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CABINET AGENDA

Date: Wednesday 21st July 2021

Time: 6.00pm NB Time

Venue: NB Remote Microsoft Teams

This meeting will be webcast live on the internet.

Membership:

Councillor Sheldon	Chairman - Leader of the Council
Councillor Cutler	Waste & Environmental Health
Councillor Mrs Egan	People – Health & Wellbeing
Councillor Hart	Place – Infrastructure
Councillor Isaacs	People – Community
Councillor Johnson	Resources
Councillor Mrs Thornton	Growth - Economic Environment & Sustainability
Councillor Varker	Special Projects (Deputy Leader of the Council)

Cabinet Enquiries: **Ann Horgan ext. 2413**
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Reference: **2/2021/2022**
Publication Date: **Tuesday 13th July 2021**

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 16th June 2021.
- 4. Forward Plan**
To review the Forward Plan.
- 5. Corporate Performance Scorecard Performance Indicators 2021/2022**
(Report of the Cabinet Member Special Projects)
- 6. Financial Update**
(Report of the Cabinet Member – Resources)
- 7. Climate Action Plan**
(Report of the Cabinet Member Growth – Economic, Environment & Sustainability)
- 8. Waste Management Update**
(Report of the Cabinet Member – Waste & Environmental Health)
- 9. Matters to be referred from /to Policy & Scrutiny Committees**
- 10. Matters to be referred from /to the Standing Committees**

PART II
(Business to be taken in private)
(Item to be considered with the press and public excluded from the meeting)

There were no items at time of publication of this agenda.



CABINET



16TH JUNE 2021

PRESENT:

Councillor Sheldon	Chairman – Leader of the Council
Councillor Cutler	Waste & Environmental Health
Councillor Mrs Egan	People – Health & Wellbeing
Councillor Hart	Place – Infrastructure
Councillor Isaacs	People – Community
Councillor Johnson	Resources
Councillor Mrs Thornton	Economic Development Delivery
Councillor Varker	Special Projects – Deputy Leader of the Council

ALSO PRESENT:

Councillors: Acott, Fuller, Fortt, Gibson, Mountford, CMumford, Mrs S Mumford, Skipp, Thomas and Withers.

1. MEMBERS' INTERESTS:

No declarations were made.

2. MINUTES:

The Minutes of the Cabinet meeting held on 21.04.2021 were approved as a correct record noting that Cllr EEgan was also present at the meeting.

3. 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 of 2021. The Plan was reviewed each month.

Resolved – To note and approve the Forward Plan.

4. QUARTER 4 CORPORATE PERFORMANCE SCORECARD

Cabinet considered the performance figures for the Corporate Performance Scorecard for quarter 4 2020/21.

Resolved:

To note the report and continue to monitor performance.

5. FOOD & HEALTH AND SAFETY SERVICE PLAN 2021/22

Cabinet considered a report seeking approval of the Council's Food & Health and Safety Service Plan for 2021/22.

Resolved:

To approve the Food & Health and Safety Service Plan for 2021/22.

6. UPDATE EASING OF COVID REGULATIONS PAVEMENT LICENCES & OUTDOOR HOSPITALITY

Cabinet considered a report on the extension Pavement Licences and other measures to support outdoor hospitality.

Resolved:

To Cabinet approve the amendment to the Pavement Licence Policy.

7. AUTHORITY TO REPRESENT THE COUNCIL:

Cabinet considered a report seeking 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.

Resolved:

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: -

George Dixon – Trainee Solicitor

8. ADOPTION BY FULL COUNCIL OF THE WORKING DEFINITION OF ANTISEMITISM

Following the pledge by the Communities Secretary the Right Honourable Robert Jenrick MP Cabinet was invited to recommend to Council to adopt a non-legally binding working definition of antisemitism.

Resolved:

To recommend that the Council adopts the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism as set out below.

"Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestation of antisemitism are directed towards Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

9. MATTERS TO BE REFERRED FROM / TO POLICY & SCRUTINY COMMITTEES

There were no matters.

10. MATTERS TO BE REFERRED FROM / TO THE STANDING COMMITTEES

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

JULY 2021

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

JULY 2021

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)
July 2021	<u>Corporate Score Card Performance Indicators</u>	All	Cabinet	Resources	Strategy Policy & Performance Manager
July 2021	<u>Financial Update –</u>	A Commercially and Democratically Accountable Council	Cabinet	Resources	Strategic Director (Resources)
July 2021	Climate Action Plan	Environment	Cabinet	Waste & Environmental Health	Head of Environment
September 2021	<u>Commercial Strategy</u>	A Commercially and Democratically Accountable Council	Cabinet	Resources	Strategic Director (Resources)
September 2021	<u>Housing Strategy</u> – revision for approval	Housing and Regeneration	Cabinet	Leader of the Council	Head of Housing
September 2021	<u>Planning Policy Update</u> -to note	Housing and Regeneration	Cabinet	Growth – Strategic Planning	Head of Place & Policy
September 2021	<u>ASELA</u> – appointment of a joint committee to give formality to the Memorandum of Understanding	A Commercially and Democratically Accountable Council	Cabinet	Leader of the Council	Strategic Director (Resources)

		Housing and Regeneration			
September 2021	Corporate Plan	All	Cabinet	Leader of the Council	Strategy Policy & Performance Manager

CABINET

21st July 2021

Subject: Corporate Performance Scorecard - Proposed Indicators 2021/22

Cabinet Member: Councillor Varker - Special Projects

1. Purpose of Report

To set out the proposed indicators for the Corporate Performance Scorecard for 2021/22

2. Links to Council's priorities and objectives

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

3. Recommendation

That Cabinet agrees the Corporate Performance Scorecard Indicators for 2021/22.

4. Background

4.1 The corporate scorecard reports on performance indicators for important outcomes linked to the Council's priorities.

4.2 Each year, the indicators in the scorecard are reviewed to ensure that they remain relevant.

4.3 In previous years, the new indicators were included in the same report as year-end performance. This year, the proposed indicators are in a stand-alone report to allow for more focussed discussion.

5. Report

5.1 Appendix 1 details the proposed changes to some performance indicators on the 2020/21 corporate scorecard and Appendix 2 details the proposed suite of indicators for the scorecard in 2021/22. These have been developed to reflect the work planned for 2021/22, whilst continuing to pay attention to the areas of the Council's business that have been impacted by Covid-19 and will likely continue to be affected over 2021/22 financial year. The indicators are grouped under the four new priority areas in the emerging Corporate Plan 2021-24: Economy & Growth; People; Place; Environment plus some grouped under "Enablers", which includes Leadership; Democracy; Partnerships; and Resources.

5.2 The refreshed scorecard includes quarterly and annual performance indicators (and one six-monthly indicator, see table in 5.3). It is proposed that annual indicators are removed from scorecard reports until they can be reported at the end of the financial year.

5.3 The following changes to the 2020/21 suite of scorecard indicators are proposed:

Indicator	Notes about proposed change
OPS4: Percentage of household waste recycled OPS5: Percentage of household waste composted (inc. food waste)	Both indicators measure the percentage of household waste that is not sent for disposal and so the two indicators are to be combined for 2021/22.
BC1: Percentage of Building Control applications processed within statutory time limits	Performance on processing Building Control applications has been at 100% for the last five years. Nevertheless, as this is an important Council service, reporting will continue but will shift from quarterly to twice a year (at Q2 and Q4).
PP2: Progress of the Joint Strategic Plan against the milestones set out in the Local Development Scheme (LDS)	Remove from the scorecard - ASELA will no longer be producing a Joint Strategic Plan and so this indicator is no longer measured. However, there is a proposal for a new indicator to track progress on the delivery of ASELA's five anchor programmes.

5.4 The following additional indicators are proposed for inclusion:

Priority Area: Economy & Growth

Indicator	Rationale for inclusion
<i>Number of apprenticeship starts in the Borough [Annual]</i>	Better understanding of the provision of training and employment opportunities through apprenticeships with local businesses.
<i>Percentage of businesses that report local skills shortages when recruiting [Annual]</i>	Skills identified as an issue in the Borough, perception measure to establish if local businesses find it difficult to recruit locally because of skills shortages.

Indicator	Rationale for inclusion
<i>Number of businesses operating in Castle Point [Annual]</i>	Number of businesses operating in the Borough as a proxy for a vibrant economy.

Priority Area: People

Indicator	Rationale for inclusion
<i>Amount of Disabled Facilities Grant allocated as a percentage of overall budget [Quarterly]</i>	DFGs make a significant difference to residents' lives and allows them to continue to live comfortably and safely in their own homes.
<i>Percentage of people who agree that there is a strong sense of community in their local area [Annual]</i>	To improve understanding of how local residents feel about the strength of community.

Priority Area: Place

Indicator	Rationale for inclusion
<i>Number of new homes built in the Borough [Annual]</i>	Requirement to facilitate delivery of enough homes to meet need.
<i>The delivery of the ASELA five-anchor programmes against targets set out in those programmes, including the preparation of a strategic planning framework [Annual – will be a short update report]</i>	Significant programme of work across South Essex – track progress of delivery of these programmes

Priority Area: Environment

Indicator	Rationale for inclusion
<i>Amount of CO2 produced from the Council's buildings and operations</i>	Key objective for the Council to reduce the environmental impact of its operations.

Enablers: Leadership; Democracy; Partnerships; Resources

Indicator	Rationale for inclusion
<i>Overall satisfaction with the Council</i>	Important to understand residents' overall satisfaction with the Council.

Targets

5.5 The tables below present the targets for 2021/22, set on the basis of past performance, national targets (where applicable) and known resources within the relevant service area.

Priority Area: Economy & Growth

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>Number of apprenticeship starts in the Borough</i>	NEW	No target set	No target set – baseline in 2021/22
<i>Percentage of businesses that report local skills shortages when recruiting</i>	NEW	No target set	No target set – baseline in 2021/22
<i>Number of businesses operating in Castle Point</i>	3,390 (2020)	No target set	No target set

Priority Area: People

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>HOT21 & HOT22: Percentage of prevention or relief duties which ended during the quarter with a successful outcome: a) prevention b) relief</i>	a) 68% b) 53%	a) 65% b) 45%	a) 65% b) 45%
<i>L1: Leisure satisfaction – Net Promoter Score a) Waterside Farm b) Runnymede</i>	a) 78 b) 72	a) 67 b) 67	a) 75 b) 70
<i>L3: Leisure Memberships</i>	1,790	2,000	3,000
<i>Percentage of usable allotment plots owned and managed by Castle Point that are vacant</i>	14%	15%	13%
<i>EH2: Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme</i>	95%	90%	90%
<i>NEW: Amount of Disabled Facilities Grant allocated as a percentage of overall budget</i>	100% (as at June 2021)	No target set	95%

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>Proportion of people participating in physical activity</i>	61.1%	No target set	A statistically significant increase (from Sport England analysis)
<i>LCT13: Proportion of people who feel safe after dark</i>	42%	No target set	50%
<i>NEW: Percentage of people who agree that there is a strong sense of community in their local area</i>	59% (2020)	No target set	65%

Priority Area: Place

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>HOS1: Overall tenant satisfaction with repairs and maintenance</i>	98.3% (Q3 year to date)	97%	95%
<i>HOS6: Average Void Turnaround Time</i>	41.4 days	20 days	20 days
<i>DC7 & DC8: Percentage of planning applications processed within target time limits for major, minor and other applications</i>	Major 100% Non-major 99.3%	Major 80% Non-major 80%	Major 80% Non-major 80%
<i>BC1: Percentage of Building Control applications processed within statutory time limits</i>	100%	100%	100%
<i>PP1: Progress of Local Plan against the milestones set out in the Local Development Scheme</i>	75%	On track	100%
<i>PP3: Number of new affordable homes in the Borough</i>	13	100 per annum	100 per annum
<i>NEW: Number of new homes built in the Borough</i>	166	353 per annum	353 per annum
<i>NEW: The delivery of the ASELA five-anchor programmes against targets set out in those programmes, including the preparation of a strategic planning framework.</i>	NEW	No target set – new programmes	No target set – will be a short update report

Priority Area: Environment

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>OPS4: Percentage of Household Waste Recycled</i>	50.76%	50.00%	50.00%
<i>OPS5: Percentage of Household Waste Composted (including food waste)</i>			
<i>SS2 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology.</i>	8.7%	<10%	<10%
<i>SS3: Percentage of fly tips removed within one working day</i>	100%	90%	90%
<i>SS14: Number of default notices served in relation to Highway Grass Verge cutting</i>	22 (total in 2019/20 – default notices suspended in 2020/21)	<45	<45
<i>SS13: Number of service requests received in relation to Highway Grass Verge cutting</i>	52	<90	<90
<i>OPS2: Satisfaction with maintaining parks and open spaces</i>	58%	No target set (new survey)	60%
<i>OPS3: Satisfaction with household waste collection, including recycling and composting</i>	84%	No target set (new survey)	86%
<i>SS1: Satisfaction with Council's efforts to keep public land clear of litter and refuse</i>	61%	No target set (new survey)	63%
<i>NEW: Amount of CO2 produced from the Council's buildings and operations</i>	2,050.56 tonnes (2019/20 baseline)	No target set (baseline established)	1,900 tonnes

Enablers: Leadership; Democracy; Partnerships; Resources

Indicator	2020/21 Performance	2020/21 Target	2021/22 Target
<i>FC1: Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office</i>	96%	95%	95%
<i>CORP1a & CORP 1b: Average number of days sickness absence per FTE staff for all Council Services (rolling year) a) short term b) long term</i>	a) 3.0 days b) 2.5 days	a) 4.6 days b) 3.9 days	a) 4.1 days b) 3.4 days
<i>OPS16: Number of wheeled bin garden waste subscribers</i>	11,719	8,970	12,750
<i>Channel shift to online services: a) take up of e-billing for Council Tax and Business Rates b) use of Open Channel online forms</i>	a) 8,479 b) 1,871	a) 8,000 b) 1,000	a) 9,000 b) 2,000
<i>BEN 1 & BEN 2: Average time to process benefit claims: a) new claims b) change of circumstances</i>	a) 23 days b) 5 days	a) 21 days b) 7 days	a) 21 days b) 7 days
<i>NEW: Overall satisfaction with the Council</i>	45.4%	No target set (baseline established)	50%

- 5.6 It is further proposed that the scorecard is flexible and takes into account any performance issues arising during the year. For example, if performance for a service area is significantly off target, but is currently not on the corporate scorecard, it may be appropriate to include such measures in future scorecard reports to ensure Cabinet are updated of any significant performance issues and any actions being taken to deal with these issues.

6. Corporate Implications

a. Financial implications

Good performance on some indicators can lead to reduced costs or additional income.

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 bbrook@castlepoint.gov.uk

Appendix 1 – Proposed changes to suite of indicators reported in 2020/21

<div> <div> <div>Q Quarterly indicator</div> <div>A Annual indicator</div> </div> <div> <h1>Corporate Plan 2018-21</h1> <h2>Scorecard Indicators 2020/21</h2> </div> <div>  </div> </div>			
Environment	Housing & Regeneration	Health & Community Safety	A Commercial & Democratically Accountable Council
<div>OPS4: Percentage of household waste recycled Q</div> <div>OPS5: Percentage of household waste composted Q COMBINE</div> <div>SS2: Percentage of streets inspected deemed to be unsatisfactory using practice for litter and refuse methodology Q RETAIN</div> <div>SS3: Percentage of fly tips removed one working day Q RETAIN</div> <div>SS14: Number of Default Notices in relation to Highway grass verge cutting Q RETAIN</div> <div>SS13: Number of Service Requests received in relation to Grass Cutting Q RETAIN</div> <div>OPS2: Satisfaction with maintenance of open spaces Q RETAIN</div> <div>OPS3: Satisfaction with household waste collection, including recycling and composting A RETAIN</div> <div>SS1: Satisfaction with Council's efforts to keep public land clear of litter and refuse A RETAIN</div>	<div>HOS1: Overall tenant satisfaction with repairs and maintenance Q RETAIN</div> <div>HOS6: Average Void Turnaround time Q RETAIN</div> <div>DC7 & DC8: Percentage of planning applications processed within target time limits for major, minor and other applications Q RETAIN</div> <div>BC1: Percentage of Building Control applications processed within statutory time limits Q 2 x YEAR</div> <div>PP1: Progress of Local Plan against milestones set out in the Local Development Scheme Q RETAIN</div> <div>PP2: Progress of the Joint Strategic Development Plan against the milestones set out in the Local Development Scheme Q REMOVE</div> <div>PP3: Number of new affordable homes delivered in the Borough Q RETAIN</div>	<div>HOT21 & HOT22: Percentage of calls for or relief duties which ended during the quarter with a successful outcome: a) prevention b) relief Q RETAIN</div> <div>EH2: Percentage of food premises awarded a score of at least 3 on the food hygiene rating scheme Q RETAIN</div> <div>L1: Leisure satisfaction Net Promoter Score a) Waterside Farm b) Runnymede Q RETAIN</div> <div>Percentage of usable allotments owned and managed by Castle Point that are vacant Q RETAIN</div> <div>L3: Leisure Memberships Q RETAIN</div> <div>Proportion of people participating in physical activity A RETAIN</div> <div>LCT13: Proportion of people who feel safe after dark A RETAIN</div>	<div>FC1: Percentage of calls taken by customers by First Contact that are dealt with without the need to transfer to the back office Q RETAIN</div> <div>CORP1a & CORP1b: Average days sickness absence per FTE staff for all Council Services (rolling year) a) short term b) long term Q RETAIN</div> <div>OPS16: Number of wheeled bin garden waste subscribers Q RETAIN</div> <div>REVISED: Channel shift to online a) take up of e-billing for Council Tax and Business Rates b) use of Open Channel online forms Q RETAIN</div> <div>BEN1 & BEN2: Average time to process benefits claims: a) new claims b) change of circumstances Q RETAIN</div>

Appendix 2 – Proposed indicators for 2021/22

<div> <div> <div>Q</div> <div>Quarterly indicator</div> </div> <div> <div>A</div> <div>Annual indicator</div> </div> </div> <div> <div>Corporate Plan 2021-24</div> <div>Proposed Scorecard Indicators 2021/22</div> </div> <div>  </div>			
Economy & Growth	People	Place	Environment
NEW: Number of apprenticeship starts in the Borough A	HOT21 & HOT22: Percentage of prevention or relief duties which ended during the quarter with a successful outcome: a) prevention b) relief Q	HOS1: Overall tenant satisfaction with repairs and maintenance Q	OPS4: Percentage of household waste recycled Q
NEW: Percentage of businesses that report local skills shortages when recruiting A	EH2: Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme Q	HOS6: Average Void Turnaround Time Q	OPS5: Percentage of household waste composted (inc. food waste) Q
NEW: Number of businesses operating in Castle Point A	L1: Leisure satisfaction – Net Promoter Score a) Waterside Farm b) Runnymede Q	DC7 & DC8: Percentage of planning applications processed within target time limits for major, minor and other applications Q	SS2: Percentage of streets inspected which are deemed to be unsatisfactory using code of practice for litter and refuse methodology Q
	L3: Leisure Memberships Q	BC1: Percentage of Building Control applications processed within statutory time limits Q	SS3: Percentage of fly tips removed within one working day Q
	Percentage of usable allotment plots owned and managed by Castle Point that are vacant Q	PP1: Progress of Local Plan against the milestones set out in the Local Development Scheme Q	SS14: Number of Default Notices served in relation to Highway grass verge cutting Q
	NEW: Amount of Disabled Facilities Grant allocated as a percentage of overall budget Q	PP3: Number of new affordable homes in the Borough A	SS13: Number of Service Requests received in relation to Grass Cutting Q
	Proportion of people participating in physical activity A	NEW: Number of new homes built in the Borough A	OPS2: Satisfaction with maintaining parks & open spaces A
	LCT13: Proportion of people who feel safe after dark A	NEW: The delivery of the ASELA five-anchor programmes against targets set out in those programmes, including the preparation of a strategic planning framework. A	OPS3: Satisfaction with household waste collection, including recycling and composting A
	NEW: Percentage of people who agree that there is a strong sense of community in their local area A		SS1: Satisfaction with Council's efforts to keep public land clear of litter and refuse A
			NEW: Amount of CO2 produced from the Council's buildings and operations. A

Appendix 2 – Proposed indicators for 2021/22 contd.

Q Quarterly indicator

A Annual indicator

Corporate Plan 2021-24

Proposed Scorecard Indicators 2021/22



Enablers: Leadership; Democracy; Partnerships; Resources

FC1: Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office Q

CORP1a & CORP 1b: Average number of days sickness absence per FTE staff for all Council Services (rolling year)
a) short term b) long term Q

OPS16: Number of wheeled bin garden waste subscribers Q

Channel shift to online services:
a) take up of e-billing for Council Tax and Business Rates
b) use of Open Channel online forms Q

BEN 1 & BEN 2: Average time to process benefits claims:
a) new claims b) change of circumstance Q

NEW: Overall satisfaction with the Council A

CABINET

21st July 2021

Subject: Financial Update

Cabinet Member: Councillor Johnson - Resources

1. Purpose of Report

This report is intended to:

- **Provide Cabinet with an update on the financial outturn for 2020/21 (subject to audit).**
- **Provide Cabinet with the latest 2021/22 forecast in respect of the General Fund (GF).**
- **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.**
- **Update Cabinet on developments in relation to the impacts of COVID-19 on the Council and the assistance received from Government.**

2. Links to Council 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 2021/22 financial forecast at Appendix 1**
- 2. That Cabinet note the financial outturn for 2020/21 (subject to audit) at Appendix 2.**

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 Medium-Term Financial Forecast (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.

5. Draft Statement of Accounts (SoA) (subject to audit) 2020/21

5.1 The Government has extended the reporting deadlines for the SoA for a further two years. The revised statutory deadlines for preparation and publication of the SoA are:

- 31 July (previously 31 May) - approval by s151 officer of un-audited draft.
- 30 September (previously 31 July) - approval of audited final SoA by full Council and publication.

5.2 Extension of the accounts closure process for a small authority like Castle Point elongates the overall process so that it clashes with the budget cycle which commences in September. For this reason, the Finance Team have worked to adhere as far as possible with the original, earlier timeframe. However, the external audit process will not be completed before October meaning that there will still be some strain on resources for the period of September and October.

5.3 Draft outturn including impact of COVID-19 and Government assistance (subject to audit) is summarised in Appendix 2. Cabinet will be pleased to hear that the Council closed the financial year in an underspend position on General Fund, Housing Revenue Account, and the Capital Programme.

5.4 A draft SoA will be published (ahead of timetable) on the Council's website and Members will receive an email prompt to view the document and an invitation to raise questions. The External Auditor will present their findings to the Audit Committee and the SoA will be formally presented to Council at meetings subsequent to the conclusion of the audit.

6. Financial Impact of COVID-19 and Government Assistance 2021/22

6.1 Known and reasonably certain financial impacts arising from COVID-19 were incorporated into the detailed budget which was presented to Cabinet/Council in February 2021. Less certain impacts have either been reflected in the Council's calculation of its minimum level of General Reserves or funds set aside within an earmarked reserve. The earmarked reserve currently holds a sum of **£1.1m** which is comprised of funding from Central Government and Castle Point BC and includes an additional **£200k** added from budget underspends achieved in 2020/21.

6.2 The most significant impact of COVID-19 is on the Council's income, with a shortfall of **£1.699m** currently forecast in the current financial year. This is offset in part by a reduction of **£67k** on expenditure. The following table shows the forecast net impact of **£1.632m** and the service areas where this is arising.

Service Area	Income Shortfall £000's	Expenditure Saving £000's	Net Impact £000's
Leisure & Halls	899	(55)	844
Car Parks	595	0	595
Revenues & Benefits	163	0	163
Other	42	(12)	30
Total	1,699	(67)	1,632

- 6.3 At present, there is a high degree of uncertainty within the forecast COVID-19 impacts. Whilst prudent assumptions have been made about the forecast impacts through to the end of the financial year, until lockdown restrictions are fully eased on the 19th July and the new normal is established there is very limited empirical evidence to base assumptions on. Therefore, the forecast position is likely to materially change as the year progresses.
- 6.4 Whilst the Council has already created a significant earmarked reserve, it is insufficient to fully meet the current forecast impact of **£1.632m**. The current gap in funding is **£222k** as shown below.

	£000's	£000's
Forecast net impact of COVID-19		1,632
Funded by:		
Application of Earmarked Reserve	(1,100)	
Utilisation of Sales, Fees and Charges scheme	(293)	
Utilisation of Furlough scheme	(17)	
Total funding		(1,410)
Unfunded pressure		222

- 6.5 The Council's calculation of its minimum level of General Reserves does contain an allowance for uncertain pressures arising from COVID-19. However, it is currently hoped that as assumptions in the COVID-19 modelling are reviewed and adjusted based on evidence, a reduction to the forecast net impact will be seen and the Council can avoid utilising General Reserves.

7. Changes to approved budgets

- 7.1 The following 2021/22 budget changes have occurred since the February budget report was presented to Cabinet and Council.

	£000's	Description
1.	503	Budgets brought forward from previous financial year in respect of seafront regeneration projects.
2.	30	Costs associated with the progression of the Paddocks Project (draw from Reserves approved by Cabinet in April 2021).
3.	80	Confirmation received from Essex County Council in respect of funding of the Highway Ranger Service for a further year. (Offset by corresponding expenditure – nil overall impact).
4.	98	Notification of £831k Disabled Facility Grants against a budget of £732k. Funding preserved until spend occurs.
5.	237	Expenditure relating to Local Authority Discretionary Grant Fund New Burdens Grant & COVID-19 funding.
6.	32	Ongoing cost increase in respect of IT management contract (see para 7.2 & 7.3).
7.	73	One-off costs in respect of the IT management contract (potentially recoverable).

- 7.2 As previously reported to Cabinet, a new IT management contract commenced from 1st April following a full tender exercise. A period of due diligence and transition took place during the months preceding commencement of the new contract, during which the new contractor verified information that was provided by the former service provider as part of the procurement process.
- 7.3 As a result of further lengthy and detailed negotiations with the Council, additional on-going costs of **£32k** were agreed (against an original contract variation request of **£106k**). These costs will be funded by reserves earmarked for IT.
8. **Revenue/Capital budgets “on-watch”**
- 8.1 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.
- 8.2 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 interest to Cabinet.

	£000's	Description																								
1.	TBA	<p>The co-mingled waste contract provider is currently Viridor. At the time of writing this report, April and May 2021 invoices had been received for the 2021/22 financial year. Charges were £40.04 per tonne in April and £37.14 per tonne in May.</p> <p>The pricing of this contract is particularly volatile, as demonstrated by the following table showing the actual charge per tonne each month for the 2020/21 financial year:</p> <table><tr><td>April</td><td>78.99</td><td>August</td><td>84.57</td><td>December</td><td>84.55</td></tr><tr><td>May</td><td>58.60</td><td>September</td><td>75.62</td><td>January</td><td>70.42/74.98</td></tr><tr><td>June</td><td>39.53</td><td>October</td><td>70.42</td><td>February</td><td>63.19</td></tr><tr><td>July</td><td>69.22</td><td>November</td><td>74.98</td><td>March</td><td>70.42</td></tr></table> <p>In addition to volatile pricing, the collected tonnages increased significantly in 2020/21 from 2019/20 – an additional 806 tonnes were collected, which is the equivalent of having almost two additional months in the year. The tonnages report from the Environment team show that the tonnages collected so far this year are 32 tonnes more than at the end of May last year.</p> <p>Action: continue to monitor.</p>	April	78.99	August	84.57	December	84.55	May	58.60	September	75.62	January	70.42/74.98	June	39.53	October	70.42	February	63.19	July	69.22	November	74.98	March	70.42
April	78.99	August	84.57	December	84.55																					
May	58.60	September	75.62	January	70.42/74.98																					
June	39.53	October	70.42	February	63.19																					
July	69.22	November	74.98	March	70.42																					
2.	TBA	<p>Refuse collection agency budget for 2021/22 was set at £204.2k for the full year. Spend for the period up to 13th June 2021, adjusted for spend against budgeted vacancies has reached £71k which is over a third of the year's budget.</p> <p>Action: continue to monitor.</p>																								

9. Knightswick Shopping Centre (Knightswick)

- 9.1 Throughout the pandemic and up until the relaxation of measures the centre has remained largely closed with the exception of Sainsburys. There has therefore been an impact on traders and their ability to meet their rent and service charge commitments to the Council. At the current time no debts have been written off, but arrears have accumulated. The managing agent is working with tenants to ensure that as far as possible all debts are discharged.

10. 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.

External Audit Fees

- 10.1 The audit industry has been under enormous pressure over the course of the last few years due to a series of financial crises and failures in the private sector which gave rise to a need for auditors to refocus their work. Furthermore, four independent reviews have been commissioned by Government giving rise to a high number of recommendations which have increased the amount of resource and time required by auditors to complete their work. This in turn has led to recruitment difficulties across all audit firms and additional costs falling to local authorities. The full impact of all these issues are yet to be known but it is likely that the costs of external audit will increase going forward. Cabinet will be updated in future update reports.

Essex Region Business Rates Pool

- 10.2 The pooling arrangement delivered a financial gain which effectively reduced the levy payment payable by the Council from **£477k** to **£263k** in 2020/21, a saving of **£214k**. The pooled arrangement has continued for 2021/22 with a membership which includes all Essex Authorities and the Fire Authority but excludes Thurrock Unitary Authority.

Council Tax Preceptors Sharing Agreement

- 10.3 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.
- 10.4 As part of this agreement, the precepting organisations return to the Council 13% (14% in 2019/20) of the additional council tax which we have collected on their behalf.
- 10.5 For the financial year ending March 2021, the return on this investment to the precepting organisations within the Borough of Castle Point has been **£1.8m** of which **£194k** has been returned to the District Council (share back).
- 10.6 Unsurprisingly the pandemic, consequential lockdown(s) and resulting economic disruption has had an impact on the ability of some residents to pay their Council Tax. This will continue to have an effect to the amount of funding due to the Council in respect of this agreement in 2021/22.

- 10.7 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.

Housing Management System

- 10.8 As reported to Cabinet in February 2021, implementation of the new housing management system has presented some difficulties in terms of timeline and costs. Whilst the Council has engaged appropriate resources and also enlisted the support of Internal Audit to oversee the project, these difficulties continue, and it is likely that further funding will be required in order to complete the project. Officers are continuing to work to minimise costs as far as possible and the Leader and Cabinet Member for Resources will be kept informed. A further report will be made to Cabinet.

Changes to rules on retained additional Right to Buy receipts (HRA).

- 10.9 From 1st April changes are as follows:

1. Pooling of Right to Buy receipts will take place annually, replacing the former quarterly system and reducing the administrative burden on local authorities. Deadlines for spending retained receipts will also be calculated on an annual basis. A minimal amount of non-financial management information will still be collected quarterly.
2. The timeframe local authorities have to spend new and existing Right to Buy receipts is extended from 3 years to 5 years. This will make it easier for local authorities to undertake longer-term planning, including remediation of larger plots of land.
3. The percentage cost of a new home that local authorities can fund using Right to Buy receipts increases from 30% to 40%. This will make it easier for authorities to fund replacement homes using Right to Buy receipts, as well as making it easier to build homes for social rent.
4. Authorities can use receipts to supply shared ownership and First Homes, as well as housing at affordable and social rent, to help them build the types of home most needed in their communities.
5. A cap will be introduced on the use of Right to Buy receipts for acquisitions to help drive new supply with effect from 1 April 2022 and phased in over 2022/23 to 2024/25.

11. Financial risk factors

- 11.1 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. A new risk has materialised since that time and is brought to Members attention here:
- 11.2 **New risk:** Potential for a Government directive to discontinue charging for the removal of garden waste following the outcome of a consultation on national waste strategy. Whilst not by any means certain, it is prudent to flag the potential risk at this stage. A further update will be provided to Members as and when available.
- 11.3 The financial forecast indicates an unbalanced budget for years 2022/23 and beyond. Work is currently underway to close the funding gap however there is

great uncertainty in relation to the future of government funding and the ongoing and lasting impact of the pandemic on the council's financial position.

- 11.4 **Increased risk:** The Castle Point local plan is currently progressing through Examination with the Inspector's report due in the autumn 2021 and adoption in accordance with the Local Development Scheme (2020) by the end of 2021. The current local plan costs are budgeted for and there are a few charges to incur between now and adoption. Delay in the adoption of the local plan may expose the Council to the potential for additional costs and will have an impact on the ongoing annual budgets beyond the current financial year. Financial implications could arise from the non-adoption of the local plan and, should the scenario occur, these will be detailed in a separate report to Cabinet.

12. 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.

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

The financial implications of COVID-19 on future years are yet to be determined.

Report Author: Chris Mills, Strategic Director (Resources)

Background Papers:

- Policy Framework & Budget Setting 2021/22, incorporating the Financial Planning Strategy. (February 2021)
- COVID-19 Public Health Emergency and Recovery. (June 2020 Cabinet)
- COVID-19 Financial modelling (CPBC) (on-going)

Appendix 1 – Medium Term Financial Forecast

Medium term financial forecast (MTFF)		2021/22 £000's	2022/23 £000's	2023/24 £000's	2024/25 £000's	Report Section Ref	Notes
Line	Current policies and service plans						
1a	Net service expenditure (Budget set February 2021)	12,328	11,537	13,338	11,528		
1b	Changes to budget	926	39	39	38		
1c	Net service expenditure	13,254	11,576	13,377	11,566	3	Fluctuations predominantly caused by phasing of expenditure some of which is "offset" by earmarked reserves.
2	Council Tax	(8,311)	(8,533)	(8,797)	(9,070)	4	
3	Business Rates (related transactions)	(2,795)	(2,286)	(2,320)	(2,388)	5	
4	Capital grants, other grants and contributions	(2,885)	(307)	(295)	0		Includes grants in relation to the seafront and labworth & council tax shareback agreement.
5	Net Collection Fund(s) (surplus) / deficit	3,451	37	37	0	6	2021/22 deficit relates to previous year and is funded by s31 grant from central government applied through earmarked reserves at line 7.
6	Net expenditure / (income) before reserves	2,934	487	2,003	130		
7	Transfer to / (from) Earmarked reserves (net)	(3,017)	677	(835)	1,294	7	
8	(Surplus) / Deficit on General Fund	(82)	1,164	1,167	1,423	7	
9	General Reserves balance at end of year	(5,659)	(3,297)	(1,645)	581	7	
10	Earmarked Reserves balance at end of year	(11,985)	(12,371)	(11,232)	(12,244)	7	

The column headed "Report Section Ref" relates to the section of the budget report presented to Cabinet and Council in February 2021.

Appendix 2 – Draft 2020/21 Outturn (subject to audit)

Summary Financial Results Statement 2020/21

General Fund (GF) revenue expenditure	£	
Actual net expenditure	(4,674,716)	
Budget carried forward to 2021/22	100,800	
Budget transferred to earmarked reserves	245,600	
Other transfers to / (from) earmarked reserves	4,255,579	
Net total	(72,737)	
Net revised budget	75,043	
Final variance	(147,780)	Underspend
Variance as a percentage of the gross expenditure and gross income budgets (£124.0m).	-0.12%	

Housing Revenue Account (HRA) expenditure	£	
Actual net expenditure	(525,940)	
Budget carried forward to 2021/22	0	
Other transfers to / (from) earmarked reserves	776,000	
Net total	250,060	
Net revised budget	495,700	
Final variance	(245,640)	Underspend
Variance as a percentage of the gross expenditure and gross income budgets (£14.1m).	-1.74%	

Capital Expenditure Programme - GF	£	
Actual gross expenditure	1,265,917	
Budget carried forward to 2021/22	754,400	
Gross total	2,020,317	
Gross revised budget	2,324,900	
Final variance	(304,583)	Underspend
Variance as a percentage of the GF Capital Programme budget	-13.10%	

Capital Expenditure Programme - HRA	£	
Actual gross expenditure	1,522,265	
Budget carried forward to 2021/22	401,700	
Gross total	1,923,965	
Gross revised budget	2,315,000	
Final variance	(391,035)	Underspend
Variance as a percentage of the HRA Capital Programme budget.	-16.89%	

CABINET

21st July 2021

Subject: Climate Change and Carbon Reduction – Action Plan

**Cabinet Member: Councillor Mrs Thornton – Growth – Economic,
Environment & Sustainability**

1. Purpose of Report

This report aims:

- 1. To provide background information and the reasons for production of this report**
- 2. To present a Climate Change Action Plan, describing work that the Council intend to carry out to contribute towards the local, national, and global push towards combating the effects of climate change and to work towards carbon neutrality within our organisation.**

2. Links to Council's Priorities and Objectives

The report links directly with the Council's Environment objective.

3. Recommendations

- a) That Cabinet reaffirms its commitment to combat the effects of climate change and for the Council to work towards carbon neutrality within its organisational activities.**
 - b) That the Climate Change Action Plan (Appendix A) be approved.**
 - c) That Cabinet seek periodic updates of the work of the Operational Management Team (OMT) Climate Change Group to allow progress to be monitored and highlighted to a wider audience.**
-

4. Background – Climate Change and Carbon Reduction

At its meeting on 22 January 2020 Cabinet considered the report on the Motion to Council on 22nd October 2019 in respect of a Borough wide tree planting campaign, which due to its potential financial implications was referred without debate to Cabinet.

The report suggested that a more strategic and coordinated approach to tackling climate change would ensure that maximum benefit is derived from the resources allocated to addressing it. It also stated that there is an opportunity for this Council to take a leadership role in this work and to assist households, businesses and agencies in Castle Point to take advantage of the opportunities associated with reducing carbon emissions.

It was resolved that Cabinet reports to Council and recommends that the Motion be referred to the Environment Policy and Scrutiny Committee to be considered as part of a task to look at what action the Council can take to tackle the growing global threat of climate change and to report back its findings and recommendations to Cabinet.

The Environment Policy and Scrutiny Committee met on 25th August 2020. A report was presented to members by the Environmental Health Operational Manager and following discussion the Committee agreed to make the following recommendations to Cabinet:

- a) For the Council to take a more corporate approach to climate change by the setting up of an officer group to act as a discussion forum, sharing of knowledge and resource, and to prepare an action plan of carbon reduction works and other initiatives, to guide the Council's activities going forward.
- b) To note that Committee considered the declaration of a 'climate and ecological emergency' within Castle Point and the creation of an associated action plan with the aim of reducing organisational carbon emissions to 'net-zero,' with a small majority agreeing that this course of action should be taken. Cabinet are invited to consider this matter further and to take a final decision on this matter.

A further report was presented to Cabinet in September 2020, and the following recommendations were endorsed:

- i) A permanent Climate Change officer group, with appropriate service representation be set up with a full terms of reference, to consider and enable carbon reduction action planning and monitoring, sharing of best practice, highlight and champion the work and progress of CPBC in this area to Councillors and other parties.
- ii) That the officer group undertakes an initial baseline assessment of the carbon emissions arising from the Councils activities (i.e. an organisational assessment) including energy use emissions from buildings, operations, and vehicles.

- iii) That the officer then compiles a fuller action plan to initially cover the Councils (internal) response to Climate Change and Carbon Reduction, within 1 year, with reference to any specific targets that have been set.

Cabinet declined to make a 'climate emergency' declaration at this time, or to set a specific date for carbon neutrality.

The report contained in the appendix is the Council's initial response to the recommendations endorsed by Cabinet.

5. Corporate Implications

a Financial Implications

The financial implications of specific actions listed within the action plan will be considered as part of any decision to be made on the progression of that action in line with normal governance processes.

It is assumed that any short-term workstreams would need to be met within existing resource or external grant funding. There is no dedicated officer or financial resource for this area of work, but there may be at various stages the requirement to pay for advice or other services.

For further development of the action plan, in the medium term it needs to be recognised that implementing some of the possible measures that will be needed to achieve a net-zero carbon position, may have significant financial implication for the Council.

It is envisaged that when more ambitious projects are contemplated, the financial implications will need to be considered alongside their potential climate and ecological benefits to determine the key areas for investment. These in turn will need to be ranked against possibly competing priorities or financial constraints on the Council at the time.

b. Legal Implications

There are no legal implications regarding the action plan. The contents of this plan do not in itself, bind the Council to any statutory duties to make its activities net-zero carbon by a set date. However, it should be noted that the UK government was the first major economy in the world to create legislation to achieve a net-zero position for all greenhouse gas emissions by 2050.

c. Human Resources and Equality

There are no specific human resource implications other than an expectation that employees would take personal responsibility for their behaviour and actions in response to any Council Direction or if other commitment were to be made by Cabinet.

d. Equality Implications

There are no specific equalities implications regarding this report.

e. Timescale for implementation and Risk Factors

It is proposed that if approved, work described in the plan can take place with immediate effect, considering any timeframes described within each workstream.

6. Background Papers:

See the report

Report Author – Simon Llewellyn
Environmental Health Operational Manager
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Climate Change Action Plan v1.0

1) Combined Corporate Services

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Review the council's procurement policies to ensure that environmental consideration is given to any procurement undertaken by the council (as part of a wider review of procurement policies to ensure that social value expectation are set out in tender opportunities following	Over 2021/22 and in line with any new Procurement Bill	Procurement policies up to date and include section on environmental consideration	Risk that environmental impact not included in tender exercise and subsequent scoring mitigated by support from EMT about importance of environmental considerations in procurement	Not commenced

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Procurement Green Paper)				
Review the report templates to consider adding environmental impact to any reports to officers or members (e.g. EMT, Cabinet, Council)	September 2021 onwards	Revised template is issued and in use.	Risk that environmental impact not completed in report templates mitigated by clear message from Cabinet and EMT about importance of environmental considerations in Council decision making	Not commenced
Exploration of project to digitise council records	TBC – on re-commencement of ICT Strategy Group	Scoping of project and decision to proceed or not	Risk that records are not digitised consistently and reliance on paper copies remains mitigated by robust project planning	Not commenced
Project scoping for installation of Electric Vehicle Chargers on Council-owned sites	Project scoping by end Q2 2021/22	Scoping of project and decision to proceed or not	Risk that the council does not provide EV charging points making the Borough less welcoming to visitors who	Not commenced but electric charging points will be provided in the refurbished Labworth

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
			drive electric cars and perception that environment not taken seriously. Mitigated by careful project scoping to understand options, costs and benefits	car park. The enabling ducting has already been laid .

2)Housing Services

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Ensuring new properties in Borough take advantage of green technologies	2021 and ongoing	New builds incorporate green technologies, these include non-gas heating, photovoltaic tiles and electrical charging point infrastructure.	Potential cost implication that might make scheme not financially viable due to return on our investment. Clear costing analysis and a menu of possible green options to choose from to ensure viability.	Have begun discussions and planning new builds in pipeline for this year to take account of green energy.
New Architects (sustainability experts)	Ongoing with current contract expiring Dec 2022.	New builds incorporate green technologies	New architects yet to deliver a scheme. Have good track	Have begun discussions and planning new builds in pipeline for

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
			record in the sector and have obtained planning permission for first scheme.	this year to take account of green energy.
Consideration of energy efficiency measures / in social housing / new build (Solar etc)	Ongoing	New builds incorporate green technologies. Using energy efficient installations as part of maintenance and refurbishments in existing stock	Potential cost implications stretching limited budgets. Forward planning for capital schemes has been devised and reviewed continuously against budgets.	As per above on new builds. On existing stock, all voids have low energy light bulbs fitted before letting for example.
Information and advice to Council Tenants (i.e. energy switching, sourcing green energy options etc)	TBC – yet to plan timeframe for producing literature	Consideration of information to be contained in next a future tenant newsletters	Only risk that residents do not or cannot afford newer energy suppliers because of use of key meters and reluctance to change	Not commenced
Procure training and develop strategy on green sustainable housing	TBC – yet to plan and source suitable trainers	Scoping of project and decision to proceed or not	Potential cost implications stretching limited budgets. Forward planning for capital schemes has been devised and reviewed continuously	Not commenced

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
			against budgets.	
Annual Boiler replacement programme	Ongoing	Performance linked to Decent Homes rating, plus boilers that are beyond economical repair. Fuel efficient combi boilers are fitted wherever possible	Costs and demand exceed budget provision. Generally, use unallocated sum for budget overspends	Programmed works set against DH rating and future programmes known in advance of boilers failing DH rating.
Loft insulation programme	Ongoing	Properties identified from 5-year stock condition surveys and programmed based on the level of existing insulation in loft.	Costs and demand exceed budget provision. Any missed held over to the next financial year	Ongoing provision based on the information held.
Investigation of low carbon options for future heating installations (gas free)	Ongoing	Architects have built into plans to deliver air heat source pumps in our new builds	Increased costs over convention gas boilers and increased cost to resident in running costs. Meets government regulations that will be coming into force. Will as part of of producing literature on green energy will assist residents in how to	Not commenced yet

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
			manage consumption and costs.	

3)Corporate Assets and Estates

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Implement measures to lower energy consumption	2022/2023 target	Reduce carbon dioxide emissions	Cost risk	To update in due course
Aim to buy 100% renewable energy	2023/24 target	Increase amount of renewable energy used	Cost risk	To update in due course
Investigate installation of PV / heat pump on council operated buildings	2022	Investigate cost and performance of combined heat and power pump	Cost risk	To update in due course
Implement and encourage reduction of single use plastic within Council buildings	2022	Reduce use of single use plastic	Cost of alternatives	To update in due course
Rationalise the size of the Council's operational estate	2025 (provisional)	Reduce the size of the Council's operational estate	Future Business needs risk	To update in due course

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Relocate council staff into a BREEAM rated Excellent Building	2030 (provisional)	Relocate staff into a smaller 'Excellent' rated property	Availability, location and cost risk of occupying such a property	To update in due course
Implement a majority work from home policy	2022	Reduce number of back-office staff regularly attending council properties	Staff well-being risk	To update in due course
Undertake sustainability improvements to council properties	2023/24	Review EPCs for all properties and engage with sustainability consultant to identify costs of possible improvement works	Cost Risk	To update in due course

4)Regeneration

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Participate in strategic planning and delivery initiatives that support environmental outcomes (e.g.	On-going	TBC	Lack of staff resource	The Regeneration Team are helping to progress a range of strategic initiatives that support

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
SEE Park, Black Jetty, etc)				environmental outcomes. These include the South Essex Estuary Park (via ASELA), and the feasibility of the Black Jetty Renewables project. Our role includes supporting with the development of business cases, scoping projects and seeking appropriate funding for delivery.
Advocate available local business support scheme for business carbon reduction support schemes (e.g. LoCASE)	Up to March 2023	TBC	Lack of staff resource	The Low Carbon Across the South East (LoCASE) programme is supported by the European Regional Development Fund to provide a free business support programme in the South East. It aims to help businesses become more competitive and profitable while protecting the environment

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
				and encouraging low carbon solutions. To do this, LoCASE provides grants for businesses of up to £20,000 as well as training workshops and fully funded events. Targeted business support is on offer for companies who offer “green” or low carbon goods and services.

5)Planning Policy

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Prepare a Green Infrastructure Delivery Plan, for the delivery of multifunctional improvements to open spaces and the natural	TBC (ASAP)	<ul style="list-style-type: none"> Increased quantity of accessible natural Green Space Improved quality of open 	<p>Resources for delivery – PM to be factored into funding requirements</p> <p>Resources for ongoing management – where</p>	TBC

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
environment in the Borough		space provision <ul style="list-style-type: none"> Increased propensity to walk or cycle 	possible secured via S106 Competing schemes – prioritisation of resources as they arise based on identified criteria	
As part of the review of the Developer Contributions supplementary planning guidance establish the need to seek Green Infrastructure contributions when considering planning applications	By June 2022	Increased funding for Green Infrastructure projects secured via S106	Prioritisation of Green Infrastructure considering viability constraints – need to emphasis socio-economic benefits	TBC
Support Essex County Council in delivering improvements to the cycling and walking infrastructure in Castle Point.	Ongoing	Increased propensity to walk and cycle	Castle Point is not a priority area for this type of investment at ECC – use CIL income to stimulate ECC spending / bids for DfT funding	TBC

6)Environmental Health Services

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Establish Carbon Baseline and produce annual calculation to enable progress (direct CO2e emissions across Scope 1-3 as defined by the LGA) to be monitored	Annual figure to be calculated	Figure to be calculated and reported	Substantial change in LGA scope inclusions, may make year on year comparisons more difficult.	2019/20 baseline calculated – annual figure to be produced.
Undertake project work relating to £2.3m capital grant received under LAD1b, to insulate homes at Kings Park, Canvey Island.	Work to continue until end of September 2021 – project completion end of October 2021.	Improvement in energy efficiency and reduction in carbon emissions across improved homes.	Delays caused by matters outside of the control of CPBC. <ul style="list-style-type: none"> • Changes in PAS standards. • Weather conditions. • Material / staff shortages. 	Initial delays caused by a change in PAS standards. Work now underway (June 2021)
Work to promote Energy Efficiency Standards in the Private Rented Sector with reference Private Sector Housing Service Plan	Ongoing	Increased awareness amongst Private landlords / tenants, with enforcement where appropriate, as to the Minimum Energy Efficiency	Issues with staff resource due to priority from other EH duties.	Ongoing.

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
		Standard (MEES)		
Seek additional staff resource to allow for extra work to be undertaken regarding energy efficiency, carbon reduction and project support across the organisation and wider Borough.	Mid - 2022	Additional funding (i.e. grant funding) secured to allow additional work to be completed regarding energy efficiency / carbon reduction.	Funding not secured.	Not commenced
Consider applications for additional capital grant funding, as and when opportunities arise, regarding energy efficiency in private sector housing, subject to resource.	Ongoing	Potential for additional funding secured with which to fund / deliver energy efficiency works with measurable carbon reductions.	Lack of staff resource to apply for / operate projects. Lack of funding secured.	Not commenced
OMT Climate Group facilitation / coordination and representation	Ongoing	Work of the OMT Climate Change Group reported periodically	Lack of time / resource to devote to this area of work.	Ongoing

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
/ liaison with Councillors and external parties such as joint meetings with the Castle Point Climate Change Action Group.		to councillors and others. Opportunities given for input / feedback to improve the work undertaken by the Officer group, seek expertise / resource from external parties where appropriate.		
Air quality monitoring at 30 locations around the Borough. Sites to be periodically reviewed.	Ongoing	Indication given of air quality over the area covered by the Borough.	Changing government standards. Financial pressures, affecting ability to carry out function.	Ongoing – annual report produced and available in late July (approx.) each year.

7)Leisure Services

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
To explore the relocation of spare LED lights following the extension of the fitness	Over 2021/22 / 23 and in line refit / upgrades of	Ideally all lights relocated	Risk that existing lights are not suitable for other properties / existing fittings	X2 lights will be relocated in Runnymede's dosing area in July 2021

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
suite at Waterside Farm Leisure Centre to reduce energy consumption in other Council properties.	existing properties			Explore use at Woodside Hall Potential for some Lights to reused in Council cemetery
Undertake feasibility study to install a new heat recovery system in Runnymede's Swimming Pool	2021 / 2022	Completion of feasibility study and results feed up to EMT / Cabinet If feasible Business Case will need to be completed	Resource / budget provision to fund feasibility study may not be available Study may indicate poor return of investment resulting in loss of resources	Not commenced
Paddocks Community Centre replacement - to scope out feasibility of new energy efficient solutions i.e. ground heat pumps, reuse of grey water, solar panels and so forth	TBC – in line with final design / tender of project	Scoping of solutions / decision on individual energy efficient solutions to be progressed to EMT / Cabinet for decision making	Risks that some energy efficient solutions may not return investment / may increase operational costs	Ingleton Woods commissioned to undertake detailed feasibility study, which is due to be completed by end August 2021

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Upgrade Building Management System at Waterside Farm Leisure Centre to provide enhanced control of AHU systems	June 2021	Reduction in operational costs	None noted	Completed June 2021
To reduce Leisure Centre AHU intake and outtake following the end of COVID 19 restrictions. Systems currently running at 100% in line with COVID Secure guidance. To reduce intake and outtake to 50% (was 70% pre Covid)	July 2021 or in line with restrictions ending	Reduction in operational costs in line with pre COVID expenditure	To monitor humidity levels following reduction (if levels are too high this may cause deterioration to facilities i.e. mould / rust etc...) if levels increase above recommended levels. If too high, intakes and outtakes will be increased resulting in no saving	Not commenced
Waterside Farm Leisure Centre gym extension – energy efficient air con system, led lights and new energy efficient roof	June 2021	Project completed		Completed June 2021

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
insulation panels installed				
Review new / improved energy efficacy solutions when pre-planned improvements are undertaken at the Councils leisure / halls facilities. Including equipment upgrades, remodelling of existing areas and pre-planned replacements i.e. pool plant in future etc...	On-going	TBC in line with individual replacements, projects etc.		TBC

8)Operational Services

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Explore Electric vehicle options.	On-going	Reduced emissions from council operated fleet.	Currently no infrastructure in place to support electric vehicle charging etc funding	Not commenced Next procurement of vehicles will consider electric options.

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
<p>Woodland / tree planting schemes.</p> <p>Support Essex County Council with the Essex Forest Partnership to deliver planting schemes across CPBC</p>	On-going	TBC	Currently exploring funding opportunities	Sites have been highlighted with funding now being sought.
<p>Review waste collection options with the aim to:</p> <p>1. Increase the amount of waste recycled or composted;</p> <p>2. Reduce amount of waste produced;</p> <p>3. Improve quality of recyclables produced to ensure they can be recycled into new quality materials</p>	On-going	Increase in recycling and composting rates, best quality recycle, reduction in waste produced, reduction in use of single use plastic	Funding not currently in place, may be resistance to change particularly in respect of waste reduction policy	Consultant report has been produced which compares various waste collection options. Report to July 2021 Cabinet proposing the Environment Policy and Scrutiny Committee is tasked with considering the options and making recommendation to Cabinet on its preferred option.

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
4. Reduce use of single use plastic 5. Reduction in service costs				
Increase diversion of food waste from residual waste, and reduce amounts of food waste produced overall	On-going	Increase food waste diversion, and decrease food waste production	Resource capacity to ensure project is completed to the highest standards	Working in partnership with ECC on pilot scheme on food waste communications.
The upgrading of litter bins to Dual Recycling and General Litter Bins (DRGLB), the Recycling side to take plastic bottles and cans. The DRGLB's will be located in areas where fast food outlets are based and where the consumption of their products is likely to occur	35 DRGLB's are being installed in 2021 following the successful award of a grant application, 22 DRGLB's to be installed in 2022/23 dependent on growth bid.	Increased recycling, reduced littering	Installation of 22 DRGLBs in 2022/23 subject to securing funding	On track
New Grounds Maintenance and Street Cleansing	2022/23	Reduced emissions from vehicles	Vehicles and equipment	On track

Action	Timescales	Performance targets / outcomes	Risks and mitigations	Progress and/or further detail
Contract will include carbon reduction measures as part of the evaluation process		and equipment	must be fit for purpose	
Green infrastructure schemes – protecting and improving natural habitats such as woodland. Tree planting sites across the Borough are being highlighted. Work with Natural England to maintain the SSSI status of Thundersley Great Common.	On-going	TBC	Funding for planting schemes being explored jointly with ECC.	Ongoing management of Thundersley Great Common SSSI. Tree Planting to commence in autumn 2021 subject to funding.

CABINET

21st July 2021

Subject: Waste Management Update: Review of Waste Collection Options

Cabinet Members: Councillor Cutler – Waste and Environmental Health

1. Purpose of Report

The purpose to this report is to:

- (1) Advise Cabinet of a recent report that the Council commissioned to consider potential future waste collection options which could improve service efficiency and environmental benefits; and**
- (2) Seek Cabinet approval to task the Environment Policy and Scrutiny Committee with considering the waste collection options set out in the report and reporting back to Cabinet on its preferred collection option.**

2. Links to Council's priorities and objectives

The strategy supports the Council's "Environment" objective.

3. Recommendations

It is recommended that Cabinet tasks the Environment Policy and Scrutiny Committee with considering the collection options detailed in the report and reporting back to Cabinet with its preferred option.

4. Background

The Council with support from Waste Resources Action Programme (WRAP) commissioned Ricardo Energy and Environment (Ricardo) to undertake an assessment of alternative collection methodologies (Options) for the collection of kerbside waste and recycling across the Borough. Their report considers the impact of each Option in terms of collection costs and the cost of processing dry recycling as a 'Whole System Cost' to the Council. The assessment has focussed on exploring the Options to assess their overarching impact on cost and environmental performance, whilst also assessing compliance with the expected outcomes of the Government's Resource & Waste Strategy.

It is proposed that the Environment Policy and Scrutiny Committee is requested to consider the collection options contained in the Ricardo report and to report back to Cabinet on its preferred option

5. Corporate Implications

a. Financial implications

None associated with this report. The Ricardo report was funded by WRAP. Reducing service costs along with improving environmental benefits were the main drivers for the commissioning of the report.

b. Legal implications

The Council will be required to provide waste collection services in future which accord with the reforms which will be introduced to deliver the ambitions set out in the Resource and Waste Strategy.

c. Human resources and equality implications

None associated with this report

d. Timescale for implementation and risk factors

Meetings of the Environment Policy and Scrutiny Committee will be scheduled to commence from September 2021. It is anticipated that the Committee will report back to Cabinet with its preferred option by the end of this financial year.

7. Background Papers:

Waste and Recycling Services Support for Castle Point Borough Council –
Report by Ricardo Energy and Environment (May 2021)

Report Author: Trudie Bragg, Head of Environment