fees and charges the following factors need to be considered in setting charges for the coming year:

Ref	Principle	Commentary
A	Annual review	All discretionary fees and charges should be reviewed annually in terms of the tariff applied, recent activity trends, and the overall income achieved.
B	Promote access to services	The Council exists to provide important services to local people. Fees and charges should be applied in a way that promotes access to discretionary services. They should not be a barrier to services.
C	Full cost recovery	Fees and charges for council services should be set on the basis of full cost recovery. That is, charges should be calculated such that all costs are recovered as part of the overall charge – direct delivery costs, indirect service management costs and overhead support costs (such as ICT, HR (Human Resources), accommodation etc.).

Ref	Principle	Commentary
D	Non-profit making	Fees and charges are calculated to recover the full cost of the service provided, not to make a surplus or profit. Some cross subsidy may occur between charges levied in the same service area, but the overall objective is to support the cost of discretionary services not to secure a commercial profit.
E	Income = tariff x take up	The tariff or charge applied is one part of a wider value chain. The other part is the activity volume. Together, tariff and volume generate the overall income to the Council.
F	Standard +2% uplift	<p>The MTFS (Medium-Term Financial Strategy) assumes a standard uplift of 2% per year on income from fees and charges.</p> <p>This may mean that</p> <ul style="list-style-type: none"> • all charges increase by 2% per year; or • that some charges increase by more (or less) than 2%, with an expected overall increase of 2%; or • that activity is expected to increase by 2% in order to secure and overall income increase of 2% with no change to the tariff applied. <p>However, where actual inflationary pressures are higher than 2%, it is expected that income is similarly increased to maintain the full cost recovery approach.</p>
G	Inclusive	Options for concessionary reductions in fees and charges can be considered in line with wider council policies. How concessions are evidenced and applied should be simple, efficient and appropriate.
H	Benchmarked	The level of charges set be compared to similar charges levied by local commercial competitors or other local authorities.
I	Flexible over time	Annual review of fees and charges should also consider the introduction of new charges or the rescinding of old charges.
J	Consistent with other policies	Consistency between fees and charges and other wider policies and strategies of the council, including the corporate plan objectives.

4. CONCLUSION

- 4.1 The fees and charges policies will inform the setting of the 2025/26 fees and charges, which will be brought to a subsequent Committee.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Delivering good quality services.

- 5.1.1 Regular review and updating of fees and charges ensure that the delivery of discretionary services is done in a way that is accessible and recovers the costs of service delivery in an appropriate and proportionate way.

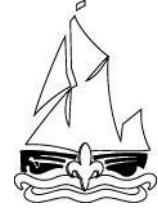
6. IMPLICATIONS

- (i) **Impact on Customers** – Clear approaches to discretionary service charges promote trust in council services.
- (ii) **Impact on Equalities** – Appropriately inclusive charges for discretionary services helps ensure equity of access to all residents.
- (iii) **Impact on Risk (including Fraud implications)** – None directly.
- (iv) **Impact on Resources (financial)** – The subject of the report.
- (v) **Impact on Resources (human)** – None directly.
- (vi) **Impact on Devolution / Local Government Reorganisation** – In due course the fees and charges applied by this Council will be reviewed and revised as part of transition to a new Council. A clear policy approach to locally determined fees and charges will facilitate this process.

Background Papers: None.

Enquiries to: Ben Jay, Chief Finance Officer.

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REPORT of DEPUTY CHIEF EXECUTIVE

to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2024

APPROVAL OF THE ENVIRONMENTAL HEALTH, WASTE AND CLIMATE ACTION ENFORCEMENT POLICY 2025

1. PURPOSE OF THE REPORT

- 1.1 For Members to consider and approve the *Environmental Health, Waste and Climate Action Enforcement Policy 2025* (**APPENDIX 1**), which sets out the principles and approach to enforcement within the Environmental Health, Waste and Climate Action team.

2. RECOMMENDATION

That Members agree to approve and publish the *Environmental Health, Waste and Climate Action Enforcement Policy 2025* as set out in **APPENDIX A**.

3. SUMMARY OF KEY ISSUES

- 3.1 A new Environmental Health, Waste and Climate Action Enforcement Policy has been produced to replace the current version. The new policy includes changes to references to other Council policies and relationships with external regulators. It also expands on the protection of humans right, equalities and powers of entry.
- 3.2 The proposed Environmental Health, Waste and Climate Action Enforcement Policy 2025 (the Policy) provides a clear and consistent framework for enforcement across Environmental Health, Waste, and Climate Action services.
- 3.3 The Policy aligns with the principles of good enforcement: proportionality, consistency, transparency, accountability, and targeting, in line with the Regulators' Code and national statutory guidance.
- 3.4 The Policy introduces a graduated enforcement approach, focusing on early engagement, education and compliance, with escalation to formal action where necessary.
- 3.5 The Policy supports enforcement under key legislation, including the Housing Act 2004, Environmental Protection Act 1990, and emerging legislation such as the Renters Reform Bill.
- 3.6 Enforcement options range from informal advice to prosecution.
- 3.7 Officers will be formally authorised in writing, based on competency, role, and training.

- 3.8 The Policy will be reviewed every two years or sooner if required by legislative or policy changes.

4. CONCLUSION

- 4.1 Approval and implementation of the Policy is crucial to providing fair, consistent, high quality enforcement interventions, which protect public safety and the environment and provide public reassurance.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 Implementation of the policy will ensure that fair and consistent approaches towards enforcement are made in relation to both individuals and businesses. A progressive approach allows for education and other informal enforcement prior to formal action, helping business and residents to comply with the law before facing more serious sanctions.

5.2 Protecting our environment

- 5.2.1 Clarity on the options available to deal with environmental offences and how decisions are made, helps ensure that the most appropriate tools are used to protect the environment.

5.3 Delivering good quality services.

- 5.3.1 Communication of expectations, and what needs to be done to comply with the law and decision making will ensure delivery of consistently high quality services. An up-to-date policy also helps officers act clearly and confidently when taking enforcement action.

6. IMPLICATIONS

- (i) **Impact on Customers** – Clearer enforcement process, improved public protection, and access to appeals procedures.
- (ii) **Impact on Equalities** – Helps ensure a consistent approach for all but allows for discretion where circumstances dictate.
- (iii) **Impact on Risk (including Fraud implications)** – Reduces risk of legal challenge or non-compliance with statutory duties.
- (iv) **Impact on Resources (financial)** – No additional financial burden anticipated.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on Devolution / Local Government Reorganisation** – None at this stage. Review will take place in two years when further details of devolution and LGR are known. Principles of enforcement are accepted nationally, so little change anticipated.

Background Papers:

Environmental Health, Waste and Climate Action Enforcement Policy 2025 (**APPENDIX A**)

Enquiries to: David Cant, Environmental Protection Officer.

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Environmental Health, Waste and Climate Action Enforcement Policy



MALDON
DISTRICT COUNCIL

Environmental Health, Waste and Climate Action Enforcement Policy

Document Control Sheet

Document title	Environmental Health, Waste and Climate Action Enforcement Policy
Summary of purpose	To provide an outline of the overarching principles applied to making enforcement decisions, and the process all officers will use when deciding what action to take when carrying out their statutory duties on behalf of Maldon District Council.
Prepared by	David Cant
Status (Draft / Final)	Draft
Version number	1.0
To be approved by	Strategy and Resources Committee
Approval date	02 October 2025
Date of implementation	03 October 2025
Review frequency	2 years
Next review date	2027
Circulation	Internal
Published on the Council Website	

Environmental Health, Waste and Climate Action Enforcement Policy

1. Objective of this policy

The purpose of this Enforcement Policy is to provide a general outline of the overarching principles applied to making enforcement decisions, and the process all officers will use when deciding what action to take when carrying out their statutory duties on behalf of Maldon District Council.

Fair and effective enforcement is essential to protect the interests of residents, visitors, employees and businesses of Maldon. Even in a minor case, a decision about enforcement action has serious implications for all involved; the general public, businesses, victims, witnesses and defendants. The Environmental Health, Waste and Climate Action (EHWCA) team applies this policy so that it can make fair and consistent decisions about enforcement.

2. Scope

The council has a wide range of regulatory and enforcement functions. This Policy applies to all the legislation enforced by authorised officers within the EHWCA team. It supports existing, specific guidance on enforcement action in the statutory code of practice for regulators, relevant guidance documents and guidelines issued by other government departments and other bodies.

In addition, consideration will be given to any other enforcement policy or scheme such as the Home / Primary Authority principle, where relevant.

The primary aims of the policy are:

- To ensure compliance with environmental health legislation.
- To protect the health, safety, and welfare of the public.
- To promote a fair and equitable approach to enforcement.
- To support businesses and individuals in understanding and meeting their legal obligations.

3. Background

Regulators whose functions are specified by the Legislative and Regulatory Reform Act 2006 **must** have regard to the Regulators Code of Compliance (“the Code”) when developing policies and operational procedures that guide their regulatory activities.

This enforcement policy (“the Policy”) aims to provide consistency of approach within Maldon District Council (“the Council”).

Environmental Health, Waste and Climate Action Enforcement Policy

The Policy has been prepared having regard to:

- The Enforcement Concordat: Good Practice Guide for England and Wales
- The Police and Criminal Evidence Act 1984
- The Human Rights Act 1998
- The Code for Crown Prosecutors
- The Legislative and Regulatory Reforms Act 2006 (LRRA)
- The Regulatory Enforcement and Sanctions Act 2008
- The Regulators' Compliance Code Human Rights Act 1998, the European Convention on Human Rights
- The Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2000.

This Policy reiterates the basic principles of enforcement activity that “reduce administrative burdens through effective inspection and enforcement through transparency, accountability, proportionality, consistency and targeted action”.

The Council nevertheless acknowledges the need for firm action against those who flout the law and puts residents, consumers and others at risk. The Council expects all officers taking enforcement action decisions to take this Policy as a guide when making those decisions.

4. Principles of Enforcement

In determining the nature of enforcement action to be taken, the Council should ensure that any sanction or penalty:

- Aims to change the behaviour of the offender;
- Aims to eliminate financial gain or benefit from non-compliance;
- Is responsive and consider what is appropriate for the particular offender and regulatory issue;
- Aims to restore the harm caused by the regulatory non-compliance where appropriate;
- Aims to deter future non-compliance

We will have regard to the Code and will ensure that any decision to depart from it, or this policy, will be properly reasoned, based on material evidence and documented.

We will adhere to the following principles:

- **Proportionality:** This means ensuring enforcement action corresponds appropriately to the risks arising. This will include any actual or potential harm arising from a breach of the law. We will ensure that our actions are proportional to the potential risk to health, safety, the environment and the benefits arising from the actions taken

Environmental Health, Waste and Climate Action Enforcement Policy

- **Consistency:** The council will carry out its duties in a fair, equitable and consistent manner to ensure that similar issues are dealt with in a similar way, making full use of guidance produced by government and other agencies. Decisions on enforcement always entail a degree of judgement and the circumstances of each case will inevitably differ in detail and may result in different outcomes.
- **Transparency:** Clear information will be provided about what is expected and the reasons for any enforcement action. We will also provide a clear distinction as to what are statutory requirements and advice or guidance about what is desirable but not compulsory.
- **Accountability:** We will provide well publicised, effective, and timely complaints procedures easily accessible to business, the public, employees, and consumer groups. In cases where disputes cannot be resolved, any right of complaint or appeal will be explained, with details of the process and the likely timescales involved.
- **Targeting:** We will adopt an intelligence led approach to our interventions and enforcement actions, using systems, procedures and techniques that provide us with such intelligence. We will keep apprised of matters that are relevant to the sectors we regulate at a national, regional and local level and will closely work with our internal partners, other LAs and national enforcement agencies to share information and intelligence on important regulatory issues and enforcement matters.

5. Enforcement Actions

The Council has a range of enforcement options, including:

- **Advice and Guidance:** Where appropriate, we will seek to achieve compliance through early engagement, mediation, education and advice. In cases, where this is not deemed possible by officers as the appropriate route, these decisions will be recorded and considered as justified.
- **Informal Action:** For minor breaches of the law we may give verbal or written advice. We will clearly identify any contraventions of the law and give advice on how to put them right, including a deadline by which this must be done. The time allowed will be reasonable and take into account the seriousness of the contravention and the implications of the non-compliance.
- **Formal Notices:** Some of the legislation we use allows formal notices to be served upon a duty-holder requiring them to provide information, remedy a defect or cease an activity. In situations where risk is immediate the notice may require an activity to stop straight away e.g. Health and Safety Prohibition Notice or a Housing Act Prohibition Order. In other cases, a reasonable time for compliance will be given taking into account the seriousness of the contravention and the implications of an immediate risk to health or safety.

All notices issued will include details of any appeal provisions. Some notices allow works to be carried out in default if not complied with or by the Council if there is an imminent risk to health and the possibility of cost recovery. It is Environmental Health's policy to recover costs when works have to be carried out in default.

Environmental Health, Waste and Climate Action Enforcement Policy

- **Fixed Penalty Notices (FPNs) or Penalty Charge Notices (PCNs):** Some legislation offers the use of FPNs as an alternative to taking an offender to court. They are available for lower-level offences and can avoid the defendant having a criminal record. Where legislation permits an offence to be dealt with by way of an FPN, we may choose to offer an FPN on a first offence without warning or decide to issue a written warning. Unpaid PCN's will result in the offender being pursued in the County Court for non-payment of debt.
- **Prosecution:** The Council has the discretion whether to prosecute for an offence and the decision to prosecute will be based on the circumstances of each individual case. When determining whether to take enforcement action, the authority will assess both the evidential test and the public interest test. The evidential test considers whether there is sufficient, reliable, and admissible evidence to support a realistic prospect of success. If this threshold is met, the authority will then evaluate the public interest test, taking into account factors such as the seriousness of the breach, the impact on individuals or the community, and whether enforcement is proportionate and necessary to uphold the law and maintain public confidence.

Not every breach of legislation will result in legal action. Relevant factors will be assessed by the investigating officer, Environmental Health Managers, Head of Service and, where appropriate, the Director of Service Delivery and the Lead Specialist: Legal or their nominated representative.

- **Seizure and Forfeiture:** Certain legislation enables authorised officers to seize goods or equipment. This would include unsafe food or dangerous pieces of work equipment, noise generating equipment and so on. Receipts will be issued to the person from whom the goods are seized. Where the law requires, seized goods will be taken before a Magistrate.
- **Refusal, Suspension, Review or Revocation of a Licence or Approval:** EHWCA is responsible for the approval and monitoring of many activities that need approval by way of a licence, registration, permit etc.

Each type of licence has a defined process for making applications and how the team will consider the applications and where appropriate representations and objections.

The Council's scheme of delegation determines the circumstances where an application can be determined by officers or when the application should be considered by an appropriate Committee or Sub-Committee.

Applications may be granted, granted with appropriate conditions or refused. Applicants will be advised of their rights of appeal.

Licence holders who breach licence conditions may be warned verbally or in writing but can also be required to attend before the relevant Sub-Committee or Magistrates' Court (dependent on the offence) which can result in the suspension or revocation of their licence or the addition of conditions.

- **Civil Penalties:** Under the Housing Act 2004, Housing and Planning Act 2016 and emerging Renters Rights Bill/Act 2024/25, the Council may impose a Civil Penalty, as an alternative to prosecution, up to a maximum of £30,000 in respect of the following offences:
 - Failure to comply with an Improvement Notice (Housing Act 2004)

Environmental Health, Waste and Climate Action Enforcement Policy

- Failure to license or other licensing offences relating to HMOs (Housing Act 2004), which applies to both mandatory and additional HMO Licensing Schemes.
- Failure to comply with an Overcrowding Notice (Housing Act 2004)
- Failure to comply with a regulation in respect of an HMO (Housing Act 2004)
- Breaching a Banning Order (Housing and Planning Act 2016)

In setting the amount for a civil penalty, the Council will have regard to its Civil Penalties Policy which is available on the Council's Website and relevant statutory guidance.

6. Decision-Making

In deciding what action to take in response to non-compliance or in anticipation of potential future non-compliance, consideration will be given to, among other criteria:

- The seriousness and effect of the potential offence.
- The previous history of the party concerned.
- The requirements/ directions within statute (i.e. shall/ must etc)
- Whether the offence was intentional, accidental, or otherwise.
- The offender's attitude to the offence and whether they have shown remorse.
- The willingness of the alleged offender to prevent a recurrence.
- The consequences or potential consequences of non-compliance.
- The deterrent effect of a prosecution on offenders and others.
- Whether there is sufficient evidence to prove the offence.
- Whether it is in public interest.
- The age, capacity, or vulnerability of the offender.
- The ability of witnesses and their willingness to co-operate
- Published guidance e.g. HHSRS Enforcement Guidance

In the main, a process of escalation will be used until compliance is reached. Exceptions may occur where there is a serious risk to public safety or the environment or the offences have been committed deliberately or negligently or involve deception, or where there is significant economic detriment.

Other Factors Considered When Using Enforcement Powers

• Power of Entry

Environmental Health staff are provided with specific powers of entry by a wide range of legislation. This gives them a right (usually in the form of delegated authority from MDC to named officers) to legally enter defined premises, such as businesses, vehicles or land for specific purposes. Powers of entry include enabling our officers to undertake inspections and

Environmental Health, Waste and Climate Action Enforcement Policy

investigations for a wide range of regulatory responsibilities including food safety, health and safety, environmental protection and housing legislation, in addition to dealing with emergencies or searching for evidence during those investigations.

Often, the power to enter is accompanied by what are known as ‘associated powers’, which set out what our officers are allowed to do once they have entered the premises. This might, for instance, include conducting a search, seizing relevant items or collecting samples.

In certain cases, for example under Housing Act legislation, where entry is required to a residential property, then a period of notice is usually required to be given to the owner or occupier of the property before entry can be gained.

Officers also have the option to obtain a warrant from a magistrate and enter, at any time by force if necessary to ascertain if an offence has been committed, to gather evidence or to undertake emergency remedial works or works in default.

• **Police and Criminal Evidence Act 1984 (Codes of Practice) Order 2004**

Our officers will have close regard to the requirements set out in the Police and Criminal Evidence Act and any amendments and current and codes relevant to our regulatory enforcement responsibilities. This includes investigation of relevant offences, powers of entry in the course of discharging statutory duties, taking samples to help in gaining necessary evidence and interviewing those suspected of committing offences.

• **Regulation and Investigatory Powers Act (RIPA) 2000**

The Act regulates the powers of public bodies to carry out surveillance and investigation, including the interception of communications, and we will ensure we use our powers in accordance with MDC’s RIPA policy and guidance on the use of covert surveillance.

• **Local Government (Miscellaneous Provisions) Act 1976 section 16**

This is used to formally request information about a premises or a person.

• **Protection of Human Rights**

The provisions of the European Convention on Human Rights such as Article 1 of the First Protocol, Article 8 and Article 14 are relevant when considering any enforcement action. There is a clear public interest in enforcing relevant public and environmental protection regulations, in a proportionate way. In deciding whether enforcement action is taken, Environmental Health will, where relevant, have regard to the potential impact on the health and safety or welfare of those affected by the proposed action, and those who are affected by the breach of regulations. In particular, due regard will be given to the right to a fair trial and right to respect for private and family life, home and correspondence.

• **Equalities, Vulnerable Persons and Minority Groups**

The enforcement services covered by this enforcement policy will align with and meet the equality policies and objectives adopted by MDC. We will aim to effectively support and promote access to our enforcement services recognising the diversity of the communities we serve and ensure that residents and businesses are treated equally and fairly through the delivery of our services.

• Working with External Agencies and other Regulators

Where there is a wider regulatory interest, enforcement activities covering EHWCA will be co-ordinated with other regulatory bodies and enforcement agencies to maximise the effectiveness of any enforcement. Where an enforcement matter affects a wider geographical area beyond MDC's boundaries, or involves enforcement by one or more other LAs or organisations, where appropriate all relevant authorities and organisations will be informed of the matter as soon as possible and all enforcement activity coordinated with them.

Where a business operating in more than one local authority has chosen to have a registered Primary Authority Partnership under the Regulatory Reform Act 2006, we will, where required, comply with the agreement provisions for enforcement and notify the relevant Primary Authority of the enforcement action we propose to take.

Environmental Health will share intelligence relating to wider regulatory matters with other regulatory bodies and enforcement agencies.

7. Authorisation of Officers

All enforcement officers will be authorised in writing by the Director of Service Delivery. The authorisation of each officer is dependent on the duties they have been appointed to undertake, their training, experience and competency. A copy of the documentation detailing each enforcement officer's areas of responsibility, credentials and warrant are held on file and are regularly reviewed and updated as necessary.

8. Review and Monitoring

This policy will be reviewed at least every two years. Minor amendments may be made sooner as a result of changes in legislation or guidance and publication of relevant court or tribunal decisions.

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REPORT of DEPUTY CHIEF EXECUTIVE

to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2025

FOOD SAFETY PLAN 2025 - 2028

1. PURPOSE OF THE REPORT

- 1.1 For Members to approve publication of the Food Safety Plan 2025 - 2028 (attached as **APPENDIX A** to this report) (the Plan) which sets out how the Environmental Health Commercial Team will ensure that food placed on the market for human consumption (which is produced, stored, distributed, handled or purchased within Maldon District), is without risk to public health or the safety of the consumer.

2. RECOMMENDATION

That the Food Safety Plan 2025 - 2028 as set out in **APPENDIX A**, be approved for publication.

3. SUMMARY OF KEY ISSUES

- 3.1 Maldon District Council has a statutory duty under the Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013, to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Maldon District is without risk to public health or the safety of the consumer.
- 3.2 There are three key aims of the Food Safety Plan:
- The delivery of a programme of inspections and other interventions in accordance with the Food Standard Agency's Code of Practice
 - To respond to complaints and requests for service in accordance with any internal service standards
 - To respond to any Food Standard Agency (FSA) Food Alerts for Action (FAFA) subject to available resources.
- 3.3 The Plan lists the Council's key objectives to deliver these aims and describes the district profile, specific local factors, the organisational structure and how customers can access the service.
- 3.4 The scope of the service is detailed as well as:
- the profile of food businesses within the Maldon District
 - the inspection rationale
 - how the Council deals with complaints
 - advice to businesses
 - food sampling

- control and investigation of outbreaks and food related infectious disease
 - food safety incidents
 - the National Food Hygiene Rating Scheme (FHRS)
- 3.5 The Plan details the financial and staffing allocation required to deliver this service and the training, quality assessment and internal monitoring required to deliver the plan.

4. CONCLUSION

- 4.1 To ensure compliance with the Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013, the Food Safety Plan 2025 - 2028 has been produced.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 The plan will ensure that both individuals and businesses are supported and treated fairly and consistently in a timely manner.

5.2 Protecting our environment

- 5.2.1 The Plan protects public health.

5.3 Delivering good quality services.

- 5.3.1 The Plan ensures delivery of consistently high quality services and supports officers to act consistently when taking engaging with food businesses.

6. IMPLICATIONS

- (i) **Impact on Customers** – Improved public protection.
- (ii) **Impact on Equalities** – Ensures a consistent approach for all food businesses and residents.
- (iii) **Impact on Risk (including Fraud implications)** – Reduces risk of legal challenge or non-compliance with statutory duties.
- (iv) **Impact on Resources (financial)** – No additional financial burden anticipated.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on Devolution / Local Government Reorganisation** – Not applicable.

Background Papers: None.

Enquiries to:

Sarah Turbutt, Environmental Health Manager (Commercial)
Hannah Wheatley, Assistant Director – Place and Community



MALDON
DISTRICT COUNCIL

Food Safety Plan 2025-2028

Document Control Sheet

Document title	Food Safety Plan
Summary of purpose	Sets out how the Environmental Health Commercial Team will ensure that food placed on the market for human consumption (which is produced, stored, distributed, handled or purchased within Maldon District), is without risk to public health or the safety of the consumer.
Prepared by	Environmental Health Manager (Commercial)
Status	Draft
Version number	1
Approved by	Strategy and Resources Committee
Approval date	
Date of implementation	
Review frequency	
Next review date	
Circulation	
Published on the Council's website	

Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.

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SECTION 1 SERVICE AIMS AND OBJECTIVES

1.1 Service Aims

The overall aim of the service is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within the district of Maldon is without risk to public health or the safety of the consumer. This is fulfilling our statutory duty under the Food Safety Act 1990 and the Food Safety and Hygiene (England) Regulations 2013. There are several key aims:

- The delivery of a programme of inspections and other interventions in accordance with the Food Standard Agency's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts for Action (FAFA) subject to available resources.

1.2 Service Objectives

To achieve our aims, we have implemented key objectives:

- Ensuring by means of education and/or enforcement that food intended for human consumption which is produced and/or sold in district of Maldon is safe to eat and complies with food safety requirements.
- Advising and educating consumers and service users on food safety matters.
- Delivering a programme of inspections and interventions in relation to food businesses, on a risk-based frequency and in accordance with the Food Law Code of Practice.
- Investigating complaints about food and food premises and taking appropriate action.
- Maintaining an accurate register of food businesses within the district.
- Taking enforcement action on a consistent, transparent and proportionate basis in accordance with the Environmental Health's Enforcement Policy and the Enforcement Concordat.
- Programmed and reactive sampling in response to emerging issues and in support of national studies.
- Preventing the spread of specified infectious and food borne diseases.
- Working with stakeholders and customers to improve services delivered to them.
- Engaging in an environmental health apprenticeship scheme.

SECTION 2 ORGANISATION

2.1 District Profile

The District of Maldon comprises a mixture of rural and urban coastal communities with a population of 66,208 ([Nomis - 2021 Census Area Profile - Maldon Local Authority](#)) in an area of 36,000 hectares. Principal population areas include the towns of Maldon, Heybridge and Burnham On Crouch alongside a number of smaller towns and villages. The district has approximately 75 miles of coastline which brings tourism, recreation and economic opportunities.

2.2 Organisational Structure

2.2.1 Democratic Structure

The political structure of the Council is based on a committee system with several committees each with a specific area of responsibility.

This Food Safety Plan will be taken for approval to Strategy & Resources Committee.

2.2.2 Environmental Health (Commercial) Team's structure

The food safety service is provided by the Environmental Health (Commercial) Team within the Environmental Health, Waste and Climate Action Service which forms part of the Service Delivery Directorate.

Whilst the Environmental Health (Commercial) Team have responsibility for the delivery of the food safety service, they are also responsible for health and safety, infectious disease control, skin piercing registrations and animal welfare licensing, and each officer is allocated a specific geographical area which contains a diverse range of commercial businesses.

The Head of Environmental Health, Waste and Climate Action is responsible for the day-to-day operation, and they report to the Assistant Director – Place and Community. The Head of EHWCA is supported by the Lead Food Officer acting as technical expert on food safety related matters.

The Environmental Health (Commercial) team consists of a combination of Environmental Health Officers, an Environmental Health Apprentice and Sampling Officer (a breakdown of the team members is included at section 4.2 of this plan)

Contractors are available where support is required to manage vacancies, such as the current maternity leave and recruitment issues, however this is a short-term measure and not part of a long term strategy.

2.2.3 Access to the Service

The service is based at Maldon District Council, Council Offices, Princes Road, Maldon, Essex CM9 5DL although officers largely adopt a hybrid approach basing themselves between the office, home and food premises.

Customers can contact officers in the following ways:

- In person at the council offices weekdays between 10am - 4pm.
- By telephone on 01621 854477 between 8:30am - 5pm (24-hour answerphone)
- By e-mail environmentservices.request@maldon.gov.uk
- Advice and information about good practice and the service, as well as e-forms for complaints and enquiries are available on the Councils website at www.maldon.gov.uk

2.3 Scope of the Food Safety Service

The Environmental Health (Commercial) Team's food safety responsibilities cover a wide range of regulatory duties including:

- Programmed and intelligence led food hygiene interventions and revisits for non-compliant premises
- Investigating reported cases of food poisonings and potential outbreaks in accordance with the UK Health Security Agency (UKHSA) guidance
- Investigating requests for service regarding the hygiene of food premises, or food safety issues relating to foods purchased or produced in the Maldon district
- Developing and delivering a programme of appropriate interventions for lower risk premises
- Registration of food premises
- Monitoring of existing approved premises as well as granting new approval applications
- Responding to food alerts
- Delivering a food sampling programme in line with local and national programmes
- Provision of advice and support to existing and prospective food business operators and users of the service
- Consideration of planning and licensing applications relating to food premises.
- Implementing projects and campaigns that promote good food hygiene
- Development and maintenance of partnerships and liaisons to the benefit of the Food Service
- Delivering the national Food Hygiene Rating Scheme
- Ensuring that food business operators providing non-prepacked food and food that is 'pre-packed for direct sale' (PPDS) are given appropriate advice on allergens.
- Issuing export certificates to local businesses that export food products
- Imported food control
- Shellfish monitoring and registration documents
- Inspection of fishing vessels
- Providing the FSA with statistical returns

2.4 Demands on the Food Safety Service

2.4.1 Profile of food businesses in the Maldon district

2.4.1.1 Registered food businesses

On 1 September 2025, there were 631 registered food businesses.

Type	Number of Premises
Distributors	13
Manufacturers /Processors	37
Producers	23
Restaurants and Caterers	465
Retailers	90
Slaughterhouses	3
Total	631

2.4.1.2 Approved Premises

On 1 September 2025, there were 8 Approved premises where products of animal origin are produced/processed.

We currently have:

- 3 x shellfish dispatch / purification establishments
- 2 x fish processors
- 2 x meat processers
- 1 cold store

2.4.2 Inspection Frequency

All food establishments are categorised according to their intervention frequency in accordance with the statutory Food Law Code of Practice (England).

On 1 September 2025, the profile of premises within the district was:

Category*	Number	Minimum intervention frequency
A (High Risk)	2	At least every 6 months
B	32	At least every 12 months
C	102	At least every 18 months
D	240	At least every 2 years.
E (Lowest Risk)	255	At least every 3 years. An AES can be used when and where it is deemed to be appropriate due to the low risk nature of the business.
TOTAL	631	

*The category is defined by scoring premises around potential hazard associated with the business and food safety compliance, this then relates to the interval between inspections.

2.4.3 Local factors

The district is a tourist destination which adds to fluctuations in demand for service. Some businesses are seasonal which can make access for inspecting officers difficult. The high turnover of proprietors and businesses presents a challenge to maintain an accurate food register and certain businesses re-register frequently and require reinspection.

The 75 miles of coastline in the district presents particular challenges for the food safety service, namely:

- Delivering shellfish official food controls is resource intensive covering all aspects of the industry from growing and harvesting to processing for consumption
- Monitoring of the classified shellfish harvesting areas includes 17 representative monitoring points which all require monthly sampling and additional investigation, sampling or temporary closures and downgrades in the event of pollution events or problem sample results.
- Commercial fishing vessels are classed as food businesses and require registration at their Home Port by environmental health and inspections to check good food safety controls and traceability.

SECTION 3 SERVICE DELIVERY

3.1 Programmed Food Hygiene Inspections

Intervention Programme

The interventions programme for food premises forms the core activity of the Environmental Health (Commercial) Team.

There were 286 programmed interventions due, as of 1 April 2025, that are required to be inspected by 31 March 2026. This figure does not include inspection of new food businesses.

The following table provides a breakdown of the number of food interventions due in each risk category, including any outstanding food inspections due before 31 March 2025.

Risk Category	Inspections due 2025/26	Carried forward from previous year	Total Programmed 2025/26
A	1	0	1
B	31	0	31
C	53	1	54
D	125	1	126
E	73	1	74
Unrated	0	0	0
Total	283	3	286

Priority will be given to establishments within risk category A, B, unrated and non-broadly compliant* C and D.

Intervention Reports

Check lists are used at each inspection for consistency purposes and are used at the end of the inspection to produce a written report of the officer's findings. An inspection report is left with the food business following each inspection, so it is clear what they have to do within a specified timescale. Where there are a number of serious contraventions, a holding report is left, and a follow up letter is delivered (via email or post).

Intervention Policy

Intervention Policy Category	Planned Intervention
A (non-compliant)	Full/Partial inspection/audit
B (non-compliant)	Full/Partial inspection/audit
C (non-compliant)	Full/Partial inspection/audit
D (non-compliant)	Full/Partial inspection/audit
	Monitoring / verification / official sampling or education/advice/ coaching
A (compliant)	Full/Partial inspection/audit
B (compliant)	Full/Partial inspection/audit
C (compliant)	Full/Partial inspection/audit
	or
	Monitoring / verification / official sampling
D (compliant)	Full/Partial inspection/audit
	monitoring / verification / official sampling or education/advice/ coaching
E (compliant)	Self-assessment questionnaire*
Unrated	Full/Partial inspection/audit

The Food Law Code of Practice allows local authorities to use Alternative Enforcement Strategies (AES) for Category E businesses. The AES approach typically involves the completion of a self-assessment questionnaire by the business which is then reviewed by an officer. Follow up inspections will be carried out if deemed necessary.

All applications to register new food businesses are triaged and prioritised for inspection. Until such time as they are inspected, they receive an '*Awaiting Inspection*' status. Once, inspected, they are provided with a food hygiene rating.

Where an unregistered food business is found trading in the area, then an inspection will be undertaken as soon as it is practical to do so, and the business will be required to complete a registration form.

3.2 Food and Food Premises Complaints

These generally fall into one of the following categories:

- Complaints about the food premises themselves (e.g. poor staff hygiene, allegations of pests, poor standards of cleanliness)

- Complaints about the condition or contamination of food (extraneous matter, mould, dirty containers)

Complaints are allocated to officers on an area basis and are prioritised on a risk basis. This approach may mean it is appropriate for the complaint to be dealt with at the next routine intervention or an intelligence led intervention may be required

3.3 Primary Authority

We acknowledge the Primary Authority Principle as applied by the Primary Authority Scheme, and we will comply with the legislation and statutory guidance issued by the Office of Product Safety and Standards.

Currently, the council does not have any primary authority arrangements in place. If resourcing allows in future, and it is in line with corporate priorities to support local businesses in this way, opportunities to undertake a primary authority arrangement would be explored.

3.4 Advice to business

Officers provide information and advice to businesses to help them comply with the law and to encourage the use of best practice. This is achieved through a range of activities including:

- Advice to new businesses
- Advice during inspections and other visits
- Site visits on request - where appropriate and resources allow
- Proactively contacting businesses to comment on plans at the planning application stage
- Proactively contacting businesses to comment on applications for premises and temporary licences
- Participating in Safety Advisory Group
- Maintenance and development of the website with links to the FSA's website
- Key information issued via Council website and social media by the Communications Team

3.5 Food sampling

Sampling is a recognised official food control. UKHSA provides an allocation of credits for analysis of some samples (this does not include shellfish sampling).

Sampling is undertaken by the Sampling Officer and supported by Technical Officers.

All sampling is carried out in accordance with relevant legislation, the Code of Practice issued under the Food Safety Act 1990, guidance on the sampling intervention designed by UKHSA and the departmental Standard Operating Procedure (SOP).

The microbiological and physical examination and analysis of food is undertaken based on:

- businesses identified for sampling as part of a nationwide, regional or local schemes

- businesses subject to consumer complaints or outbreak investigations
- during a programmed inspection where the officer deems a sample is necessary.

Currently we are unable to support the nationally co-ordinated food sampling programmes organised by the FSA and the UK Health Security Agency UKHSA (formally known as PHE) Laboratory Services as well as any relevant cross regional surveys co-ordinated by the Food and Water Laboratory.

Samples requiring microbiological examination are collected by a courier service and taken to the accredited Colindale laboratory in London.

Between 1 April 2024 to 31 March 2025, 15 food samples were taken for microbiological analysis, and 204 shellfish samples were taken for classification monitoring, 36 shellfish samples were taken for biotoxin monitoring and 54 water samples for phytoplankton were taken.

There is a separate food sampling plan for businesses within the district that are Approved Premises. The Food Standards Agency requires that microbiological testing of locally produced food from 'Approved' premises is undertaken annually.

3.6 Control and investigation of outbreaks and food related infectious disease

The Council has appointed the Consultant in Communicable Disease Control (CCDC) from UKHSA as the 'Proper Officer' under the Public Health (Control of Disease) Act 1984.

Officers will investigate food-related infectious disease notifications in accordance with protocols agreed with the Consultant in Communicable Disease Control (CCDC). The general aims of any investigation are to identify the source and cause of the infection and prevent further spread. Weekly notifications of infectious disease are received.

Currently, all infectious disease notifications are followed up by a standard letter, advisory leaflet and questionnaire (where appropriate) to identify possible sources of infection and recommend practices to prevent its spread.

3.7 Food safety incidents

FSA food alerts for action will be dealt with in accordance with:

- the departmental SOP (currently RIAMS procedure)
- the Food Law Code of Practice issued under the Food Safety Act 1990 and
- any instructions issued by the FSA.

Most food alerts are Product Withdrawal Information Notices or Product Recall Information Notices which require little or no action. There are a significant number of allergy alerts but these too require little or no action or are dealt with by Trading Standards Officers (TSOs). Occasionally TSOs may ask for our support. Food Alerts for Action (FAFA) and ad hoc requests for action may have an impact upon programmed work but the numbers are relatively low.

Given the nature of food alerts, it is impossible to predict the likely demands and requisite resources with any accuracy. If a food alert is associated with a business based within Maldon District then officers will be expected to devote more time to that alert than to one which originates elsewhere.

3.8 National Food Hygiene Rating Scheme

We participate in the Food Standards Agency's national Food Hygiene Rating Scheme. The scheme is designed to provide information about business hygiene standards to members of the public but it is also a useful tool to drive up performance standards of food businesses.

Information gathered at inspection is also used to determine the Food Hygiene Rating Scheme (FHRS) score. The FHRS is operated in accordance with the 'Food Hygiene Rating Scheme: Guidance for local authorities on implementation and operation - the Brand Standard', June 2023. Businesses can appeal against their rating and can also request a rescoring visit (subject to the payment of a fee) after the inspection upon which their rating was based.

3.9 Liaison with other organisations

The Environmental Health (Commercial) team is committed to sharing data where permissible, learning from the experience of others and endeavouring to secure consistency. This is aided considerably by working in partnership with others to deliver services, some examples are given below:

External Partnerships / Liaisons

- Essex Food Liaison Group
- Essex Approval Subgroup
- Essex Health Protection Liaison Group
- South East Shellfish Liaison Group
- Cefas
- DEFRA
- Trading Standards, Essex County Council
- UKHSA
- Chartered Institute of Environmental Health
- Food Standards Agency.

Internal Partnerships

The importance of partnerships and joint working extends also to contacts within the Council, which includes Building Control, Planning, Development Management & Planning Enforcement, Licensing, Legal Services, Economic Development, Community Safety Unit, CCTV and the Environmental Protection Team within Environmental Health.

SECTION 4 RESOURCES

4.1 Financial Allocation

The budgets for the food safety function are managed by the Head of EHWCA. The majority of the budget is allocated to staffing costs (salary plus on costs including training, professional membership etc.). The remainder is used to fund equipment, sampling and other necessary support services.

4.2 Staffing Allocation

The Environmental Health (Commercial) Team currently allocates 1.46 FTE to discharging the food safety functions. This FTE is allocated by role as follows:

Role	FTE	FTE for food safety functions
Environmental Health Manager (Commercial)	0.6	0.2
Environmental Health Officer- 1	0.6	0.4
Environmental Health Officer- 2	1	0.66
Apprentice Environmental Health Officer	1	0.03
Shellfish and Water Sampling Officer	0.2	0.17
TOTAL	3.4	1.46

If necessary (i.e. in the event of an outbreak or major incident) additional resources are available from within the Environmental Protection Team and/ or neighbouring authorities within Essex as part of an informal support network.

4.2.1 Use of Specialist Contractors

We do not routinely use contractors and do not have an allocated budget for their employment.

However, we may employ suitably qualified and experienced specialist contractors on an *ad hoc* basis to assist with the delivery of food safety inspections. Contractors are required to demonstrate compliance with the competency framework in advance of their employment.

4.3 Staff Development

The Council places significant importance on the development and training of staff to ensure that quality services are delivered to our customers.

The Food Standards Agency requires that all persons undertaking any food hygiene and/or food standards functions must undertake a minimum of 10 hours work specific CPD each year. The CIEH requires a minimum of 20 hours work specific CPD each year.

All Officers are required to prove competence via the Competency Framework introduced by the Food Standards Agency. Training will be undertaken through in-house training, formal courses and vocational visits as appropriate. The team

undertakes regular training as part of team meetings to ensure that knowledge and interpretation of legislation and guidance is maintained. The team also completes consistency exercises to ensure that food hygiene ratings awarded to businesses are consistent across the team.

Training needs are considered as part of the appraisal process and staff maintain a training and development file containing evidence of formal qualifications and CPD certificates from external and internal course attended, together with details of agreed, planned training for the forthcoming year.

SECTION 5 QUALITY ASSESSMENT AND INTERNAL MONITORING

The work of the Environmental Health (Commercial) Team is subject to scrutiny by Members, Corporate Leadership Team, internal auditors and the Food Standards Agency.

The Food Standards Agency monitor and report on local authority activity and performance regarding the delivery of official food controls.

All officers delivering food law interventions are required to meet a rigid qualification criterion and demonstrate knowledge and competency across a number of skill sets. The competency framework drives personal and team training and development. It is also used to highlight gaps in the team's knowledge and skills.

All officers participate in annual national consistency exercises developed by the Food Standards Agency to review various scenarios and then to determine the hygiene rating awarded.

The following monitoring arrangements are in place to assist in quality assessment:

- Inspection audits including associated paperwork
- Performance and development reviews
- Performance monitoring of target response times
- 1:1 meetings with team members
- Team and department meetings

In our work programme, we will continue to review and improve our documented food procedures required within the Food Standards Agency's Framework Agreement.

SECTION 6 REVIEW PROCESS

The Food Safety Plan will be reviewed each year.



REPORT of NET ZERO AND AIR QUALITY WORKING GROUP

to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2025

REVISED 'OUR HOME, OUR FUTURE' CLIMATE STRATEGY AND CLIMATE ACTION PLAN

1. PURPOSE OF THE REPORT

- 1.1 To seek Member approval for publication of the revised '*Our Home, Our Future*' Climate Strategy and Action Plan 2025–2028 (CSAP), which sets out a deliverable, evidence-based approach to achieving net zero emissions across Council operations by 2050 and supporting wider District-level climate action. **APPENDIX 1.**

2. RECOMMENDATION

That the Committee approves the revised 'Our Home, Our Future' Climate Strategy and Action Plan 2025–2028 (**APPENDIX 1**), including the projects set out in the Climate Action Plan (CAP) section (pages 120 – 132 of this agenda pack).

3. SUMMARY OF KEY ISSUES

3.1 Background

- 3.1.1 The UK's Climate Change Act 2008 sets a legally binding target to achieve net zero greenhouse gas emissions by 2050, supported by national policies aimed at reducing emissions across key sectors. Essex County Council (ECC) has also adopted the 2050 target, encouraging local authorities to align. In response to national and local recognition of the climate emergency, Maldon District Council (the Council) declared a Climate Emergency in 2021 and set a more ambitious target to achieve operational net zero by 2030.
- 3.1.2 To support this commitment, the Council adopted a Climate Action Strategy on 11 November 2021, setting out five pledges and more than 60 actions.
- 3.1.3 A strategic review in 2024, driven by the Net Zero and Air Quality Working Group and presented to the Council in December 2024, concluded that the 2030 target was no longer achievable. This was due to several challenges, including high upfront costs for decarbonising fleet and buildings, the need for rapid large-scale action, limited low-carbon options, and reliance on national policy developments.
- 3.1.4 As a result, the Council realigned its target with national and county ambitions, aiming for net zero by 2050, or sooner where practicable. These constraints showed that the original 2030 target could not be met within existing resources, prompting the development of a revised Strategy and Action Plan focused on a more realistic and deliverable pathway.

- 3.1.5 The revised CSAP and supporting reports have been overseen by the Net Zero and Air Quality Working Group.

3.2 Summary of the Strategy

- 3.2.1 This revised CSAP (**APPENDIX 1**) builds on the Council's 2021 Climate Action Strategy, reaffirming existing commitments while incorporating the ambitions set out in the Climate Emergency Statement (December 2024), including:

- a) To develop a Climate Action Strategy that enables the transition to a carbon neutral District and a net zero Council as quickly as practicably possible—and no later than 2050—considering available resources and emerging technologies.
- b) To support and collaborate with relevant agencies in working towards a net zero Maldon District, including its towns and parishes, within the agreed timeframe.
- c) To influence, inspire, and engage with partners across all sectors to help achieve climate goals through aligned strategies, plans, and shared resources.
- d) To ensure young people are meaningfully involved in the process, providing them with a voice in shaping the future of their communities.

- 3.2.2 The CSAP sets out a coordinated, evidence-led approach to climate action, focusing on high-impact emissions reduction, strong governance, partnership working, and integration of climate goals across Council operations. It is grounded in a clear understanding of where emissions originate and where reductions will have the greatest impact.

- 3.2.3 It includes details on both the Council's operational emissions baseline and the wider District emissions profile. These inform the Council's carbon reduction pathways, with key sources such as building energy use, contractor travel, and fleet emissions highlighting the need for targeted action.

- 3.2.4 While robust baseline data exists for Scope 1 and 2 emissions, the CSAP acknowledges the need to improve measurement and reporting of Scope 3 emissions, such as those from procurement, leased assets, and contractor activities. Addressing these gaps will require improved data collection, cross-service collaboration, and better supplier engagement.

- 3.2.5 Delivery of the strategy is structured around five Climate Impact Areas (set out below), which provide a targeted framework for reducing emissions and driving measurable progress.

1. **Energy** – Improving the efficiency of Council-owned assets, promoting low-carbon energy, and supporting community energy schemes.
2. **Travel and Transport** – Encouraging modal shift, fleet decarbonisation, and expanding EV infrastructure.
3. **Adaptation and Climate Resilience** – Enhancing flood protection, biodiversity, and green infrastructure.
4. **Preservation of Resources** – Promoting the circular economy, improving waste and water management.
5. **Sustainable Working** – Embedding carbon-conscious operations, procurement, and digital transformation.

- 3.2.6 An iterative roadmap to 2050 outlines phased carbon reduction pathways and measurable milestones within a flexible framework that can adapt to emerging technologies, policy changes, and funding opportunities.
- 3.2.7 The CSAP also recognises the growing network of climate action groups across the Maldon District, whose grassroot efforts are driving local change. Building on this momentum, the Council will continue working with residents, schools, businesses, and community organisations to co-develop initiatives, raise awareness, and support long-term behaviour change. Engagement will be delivered through trusted platforms.
- 3.2.8 Finally, the CSAP aligns with the Council's Corporate Plan priorities and complements other strategies where climate, nature, and community outcomes can be jointly achieved.

3.3 Implementation and Monitoring

- 3.3.1 Developed with input from Council departments, the CAP outlines prioritised, practical actions across key themes to support the District's transition to net zero. Each action is costed, timebound, aligned with service plans, and linked to corporate priorities.
- 3.3.2 Progress will be reported quarterly through Key Performance Indicator (KPI) reporting to the Council's Performance, Governance and Audit Committee and shared with the Net Zero and Air Quality Working Group. The CAP will be reviewed and updated annually to allow for adjustments based on new information, changing policies, and resource availability. Updates will also be published on the Council's website to keep residents and partners informed and engaged.
- 3.3.3 The Plan also identifies actions the Council can deliver independently or in partnership, building on existing relationships with statutory bodies, local agencies, and regional groups such as Essex County Council, the North Essex Climate Change Partnership, and the Greater South East Net Zero Hub.
- 3.3.4 In parallel, officers will continue to strengthen engagement with self-governing, climate-focused community groups, as well as Town and Parish Councils, to support locally led action and amplify impact across the District.
- 3.3.5 Covering the period from 2025 to 2028, the CSAP aligns with the Local Government Reorganisation (LGR) timeline and is designed as a living document—flexible and responsive to changes in Council operations, local priorities, and technological developments.

4. CONCLUSION

- 4.1 The revised Strategy and Action Plan reaffirm the Council's commitment to meaningful climate action through a more realistic, evidence-based approach. It provides a stronger foundation for accountability, collaboration, and a more sustainable path to achieving net zero emissions—both operationally and across the wider District.
- 4.2 Serving as a framework for climate leadership, the CAS ensures climate and nature considerations are embedded across Council decision-making and investment. It evaluates the Council's current position and identifies local opportunities to mitigate and adapt to climate change. The Strategy presents a clear roadmap for reducing

emissions, enhancing resilience, and protecting natural resources across Maldon District.

- 4.3 As LGR progresses, the Council remains committed to adapting and collaborating with emerging strategic authorities to ensure climate action remains a central priority.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 The strategy addresses climate vulnerabilities, supports behaviour change, and empowers local groups.

5.2 Investing in our District

- 5.2.1 Climate investments improve infrastructure and resilience, supporting sustainable growth.

5.3 Growing our economy

- 5.3.1 Supports low-carbon industries, green jobs, and local business energy efficiency.

5.4 Protecting our environment

- 5.4.1 Central to the strategy through emissions reduction, flood risk mitigation, and resource conservation.

5.5 Delivering good quality services.

- 5.5.1 Builds sustainability into Council services through procurement, fleet, and operations.

6. IMPLICATIONS

- (i) **Impact on Customers** – Positive long-term impacts through improved air quality, public health, services, and resilience. Some actions may involve service changes.
- (ii) **Impact on Equalities** – The Strategy aims to ensure inclusive engagement and avoid disproportionate impacts. Please refer to the Equality Impact Assessment at **APPENDIX 2**.
- (iii) **Impact on Risk (including Fraud implications)** – Supports long-term climate risk mitigation and legislative compliance.
- (iv) **Impact on Resources (financial)** – Most short-term actions to be delivered within existing budgets; external funding will be pursued for capital projects.
- (v) **Impact on Resources (human)** – Delivery will be supported through staff training, cross-team working, and strategic partnerships.
- (vi) **Impact on Devolution / Local Government Reorganisation** – The Strategy supports collaborative working and positions Maldon District Council for alignment with emerging governance arrangements.

Background Papers:

APPENDIX A – Revised Our Home Our Future Climate Strategy and Climate Action Plan 2025–2028

APPENDIX B – *Our Home, Our Future'* Climate Strategy and Action Plan 2025–2028
Equality Impact Assessment

Enquiries to: Claire Williamson, Technical Lead: Climate Action.

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Maldon District Council's Climate Strategy and Action Plan

2025 - 2028

maldon.gov.uk

Where Quality of Life Matters'



APPENDIX 1

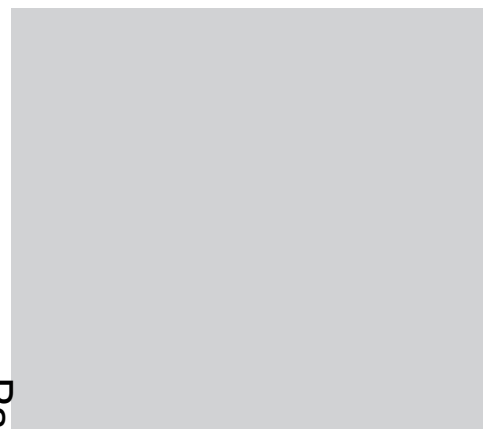


MALDON
DISTRICT COUNCIL



Foreword

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Introduction and context

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In 2021, Maldon District Council (the Council) committed to ambitious climate goals: achieving carbon neutrality across the District and aligning all strategic decisions, budgets, and planning with an operational net zero target by 2030. This initial ambition demonstrated a clear commitment to embed climate considerations throughout Council operations.

However, following a comprehensive review in 2024, the Council revised its net zero target to 2050. This change was driven by a baseline emissions report presented in July, which revealed key challenges to achieving the 2030 target. These included significant recent investments in long-lifespan assets not yet compatible with low-carbon alternatives, the complexity of decarbonising core service facilities, and the substantial upgrades needed across Council estates and transport systems.

An evidence-led review by the Officer/Member Net Zero and Air Quality Working Group determined that, under current funding constraints, technological limitations, and national policy dependencies, the original 2030 target was not achievable. The revised 2050 goal offers a more deliverable path, aligning with Essex County Council and UK Government ambitions while reinforcing the Council's determination to progress as quickly as possible.

Achieving the UK's legal target of net zero by 2050 will require widespread coordination. In Essex, the Essex Climate Action Commission has called for urgent, collective effort, highlighting that "climate action simply cannot wait." Nationally, the Climate Change Act 2008 and the Sixth Carbon Budget (2033–2037) mandate emissions limits, improved energy efficiency, and public health protection.

The Council plays an essential role in tackling climate change at a local level. Strong local leadership and practical, place-based solutions are key to regional and national success. The updated Climate Action Strategy provides an evidence-based, action-oriented framework to reduce emissions and adapt to climate impacts, in line with the Council's statutory duty to protect both the environment and public wellbeing.

The District faces distinct environmental vulnerabilities. Its 70-mile coastline includes sea defences safeguarding communities such as Mayland, Tollesbury, and Goldhanger. By 2040, flood risk may double, potentially impacting up to 75,000 homes. Other concerns include air pollution from older HGVs, pressure from new development, sea level rise, and land subsidence—highlighting the urgency of sustained climate action.

This Strategy supports low-carbon transport, sustainable agriculture, high environmental standards in housing, and informed, low-carbon lifestyle choices. Strengthening partnerships across all sectors will be critical to building resilience and reducing emissions.

These efforts aim not only to cut the Council's environmental impact but also to shape a healthier, more sustainable, and more resilient future for the District's residents.

Our aspirations

The Council has the following aspirations:

- To develop a Climate Action Strategy with the aim to transition to a carbon neutral District and a net zero Council as quickly as practicably possible (but no later than 2050) having appropriate regard to available resources and obtainable technology
- To support and work with all other relevant agencies towards making the District and its parishes net-zero carbon within the timescale
- To work with, influence and inspire partnerships across the District to help deliver the goals through all relevant strategies, plans and shared resources
- To include young people in the process, ensuring that they have a voice in shaping the future.

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Our approach to Climate Action

The Council's commitment to proactive climate action is underpinned by a comprehensive strategy, encompassing the following key initiatives:

- Establish a robust, data-led emissions baseline to guide decisions and track progress
- Focus on high-impact initiatives to deliver the greatest carbon reduction benefits
- Develop and maintain a funding plan that identifies and secures external support for local climate delivery
- Advocate nationally for tools, funding, and powers to enable faster and more effective local action
- Leverage technical support and funding access from the Greater Southeast Net Zero Hub and other partners
- Align climate goals through collaboration with public, private, and community stakeholders
- Engage the public, especially youth, to inspire behaviour change and grassroots action
- Coordinate Council plans with regional strategies and plans e.g. Essex County Council (ECC), Transport East, East of England Local Government Association (EELGA), and the North Essex Climate Change Partnership (NECCP)
- Build climate resilience by integrating adaptation into local planning and services
- Embed climate goals into Council operations, procurement, and policy making to ensure consistent delivery
- Establish clear governance and reporting mechanisms to monitor progress and ensure accountability
- Support workforce development to equip staff and partners with the skills needed for effective climate action.

“By adopting this multifaceted, accountable, and inclusive approach, the Council aims to lead by example in the fight against climate change — building resilience, reducing emissions, and securing a sustainable future for all.”

Data-led approach

To make effective, targeted decisions on climate action, the Council draws upon a wide range of robust data and local insights. Understanding the District's unique environmental and social context requires comprehensive evidence on where emissions originate, what behaviours contribute to them, and which communities are most affected.

Key datasets include information on energy consumption, carbon emissions, air quality, traffic patterns, vehicle ownership and fuel use, and flood risk. Together, these provide a detailed view of the challenges we face and inform the identification of high-impact opportunities for emissions reduction.

This evidence base enables the Council to design actions that are both locally relevant and strategically aligned. It also supports meaningful public engagement by ensuring that climate decisions are shaped by lived experience and local priorities.

This strategy is informed by local, regional, and national policies and guidance, and has been shaped through collaboration with Council service leads and the Net Zero and Air Quality Member Working Group. It reflects our commitment to transparency, accountability, and evidence-based climate action.



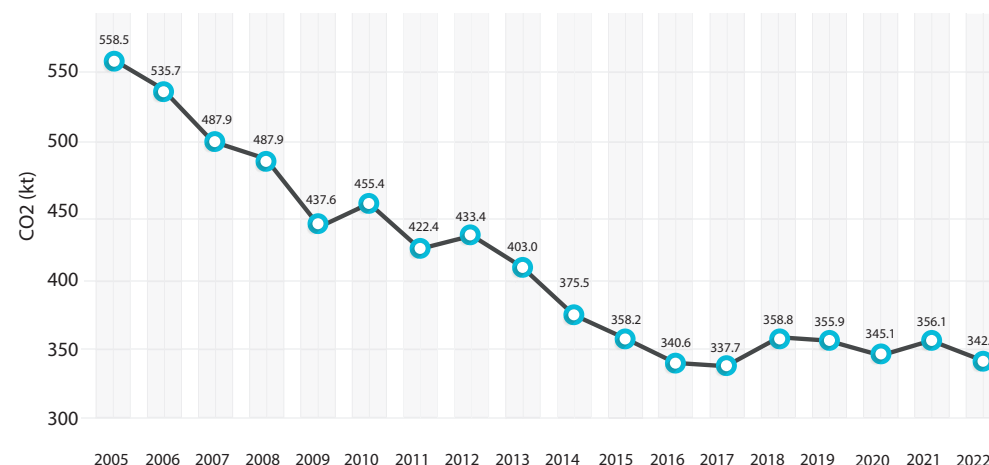
Emissions Baseline

District-wide carbon emissions are calculated annually by the Department for Business, Energy & Industrial Strategy (BEIS), which publishes emissions data for every local authority. This data is released with a two-year delay—for example, figures for 2020 were published in 2022.

The latest available data, covering the period from 2005 to 2022, presents greenhouse gas (GHG) emissions in kilotonnes and shows a steady year-on-year decline across the District (Figure 1). While this downward trend signals positive progress, further significant reductions are required to remain on track with long-term climate goals.

Understanding which sectors contribute most to emissions across the District helps target action where it will have the greatest impact. The latest available emissions data identifies transport and domestic energy as the two key sectors responsible for the majority of local greenhouse gas (GHG) emissions, followed by industry and commerce, waste, and agriculture. The GHG emissions from these sectors are shown in Figure 2 on page 9.

Figure 1: Maldon District territorial greenhouse gas emissions estimates 2005-2022 (kt CO₂e)*



*kilotonnes of carbon dioxide equivalent is a unit of measurement used to quantify total greenhouse gas emissions, converting different gases like methane and nitrous oxide into their carbon dioxide equivalent based on their global warming potential.

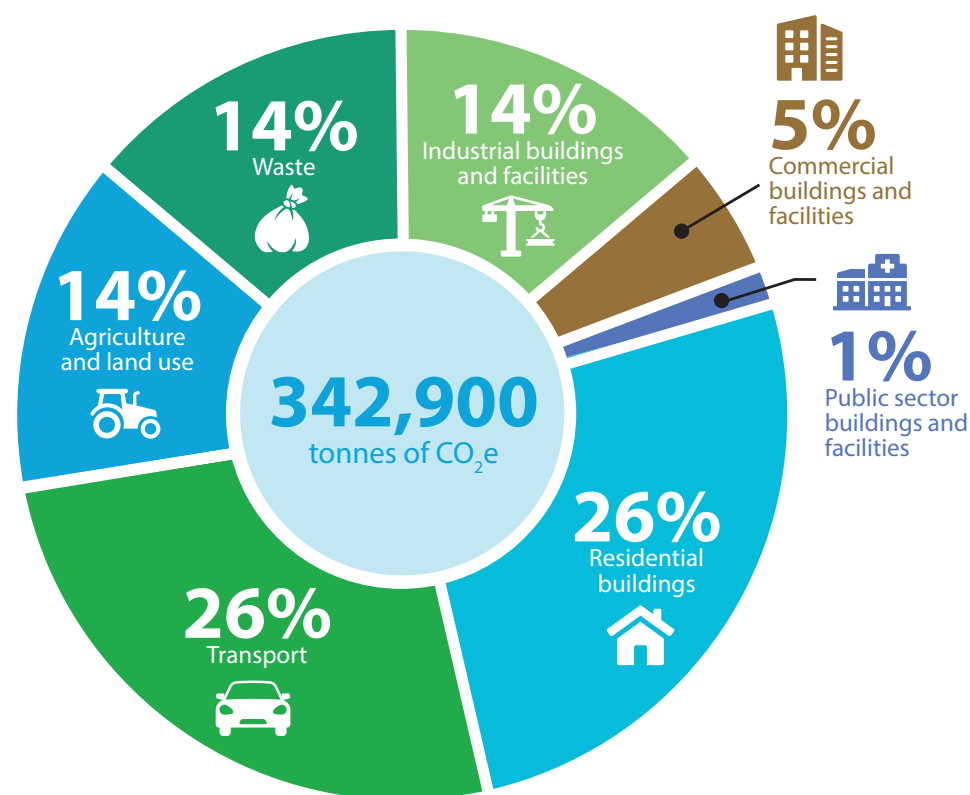
The graph highlights the primary sources of emissions across the District:

- Transport accounts for 26% of total emissions. Most emissions come from road traffic on A-roads and minor roads, reflecting the rural setting and limited access to low carbon transport options
- Domestic energy use is driven by gas and electricity consumption in homes. These emissions are influenced by building efficiency and heating behaviours
- Industry and commerce contribute significantly through consumption of electricity, gas, and fuel in business and industrial operations

- Agriculture is a key source, consistent with the District's rural profile. Emissions arise from livestock, fertilisers, and land management practices
- Smaller sources include the use of off-gas fuels in remote or older properties, along with emissions from waste and land use. In some years, land use and forestry have acted as a net carbon sink, partially offsetting overall emissions.

This sector-based insight enables a more focused response, allowing the Council to prioritise interventions where they will have the greatest impact and to develop tailored strategies for each emissions source on the path to net zero.

Figure 2: Maldon District territorial greenhouse gas emissions by sector 2005-2022 (kt CO₂e)



Our Operational emissions

While district-wide data provides essential context, understanding the Council's own carbon footprint offers a deeper insight into the role we play—and the leadership we can provide—in reducing emissions locally. As a public body, the Council has a responsibility not only to reduce its own emissions but also to lead by example, demonstrating best practice and setting the standard for others to follow.

The Council's emissions are assessed across the three scopes defined by the Greenhouse Gas Protocol:

SCOPE 1

Direct emissions from fuels we burn (e.g. gas for heating, petrol/diesel for Council vehicles)

SCOPE 2

Indirect emissions from electricity we purchase and use

SCOPE 3

All other indirect emissions (e.g. goods and services we procure, business travel, waste, and leased assets)

Although Scope 3 emissions are often excluded by some organisations, they represent a significant and complex portion of the Council's carbon footprint. Including them provides a more complete picture of our climate impact and enables more meaningful reductions. We currently estimate Scope 3 emissions using expenditure data, building energy certificates, mileage logs, and staff surveys. However, this remains a developing area of work. There is still a substantial amount to do to fully understand and address these indirect emissions.

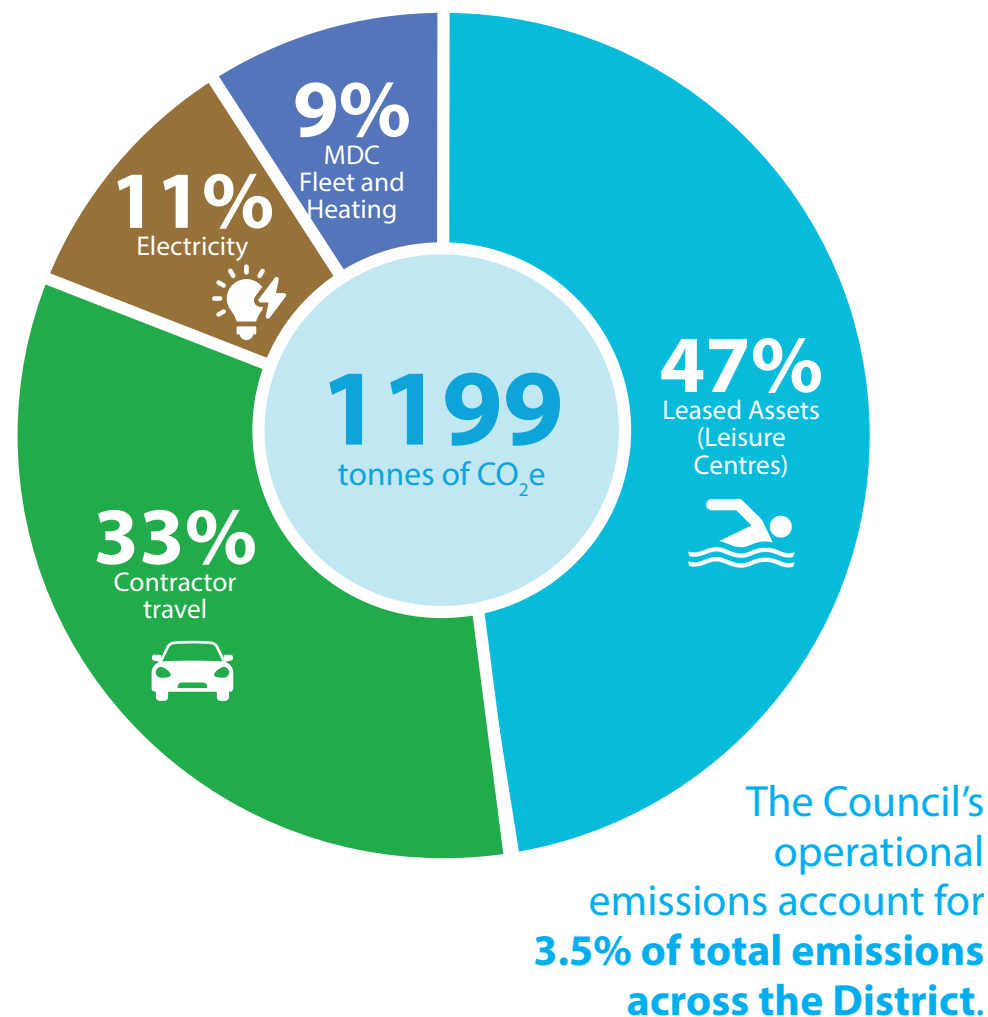


In the baseline year of 2022/23, the Council's operations were responsible for emitting a total of 1,199 tonnes of carbon dioxide equivalent (tCO₂e).

To better understand the origins of our emissions, the 2022/23 baseline is broken down by source in Figure 4, highlighting the key areas of operational activity contributing to our carbon footprint. This baseline reveals several important insights:

- Leased assets, particularly leisure centres, are the largest contributors to our emissions. This highlights the importance of working closely with operators to explore options for decarbonisation
- Contractor travel is a major emissions source, reflecting emissions from services delivered on our behalf. This reinforces the need to embed climate considerations into procurement and contract management
- Electricity use across Council buildings and operations is a significant Scope 2 source, presenting opportunities for greater energy efficiency and renewable energy sourcing
- Fleet and heating, although a smaller proportion of total emissions, are areas under our direct control—offering practical, early opportunities such as switching to electric vehicles and improving building insulation.

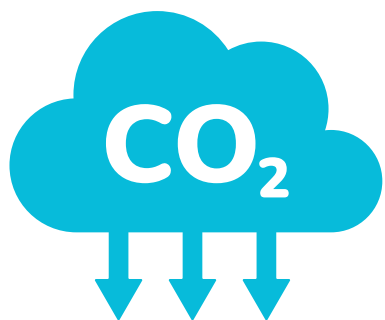
Figure 4: Maldon District Council Operational Emissions



Informing Our Strategic Focus

The emissions baseline directly shapes the Council's strategic climate impact areas. The main emission sources—building energy, contractor travel, and fleet—clearly point to the need for focused action in Energy and Travel and Transport, where we can deliver meaningful and measurable reductions.

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At the same time, Maldon's location in a coastal, flood-prone district highlights the need to build Adaptation and Climate Resilience, ensuring our infrastructure and services are prepared for future climate impacts.

Achieving net zero also requires responsible stewardship of natural and material resources. Our commitment to the Preservation of Resources will drive more sustainable use of water, materials, and waste across our operations.

Finally, embedding sustainability into the way we work—from procurement to staff practices—underpins our focus on Sustainable Working.

Together, these five focus areas create a structured, evidence-based framework for climate action. They reflect our emissions profile and our wider responsibilities as a local authority. Each focus area will be explored in detail in the next section of this strategy.



Shaping Our Climate Impact Areas

To effectively address the causes and consequences of climate change, the Council has identified four key pathways that shape strategic action across each carbon reduction focus area.

These pathways ensure that climate considerations are embedded across all aspects of local governance, planning, and community engagement:

- **Mitigation** – Reduce greenhouse gas emissions in line with the Council’s target to reach net zero by 2050. This includes actions such as improving energy efficiency, transitioning to low-carbon technologies, and reducing reliance on fossil fuels.
- **Adaptation** – Increase resilience to the local impacts of climate change, including more frequent and severe flooding, heatwaves, and drought conditions.

- **Community Engagement** – Encourage and support climate-positive behaviour across the district through education, collaboration, and empowerment of residents, businesses, and local organisations.
- **Sustainable Development** – Develop a new Local Plan with policies and standards to address climate change, meeting future development needs in a planned and managed way, including policies covering sustainable drainage systems (SuDS), flood risk, renewable energy, biodiversity and geodiversity, transport and climate change.

These four pathways provide the framework for the Council’s Climate Action Plan (CAP), which outlines specific actions and initiatives for the period 2025–2028. Further details of the CAP can be found on pages 26–38 of this strategy document.



Mitigation: Cut carbon emissions in line with the Council’s 2050 net zero target



Adaptation: Build resilience to climate impacts like flooding, heat, and drought



Community Engagement: Promote climate action through education and local involvement



Sustainable Development: Embed climate goals in the new Local Plan.

Climate Impact Areas

These revised Climate Impact Areas replace the previous five pledges, while still reflecting their intent. They are organised under four strategic themes, supported by a cross-cutting focus on sustainable working practices, creating a clear, integrated, and action-oriented framework for delivery.

1. Energy

Objective:

Drive emissions reduction by improving energy efficiency, increasing renewable energy generation across Council

operations, assets and the District.

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Actions:

- Improve the energy efficiency of Council assets through targeted feasibility assessments and installation of appropriate infrastructure
- Gather and maintain accurate data on energy use, fuel consumption, and other emissions sources to support comprehensive greenhouse gas reporting and monitoring
- Improve the accuracy and coverage of Scope 3 emissions reporting through better data collection, supplier engagement, and collaboration across services, and advocate for greater consistency in public sector reporting standards
- Support and promote local renewable energy and low-carbon heating group buying schemes, such as Solar Together for solar panels and Switch Together for air source heat pumps
- Work with local community energy groups to help residents and businesses access grants and invest in solar panels and low-carbon heating
- Collaborate and contribute to local and regional energy planning and large-scale energy feasibility studies to inform future investment in renewable energy infrastructure
- Promote advice services that help residents lower their energy bills and get funding for energy-saving improvements, e.g. Energy Company Obligation phase 4 (ECO4) and Warm Homes Essex
- Raise awareness and encourage energy-saving behaviours across the district through thought communications and events.





Objective:

Accelerate the shift to low-carbon transport and travel.

2. Travel and Transport

Actions:

- Improve active travel infrastructure, e.g. signage for walking, cycling and wheeling, dedicated segregated or off-road green cycle routes
- Encourage sustainable travel through public transport network use and expanding access to electric vehicle technology
- Use our Smarter Travel for Essex Network (STEN) and Modeshift stars Accreditation to work with partners to enhance active travel and sustainable travel modes including staff travel planning, community engagement, and policies that reduce dependency on private vehicles, particularly in town centres and high streets
- Increase the District's public EV charging network to support public, business, visitor and Council fleet needs
- Adopt a phased approach to transitioning Council operations and services to low- and zero emission vehicles
- Monitor transport emissions and behaviour trends, and review progress regularly to adapt and strengthen local transport plans
- Seek funding and work with partners to support transport innovation, pilot projects, incentives, and community-led travel initiatives
- Update the adopted Air Quality Action Plan 2020-2025.





Objective:

Strengthen climate resilience by protecting natural ecosystems, mitigating flood and heat risks, and embedding climate adaptation into local planning, infrastructure, and community decision-making.

Actions:

- Protect and restore biodiversity, ecosystems, and natural infrastructure through tree planting, habitat restoration, rewilding, and nature-based solutions that also deliver benefits such as carbon storage, flood management, and improved water quality aligned with the Essex Local Nature Recovery Strategy
- Work with partners to explore the feasibility of blue and green infrastructure projects that increase green cover, protect shaded areas, and incorporate permeable features—such as rain gardens—into new and existing developments to enhance climate resilience and environmental quality
- Collaborate with partners in the Maldon District Coastal and Flooding Groups to support and deliver effective flood adaptation projects.
- Continue town greening initiatives and develop greenways using redundant railway lines and canal routes to connect green spaces and promote sustainable travel
- Support sustainable farming by promoting ecological practices and local approaches that are economically viable, environmentally sound, and protective of public health
- Support communities to deliver projects that are 'low carbon and high nature'
- Promote resilient construction that delivers functional, healthy, and sustainable homes and buildings
- Collaborate with neighbouring councils, regional bodies, and national agencies on shared climate resilience challenges, including flooding, coastal change, and ecosystem restoration.





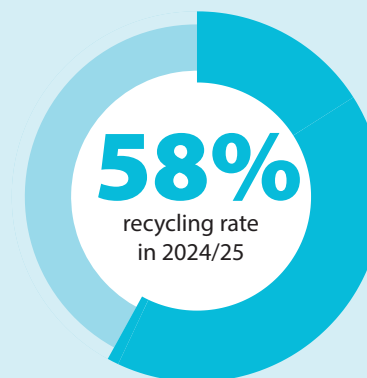
Objective:

Advance circular economy practices, enhance waste and water management, and promote sustainable resource use to minimise environmental impact.

4. Preservation of Resources

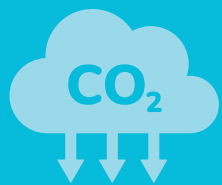
Actions:

- Work towards achieving a minimum 68% recycling rate by 2030, in line with the Climate Change Committee's recommendations to government
- Develop and deliver a local Waste and Recycling Action Plan aligned with the Essex Waste Strategy, aimed at improving service access, participation, and coverage. This includes projects that meet emerging legislation, such as Simpler Recycling, Extended Producer Responsibility for packaging (pEPR) and the national Deposit Return Scheme (DRS)
- Expand capacity for reuse and recycling by increasing collection services for food waste, garden waste, flexible plastics, and bulky items, supported by investment in appropriate infrastructure
- Encourage our community to waste less by making better use of what we already have — through reusing, repairing, sharing, and borrowing instead of discarding or buying new. Support initiatives such as cloth nappies, repair cafés, reuse events, and online gifting platforms that extend product life and help reduce overconsumption
- Promote community upcycling by turning unwanted items into something new — from furniture restoration to creative art projects. Back local initiatives that use waste as a resource for learning, culture, and creativity, helping to shift perceptions and build a circular economy mindset
- Improve water efficiency across Council operations, especially in high-use buildings like leisure centres, by installing water saving technologies and encouraging positive behavioural change.



In 2024/2025, Maldon District residents diverted approximately 58% of their waste from landfill by using the Council's recycling, food waste, and composting collections.





Objective:

Embed climate-conscious decision-making and resource use across all Council operations.

5. Sustainable Working (Cross-Cutting Theme)

Actions:

- Support hybrid working to reduce staff travel emissions, office energy use, and workspace demand through hotdesking, rotating attendance, cloud-based systems, and energy-efficient equipment
- Develop a Green Travel Plan to promote sustainable commuting and business travel, including car sharing, improved cycling facilities, and long-term incentives for public transport use
- Minimise office waste by encouraging paperless working, digital communications, reuse of materials, and responsible disposal or donation of office equipment and furniture
- Enhance digital engagement by expanding use of online forms, social media, and apps to reduce paper usage and in person visits, as set out in the Council's Community Engagement Strategy
- Promote low-carbon digital solutions, including cloud based services, energy-efficient devices, and sustainable IT practices
- Build a carbon-literate workforce by training officers and councillors in climate change awareness and action, supporting them to make sustainable choices and engage confidently with the community
- Make our purchasing greener by reviewing how the Council buys goods and services to better support climate goals – for example, by choosing suppliers with carbon reduction plans and encouraging things like online meetings and less paper use.



Developing a Road Map to Net Zero

Our five carbon reduction focus areas—Energy, Travel and Transport, Adaptation and Climate Resilience, Preservation of Resources, and Sustainable Working—provide the framework for targeted action. By aligning these themes with the insights from our emissions baseline, we can identify the most impactful interventions and sequence them into a clear, evidence-based pathway to net zero.

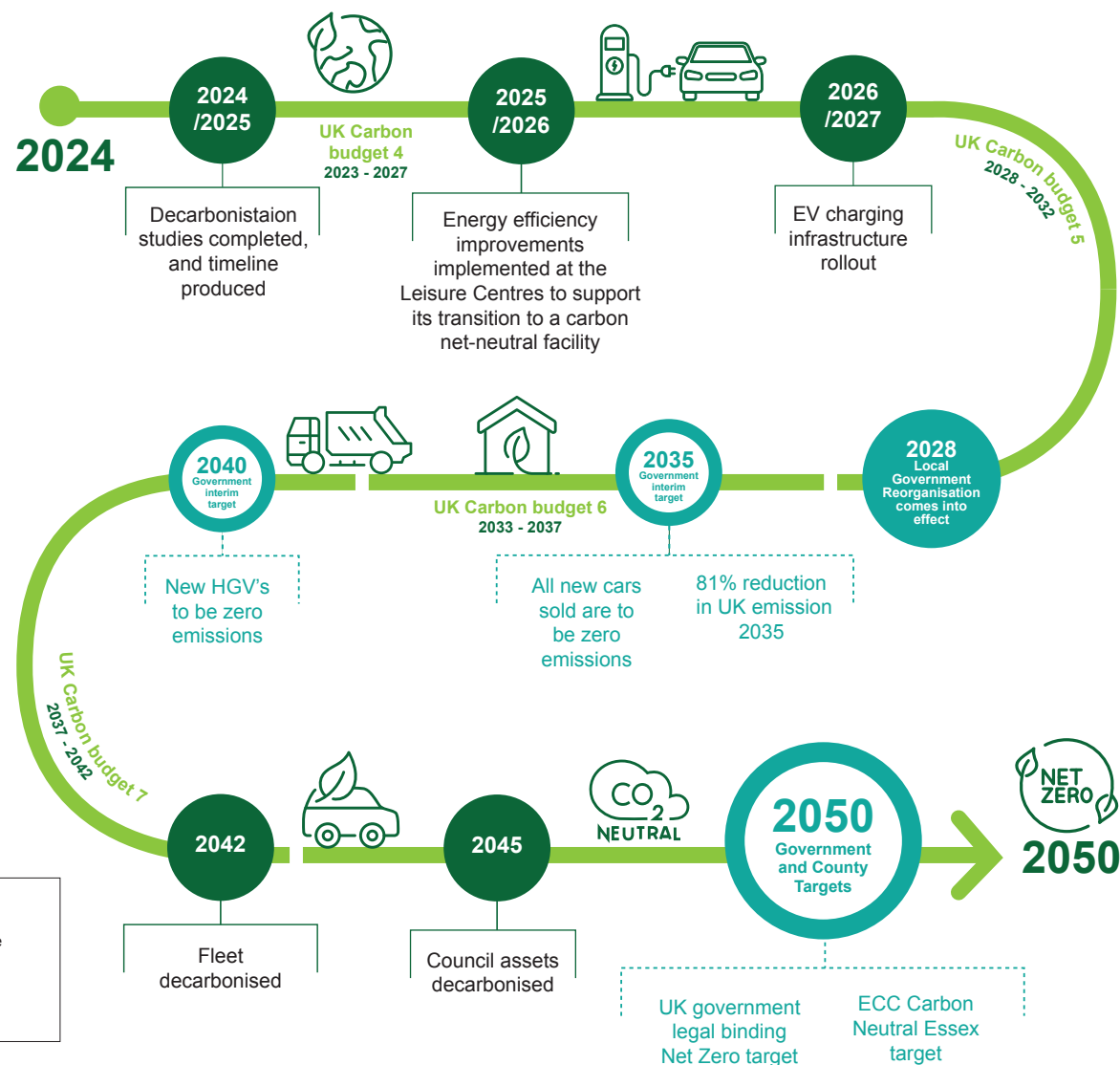
It will ensure our efforts are prioritised, realistic, and trackable—supporting accountability and continuous progress.

The following section outlines the key actions within each focus area and how, together, they form the foundation of a phased, practical, and ambitious route to a net zero Maldon District Council.

This road map will set out measurable milestones, aligned not only with local operational capabilities but also with wider regional and national climate commitments, including those of Essex County Council and the UK Government's legally binding 2050 target.

KEY:

- Maldon District Council best case decarbonisation milestones
- UK Government/Essex targets



Working in partnership

The strategy cannot be implemented by the Council alone, and the actions set out are ones which the Council can take, either alone, or in partnership with others. At a local level, the Council already works with several statutory bodies and local agencies.

We will continue to work with them to progress the work of the CAS.



We are proud to celebrate the growing network of community climate action groups across the District, whose passion, energy, and innovation are driving real change at a local level. These groups, alongside the Parish and Town Councils, are restoring habitats, promoting biodiversity, tackling emissions, and inspiring others through grassroots leadership.

Building on this momentum, we are committed to deepening engagement with local communities using an Asset Based Community Development (ABCD) approach—recognising and building upon the strengths, skills, and ideas already present in our towns and villages.

- Work with residents, young people, businesses, schools, and local organisations to co-develop climate and nature initiatives
- Support long-term behaviour change by raising awareness of climate challenges and opportunities
- Engage communities through trusted platforms and partnerships, including:
 - Existing community groups and schools
 - Parish and Town Councils and the Parish Forum
 - Council staff on the ground
 - Council social media channels and local community page admins
 - Housing residents' association groups
 - Business groups
 - Air Quality and Net Zero Member Working Group
 - Local Climate Action Friends network.



Opportunities and Barriers to Effective Climate Action

The Council recognises that climate action presents a range of important opportunities. Interventions that reduce emissions can lead to improved public health and well-being, particularly through enhanced air quality and warmer, healthier homes.

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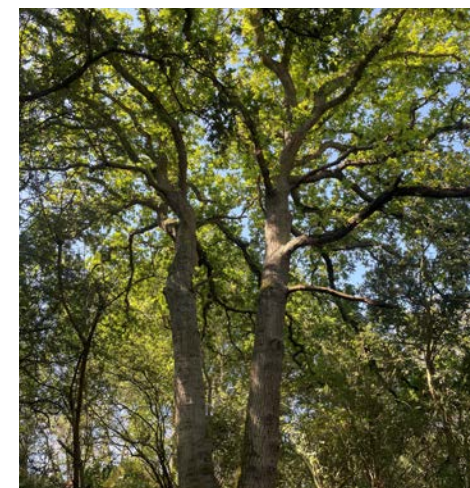
Promoting active travel, improving energy efficiency, and supporting nature-based solutions can contribute to more resilient and healthier communities, reduced energy bills, and improved biodiversity. Climate action also offers opportunities to futureproof services, attract green investment, and demonstrate leadership in sustainability.

However, several significant challenges remain in delivering effective climate action. These challenges include limited funding, staff capacity, and access to specialist expertise. For example, the development of fleet and travel strategies requires substantial time, resources, and technical knowledge to implement effectively.

Additional barriers include outdated technology, a limited supply of suitable electric vehicles for certain operational services, and the complexity of retrofitting older Council buildings to improve energy efficiency. As technologies continue to evolve, some interventions may need to be phased in over the longer term to ensure they are both cost-effective and reliable.

Measuring the environmental impact of certain activities, such as procurement and water use, also presents challenges. These assessments can be complex and may reveal previously unmeasured or hidden emissions that will require further action.

The work set out in this strategy will help the Council develop practical and collaborative ways to overcome these barriers and ensure that climate action is delivered effectively, supporting the creation of more resilient and healthier communities across the District.



A Living Strategy for a Changing Climate

This Climate Action Strategy is a tool to ensure that climate and nature are considered in all the Council's decision-making and investments. It evaluates our current position and identifies local opportunities to mitigate and adapt to climate change. This strategy sets a clear roadmap for reducing emissions, adapting to climate risks, and preserving natural resources in the District.

The strategy themes align with the Council's Corporate Plan priorities and considers other strategies where clear co-benefits can be realised. Our approach is grounded in data and evidence, ensuring that actions are targeted, measurable, and impactful. We remain committed to delivering our Climate Impact Areas through collaboration with communities, businesses, and local and national partners.

The strategy is a living document, designed to evolve alongside changes in Council operations, district priorities, and technological advancements. Regular updates will track our progress, highlight achievements, and ensure continued accountability. These updates will be made publicly available on the Council's website, allowing residents and partners to stay informed and engaged with our climate action journey.



Key Strategies and Policies Shaping Local Climate Policy

National

Climate Change Act

– 2008 (passed earlier but still foundational)

Paris Agreement – 2015

Road to Zero – 2018

Gear Change: A Bold Vision for Cycling and Walking – 2020

Environment Act – 2021

Net Zero Strategy: Build Back Greener – 2021

Decarbonising Transport: A Better, Greener Britain – 2021

Extended Producer Responsibility for packaging (pEPR) – 2021 (consultation & early policy design)

Deposit Return Scheme (DRS) – 2021 onwards (phased implementation)

Simpler Recycling Reforms – 2021–2022 (developed under Environment Act)

The Sixth Carbon Budget (2033–2037) – Adopted 2021

Powering Up Britain: Net Zero Growth Plan – 2023

Energy Act – 2023

Climate and Nature Bill (Private Member's Bill) – 2024–25

National Planning Policy Framework - 2024

Regional

Essex Climate Action Plan – 2021

Essex Climate Action Commission Report – 2021

Essex Highways Decarbonisation Strategy – 2022

Transport East Strategy – 2022

Waste Strategy for Essex – 2023–2025

Essex Electric Vehicle Charge Point Strategy – 2023

Essex Net Zero Policy – 2023

Water Strategy for Essex – 2023

Essex Design Guide (Climate Change Section) – 2023

East of England Net Zero & Adaptation Briefing – 2023

Essex Local Nature Recovery Strategy – 2025

Local

Approved Maldon District Local Development Plan 2014–2029

(The Local Plan Review is in progress)

Maldon District Design Guide (Climate Sections) – 2017

Air Quality Action Plan – 2020–2025 (new plan in development)

Our Home, Our Future – Climate Action Strategy and Action Plan – 2021–2030 (revision emerging)

Maldon District Strategic Flood Risk Assessment 2024

EV and Low Emissions Strategy – 2025

Maldon and Heybridge LCWIP – 2025

Corporate Plan – 2025–2028

Promenade Park Management Plan - 2025-2030

Climate Action Plan 2025 – 2028

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The remainder of this document sets out how the Climate Action Strategy will be delivered through the targeted actions, projects, and priorities identified in the Climate Action Plan (CAP).

Developed in collaboration with Council departments, the CAP identifies practical, deliverable actions across each thematic area, ensuring every service contributes meaningfully to the district's journey toward net zero.

Actions have been prioritised based on:

- Their impact on carbon emissions
- Their ability to initiate meaningful change
- Their potential to build the understanding and awareness needed to support long-term progress toward a carbon neutral Maldon District by 2050

The CAP includes:

- Specific projects and initiatives developed through the Carbon Reduction Focus Areas
- Activities the Council will lead and implement between 2025 and 2028

The CAP will be delivered within existing resources wherever possible, with external funding opportunities actively pursued to support implementation.

As a living document, the CAP will evolve in response to changes in local, regional, and national policy and legislation. It will be reviewed and updated annually through to 2028.



Travel and Transport

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
TT-01	Fleet Decarbonisation	Develop plan for transitioning council fleet to low/zero emission by 2050	25/26	Low - for developing plan	Internal via individual departmental budgets	Timeline with milestones and investment needs; carbon savings identified	Protecting our Environment EV and Low Emissions Strategy 2025
TT-02	Gradually transition the Council Fleet to Low-Emission Vehicles	Phase vehicle replacement; retain serviceable vehicles; prioritise EVs; adopt hybrids/ Euro 6 where needed; engage contractors	Ongoing	High overall. Lower via phased transition	Internal via individual departmental budgets	Cleaner fleet aligned with Vehicle Renewal Strategy	Protecting our Environment EV and Low Emissions Strategy – 2025
TT-03	Staff travel plan	Implement a Staff Travel Plan that encourages car sharing, journey planning, pool car usage, the Cycle to Work scheme, and other sustainable transport options. Include a cost-benefit analysis to highlight potential financial and environmental savings.	2025/2026	Low to produce the plan. Medium cost for implementing targets and initiatives	Internal	Publish staff travel plan	Protecting our Environment
TT-04	LDP Strategic Transport Policy	Develop a transport policy that encourages reduced car use and promotes active travel and public transport for local journeys.	2027/2028	Low - for developing policy	Internal	Local Plan adopted	Protecting our Environment Local Plan (emerging)

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
TT-05	Maldon and Heybridge Local Cycling and Walking Infrastructure Plan (LCWIP)	Support funding for Maldon and Heybridge LCWIP infrastructure projects for agreed prioritised routes working with ECC, Active Travel England and Developers (growth options)	2026/2027	High	ECC/ATE/ Direct developer contributions (S106 and S278)	Forward plan with milestones agreed	Protecting our environment; Supporting our communities, Investing in our district
TT-06	Maldon District Future Transport Strategy ECC Feb 2024	Apply the strategy as a material planning consideration for all proposed developments in the District. Identify and prioritise key initiatives that support sustainable transport options	Ongoing	Low	ECC/ATE/ Direct developer contributions (S106 and S278)	Clear guidance on sustainable travel embedded in planning process	Protecting our Environment
TT-07	Expand Public EV Charging Infrastructure	Install public EV chargers on council land and streets with ECC using Local Electric Vehicle Infrastructure (LEVI)/ On-Street Residential Charge Point Scheme (ORCS) funds	2025/2026	High	ECC LEVI and ORCS	Project allocation confirmed; ECC maintenance and delivery plan in place	Protecting our Environment Supporting our Communities Investing in our District EV and Low Emissions Strategy – 2025 Essex Electric Vehicle Charge Point Strategy – 2023

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
TT-08	Decarbonise Leisure Centre Transport	Replace leisure centre fleet vehicles with low-emission alternatives and install EV chargers at Burnham and Maldon sites.	2025/2026	Medium	External Places Leisure	Reduced leisure centre emissions; supported EV transition	Protecting our Environment Supporting our Communities Investing in our District EV and Low Emissions Strategy – 2025
TT-09	Air Quality Action Plan	Develop and implement an Air Quality Action Plan to address local air pollution, including transport-related emissions, and improve public health	2025/2026	Low	Internal	Air Quality Action Plan produced	Protecting our Environment Supporting our Communities



Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
E-01	Develop the Carbon Reduction Plan	Enhance existing baseline and trajectory reports by identifying emission sources and defining costed reduction actions	2025/2026	Low	Internal	Timeline in place with costed actions and achievable milestones	Protecting our Environment
E-02	Report Annual Greenhouse Gas (GHG) Emissions	Compile data from Council services and prepare GHG reports for 2023–2025 using the LGA GHG Accounting Tool	2025/2026	Low	Internal	Annual GHG performance report published and linked to carbon targets	Protecting our Environment
E-03	Improve Scope 3 emissions reporting	Develop a data collection procedure, work with key suppliers to obtain emissions data, and align reporting with public sector standards	2026/2027	Low	Internal	Improved Scope 3 data coverage and alignment with reporting standards	Protecting our Environment
E-04	Assess Solar Generation Potential across Council Assets	Work with North Essex Council Climate Partnership to explore rooftop and car park solar feasibility on Council buildings and land	2025/2026	Low	Internal and External	Business case developed for solar energy projects on Council sites	Protecting our Environment Investing in our District

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
E-05	Support Businesses with Energy Efficiency advice	Promote regional initiatives supporting business energy efficiency. Signpost businesses to grants and retrofit guidance	Ongoing	Ongoing	Internal	More commercial tenants apply for and secure renewable energy funding	Protecting our Environment Supporting our Communities
E-06	Deliver Energy Efficiency Retrofit Support for Homes and Businesses	Promote county-wide home energy schemes, including Warm Homes Essex, the Energy Company Obligation (ECO) scheme, and group-buying initiatives such as Energy Switch and Solar Together	2025-2027	High	ECC grant funded	Reduce emissions and energy bills for residents and businesses, improve home comfort and reduce fuel poverty	Protecting our Environment Supporting our Communities
E-07	Support development of Local Area Energy Plan (LAEP)	Collaborate with partners to shape the Local Area Energy Plan by sharing data, aligning projects, and supporting integrated planning to map future energy demand and low-carbon opportunities	2025/2026	Low	Internal and External	Shared projects and energy demand mapping	Protecting our Environment Supporting our Communities Investing in our District



Preservation of Resources

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
PR-01	MDC to develop a Waste & Recycling Action Plan	Deliver a local action plan aligned with the Essex Waste Strategy to improve access, efficiency, and recycling coverage	2025/2026	Low	Internal	Waste & Recycling Action Plan produced	Protecting our Environment Supporting our Communities Delivering Good Quality Services Waste Strategy for Essex – 2023–2025
PR-02	Improve Recycling for Flats and Communal Properties	Work in partnership with SUEZ to extend food waste collections to all flats across the district. At the same time, review and improve communal bin stores by updating signage, distributing resident leaflets, and providing reusable containers to enhance waste presentation and increase recycling rates	2025/2026	Medium	DEFRA/Internal/ potential funding source added burdens (Annual grant)	Food waste collection scheme rolled out to all flats	Protecting our Environment Supporting our Communities Delivering Good Quality Services
PR-03	Extension of garden waste collection service	Extend garden waste service to isolated properties	2025/2026	High	External Packaging extended Producer Responsibility (PePR) /Internal income/Capital funding	Increased participation in garden waste service	Protecting our Environment Supporting our Communities Delivering Good Quality Services

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
PR-04	Expansion of flexible plastic trial to all households	Phased expansion of flexible plastic trial to all households to be collected from pink sacks	2025/2026	Medium	PePR external	Greater coverage of soft plastics recycling	Protecting our Environment Supporting our Communities Delivering Good Quality Services
PR-05	Re-use of bulky waste	Partner with ECC to promote reuse of bulky wooden and plastic items	2025/2026	Low	External ECC	Reduction in bulky waste sent to landfill; improved reuse	Protecting our Environment Supporting our Communities Delivering Good Quality Services
PR-06	Reduce Leisure Centre Waste and Water	Implement new measures including new recycling bins, textile recycling, water checks, and awareness campaigns	Ongoing	Medium	External	100% of recyclable waste recycled; 2% annual reduction in water use	Protecting our Environment Supporting our Communities Delivering Good Quality Services
PR-07	Cemeteries eco spoil bays (internal)	Design and construct designated eco spoil bays within cemeteries to enable effective separation and reuse of green waste	2025/2026	Low	Internal	Improved green waste management, reduced landfill disposal, and increased reuse	Protecting our Environment



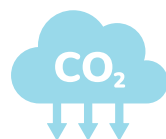
Adaptation and Climate Resilience

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Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
ACR-01	Local Plan Review	Develop robust planning policies and design codes that address Sustainable Drainage Systems (SuDS), flood risk, renewable energy, biodiversity and geodiversity, transport, and climate change	2027/2028	Low	Internal	Local Plan produced	Protecting our Environment Supporting our Communities Local Plan
ACR-02	Local Nature Recovery Strategy	Align local actions with Essex Nature Recovery Strategy	2025/2026	Medium	External	Coordinated habitat recovery	Protecting our Environment
ACR-03	Publish Biodiversity Report	Develop and publish the statutory Biodiversity Report, setting out policies and measurable objectives following the completed First Consideration in Jan 2024.	2025/2026 (report due by 1 Jan 2026)	Low–Medium (staff time; coordination with services and partners)	Internal	Publication of the publish the statutory Biodiversity Report on the Council's website	Protecting our Environment
ACR-04	Seagrass Restoration	Support partnership working with Seagrass Group	2025/2026	Low	Internal	Group established and potential projects identified	Protecting our Environment

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
ACR-05	Tree Planting and Management Programme	Increase tree planting across Council-owned parks, open spaces, and cemeteries in collaboration with partner organisations, while maintaining existing tree stock through regular arboriculture surveys to ensure long-term health and resilience	Ongoing	Low	Internal	Expanded tree canopy, improved urban biodiversity, and healthy, resilient tree populations	Protecting our Environment Promenade Park Management Plan 2025-2030
ACR-06	Promenade Park Management Plan	Adopt and implement the plan priority actions	2025/2026	High	Internal, external and Direct developer contributions (\$106 and \$278)	Biodiverse, accessible and well-managed park	Protecting our Environment
ACR-07	Rewilding	Maintain and monitor existing rewilded areas to preserve ecological value, support biodiversity, and ensure the effectiveness of rewilding efforts	Ongoing	Low	Internal	Sustained ecological health and biodiversity within existing rewilded areas through effective long-term management.	Protecting our Environment Promenade Park Management Plan (emerging)
ACR-08	Enhancing Flood Resilience Through Strategic Infrastructure Improvements	Collaborate with partners on flood defence projects, including the Heybridge Flood Alleviation Scheme, refurbishment of Heybridge Lock and Maldon Bypass Flood Gates, Seawall restoration, and co-developing raingarden initiatives	Ongoing	High	External/internal	Key projects and activities progressed/ delivered	Protecting our Environment Supporting our Communities Investing in our District

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
ACR-09	Community Climate & Energy Groups	Support local climate action groups through resources, training, and collaboration to empower community-led sustainability initiatives	2025/2026	Low	Internal	Engaged communities taking climate action	Protecting our Environment Supporting our Communities
ACR-10	Parish and Town Council Engagement	Engage with parish councils to promote positive development of inter-council relationships and mutual support in adapting to climate change impacts	Ongoing	Low	Internal	Wider adoption of local climate actions	Protecting our Environment Supporting our Communities



Sustainable working

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
SW-01	Apply for Carbon Literacy Bronze Award	Prepare an application for Bronze accreditation that demonstrates the Council's commitment to carbon literacy	2025/2026	Low	Internal	Recognition of the Council's efforts to embed carbon literacy within its workforce	Protecting our Environment
SW-02	Sustainable Procurement Compliance and Improvement	Update procurement processes to align with environmental Social Value objectives and comply with the Procurement Act 2025. This includes incorporating Carbon Reduction Plans, setting emission targets for high-value contracts, and delivering staff training on sustainable and circular procurement	Ongoing	Low	Internal	Better understanding and selection of sustainable suppliers	Protecting our Environment Procurement Act 2025 Public Services (Social Value) Act 2012
SW-03	Regularly update staff on environmental initiatives	Use internal communications, intranet, and meetings to share updates and resources	Ongoing	Low	Internal	Increased staff engagement and adoption of environmentally conscious work practices	Protecting our Environment

Action id	Action	How will action be achieved	Estimated completion dates	Cost (human and financial)	Funding	Desired outcome	Corporate Priority/ Strategy Supported
SW-04	Hybrid working	Promote hybrid working to reduce travel and encourage the use of Teams meetings where appropriate	Ongoing	Low	Internal	Reduced carbon footprint through decreased staff commuting and business travel	Protecting our Environment
SW-05	Digital first	Encourage paperless working by promoting online services and offering digital alternatives to printed correspondence. Use SMS and email for reminders and updates	Ongoing	Low	Internal	Increased efficiency, reduced paper use, and improved digital engagement	Protecting our Environment Supporting our Communities
SW-06	Ufest Climate Area	Develop and promote a dedicated area at Ufest to engage attendees in climate action and sustainability messaging	2025/2026	Low	Internal	Raised community awareness and engagement on climate and environmental issues	Protecting our Environment Supporting our Communities

Glossary of Terms

Adaptation: Adjustments in systems, behaviours, and infrastructure in response to actual or expected climate impacts, such as flooding or extreme heat, to reduce harm or exploit beneficial opportunities.

Baseline Emissions: The starting point for measuring carbon emissions, used to track progress and model reduction pathways. Maldon District Council's baseline was established in 2022/23.

Biodiversity Net Gain (BNG): A mandatory approach under the Environment Act 2021 that requires new developments to deliver at least a 10% improvement in biodiversity value compared to the pre-development baseline. This ensures measurable ecological enhancements on-site or via off-site compensatory measures, helping to reverse biodiversity loss and promote nature recovery.

Carbon Dioxide Equivalent (CO₂e): A standard unit for measuring greenhouse gas emissions. It expresses the impact of different gases (such as methane or nitrous oxide) in terms of the amount of carbon dioxide that would have the same global warming potential, enabling comparison and aggregation of emissions.

Carbon Neutral: Achieving net zero carbon dioxide emissions by balancing emissions produced with emissions removed or offset, typically at an organisational or operational level.

Circular Economy: An economic model that prioritises reusing, repairing, and recycling existing materials and products to extend their life cycle and reduce waste and resource extraction.

Climate Action Plan (CAP): A detailed action plan outlining how the Council will deliver its climate goals. The 2025–2028 CAP includes key initiatives under five impact areas.

Climate Resilience: The capacity of communities, ecosystems, and infrastructure to withstand, adapt to, and recover from the effects of climate change.

Deposit Return Scheme (DRS): A national scheme requiring consumers to pay a small deposit on drinks containers, refunded upon return, to reduce littering and promote recycling.

Emissions Trading Scheme (ETS): A UK government policy mechanism placing a cap on the total amount of greenhouse gases that can be emitted by sectors covered under the scheme, encouraging reductions through tradeable allowances.

Packaging extended Producer Responsibility (PePR): Legislation requiring producers to take responsibility for the entire lifecycle of the products they place on the market, including end-of-life disposal and recycling costs.

GHG (Greenhouse Gases): Gases like carbon dioxide, methane, and nitrous oxide that trap heat in the atmosphere, contributing to global warming and climate change.

LEVI (Local Electric Vehicle Infrastructure Fund): A UK Government fund designed to support local authorities in planning and delivering public electric vehicle (EV) charge points. LEVI helps ensure accessible and reliable EV infrastructure in areas without off-street parking, promoting equitable access to low-carbon transport.

Local Cycling and Walking Infrastructure Plan (LCWIP): A strategic plan developed by local authorities to identify and prioritise improvements to walking and cycling infrastructure. LCWIPs aim to create safer, more accessible routes that encourage active travel, reduce car dependency, and support health and environmental goals.

Local Nature Recovery Strategy (LNRS): A spatial strategy required under the Environment Act 2021 that identifies priorities and opportunities for nature recovery in a local area. LNRSs aim to support better coordination of conservation efforts, inform land-use planning, and guide investment in biodiversity and natural capital. Maldon District contributes to and aligns with the Essex LNRS.

Mitigation: Actions taken to reduce or prevent the emission of greenhouse gases, such as improving energy efficiency, transitioning to renewables, or promoting low-carbon travel.

Net Zero: A state where all greenhouse gas emissions produced are balanced by removals, through natural or technological means, by a specified date (e.g., 2050 for Maldon District Council).

ORCS (On-Street Residential Chargepoint Scheme): A government grant scheme providing funding to local authorities for the installation of on-street EV charge points. ORCS supports the transition to electric vehicles by making charging more convenient for residents without private driveways.

Scope 1, 2, 3 Emissions: Standard categories for reporting organisational emissions:

- Scope 1: Direct emissions from owned or controlled sources
- Scope 2: Indirect emissions from purchased electricity
- Scope 3: All other indirect emissions (e.g. procurement, business travel)

Simpler Recycling: A UK Government reform to harmonise waste collection services across England, ensuring all households and businesses can recycle the same core materials.

Sustainable Working:

Practices embedded in daily Council operations to reduce environmental impact—such as hybrid working, digital services, low-carbon procurement, and green commuting.

Zero-Emission Vehicles (ZEVs):

Vehicles that produce no exhaust emissions during operation, typically powered by electricity or hydrogen fuel cells.

References

- Department for Business, Energy & Industrial Strategy (BEIS). UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2022.
- UK Government. Climate Change Act 2008.
- Climate Change Committee. Sixth Carbon Budget Report.
- Essex Climate Action Commission. Net Zero: Making Essex Carbon Neutral.

Photo credits

Page 3: Aerial view of Maldon Hythe Quay
– Credit: Maldon District Council

Page 5: Child at Our Wild Local Space (OWLS) – Credit: Heybridge & Maldon Climate Action Partnership (HMCAP)

Page 5: H. Phillips at COP26
– Credit: H. Phillips

Page 5: Inaugural Heybridge & Maldon Climate Action Partnership
– Credit: Maldon District Council

Page 7: Aerial view of Tollesbury – Credit: Maldon District Council

Page 12: Sunset at Heybridge Creek – Credit: HMCAP

Page 14: Wind turbines at Dengie
– Credit: Maldon District Council

Page 15: Man installing solar panels on roof
– Credit: Shutterstock

Page 15: Energy Performance Certificate – Credit: Shutterstock

Page 16: Person cycling
– Credit: Shutterstock

Page 16: Electric vehicle charging
– Credit: Shutterstock

Page 17: Tree planting at OWLS
– Credit: HMCAP

Page 17: Seagrass
– Credit: Essex Wildlife Trust

Page 18: SUEZ recycling vehicle
– Credit: Maldon District Council

Page 19: Man walking
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Page 22: Photo from UFest Maldon 2024 – Credit: Maldon District Council

Page 22: St Lawrence Community Orchard – Credit: L. Flack

Page 22: Inscribed tree stump at OWLS – Credit: HMCAP

Page 23: Trees in Cold Norton
– Credit: Maldon District Council

Page 24: Tree planting
– Credit: Maldon District Council

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Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Title: Climate Action Strategy and Action Plan	Date 10/07/25	Officer Preparing: C Williamson
1. Background		
<p>1.1 Description of Strategy (Including aims, outcomes and in the case of an existing service how long it has been delivered in its current format)</p> <p>The revised Climate Action Strategy and Action Plan builds on Maldon District Council’s 2021 Strategy and the 2024 Climate Emergency Statement. While the original target of achieving net zero by 2030 has been revised to 2050, the revised Strategy strengthens the Council’s commitment to urgent climate action and to achieving a carbon neutral district and a net zero Council as quickly as practicably possible.</p> <p>The aims of the Climate Action Strategy and Action Plan are:</p> <ul style="list-style-type: none"> • Achieve net zero Council operations by 2050, guided by a robust emissions baseline and phased carbon reduction pathways. • Support a carbon neutral Maldon District, enabling wider community action through partnerships and influence. • Focus on high-impact emissions, particularly from buildings, transport, energy, and procurement. • Integrate climate resilience into planning and services to address local risks such as flooding and extreme heat. • Engage and empower the public, especially young people, to drive behaviour change and support community-led initiatives. • Collaborate with regional partners to align goals and maximise access to funding, tools, and technical expertise. • Embed climate action into Council operations, policies, and procurement to ensure consistent delivery. • Strengthen governance and accountability through monitoring, reporting, and regular strategy reviews. • Develop staff capacity to ensure the Council and partners are equipped to lead on climate action. <p>The Climate Action Strategy and Action Plan adopts a data-driven, evidence-led approach, focusing on reducing high-impact emissions—particularly from building energy use, contractor travel, and fleet. While robust data exists for Scope 1 and 2 emissions, the Council acknowledges that further work is needed to measure and reduce Scope 3 emissions.</p> <p>The Strategy is structured around five Climate Impact Areas:</p> <ol style="list-style-type: none"> 1. Energy – Improving efficiency and supporting renewable energy. 2. Travel and Transport – Encouraging sustainable travel and EV adoption. 		

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

3. Adaptation and Climate Resilience – Boosting flood protection and biodiversity.
4. Preservation of Resources – Supporting circular economy and better waste/water management.
5. Sustainable Working – Embedding carbon-conscious operations and procurement.

The Climate Action Strategy and Action Plan includes an iterative roadmap to 2050 with measurable milestones and flexibility to adapt to new technologies and policies. It emphasises community engagement, recognising the role of local climate groups and aiming to co-develop initiatives with residents, businesses, and schools.

Implementation is through a costed, timebound Climate Action Plan (CAP) covering 2025–2028. The CAP will be reviewed annually, ensuring transparency and adaptability. The Climate Action Strategy and Action Plan is aligned with the Council's Corporate Plan and the timeline for Local Government Reorganisation (LGR) and is designed to remain responsive to evolving needs and opportunities.

1.2 Who are the users of the strategy / policy / service (Refer to data held about the users of the service i.e. numbers of users, demographic breakdown. Having this information is important to understand which sectors of the community might be affected. If that is not available refer to the demographic data held on the intranet.)

Residents and visitors of the Maldon District (who will benefit from the enhanced/new green infrastructure)
 Local businesses and developers
 Maldon District Council Departments
 Schools, youth, and community groups
 Council staff and Members
 Council partners
 Landowners
 Other local authorities
 Statutory agencies and regional partners (e.g., ECC, NHS)
 Government agencies.
 Voluntary, faith, and climate action organisations

1.3 Have users been consulted with? (Have you carried out consultation with users or stakeholders while drawing up the proposal / policy / service? For example, have you carried out a formal consultation, discussed the issue with a Friends/User Group or consulted with stakeholders? If so, outline the results and how it has informed your plans. It's also important to show whether the target audience was reached during the consultation.)

Community engagement is embedded in the Strategy, with a focus on an Asset-Based Community Development (ABCD) approach. It builds on the 'Our Home, Our Future' campaign, which identified community priorities such as home energy efficiency, flood resilience, and sustainable transport. These informed key focus areas of the revised strategy.

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

1.4 If the analysis is regarding an existing Service, what are users' views of that Service? (Base your view on evidence such as satisfaction surveys, levels of compliments and levels of complaints).

This Strategy is a revision of the 2021–2030 Climate Action Strategy and Action Plan, and it is informed by community insights, data analysis, and partner feedback. The revision has been undertaken to reflect the updated target date and to incorporate new evidence and emissions data. To date, no complaints have been received regarding the existing strategy.

2. Equality Aims – consider how the proposal / policy / service meets the three Equality Aims listed in the Equality Act.

Aim	How does the proposal / policy / service meet the equality aim?	Action or addition needed in order that the proposal / policy / service meets the aim?
2.1 To eliminate unlawful discrimination, harassment and victimisation	Engagement and project delivery will be inclusive and non-discriminatory.	None
2.2 To advance equality of opportunity between people who share a protected characteristic and those who do not	Specific focus on hard-to-reach and vulnerable groups (e.g., through Warm Homes Essex, EV access, recycling improvements for flats).	Monitor uptake by underrepresented communities.
2.3 To foster good relations between those who share a protected characteristic and those who do not	The strategy actively fosters intergenerational and intercultural collaboration through engagement with schools, community groups, and diverse stakeholders.	Maintain open engagement channels and feedback loops.

3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
3.1 Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engagement that spans generations, from	Engagement will aim to bring younger

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.					
Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
(What will the impact be on different age groups such as younger or older people?).				school-aged children to older adults	and older generations together to share perspectives on climate change, learn from one another, and collaborate on community actions that build climate resilience.
3.2 Disability (Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Events and materials will consider accessibility needs	Climate Action engagement will seek views from all members of the community, including individuals with disabilities, aiming to understand their needs and support positive behaviour changes. This includes ensuring accessible formats and physical access to all engagement activities.
3.3 Pregnancy and Maternity (Think about pregnancy, new and breastfeeding Mums).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste reduction and education support healthy choices (e.g., nappy waste)	The Strategy will support healthy choices through waste reduction and education, such as cutting nappy waste to benefit pregnant women and parents.
3.4 Sex (is the service used more by one gender and are the sexes given equal opportunity?).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Strategy promotes equitable access to initiatives.	Campaigns and activities will be accessible to all sexes.
3.5 Gender Reassignment (Is there an impact on people who are going through or who have completed Gender Reassignment?).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Strategy is intended to benefit all sectors of the community. No differential impacts identified	All campaigns and initiative will maintain inclusive practices, ensuring campaigns and activities are accessible to people undergoing gender reassignment.
3.6 Religion or belief (Includes not having a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategy inclusive of all beliefs.	The Climate Action Strategy and Action Plan is expected to have a positive

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.					
Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
religion or belief)					impact by tailoring communications to cultural sensitivities, for example through engagement with Climate Action Friends.
3.7 Sexual Orientation (What is the impact on heterosexual, lesbian, gay or bisexual people?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategy designed to include all residents equally	The Climate Action Strategy and Action Plan is expected to generate a positive impact against this criterion.
3.8 Race (Includes ethnic or national origins including Gypsies and Travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Climate Action Strategy and Action Plan is intended to benefit all sectors of the community.	The Climate Action Strategy and Action Plan is expected to generate a positive impact against this criterion.
3.9 Socio-Economic Group (Will people of any particular socio-economic group be particularly affected?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strong emphasis on addressing inequality (e.g. retrofit, public transport, recycling)	The Climate Action Strategy and Action Plan is expected to have a positive impact under this criterion by monitoring equity of access to grants and services. Initiatives such as Warm Homes Essex, community EV charge points, and improved access to public transport are designed to support low-income households. While no negative impacts on these groups are currently identified, the Climate Action Strategy and Action Plan will continue to monitor and address any that may arise.

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

4. Is there a Cumulative Impact? (If the same group is the subject of many changes or reductions the overall impact is much greater. Consider what else is happening within Maldon District Council that may have an impact and also what we know is happening elsewhere (such as Essex County Council). See Guidance for further advice.)

Yes – the cumulative impact is expected to be **positive**, with multiple initiatives supporting social inclusion, cost savings, health, and wellbeing, particularly for low-income households and vulnerable groups.

5. Outcome

5.1 Consider all the analysis and evidence above and indicate

(1) No change needed ☒ (2) Adjust ☐ (3) Adverse impact but continue ☐ (4) Stop, remove the proposal / policy / service ☐

5.2 Adjustments

If option (2) above is selected please detail what adjustments are needed, who is responsible and how that will be reviewed. Also outline how that will be agreed (i.e. Committee, CMT).

N/A

5.3 Decision Making (How will this equality analysis be taken into account during the decision making process? For example, will it be included with a report to Committee/CMT? Will it be considered at department level or by a Head of Service? How will community/stakeholders views be taken into account?)

This Equality Analysis will accompany the Strategy report to Committee for consideration. It will also be published online alongside the Strategy to ensure transparency.

6.0 Next Steps

6.1 If there was a lack of evidence or data held on which to base this assessment, how will that gap be addressed for the future?

N/A

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

6.2 Summary of actions highlighted within this analysis (Include how this will be picked up within service/work plans)

N/A

6.3 Arrangements for future monitoring of equality impact of this proposal / policy / service

Monitoring will be reported monthly through service plan updates and undertaken as part of the Climate Action Plan (CAP) KPI reporting process.

6.4 Approved by (Manager or Head of Service signature and date)

25/07/2025

Tracy Farrell

Head of Environmental Health, Waste & Climate Action

Once approved please forward this analysis to Cally Darby to arrange publication.

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REPORT of LEAD LEGAL SPECIALIST

**to
STRATEGY AND RESOURCES COMMITTEE
2 OCTOBER 2025**

LEASE EXTENSION SPRINGFIELD BUSINESS PARK

1. PURPOSE OF THE REPORT

- 1.1 To request a lease extension for a business at Unit 8, Springfield Business Park, Burnham-on-Crouch.
- 1.2 To request delegated authority to allow extensions for any other units on the Business Park.

2. RECOMMENDATIONS

- (i) That the Council agrees for the current lease for Unit 8, Springfield Business Park, Burnham-on-Crouch to be extended for an additional 66 years making the total lease length of 99 years;
- (ii) That the Assistant Director of Customer Services and Operations be given delegated authority in consultation with the Chairperson of the Strategy and Resources Committee to agree extensions to any other lease of any unit within the Springfield Business Park with less than 40 years remaining to increase the lease term to a maximum of 99 years;
- (iii) That the Assistant Director - Customer Services and Operations be given authority to agree the annual rent figure for the leases in recommendations (i) and (ii) in line with a current market valuation with a ten-year rent review;
- (iv) that all leases which are extended in line with the delegation set out at (ii) above are reported to the Strategy and Resources Committee.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council owns the Springfield Road Business Park, Burnham-on-Crouch.
- 3.2 The majority to the units were leased between 1973 and 1974 for a term of 85 years.
- 3.3 The Council entered into an 85-year lease for Unit 8 Springfield which began on 1 July 1973. There is currently 33 years remaining on this lease. The leaseholder pays an annual ground rent which is reviewed every 10 years.
- 3.4 The Council has received a request from the leaseholder, Flag Brand Products Ltd of Unit 8 Springfield to extend their current lease by 66 years effectively making the lease a 99-year lease.

- 3.5 The Leases were not contracted out of the Landlord and Tenant Act 1954 when they were completed. The Tenants therefore have an automatic right to renew their agreements when the expire in 2058.
- 3.6 While the rental figure is currently reviewed every ten years Officers would recommend that a new valuation is carried out now to allow the new agreement to begin at a current market value.
- 3.7 Businesses require long term security of a premises in order to invest in their business and make long term investment and growth plans. It is anticipated that as all the current leases were entered into around the same time period the Council can expect to receive a number of these requests over the coming months.
- 3.8 To prevent a number of identical reports being placed before the Committee the request for a general delegation will allow Officers to process any future applications easily and without the additional administration of making a report to Committee.
- 3.9 The proposed delegation will only allow for extensions whereby the leases are coming towards the end of their term and will require then to be subject to a valuation. This will ensure that any changes outside of these parameters which are not currently covered by delegations will still come before this committee for consideration.

4. CONCLUSION

- 4.1 The granting of an extension to this lease will provide a long-term income to the Council at a market value while also providing security for the business that occupies this Unit.
- 4.2 By providing a delegation to allow further applications to be dealt with this will improve the customer service that can be provided to the remaining tenants who may also wish to extend their leases.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 By providing delegated authority to Officers this will allow a quicker decision-making process to those tenants who may also wish to extend their lease.

5.2 Growing our economy

- 5.2.1 Proving long term security for businesses allows the businesses to make long term investment plans which will support business growth within the district.

6. IMPLICATIONS

- (i) **Impact on Customers** – Providing a delegated authority will ensure a quicker decision-making process for our tenants who wish to extend their lease.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – None.

- (iv) **Impact on Resources (financial)** – A valuation will ensure the Council is obtaining a current market rental value and the rent review will ensure that this is reflected throughout the term of the lease. The agreement to extend this lease will ensure a long-term income for the Council.
- (v) **Impact on Resources (human)** – The legal work will be undertaken in house.
- (vi) **Impact on Devolution / Local Government Reorganisation** – Any lease that is entered into at this point will be novated (transferred) to any new authority as part of the legal devolution process. The current leaseholders have an automatic right to renew their lease and so any new authority would be bound by this legal obligation in the future irrespective of this decision.

Background Papers: None.

Enquiries to: Emma Holmes, Lead Legal Specialist.

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By virtue of paragraph(s) 1, 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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