

Epping Forest & Commons Committee
Action Log



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	<p>Lodges: Income Generation: Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.</p>	<p>18 May 2023 – Verbal Update to be provided at the next meeting.</p> <p>13 July 2023 - Verbal Update to be provided at the next meeting.</p> <p>14 September 2023 – Update provided by the Director of Natural Environment at the meeting</p> <p>23 November 2023 – Information shared by Jo Hurst about ongoing work to audit income generation across different portfolios, including lodges.</p>	<p>Bob Roberts/ Jo Hurst</p> <p>Jacqueline Eggleston</p>	<p>21 Nov 2022</p>	<p>Ongoing project to prioritise CWP funds to bring vacant lodges to market.</p> <p>Propose add progress updates to management strategy.</p>

Epping Forest & Commons Committee
Action Log



		<p>Emphasis on both long-term goals and short-term opportunities for additional income.</p> <p>May 2024</p> <p>Epping Forest Lodge Residency Strategy is in place and recruitment processes still underway to potential residential roles.</p> <p>Approval of legacy maintenance funding to CSD is in initial planning stages and NE continue to work closely with CSD about destination of funds and prioritisation. Committee to be updated after majority of recruitment complete.</p> <p>September 24. Report being presented on residential assets.</p>			
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Epping Forest & Commons Committee
Action Log



2023-2	Target Operating Model Review: The Director to perform a formal review of the Target Operating Model changes in Epping Forest and the Commons in May 2024, which will include engagement with staff, Members and Verderers.	25 January 2024 – A review will be led by the Director in summer 2024 and Members will have an opportunity to feed back into this.	Emily Brennan	14 Sept 2023	28 November 2024
2023-5	Corporate Plan and Strategies: Brief discussion on the corporate plan update and strategies for Epping Forest and other areas to be brought to the next committee.	25 January 2024 – Update provided, look to review delivery mechanisms, including site management plans and policies, to ensure alignment with the newly developed strategies for the natural environment. Corporate Plan approved and communicated. Natural Environment Board strategies approved and communicated. Business Planning process will identify if any other charity specific strategies are required,	Bob Roberts	23 November 2023	Autumn 2024 (will be closed in September)

Epping Forest & Commons Committee
Action Log



		but action closed as forward plan already includes 5-year Business Plan			
2024-7	Funding: Environment team would be looking at further opportunities, such as biodiversity credits, Community Infrastructure Levy (CIL) and more general funding applications to trusts and foundations, and the resulting action plan would be presented to the Committee.	BNG consultant reviewing options for Copped Hall in EF as pilot study connected to CAS works. Sept 24. Wider action plan being developed along with NECR.	Emily Brennan	22 May 2024	June 2025
2024-8	Risk Management: 1. Declining Condition of Assets Risk - Chairman asked about the impact of new funding from the cyclical works programme on reducing the declining condition of assets risk and the Executive Director agreed to review this	1. This was addressed via a verbal update along with a Summary Risk Management Update Report to the May 2024 Committee. It was subsequently approved for closure at the July 2024 Committee: this risk has been updated on a regular basis to reflect	Joanne Hill	21 March 2024	To close

Epping Forest & Commons Committee

Action Log



	<p>2. Concerns on suitable staff and workforce planning to be considered by Executive Director 3. Director to look at Superintendent’s additional workload</p>	<p>the current position. Written and/or verbal updates have been provided at the May and July Committees, and the latest version is presented in the report to September 2024 Committee.</p> <p>2 and 3. The ‘Recruitment of suitable staff’ risk was updated accordingly to reflect the current actions being taken to address these points. Written and/or verbal updates have been provided at May and July Committees, and the latest version is presented in the report to September 2024 Committee.</p>	<p>Emily Brennan</p>		<p>To close</p>
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Epping Forest & Commons Committee
Action Log



	4. Consideration on where governance could be placed in risk register	4. This was discussed by the Interim Executive Director and the Director of Natural Environment. It was decided not to add a specific risk on 'governance' at present, but the situation will be kept under review.			To close
2024-9	Phone-In Reporting Service: Officers to inform the committee when contact was due for renewal.		Jacqueline Eggleston	22 May 2024 – verbal update provided	Will be reported January 25. Close item and add to forward planner.
2024-11	The Commons: 1. Director agreed to investigate why numbers on trees do not correspond with the ancient tree forum	19th September 2024: The Commons AD report for Sept 2024 provides the response on ancient tree numbers	Geoff Sinclair	22 May 2024	To close

Epping Forest & Commons Committee
Action Log



	2. Committee to receive a presentation on apprenticeships	A report on apprenticeships is going to Sept 2024 EFCC	Simon Glynn	18 July 2024	To close
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