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Chief Executive

CABINET AGENDA

Date: Wednesday 18th September 2019

Time: 7.00pm NB Time

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

Councillor Smith	Chairman - Leader of the Council
Councillor Stanley	Finance, Policy and Resources
Councillor Mrs Egan	Housing and Council Homes
Councillor Hart	Streets, Waste, Floods and Water Management
Councillor Isaacs	Neighbourhoods & Safer Communities
Councillor Johnson	Youth & Tourism
Councillor MacLean	Health & Wellbeing
Councillor Mumford	Regeneration & Business Liaison
Councillor Sheldon	Commercial Contracts and Commercial Opportunity
Councillor Varker	Environment & Leisure

Cabinet Enquiries:	Ann Horgan ext. 2413
Reference:	2/2019/2020
Publication Date:	Tuesday 10th September 2019

AGENDA
PART I
(Business to be taken in public)

- 1. Apologies**
- 2. Members' Interests**
- 3. Minutes**
To approve the Minutes of the meeting held on 17th July 2019.
- 4. Forward Plan**
To review the Forward Plan.
- 5. Health and Community Safety**
- 6. Environment**
- 7. Housing and Regeneration**
- 7(a) Canvey Town Centre and Sea Front Working Group**
(Report of the Leader and Cabinet Member Regeneration & Business Liaison)
- 7(b) Appointment of Working Group – The Paddocks**
(Report of the Leader Cabinet Members Regeneration & Business Liaison; Environment and Leisure)
- 7(c) Purchase of a Property for Temporary Accommodation**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8. A Commercial and Democratically Accountable Council**
- 8(a) Empty Homes Premium**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8(b) Financial Update Report**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8(c) Annual Report on the Treasury Management Service and Actual Prudential Indicators**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8(d) Corporate Plan Refresh 2019/20 – Report back from Scrutiny /PSCs**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8(e) Authority to Represent the Council**
(Report of the Cabinet Member for Finance, Policy & Resources)
- 8(f) Corporate Scorecard 2019/20 Quarter 1**
(Report of the Cabinet Member for Commercial Contracts and Commercial Opportunity)

9. Matters to be referred from /to Policy & Scrutiny Committees

10. Matters to be referred from /to the Standing Committees

There are no matters.

PART II

(Business to be taken in private)

(Item to be considered with the press and public excluded from the meeting)

**INFORMAL
CABINET SESSION**



CABINET



17th JULY 2019

PRESENT:

Councillor Smith	Chairman – Leader of the Council
Councillor Stanley	Finance, Policy and Resources
Councillor Egan	Housing & Council Homes
Councillor Hart	Streets, Waste Floods and Water Management
Councillor Isaacs	Neighbourhoods & Safer Communities
Councillor Johnson	Youth & Tourism
Councillor MacLean	Health & Well Being
Councillor Mumford	Regeneration and Business Liaison
Councillor Sheldon	Commercial Contracts and Commercial Opportunities
Councillor Varker	Environment & Leisure

ALSO PRESENT:

Councillors: Acott, Anderson, Campagna, E.Egan, Fuller, May, Palmer, Mrs Sach, Skipp, Taylor, Thomas, Tucker, Mrs Wass and Wood.

12. MEMBERS' INTERESTS:

There were none.

13. MINUTES:

The Minutes of the Cabinet meeting held on 19th June 2019 were approved and signed by the Chairman as a correct record.

14. FORWARD PLAN:

To comply with regulations under the Localism Act 2011, the Leader presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2019. The Plan was reviewed each month.

Cabinet agreed that items concerning the first year review of the Clinical Waste Collection Service and the outcome of the Consultation on the proposed Public Spaces Protection Order requiring dogs to be kept on leads on Canvey Beaches should be referred to the Environment Policy and Scrutiny Committee for examination and recommendation to Cabinet.

Resolved: To note and approve the Forward Plan.

15. DISABLED FACILITIES GRANT – REQUEST FOR FUNDING

Cabinet considered a report providing Cabinet with a summary of the Disabled Facilities Grant (DFG) process and seeking approval to provide a discretionary top up grant for two cases, Applicants R and V both in excess of £10,000.00, in accordance with the Council's DFG Policy & Guidance.

Resolved:

1. To approve a discretionary top up grant of up to £20,000 for the Applicant R whose circumstances were described in the Appendix to the report; and
2. To approve a further discretionary top up grant of up to £4,000 for the Applicant V whose circumstances were described in the Appendix to the report

16. REVISION OF OFF-STREET PARKING ORDER/CHANGES TO CHARGE PERIOD

Cabinet considered a report informing of the responses to the statutory consultation following its decision on the 16th January 2019 to extend the chargeable period at the Council's seafront car parks and to provide new chargeable car parking at the seafront in accordance with the approved seafront masterplan.

Resolved:

To approve the amendments to the Off-Street to make provision for:

1. A year-round charge at all of the Council operated sea front car parks (existing and proposed) with effect from 1st October 2019; and
2. To revise to the chargeable period at Richmond Hall Car Park to 9am to 6pm Monday to Saturday in line with other Town Centre Car Parks in the Borough

17. FOLLOW UP ON CALL IN – REVISED REPORT FEEDBACK ON PUBLIC CONSULTATION REGARDING THE NEW PADDOCKS COMMUNITY HALL

Cabinet considered a report providing further details of the meetings held with existing and potential users of the Paddocks as requested by the Scrutiny Committee. During consideration of the report it was noted that while the Cabinet Members undertaking their consultation meetings had not met separately with the Age Concern organisation, Age Concern members had taken part in various consultation sessions held by the Cabinet Members.

Resolved:

To note the information contained in this report.

18. UPDATE ON RECENT PROCUREMENT EXERCISES IN RELATION TO THE CONSTRUCTION OF NEW HOUSING DEVELOPMENTS

Cabinet considered a report updating Cabinet on the three current new development projects underway at Hatley Gardens, Windsor Gardens and Church Close.

Resolved:

1. To approve the updated 2019/20 budget for the construction costs for the development of the four homes at Church Close, as set out in paragraph 5.4.2 of the report in the sum of £913,000.
2. To note the progress in the construction of an HMO at Hatley Gardens.
3. To note the award of the contract for the construction of two homes at Windsor Gardens.

19. PLANNED PROCUREMENT OF A NEW HOUSING MANAGEMENT SYSTEM

Cabinet considered a report updating Cabinet on plans to replace the old existing housing management system with a new offsite hosted system and seeking authority to progress the procurement of a new housing management system.

Resolved:

1. To approve the procurement of a new housing management system, based on the indicative expenditure detailed in the report subject to a further report to Cabinet on the outcome of the procurement prior to the award of the contract.
2. To notes that In January 2015 a Housing IT Options report concluded that the Housing Management System should be replaced however the decision to procure was placed on hold following the July 2015 budget, as the financial position of the HRA had changed with the introduction of a 1% rent decrease each year for four years.

20. DEVELOPMENT OF A YOUTH STRATEGY FOR THE BOROUGH

The Cabinet considered a report informing the Cabinet of proposals to develop a strategy for Youth for the Borough following the appointment of a Cabinet Member for Youth and Tourism.

The role of Cabinet Member for Youth was to progress the following Council Strategy for Youth:-

- Castle Point Council will embed a culture which recognises and champions the importance of young people in our Borough

- Every young person in our Borough should be important to us and the Council is determined to give each and every one of them as many opportunities as we can to help them be the very best they can be in life.
- The Council's focus will be to maintain a strategy of engagement with young people from across our Borough. A strategy that will enable them to make a difference to our community, to give them the confidence to grow into valued, respected and included members of the community.
- We will encourage a sense of belonging and purpose in our young people, something that is lacking in the lives of many young people today. It is proven that problem behaviours in our young people emerge as a result of them feeling disengaged and undervalued in their community. Research has shown that young people who are engaged in their communities are less likely to use drugs and alcohol and engage in criminal behaviour.
- Where appropriate, we will empower young people to build better social and emotional skills, helping them to increase social participation and community action.
- The Council will ensure that the voice of vulnerable groups is heard.
- The Council will support the safeguarding responsibilities of the South Essex Children's Partnership through the Cabinet Member for Neighbourhoods, Safer Communities. The Cabinet Member will engage with the Cabinet Member for Youth and Tourism and all Members and stakeholders and keep them up-to-date on current matters relating to the safeguarding of young people.
- We will build stronger partnerships with voluntary organisations, schools/colleges and local businesses to develop opportunities for young people in their local communities.
- Our promise is that not one young person in this Borough will be knowingly forgotten or let down.

Resolved:

1. To notes the new role of Cabinet Member for Youth.
2. To approve the development of a comprehensive, integrated, Youth Engagement Strategy for the Borough.
3. To receive further reports on the progress of this new portfolio as the role of Cabinet Member for Youth evolves.

21. DEVELOPMENT OF A TOURISM STRATEGY FOR THE BOROUGH

This item was deferred to the next Cabinet meeting.

22. CORPORATE PLAN REFRESH 2019/20

Cabinet considered a report presenting the proposed Annual Objectives for 2019/20, to be included in the refreshed Corporate Plan 2018-21 and the Annual Report 2018/19 both were appended to the report.

Resolved:

1. To consider the proposed Annual Objectives for 2019/20 set out in Chapter 10 of the refreshed Corporate Plan and note the Annual Report 2018/19 in Annexe 1 of the same document.
2. To refer this item to the Scrutiny and Policy and Scrutiny Committees for review before recommending to Full Council for approval.

23. MATTERS TO BE REFERRED FROM/TO POLICY & SCRUTINY COMMITTEES - SCRUTINY COMMITTEE:

Under Item 4 (Minute 14) – Forward Plan it was agreed that items concerning the First year review of the Clinical Waste Collection Service and the outcome of the Consultation on the proposed Public Spaces Protection Order requiring dogs to be kept on leads on Canvey Beaches should be referred to the Environment Policy and Scrutiny Committee for examination and recommendation to Cabinet.

24. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES:

There were no matters.

25. EXCLUSION OF THE PUBLIC

Resolved:

that the press and public be excluded from the meeting to allow the remaining item of business to be transacted (Exempt Information under Paragraphs 3 & 5 Schedule 12A Local Government Act 1972 as amended)

26. AMENDMENTS TO THE CAPITAL STRATEGY AND TREASURY MANAGEMENT STRATEGY

(Exempt Information under Paragraphs 3 and 5 Schedule 12A Local Government Act 1972 as amended)

Cabinet considered a comprehensive report seeking approval for the acquisition of freehold of the Knightswick Centre in Canvey Town Centre. The report sets out the background to the proposed acquisition, how it would be funded and the future management of the centre. As a consequence of this acquisition, amendments were required to the Capital Strategy and Treasury Management Strategy – covered in a separate report to be considered at the Special Council to be held following this meeting.

The report before Cabinet contained commercially sensitive information which must not be disclosed.

Cabinet acknowledged that the acquisition of the Knightswick Shopping Centre would support the following Council Priorities from the Corporate Plan: Housing and Regeneration by supporting the long-term prosperity and regeneration of Canvey Town Centre through the ownership of a key asset; A Commercial and Democratically Accountable Council by acquiring of a key asset on a sound financial basis.

Cabinet and Councillors present at the meeting acknowledged the opportunity presented to the Council to progress the Regeneration of Canvey Town Centre.

Resolved:

1. To approve the acquisition of the freehold of the Knightswick shopping Centre Canvey Island.
2. That the Chief Executive following consultation with the Leader of the Council be authorised to Exchange Contracts with the vendor.
3. That the acquisition is completed on or before 31st October 2019.
4. That a further report is made to the Cabinet on the long-term regeneration plans for Canvey Town Centre.
5. That Cabinet recommends to Council amendments to the Capital Strategy and Treasury Management Strategy.

Chairman



Castle Point Borough Council

Forward Plan

SEPTEMBER 2019

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

SEPTEMBER 2019

This document gives details of the key decisions that are likely to be taken. A key decision is defined as a decision which is likely:-

- (a) Subject of course to compliance with the financial regulations, to result in the local authority incurring expenditure which is, or the savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates subject to a threshold of £100,000; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority.

The Forward Plan is a working document which is updated continually.

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member(s)	Lead Officer(s)
September 2019	<u>Treasury Management and Investment Strategy Report – for review</u>	A Commercial and Democratically Accountable Council	Cabinet /Council	Finance, Policy & Resources	Strategic Director (Resources)
September 2019	<u>Corporate Plan Refresh</u>	All	Cabinet /Council	Finance, Policy & Resources	Strategy, Policy & Performance Manager
September 2019	<u>Empty Homes Premium</u>	A Commercial and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Revenues and Benefits Transformation Manager
September 2019	<u>Canvey Seafront</u> – approvals to progress regeneration scheme	Housing and Regeneration	Cabinet	Regeneration and Business Liaison/Youth & Tourism	Head of Place and Policy
September/ November 2019	<u>Financial Update</u> - for review and approval	A Commercial and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Strategic Director (Resources)

September 2019	<u>Corporate Scorecard & for review and approval</u>	All	Cabinet	Commercial Contracts & Commercial Opportunities	Head of Housing and Communities
October 2019	<u>Planning Policy Update – Supplementary Planning document for Essex coast Recreation Disturbance and Mitigation Strategy</u> - For approval	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
October 2019	<u>Maintenance of Streetlights on Unadopted roads</u>	Commercial and Democratically Accountable Council and Environment	Cabinet	Leader of the Council	Head of Environment
October 2019	<u>Equality Scheme – Review</u>	Commercial and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Head of Law
October 2019	<u>PSPO: Dogs on leads Canvey Beaches Statutory Consultation Feedback</u>	Health and Community Safety/ Environment	Cabinet	Environment & Leisure	Head of Environment
November 2019	<u>Enforcement Strategy Development Control</u>	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Transformation Manager (Planning)

November 2019	<u>Planning Improvement Peer Challenge –</u> Consideration of report and approval of Action Plan	Commercial and Democratically Accountable Council and Housing and Regeneration	Cabinet	Leader of the Council / Regeneration and Business Liaison	Chief Executive/ Transformation Manager (Planning)
November 2019	<u>Local Development Scheme Review –</u> for review & approval	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
January 2020	<u>Clinical Waste – First Year –</u> for review	Environment	Cabinet	Streets, Waste, Floods and Water Management	Head of Environment
October 2019/ February 2020	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/ Council	Finance, Policy & Resources	Strategic Director (Resources)

CABINET

18th September 2019

Subject: Canvey Town Centre and Seafront Working Group

**Cabinet Member: Councillor Smith – Leader of the Council;
Councillor Mumford – Regeneration and Business
Liaison.**

1. Purpose of Report

To consider the establishment of a Member Working Group to report and make recommendations to Cabinet to plan, facilitate and support the regeneration of Canvey Town Centre and Canvey Seafront. The report sets out the background and need for the Group together with draft Terms of Reference.

2. Links to Council's Priorities and Objectives

Regeneration – the Working Group will help further the regeneration of the Borough linked to attracting inward investment, job creation and improved environmental quality.

3. Recommendations

- 1 That a Working Group is established for the regeneration of Canvey Town Centre and Canvey Seafront**
- 2 That the Terms of Reference as set out in the report are approved**

4. Background

In 2011 the Council approved a Regeneration Framework for Castle Point Borough. That Framework set out a programme of investment and interventions that the Council with its partners would make to attract inward investment, create jobs, improve the local environment and support local people. The framework became the basis for the work programme of the Castle Point Regeneration Framework. Two key projects within that framework were Canvey Town Centre and Canvey Seafront.

Both of these areas have been subject to master plans, with the Canvey Town Centre Master Plan being approved in 2012. A Master Plan for Canvey Seafront was not approved, but in October 2018 the Cabinet resolved that a fresh approach was needed.

In March 2019, the Cabinet resolved that the Castle Point Regeneration Partnership is refocussed on delivering sustainable growth, but with a greater role for partners to coordinate and deliver their projects with the Council's support. However, the focus on a Council led regeneration of Canvey Town Centre and Canvey Seafront remained.

On 17 July 2019, the Cabinet approved plans for the Council to acquire the freehold of the Knightswick Centre. Council subsequently approved amendments to the Council's capital strategy and treasury management strategy, to release funds for the acquisition. Contracts were exchanged on the purchase on 24th July and the acquisition is due to complete at the end of October 2019.

At the Council meeting, the Leader of the Council proposed that a Working Group be established with members from all parties for the regeneration of Canvey Town Centre. As part of that, the suggestion was extended to include Canvey Sea Front and the Paddocks (see separate Report).

5. Proposals

Canvey Town Centre

The acquisition by the Council of the Knightswick Centre provides the Council with the land interests it needs to further the regeneration. The Centre has been purchased to support regeneration and not just as an investment. The 2012 Canvey Town Centre Master Plan included a significant extension to the centre as well as other development and public realm improvements. However since that plan was approved there has been a major restructuring within the retail and commercial leisure sector and the Council needs to review the opportunities against this change. The previous proposals had a strong retail focus, but careful consideration must be given to whether the town centre catchment area can support additional retailing and whether alternative options should be assessed. What is clear in the Council's plans of the centre, however, are that at its core it will remain the focus for retail in the town centre, and the Council will support new and existing tenants.

To signal the Council's intent for Canvey Town centre, in addition to the acquisition, the Council now has provision for the investment of £1.5 million into the public realm and facilities within the Centre that will form phase one of a long term investment strategy.

There are two key workstreams that emerge from the acquisition:

- Planning for the investment of £1.5 million into public realm and other facilities at the Knightswick; and
- The review of the Canvey Town Centre Master Plan.

This should be the focus of the Working Group.

As the Council has appointed a Management Agent for the operational management and asset management of the Knightswick Centre, the Working Group will not have a remit to cover those aspects. Any reports required on the Knightswick Centre operation and management will be made directly to Cabinet.

The Master Plan area will be the same as in the previous master plan, incorporating nearby residential development sites and the Paddocks, so a comprehensive and integrated approach to the long term planning of the area can be taken.

The existing Master Plan is a supplementary planning document and the intention will be that the review will supersede that document. Therefore, it will need to be subject to public consultation and engagement prior to adoption.

Canvey Seafront

Canvey Seafront stretches from Thorney Bay to Concord Beach, although areas to the east as far as the Point also form part of the overall leisure offer. At its core are the Thorney Bay, Concord Beach and Labworth Green areas, which host a variety of activities including beaches, cafes, leisure parks and indoor leisure and restaurants. The Council owns most of the land in this area, including the seawall. The seawall and revetments are maintained by the Environment Agency, who has set out improvements that need to be made in their Thames 2100 strategy. This includes raising the wall height post 2040.

Various local businesses are established. Some have ambitions for expansion and investment but held back by uncertainty over the long term future for the area and their land interests.

Since 2018, the focus of the Council has been threefold:

- Understand the potential for new investment into the area from new leisure operators. At present the scope is limited but it is clear from the Council's advisors, that without a clear long term vision and structure to investment in the area, it is not possible for new investment to be attracted.
- Provide security for tenants who have been holding over on leases.
- Attract grant funding for Thorney Bay. This culminated in the securing of £1.52 million of Coastal Communities Funding to provide a new visitor attraction.

Without a clear plan for investment in Canvey Seafront, securing new investment will continue to be difficult. A plan will enable the Council to better market the vision, provide a focus to attract the right mix of uses and support funding applications for grant funding.

Furthermore, it will provide a framework for the Council's own capital programme for the area and the re-investment of income. It is clear, for instance, that the Labworth Green car park needs improvement.

As with the Canvey Town Centre Master Plan, a new master plan for Canvey Seafront could be adopted as a supplementary planning document and will

appropriate investment required to maintain those assets in the most sustainable manner for the enjoyment and use of residents and businesses.

7. Timescale for implementation and Risk Factors

It is envisaged that the Working Group will meet ahead of the completion of the Knightswick Centre (i.e. before 31st October 2019) and thereafter as required depending on the work programme.

A work programme will be developed and maintained, along with a project risk register.

8. Background Papers

Castle Point Regeneration Framework (2011)
Canvey Town Centre Master Plan (2012)

Report Author:

Ian Butt – Head of Place and Policy

Appendix

Canvey Town Centre and Seafront Working Group Terms of Reference

Scope:

To oversee the preparation of master plans for Canvey Town Centre and Canvey Seafront, including their adoption as Supplementary Planning Documents and the preparation of a delivery action plan.

Terms of Reference:

1. To focus on the preparation of master plans and delivery action plans for Canvey town centre and Canvey Seafront
2. To be the lead forum for discussion and debate on regeneration and strategic planning matters (excluding the Local Plan) for both areas
3. To support the development of local plan policy and monitoring.
4. To agree and monitor progress against a work programme for the preparation of the master plans
5. To agree the form and extent of public consultation and engagement
6. To make recommendations to Cabinet
7. To provide a steer to officers and consultants in the preparation of plans and the delivery action plan
8. To advise other groups and partnerships, such as the Local Highways Panel and the Castle Point Regeneration Partnership
9. To identify and oversee funding opportunities
10. Other business to be agreed in accordance with the work programme and scope of the working group.

Exclusions: The Working Group will not be concerned with operational matters associated with both areas including:

- Management and operation of maintenance contracts
- The operation and management of the Knightswick Centre
- Leases

Membership:

Conservative Group	6
Canvey Island Independent Party	6

Co-opted members:

Canvey Island Town Council representative.

The Working Group may invite other interested parties and partners to attend meetings as required to further the work programmes.

Chairman: Leader of the Council

Reports to: Cabinet

Frequency of Meetings: Bi-monthly or as required and agreed according to the work programme.

CABINET

18th September 2019

Subject: The Paddocks Working Group

**Cabinet Member: Councillor Smith – Leader of the Council;
Councillor Mumford – Regeneration and Business
Liaison;
Councillor Varker - Environment & Leisure.**

1. Purpose of Report

To consider the establishment of a Member Working Group to report and make recommendations to Cabinet to progress the provision of the new community facility to replace the existing Paddocks Community Hall which has reached its end of life and is no longer fit for purpose. This report sets out the background and need for the Group together with proposed Terms of Reference.

2. Links to Council's Priorities and Objectives

This proposal links with the Council's priorities (1) Regeneration and (2) A Commercial and Democratically Accountable Council.

3. Recommendations

- 1 That a Member Working Group is established to progress the provision of the new community facility on the Paddocks complex; and**
 - 2 That the Terms of Reference as set out in this report are approved.**
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4. Background

At its meeting on 16th October 2018 Cabinet gave detailed consideration to a report presenting the conclusion of the business case for the provision of a Community Hall at the Paddocks, Canvey Island.

The Cabinet considered two options – option a) to repair & refurbish the Paddocks Community Hall building with remodelling and reconfiguration of the internal layout of the facility to meet current and future requirements, combined with an increased level of occupation and option b) to demolish the existing facility and replace with a new, modern facility specifically designed to meet current and future requirements.

Cabinet acknowledged that whilst the existing Community Hall was a well-loved landmark on the Island, it was in a poor condition and was a significant financial burden which was currently underwritten by the general council tax payers of the Borough.

Cabinet concluded that financially and operationally, the better option would be to demolish the existing hall and replace it with a purpose-built modern facility. This option would have an ongoing, positive impact on the Council's financial plans whilst having no detrimental impact on users of the facility.

At its meeting on 20 March 2019 Cabinet considered a report dealing with the feedback on the public consultation exercise undertaken by a member working group to help inform the design of the new Paddocks Community Hall, and how the project should be progressed in light of this feedback.

Cabinet resolved:

1. To note the consultation feedback;
2. To confirm Cabinet's commitment to retaining the splash park and war memorial on the Paddocks complex;
3. To confirm Cabinet's intention to retain and operate the existing Paddocks Hall until such time as the new facility has been built and is available for hire;
4. That a planning appraisal setting out potential opportunities and constraints for the Paddocks site is undertaken to help inform the future layout of the site and the siting of the new community facility;
5. That Specialist advice is sought in order to better understand potential future demand for larger scale entertainment events;
6. That the Strategic Director (Resources) in consultation with the Cabinet Member for Finance, Policy and Resources is given delegated authority to drawn down from reserves the funding required to cover the cost of the specialist advisors;
7. That a design brief is produced for a modern, multifunctional, flexible community facility capable of accommodating both small groups, i.e. less than 20 people through to functions catering for up to 500 seated guests;
8. That an architect is appointed to develop conceptual building designs having regard to the design brief; and that
9. That regular progress reports are presented to Cabinet.

This decision was subsequently called in and was referred to Scrutiny for further discussion. Having reviewed the findings of the Scrutiny Committee Cabinet at its meeting on 19 June 2019 resolved:

1. To note the findings of the Scrutiny Committee
2. That a revised report be presented to cabinet including full details of the public engagement undertaken by Cabinet Members.
3. That any consultation on future works on the Paddocks be referred to the Scrutiny Committee to be scrutinised before any such consultation is undertaken.
4. To re-affirm the decision made on the 20.3.2019.

At the Council meeting on 17 July, 2019, the Leader of the Council in order to take the project forward in a more positive and inclusive manner proposed that a Working Group be established with members from all parties.

This report seeks to formalise the establishment of the Working Group and its terms of reference which are set out in the **Appendix** to this report.

6. Corporate Implications

(a) Financial Implications

It will be essential to be realistic about what is affordable both in terms of capital and ongoing revenue expenditure to ensure the long-term sustainability of the new facility given the Council's financial position and the reduction in revenue support grant in future years.

(b) Legal Implications

None directly associated with this report.

(c) Human Resources and Equality Implications

An officer team led by the Strategic Director (Resources) will provide support to the Working Group.

(d) IT and Asset Management Implications

There are no IT implications directly associated with this report. It will be important to ensure that adequate budget provision is made in future to ensure that the new facility is maintained to an acceptable standard and complies with all legal requirements.

7. Timescale for implementation and Risk Factors

It is envisaged that the Working Group will meet in October and thereafter on a bi-monthly basis.

Background Papers

Cabinet Report - 16th October 2018

Cabinet Report - 20 March 2019

Cabinet Report - 19 June 2019

Report Author:

Trudie Bragg, Head of Environment

**PADDOCKS WORKING GROUP
TERMS OF REFERENCE**

Scope

To progress the provision of the new community facility which will replace the existing Paddocks Community Hall which has reached its end of life and is no longer fit for purpose.

Membership of the Working Group and Reporting Arrangements

The Working Group shall consist of 12 elected members, 6 of which shall be members of the Conservative Party and 6 shall be members of the Canvey Island Independent Party plus the Leader of the Council who will chair the meeting.

The Working Group shall meet as often as required to progress the project in a timely manner.

The Working Group shall make recommendations and report progress to Cabinet on an at least a quarterly basis.

The Working Group may invite other interested parties and partners to attend meetings as required to further the work programme.

An officer team led by the Strategic Director (Resources) shall provide support to the Working Group. Secretariat support shall be provided by the Governance Team.

Purpose/Role of the Working Group

To report to Cabinet and make recommendations on the following:

To determine whether there is sufficient latent demand within a realistic catchment area to support the provision of a multi-functional facility capable of accommodating larger entertainment events, catering functions, craft fairs, exhibitions as well as community groups/private hirers, operating at a cost neutral or surplus position having regard to the professional advice received from the consultant commissioned to advise in this respect;

To determine the size, nature and design of the new facility having regard to professional advice, detailed market assessments and forecasts, available capital and the requirement to operate as a minimum at a cost that does not exceed the Council's current revenue expenditure and ideally at a surplus.

To assess and make recommendations in respect of the ongoing service delivery options and operational costs of the new facility ensuring that the net revenue expenditure/income does not exceed current revenue expenditure.

To determine the project implementation timeframe and key milestones.

To determine the nature and extent of stakeholder involvement and public consultation.

To develop a robust business case to support the construction and operation of a new community facility on the Paddocks complex, having regard to all the matters listed above.

To oversee the production and updating of the Project Risk Register/Issues Log.

Constraints/Exclusions

Amount of capital to support the project.

Ongoing revenue expenditure shall not exceed current revenue expenditure.

The Working Group shall not concern itself with the day to day management and operation of the existing or new community facility.

CABINET

18th September 2019

Subject: Purchase of a property for temporary accommodation

**Cabinet Members: Councillor Mrs B Egan - Housing and Council Homes,
Councillor Stanley - Finance, Policy and Resources**

1. Purpose of Report

- 1.1 To notify Cabinet of the opportunity that arose to purchase an ex-council dwelling that was being marketed for sale on Canvey Island.**
- 1.2 To inform Cabinet of the purchase of the property and its use as temporary accommodation towards meeting the Council's statutory obligations.**

2. Links to Council's priorities and objectives

- 2.1 Housing and Regeneration.**

3. Recommendations

- 3.1 That Cabinet recognises the use of delegated powers and ratifies:**
 - the inclusion of the purchase of 60 North Avenue on the 2019/20 capital programme to the value of £295,200.**
 - the transfer of £163,600 from HRA Revenue to the Capital programme.**

4. Background

- 4.1 There is a significant shortage of properties for temporary accommodation and ongoing affordable housing in the Castle Point area available to the Council.**
- 4.2 The Council has retained part of the receipts from Right to Buy sales, but these can only be held for a period of up to 3 years from receipt, after which they must be repaid to the treasury with interest if not spent on replacement affordable housing.**
- 4.3 As detailed in the report to Cabinet in March 2019 the Housing service has looked for suitable properties available on the open market to ensure that capital receipts are used to deliver affordable housing in the borough.**

5. Report

- 5.1 In June 2019 60 North Avenue came on to the market at **£280k**, it is a 3-bedroom end terrace property that was originally sold under the Right to Buy in September 1994. The Council owns a further 22 properties in North Avenue and retains the**

freehold of a further 5 flats that have been sold under the Right to Buy, thus it represents one of the streets with higher levels of existing council ownership. This means it could be easily reintegrated into the Councils stock in terms of the management and maintenance of the property.

- 5.2 The Council took the decision to commission Ayers & Cruiks to view the property and negotiate the purchase, subject to contract, on the Council's behalf with the vendor, using their knowledge and experience to secure the best deal.
- 5.3 Quick decision was required to secure the property as another buyer was interested and had placed an offer in, but the vendor agreed to our offer based on a rapid completion and cash purchase. In accordance with paragraph 2.29 of the Council's Financial Regulations and Procedures Cllr Stanley was asked by the Strategic Director (Resources) to agree proceeding with the purchase under delegated authority as the Cabinet Member for Finance, Policy and Resources.
- 5.4 As the property is an ex-council house the Council can fund part of the purchase from Right to Buy receipts. Up to 50% of the purchase price can be funded from 1 for 1 receipt to a limit of 6.5% of total receipts since April 2012. Total receipts to date have been **£2.02m**, therefore there is **£132k** available for the purchase, which would sit just below the 50% threshold, leaving the balance to be funded from HRA reserves as **£164k**. Costs and funding are broken down below.

	£
Cost element	
Purchase price	280,000
Stamp Duty	12,400
Purchase fees	2,800
Total purchase cost	295,200
Funded by	
Capital receipts	131,600
Revenue contribution from HRA reserve	163,600
Total funding	295,200

- 5.5 When the retained replacement housing receipts contribution to this purchase are combined with the other current projects at Hatley Gardens, Windsor Gardens and Church Close it is anticipated that no funds will be due for repayment to the Treasury until October 2021. This will provide the Council with time to deliver further development projects and continue to stay ahead of the requirement to repay money held.
- 5.6 The property is in a lettable condition thus a rental return could be immediately received by letting the property on a temporary accommodation tenancy. This will result in an immediate increase in income to the Housing Revenue Account as well as a saving to the General Fund by making available a property at a rent level substantially below the cost of family sized temporary accommodation procured from the private sector.

6. Corporate Implications

a. Financial implications

The financial implications are as summarised in section 5 of this report. HRA reserves will remain above the estimated minimum reserves level of **£535k**.

b. Legal implications

There are no legal implications surrounding compliance with procurement guidelines as this is a land transaction.

c. Human resources and equality

There should be some positive equality implications as people in need will be allocated housing.

d. Timescale for implementation and risk factors

The purchase will be completed dependent upon legal process.

7. Background Papers:

None

Report Author: Craig Watts, Head of Housing & Communities.

AGENDA ITEM NO. 8(a)

CABINET

18th September 2019

Subject: Empty Homes Premium & Second Homes – Council Tax

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

The purpose of this report is for Cabinet to recommend to Council the level of Council Tax Premium to be applied to long-term empty properties, with effect from 1 April 2020.

This report also takes the opportunity to remove the 10% second home discount from 1 April 2020.

2. Links to Council's priorities and objectives

A Commercial & Democratically Accountable Council

3. Recommendations

That Cabinet recommends to Council:

- a) A Council Tax Empty Homes Premium of 100% is implemented from 1 April 2020 in respect of properties that have been unoccupied and unfurnished for more than two years.
 - b) A Council Tax Empty Homes Premium of 200% is implemented from 1 April 2020 in respect of properties that have been unoccupied and unfurnished for five years or more.
 - c) From April 2021 increase the Empty Homes Premium for those properties which have been empty for ten years or more to 300%
 - d) That Council approves the removal of the 10% second home discount so that Council Tax will be payable in full on these properties from 1 April 2020.
-

4. Background

Since 2013 Councils have been able to use their discretion to charge an additional 50% Council Tax Premium to long term empty properties which have been unoccupied and substantially unfurnished for more than two years. New legislation was introduced increasing the Premium from April 2019, with further incremental changes once properties have been empty for 5 and 10 years. This report proposes implementing the Premium in line with the new legislation.

5. Reasons for Recommendations

The Government introduced the changes as part of a number of measures to improve the housing market. By increasing Council Tax charges on long-standing empty properties it will incentivise owners to bring them back into use.

The majority of Councils within Essex have implemented the Council Tax Premium on long term empty properties, and this recommendation will bring the Council in tandem with them.

There is a lack of available housing within the Borough and long term empty properties could be put to better use in easing the pressure on housing stock. Applying a Premium to long term empty properties should encourage owners to bring them into occupation as well as reducing the number of properties which fall into disrepair.

Additional income will also be raised which will benefit the Council and its precepting partners. It should be noted however that the additional income may diminish over time as the increased charges encourage changes in behaviour, thereby bringing homes back into use more quickly.

There are however certain exemptions to this Premium being applied. These include premises owned by members of the armed forces; annexes; and, properties that are genuinely on the market for sale or let.

At the time of production of this report there were:

- **89** properties currently unoccupied and unfurnished for over two years
- **27** properties currently unoccupied and unfurnished for over five years
- **13** properties currently unoccupied and unfurnished for over ten years

Second homes are properties which are not the 'sole or main residence' of any individual for Council Tax purposes. This may include a 'holiday home; or a property which the owner does regularly occupy, but another property is defined as their 'sole or main residence'. These properties do not attract the Premium as they are not 'substantially unfurnished'.

There are currently **35** second home properties attracting a 10% discount.

The removal of the 10% discount will further align the Council with the approach now taken by other authorities in Essex.

A mandatory discount of 50% remains in place for unoccupied caravans; empty caravan pitches; empty boat moorings; and job related accommodation.

6. Corporate Implications

a. Financial implications

The implementation of a Council Tax Empty Homes Premium and removal of the 10% second home discount will increase the taxbase, which will benefit both the

Council and the other precepting authorities in the normal proportions. See however the risk factors below.

There is a risk that some owners will struggle financially to pay additional amounts of Council Tax as a result of the Premium. Billing authorities do, however, have discretion to reduce or remit Council Tax in exceptional circumstances which would provide a safety net for individual cases not subject to any statutory exemptions.

b. Legal implications

The administration and collection of Council Tax is a statutory function. The level of Premium available to local authorities is set down in primary legislation and provision was made in the Rating (Property in Common Occupation) and Council Tax Empty Dwellings Order 2018 for Premiums to increase in prescribed circumstances to the maximum levels outlined in this report.

The Local Government Finance Act 2012 which came into effect in April 2013 removed several Council Tax empty property exemptions and replaced them with locally determined discounts. That Act also enabled local authorities to remove the minimum 10% discount for second homes.

c. Human resources and equality implications

None as a result of this report. No adverse impacts identified. These proposals could, in fact, have a positive impact by bringing more properties back into use.

d. Timescale for implementation and risk factors

To implement the Premium of 100% with effect from April 2020. The Premium of 200% to be also introduced from that date on properties that have been empty for five years or more with the remaining recommendation to take effect from April 2021. Owners to be contacted to enable them to consider their position.

There is a risk of owners avoiding the Premium on long term empty properties by just moving furniture into the property and claiming they are occupied (which will pay 100% Council Tax).

7. Background Papers:

The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018:

<http://www.legislation.gov.uk/ukpga/2018/25/enacted>

The Council Tax (Prescribed Class of Dwellings (England) Regulations 2012:

http://www.legislation.gov.uk/uksi/2012/2964/pdfs/uksi_20122964_en.pdf

Council Tax: Empty properties – House of Commons Briefing Paper:

<https://researchbriefings.files.parliament.uk/documents/SN02857/SN02857.pdf>

Report Author: Gary Burns – Revenues Manager

CABINET

18th September 2019

Subject: Financial Update

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

This report is intended to:

- **Provide Cabinet with the latest Medium Term Financial Forecast (MTFF) in respect of the General Fund.**
- **Update Cabinet on developments of a financial nature, which may impact on the Council's financial plans in respect of either the General Fund, Housing Revenue Account (HRA) or capital programme.**

2. Links to Council's Priorities and Objectives

This report is linked to the Council's priority of A Commercial and Democratically Accountable Council. Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

3. Recommendations

1. That Cabinet note the report, and

2. That Cabinet approve the inclusion into the General Fund capital programme of the addition of a new vehicle, as detailed in paragraph 7.3.

4. Background & basis of the financial forecast

- 4.1** The Financial Planning Strategy is incorporated within the Policy Framework and Budget report which is approved by Council in February each year. The strategy requires the submission of a MTFF, enabling the Cabinet to monitor latest estimates of future spending and resources, and take appropriate action to ensure that the Council's financial targets are met.
- 4.2** There is much uncertainty pending the outcome of the review of the business rates funding mechanism, making medium to longer term financial planning difficult. In the meantime, the Council continues to utilise its resources prudently and maintain reserves at a level sufficient to enable it to adjust smoothly to any detrimental change to funding which may arise.

5. Changes to approved budgets

- 5.1 The following budget changes have occurred since the budget was agreed by Council in February 2019 and since those changes reported in the June Financial Update report.

	£	Description
1.	(1.5m) 200	Seafront regeneration - Thorney Bay, Canvey Island: Receipt of capital grant awarded to the Council as part of the Coastal Communities Fund - 2019/20 and 2020/21. Grant recognised on financial forecast and applied towards the cost of associated capital works. CPBC contribution towards Seafront regeneration project – setting aside into an earmarked reserve for application in future years.
2.	32	Application of General Fund reserve: (under delegated authority and in consultation with the Cabinet Member for Finance, Policy and Resources where required) Demolition of Scout Hut at Tewkes Creek, Canvey Island;
3.	(35)	Receipt of Central Government funding. To assist in the EU exit process. To be held in an earmarked reserve until required. £17k previously received at the end of 2018/19.
4.	(483)	Receipt of additional Disabled Facilities Grant funding from Central Government above the amount budgeted. (See paragraph 7.4 below).

6. Revenue/Capital budgets “on-watch”

- 6.1 This section of the report highlights revenue or capital budgets, HRA or General Fund, which are identified by the Strategic Director (Resources) as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations and where the impact on the Council’s overall financial plan is likely to be material.
- 6.2 For the purpose of this report, items will be included if they have a full year financial impact of at least **£50k** and / or are felt to be of particular interest to Cabinet.
- 6.3 There are no items to report at the current time although there is still continued uncertainty regarding the co-mingled waste contract and future costs. A re-tendering process is currently in preparation.

7. Changes to the capital programme

- 7.1 The Housing Revenue Account capital programme has been updated to reflect additional costs of **£319k** for the development at Church Close, as reported to

Cabinet on 17 July 2019, and **£295k** for the purchase of a property at North Avenue, which is subject to a separate report on this agenda.

- 7.2 The General Fund capital programme has been updated for both the Canvey Seafront regeneration project approved by Cabinet on 19 June 2019, as referred to in paragraph 5.1 above, and the purchase of the Knightswick shopping centre, as approved by Cabinet and Council on 17 July 2019. Revenue budgets for the Knightswick are currently being finalised and will therefore be subject to a further update in due course.
- 7.3 The Council is currently recruiting for some Environmental Ranger posts to fill vacancies. One of these posts currently requires the post holder to use his or her own vehicle whereas the other two posts use Council owned-vehicles. In order for all three posts to be equal, it is requested for an additional **£12k** be added to the General Fund capital programme for a Citroen Berlingo van. The associated annual revenue running costs have no significant variance between Council owned or privately owned.
- 7.4 The amount of Disabled Facilities Grant received from Central Government for 2019/20 is higher than anticipated. This amount will be held in capital reserves, but in the meantime the department has been authorised to commit up to a maximum of **£900k** in 2019/20, compared to a current budget for the year of **£685k**, in order to progress additional cases on their waiting list. The budget required for 2019/20 will be reviewed in the normal manner during the forthcoming budget cycle and updated as required based on forecast actual spend for the year.

8. Key financial developments

Updates to key financial developments are provided within the following paragraphs. Information reported in earlier financial update reports is not reproduced below.

Essex Region Business Rates Pool

- 8.1 The pooled arrangement has continued for 2019/20 with a membership which includes all Essex authorities and the Fire authority but excludes Thurrock Council (a unitary authority).

Council Tax Preceptors Sharing Agreement – Outturn 2018/19

- 8.2 Cabinet will recall from earlier update reports that Essex district authorities are party to a “Council Tax sharing agreement” with Essex precepting authorities. Under the arrangement, all parties contribute funding to enable the employment of additional staffing resources to support an enhanced Council Tax collection service than would otherwise be viable for the districts to fund on their own.
- 8.3 As part of this agreement, the precepting organisations previously returned to the district council 16% of the additional Council Tax which the Council had collected on their behalf. This percentage has reduced to 14% from 2019/20.
- 8.4 Essex authorities are continuing to work together to identify further ways to increase the Council Tax base and Business Rates yield across Essex and ensure that the share back agreement with the precepting authorities continues.

2019 Spending Round

- 8.5 At the time of writing this report, the Chancellor had announced that the Spending Round will be delivered on Wednesday 4 September. This will set departmental budgets for 2020/21. A multi-year Spending Review is now due to take place in 2020.

9. Annual Statement of Accounts (SoA)

- 9.1 Since the June Financial Update report the audit of the SoA was completed and the accounts were approved by Council on 30th July 2019. There were no changes to the 2018/19 out-turn figures from those included in the June report.

10. Financial risk factors

- 10.1 The budget report presented to the Cabinet meeting in February and Council on the same night indicated some risk areas that the Cabinet should be mindful of until the position and risk relating to each has been clarified.

11. Corporate implications

a) Legal implications

This report is presented on behalf of the “section 151 officer” – the officer appointed to have responsibility for the Council’s financial administration. It is their duty to ensure that the Council is regularly informed and updated on these matters.

Matters referred to above which require the establishment of agreements between organisations are routinely referred to the Council’s Head of Law and Deputy Monitoring Officer.

b) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report.

c) Timescale for implementation and risk factors

Risk factors inherent in the forecast are set out above.

Report Author: Chris Mills, Strategic Director (Resources)

Background Papers:

- Policy Framework & Budget Setting 2019/20, incorporating the Financial Planning Strategy.

Annexe A – Medium Term Financial Forecast

Medium term financial forecast		2018/19 (out-turn)	2019/20	2020/21	2021/22	Notes
Line	Current policies and service plans	£'000s	£'000s	£'000s	£'000s	
1	Total net expenditure / estimated exp. for future years	9,923	10,406	13,026	10,496	Fluctuations year to year are predominantly caused by phasing of maintenance spend and other expenditure "offset" by earmarked reserves
1b	Changes to budget since February 2019	0	1,210	1,600	7	
1c	Current total net expenditure / estimated exp. for future years	9,923	11,616	14,626	10,503	
	Funding sources					
2	Council Tax	7,628	7,944	8,183	8,428	Offset by a contribution from the NNDR equalisation reserve
3	Baseline Funding Level - Redistributed Business Rates	2,026	1,717	2,283	2,340	
4	Business Rates - Levy on retained income	(233)	(251)	0	0	
5	New Homes Bonus	691	569	218	13	Legacy payment only
6	Capital grants and other grants and contributions	1,539	1,611	1,382	0	NNDR deficit offset by a contribution from the NNDR equalisation reserve
7	Net Collection Fund(s) surplus / (deficit)	5	(68)	0	0	
8	Transfer (to) / from General reserve	633	257	0	0	
9	Transfer (to) / from Earmarked reserves	(2,367)	(163)	1,632	(1,390)	
10	Total funding sources	9,923	11,616	13,698	9,391	
11	Budget / Funding Gap	0	0	(928)	(1,112)	
	General Reserve	£'000s	£'000s	£'000s	£'000s	Minimum recommended balance for General Reserves is £1.9m
12	Balance at start of year	5,673	5,040	3,263	1,135	
13	Contribution (to) / from General Fund (line 9 & 12)	(633)	(257)	(928)	(1,112)	
14	Potential planning appeals & associated legal costs	0	(1,520)	(1,200)	(400)	
15	Balance / (deficit) at end of year	5,040	3,263	1,135	(377)	
	Earmarked Reserves	£'000s	£'000s	£'000s	£'000s	
16	Balance at start of year	7,710	10,077	7,907	5,625	The precise timing of the use of earmarked reserves is, due to their nature, generally unknown.
17	Contribution (to) / from General Fund (line 9)	2,367	163	(1,632)	1,390	
18	Total other expected usage of earmarked reserves - not allocated to the detailed budget	0	(2,333)	(650)	(1,001)	
19	Balance at end of year	10,077	7,907	5,625	6,014	Earmarked reserves are reviewed annually to ensure sufficiency and where need has diminished funds will be returned to General Reserves
	Council Tax					
20	Tax at band D	250.56	258.03	263.16	268.38	Target increases within Council Tax referendum limits. The tax at band D does not include the amount charged by Canvey Island Town Council.
21	Increase	2.96%	2.98%	1.99%	1.98%	

CABINET

18th September 2019

Subject: Annual Report on the Treasury Management Service and Actual Prudential Indicators 2018/19

1 Purpose of Report

The annual treasury report is a requirement of the Council's reporting procedures. It covers both the treasury activity and the actual Prudential Indicators for 2018/19.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

2 Links to Council's priorities and objectives

The scrutiny and approval of the Council's Treasury Management activity is linked to the Council's priority of a Commercial and Democratically Accountable Council through sound financial management.

3 Recommendations:

1. That following scrutiny, the Treasury Management Activity Report for 2018/19, including the prudential indicators reported in Annexe D, is approved.

4 Background

- 4.1 The 2018/19 Treasury Management Strategy summarises the Council's obligations defined in the Code of Practice for Treasury Management in the Public Services, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 4.2 During 2018/19 the Council complied with its legislative and regulatory requirements.

5 Treasury Report for 2018/19 and scrutiny of treasury activity

- 5.1 As required by the Code, the activity report for 2018/19 is submitted at Annexe A for scrutiny by Cabinet.
- 5.2 It is important to ensure that the Council's treasury management activities are subject to a robust process of scrutiny. This report provides Members with information on treasury management activity and variances in order to fulfil this process. The report has already been scrutinised at Audit Committee on 25 July.

6 Corporate Implications

a Legal implications

This report is the responsibility of the Strategic Director (Resources) – the Officer appointed by the Council as “section 151 Officer” to have responsibility for the Council's financial administration. Submission of such a report is a requirement of CIPFA's Standard of Professional Practice on Treasury Management.

Under the revised Code of Practice, Cabinet was nominated at Special Council 16th February 2010 to ensure effective scrutiny of the treasury management strategy and policies.

b Financial implications

There are no new implications.

c Human resources and equality implications

There are no new implications.

d Timescale for implementation and risk factors

No new targets applicable.

Report Author: Rob Greenfield - Accountant

Background Papers:

Chartered Institute of Public Finance and Accountancy: *Code of Practice for Treasury Management in the Public Services*.

CPBC: *Treasury Management Strategy Statement for 2018/19*.

CPBC: *Working paper: external loan calculation 2018/19*.

Treasury Management Activity Report for 2018/19

1 Introduction

- 1.1 This report summarises the Council's treasury management activity for 2018/19 and compares actual interest transactions with the revised estimates set for 2018/19.
- 1.2 The Council must comply with the Code of Practice on Treasury Management in the Public Services, issued by CIPFA and updated in 2017. The code requires the Council to annually set a Treasury Management Strategy. The Strategy for the 2018/19 financial year was approved by Council on 14 February 2018.
- 1.3 This report confirms that all Treasury Management activity during the year was undertaken in accordance with this strategy and in consultation, where appropriate, with our external advisers, Capita.

2 The Economy

- 2.1 **Short-term interest rates.** The Bank of England base rate remained at just **0.50%** from March 2009 until August 2016 when it reduced to **0.25%**, increased to **0.50%** in November 2017 and then to **0.75%** in August 2018. The Council therefore continues to earn low rates on its investments, while facing the challenge of increased counterparty risk, resulting in a significantly reduced number of counterparties that the Council can use.

3 Borrowing

- 3.1 A summary of external borrowing at 31st March 2019 is in Annexe B. The principal amounts are shown in this annexe but in the statement of accounts the amounts for borrowing also include interest outstanding.
- 3.2 The Council operated within treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement throughout the year. The outturn for the Prudential Indicators is shown in Annexe D.
- 3.3 There was no change in borrowings during 2018/19.
- 3.4 Annexe B shows that interest paid on borrowings was exactly as budgeted.

4 Investments

- 4.1 The Council's investment policy is governed by MHCLG Guidance, which was implemented in the annual Investment Strategy approved by Council on 14 February 2018. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity issues.
- 4.2 Annexe C summarises the Council's activities for the year relating to the temporary investment of surplus funds. The average daily balance was **£32.1m** in 2018/19 (**£30.0m** in 2017/18). Only the principal amounts are shown in this

annexe but in some areas within the Statement of Accounts the investment balances include interest outstanding.

- 4.3 Annexe C also shows that the amount of interest received on these investments was over budget by **£28,113** (16%). The variance was due to prudent budgeting and average interest rates and balances being moderately higher than estimated. The average interest achieved was 0.65% compared to the 7-day LIBID average of 0.51%.

5 Benchmarking

- 5.1 Three benchmark indicators for 2018/19, explained in the Annual Treasury Management Strategy, are reported as follows:

- **Security – Weighted Credit Rating Score for the year of 5.9 exceeded the target of 4.**
- **Liquidity – Weighted Average Life was at a highly liquid level, averaging 35 days over the year.**
- **Yield – Interest received on investments – income was over budget, as reported in paragraph 4.3 above.**

6 Regulatory Framework, Risk and Performance

- 6.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance, including:

- The Local Government Act 2003, and associated Statutory Instruments;
- The CIPFA Prudential Code for Capital Finance in Local Authorities;
- The CIPFA Code of Practice for Treasury Management in the Public Services.

- 6.2 The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

Summary of Loan Transactions and Interest Payable (accrued daily) for the year to 31st March 2019

Loan transactions activity for the year

	Amount o/s 01/04/2018 £000's	Loans Repaid £000's	Amount o/s 31/03/2019 £000's
Public Works Loan Board			
General Fund	5,250	0	5,250
HRA	36,451	0	36,451
Totals for the Council	41,701	0	41,701

Interest payable Comparison of estimate with actual

Budget Profile to 31/03/2019 £000's	Actual Interest to 31/03/2019 £000's	Variance 31/03/2019 £000's
207	207	0 0.0%
1,087	1,087	0 0.0%
1,294	1,294	0 0.0%

Interest rates for the year

	Range of loans		Average
	From	To	
General Fund	3.70%	4.10%	3.95%
HRA	2.31%	3.49%	2.98%
Totals for the Council	2.31%	4.10%	3.10%

Base rate history

08/01/2009	1.50%
05/02/2009	1.00%
05/03/2009	0.50%
04/08/2016	0.25%
02/11/2017	0.50%
02/08/2018	0.75%
31/03/2019	0.75%

Summary of Temporary Investments and Interest Received (accrued daily) for the year to 31st March 2019

Type of Borrower	Amount Invested 01/04/2018 £000's	Made in the Year £000's	Repaid in the Year £000's	Amount Invested 31/03/2019 £000's
Investments by Value:				
Treasury bills	2,994	7,973	6,981	3,986
Local Authorities	7,500	13,000	14,000	6,500
Money Market Funds	13,430	99,515	95,265	17,680
Notice accounts	2,000	0	0	2,000
Investments	25,924	120,488	116,246	30,166
Lloyds current account	509	0	25	484
Cash equivalents	509	0	25	484
Total	26,433	120,488	116,271	30,650
Number of Investment Transactions:				
	Number	Number	Number	Number
Treasury bills	3	7	6	4
Local Authorities	4	6	7	3
Money Market Funds	25	162	164	23
Notice accounts	2	0	0	2
Investments	34	175	177	32
Lloyds current account	1	0	0	1
Cash equivalents	1	0	0	1
Total	35	175	177	33

Interest Received on Temporary Investments for the year to 31st March 2019

	£000's
Actual Interest Received	208
Revised estimate	180
Variance	28
	16%

Temporary Investments

	£000's
Average Balance for the Year	32,105
Average Interest Rate for the Year	0.65%
Benchmark: Average 7-Day LIBID Rate	0.51%

Prudential Indicators

Indicator 1 - Key indicator of prudence - Gross Debt and the Capital Financing Requirement

"In order to ensure that over the medium term debt (i.e. gross external borrowing) will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years."

The requirement is met for the current year and is expected to be met for the forthcoming two financial years.

Indicator 2 - Capital Expenditure

	2018/19 Revised Estimate £000s	2018/19 Actual £000s
General Fund	1,301	948
Housing Revenue Account	1,889	1,325
Total	3,190	2,273

Indicator 3 - Indicator of Ratio of Financing Costs to Net Revenue Stream

	2018/19 Revised Estimate %	2018/19 Actual %
General Fund	5	4
Housing Revenue Account	35	35

This indicator shows financing costs such as interest charges and the minimum revenue provision as a percentage of the net General Fund and HRA revenue budgets.

Indicator 3B - Local Indicator of Ratio of Financing Costs to Net Revenue Stream

	2018/19 Revised Estimate %	2018/19 Actual %
General Fund	10	5
Housing Revenue Account	35	35

This is a variation on the above indicator, which includes in the financing costs any revenue contributions made to fund capital expenditure.

Indicator 4 - Indicator of Capital Financing Requirement (CFR)

	2018/19 Revised Estimate £000s	2018/19 Actual £000s
General Fund	6,086	6,100
Housing Revenue Account	36,418	36,418
The CFR is a measure of the capital expenditure incurred historically by the Council that has yet to be financed.		

Indicator 5 - Authorised Limit for External Debt

	2018/19 Revised Estimate £000s	2018/19 Final £000s
Borrowing	46,817	46,844
Other Long-Term Liabilities	0	0
	46,817	46,844

This indicator shows the overall limit for total external debt, including allowances for changes in the CFR, contingencies, risks, unusual cash flow movements and so on.

Indicator 6 - Operational Boundary for External Debt

	2018/19 Revised Estimate £000s	2018/19 Final £000s
Borrowing	44,205	43,787
Other Long-Term Liabilities	0	0
	44,205	43,787

This indicator shows a similar calculation to the previous indicator, without all of the above allowances for contingencies, etc.

Indicator 7 - Upper Limits of Fixed and Variable Exposure		
	2018/19 Revised Estimate £m	2018/19 Actual £m
Upper Limit - Fixed Rates	47	42
Upper Limit - Variable Rates	(16)	(26)

This indicator identifies upper limits for net investment / borrowing at variable and fixed rates. Currently all borrowings are at fixed rates and our investments are generally at variable rates. Because of this the fixed rate limit is a positive amount and the variable rate is a negative amount. Both indicators were within the limits at year end.

Indicator 8 - Maturity Structure of Fixed Rate Borrowing			
	Upper Limit %	Lower Limit %	Actual %
cumulative within 1 year	50	0	1
cumulative within 2 years	50	0	1
cumulative within 5 years	60	0	18
cumulative within 10 years	80	0	48
after 10 years	100	0	52

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.

For further information on prudential indicators including revised estimates for 2018/19 please refer to sections 11 and 12 of the Policy Framework and Budget Setting report for 2019/20, presented to the Special Meeting of the Council on 27 February 2019

CABINET

18th September 2019

Subject: Matters referred from Scrutiny and all Policy and Scrutiny Committees – Response to Referral by Cabinet of Corporate Plan 2018-21 (2019 Refresh)

1. Purpose of Report

To report formally to Cabinet further to the meeting of the Scrutiny and all Policy and Scrutiny Committees to consider the Corporate Plan 2018-21 (2019 Refresh) as referred by Cabinet at the meeting on 17 July 2019 (Minute 22)

2. Links to Council's Priorities and Objectives

The Corporate Plan is explicitly linked to all the Council's priorities and objectives.

3. Recommendations

To consider and determine the Cabinet's response to the recommended amendments to Chapter 10 of the Corporate Plan, as detailed in section 5.

4. Background

- 4.1 The Corporate Plan is an important document for the Council. It sets out the strategic direction for the organisation as well as how the Council will achieve its aims and priorities through appropriate action planning.
- 4.2 The Corporate Plan for 2018-21 was informed by Policy and Scrutiny sessions during 2017 and in early 2018. It was also subject to public consultation and was circulated to partner organisations.
- 4.3 Chapter 10 of the Corporate Plan sets out the annual objectives which are designed to ensure that the Council can achieve these medium-term corporate priorities. The objectives are refreshed each year; this is the first refresh, relating to the 2019/20 financial year.
- 4.4 At the meeting of Cabinet on 17 July 2019, the refreshed Corporate Plan was referred to a special meeting of Scrutiny and all Policy and Scrutiny Committees which took place on 20 August 2019.

5. Proposals

- 5.1 Further to the meeting, the following changes - underlined and in italic - are proposed to Chapter 10 of the Corporate Plan (excerpts included below - the full document is available as a background paper)

3. Re-develop The Paddocks Community Hall to ensure the provision of a modern and efficient facility that is valued by the local community.

Activities to include:

- Consultation with stakeholders
- *Appointment of a Paddocks Working Group*
- Develop a business case to determine financial viability
- Establish an operational service plan for the facility including aspects of resources, marketing and promotion

Performance measures:

- i. Re-development of The Paddocks carried out to timescales and budget

Responsibility: Head of Environment

11. Ensure a sustainable the organisation with has the right capacity and resources in place for effective customer focussed services whilst ensuring a balanced budget for 2020/21 and future years.

Activities to include:

- Develop a commercial strategy
- Apply the Council's Medium-Term Financial Strategy, identifying future years funding requirements
- *Continue to develop and implement departmental service plans to meet the expected demand for Council services*
- Negotiate retention of current council tax shareback agreement with precepting authorities
- Establish a solution for strategic and operational estate management
- Implement the ICT roadmap of projects

Performance Measures:

- i. Balanced budget at commencement of each new financial year
- ii. Minimum level of reserves exceeded

Responsibility: Strategic Director (Resources)

12. Implement initiatives to reduce costs of delivery whilst maintaining excellent customer services.

Activities to include:

- Promote increased usage of the “Open Portal” to interact with the Council and access services
- Deliver the Customer Relationship Management and internet project
- Minimise the impact of Universal Credit on rent collection and impact on arrears and enforcement
- Progress the digitisation of Land Charges data
- Redesign the website to encourage more online interaction with the Council
- Continue to promote electronic responses to the annual canvass to update the electoral register

Performance Measures

- i. Take up of e-billing services for Council Tax and Business Rates
- ii. Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office

Responsibility: Head of Housing & Communities; Revenues & Benefits Transformation Manager; Head of Governance; and Strategic Director (Resources)

6. Corporate Implications

a. Financial implications

None to be addressed by this report

b. Legal implications

None to be addressed by this report

c. Human resources and equality

None to be addressed by this report

7. Timescale for implementation and Risk Factors

The 2019 refresh of the Corporate Plan will be presented to Full Council in October for adoption.

8. Background Papers

Agenda Item 2 - Scrutiny and All Policy and Scrutiny Committees 20.8.19
Corporate Plan 2018-21 (2019 Refresh – Changes Proposed by Scrutiny)

Report Author: Ben Brook, Strategy, Policy & Performance Manager
bbrook@castlepoint.gov.uk

CABINET

18th September 2019

Subject: Authority to Represent the Council

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

The purpose of this report is to approve the authorisation to allow a member of the Council's Law Team employed by the Council to represent the Borough Council in proceedings before the Magistrates' Court and County Court.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's priority a Commercial and Democratically Accountable Council.

3. Recommendations

That the following member of the Law team be authorised to appear before the Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984:-

Imran Tariq – Trainee Solicitor

4. Background

Solicitors who are employed by the Council have automatic rights of audience to appear before the Courts to represent the Council and un-admitted legal staff who are undergoing training to obtain legal qualifications may also appear and represent the Council provided they are specifically authorised to do so by the Council.

5. Proposals

It would be beneficial for the Council to allow its trainee solicitor to appear to represent the Council in legal proceedings before the Courts and the appropriate authorisation would also allow for the proper training and development of this staff member.

It is proposed that the Trainee Solicitor be authorised to appear to represent the Council in legal proceedings before the Courts pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984.

6. Corporate Implications

(a) Financial Implications

In some circumstances where no other solicitor or legal officer employed by the Council is available it may be necessary to incur extra costs by instructing Counsel or a solicitor agent to represent the Council at Court.

(b) Legal Implications

Without authorisation from the Council this employee is unable to appear before the Courts to represent the Council in legal proceedings.

(c) Human Resources and Equality Implications

It would assist the management of the Council's legal services for this trainee to be authorised to represent the Council at Court.

(d) IT and Asset Management Implications

There are none to be addressed by this report.

7. Timescale for implementation and Risk Factors

The proposal will be implemented as soon as it is approved by the Cabinet.

8. Background Papers

None.

Report Author:

Fiona Wilson – Head of Law

CABINET

18th September 2019

Subject: Corporate Performance Scorecard Quarter 1 2019/20

Cabinet Member: Councillor Sheldon, Cabinet Member for Commercial Contracts and Commercial Opportunity

1. Purpose of Report

To set out the cumulative performance figures for the Corporate Performance Scorecard for quarter 1 (from 1st April 2019 to 30th June 2019).

2. Links to Council's priorities and objectives

The scorecard is explicitly linked to the Council's priorities.

3. Recommendations

That Cabinet notes the report and continues to monitor performance.

4. Background

4.1 The Corporate Scorecard reports on performance indicators for important service outcomes that are relevant to the Council's priorities.

4.2 The indicators for the Corporate Performance Scorecard for 2019/20 were considered and approved by Cabinet in June 2019.

5. Report

5.1 Summary of performance

5.1.1 The performance summary in Appendix 1 sets out the performance achieved by the Council against the measures in the scorecard. Of the 23 indicators reported, 15 are at or above target, a further 2 are near target and 4 indicators did not meet the target. The homelessness indicator – split into two parts – has a new definition for 2019/20 and therefore will not have a target until we can establish a baseline of typical performance. Trend in performance shows that there is improving performance in 12 indicators, decreasing performance for 4 indicators and performance levels maintained for a further 3 indicators. The remaining 4 indicators do not have an indication of trend.

5.1.2 Performance is set out against the priorities in the Corporate Plan as follows:

Environment

Although the recycling figure is slightly below target, when combined with composting the performance for household waste recycled or composted is 53.7% and exceeds the combined target of 50%.

The good performance for street cleanliness continues this quarter with just 6.6% of inspected streets deemed unsatisfactory, down from 11.5% over the same period last year.

Fly tipping and grass verge cutting indicators generally demonstrate strong performance and that the contractual arrangements continue to be effective. The new indicator for 2019/20 about service requests relating to grass verge cutting has improved since the same period last year although there were more requests than our target amount.

Housing and Regeneration

Tenant satisfaction with repairs and maintenance at 98.3% remains strong and is in the top quartile following the release of benchmarking information. The average void turnaround time was 18.2 days for the quarter; on target and if this level of performance is maintained over the year the service will achieve top quartile performance.

The percentage of planning applications processed within target times has two measures – one for major and one for non-major applications. The method of calculating these planning indicators now mirrors the method used for returns to Government – this gives a longer-term view of performance as it looks over a rolling two-year period. Nationally-set targets have been comfortably achieved.

The Building Control Service ensured all applications were processed within statutory timescales.

Progress of the Local Plan as measured against the milestones set out in the Local Development Scheme (LDS) is off target. However, a programme for proceeding with the Local Plan is being discussed and will be reported to Cabinet at the appropriate stage. This new LDS will reset the timescales for this performance indicator.

Progress of the Joint Strategic Plan as measured against the milestones set out in the LDS is also off target. The preparation of the Joint Strategic Plan (JSP) has run concurrent with the development of the wider strategies for South Essex. A new LDS for the plan needs to be approved and this will reset the timescales for this performance indicator.

Health and Community Safety

The Homelessness indicator was introduced in Q4 2018/19, following the introduction of the Homeless Reduction Act. This indicator looks at the success

rate of the homelessness team in preventing and relieving homelessness. During the quarter, 82% (32 of 39 households) were prevented from becoming homeless and 32% (8 of 25 households) had their homelessness relieved.

The percentage of food premises that have been awarded a score of at least 3 on the food hygiene rating scheme was 93% and exceeded the target of 90% which is strong performance.

Satisfaction with Leisure Services is measured by a Net Promoter Score which can range from -100 (where everybody is a detractor and would not recommend the service) to +100 (where everybody is a promoter and would recommend the service). Waterside Farm scored exceptionally high at 73 with Runnymede scoring very well at 65. Both scores are comfortably above the East of England benchmark score for leisure centres of 43.

The number of leisure memberships stood at 2,968 at the end of Q1 2019/20, an increase from 2,702 memberships at the same point in 2018/19 and is above target. As well as getting new memberships, the service works hard to retain existing memberships and investments in the leisure centres in the borough has helped.

A Commercial and Democratically Accountable Council

The First Contact team continue to deal with queries effectively; 95% of calls received were dealt with at the first point of contact without the need to transfer to the back office.

The sickness rate of 8.8 days exceeds the corporate target of 8 days. Absence for Q1 is evenly split between Long Term - 51.5% and Short Term - 48.5%

Another new measure for 2019/20 is the number of wheeled bin garden waste subscribers. The service has an annual target of 8,970 subscribers to the wheeled bin garden waste collection service. Performance at the end of Q1 places the service on track to meet this annual target.

The Council is keen to encourage members of the public and businesses to sign up to its e-billing service for council tax and business rates. The number signed up this service is 7,096 which is just below the Q1 target of 7,125. The service will continue to promote e-billing to customers.

- 5.1.3 Further information and commentary on performance is set out in the table in Appendix 1.

6. Corporate Implications

a. Financial implications

Good performance on some indicators can lead to reduced costs.

b. Legal implications

There are no direct legal implications at this stage.

c. Human resources and equality

There are no direct human resource or equality implications at this stage.




d. Timescale for implementation and risk factors

Monitoring of the Corporate Performance Scorecard is ongoing throughout the year.

7. Background Papers:

None







Report Author: Ben Brook ext.2220 bbrook@castlepoint.gov.uk







Key	
	More than relative 10% below target
	Less than relative 10% below target
	On or above target

Appendix 1: Corporate Scorecard 2019/20 (Environment)

Quarter 1: 1st April 2019 to 30th June 2019

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated





PI Code & Short Name	Q1 Value 2018/2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
OPS4: Percentage of Household Waste Recycled Service Manager: Operational Services Manager	21.4%	23.3%	25%			Recycling performance has improved on the same period in 2018/19 although slightly down on expected amounts and therefore just below target. <i>Note: Figures are very early estimates and may be subject to change.</i>
OPS5: Percentage of Household Waste Composted (including food waste) Service Manager: Operational Services Manager	31.0%	30.4%	25%			Performance is above target although slightly down on the same period in 2018/19. <i>Note: Figures are very early estimates and may be subject to change.</i>
SS2 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology. Service Manager: Contracts Manager	11.5%	6.6%	Less than 10%			The last three months have each been below 10%. We have also seen a 28% drop in service requests for litter over the same period last year. Pinnacle's Ward System continues to show improvements.




PI Code & Short Name	Q1 Value 2018/ 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
SS3: Fly tips removed within one working day Service Manager: Contracts Manager	100%	99%	90%			The number of fly tips occurring in the Borough remains around 70 to 80 each month and, apart from two incidents, all were cleared within one working day. Defaults were served for the two that were cleared outside one working day.
SS4: Number of default notices served in relation to Highway Grass Verge cutting Service Manager: Contracts Manager	17	16	Under 90			Defaults were served in 16 cases for grass above contract height at the time of inspection.
SS5: Number of service requests received in relation to Highway Grass Verge cutting Service Manager: Contracts Manager	87	67	45			Whilst the figure is currently off target, the number of service requests dropped by 23% over the same period last year.

Corporate Scorecard 2019/20 (Housing and Regeneration)

Quarter 1: 1st April 2019 to 30th June 2019

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 Value 2018 / 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
HOS1: Overall tenant satisfaction with repairs and maintenance Service Manager: Housing Services Manager	98.3%	98.3%	97%	↔		A continued focus on this area has maintained a high performance – of the 60 surveys in the quarter, 59 tenants were satisfied. Benchmarking at the end of the 2018/19, which is now available, places the organisation in top quartile.
HOS6: Average Void Turnaround Time Service Manager: Housing Services Manager	27.6 Days	18.2 Days	20.5 Days	↑		Focus on this area since last year's drop in performance has improved outturn significantly. Benchmarking at the end of March indicates that if the organisation had achieved this outturn this would place us in the top quartile.
Percentage of planning applications processed within target time limits for major and non-major applications Service Manager: Planning & Development Enforcement Manager	97.7% 98.0%	97.7% 99.0%	Major 60% Non-Major 70%	↔ ↑	 	This definition of this indicator has changed in 2019/20 to reflect the returns to Central Government. Performance is now shown on a two-yearly rolling basis. <i>Note: Figures represent performance on a two-year rolling basis up to the end of March 2019 as Government-produced statistics to the end June 2019 are not yet available.</i>







PI Code & Short Name	Q1 Value 2018 / 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
BC1: Percentage of Building Control applications processed within statutory time limits Service Manager: Building Control Manager	100%	100%	100%	↔		All applications continue to be processed within time limits.
NEW: Progress of Local Plan against the milestones set out in the Local Development Scheme (LDS) Service Manager: Head of Place and Policy	N/A	0%	100%	N/A		<p>The last LDS was approved in June 2018. That LDS set out an ambitious fast-track process for the Local Plan agreed with MHCLG. At the time, the Council had received notification of potential intervention. The LDS required public consultation on the Regulation 19 version of the plan by the end of January 2019. The Council did not approve the plan for that consultation in November 2018, therefore, the target was missed.</p> <p>A programme for proceeding with the Local Plan is being discussed and will be reported to Cabinet at the appropriate stage. This new LDS will reset the timescales for this performance indicator.</p>
NEW: Progress of the Joint Strategic Plan against the milestones set out in the Local Development Scheme (LDS) Service Manager: Head of Place and Policy	N/A	0%	100%	N/A		<p>The preparation of the Joint Strategic Plan (JSP) has run concurrent with the development of the wider strategies for South Essex. A new Local Development Scheme (LDS) for the plan needs to be approved.</p> <p>This new LDS will reset the timescales for this performance indicator.</p>

Corporate Scorecard 2019/20 (Health and Community Safety)

Quarter 1: 1st April 2019 to 30th June 2019

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated




PI Code & Short Name	Q1 Value 2018 / 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
<p>NEW: Percentage of prevention or relief duties which ended during the quarter with a successful outcome of:</p> <p>a) Homelessness Prevented b) Homelessness Relieved</p> <p>Service Manager: Housing Options Manager</p>	N/A	<p>a) 82%</p> <p>b) 32%</p>	TBC	N/A	N/A	<p>This is a new measure for 2019/20 and therefore will not have a target until we can establish a baseline of performance.</p> <p>The Prevention duty ended in the period for 39 households of which we secured accommodation for 32 households (82%).</p> <p>The Relief duty ended in the period for 25 households of which we secured accommodation for 8 households (32%)</p> <p><i>Note: Figures represent performance for the quarter January 2019 to March 2019 as Government-produced statistics to the end June 2019 are not yet available.</i></p>
<p>EH2: Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme.</p> <p>Service Manager: Environmental Health Operational Manager</p>	92%	93%	90%	↑	✓	<p>414 of 446 rated premises were found to be broadly compliant and awarded 3* or over on the Food Hygiene Rating Scheme.</p>



PI Code & Short Name	Q1 Value 2018 / 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
L1: Leisure satisfaction – Net Promoter Score a) Waterside Farm b) Runnymede Service Manager: Leisure and Community Services Manager	a) 65 b) 53	a) 73 b) 65	65	 	a)  b) 	Both Leisure Centres continue to score highly in the Net Promoter Score with scores for both higher than at the same time last year.
L3: Leisure Memberships Service Manager: Leisure and Community Services Manager	2702	2968	2950			<p>The number of leisure memberships stood at 2968 at the end of Q1 2019/20. This was an increase from the same point in 2018/19 and is above target.</p> <p>As well as getting new memberships, the service works hard to retain existing memberships and investments in the leisure centres in the borough has helped (as reflected in the high Net Promoter Scores reported above).</p>

Corporate Scorecard 2019/20 (A Commercial and Democratically Accountable Council)

Quarter 1: 1st April 2019 to 30th June 2019

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 Value 2018/ 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
<p>FC1: Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office</p> <p>Service Manager: Revenues & Benefits Transformation Manager</p>	96%	95%	95%	↓		The First Contact team continue to deal with queries effectively; 95% of calls received were dealt with at the first point of contact without the need to transfer to the back office.
<p>CORP1: Average number of days Sickness absence per FTE staff for all Council Services (rolling year)</p> <p>Service Manager: Human Resources Manager</p>	8.7 Days	8.8 Days	8 Days	↓		Sickness absence for the organisation is up 0.1 days compared with the same period in 2018/19. Absence for Q1 is evenly split between Long Term - 51.5% and Short Term - 48.5%
<p>NEW: Number of wheeled bin garden waste subscribers</p> <p>Service Manager: Operational Services Manager</p>	7868	8528	Annual Target 8970	↑	 (on track)	<p>The service has an annual target of 8970 subscribers to the wheeled bin garden waste collection service.</p> <p>Performance at the end of Q1 places the service on track to meet this annual target. The number of subscribers has increased from the same position in 2018/19.</p>

PI Code & Short Name	Q1 Value 2018/ 2019	Q1 Value 2019 / 2020	Target	Trend	Status	Comments
REV6: Take up of e-billing services for Council Tax and Business Rates Service Manager: Revenues & Benefits Transformation Manager	6618	7096	7125			We have increased the number of customers signed up to this service compared with the same period last year. Performance is short of target by just 29 (which is less than 0.5%) and the service will continue to promote e-billing to customers.