

People Scrutiny Committee

Date: Tuesday, 24th January, 2017 @ 18.30
Place: Committee Room 1 - Civic Suite
Contact: Fiona Abbott - Principal Committee Officer
Email: committeesection@southend.gov.uk

AGENDA

**** **Part 1**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Questions from Members of the Public
- 4 Minutes of the Meeting held on Tuesday, 29th November, 2016

**** **ITEMS REFERRED DIRECT FROM CABINET - Thursday 19th January, 2017**

- 5 **Corporate Performance Management 2017/18**
The report has been circulated with the Cabinet Agenda for its meeting on 19th January 2016. The relevant Minute and report will be referred direct to all Scrutiny Committees for consideration.
- 6 **Draft Capital Programme 2017/18 to 2020/21**
The report has been circulated with the Cabinet Agenda for its meeting on 19th January 2016. The relevant Minute and report will be referred direct to all Scrutiny Committees for consideration.
- 7 **Draft Fees & Charges 2017/18**
The report has been circulated with the Cabinet Agenda for its meeting on 19th January 2016. The relevant Minute and report will be referred direct to all Scrutiny Committees for consideration.
- 8 **Draft General Fund Revenue Budget 2017/18**
The report has been circulated with the Cabinet Agenda for its meeting on 19th January 2016. The relevant Minute and report will be referred direct to all Scrutiny Committees for consideration.

**** **ITEMS REFERRED DIRECT FROM CABINET - Tuesday 10th January, 2017**

- 9 **Monthly Performance Report**
Members are reminded to bring with them the most recent MPR for period ending November 2016 which was circulated recently. Comments / questions should be made at the appropriate Scrutiny Committee relevant to the subject matter.

10 Annual Report on Safeguarding Children and Adults

Minute 598 (Cabinet Book 2 – Agenda Item 9 refers)
Referred direct by Cabinet

11 Adoption Service Annual Report

Minute 599 (Cabinet Book 1 – Agenda Item 10 refers)
Referred direct by Cabinet

12 Fostering Service Annual Report

Minute 600 (Cabinet Book 1 – Agenda Item 11 refers)
Referred direct by Cabinet

13 Standing Order 46

Minute 605 (Cabinet Book 1 – Agenda Item 16 refers)
Referred direct by Cabinet

**** **PRE-CABINET SCRUTINY ITEMS - NONE**

**** **ITEMS CALLED-IN FROM FORWARD PLAN - NONE**

**** **OTHER SCRUTINY MATTERS**

14 Scrutiny Committee - updates

Report of Chief Executive

15 Exclusion of the Public

To agree that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the items of business set out below on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**** **Part 11**

**** **OTHER SCRUTINY MATTERS**

16 Schools Progress Report

Report of Deputy Chief Executive (People)

TO: The Chairman & Members of the People Scrutiny Committee:

Councillor J Moyies (Chair), Councillor C Nevin (Vice-Chair)
Councillors Arscott, Assenheim, Borton, Boyd, Buckley, Butler, Endersby, D
Garston, Habermel, Jones, McGlone, Phillips, Stafford, Walker and Wexham

Co-opted Members

Church of England Diocese –

Ms Emily Lusty (Voting on Education matters only)

Roman Catholic Diocese –
VACANT (Voting on Education matters only)

Parent Governors –
(i) Mr Mark Rickett (Voting on Education matters only)
(ii) VACANT (Voting on Education matters only)

SAVS – Ms Alison Semmence (Non-Voting);
Healthwatch Southend – Ms Leanne Crabb (Non-Voting);
Southend Carers Forum – Ms Angelina Clarke (Non-Voting)

Observers
Youth Council
(i) E Feddon (Non-voting)
(ii) J Jenkins (Non-Voting)

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of People Scrutiny Committee

Date: Tuesday, 29th November, 2016

Place: Committee Room 1 - Civic Suite

4

Present: Councillor Moyies (Chair)
Councillor Nevin (Vice-Chair), Councillors Arscott, Assenheim, Borton, Boyd, Buckley, Butler, Endersby, D Garston, Folkard*, Jones, Mulroney*, Phillips, Walker and Woodley*
E Lusty, A Semmence and L Crabb (co-opted members)
*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors Courtenay, Salter and Flewitt (Executive Councillors)
F Abbott, S Leftley, D Simon, A Atherton, Brin Martin, S Houlden, J K Williams, J O'Loughlin, J Lansley and H Johnston
Mr M Ambrose and T Dixon for Minute 498
E Feddon – Youth Council observer

Start/End Time: 6.30 - 9.20 pm

491 Apologies for Absence

Apologies for absence were received from Councillor Stafford (substitute Cllr Woodley), Councillor Habermel (substitute Cllr Folkard), Councillor Wexham (substitute Cllr Mulroney) and J Jenkins (Youth Council observer).

492 Declarations of Interest

The following interests were declared at the meeting:-

- (a) Councillors Salter, Courtenay and Flewitt - interest in the referred item / called in items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;
- (b) Councillor Salter – agenda item relating to Scrutiny update – non-pecuniary interest – husband is Consultant Surgeon at Southend Hospital and holds senior posts at the Hospital; son-in-law is GP; daughter is a doctor at Broomfield Hospital;
- (c) Councillor Nevin - agenda item relating to - Scrutiny update - non-pecuniary – 2 children work at MEHT; sister works at Basildon Hospital; NHS employee outside area; previous employee at Southend and MEHT Hospitals;
- (d) Councillor Boyd - agenda item relating to School Progress report – non-pecuniary – Governor at Westcliff High School for Girls and South East Essex Academy Trust, south east Essex Teaching School Alliance;
- (e) Councillor Arscott - agenda item relating to Schools Progress report – non-pecuniary – Governor at Our Lady of Lourdes Catholic Primary School;
- (f) Councillor Borton – agenda items relating to – MPR; Mental Health Strategy - non-pecuniary – daughter mental health nurse at Rochford Hospital;
- (g) Councillor Assenheim – agenda item relating to Sheltered Housing review – non-pecuniary - sister lives in sheltered housing;
- (h) Councillor Jones – agenda item relating to – Mental Health Strategy – non-pecuniary – involved in parenting programme, mentioned;
- (i) Councillor Jones – agenda item relating to Schools Progress report – non-pecuniary – parent of child attending St Bernard's;

- (j) Councillor Walker – agenda item relating to Schools Progress report – non-pecuniary – wife teaches at West Leigh primary school;
- (k) Councillor Flewitt – agenda item relating to Sheltered Housing Review – non-pecuniary – parent lives in retirement home;
- (l) E Lusty- agenda item relating to – Schools Progress report – non-pecuniary – teacher at SHSB; children attend West Leigh primary school; son attends SHSB;
- (m) E Lusty – agenda item relating to Scrutiny update – non-pecuniary – husband is orthopaedic Consultant Surgeon at Southend Hospital / Wellesley Hospital.

493 Questions from Members of the Public

Councillor Courtenay, the Executive Councillor for Children & Learning responded to a written question from Mr Webb and Councillor Salter, the Executive Councillor for Health and Adult Social Care responded to a written question from Mr Webb.

494 Minutes of the Meeting held on Tuesday, 11th October 2016

Resolved:-

That the Minutes of the Meeting held on Tuesday, 11th October, 2016 be confirmed as a correct record and signed.

495 Monthly Performance Report

The Committee considered Minute 439 of Cabinet held on 8th November 2016 together with the Monthly Performance Report (MPR) covering the period to end September 2016, which had been circulated recently.

Resolved:-

That the report be noted.

Note:- This is an Executive Function.

Executive Councillor:- As appropriate to the item.

496 Success for All Children Annual Report

The Committee considered Minute 449 of Cabinet held on 8th November, 2016, which had been called in to scrutiny, together with a report of the Deputy Chief Executive (People) which presented a draft of the Success for All Children Group's Annual Report April 2015 – March 2016.

In response to questions, the Executive Councillor said that he would look into how best to raise the profile and celebrate successes from use of the Pupil premium funding; and also how best to flag pressures and challenges in the next Annual Report.

Resolved:-

That the following decision of Cabinet be noted:-

“That the submitted report be noted.”

Note:-This is an Executive Function

Executive Councillor:- Courtenay

497 A Local Account of adult Social Care Services in Southend 2015-2016

The Committee considered Minute 450 of Cabinet held on 8th November, 2016, which had been called in to scrutiny, together with a report of the Deputy Chief Executive (People) which presented the draft Local Account of Adult Social Care services in 2015-16, including priorities and plans for 2016-17.

In response to questions, the Executive Councillor and Director of Adult Social Care & Housing agreed to:-

- Requests for support (page 11) – clarify figures and also include figures on where services were provided / not provided;
- Pre and post diagnostic dementia support (page 15) – circulate list of activities and groups on offer;
- PREVENT (page 30) – circulate information on criteria on vulnerable young people, vulnerable adults and progression.

Resolved:-

That the following decision of Cabinet be noted:-

“That the draft Local Account be noted as the Council’s self-assessment for these services”.

Note:-This is an Executive Function

Executive Councillor:- Salter

This item had previously been the subject of Pre-Cabinet scrutiny.

498 Sheltered Housing Review

The Committee considered Minute 451 of Cabinet held on 8th November, 2016, which had been called in to the People and Policy & Resources Scrutiny Committees, together with a report of the Deputy Chief Executive (People) on the outcome of the review of housing need of older people in the Borough which had been undertaken by Peter Fletcher Associates (PFA).

In response to questions, the Executive Councillor agreed to:-

- With regard to sheltered housing supply (refer to pages 21, 23, 25, 46 /47 of PFA report) – will re look at figures, as it is essential that all sheltered housing in the Borough is identified, and the report is a starting point for discussions at the proposed workshops;
- Provide definition of ‘sheltered housing’ for Councillors.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the contents of the submitted report and the accompanying PFA Report, be noted.

2. That a series of workshops and working groups be convened for the purpose of exploring in detail the main themes of the report, namely:

- Physical structure of the schemes – including accessibility within Schemes and the size of individual accommodation units.
- Community & Locality – location of Schemes in relation to local facilities (i.e. accessibility to local amenities and transport links) and encouraging community access to Scheme facilities as part of a wider Locality approach to services.
- Meeting Housing, Care and Support needs of older people – how Schemes enable tenants to stay in their homes as they become frailer, developing a criteria for sheltered housing based on need, and developing use of Telecare, Telehealth, and assistive technology options.

3. That the workshops and working groups be convened and facilitated by officers from the strategic housing service, South Essex Homes, and adult social care services, and be supported and attended by elected Members as key stakeholders and decision makers.

4. That the outcome of these workshops and working groups be presented as a follow up Cabinet report in the spring of 2017 with recommended options for developing a model of sheltered housing provision in order to meet the housing need of older people in Southend”.

Note:-This is an Executive Function
Executive Councillor:- Flewitt and Salter

499 Mental Health Strategy

(This is a pre-Cabinet scrutiny item).

The Committee considered a report by the Deputy Chief Executive (People) by way of pre-Cabinet scrutiny. This presented the draft Southend, Essex and Thurrock multi partner strategy for mental health and wellbeing for comment prior to it being considered at the Southend Health & Wellbeing Board on 7th December 2016 and Cabinet in January 2017. The Strategy outlines the strategic direction of travel for the mental health system over the next 5 years. The Southend Implementation Plan is now being worked on.

Committee members made the following observations on the Strategy:-

- Need voluntary sector to be involved in the implementation plan work;
- Seems to be an overreliance on public health grant (page 10 Figure 1);
- Comments by clinicians ('lack of resourcing') (page 18) – what measures being put in place to address;
- With regard to early identification of mental health issues, it was suggested that the train the trainer model would be a good one to use and should utilise educators and youth leaders;
- The Youth Council representative mentioned that the Youth Council is undertaking some work around mental health ;
- Reference was made to the Essex CC HOSC Task & Finish group looking into mental health and young people;
- Offenders with complex and additional needs service (page 63) – useful to have further details on this work shared;
- Workforce issues in the medical profession.

The Committee discussed the report in detail and there was general consensus and support for this draft strategy and about the content of the report.

Resolved:-

That the draft report be noted and endorsed for submission to Cabinet for consideration at its meeting in January 2017 with the inclusion of the following:

- Mental health matters (page 4 first paragraph, final sentence) – need to separate out the 2 distinct points being made;
- Focussing on recovery (page 51) – change use of word ‘someone’ to ‘patient’ as is more recovery focussed.

Note:- This is an Executive Function.

Executive Councillor:- Salter

500 Unaccompanied Children in Calais

Further to Minute 438 of Cabinet held on 8th November 2016 the Committee considered a report by the Deputy Chief Executive (People). This updated Members on Southend’s response to the National Transfer Scheme for Unaccompanied Asylum Seeking Children (UASC).

Resolved:

That the updated report be noted.

Note:-This is an Executive Function

Executive Councillor :- Courtenay

501 Scrutiny Committee - updates

The Committee received a report of the Corporate Director for Corporate Services which updated members on a number of health scrutiny matters, Joint Committee work, Success Regime and the in depth scrutiny project.

Resolved:-

1. That the report and actions taken be noted.
2. To noted that a special meeting of the Committee has been arranged for Tuesday 20th December at 6 pm.

Noted: This is a Scrutiny Function.

502 Exclusion of the Public

Resolved:-

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the items of business set out below, on the grounds that they would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

503 Schools Progress Report

The Committee considered a report by the Corporate Director for People which informed Members of the current position with regard to schools causing concern, including Academy developments.

Resolved:-

That the report be noted.

Note:- This is an Executive Function.

Executive Councillor:- Courtenay

Chairman: _____

Southend-on-Sea Borough Council

Report of Chief Executive and Town Clerk
To

5

Cabinet
On
19th January 2017

Report prepared by:
Louisa Bowen – Senior Business Management Advisor

Corporate Performance Management – 2017/18
People; Place; Policy and Resources Scrutiny Committees
Executive Councillor: Councillor Lamb
A Part 1 Public Agenda item

1. Purpose of Report

- 1.1. To agree the Council's corporate approach to performance management for 2017/18.

2. Recommendations

It is recommended that:

- 2.1. **Cabinet agrees the Corporate Priority Performance Indicators, monitored via the Monthly Performance Report (MPR), for 2017/18 – as set out at Appendix 1.**
- 2.2. **The MPR also includes a small basket of indicators relating to areas where the Council does not have lead responsibility or direct control, as outlined in paragraph 4.3.**
- 2.3. **Cabinet agrees the Corporate Priority Actions, to support implementation of the Council's 2017/18 Corporate Priorities – as set out at Appendix 2.**

3. Background

- 3.1. The Council's approach to corporate performance management and Corporate Priority Actions and measures is reviewed each year to ensure that the most appropriate ones are identified for future monitoring.
- 3.2. The Council's Corporate Management Team reviewed the current basket of Corporate Indicators and has agreed to identify 34 performance indicators (as set out at Appendix 1) and 52 Corporate Priority Actions (as set out at Appendix 2). This is of similar scale to 2016/17.

- 3.3. As in previous years, it may be necessary to adjust indicators, actions and targets (and in some cases set targets) in the light of quarter 4 (January-March) information. It is, therefore, suggested that the Chief Executive, in consultation with the Leader of the Council and relevant portfolio holders, is authorised to finalise the list as further information becomes available.

4. Corporate Performance Indicators

- 4.1. Appendix 1 outlines the proposed Corporate Performance Indicators for 2017/18. In selecting the basket of indicators, a number of factors have been taken into consideration, including:
- They are a priority for residents;
 - They require particular focus for 2017/18;
 - They are timely (ideally they can be reported regularly, ideally monthly);
 - They can be monitored with minimal administrative effort;
 - There are a spread of indicators that cover customers, staff, finance and key projects.
- 4.2 The 34 proposed Corporate Performance Indicators breakdown against current Departments as:
- 20 People (8 Adult Services and Housing; 7 Children's Services; 2 Learning Services) including 3 from Public Health
 - 9 Place (4 Public Protection; 3 Planning; 2 Culture)
 - 5 Department of the Chief Executive (1 Transformation; 2 Finance & Resources; 2 Customer Services).
- 4.3 It is also recommended that a basket of indicators are included in future MPRs to assess performance in areas of importance for the Council, but which the Council does not necessarily have lead responsibility or are able to have direct impact. These include: community safety (potentially revising the basket of 10 British Crime Survey indicators), health related indicators (such as A&E waiting times) and economic development related indicators. This is intended to provide focus for the Council in assessing performance of local partners and the local economy, including aiding members in undertaking their scrutiny function.
- 4.4 Targets for indicators take into account that, where possible, they are stretching but achievable, but also the potential impact of budget reductions and the economic climate. It should be noted, however, that some of the targets, particularly those relating to adult and children's services indicators, are extremely challenging and may be difficult to achieve. They do, however, reflect the ambitions required in the service areas.

5. Corporate Priority Actions

- 5.1 The proposed 2017/18 Corporate Priority Actions are attached at Appendix 2. These will be included in the 2017/18 service plans, which are currently being developed.

6. Reasons for Decision

To ensure measures and targets are in place by which the Council can assess its

performance against its agreed Corporate Priorities.

Other Options

1. Significantly increasing the numbers of performance measures and indicators. This would place significant pressure on available resources to undertake the necessary monitoring, and would result in diverting resources from other priority areas.

2. Not identifying any Corporate Priority Actions or Indicators. This would leave the Council unable to monitor its performance against its key priorities or to assess whether resources are appropriately allocated.

7 Reasons for Recommendations

7.1 To identify corporate measures and targets against which the Council's performance can be monitored and managed effectively.

8 Corporate Implications

8.1 Contribution to Council's Vision & Corporate Priorities

The Council's corporate priorities help ensure that the Council's work reflects community and organisational needs and as such are a critical element of robust business planning arrangements. The proposed indicators and actions will enable residents and others to monitor and comment upon Council performance. Actions and indicators are also included in service plans.

8.2 Financial Implications

The Corporate Priorities help steer budget discussion and thereby help determine where resources will be allocated. Performance against the proposed measures throughout the year will help determine whether financial resources need to be redeployed to meet the priorities.

8.3 Legal Implications

There is no statutory duty to produce corporate priority indicators or actions, although it is considered good practice as part of strategic business planning.

8.4 People Implications - None

8.5 Property Implications - None

8.6 Equalities and Diversity Implications

The Council's Corporate Priorities have been identified to reflect local needs and the corporate priority indicators are selected to monitor progress against these.

8.7 Risk Assessment

Regular monitoring of performance against the Council's priorities will enable appropriate action to be taken to address any performance issues arising during the year.

8.8 Value for Money

Effective performance management is central to assessing whether the council is providing Value for money services, by enabling year on year and organisational benchmarking.

8.9 Community Safety Implications - None specific

8.10 Environmental Impact - None specific

9 Background Papers

2016/17 Monthly Performance Report

10 Appendices

Appendix 1 – Corporate Priority Performance Indicators for 2017/18

Appendix 2 - Corporate Priority Actions for 2017/18

Corporate Priority Performance Indicators for 2017/18

Appendix 1

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
1	No	Govmetric Measurement of Satisfaction (3 Channels – Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	87.34% (Nov)	80.00%	80.00%	Department of the Chief Executive <i>Transformation</i>	
2	No	Percentage of Council Tax for 2017/18 collected in year [Cumulative]	Aim to Maximise	69.90% (Nov)	97.20%	97.20%	Department of the Chief Executive <i>Finance & Resources</i>	
3	No	Percentage of Non-Domestic Rates for 2017/18 collected in year [Cumulative]	Aim to Maximise	70.30% (Nov)	97.80%	97.80%	Department of the Chief Executive <i>Finance & Resources</i>	
4	Yes	Increase the number of people signed up to My Southend to 35,000	Aim to Maximise	20,413 (Nov)	20,000	35,000 (1,250 per month)	Department of the Chief Executive <i>Transformation</i>	
5	No	Working days lost per FTE due to sickness – excluding school staff [Cumulative]	Aim to Minimise	4.72 (Nov)	7.20	TBC	Department of the Chief Executive <i>Transformation</i>	
6	No	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	91.66% (Nov)	79.00%	79.00%	Department of Place <i>Planning and Transport</i>	

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
7	No	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	91.28% (Nov)	84.00%	84.00%	Department of Place <i>Planning and Transport</i>	
8	No	Other planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	94.68% (Nov)	90.00%	90.00%	Department of Place <i>Planning and Transport</i>	
9	No	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	50.56%* (Nov)	54.00%	55.00%	Department of Place <i>Public Protection</i>	
10	No	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	96% (Nov)	92%	93%	Department of Place <i>Public Protection</i>	
11	No	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	38 (Nov)	45	45	Department of Place <i>Public Protection</i>	
12	No	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common	Aim to Minimise	5719 (against target of 5078) (Nov 16)	7389	7318	Department of Place <i>Public Protection</i>	

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
		assault, wounding's, robbery. [Cumulative]						
13	No	Number of volunteers hours delivered within cultural services [Cumulative]	Aim to Maximise	11,310 (against target of 8,667) Nov	13,000	19,000	Department of Place <i>Culture</i>	
14	No	Number of attendances at council run or affiliated arts and sports events and facilities [Cumulative]	Aim to Maximise	2,811,187 (Nov)	4,000,000	4,350,000	Department of Place <i>Culture</i>	
15	No	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	548 (against target of 750) Nov	1,300	1,100	Department of People <i>Public Health</i>	
16	No	Take up of the NHS Health Check programme – by those eligible [Cumulative]	Aim to Maximise	2,701 (Nov)	5,673	TBC	Department of People <i>Public Health</i>	The 2017/18 target will be confirmed when national population data is published to inform the number of people eligible for an NHS health check.
17	No	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	44 (Nov)	40	40 new local organisations signed up	Department of People <i>Public Health</i>	

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
18	No	Delayed transfers of care from hospital for social care per 100,000 population (ASCOF 2C(2) [Year to date average]	Aim to Minimise	1.97 (Nov)	1.43	1.43	Department of People <i>Adult Services</i>	
19	No	The proportion of people who use services who receive direct payments (ASCOF 1C (2A) [Year to date Snapshot]	Aim to Maximise	25.76% (Nov)	30%	33.50%	Department of People <i>Adult Services</i>	
20	No	Adults in contact with secondary mental health services who are in stable accommodation (ASCOF 1H) [Year to date Snapshot]	Aim to Maximise	83.6% (Nov)	66%	66%	Department of People <i>Adult Services</i>	
21	No	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]	Aim to Maximise	79.1% (Nov)	86%	88.60%	Department of People <i>Adult Services</i>	
22	No	Proportion of adults with learning disabilities in paid employment [Monthly [Snapshot]	Aim to Maximise	10.3% (Nov)	10%	10%	Department of People <i>Adult Services</i>	

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
23	Yes	The proportion of concluded section 42 enquiries (safeguarding investigations) with and action and a result of either Risk Reduced or Risk Removed. [Cumulative YTD]	Aim to Maximise	N/A	N/A	74.00%	Department of People Adult Services	
24	No	Rate of Looked After Children (LAC) per 10,000 [Monthly Snapshot]	Goldilocks*	68.2 (Nov)	57.3– 68.3	66	Department of People Children's Services	
25	No	Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot]	Goldilocks*	56.5 (Nov)	45.7 – 52.3	50.4 – 55.7	Department of People Children's Services	
26	Yes	Rate of children in need per 10,000. Note this includes Children in Need, Child Protection Plans and Looked After Children and care leavers. [Monthly snapshot]	Aim to Minimise	N/A	N/A	296.6	Department of People Children's Services	
27	Yes	The number of Early Help Assessments closed with successful outcomes for the clients (Excluding Team Around the Child & Family (TACAF)) monthly.	Aim to Maximise	N/A	N/A	TBC	Department of People Children's Services	

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
		[Cumulative]						
28	Yes	% of initial child protection conferences held within 15 working days of the start date of the section 47 enquiries which led to a conference. [Cumulative]	Aim to Maximise	N/A	N/A	89.65	Department of People <i>Children's Services</i>	
29	Yes	The % of children who are currently Looked After Children (and have been LAC for at least 7 calendar days) who have been seen by a social worker in the last 42 calendar days (or 91 calendar days if they are long term linked with their carer) [Cumulative]	Aim to Maximise	N/A	N/A	90%	Department of People <i>Children's Services</i>	Targets are still being considered in line with the OFSTED Improvement Plan
30	Yes	The % of statutory Child Protection Plans, visits that are completed on time [Cumulative]	Aim to Maximise	N/A	N/A	90%	Department of People <i>Children's Services</i>	Targets are still being considered in line with the OFSTED Improvement Plan

No	New MPR Indicator?	Short Name	Minimise or Maximise	Latest Performance	2016/17 Target	2017/18 Target	Dept.	Comments
31	No	Current Rent Arrears as % of rent due [Monthly Snapshot]	Aim to Minimise	1.43% (Nov)	1.77%	1.77%	Department of People <i>Adult Services & Housing</i>	
32	Yes	Total number of households in temporary accommodation [Monthly Snapshot]	Aim to Minimise	84 (Nov)	100	100	Department of People <i>Adult Services & Housing</i>	
33	No	The % of children in good or outstanding Schools [Monthly Snapshot]	Aim to Maximise	87.09% (Nov)	75%	80%	Department of People <i>Learning Services</i>	
34	Yes	Percentage of new Education, Health and Care Plans issued within 20 weeks including exception cases (cumulative)	Aim to Maximise	8.8% (Nov)	35%	56%	Department of People <i>Learning Services</i>	

***Goldilocks** – Goldilocks is a descriptor that applies to situations where desired performance is neither too high nor too low but somewhere in-between.

Corporate Priority Actions 2017/18

Appendix 2

No	Aim/Corporate Priorities	Action	Directorate	Due Date
1	<p style="text-align: center;">Safe</p> <p>Corporate Priorities:</p> <ul style="list-style-type: none"> • Create a safe environment across the town for residents, workers and visitors. • Work in partnership with Essex Police and other agencies to tackle crime. • Look after and safeguard our children and vulnerable adults. 	<p>Strategic Intelligence Assessment including Safer Night-time Economy and Public Safety - Deliver the priorities of the Strategic Intelligence Assessment to support a reduction in crime.</p>	<p>Department for Place <i>Public Protection</i></p>	31 March 2018
2		<p>20 mph Speed Limit – Review the findings of the 20mph speed limit Scrutiny Project and consider outcomes in future traffic management, parking and highway schemes implemented.</p>	<p>Department for Place <i>Planning and Transport</i></p>	31 March 2018
3		<p>Children’s Service Improvement Plan – Implement a Southend Model of Practice across Children’s Services which means that we work with families in a way that is consistently responsive, which gives families greater power and reduces the need for statutory intervention.</p>	<p>Department for People <i>Children’s Services</i></p>	31 March 2018
4		<p>Children’s Service Improvement Plan - Ensure that the impact of the action plan to address Child Sexual Exploitation. R13.1</p>	<p>Department for People <i>Children’s Services</i></p>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
5		Children's Service Improvement Plan: Embed the use of the Team Diagnostic tool alongside the model of practice to ensure that performance against key indicators improves rapidly.	Department for People Children's Services	31 March 2018
6		Children's Service Improvement Plan: Embed and monitor to ensure that the section 47 investigation processes is consistently completed within timescales in line with statutory guidance.	Department for People <i>Children's Services</i>	31 March 2018
7		Accident prevention strategy: Continue implementation of the accident prevention strategy	Department for People <i>Public Health</i>	31 March 2018
8	<p style="text-align: center;">Clean</p> <p>Corporate Priorities:</p> <ul style="list-style-type: none"> Continue to promote the use of green technology and initiatives to benefit the local economy and environment. 	Develop and Implement Transport Asset Management Plan - Produce a Transport Asset Management Plan to support the maintenance and improvement of roads, pavements and street furniture across the Borough – Highway infrastructure	Department for Place <i>Planning and Transport</i>	31 March 2018
9		Traffic and Highways Capital Programme - Deliver and implement the Traffic and Highways Capital Programme	Department for Place <i>Planning and Transport</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
10		<p>Low Carbon Strategy and Implementation of Energy Projects including Replacement of old street lighting lanterns with new LED type - Deliver the aspirations of the Council's Low Carbon Energy Strategy 2015-2020. Continued implementation of various agreed corporate Energy Projects. Continue to promote and develop Southend Energy Partnership.</p>	<p>Department for Place <i>Public Protection</i></p>	31 March 2018
11		<p>Deliver a high performing waste collection and street cleansing service across the Borough including increasing the recycling/composting rate to 55%. (Including, continue to support schemes and provide advice through appropriate partnerships on how waste can be reduced).</p>	<p>Department for Place <i>Public Protection</i></p>	31 March 2018
12		<p>Air Quality Management Area (AQMA) – Action Plan and targets - Develop and deliver an Action Plan for the designated AQMA (Southend No. 2016/01)</p>	<p>Department for Place <i>Public Protection</i></p>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
13	<p>Healthy</p> <p>Corporate Priorities:</p> <ul style="list-style-type: none"> Actively promote healthy and active lifestyles for all. Work with the public and private rented sectors to provide good quality housing. Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities. 	<p>Local Authority Trading Company – TUPE the entire in-house provider staff group in two phases so that by October 2017 the LATC business plan can commence delivery.</p>	<p>Department for People <i>Adult Social Care and Housing</i></p>	31 October 2017
14		<p>New care home and day centre development – achieve cabinet agreement to the design and have initiated the procurement process.</p>	<p>Department for People <i>Adult Social Care and Housing</i></p>	31 March 2018
15		<p>Fully embed a locality approach of service delivery which includes Complex Care with a clear risk stratification process.</p>	<p>Department for People <i>Adult Social Care and Housing</i></p>	31 March 2018
16		<p>Tender and deliver a new Domiciliary Care contract along an enabling model that addresses the whole spectrum of need, within the same resources, that will enable us to develop provision and reduce service user dependency.</p>	<p>Department for People <i>Adult Social Care and Housing</i></p>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
17		Social Care Case Management System - Support the delivery into 'live' of the new Social Care Case Management System Liquid Logic, that drives commissioning and practice improvement.	Department for People <i>Adult Social Care and Housing</i>	31 March 2018
18		Adult social care redesign – deliver multi-disciplinary teams and community based social care services, including mental health input.	Department for People <i>Adult Social Care and Housing</i>	31 March 2018
19		Children's Services Integration: <ul style="list-style-type: none"> implement and embed phase 2 of Early Help develop a costed and evidence based service specification for community paediatric services and put these to market	Department for People <i>Children's Services</i>	31 March 2018
20		Embed the Edge of Care Team to minimise the risk of foster care placements breaking down and to support families on the edge of care proceedings to ensure families are held at the service that best meets their need.	Department for People <i>Children's Services</i>	31 March 2018
21		Meet the expectations of the Regional Adoption Agency preparations in line with the overall regional programme of work.	Department for People <i>Children's Services</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
22		Deliver the expectations of the Sufficiency Strategy 2016 – 2021 to ensure that there is sufficient foster accommodation for all children requiring it.	Department for People <i>Children's Services</i>	31 March 2018
23		Physical Activity Strategy: Further implement the Physical Activity Strategy in collaboration with Department of Place	Department for People <i>Public Health</i>	31 March 2018
24		Childhood Obesity Action Plan: Implement childhood obesity action plan, initially focussing on the A Better Start (ABS) wards	Department for People <i>Public Health</i>	31 March 2018
25		Procure and commission Southend Council's elements of the Southend Essex and Thurrock Mental Health Strategy.	Department for People <i>Strategic Commissioning and Procurement</i>	31 March 2018
26		Develop a model of integrated care for Southend's localities that is designed to put patients and the centre of care.	Department for People <i>Strategic Commissioning and Procurement</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
27		Embed the Children's Centre contract to ensure that the outcomes and deliverables are fully met and risks are managed.	Department for People <i>Learning Services</i>	31 March 2018
28		To Implement the first year of raising achievement for looked after children strategy.	Department for People <i>Learning Services</i>	31 March 2018
29	<p>Prosperous</p> <p>Corporate Priorities:</p> <ul style="list-style-type: none"> Maximise opportunities to enable the planning and development of quality, affordable housing. Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment. Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and supported. Ensure continued regeneration of the 	Continue to make the case for Growth Fund investment in Southend by working with Opportunity South Essex (previously the South Essex Growth Partnership) and SELEP.	Department for Place <i>Regeneration and Business Development</i>	31 March 2018
30		Develop a corporate housing strategy that includes an investment strategy for housing in the town.	Department for People <i>Adult Social Care and Housing</i>	31 March 2018
31		Sheltered Housing Review – Identify and gain Cabinet agreement to a work plan for the sheltered housing review and related services, including extra care.	Department for People <i>Adult Social Care and Housing</i>	31 March 2018
32		Continue to develop a Smart Cities journey plan of intent and associated projects. Deliver Infrastructure improvements for the Borough to meet the needs of the Council and its partners.	Department for Place <i>Digital Futures</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
	town through a culture led agenda.	<p>Create an Intelligence Hub at Tickfield expanding on the CCTV functionality already there.</p> <p>Remote monitoring of environmental related services.</p>		
33		<p>Seaway Car Park – to bring forward the development of a leisure-led scheme, including the relocation of coach parking and the seafront waste depot, 2016/17 actions:</p> <ul style="list-style-type: none"> • To support Turnstone to submit a planning application • To meet the Coach Park Relocation Condition • To support Turnstone in securing prime tenants 	<p>Department for Place Regeneration & Business Development</p> <p>Department of the Chief Executive <i>Finance & Resources</i></p>	<p>31 Sept 2017</p> <p>30 June 2017</p> <p>31 Sept 2017</p>

No	Aim/Corporate Priorities	Action	Directorate	Due Date
34		<p>Airport Business Park – to bring forward development of land north of Aviation Way over 15-20 years for a Business Park via a development partnership. 2017/18 actions:</p> <ul style="list-style-type: none"> • To complete Phase 1 infrastructure works • To relocate Westcliff Rugby Club Clubhouse • To launch Airport Business Park to the market • To submit a planning application for the Innovation centre (subject to SELEP funding) • To agree approach for innovation centre operation 	<p>Department for Place Regeneration & Business Development</p> <p>Department of the Chief Executive/ Finance & Resources</p>	<p>31 July 2017</p> <p>31 March 2018</p> <p>31 March 2018</p> <p>31 March 2017</p> <p>30 September 2017</p>
35		<p>Thames Estuary Experience - Commence detailed design for the Thames Estuary Experience. <i>(Previously known as Seafront Museum)</i></p>	Department for Place Culture	31 March 2018
36		<p>South East Business Boost (SEBB) European funded project - 3 year programme.</p>	<p>Department for Place Culture <i>Assigned to all Culture Group Managers</i></p>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
37		Queensway Area regeneration Project – 2017/18 actions: Progress to the selection of a Development Partner and an agreed financing model	Department for Place <i>Regeneration and Business Development</i> Department of The Chief Executive <i>Finance & Resources</i>	31 March 2018
38		Delivery of Local Plan	Department for Place <i>Planning and Transport</i>	31 March 2018
39		Deliver a secondary school places strategy to cater for the increasing pupil numbers	Department for People <i>Learning Services</i>	31 March 2018
40		To implement year one of the improving school performance strategy	Department for People <i>Learning Services</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
41		Complete a full seven year review of admissions arrangements including a consultation exercise.	Department for People <i>Learning Services</i>	31 March 2018
42		Deliver programme of Cultural Activities: 125 th year of Borough Charter, including Poppies Wave Installation in Shoebury.	Department for Place <i>Culture Group Managers</i>	31 March 2018
43		Pier Works Programme: Infrastructure - a programme of works including structural works; non-structural works; design works for the Pier Pavilion Deck and technical design for the transport system replacement.	Department for Place <i>Culture</i>	31 March 2018
44		Implement year one of the strategy to narrow the gap between the performance of those in receipt of Free School Meals (FSM) and their peers.	Department for People <i>Learning Services</i>	31 March 2018
45	Excellent Corporate Priorities:	Procurement – Delivery of £3m savings by 2019, of which £1.5m will be delivered in 2017/18.	Department for People <i>Children's Services Commissioning and</i>	31 March 2018

No	Aim/Corporate Priorities	Action	Directorate	Due Date
	<ul style="list-style-type: none"> Work with and listen to our communities and partners to achieve better outcomes for all. Enable communities to be self-sufficient and foster pride in the town. Promote and lead an entrepreneurial, creative and innovative approach to the development of our town. 		<i>Procurement</i>	
46		As part of the corporate wide project, fully implement the Learning Management System , which has included activity to strengthen appropriate data flow to meet the workforce development needs of the department and wider council.	Department for People <i>Strategic Commissioning and Procurement</i>	31 March 2018
47		Southend Way – To continue to embed the Southend Way cultural change programme (Aspiration programme – Council)	Department of the Chief Executive <i>Transformation</i>	31 March 2018
48		Identify and support opportunities that improve community capacity and resilience (Aspiration programme for the borough)	Department of the Chief Executive <i>Transformation</i>	31 March 2018

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Southend-on-Sea Borough Council

Agenda
Item No.

6

Report of Corporate Management Team
to
Cabinet
on
19 January 2017

Report prepared by: Joe Chesterton
Director of Finance and Resources

Draft Capital Programme 2017/18 to 2020/21
All Scrutiny Committees
Executive Councillor: Councillor Lamb
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 The purpose of this report is for Members to consider a draft programme of capital projects for the period 2017/18 to 2020/21 that can be submitted to Council for approval.

2. Recommendation

That the Cabinet:

- 2.1 Note the current approved Programme for 2017/18 to 2019/20 of £125.4m (Appendix 1);
- 2.2 Note the changes to the approved Programme as set out in Appendix 2;
- 2.3 Consider and approve the proposed new schemes and additions to the Capital Programme for the period 2017/18 to 2020/21 totalling £59.1m of which £52.9m is for the General Fund and £6.2m for the Housing Revenue Account (Appendices 6 and 7);
- 2.4 Consider and approve the proposed schemes subject to external funding approval for the period 2017/18 to 2020/21 totalling £42.6m (Appendices 2 and 7);
- 2.5 Note that the proposed new schemes and additions (Appendices 6 and 7) and other adjustments (Appendix 2) will result in a proposed capital programme (excluding schemes subject to external funding approval) of £185.8m for 2017/18 to 2020/21 (Appendix 8);
- 2.6 Note that, of the total programme of £185.8m for the period 2017/18 to 2020/21, the level of external funding supporting this programme is £58.2m (paragraph 7.1).

2.7 Note that a final review is being undertaken on the 2016/17 projected outturn and that the results will be included in the report to Cabinet on 14 February 2017;

2.8 Refer this report as approved to all Scrutiny Committees and then to Budget Cabinet on 14 February 2017.

3. Background

3.1 Capital expenditure is defined as expenditure incurred on the enhancement, acquisition or creation of assets needed to provide services, such as houses, schools, vehicles etc. This is in contrast to revenue expenditure which is spending on the day to day running costs of services such as employee costs and supplies and services. Capital grants, borrowing and capital receipts can only be spent on capital items and cannot be used to support the revenue budget. However, it should be noted that revenue funding can be used to support capital expenditure.

3.2 Under the Local Government Act 2003, from 1 April 2004, each authority can determine how much it can borrow within prudential limits (unsupported borrowing). The Government does have powers to limit the aggregate for authorities for national economic reasons, or for an individual authority.

3.3 Unsupported borrowing is not specifically financed by capital grant and no longer as a separate stream in the Government revenue grant. However, the Council has full discretion on how it allocates its formula grant funding. Therefore, any unsupported borrowing undertaken is financed from the total available resources to the Council from both Grant and Council Tax.

4. Capital Programme 2016/17 to 2019/20 - Movements

4.1 The Council's current agreed capital programme for 2016/17 and future years is attached as Appendix 1 and totals £191.2m.

4.2 Movements and proposed new schemes and additions since the agreement of the revised programme in November 2016 have an overall effect of increasing the capital programme by £55.8m and are set out in Appendix 2, with more detail in Appendices 3 to 7.

5. Spending Plans 2017/18 to 2020/21

The proposed additions to the Capital Programme for 2017/18 to 2020/21 of £59.1m are set out in Appendix 6, with the details of each scheme and its funding explained in Appendix 7. The key areas of investment and funding for the Council are identified in the sections below.

5.1 Education

5.1.1 In February 2016 the Government confirmed the Education Maintenance Capital allocations and Devolved Formula Capital (DFC) for 2016/17 and gave an indication that a similar level of grant would be available for 2017/18, subject to downwards adjustments as more schools convert to academy status. Basic Need Grant was confirmed for the three years 2016/17 to 2018/19.

The grant funding was confirmed as follows:

- £0.537 million of basic need funding to provide school places to be paid in 2016/17 with £1.14 million paid in 2017/18 and £4.80 million in 2018/19.
- £1.55 million of Maintenance Capital to support the needs of the schools we maintain and for the Sure Start children's centres;
- £0.288 million of Devolved Formula Capital for schools;

5.1.2 All of these allocations will be delivered as capital grant.

5.1.3 The Government is due to announce in February 2017 the 2017/18 figures and indicative figures for the years 2018/19 and 2019/20. If these figures are available in time they will be included in the report to Cabinet on 14 February 2017.

5.1.4 The education capital programme for 2017/18 onwards will continue to be dominated by the need to provide more school places to cope with the rising pupil numbers.

5.1.5 The Basic Need Grant awarded to Local Authorities includes expansion at academies. The Government also expected all Local Authorities to fund capital works for any new academy arising from a Basic Need requirement unless the new school is funded directly from Central Government under the Free School Agenda.

5.1.6 The Primary School Expansion Programme has been completed although any changes to future demand will be monitored closely. The Secondary School Expansion Programme is now in the feasibility and planning stage.

5.1.7 Government funding is now ring fenced and Southend, like many other authorities, will be spending more on Basic Need than the awarded grant.

5.1.8 Improvement and provision of school places funding of £18 million has funded the purchase of the PROCAT building and to allow improvements and future expansions at Futures college under the umbrella of the incoming Partnership Learning Academy Trust. New accommodation for both Seabrook College elements under the umbrella of the incoming Parallel Learning Academy Trust has been identified and three secondary schools are at the planning application stage of their expansions.

5.1.9 In November 2015, following the three year indicative funding award published in January 2015, the Heads Asset Management Group agreed a draft three year building condition programme to allow schools to plan ahead. It was

agreed that only the first £1 million of Maintenance Grant per year would be used exclusively for this programme and the remainder would be made available to address condition items within the schools expansion programme.

- 5.1.10 The income received from Central Government for maintenance only covers maintained schools and will continue to reduce in relation to the increase in the number of academies. Academies are able to bid into a central pot directly to the Department for Education for capital funding.
- 5.1.11 The focus on additional places will mean that expenditure on condition schemes will continue and be limited, with up to £1 million to be allocated in 2017/18 to address high priority condition items at schools and children's centres, which if not done could result in a closure. The replacement of boilers, curtain walling and rewiring continues to dominate. This programme will be subject to adjustment as schools convert to academy and the grant income reduces accordingly.

5.2 Housing

- 5.2.1 As part of the HRA Land Review project it was agreed that officers should investigate a phased approach to the housing development on Council owned land. The plan is to construct 18 housing units within the Shoeburyness ward. The contractor is progressing well on site, the first five houses in Bulwark Road and Exeter Close have been handed over and it is anticipated that the six houses in Ashanti Close will be handed over in early January.
- 5.2.2 The Housing Revenue Account (HRA) capital programme for the 2016/17 financial year is £8,881,000 which comprises mainly Decent Homes work to the Council's housing stock including kitchen and bathroom modernisations, together with improvements to the common areas. This also includes a budget of £2,508,000 for the construction of new housing on HRA land as included above and £345,000 for some remodelling works to sheltered housing schemes.
- 5.2.3 A proposal for the use of the sheltered housing remodelling budget went forward to November Cabinet. It was agreed that a series of workshops would be set up to explore various schemes. The outcome of these workshops will be presented as a follow up Cabinet report with recommended options for developing a model of sheltered housing provision in order to meet the housing needs of older people in Southend.
- 5.2.4 The overall capital programme for the next four financial years 2017/18 to 2020/21 includes a commitment of around £6 million each year for major repairs and Decent Homes work to the Council's housing stock.

5.3 Highways and Transportation

5.3.1 The expenditure will be delivered by fully un-ringfenced capital grants.

5.3.2 The settlement is as follows:

	2017/18 £'000
Integrated Transport	1,401
'Needs Based' Highways Capital Maintenance Block	1,238

In addition, for the financial years 2018/19 – 2020/21 the following indicative allocations have been announced:

	2018/19 £'000	2019/20 £'000	2020/21 £'000
Integrated Transport	1,401	1,401	1,401
'Needs Based' Highways Capital Maintenance Block	1,121	1,121	1,121

5.3.3 The allocations for the Integrated Transport Block (ITB) 2018/19 to 2020/21 are indicative and are subject to review. The Department for Transport intend to refresh the data in April 2017 and then announce confirmed allocations.

5.3.4 The Department for Transport has recently issued a document titled 'Roads Investment – The roads funding package' which informs where the new funding of £1.3 billion will be allocated as per the Autumn Statement 2016.

5.3.5 The document also details information in relation to other funding and the following extracts are taken from that.

- Local Highways Maintenance Funding Needs Element - this existing Needs Based Formula totals £4.7 billion over the 6 years funding period to the end of this Parliament. The Funding allocated to each Local Highway Authority in England (outside London) is based on a formula using data provided by each authority regarding the assets for which they are responsible.
- Local Highways Maintenance Challenge fund - this fund is to enable Local Highway Authorities in England to bid more major maintenance projects that are otherwise difficult to fund through the normal needs element allocations they receive. A second tranche of the fund will be announced shortly.
- Local Highways Maintenance Incentive/Efficiency Element Funding – there is existing funding of £578 million to Local Authorities in adopting efficiency principles for highways maintenance. It is a mechanism for authorities to receive additional funding over and above the Needs Based Formula. Round two will be formally launched shortly.

- Pothole Fund – Funding of £250 million was announced in the Budget 2015. This funding is allocated by formula shared by Local Highways Authorities between 2016/17 and 2020/21 based on the road length for which each authority is responsible. The allocated sum to Southend Borough Council is £65k per year until 2020/21. In addition to that sum it has also been announced that a sum of £102k has been allocated for 2017/18.

5.3.6 To allow the full delivery of the 2016/17 Local Transport Plan (LTP) programme, the full spend is proposed to be met 100% by capital grant.

- Typical schemes are presented in the context of four 'Actions' as set out in the Local Transport Plan (LTP3) Implementation Plan 2015/16 to 2020/21.
- The recommended allocation to the 'Actions' is set out in Appendix 5a. The Deputy Chief Executive for Place will progress a prioritised list of schemes for both Integrated Transport and Highways Maintenance in consultation with the portfolio holder for Public Protection, Waste and Transport and the Director of Finance and Resources. This includes a list of schemes developed by the Traffic and Parking Working Party and Members requests.
- The prioritisation process is set out in diagram 1 of the implementation plan. In addition, maintenance schemes will be progressed using the latest information from the Gaist Asset Management work.
- As in previous years, this is flexibility to allocate funding between the two blocks and the LTP actions.

5.4 Other Services

5.4.1 In respect of the other proposed general fund schemes these are to be funded through borrowing, grants, capital receipts and from earmarked reserves and the required relevant borrowing costs have been factored into the Medium Term Financial Strategy.

5.4.2 The other proposed general fund schemes encompass the following key themes:

- Redevelopment of Delaware, Priory and Viking;
- Further new investment in Southend Pier of £11.6m;
- Car parking in the town centre and central seafront areas;
- Upgrade and modernisation of the ICT core infrastructure;
- ICT schemes in support of business transformation;

6. Capital Programme 2017/18 to 2020/21

- 6.1 The Council's proposed capital programme for 2016/17 and future years is attached as Appendix 8, which includes all of the adjustments identified in the other appendices.
- 6.2 The proposed capital programme represents a significant investment of nearly £247million on the part of the Council in the Southend area and the projected investment in 2017/18 alone amounts to nearly £59million.
- 6.3 In addition, the proposed schemes subject to external funding approval for the period 2017/18 to 2020/21 amount to over £42m, relating to the Airport Business Park and Better Queensway.

7. Funding the capital programme

- 7.1 The proposed capital programme presented in this report is currently fully funded and has been prepared based on the level of borrowing the Council can support, notified capital grants, prudent assumptions over the level of other grants and the timing and valuation of capital receipts (from the sale of existing surplus Council assets) that will be realised.

The proposed estimated funding for the programme is as follows:

Type of funding:	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
External funding – capital grant	15.8	18.7	17.7	4.3	56.5
External funding – third party contributions	1.4	0.1	0.2	-	1.7
Capital Receipts	1.0	2.7	-	-	3.7
Major Repairs Reserve (Housing Revenue Account)	7.2	5.8	6.2	6.2	25.4
Earmarked reserves/ Revenue Contributions	3.5	1.3	-	-	4.8
Borrowing – Main Schemes ⁽¹⁾	24.9	27.1	14.2	3.0	69.2
Borrowing – Invest to Save ⁽¹⁾	5.0	5.5	11.3	2.7	24.5
Total	58.8	61.2	49.6	16.2	185.8

Note 1 - this relates to both internal and external borrowing

The estimated amounts of internal and external borrowing are shown in the table below:

Borrowing to fund capital schemes	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Internal borrowing	8.9	8.6	7.5	5.7	30.7
External borrowing	21.0	24.0	18.0	0	63.0
Total borrowing	29.9	32.6	25.5	5.7	93.7

- 7.2 An updated Corporate Asset management Strategy (CAMS) for the period 2015-25 was agreed by Cabinet on 22 September 2015 and endorsed by Full Council on 22 October 2015. This revised CAMS records a clear preference for the retention of freeholds but does recognise that in some circumstances, a disposal is the most appropriate course of action. The Capital Receipts target of £1m p.a. is retained but is not a key driver for the sale of property. Capital receipts will reduce the need for borrowing to support the Capital Programme if they can be generated.
- 7.3 When the Council enters into Prudential Borrowing to fund Capital expenditure, there is a revenue impact and therefore an increase to the Councils budget requirement. As an indicative guide to the revenue consequence, there is a cost of approximately £70k for every £1m borrowed or if £9m is borrowed this would equate to an increase in Council Tax of approximately 1%.
- 7.4 The full impact of borrowing costs associated with the funding of the proposed programme has been included in the Council's current financial planning for 2017/18 to 2020/21. The draft 2017/18 revenue budget elsewhere on this agenda incorporates the required borrowing costs budget requirement for 2017/18.
- 7.5 In summary, it is the Chief Finance Officer's view that the 2017/18 to 2020/21 proposed capital programme is Prudent, Affordable and Sustainable.

8. Capital Strategy, Corporate Asset Management Strategy & Prudential Indicators

- 8.1 Each year the Council agrees a Capital Strategy that sets out the framework for controlling and monitoring the Capital Programme. The Capital Strategy is a key document for the Council. It sets out the processes and policies relating to capital expenditure and includes reference to other key documents of the authority which influence capital investment such as the Medium Term Financial Strategy (MTFS) and the Corporate Asset Management Strategy (CAMS). It is best practice for this strategy to be reviewed annually alongside the MTFS, and an updated Capital Strategy will be presented to Cabinet in February 2017.
- 8.2 In addition, each year the Council agrees a Treasury Management Strategy and prudential borrowing indicators that includes identifying how planned capital investment is to be funded. The strategy will be presented to Cabinet in February 2017 as part of the suite of papers agreeing the overall 2017/18 to 2020/21 budget.

9. Other Options

- 9.1 The proposed Capital Programme is compiled from a number of individual projects, any of which can be agreed or rejected independently of the other projects.

10. Reasons for Recommendations

- 10.1 The proposed Capital Programme is compiled from a number of individual projects which either contribute to the delivery of the Councils objectives and priorities or enhance the Councils infrastructure.

11. Corporate Implications

11.1 Contribution to Council's Vision & Corporate Priorities

The projects directly contribute to the delivery and achievement of the Councils Corporate Priorities.

11.2 Financial Implications

As set out in the report.

11.3 Legal Implications

None at this stage.

11.4 People Implications

None at this stage.

11.5 Property Implications

The Capital Strategy and Corporate Asset Management Strategy (CAMS) may affect the Council's property holdings, assets and liabilities. The Strategy and CAMS will reflect the implications of the agreed capital programme and any impact on the level of required borrowing.

The CAMS now also includes a Commercial Property Investment Strategy setting out the Council's clear intention to proceed to make commercial property investments on the basis of specialist independent advice and where there is a good, sustainable return to be made both in terms of on-going revenue and long term capital appreciation.

11.6 Consultation

Consultation has taken place as agreed in the budget timetable.

11.7 Equalities and Diversity Implications

Assessments have been carried out for all capital investment proposals where appropriate.

11.8 Risk Assessment

All capital projects are delivered using best practice project management tools as appropriate. This requires a full risk assessment and management review to

be carried out. The programme includes an appropriate sum within each project to cover build risk and claims.

11.9 Value for Money

All projects are required to follow and adhere to procurement guidance issued by the Council. They must also comply with procedure rules for entering into and managing contracts with suppliers.

11.10 Community Safety Implications

Assessments have been carried out for all capital investment proposals where appropriate.

11.11 Environmental Impact

Assessments have been carried out for all capital investment proposals where appropriate.

12. Background Papers

12.1 None.

13. Appendices

Appendix 1 – Approved Capital Programme November 2016

Appendix 2 – Changes to Approved Capital Programme

Appendix 3 – Virements Between Approved Schemes

Appendix 4 – Re-profiles Between Years

Appendix 5 – New External Funding

Appendix 5a – LTP3 – Capital Actions and Allocations

Appendix 6 – Proposed New Schemes and Additions to the Capital Programme

Appendix 7 – Proposed New Schemes and Additions - descriptions

Appendix 8 – Amended Capital Programme 2017/18 to 2020/21 (2016/17 shown for information)

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Department of the Chief Executive						
Tickfield - Creating Capacity	C10687	2				2
Perimeter Security Improvements	C10791	7				7
Total Council Buildings		9				9
Airport Business Park	C10261	4,697	9,051			13,748
Brunel Road Redevelopment	C10208		50			50
Capital Allocation to Discharge EEDA agreement	C10656		164			164
Civic East Car Park Redevelopment	C10748	15	585	4,000	1,100	5,700
Commercial Property Investment	C10749	2,000	2,000	2,000		6,000
Demolition of Leigh Cliffs Public Toilets	NEW	15				15
East Beach Café Project	C10644	32				32
Library Car Park Reconstruction and Enhancement	C10750	49	4,000	1,150		5,199
New Beach Huts Phase 2	C10631	109				109
Pier Arches toilets - waterproofing solution	C10734	30				30
Pier North End roof repairs	C10600	4				4
Porters Civic House and Cottage	C10571	9				9
Porters Civic House - Repairs to Building	C10657	2				2
Ropers Farm Cottages - water supply	C10840	45				45
Seaways Development Enabling Works	C10643	7	747			754
Toilet Refurbishment Thorpe Hall Avenue	C10703	92				92
Urgent Works To Property	C10181	41				41
Warrior Square Gardens Kiosk	C10823	5				5
Total Asset Management		7,152	16,597	7,150	1,100	31,999
Better Queensway - Regeneration	C10747	500				500
Queensway - Commercial Property	C10751	500	500			1,000
Queensway - Ground Penetrating Radar	C10745	142				142
Total Queensway		1,142	500			1,642
Cremator Hearth Replacement	C10677	34				34
Crematorium Re-Quip (Mercury)	C10055	16				16
Essential Crematorium/Cemetery Equipment	C10572	175				175
Mercury Emissions Testing Equipment	C10753	20				20
Cremated Remains Plots	C10754	90				90
New Burial Ground	C10054	80				80
Pergola Walk Memorial Scheme	C10755	370				370
Total Cemeteries & Crematorium		785				785
Priority Works	C10121	401	488	500	500	1,889
Total Priority Works		401	488	500	500	1,889
Total Department of the Chief Executive		9,489	17,585	7,650	1,600	36,324

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Department for People						
Community Capacity	C10526	291	291			582
Dementia Friendly Environments	C10598	30				30
Mental Health Funding Stream	C10184	75				75
Priory House - Condition Works	C10693	20				20
Transforming Care Housing	C10689	165				165
LATC - Delaware and Priory	C10621	100	694	1,258		2,052
Total Adult Social Care		681	985	1,258		2,924
Disabled Facilities Grant	C10145	800	800	743		2,343
Empty Dwelling Management	C10020	228	275			503
PSH Works in Default - Enforcement Work	C10503	136	100			236
Private Sector Renewal	C10146	305	450	450		1,205
Warmer Healthy Homes Expenditure	C10255	18				18
Total General Fund Housing		1,487	1,625	1,193		4,305
AHDC Short Breaks for Disabled Children	C10282	64				64
Total Children & Learning Other Schemes		64				64
Bournes Green Junior Boiler	New		135			135
Bournes Green Junior Roof	C10771	168				168
Chalkwell Infants Hall/Kitchen Windows	New		23			23
Chalkwell Infants Main Building Windows	New		45			45
Chalkwell Infants Roof	New		12			12
Earls Hall Ducts and Pipework	C10711	59	68			127
Edwards Hall Roofs	C10713	70				70
Earls Hall Roof Drainage	C10772	28				28
Fairways Fire Alarm	New		42			42
Friars Boilers	C10773	150				150
Friars Curtain Walling	C10532	14				14
Friars Fire Systems Replacement	C10647	35				35
Future condition projects	C10024	127	142			269
Futures Heating and Pipe Ducts	C10714	5	168			173
Hamstel Juniors Fire Systems (H&S)	C10790	31				31
Hamstel Junior Windows	C10774	168				168
Kingsdown Fire System Upgrade	C10775	34				34
Prince Avenue Fire Systems and Rewire	C10650	48				48
Richmond Roof	New		17			17
Thorpedene Boiler	C10717	11				11
West Leigh Infant Roofs	C10718	44				44
Total Condition Schemes		992	652			1,644

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	288				288
Total Devolved Formula Capital		288				288
Expansion of 2 yr old Childcare Places	C10558		72			72
School Improvement and Provision of School Places	C10475	7,385	6,888	3,000		17,273
St Helens to FE	C10618	1,049				1,049
St Marys East	C10617	666				666
Total Primary and Secondary School Places		9,100	6,960	3,000		19,060
Total Department for People		12,612	10,222	5,451		28,285

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Department for Place						
ASO Machinery Purchase	C10731	4				4
Belfairs Golf Course - Drainage	C10552	2				2
Belfairs Swim Centre H & S	C10623	47				47
Belfairs Woodland Centre Project	C10502	75				75
Belton Hills Steps	C10777	50	1,450			1,500
Central Museum Works	New		150	100		250
Chalkwell Park and Priory Park Tennis Courts	C10682	52				52
Chase Sports & Fitness Centre - Fire Alarm	C10732	4				4
Cliffs Pavilion - External Works above Maritime Room	C10695	97				97
Cliffs Pavilion - Refurbishmen of passenger lift	C10692	17				17
Cliffs Pavilion - Replacement floor in auditorium	C10670	6				6
Cliffs Pavilion undercroft piping replacement – urgent works	C10722	99				99
Energy Improvements in Culture Property Assets	C10565	119				119
Hard Surface Path Improvements	C10566	28				28
Library Review	C10624	349	100			449
"Make Southend Sparkle" Initiative	C10778	10	10	10		30
New Museum - Gateway Review	C10776	56	1,500			1,556
Palace Theatre - Air Handling Units	C10782	25	215			240
Palace Theatre - Replacement of External Windows	C10725	55				55
Parks Land Drainage - Belfairs Park	C10680	8				8
Parks Land Drainage - Southchurch Park	C10681	10				10
Parks land drainage - Blenheim Park	C10694	1				1
Playground Gates	C10779	130				130
Priory Park Water Main	C10625	29				29
Prittlewell Prince Research	C10043		38			38
Prittlewell Prince Storage	C10696	120				120
Pump Priming Budget	C10044		333			333
Replacement of Play Equipment	C10780	50	50	50		150
Southchurch Park Bowls Pavillion	C10739		20			20
Southchurch Park Lighting	C10591	5				5
Southchurch Park Tow Path	C10781	20	230			250
Southend Leisure & Tennis Centre - Air Handling Units	C10783	375				375
Southend Leisure & Tennis Centre - Refurbishment of Lift	C10627	18				18
War Memorials within the Borough	C10569	32				32
Total Culture		1,893	4,096	160		6,149

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Barracuda Replacement	C10756	30				30
DEFRA Inspire III	C10640		4			4
Digitisation of Paper Records	NEW		150			150
GCSx Mail Update	C10766	11				11
Health and Social Care Enablement Project	C10767	100				100
ICT Capita One Enhancements/Developments	C10633	20				20
ICT Core Infrastructure	C10575	1,899				1,899
ICT Enterprise Agreement	C10636	64	200			264
ICT E-Procurement Solution	C10635	5	29			34
ICT Reprovision of Carefirst	C10637	1,353	682			2,035
ICT Rolling Replacement Programme	C10576	156	200	200	200	756
IT Human Resources Case Management System	C10679	20				20
Mobile Device End Point Protection Replacement	C10768	45	45			90
Pier and Foreshore ICT Improvement Programme	C10698	152				152
Place - Business Transformation in End to End Reporting	C10757	500	200			700
Place - Culture - Hardware in Libraries	C10764	50				50
Place - Culture and Enterprise and Tourism - EPOS System	C10758	30				30
Place - Culture and Enterprise and Tourism - Events Booking System	C10759	50				50
Place - Enterprise, Regeneration and Tourism - Upgrade of Pier Network Infrastructure	C10762	50				50
Replacement and Enhancement to Cash Receiving System	C10578	21				21
Replacement of Remote Working Solution	C10769	100				100
Software Licencing	C10426	268	320	320	320	1,228
Web Development	C10763	30				30
Websense Replacement	C10770	30				30
Wireless Access Point Upgrade	C10760	30				30
Wireless Borough/City Deal	C10580	16	340			356
Total ICT Programme		5,030	2,170	520	520	8,240
City Deal - Incubation Centre	C10668		44			44
Three Shells Lagoon	C10658	1,669				1,669
Pier Hill Lifts Replacement	C10737	294				294
Prince George Extension Works	C10038	200	976			1,176
Property Refurbishment Programme	C10626	506	500	500	500	2,006
Southend Pier - Condition Works	C10697	666	910	1,135	1,485	4,196
Total Enterprise, Tourism & Regeneration		3,335	2,430	1,635	1,985	9,385
Cliff Slip Investigation Works	C10784	190				190
Cliff Stabilisation - Clifton Drive	C10683	345				345
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	186	2,170	2,000		4,356
Southend Shoreline Strategy	C10843	160				160
Total Coastal Defence and Foreshore		881	2,170	2,000		5,051

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Carriageways and Footways Improvements	C10786	1,000	1,000	1,000	1,000	4,000
Cinder Path	C10115	819				819
Gaist Highways Asset Management Project	C10785	80				80
Highways Maintenance - Potholes	C10588	65	65	65	130	325
Highways Planned Maintenance Investment	C10029	550	502			1,052
Street Lighting Renewal	C10061	8,071	2,485			10,556
Total Highways & Infrastructure		10,585	4,052	1,065	1,130	16,832
Car Park Infrastructure Improvements	C10787	200	200			400
Car Parks Upgrade	C10151	134				134
Total Parking Management		334	200			534
S106 3 Acacia Drive - education	C10835		27			27
S106 Airport 0901960 Fulm - Open Space	C10799	7				7
S106 Audley Court 0200874 Ful	C10276		10			10
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727		2			2
S106 Avenue Works 1401968AMDT - Public Art	C10801	15				15
S106 Ajax Works 0300130ful	C10199	2	1	3		6
S106 Bellway Prittlebrook - education	C10724		306			306
S106 - College London Rd	C10203	8				8
S106 Dairy Crest 1400340AMDT	C10741		202			202
S106 Essex House 1500521FULM - bus stop improvement	C10793	3				3
S106 Essex House 1500521FULM - education	C10794		34			34
S106 Former College 1000225FUL	C10207	11				11
S106 Garrison 0000777 Deposit - information boards	C10811	5				5
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812		10			10
S106 Garrison 0000777 Deposit - rubbish clearance	C10822	1				1
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815		6			6
S106 Garrison 0000777 Depost - CCTV	C10810	1				1
S106 Garrison Park Store	C10188	1				1
S106 High Works Shoe Garrison	C10213		2			2
S106 Land North Of Ambleside	C10201	2				2
S106 22-23 The Leas - education	C10831		41			41
S106 Lifstan Way 0000273 Out	C10269	3	8	72		83
S106 910 London Road 0901899 ful	C10479	1				1
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816		2			2
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	527				527
S106 North Shoebury Road 0301504out - Public Art	C10819	46	45			91
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820	33	33	33	231	330
S106 53 Pavilion Dr 0701870OUTM	C10652		128			128
S106 Premier Inn 1300835FULM	C10653	10				10
S106 87 Rectory Gr 1101018FULM	C10581		155			155
S106 Saxon Lodge 1401744BC4M – education	C10795		16			16
S106 Secc 0200500ful	C10073		104			104

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
S106 18-22 Southchurch Rd - education	C10839		8			8
S106 Sunlight Ldry 1400411FULM	C10686		2			2
S106 Sunlight Ldry 1400411FULM - Public Art	C10821	14				14
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796		15			15
S106 Univ H-Way0401561ful	C10196	42				42
S38/S278 Airport 0901960 Fulm	C10275	10	91			101
S278 Health & Beaumont House	C10792	1				1
S78 Bellway Homes 14/00943/fulm	C10730	1	13			14
S38 Fossetts Farm Bridleway	C10193	20	95			115
S38 Garrison NBP Road Supp Fee	C10267	10	12			22
S38 Inspection Magazine Rd	C10190	5				5
Total S106 & S38 Agreements		779	1,368	108	231	2,486
LTP (Integrated Transport block) - Bridge Strengthening	C10512	304	370	350	350	1,374
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	417	400	400	400	1,617
LTP (Integrated Transport block) - Better Networks	C10671	521	400	400	400	1,721
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	595	400	400	400	1,795
LTP (Integrated Transport block) - Traffic Control Systems	C10470	201	201	201	201	804
LTP - Maintenance	C10076	925	868	621	621	3,035
LTP - Maintenance - Street Lighting	C10708	50		150	150	350
Total Local Transport Plan		3,013	2,639	2,522	2,522	10,696
Local Growth Fund - A127 Growth Corridor	C10699	4,272	2,105	4,440	6,120	16,937
Local Growth Fund - Local Sustainable Transport Fund	C10700	124				124
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701	705	920	2,120	2,220	5,965
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702	985	2,000	2,000	2,000	6,985
Total Local Growth Fund		6,086	5,025	8,560	10,340	30,011
A127 Junction Improvements	C10553	416				416
HCA Progress Road	C10254	19				19
Southend Transport Model	C10058	75				75
Total Transport		510				510
Beecroft and Central Museum Energy Project	C10738	795	200			995
Civic Centre Boilers - Low Loss Header	C10676	20				20
Schools and Council Buildings Solar PV	C10740	217				217
Energy Efficiency Projects	C10788	225	525			750
LED Lighting - Civic Centre Underground Car Park	C10662	19				19
Solar PV Projects	C10789	500	460			960
Southend Adult Community College Energy Project	C10664	256				256
Temple Sutton School Energy Project	C10665	283				283
Total Energy Saving		2,315	1,185			3,500
Total Department for Place		34,761	25,335	16,570	16,728	93,394
Total General Fund Capital Schemes		56,862	53,142	29,671	18,328	158,003

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Housing Revenue Account (HRA)						
Bathroom Refurbishment	C10161	368				368
Central Heating	C10162	700				700
Common Areas Improvement	C10168	1,660	570			2,230
Environmental - H&S works	C10163	590	400			990
Kitchen Refurbishments	C10164	416				416
Rewiring	C10165	31				31
Roofs	C10166	952				952
Windows and Doors	C10167	202				202
Future Programme (MRA & Decent Homes)	C10298		7,500	7,800	8,000	23,300
	Total Decent Homes Programme	4,919	8,470	7,800	8,000	29,189
HRA Disabled Adaptations - Major Adaptations	C10015	450				450
HRA Disabled Adaptations - Minor Adaptations	C10257	50				50
	Total Council House Adaptions	500				500
Sheltered Housing DDA works	C10177	345				345
	Total Sheltered Housing Remodelling	345				345
S106 New Build 32 Byron Avenue	C10584	6				6
S106 HRA Land Review	C10685	41				41
	Total S106 Funded HRA Projects	47				47
Construction of New Housing on HRA Land	C10684	2,461				2,461
Southchurch Avenue Hostel Improvement	C10834	109				109
Strategic acquisition of tower block leaseholds	C10614	500				500
	Total Other HRA	3,070				3,070
	Total HRA Capital Schemes	8,881	8,470	7,800	8,000	33,151
TOTAL PROPOSED CAPITAL PROGRAMME		65,743	61,612	37,471	26,328	191,154

Total Capital Programme 2017/18 to 2019/20: 125,411

SUMMARY OF CHANGES TO THE CAPITAL PROGRAMME

Appendix 2

Scheme/Event	Department	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Approved Capital Programme - November Cabinet (Appendix 1)		65,743	61,612	37,471	26,328	0	191,154
Proposed changes:							
Brunel Road Redevelopment	Chief Executive		(50)				(50)
Seaways Development Enabling Works	Chief Executive		(747)				(747)
Seaways - HCA Condition Funding	Chief Executive		6				6
Future Programme (MRA & Decent Homes)	HRA		(1,300)	(2,000)	(1,800)		(5,100)
Virements (see Appendix 3)	Various	0	0	0	0	0	0
Budget re-profiles (see Appendix 4)	Various	(4,573)	(6,838)	4,326	4,335	2,750	0
New external funding (see Appendix 5)	Various	8	102	0	0	2,522	2,632
Proposed Additions (see Appendices 6 and 7)	Various	0	6,055	21,436	20,689	10,905	59,085
Current Programme - following amendments		61,178	58,840	61,233	49,552	16,177	246,980

Total budget for 2017/18 to 2020/21: 185,802

Note

Brackets indicate a reduction in budget

General Fund Schemes Subject to Approval	Department	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Local Growth Fund			12,440	19,815	10,375		42,630
		0	12,440	19,815	10,375	0	42,630

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VIREMENTS BETWEEN APPROVED SCHEMES

Appendix 3

Scheme/Event	Department	Project Code	Project Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Asset Management Capital Programme	Chief Executive	C10600	Pier North End roof repairs	(4)					(4)
	Chief Executive	C10748	Civic East Car Park Redevelopment	4					4
Priority Works	Chief Executive	C10121	Priority Works	(200)					(200)
	Place	New	Southend Pier - Pier View Gallery	200					200
<u>Budget Adjustments already actioned</u>									
Priority Works	Chief Executive	C10121	Priority Works	(15)					(15)
	Chief Executive	C10853	Demolition of Leigh Cliffs Public Toilets	15					15
Priority Works	Chief Executive	C10121	Priority Works	(10)					(10)
	Chief Executive	C10854	Herbert Grove Security	10					10
				0	0	0	0	0	0

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RE-PROFILES AND AMENDMENTS

Appendix 4

Scheme/Event	Department	Code	Code Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Asset Management Capital Programme	Chief Executive	C10631	New Beach Huts Phase 2	(109)	109				0
	Chief Executive	C10261	Airport Business Park	(1,177)	(6,051)	7,228			0
	Chief Executive	C10748	Civic East Car Park Redevelopment	(19)	(585)	(2,981)	1,900	1,685	0
	Chief Executive	C10643	Seaways Development Enabling Works	(3)	3				0
	Chief Executive	C10749	Commercial Property Investment	(2,000)	(1,000)		2,000	1,000	0
Queensway Capital Programme	Chief Executive	C10751	Queensway - Commercial Property	(500)		500			0
Schools Capital Programme	People	C10475	Secondary School Expansion Programme	1,911	890	(2,801)			0
	People	C10558	Expansion of 2 year old Childcare Places	10	(10)				0
Highways Capital Programme	Place	C10588	Highways Maintenance - Potholes				(65)	65	0
	Place	C10029	Highways Planned Maintenance Investment	(160)	160				0
	Place	C10115	Cinder Path	(802)	75	727			0
Coastal Defence Capital Programme	Place	C10011	Coastal Defence (Shoebury Common Sea Defence Scheme)		(1,920)	1,420	500		0
ICT Capital Programme	Place	C10767	ICT Priority Works	(100)	100				0
	Place	C10756	Barracuda Replacement	(30)	30				0
	Place	C10768	Mobile Device End Point Protection Replacement	(45)	45				0
	Place	C10770	Websense Replacement	(30)	30				0
	Place	C10679	IT Human Resources Case Management System	(17)	17				0
	Place	C10757	Place - Business Transformation in End to End Reporting	(175)	175				0
Parking Capital Programme	Place	C10787	Car Park Infrastructure Improvements	(100)	100				0
Culture Capital Programme	Place	C10044	Pump Priming Budget		(233)	233			0
	Place	C10777	Belton Hill Steps	(47)	47				0
	Place	C10779	Playground Gates	(80)	80				0
	Place	C10624	Library Review	(150)	150				0
Southend Pier Capital Programme	Place	New	Southend Pier - Pier View Gallery	(200)	200				0
Energy Schemes Capital Programme	Place	C10788	Energy Efficiency Projects	(100)	100				0
	Place	C10789	Solar PV Projects	(450)	450				0
	Place	C10665	Temple Sutton School Energy Project	(200)	200				0
				(4,573)	(6,838)	4,326	4,335	2,750	0

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SCHEMES FINANCED BY NEW EXTERNAL FUNDING

Appendix 5

Scheme/Event	Department	Project Code	Project Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Schools Capital Programme	People	C10790	Hamstel Juniors Fire Systems H&S	3					3
	People	C10775	Kingsdown Fire Systems Upgrade	5					5
Highways Capital Programme	Place	C10588	Highways Maintenance - Potholes		102				102
	Place	C10512	LTP (Integrated Transport block) - Bridge Strengthening					350	350
	Place	C10384	LTP (Integrated Transport block) - Better Sustainable Transport					400	400
	Place	C10671	LTP (Integrated Transport block) - Better Networks					400	400
	Place	C10513	LTP (Integrated Transport block) - Traffic Management Schemes					400	400
	Place	C10470	LTP (Integrated Transport block) - Traffic Control Systems					201	201
	Place	C10076	LTP - Maintenance					621	621
	Place	C10708	LTP - Maintenance - Street Lighting					150	150
								0	0
				8	102	0	0	2,522	2,632

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Actions - Capital LTP3 - Allocations			
	C - Better Partnerships, Engagement and Sponsorship to support Greater Efficiencies in Funding and Delivery - all schemes to be developed in partnership		
Year / Schemes	A - Better Sustainable Transport and Mobility Management	B - Better Networks and Traffic Management Schemes	D - Better Operation of Traffic Control, Information and Communications Systems
Proposed allocation for 2017/18			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block *		1,401	
Footway Maintenance Schemes		200	
Carriageway Maintenance Schemes		668	
Lighting Maintenance Programme		0	
Bridge Strengthening		370	
Total Maintenance Block #		1,238	
Proposed Indicative allocation for 2018/19			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block *		1,401	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
Total Maintenance Block #		1,121	
Proposed Indicative allocation for 2019/20			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block		1,401	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
Total Maintenance Block		1,121	
Proposed Indicative allocation for 2020/21			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block		1,401	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
Total Maintenance Block		1,121	
Total Integrated Transport Block		5,604	
Total Maintenance Block		4,601	
Total all Local transport Block funding		10,205	

Total Integrated Transport Block *
Total Maintenance Block #

These figures can be seen on Page 8 of Appendix 8 - 'LTP (Integrated Transport block)' schemes
These figures can be seen on Page 8 of Appendix 8 - 'LTP - Maintenance' schemes

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PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Priority Works Replacement Boiler at Southend Crematorium	Chief Executive Chief Executive	C10121 New	Priority Works Replacement Boiler at Southend Crematorium	130			500	500 130
Total Chief Executive				130	0	0	500	630
Schools	People	C10475	Secondary School Expansion Programme		7,996	8,579	3,425	20,000
	People	New	School Refurbishment Programme	1,000				1,000
Adult Social Care	People	C10621	Re-development of Delaware, Priory & Viking	300	2,900	6,300		9,500
Total People				1,300	10,896	14,879	3,425	30,500
Core ICT Infrastructure 59	Place	New	ICT - Central Government IT Security Compliance	75	75			150
	Place	New	ICT - Core Application and Database Migration	75				75
	Place	C10636	ICT - Enterprise Agreement	80	280	280		640
	Place	New	ICT - Southend Network Monitoring Equipment	40	20			60
	Place	New	ICT - Upgrade of Capacity of Internet	150				150
	Place	New	ICT - Mobile Working and Enterprise Mobility	85				85
Corporate ICT Business Transformation	Place	New	ICT - Phones Migration and Re-Tender	80				80
	Place	New	ICT - Digitally Enable the Council Offices	80	40			120
	Place	New	ICT - Delivery of Phase 1 of "Smart city Journey"		500			500
Departmental ICT Business Transformation	Place	New	ICT - Upgrade of Enterprise Resource Planning (ERP) System	75				75
	Place	C10637	ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	300	260			560

PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
Other Place Schemes	Place	New	Travel Centre - Bus Service Provision in the Town Centre	50				50
	Place	New	Wheeled Sports Facility Central Southend Area		25	225		250
	Place		Resorts Assets	50				50
	Place	New	Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	125	125			250
	Place	New	Southend Pier - Bearing Refurbishment (Phase One)	500	500			1,000
	Place	New	Southend Pier - Timber Outer Pier Head	500	5,000	2,500		8,000
	Place	New	Southend Pier - Structural Works				500	500
	Place	New	Southend Pier - Prince George Extension (Phase Two)		750	750		1,500
	Place	New	Southend Pier - Pier Entrance Enhancement	250	50			300
	Place	C10788	Energy Projects	125	125			250
	Place	New	CCTV Equipment Renewal	420				420
	Place	New	Improved Car Park Signage and Guidance Systems	275	185	25		485
	Place	New	Car Parking in the Town Centre and Central Seafront	250	2,500	2,000	250	5,000
	Place	New	Improving Resilience of the Borough to Flooding from Extreme Weather Events	250				250
	Place	New	Cliffs Pavilion - External Cladding	320				320
	Place	New	Chase Sports and Fitness Centre - Light Fitting Replacement	70				70
	Place	New	Southend Cliffs - Replacement of Handrails	45				45
	Place	New	Southend Leisure and Tennis Centre - Building Management System (BMS) Control	100				100
	Place	New	Palace Theatre Boilers Replacement	125				125
	Place	New	Palace Theatre - Replacement of Asbestos Stage Safety Curtain	25	75			100
Place	New	Replacement and Upgrade of Parks Furniture	30	30	30	30	120	
Place	New	Sidmouth Park - Replacement of Play Equipment	75				75	
Total Place				4,625	10,540	5,810	780	21,755
Total General Fund				6,055	21,436	20,689	4,705	52,885
Housing Revenue Account	HRA	New	HRA Future Programme				6,200	6,200
Total HRA				0	0	0	6,200	6,200
New schemes/additions as per Appendix 7:				6,055	21,436	20,689	10,905	59,085

PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Budget (all years) £000
General Fund Schemes Subject to External Funding Approval								
Local Growth Fund	Place	New	Local Growth Fund - Airport Business Park/Better Queensway	12,440	19,815	10,375		42,630
Total Local Growth Fund				12,440	19,815	10,375	0	42,630

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CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

GENERAL FUND

DEPARTMENT OF THE CHIEF EXECUTIVE

C1 Priority Works - £500,000

17/18 - £0

18/19 - £0

19/20 - £0

20/21 - £500,000

This scheme is to ensure a £500,000 budget in this area is available for the start of each financial year to deal with any priority works that may arise during the year.

This scheme is to be funded from corporate borrowing after utilising any unspent budget from this scheme from the previous financial year.

C2 Replacement of the Boiler at Southend Crematorium - £130,000

17/18 - £130,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to ensure the Crematorium can continue to abate mercury at 100% in keeping with Government requirements.

This scheme is to be funded from corporate borrowing.

Sub-Total Department of the Chief Executive

£630,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

DEPARTMENT FOR PEOPLE

C3 Secondary School Expansion Programme - £20,000,000

17/18 - £0

18/19 - £7,996,000

19/20 - £8,579,000

20/21 - £3,425,000

This scheme is to expand the secondary schools within Southend to ensure that all pupils can access a school place where requested in line with the recent primary expansion programme. This is to enable the Council to meet its statutory duty to supply sufficient school places.

This scheme is to be funded by an estimated £10,000,000 from Government grant (subject to final Government capital funding announcements) with the remainder from corporate borrowing.

C4 School Refurbishment Programme - £1,000,000

17/18 - £1,000,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to undertake higher cost condition projects at our maintained schools where the schools do not have the income to fund the works. These works are to prevent the deterioration of the Council's school building stock and to ensure they remain fit for purpose.

This scheme is to be funded from Government grant.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C5 Re-development of Delaware, Priory and Viking - £9,500,000

17/18 - £300,000

18/19 - £2,900,000

19/20 - £6,300,000

20/21 - £0

This scheme is for the re-development of Priory and Delaware Residential Care homes and the Viking Day Centre for people with a learning disability. In order for the Council to proceed with the preferred option it would need to enter into procurement contracts for design and build and new facilities.

This scheme is in addition to the £2,052,000 budget already in the approved capital programme funded from corporate borrowing. The level of capital investment is likely to be around £11.5 million but the exact level of investment would be determined ultimately through the market testing of the procurement.

This scheme is to be funded by £2,000,000 of capital receipts generated through the sale of surplus sites, with the remainder funded by corporate borrowing. The full financing costs of the borrowing will be met from a leasing cost for the new buildings paid for by the new Adult Social Care Local Authority Trading Company.

Sub-Total Department for People

£30,500,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

DEPARTMENT FOR PLACE

A – CORE ICT INFRASTRUCTURE - £1,160,000

C6 ICT - Central Government IT Security Compliance - £150,000

17/18 - £75,000

18/19 - £75,000

19/20 - £0

20/21 - £0

This scheme is to create additional security and to procure products that keep the Council's business architecture up to date with Public Services Network (PSN) compliance and legislation. The scheme is to include full versions of the latest security software and techniques to provide adequate protection against Cyber Security, Ransomware and Data-Loss attack.

This scheme is to be funded from corporate borrowing.

C7 ICT - Core Application and Database Migration - £75,000

17/18 - £75,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to support the migration of core corporate applications and their databases to the newly built ICT infrastructure (which includes computers, storage and networks). If existing applications are not migrated they will not benefit from the speed the new infrastructure affords and the older infrastructure will become increasingly more expensive.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C8 ICT – Enterprise Agreement - £640,000

17/18 - £80,000

18/19 - £280,000

19/20 - £280,000

20/21 - £0

This is an increase the existing Enterprise Agreement scheme and is to renew the Council's desktop operating and office systems as the Council is currently two versions behind on Windows 7. Features like Windows 10 and Office 2016 will require further licensing commitments alongside other collaboration components. The scheme is to prepare for the end of support of current arrangements for desktop and office services in January 2020. Currently there is an annual provision for this scheme which needs increasing from £200,000 p.a. to £280,000 p.a. and to continue into years 18/19 onwards.

This scheme is to be funded from corporate borrowing.

C9 ICT - Southend Network Monitoring Equipment - £60,000

17/18 - £40,000

18/19 - £20,000

19/20 - £0

20/21 - £0

This scheme is enable live views of the new Council Giga-bit Network including the Data Centre, Tickfield and potentially a new Intelligence Hub. Increased reliance on the Council's borough-wide network in a Digital City will require proactive software to monitor faults before serious failure occurs. Not doing this will mean potential loss of school business, unacceptable network outages at Council buildings across the Borough and loss of reputation going forward as we increase reliance on automation of Council services.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C10 ICT - Upgrade of Capacity of Internet - £150,000

17/18 - £150,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to upgrade the capacity of the Council's internet provision, its libraries and the schools which sign up to the 1 gig Dark Fibre infrastructure offering. Now that the network providing connectivity to the Council's site and most schools in the Borough has been upgraded to 1 gig by City Fibre there is an associated need to upgrade the internet link from our Internet Service Provider (ISP). It is estimated that £50,000 of additional one-off revenue budget would be needed in 2017/18, which is accounted for in the Council's budget.

This scheme is to be funded from corporate borrowing.

C11 ICT - Mobile Working and Enterprise Mobility - £85,000

17/18 - £85,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to purchase new remote mobility software to allow working from home and in the borough securely and with increased staff uptake (including using older previously incompatible applications). It includes the installation of new technology for accessing apps on more devices remotely and compliance with Government standards around security.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

B – CORPORATE ICT BUSINESS TRANSFORMATION - £700,000

C12 ICT - Phones Migration and Re-Tender - £80,000

17/18 - £80,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to transition the Council to mobile or soft phone telephony and release back office desktop phones for the majority of staff. This will aid mobile working and home working in line with the digital culture of a 21st Century workforce.

This scheme is to be funded from corporate borrowing.

C13 ICT - Digitally Enable the Council Offices - £120,000

17/18 - £80,000

18/19 - £40,000

19/20 - £0

20/21 - £0

This scheme is to digitally enable the Council Offices for conferencing, collaboration and paperless meetings in line with the needs of the 21st Century Public Servant. The scheme will include the installation of conferencing equipment on each floor in Civic 1 and the installation of wall mounted screens in meeting rooms for sharing information on-screen.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C14 ICT - Delivery of Phase 1 of “Smart City Journey” - £500,000

17/18 - £0

18/19 - £500,000

19/20 - £0

20/21 - £0

This scheme is to deliver Phase 1 of the ambitions contained in the Council’s “Smart City Journey” which identifies both immediate and longer term opportunities for the Borough. The aims of Phase 1 are to provide:

- an Intelligence Hub/Centralised Control Room for Council/Borough;
- the provision of a data warehouse;
- the progression of a number of “Smart” pilots (proof of concept)
- the provision of an Open Data solution.

This scheme is to be funded from corporate borrowing.

C – DEPARTMENTAL ICT BUSINESS TRANSFORMATION - £635,000

C15 ICT - Upgrade of Enterprise Resource Planning (ERP) system - £75,000

17/18 - £75,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to upgrade the Unit4 ERP system to ‘Business World On!’ to support the Council’s payroll, procurement and general ledger requirements. Without the upgrade the system would ultimately become out of supported versions resulting in failed PSN status and development of the system would stagnate.

This scheme is to be funded from the Agresso reserve.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C16 ICT – Childrens and Adult Social Care – Development of the Liquid Logic Case Management System - £560,000

17/18 - £300,000

18/19 - £260,000

19/20 - £0

20/21 - £0

This scheme is to invest in the additional modules of the newly acquired Liquidlogic Care Management System in Adults and Children's' Social Care, to further empower individuals, partners and social care front line staff as well as support social care finance staff by improving processes. The aim is to maximise the potential of the system, which will support a whole system transformational approach to change and include community groups, health and social care. It is estimated that £50,000 of additional revenue budget would be needed for support and maintenance and hosting, which will be funded by the People Department's existing budget. This scheme is in addition to the £2,035,000 budget already in the approved capital programme, funded from corporate borrowing.

This scheme is to be funded from corporate borrowing.

D – OTHER PLACE SCHEMES - £19,260,000

C17 Travel Centre – Bus Service Provision in the Town Centre - £50,000

17/18 - £50,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is for door replacement and security improvements at the travel centre.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C18 Wheeled Sports Facility Central Southend Area - £250,000

17/18 - £0

18/19 - £25,000

19/20 - £225,000

20/21 - £0

This scheme is to provide a concrete surfaced wheeled sports facility within the central Southend area to cater for users of varied ages and skill levels. This is to reduce the perceived nuisance of skaters and other wheeled sports activities in the town centre by providing a dedicated facility for this type of activity in the central area. The cost of the facility will depend on the location and the size of the facility.

This scheme is to be funded from corporate borrowing.

C19 Resort Assets - £50,000

17/18 - £50,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to provide commercial space in the form of 'beach hut' buildings on Southend Pier, rickshaw type bikes for the visitor offer and a shelter on City Beach. Adding to the visitor experience and income opportunities the Pier would host two commercial 'huts' offering goods and services throughout the season along with a small fleet of rickshaws to provide transport options. The other element is a contemporary shelter to offer summer shade and rain protection on City beach responding to business and visitor requests.

This scheme is to be funded from the capital reserve.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C20 Southend Pier – Pier Pavilion Platform Detailed Design (Gateway Review One) - £250,000

17/18 - £125,000

18/19 - £125,000

19/20 - £0

20/21 - £0

This scheme is to progress a preferred option for developing the Pavilion Deck of the Pier including detailed design and submission of planning and listed building consents. The Pavilion Deck offers the greatest potential to develop income generating uses on the pier and should the project not be progressed the Pavilion Deck will continue to be an underused asset.

Should the Pavilion Deck not be developed this Gateway Review could no longer be deemed capital and would need to be charged to revenue.

This scheme is to be funded from corporate borrowing.

C21 Southend Pier – Bearing Refurbishment - £1,000,000

17/18 - £500,000

18/19 - £500,000

19/20 - £0

20/21 - £0

This scheme is to undertake a planned programme of works of bearing refurbishment along gridlines 3 and 4 in order to clean and un-seize pile caps thereby reducing the risk of future pile cap failures. This is to address issues identified in the 'Southend Pier – Assessment of Pile Cap Fractures Interim Report – September 2016'.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C22 Southend Pier – Timber Outer Pier Head - £8,000,000

17/18 - £500,000

18/19 - £5,000,000

19/20 - £2,500,000

20/21 - £0

This scheme is to reconstruct the timber outer pier head as recommended following a structural review of the area. Following storm damage in 2015 sections of the lower timber deck were removed and a detailed examination has been undertaken of the exposed structure. This has identified a requirement to rebuild the area of the Pier Head due to its condition.

This scheme is to be funded from corporate borrowing.

C23 Southend Pier – Structural Works - £500,000

17/18 - £0

18/19 - £0

19/20 - £0

20/21 - £500,000

This scheme is to deliver a continuing planned approach to addressing the condition works identified within the 'Southend Pier – Specific Condition Survey May 2014' and subsequent surveys thereby reducing the requirement for urgent and/or reactive condition works. This scheme is in addition to the £4,196,000 budget already in the approved capital programme for the years 16/17 to 19/20, funded from corporate borrowing.

This scheme is to be funded from corporate borrowing.

C24 Southend Pier – Prince George Extension (Phase Two) - £1,500,000

17/18 - £0

18/19 - £750,000

19/20 - £750,000

20/21 - £0

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

This scheme is to complete essential structural reinforcement works to the Prince George Extension of the pier. This is in addition to the £1,176,000 budget already in the approved capital programme, funded from corporate borrowing. Detailed investigations have identified that this funding will only enable elements of the deterioration of the Prince George Extension to be addressed. This work is being focussed on the area beneath the RNLI Lifeboat Station and the area immediately adjacent to the Pier Head.

This scheme is to be funded from corporate borrowing.

C25 Southend Pier – Pier Entrance Enhancement - £300,000

17/18 - £250,000

18/19 - £50,000

19/20 - £0

20/21 - £0

This is a scheme to reconfigure the Western side of the Pier Entrance. The scheme sees the re-occupation by the Council of the area currently used as an amusement arcade to enable the whole Pier Entrance area to be re-configured to create a much more welcoming space for visitors which also presents opportunities for visitor information, displays and small events to be held. The scheme will also deliver an area for refreshments which can be used by the public and in particular, visitors waiting for pier trains.

This scheme is to be funded from corporate borrowing.

Further New Investment in Southend Pier:

Year:	17/18	18/19	19/20	20/21	Total
Amount (£):	1,375,000	6,425,000	3,250,000	500,000	11,550,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C26 Energy Projects - £250,000

17/18 - £125,000

18/19 - £125,000

19/20 - £0

20/21 - £0

This scheme is for feasibility studies to investigate and demonstrate the opportunity for income generation, expenditure savings and to demonstrate the benefits of the following:

- Tidal and wave energy generation on the pier. Separate studies would be needed as tidal energy is more advanced than wave energy at present and are separate industries, although connected by both using the power of the sea. The deployment of both tidal and wave will be subject to a constraint that no additional load is to be placed on the Pier with devices generally tethered to the sea bed rather than the pier;
- Drainage sensors - to investigate, trial and install sensors in drains, gullies and sustainable drainage systems owned by the Council and Anglian Water to learn what happens with water flows to determine the most economic way to manage excess water events and to reduce surface water flooding. An element of this will be funded by Anglian Water;
- Solar PV and battery energy - to install solar PV panels on the roofs and/or batteries in selected buildings operated by the Council and others where the life of the building is likely to be more than 25 years.

This scheme is to be funded from the capital reserve with an element to be funded from third party contributions.

C27 CCTV Equipment Renewal - £420,000

17/18 - £420,000

18/19 - £0

19/20 - £0

20/21 - £0

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

This scheme is to upgrade the Council's CCTV system to support the Southend Community Safety Partnership, cover crime and disorder hotspots and assist the police to respond to and investigate incidents. This project is to replace 92 analogue CCTV cameras with modern digital units and to reinstall one further camera. In addition the scheme will include up to 20 dark fibre cables to enable connectivity to the existing camera network and potential future growth.

This scheme is to be funded from corporate borrowing.

C28 Improved Car Park Signage and Guidance Systems - £485,000

17/18 - £275,000

18/19 - £185,000

19/20 - £25,000

20/21 - £0

This scheme is to develop and improve the car park signage (including Variable Message Signs) for the whole Borough and to introduce new signage especially for other seafront car parks.

This scheme is to be funded from corporate borrowing.

C29 Car Parking in the Town Centre and Central Seafront - £5,000,000

17/18 - £250,000

18/19 - £2,500,000

19/20 - £2,000,000

20/21 - £250,000

This scheme is to review options and provide additional car park capacity at sites in the south of the Central Southend area.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C30 Improving Resilience of the Borough to Flooding from Extreme Weather Events - £250,000

17/18 - £250,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to reduce the effect of extreme rainfall on the Borough to provide resilience to changing weather patterns. This would deliver short term measures and plan for the medium and longer term. There would be a further bid next year to continue delivery of short term measures once the outcome of this work is known.

This scheme is to be funded from corporate borrowing.

C31 Cliffs Pavilion – External Cladding- £320,000

17/18 - £320,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to replace the decaying mosaic tiles on the external wall of the building with cladding. The mosaic tiles have been in place since the Cliffs Pavilion was built in the mid-1960s and the bonding to the structural frame is failing, resulting in falling tiles. The work will not require any closure of the theatre but will require scaffolding around parts of the building and car parking and access requirements will need to be taken into consideration.

This scheme is to be funded from corporate borrowing.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C32 Chase Sports and Fitness Centre - Light Fitting Replacement - £70,000

17/18 - £70,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to upgrade and replace the light fittings in the main sports hall and upper gym. The condition survey carried out in April 2015 identified the lighting in the main sports hall as urgent and in need of immediate attention. The gym lighting was described as essential work required within one year to prevent further deterioration.

This scheme is to be funded 29% from external contributions and 71% from corporate borrowing.

C33 Southend Cliffs - Replacement of Handrails - £45,000

17/18 - £45,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to replace handrails along the Cliffs area as they are in a poor state of repair. The cost of the project is for materials only and assumes installation by the grounds maintenance team, if an external contractor is used the cost will need to increase.

This scheme is to be funded from the capital reserve.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

C34 Southend Leisure and Tennis Centre - Building Management System (BMS) Control - £100,000

17/18 - £100,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is replace the current manual system which is not being used with an automatic system. Installing an automatic system will enable heating and cooling to operate in accordance with pre-programmed times when needed.

This scheme is to be funded from corporate borrowing.

C35 Palace Theatre Boilers Replacement - £125,000

17/18 - £125,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to replace the current boilers The heating systems and boilers were identified as an issue in the Council's condition surveys, with a recommendation of replacement. The controls and control panel were also identified at this time as being in need of replacement at the same time as the boilers.

This scheme is to be funded from corporate borrowing.

C36 Palace Theatre – Replacement of Asbestos Stage Safety Curtain - £100,000

17/18 - £25,000

18/19 - £75,000

19/20 - £0

20/21 - £0

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

This scheme is to ensure that the fire safety curtain meets the appropriate health & safety standards. Listed building consent is required for this work.

This scheme is to be funded from corporate borrowing.

C37 Replacement and Upgrade of Parks Furniture - £120,000

17/18 - £30,000

18/19 - £30,000

19/20 - £30,000

20/21 - £30,000

This scheme is to provide an annual provision for the replacement of furniture at parks and open spaces across the borough including litterbins, dog bins, signage and fencing. The project will include a review of the style and number of waste receptacles used and the development of a signage strategy to be used in all public open spaces across the town. The reviews will lead the replacement of the inadequate parks furniture and fences currently in place with more appropriate and lower maintenance options.

This scheme is to be funded from corporate borrowing.

C38 Sidmouth Park - Replacement of Play Equipment - £75,000

17/18 - £75,000

18/19 - £0

19/20 - £0

20/21 - £0

This scheme is to replace the old play equipment which is nearing the end of its current life.

This scheme is to be funded from corporate borrowing.

Sub-Total Department for Place

£21,755,000

TOTAL CAPITAL SCHEMES - GENERAL FUND

£52,885,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

HOUSING REVENUE ACCOUNT

C39 HRA Future Programme – £6,200,000

17/18 - £0

18/19 - £0

19/20 - £0

20/21 – £6,200,000

The investment relates to

- the continuance of completing the Decent Homes programme to bring the housing stock to decency levels;
- energy efficiency and health & safety works;

This scheme is to be wholly funded through the HRA by the Major Repairs Allowance.

TOTAL CAPITAL SCHEMES – HOUSING REVENUE ACCOUNT **£6,200,000**

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

SCHEMES SUBJECT TO EXTERNAL FUNDING APPROVAL

C40 Local Growth Fund (LGF) – £42,630,000

**17/18 – Airport Business Park: £10,440,000, Better Queensway:
£2,000,000**

**18/19 - Airport Business Park: £9,440,000, Better Queensway:
£10,375,000**

19/20 - Better Queensway: £10,375,000

20/21 - £0

This scheme is to deliver a range of significant infrastructure interventions which contribute towards economic prosperity of the borough which are aligned with Council priorities. There are two non-transport schemes which may require Council match funding which are at different stages in the LGF process:

Airport Business Park - £19,880,000

Better Queensway - £22,750,000

These projects are all Council priorities with budgets reflected elsewhere, however the commitment to match funding is required in order to secure the funding (where successful) and successfully deliver the outputs detailed in the business cases.

This scheme is to be funded 100% from Government grant.

Sub-Total Schemes Subject to External Funding approval £42,630,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

The annual profile of this total investment would be as follows;

Year	General Fund £'000	Housing Revenue Account £'000	Total £'000	Schemes Subject to External Funding Approval £'000
2017/18	6,055	0	6,055	12,440
2018/19	21,436	0	21,436	19,815
2019/20	20,689	0	20,689	10,375
2020/21	4,705	6,200	10,905	0
TOTAL	52,885	6,200	59,085	42,630

The annual funding for this total investment would be as follows;

Year	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding ⁽¹⁾ £'000	Housing Revenue Account Self-Funded £'000	Total £'000	Schemes Subject to External Funding Approval £'000
2017/18	4,440	0	1,045	570	0	6,055	12,440
2018/19	14,413	1,200	4,023	1,800	0	21,436	19,815
2019/20	10,100	6,300	4,289	0	0	20,689	10,375
2020/21	2,992	0	1,713	0	6,200	10,905	0
TOTAL	31,945	7,500	11,070	2,370	6,200	59,085	42,630

Note 1- Capital receipts or revenue contributions to capital including from earmarked reserves

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

The funding by total cost of scheme would be as follows;

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C1	Priority Works	500	0	0	0	0	500
C2 C5	Replacement of the Boiler at Southend Crematorium	130	0	0	0	0	130
	Department of the Chief Executive Total:	630	0	0	0	0	630
C3	Secondary School Expansion Programme	10,000	0	10,000	0	0	20,000
C4	School Refurbishment Programme	0	0	1,000	0	0	1,000
C5	Re-development of Delaware, Priory and Viking	0	7,500	0	2,000	0	9,500
	Department for People Total:	10,000	7,500	11,000	2,000	0	30,500
C6	ICT - Central Government IT Security Compliance	150	0	0	0	0	150
C7	ICT - Core Application and Database Migration	75	0	0	0	0	75
C8	ICT – Enterprise Agreement	640	0	0	0	0	640
C9	ICT - Southend Network Monitoring Equipment	60	0	0	0	0	60

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C10	ICT - Upgrade of Capacity of Internet	150	0	0	0	0	150
C11	ICT - Mobile Working and Enterprise Mobility	85	0	0	0	0	85
	A - Core ICT Infrastructure Total	1,160	0	0	0	0	1,160
C12	ICT - Phones Migration and Re-Tender	80	0	0	0	0	80
C13	ICT - Digitally Enable the Council Offices	120	0	0	0	0	120
C14	ICT - Delivery of Phase 1 of "Smart City Journey"	500	0	0	0	0	500
	B - Corporate ICT Business Transformation Total	700	0	0	0	0	700
C15	ICT - Upgrade of Enterprise Resource Planning (ERP) system	0	0	0	75	0	75
C16	ICT – Childrens and Adult Social Care – Development of the Liquid Logic Case Management System	560	0	0	0	0	560
	C - Departmental ICT Business Transformation Total	560	0	0	75	0	635

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

No.	Scheme name	General Fund Borrowing	General Fund Borrowing where financing costs to be met from savings/income generation	General Fund External Funding	General Fund Existing Funding	Housing Revenue Account Self-Funded	Total
		£'000	£'000	£'000	£'000	£'000	£'000
C17	Travel Centre – Bus Service Provision in the Town Centre	50	0	0	0	0	50
C18	Wheeled Sports Facility Central Southend Area	250	0	0	0	0	250
C19	Resort Assets	0	0	0	50	0	50
C20	Southend Pier – Pier Pavilion Platform Detailed Design (Gateway Review One)	250	0	0	0	0	250
C21	Southend Pier – Bearing Refurbishment	1,000	0	0	0	0	1,000
C22	Southend Pier – Timber Outer Pier Head	8,000	0	0	0	0	8,000
C23	Southend Pier – Structural Works	500	0	0	0	0	500
C24	Southend Pier – Prince George Extension (Phase Two)	1,500	0	0	0	0	1,500
C25	Southend Pier – Pier Entrance Enhancement	300	0	0	0	0	300
C26	Energy Projects	0	0	50	200	0	250
C27	CCTV Equipment Renewal	420	0	0	0	0	420

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C28	Improved Car Park Signage and Guidance Systems	485	0	0	0	0	485
C29	Increasing Car Park Capacity in the Town Centre and Central Seafront	5,000	0	0	0	0	5,000
C30	Improving Resilience of the Borough to Flooding from Extreme Weather Events	250	0	0	0	0	250
C31	Cliffs Pavilion – External Cladding	320	0	0	0	0	320
C32	Chase Sports and Fitness Centre – Light Fitting Replacement	50	0	20	0	0	70
C33	Southend Cliffs: Replacement of Handrails	0	0	0	45	0	45
C34	Southend Leisure and Tennis Centre: Building Management System (BMS) Control	100	0	0	0	0	100
C35	Palace Theatre Boilers Replacement	125	0	0	0	0	125
C36	Palace Theatre – Replacement of Asbestos Stage Safety Curtain	100	0	0	0	0	100

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C37	Replacement and Upgrade of Parks Furniture	120	0	0	0	0	120
C38	Sidmouth Park: Replacement of Play Equipment	75	0	0	0	0	75
68	D – Other Place Schemes Total	18,895	0	70	295	0	19,260
	Department for Place Total:	21,315	0	70	370	0	21,755
	General Fund Total:	31,945	7,500	11,070	2,370	0	52,885
C39	HRA Future Programme	0	0	0	0	6,200	6,200
	HRA Total:	0	0	0	0	6,200	6,200
	TOTAL GF AND HRA	31,945	7,500	11,070	2,370	6,200	59,085

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2017/18 to 2020/21

Schemes Subject to External Funding Approval:

No.	Scheme name	General Fund Borrowing	General Fund Borrowing where financing costs to be met from savings/income generation	General Fund External Funding	General Fund Existing Funding	Housing Revenue Account Self-Funded	Total
		£'000	£'000	£'000	£'000	£'000	£'000
C40	Local Growth Fund	0	0	42,630	0	0	42,630
	Schemes Subject to External Funding Approval Total:	0	0	42,630	0	0	42,630

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Department of the Chief Executive							
Tickfield - Creating Capacity	C10687	2					2
Perimeter Security Improvements	C10791	7					7
	Total Council Buildings	9					9
Airport Business Park	C10261	3,520	3,000	7,228			13,748
Seaways - HCA Condition Funding	C10656		170				170
Civic East Car Park Redevelopment	C10748			1,019	3,000	1,685	5,704
Commercial Property Investment	C10749		1,000	2,000	2,000	1,000	6,000
Demolition of Leigh Cliffs Public Toilets	NEW	15					15
East Beach Café Project	C10644	32					32
Herbert Grove Security	NEW	10					10
Library Car Park Reconstruction and Enhancement	C10750	49	4,000	1,150			5,199
New Beach Huts Phase 2	C10631		109				109
Pier Arches toilets - waterproofing solution	C10734	30					30
Porters Civic House and Cottage	C10571	9					9
Porters Civic House - Repairs to Building	C10657	2					2
Ropers Farm Cottages - water supply	C10840	45					45
Seaways Development Enabling Works	C10643	4	3				7
Toilet Refurbishment Thorpe Hall Avenue	C10703	92					92
Urgent Works To Property	C10181	41					41
Warrior Square Gardens Kiosk	C10823	5					5
	Total Asset Management	3,854	8,282	11,397	5,000	2,685	31,218
Regeneration	C10747	500					500
Commercial Property	C10751		500	500			1,000
Ground Penetrating Radar	C10745	142					142
	Total Better Queensway	642	500	500			1,642
Cremator Hearth Replacement	C10677	34					34
Crematorium Re-Quip (Mercury)	C10055	16					16
Cremated Remains Plots	C10754	90					90
Essential Crematorium/Cemetery Equipment	C10572	175					175
Mercury Emissions Testing Equipment	C10753	20					20
New Burial Ground	C10054	80					80
Pergola Walk Memorial Scheme	C10755	370					370
Replacement Boiler at Southend Crematorium	NEW		130				130
	Total Cemeteries & Crematorium	785	130				915
Priority Works	C10121	191	488	500	500	500	2,179
	Total Priority Works	191	488	500	500	500	2,179
	Total Department of the Chief Executive	5,481	9,400	12,397	5,500	3,185	35,963

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Department for People							
Community Capacity	C10526	291	291				582
Dementia Friendly Environments	C10598	30					30
Mental Health Funding Stream	C10184	75					75
Priory House - Condition Works	C10693	20					20
Transforming Care Housing	C10689	165					165
LATC - Delaware and Priory	C10621	100	994	4,158	6,300		11,552
Total Adult Social Care		681	1,285	4,158	6,300		12,424
Disabled Facilities Grant	C10145	800	800	743			2,343
Empty Dwelling Management	C10020	228	275				503
PSH Works in Default - Enforcement Work	C10503	136	100				236
Private Sector Renewal	C10146	305	450	450			1,205
Warmer Healthy Homes Expenditure	C10255	18					18
Total General Fund Housing		1,487	1,625	1,193			4,305
AHDC Short Breaks for Disabled Children	C10282	64					64
Total Children & Learning Other Schemes		64					64
Bournes Green Junior Boiler	New		135				135
Bournes Green Junior Roof	C10771	168					168
Chalkwell Infants Hall/Kitchen Windows	New		23				23
Chalkwell Infants Main Building Windows	New		45				45
Chalkwell Infants Roof	New		12				12
Earls Hall Ducts and Pipework	C10711	59	68				127
Edwards Hall Roofs	C10713	70					70
Earls Hall Roof Drainage	C10772	28					28
Fairways Fire Alarm	New		42				42
Friars Boilers	C10773	150					150
Friars Curtain Walling	C10532	14					14
Friars Fire Systems Replacement	C10647	35					35
Future condition projects	C10024	127	142				269
Futures Heating and Pipe Ducts	C10714	5	168				173
Hamstel Juniors Fire Systems (H&S)	C10790	34					34
Hamstel Junior Windows	C10774	168					168
Kingsdown Fire System Upgrade	C10775	39					39
Prince Avenue Fire Systems and Rewire	C10650	48					48
Richmond Roof	New		17				17
Thorpedene Boiler	C10717	11					11
West Leigh Infant Roofs	C10718	44					44
Total Condition Schemes		1,000	652				1,652

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	288					288
Total Devolved Formula Capital		288					288
Expansion of 2 yr old Childcare Places	C10558	10	62				72
School Improvement and Provision of School Places	C10475	9,296	7,778	8,195	8,579	3,425	37,273
School Refurbishment Programme	New		1,000				1,000
St Helens to FE	C10618	1,049					1,049
St Marys East	C10617	666					666
Total Primary and Secondary School Places		11,021	8,840	8,195	8,579	3,425	40,060
Total Department for People		14,541	12,402	13,546	14,879	3,425	58,793

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Department for Place							
ASO Machinery Purchase	C10731	4					4
Belfairs Golf Course - Drainage	C10552	2					2
Belfairs Swim Centre H & S	C10623	47					47
Belfairs Woodland Centre Project	C10502	75					75
Belton Hills Steps	C10777	3	1,497				1,500
Central Museum Works	New		150	100			250
Chalkwell Park and Priory Park Tennis Courts	C10682	52					52
Chase Sports & Fitness Centre - Fire Alarm	C10732	4					4
Chase Sports and Fitness Centre - Lighting Fitting Replacement	New		70				70
Cliffs Pavilion - External Cladding	New		320				320
Cliffs Pavilion - External Works above Maritime Room	C10695	97					97
Cliffs Pavilion - Refurbishmen of passenger lift	C10692	17					17
Cliffs Pavilion - Replacement floor in auditorium	C10670	6					6
Cliffs Pavilion undercroft piping replacement – urgent works	C10722	99					99
Energy Improvements in Culture Property Assets	C10565	119					119
Hard Surface Path Improvements	C10566	28					28
Library Review	C10624	199	250				449
"Make Southend Sparkle" Initiative	C10778	10	10	10			30
New Museum - Gateway Review	C10776	56	1,500				1,556
Palace Theatre - Air Handling Units	C10782	25	215				240
Palace Theatre Boilers Replacement	New		125				125
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	New		25	75			100
Palace Theatre - Replacement of External Windows	C10725	55					55
Parks Land Drainage - Belfairs Park	C10680	8					8
Parks Land Drainage - Southchurch Park	C10681	10					10
Parks land drainage - Blenheim Park	C10694	1					1
Playground Gates	C10779	50	80				130
Priory Park Water Main	C10625	29					29
Prittlewell Prince Research	C10043		38				38
Prittlewell Prince Storage	C10696	120					120
Pump Priming Budget	C10044		100	233			333
Replacement and Upgrade of Parks Furniture	New		30	30	30	30	120
Replacement of Play Equipment	C10780	50	50	50			150
Sidmouth Park - Replacement of Play Equipment	New		75				75
Southchurch Park Bowls Pavillion	C10739		20				20
Southchurch Park Lighting	C10591	5					5
Southchurch Park Tow Path	C10781	20	230				250
Southend Cliffs - Replacement of Handrails	New		45				45
Southend Leisure & Tennis Centre - Air Handling Units	C10783	375					375

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Southend Leisure and Tennis Centre - Building Management System (BMS) Control	New		100				100
Southend Leisure & Tennis Centre - Refurbishment of Lift	C10627	18					18
War Memorials within the Borough	C10569	32					32
Wheeled Sports Facility Central Southend Area	New			25	225		250
Total Culture		1,616	4,930	523	255	30	7,354
Barracuda Replacement	C10756		30				30
DEFRA Inspire III	C10640		4				4
Digitisation of Paper Records	NEW		150				150
GCSx Mail Update	C10766	11					11
ICT Priority Works	C10767		100				100
ICT - Core Application and Database Migration	NEW		75				75
ICT Capita One Enhancements/Developments	C10633	20					20
ICT Core Infrastructure	C10575	1,899					1,899
ICT - Central Government IT Security Compliance	NEW		75	75			150
ICT - Delivery of Phase 1 of "Smart city Journey"	NEW			500			500
ICT - Digitally Enable the Council Offices	NEW		80	40			120
ICT Enterprise Agreement	C10636	64	280	280	280		904
ICT E-Procurement Solution	C10635	5	29				34
ICT - Mobile Working and Enterprise Mobility	NEW		85				85
ICT - Phones Migration and Re-Tender	NEW		80				80
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	C10637	1,353	982	260			2,595
ICT Rolling Replacement Programme	C10576	156	200	200	200		756
ICT - Southend Network Monitoring Equipment	NEW		40	20			60
ICT - Upgrade of Capacity of Internet	NEW		150				150
ICT - Upgrade of Enterprise Resource Planning (ERP) System	NEW		75				75
IT Human Resources Case Management System	C10679	3	17				20
Mobile Device End Point Protection Replacement	C10768		90				90
Pier and Foreshore ICT Improvement Programme	C10698	152					152
Place - Business Transformation in End to End Reporting	C10757	325	375				700
Place - Culture - Hardware in Libraries	C10764	50					50
Place - Culture and Enterprise and Tourism - EPOS System	C10758	30					30
Place - Culture and Enterprise and Tourism - Events Booking System	C10759	50					50
Place - Enterprise, Regeneration and Tourism - Upgrade of Pier Network Infrastructure	C10762	50					50
Replacement and Enhancement to Cash Receiving System	C10578	21					21
Replacement of Remote Working Solution	C10769	100					100
Software Licencing	C10426	268	320	320	320		1,228
Web Development	C10763	30					30
Websense Replacement	C10770		30				30
Wireless Access Point Upgrade	C10760	30					30
Wireless Borough/City Deal	C10580	16	340				356
Total ICT Programme		4,633	3,607	1,695	800		10,735

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
City Deal - Incubation Centre	C10668		44				44
Three Shells Lagoon	C10658	1,669					1,669
Pier Hill Lifts Replacement	C10737	294					294
Property Refurbishment Programme	C10626	506	500	500	500		2,006
Resorts Assets	NEW		50				50
Total Enterprise, Tourism & Regeneration		2,469	594	500	500		4,063
Southend Pier - Bearing Refurbishment (Phase One)	NEW		500	500			1,000
Southend Pier - Condition Works	C10697	666	910	1,135	1,485		4,196
Southend Pier - Pier Entrance Enhancement	NEW		250	50			300
Southend Pier - Pier View Gallery	C10855		200				200
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	NEW		125	125			250
Southend Pier - Prince George Extension Works (Phase One)	C10038	200	976				1,176
Southend Pier - Prince George Extension (Phase Two)	NEW			750	750		1,500
Southend Pier - Structural Works	NEW					500	500
Southend Pier - Timber Outer Pier Head	NEW		500	5,000	2,500		8,000
Total Southend Pier		866	3,461	7,560	4,735	500	17,122
Cliff Slip Investigation Works	C10784	190					190
Cliff Stabilisation - Clifton Drive	C10683	345					345
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	186	250	3,420	500		4,356
Improving Resilience of the Borough to Flooding from Extreme Weather Events	NEW		250				250
Southend Shoreline Strategy	C10843	160					160
Total Coastal Defence and Foreshore		881	500	3,420	500		5,301
Carriageways and Footways Improvements	C10786	1,000	1,000	1,000	1,000		4,000
Cinder Path	C10115	17	75	727			819
Gaist Highways Asset Management Project	C10785	80					80
Highways Maintenance - Potholes	C10588	65	167	65	65	65	427
Highways Planned Maintenance Investment	C10029	390	662				1,052
Street Lighting Renewal	C10061	8,071	2,485				10,556
Total Highways & Infrastructure		9,623	4,389	1,792	1,065	65	16,934
Car Park Infrastructure Improvements	C10787	100	300				400
Car Parks Upgrade	C10151	134					134
Car Parking in the Town Centre and Central Seafront	NEW		250	2,500	2,000	250	5,000
Improved Car Park Signage and Guidance Systems	NEW		275	185	25		485
Total Parking Management		234	825	2,685	2,025	250	6,019

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
S106 3 Acacia Drive - education	C10835		27				27
S106 Airport 0901960 Fulm - Open Space	C10799	7					7
S106 Audley Court 0200874 Ful	C10276		10				10
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727		2				2
S106 Avenue Works 1401968AMDT - Public Art	C10801	15					15
S106 Ajax Works 0300130ful	C10199	2	1	3			6
S106 Bellway Prittlebrook - education	C10724		306				306
S106 - College London Rd	C10203	8					8
S106 Dairy Crest 1400340AMDT	C10741		202				202
S106 Essex House 1500521FULM - bus stop improvement	C10793	3					3
S106 Essex House 1500521FULM - education	C10794		34				34
S106 Former College 1000225FUL	C10207	11					11
S106 Garrison 0000777 Deposit - information boards	C10811	5					5
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812		10				10
S106 Garrison 0000777 Deposit - rubbish clearance	C10822	1					1
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815		6				6
S106 Garrison 0000777 Depost - CCTV	C10810	1					1
S106 Garrison Park Store	C10188	1					1
S106 High Works Shoe Garrison	C10213		2				2
S106 Land North Of Ambleside	C10201	2					2
S106 22-23 The Leas - eductation	C10831		41				41
S106 Lifstan Way 0000273 Out	C10269	3	8	72			83
S106 910 London Road 0901899 ful	C10479	1					1
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816		2				2
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	527					527
S106 North Shoebury Road 0301504out - Public Art	C10819	46	45				91
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820	33	33	33	231		330
S106 53 Pavilion Dr 0701870OUTM	C10652		128				128
S106 Premier Inn 1300835FULM	C10653	10					10
S106 87 Rectory Gr 1101018FULM	C10581		155				155
S106 Saxon Lodge 1401744BC4M – education	C10795		16				16
S106 Seec 0200500ful	C10073		104				104
S106 18-22 Southchurch Rd - education	C10839		8				8
S106 Sunlight Ldry 1400411FULM	C10686		2				2
S106 Sunlight Ldry 1400411FULM - Public Art	C10821	14					14
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796		15				15
S106 Univ H-Way0401561ful	C10196	42					42
S38/S278 Airport 0901960 Fulm	C10275	10	91				101
S278 Health & Beaumont House	C10792	1					1
S78 Bellway Homes 14/00943/fulm	C10730	1	13				14
S38 Fossetts Farm Bridleway	C10193	20	95				115
S38 Garrison NBP Road Supp Fee	C10267	10	12				22

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
S38 Inspection Magazine Rd	C10190	5					5
Total S106 & S38 Agreements		779	1,368	108	231		2,486
LTP (Integrated Transport block) - Bridge Strengthening	C10512	304	370	350	350	350	1,724
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	417	400	400	400	400	2,017
LTP (Integrated Transport block) - Better Networks	C10671	521	400	400	400	400	2,121
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	595	400	400	400	400	2,195
LTP (Integrated Transport block) - Traffic Control Systems	C10470	201	201	201	201	201	1,005
LTP - Maintenance	C10076	925	868	621	621	621	3,656
LTP - Maintenance - Street Lighting	C10708	50		150	150	150	500
Total Local Transport Plan		3,013	2,639	2,522	2,522	2,522	13,218
Local Growth Fund - A127 Growth Corridor	C10699	4,272	2,105	4,440	6,120		16,937
Local Growth Fund - Local Sustainable Transport Fund	C10700	124					124
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701	705	920	2,120	2,220		5,965
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702	985	2,000	2,000	2,000		6,985
Total Local Growth Fund		6,086	5,025	8,560	10,340		30,011
A127 Junction Improvements	C10553	416					416
HCA Progress Road	C10254	19					19
Southend Transport Model	C10058	75					75
Travel Centre - Bus Service Provision in the Town Centre	New		50				50
Total Transport		510	50				560
CCTV Equipment Renewal	New		420				420
Total Community Safety			420				420
Beecroft and Central Museum Energy Project	C10738	795	200				995
Civic Centre Boilers - Low Loss Header	C10676	20					20
Energy Efficiency Projects	C10788	50	750	125			925
LED Lighting - Civic Centre Underground Car Park	C10662	19					19
LED Lighting - University Square Car Park	C10844	75					75
Solar PV Projects	C10789	50	910				960
Southend Adult Community College Energy Project	C10664	256					256
Schools and Council Buildings Solar PV	C10740	217					217
Temple Sutton School Energy Project	C10665	83	200				283
Total Energy Saving		1,565	2,060	125			3,750
Total Department for Place		32,275	29,868	29,490	22,973	3,367	117,973
Total General Fund Capital Schemes		52,297	51,670	55,433	43,352	9,977	212,729

Scheme	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Housing Revenue Account (HRA)							
Bathroom Refurbishment	C10161	368					368
Central Heating	C10162	700					700
Common Areas Improvement	C10168	1,660	570				2,230
Environmental - H&S works	C10163	590	400				990
Kitchen Refurbishments	C10164	416					416
Rewiring	C10165	31					31
Roofs	C10166	952					952
Windows and Doors	C10167	202					202
Future Programme (MRA & Decent Homes)	C10298		6,200	5,800	6,200	6,200	24,400
Total Decent Homes Programme		4,919	7,170	5,800	6,200	6,200	30,289
HRA Disabled Adaptations - Major Adaptations	C10015	450					450
HRA Disabled Adaptations - Minor Adaptations	C10257	50					50
Total Council House Adaptions		500					500
Sheltered Housing DDA works	C10177	345					345
Total Sheltered Housing Remodelling		345					345
S106 New Build 32 Byron Avenue	C10584	6					6
S106 HRA Land Review	C10685	41					41
Total S106 Funded HRA Projects		47					47
Construction of New Housing on HRA Land	C10684	2,461					2,461
Southchurch Avenue Hostel Improvement	C10834	109					109
Strategic acquisition of tower block leaseholds	C10614	500					500
Total Other HRA		3,070					3,070
Total HRA Capital Schemes		8,881	7,170	5,800	6,200	6,200	34,251
TOTAL PROPOSED CAPITAL PROGRAMME		61,178	58,840	61,233	49,552	16,177	246,980

Total Capital Programme 2017/18 to 2020/21: 185,802

General Fund Schemes Subject to External Funding Approval	Project code	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Local Growth Fund - Airport Business Park	New		10,440	9,440			19,880
Local Growth Fund - Better Queensway	New		2,000	10,375	10,375		22,750
Total Local Growth Fund			12,440	19,815	10,375		42,630
Total GF Schemes Subject to External Funding Approval			12,440	19,815	10,375		42,630

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Southend-on-Sea Borough Council

Agenda
Item No.

7

Report of Corporate Management Team

to
Cabinet

on
19 January 2017

Report prepared by: Ian Ambrose
Group Manager, Financial Management

Fees & Charges 2017/18
All Scrutiny Committees
Executive Councillor: Councillor John Lamb
A Part 1 Public Agenda Item

1 Purpose of Report

To consider the detailed fees and charges for services in 2017/18 included in the budget proposals for 2017/18.

2 Recommendation

That the Cabinet recommend that the proposed fees & charges for each Department as contained within the body of this report and the appendices be approved by Council.

3 Background

3.1 Income from fees and charges are an important part of the Council's overall financial strategy and assist in the overall balancing of the budget. Clearly the scope to increase fees or charges is determined by a number of factors, of which the most important are: strategic desirability, government direction, elasticity of demand for services, and impact on service users. There is no prescribed increase in individual fees and charges, although the medium term financial strategy assumes a 2% increase in net income collected (yield) from general price increases. Some proposed savings are also predicated on discreet increases over and above the assumed 2% increase in yield or new charges, and have been included within the schedules.

3.2 Members are asked to note

3.2.1 Allotments – there is no increase in charge for 2017/18. However given the yearlong notice period required before any increase, the schedule proposes an increase for 2018/19.

- 3.2.2 Pier & Foreshore – there has been a rationalisation of foreshore charges, removing redundant charges.
 - 3.2.3 Regulatory – similarly redundant charges have been removed. The annual licensing fee for Tables and Chairs outside cafés and restaurants has also been removed.
 - 3.2.4 Bereavement Services – there has been a rationalisation of the fee structure for burials, and the introduction of new fees for new service offerings.
 - 3.2.5 Council Tax Penalties – a new set of statutory charges are proposed for the failure to provide certain information to the Council within 21 days of the change occurring.
 - 3.2.6 Corporate Venues – there has been a complete overhaul of the charging structure for hire of various meetings rooms at the Civic Centre and at Tickfield to allow for a more competitive and consistent offering. As a result any prior year comparative has been made redundant. Discretionary discounts may also be negotiated for regular, combination and / or multiple block booking.
 - 3.2.7 General – the schedules show both the proposed monetary and percentage increase for each charge. Where a new charge is proposed, this is flagged accordingly.
- 3.3 Car parking fees - there are no proposals to increase parking charges this year. However, as a result of representations received and the outcome of the Steer Davies Gleave study, the opportunity has been taken to reduce charges for long stay parking along the seafront and in the town centre. At the same time, it is expected that the review of the parking permits will also free up more spaces for visitors. This is expected to encourage visitors to spend more time at seafront and town centre, assisting local economy and reducing parking pressure during busy summer days/months. Other parking charges and permits proposals are:-
- 3.3.1 Introduction of charges along currently free bays along the sections of Eastern Esplanade (East of No 65 to Warwick Road), Thorpe Esplanade (from Warwick Road to Thorpe Hall Avenue) and Ness road (from opposite No 59 to 144/146) for consistency along these roads. There will be residents' permits at a reduced price of £50 per annum.
 - 3.3.2 Annual permits along seafront car parks are withdrawn and replaced with "winter only weekday only" permits between 1 November to 31 March, to enable more capacity for visitors in the summer.
 - 3.3.3 It is proposed to Introduce limits for permits (percentages) based on the level of use of the car parks, encouraging more permits for the underused car parks and restricting the numbers at high demand / yield car parks.
 - 3.3.4 Recognising the needs of the Beach Hut owners, introduce new permits for them to park at nearby car parks.
 - 3.3.5 Introduce seasonal charges and permits at Shoebury Common and East Beach car parks to encourage greater use.
 - 3.3.6 Residents' permits fees for on-street parking in the town centre and sections of seafront are being reduced from £100 to £50 per annum.
 - 3.3.7 Introducing charging non-resident blue badge holder in car parks.
 - 3.3.8 Permit year will run from 1 April to 31 March.
 - 3.3.9 Introducing fixed £3 per day parking fee at the Civic Centre Complex and Beecroft at the weekend.

- 3.3.10 The seasonal summer and winter tariffs are maintained along central seafront and in response to representations received free parking after 6pm is also to continue.
- 3.3.11 The district car parks tariffs remain the same except for a reduction in the long stay parking charges and clarification that there will be free parking on Sundays and that a cap will be placed on the maximum number of permits. Furthermore, an opportunity has been taken to enable residents and businesses to buy parking permits through new flexible annual, quarterly and monthly permits.
- 3.3.12 With respect to the Town Centre car parks, Sunday charging times have been clarified to apply only from 11am to 5pm.
- 3.3.13 It is further proposed not to issue any permits for parking along the Central seafront area between Southchurch Avenue and Western Esplanade to enable greater capacity for visitors and permits in Seafront car parks will only be available during winter months (1 November to 31 March).
- 3.3.14 The charges for the existing special comprehensive, comprehensive, and all town centre car parks permits remain unchanged.
- 3.3.15 Introduce limited waiting restrictions (maximum 6 hours with prohibited return within 4 hours) at Priory Park, Chalkwell Park and Eastwood Park.

3.4 The Council is also commissioning a parking strategy which will undertake a fundamental review of the current parking provision, with the aim of maintaining the economic vitality of the town centre, future parking need and charges.

3.5 Where fees are subject to VAT, the rate of 20% has been incorporated into these proposals.

3.6 In addition some charges made by the Council are set by statute and therefore they are not at the discretion of the Council; these are clearly marked in the attached charges.

4 Proposals for 2017/18

4.1 Proposals for fees and charges for 2017/18 are set out in the Appendices to this report.

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

5 Other Options

No other options were considered. This report merely brings together the proposals for fees and charges, be they statutory or discretionary.

6 Reasons for Recommendations

Part of the process of maintaining a balanced budget includes a requirement to consider the contribution that fees and charges make towards that aim. This report is in fulfilment of that requirement.

7 **Appendices**

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

FEES AND CHARGES

2017/18

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
1	Charge per day for lunch at day centres - main course	2.70		2.70	3.00		3.00	0.30	11.11%
2	Charge per day for lunch at day centres - pudding	1.00		1.00	1.00		1.00	0.00	0.00%
3	Charge for tea/snacks at day centres	0.50		0.50	0.50		0.50	0.00	0.00%
4	Maximum charge to user per week for home care/daycare	Full Cost of Service			Full Cost of Service				
5	Forecast average unit cost of all home care per hour	14.10		14.10	14.10		14.10	0.00	0.00%
6	Maximum charge per session (day) for day service	Full Cost of Service			Full Cost of Service				
7	Transport	2.00		2.00	2.00		2.00	0.00	0.00%
8	Minimum client contrib for OP long stay res care per week	128.90		128.90	131.48		131.48	2.58	2.00%
9	Minimum charge for adult long stay res care per week 18-24	66.75		66.75	68.08		68.08	1.33	1.99%
10	Minimum charge for adult long stay res care per week 25-59	82.30		82.30	83.95		83.95	1.65	2.00%
12	Administration Fee for Deferred Payment Scheme	495.00		495.00	525.00		525.00	30.00	6.06%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Private Sector Housing Charges									
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	850.00		850.00	900.00		900.00	50.00	5.88%
2	Mandatory Licence of House in Multiple Occupation - each additional letting	50.00		50.00	50.00		50.00	0.00	0.00%
3	Improvement Notice	500.00		500.00	550.00		550.00	50.00	10.00%
4	Energy Performance Certificate Enforcement	200.00		200.00	200.00		200.00	0.00	0.00%
5	Immigration Inspection - initial visit	160.00		160.00	175.00		175.00	15.00	9.38%
6	Immigration Inspection - each subsequent visit	60.00		60.00	60.00		60.00	0.00	0.00%
7	Hazard Awareness Notice	500.00		500.00	550.00		550.00	50.00	10.00%
8	Prohibition Order	500.00		500.00	550.00		550.00	50.00	10.00%
9	Emergency Prohibition Order	500.00		500.00	550.00		550.00	50.00	10.00%
10	Remedial Action Notice	500.00		500.00	550.00		550.00	50.00	10.00%
11	Emergency Remedial Action Notice	500.00		500.00	550.00		550.00	50.00	10.00%
12	Demolition Order	500.00		500.00	1,000.00		1,000.00	500.00	100.00%
13	Clearance Area	500.00		500.00	1,000.00		1,000.00	500.00	100.00%
14	Interim Management Order	1,200.00		1,200.00	1,250.00		1,250.00	50.00	4.17%
15	Each additional unit above 6 units	50.00		50.00	50.00		50.00	0.00	0.00%
16	Final Management Order	1,200.00		1,200.00	1,250.00		1,250.00	50.00	4.17%
17	Each additional unit above 6 units	50.00		50.00	50.00		50.00	0.00	0.00%
18	Interim Empty Dwelling Management Order	800.00		800.00	900.00		900.00	100.00	12.50%
19	Final Empty Dwelling Management Order	800.00		800.00	900.00		900.00	100.00	12.50%
20	Works in Default undertaken	30% of cost of works in default		30% of cost of works in default					
21	Court of Protection Assistance (charged per hour)	35.00		35.00	35.00		35.00	0.00	0.00%
22	Monetary Penalty for failure to join an Ombudsman Scheme under the Redress Schemes for Lettings Agency and Property Management Work (England) Order 2014	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
23	Monetary Penalty for failure to comply with requirement to install smoke or carbon monoxide alarms under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
24	Interest charged by PSH on outstanding fees	Statutory Interest (8%) + Base Rate		Statutory Interest (8%) + Base Rate					

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
ALLOTMENTS									
The rents for allotment plots within Southend-on-Sea have not had an increase since 1st April 2012. As set out in the current fees and charges the rent for non-concessions is £4.00 per rod. The Allotments Act and our tenancy agreement, require a years notice to be served outside the growing season on all allotment tenants advising of the changes to rents. It is proposed to inform all allotment tenants before the 25th March 2017 that Allotment rents are to be change as set out in the table below from 1st April 2018. These changes to the rents will be the first in five years									
1	Per 5.5m ² (rod) (plus water recharged at current rates)	4.00		4.00	4.50		4.50	0.50	12.50%
2	Per 5.5m ² (rod) (plus water recharged at current rates) – Senior (born before 1 April 1952)	2.00		2.00	2.25		2.25	0.25	12.50%
3	Per 5.5m ² (rod) (plus water recharged at current rates) – Advantage Card C	2.00		2.00	2.25		2.25	0.25	12.50%
4	Per 5.5m ² (rod) (plus water recharged at current rates) – Under 18	2.00		2.00	2.25		2.25	0.25	12.50%
5	Edwards Hall Leisure Garden (plus water recharged at current rates)– Allotments	32.00		32.00	36.00		36.00	4.00	12.50%
6	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (born before 1 April 1952)	16.00		16.00	18.00		18.00	2.00	12.50%
7	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	16.00		16.00	18.00		18.00	2.00	12.50%
8	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - under 18	16.00		16.00	18.00		18.00	2.00	12.50%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
ATHLETICS									
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)	3,056.00		3,056.00	3,120.00		3,120.00	64.00	2.09%
2	SLTC (Monday - Friday half day)	115.00	23.00	138.00	116.67	23.33	140.00	2.00	1.45%
3	SLTC (Monday - Friday evening)	89.17	17.83	107.00	90.83	18.17	109.00	2.00	1.87%
4	SLTC (Weekend, half day rate)	175.83	35.17	211.00	179.17	35.83	215.00	4.00	1.90%
5	SLTC (Per Hour up to Max 2 hours)	29.50	5.90	35.40	30.00	6.00	36.00	0.60	1.69%
6	SLTC (Monday - Friday 1 Hour)	23.50	4.70	28.20	24.00	4.80	28.80	0.60	2.13%
7	SLTC - Flood lights (per hour)	18.33	3.67	22.00	18.75	3.75	22.50	0.50	2.27%
8	SLTC – Equipment (hurdles, high jump, pole vault)	38.33	7.67	46.00	39.17	7.83	47.00	1.00	2.17%
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)	6.58	1.32	7.90	6.67	1.33	8.00	0.10	1.27%
10	SLTC - Casual Adult	3.08	0.62	3.70	3.17	0.63	3.80	0.10	2.70%
11	SLTC - Casual Junior & Concession	1.42	0.28	1.70	1.50	0.30	1.80	0.10	5.88%
BOWLS (PARKS)									
12	Season Ticket 7 day Resident	130.00	26.00	156.00	132.50	26.50	159.00	3.00	1.92%
13	Season Ticket 7 day Resident - Advantage Card C	65.00	13.00	78.00	66.67	13.33	80.00	2.00	2.56%
14	Season Ticket 7 day Resident Senior (born before 1 April 1952)	83.83	16.77	100.60	85.83	17.17	103.00	2.40	2.39%
15	Season Ticket 7 day Resident Senior (born before 1 April 1952) Advantage Card C	41.92	8.38	50.30	42.50	8.50	51.00	0.70	1.39%
16	Season Ticket Non Resident	154.17	30.83	185.00	154.17	30.83	185.00	0.00	0.00%
17	Season Ticket Non Resident (born before 1 April 1952)	118.33	23.67	142.00	118.33	23.67	142.00	0.00	0.00%
50% discount for first time season ticket holder									
18	Season Ticket 7 day Resident	65.00	13.00	78.00	66.67	13.33	80.00	2.00	2.56%
19	Season Ticket 7 day Resident - Advantage Card C	32.50	6.50	39.00	33.33	6.67	40.00	1.00	2.56%
20	Season Ticket 7 day Resident Senior (born before 1 April 1952)	41.92	8.38	50.30	42.50	8.50	51.00	0.70	1.39%
21	Season Ticket 7 day Resident Senior (born before 1 April 1952) Advantage Card C	20.96	4.19	25.15	21.67	4.33	26.00	0.85	3.38%
22	Season Ticket Non Resident	77.08	15.42	92.50	77.08	15.42	92.50	0.00	0.00%
23	Season Ticket Non Resident (born before 1 April 1952)	59.17	11.83	71.00	59.17	11.83	71.00	0.00	0.00%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Other Bowls Charges									
24	Cadet Season Ticket Resident 16 & under	24.58	4.92	29.50	25.00	5.00	30.00	0.50	1.69%
25	Cadet Season Ticket Resident 16 & under - Advantage Card C	11.83	2.37	14.20	12.08	2.42	14.50	0.30	2.11%
26	Cadet Season Ticket Non Resident 16 & under	35.83	7.17	43.00	35.83	7.17	43.00	0.00	0.00%
27	Per Hour (per person)	3.75	0.75	4.50	3.75	0.75	4.50	0.00	0.00%
28	Per Hour (per person)-Advantage Card AB	3.33	0.67	4.00	3.33	0.67	4.00	0.00	0.00%
29	Per Hour (per person)-Advantage Card C	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
30	Per Hour 16 and Under (per person)	0.92	0.18	1.10	1.00	0.20	1.20	0.10	9.09%
31	Per Hour 16 and Under (per person) Advantage Card AB	0.92	0.18	1.10	1.00	0.20	1.20	0.10	9.09%
32	Per Hour 16 and Under (per person) Advantage Card C	0.50	0.10	0.60	0.58	0.12	0.70	0.10	16.67%
33	Two Hour Game (Per Person)	6.83	1.37	8.20	7.00	1.40	8.40	0.20	2.44%
34	Two Hour Game (Per Person)- Advantage Card AB	6.25	1.25	7.50	6.42	1.28	7.70	0.20	2.67%
35	Two Hour Game (Per Person)- Advantage Card C	3.42	0.68	4.10	3.50	0.70	4.20	0.10	2.44%
36	Rink hire - Visiting Club (2 hour maximum)	15.33	3.07	18.40	15.67	3.13	18.80	0.40	2.17%
37	County Matches - Visiting Club - No charge								
38	Member of visiting club (per game) (collected by host club)	3.08	0.62	3.70	3.17	0.63	3.80	0.10	2.70%
39	Annual license fee per bowling green (22 weeks)	5,202.00		5,202.00	5,306.00		5,306.00	104.00	2.00%
CRICKET									
40	Cat A (season every Saturday/Sunday)	3,240.00		3,240.00	3,305.00		3,305.00	65.00	2.01%
41	Cat A (season every Saturday/Sunday) with Council pavilion	3,991.00		3,991.00	4,070.00		4,070.00	79.00	1.98%
42	Cat B (season every Saturday/Sunday)	2,052.00		2,052.00	2,093.00		2,093.00	41.00	2.00%
43	Cat A (season every weekday - 1 day)	2,609.00		2,609.00	3,681.00		3,681.00	1,072.00	41.09%
44	Cat A (season every weekday - 1 day) with Council pavilion	2,734.00		2,734.00	2,789.00		2,789.00	55.00	2.01%
45	CAT B (season every weekday - 1 day)	1,384.00		1,384.00	1,412.00		1,412.00	28.00	2.02%
46	Cat A (season every weekday - 1 evening)	1,384.00		1,384.00	1,412.00		1,412.00	28.00	2.02%
47	Cat A (season every weekday - 1 evening) with Council Pavilion	1,394.50		1,394.50	1,422.00		1,422.00	27.50	1.97%
48	Cat B (season every weekday - 1 evening)	903.00		903.00	921.00		921.00	18.00	1.99%
49	Cat A (casual all day - 11.00 a.m.)	162.50	32.50	195.00	165.83	33.17	199.00	4.00	2.05%
50	Cat A (casual all day - 11.00 a.m.) with Council pavilion	170.83	34.17	205.00	174.17	34.83	209.00	4.00	1.95%
51	Cat B (casual all day - 11 a.m.)	128.33	25.67	154.00	130.83	26.17	157.00	3.00	1.95%
52	Cat A (casual half day - 2.00 p.m.)	124.17	24.83	149.00	126.67	25.33	152.00	3.00	2.01%
53	Cat A (casual half day - 2.00 p.m.) with Council pavilion	128.33	25.67	154.00	130.83	26.17	157.00	3.00	1.95%
54	Cat B (casual half day - 2.00 p.m.)	85.83	17.17	103.00	88.33	17.67	106.00	3.00	2.91%
55	Cat A (casual evening - 6.00 p.m.)	62.50	12.50	75.00	63.75	12.75	76.50	1.50	2.00%
56	Cat A (casual evening - 6.00 p.m.) with Council pavilion	68.00	13.60	81.60	69.17	13.83	83.00	1.40	1.72%
57	Cat B (casual evening - 6.00 p.m.)	43.33	8.67	52.00	44.17	8.83	53.00	1.00	1.92%
58	Cat A (casual Sunday & Bank Holiday afternoon)	162.50	32.50	195.00	165.83	33.17	199.00	4.00	2.05%
59	Cat A (casual Sunday & Bank Holiday afternoon) with Council	170.83	34.17	205.00	174.17	34.83	209.00	4.00	1.95%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
60	Cat B (casual Sunday & Bank Holiday afternoon)	137.50	27.50	165.00	140.00	28.00	168.00	3.00	1.82%
61	Cat A (casual Sunday & Bank Holiday all day)	209.17	41.83	251.00	213.33	42.67	256.00	5.00	1.99%
62	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	128.33	25.67	154.00	130.83	26.17	157.00	3.00	1.95%
63	Cat B (casual Sunday & Bank Holiday all day)	170.83	34.17	205.00	174.17	34.83	209.00	4.00	1.95%
64	Cricket Pitch junior practice (half day)	24.17	4.83	29.00	25.00	5.00	30.00	1.00	3.45%
65	Cat A (Sunday a.m. youth on Saturday wicket)	34.17	6.83	41.00	35.00	7.00	42.00	1.00	2.44%
66	Cat B (Sunday a.m. youth on Saturday wicket)	28.33	5.67	34.00	29.17	5.83	35.00	1.00	2.94%
67	Chalkwell Park artificial wicket (casual)	27.50	5.50	33.00	28.33	5.67	34.00	1.00	3.03%
68	Artificial wicket (season)	1,924.00		1,924.00	1,963.00		1,963.00	39.00	2.03%
GOLF									
69	18 Holes (Monday-Friday)	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%
70	18 Holes (Monday-Friday) Advantage Card AB	13.50	2.70	16.20	13.50	2.70	16.20	0.00	0.00%
71	18 Holes (Monday-Friday) Advantage Card C	12.00	2.40	14.40	12.00	2.40	14.40	0.00	0.00%
72	Twilight (Monday - Friday) 9 holes	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
73	18 Holes (Saturday, Sunday & Bank Holidays)	18.33	3.67	22.00	18.75	3.75	22.50	0.50	2.27%
74	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card AB	16.50	3.30	19.80	16.83	3.37	20.20	0.40	2.02%
75	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card C	13.33	2.67	16.00	13.58	2.72	16.30	0.30	1.88%
76	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	9.17	1.83	11.00	9.33	1.87	11.20	0.20	1.82%
77	18 Holes (Monday-Friday Senior)	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%
78	18 Holes (Monday-Friday 18 and Under)	8.33	1.67	10.00	8.33	1.67	10.00	0.00	0.00%
79	18 Holes (Monday-Friday Senior) Advantage Card AB	9.00	1.80	10.80	9.00	1.80	10.80	0.00	0.00%
80	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
81	18 Holes (Monday-Friday Senior) Advantage Card C	8.00	1.60	9.60	8.00	1.60	9.60	0.00	0.00%
82	18 Holes (Monday-Friday 18 and Under) Advantage Card C	6.67	1.33	8.00	6.67	1.33	8.00	0.00	0.00%
83	Twilight 9 Holes (Monday-Friday Senior)	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
84	Twilight 9 Holes (Monday-Friday 18 and Under)	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
85	Off Peak (Monday-Friday)	11.67	2.33	14.00	11.67	2.33	14.00	0.00	0.00%
86	Off Peak (Saturday, Sunday & Bank Holidays)	16.67	3.33	20.00	17.08	3.42	20.50	0.50	2.50%
87	Off Peak (Monday - Friday, Senior/ 18 and Under)	7.92	1.58	9.50	8.08	1.62	9.70	0.20	2.11%
88	Lesson Ticket	1.67	0.33	2.00	1.75	0.35	2.10	0.10	5.00%
89	Lesson Ticket (Golf Foundation Under 18)	0.83	0.17	1.00	0.92	0.18	1.10	0.10	10.00%
90	Lesson Ticket (Golf Foundation Under 18)-Advantage Card AB	0.67	0.13	0.80	0.67	0.13	0.80	0.00	0.00%
91	Lesson Ticket (Golf Foundation Under 18)-Advantage Card C	0.50	0.10	0.60	0.50	0.10	0.60	0.00	0.00%
92	Practice Ticket	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
93	Season Ticket 7 Day Resident	595.00	119.00	714.00	606.67	121.33	728.00	14.00	1.96%
94	Season Ticket 7 Day Resident Advantage Card C	523.33	104.67	628.00	533.33	106.67	640.00	12.00	1.91%
95	Season Ticket 7 Day Non-Resident	653.33	130.67	784.00	653.33	130.67	784.00	0.00	0.00%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
96	Season Ticket 5 Day Resident before 5.00 pm Senior (born before 1 April 1952)	297.50	59.50	357.00	303.33	60.67	364.00	7.00	1.96%
97	Season Ticket 5 Day Resident before 5.00 pm Senior (born before 1 April 1952) -Advantage Card C	255.00	51.00	306.00	260.00	52.00	312.00	6.00	1.96%
98	Season Ticket 5 Day Non-Resident before 5.00 pm Senior (born before 1 April 1952)	382.50	76.50	459.00	382.50	76.50	459.00	0.00	0.00%
99	Season Ticket 5 Day Resident	402.50	80.50	483.00	410.83	82.17	493.00	10.00	2.07%
100	Season Ticket 5 Day Resident Advantage Card C	358.33	71.67	430.00	365.83	73.17	439.00	9.00	2.09%
101	Season Ticket 5 Day Non-Resident	447.50	89.50	537.00	447.50	89.50	537.00	0.00	0.00%
102	Season Ticket Student Under 18's	71.67	14.33	86.00	73.33	14.67	88.00	2.00	2.33%
103	Locker Rent (per annum)	11.25	2.25	13.50	11.25	2.25	13.50	0.00	0.00%
104	Block Booking for 2 hours	119.17	23.83	143.00	121.67	24.33	146.00	3.00	2.10%
105	Block Booking (home clubs) for 2 hours	40.83	8.17	49.00	41.67	8.33	50.00	1.00	2.04%
106	Tee Reservation (Annual School Championship)	14.58	2.92	17.50	15.00	3.00	18.00	0.50	2.86%
107	Pitch & Putt (per round) Adult	2.58	0.52	3.10	2.67	0.53	3.20	0.10	3.23%
108	Pitch & Putt (per round) Adult Advantage Card AB	2.33	0.47	2.80	2.42	0.48	2.90	0.10	3.57%
109	Pitch & Putt (per round) Adult Advantage Card C	2.08	0.42	2.50	2.17	0.43	2.60	0.10	4.00%
110	Pitch & Putt (per round) Child	1.67	0.33	2.00	1.75	0.35	2.10	0.10	5.00%
111	Pitch & Putt (per round) Child Advantage Card AB	1.50	0.30	1.80	1.58	0.32	1.90	0.10	5.56%
112	Pitch & Putt (per round) Child Advantage Card C	1.33	0.27	1.60	1.42	0.28	1.70	0.10	6.25%

112

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
RUGBY									
113	Cat A (Season - Warners/Westbarrow)	2,902.00		2,902.00	2,960.00		2,960.00	58.00	2.00%
114	Cat A (casual)	102.92	20.58	123.50	105.00	21.00	126.00	2.50	2.02%
115	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	1,071.00		1,071.00	1,092.00		1,092.00	21.00	1.96%
116	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	38.33	7.67	46.00	39.17	7.83	47.00	1.00	2.17%
117	Mini Rugby – on Senior Pitches	165.00		165.00	168.00		168.00	3.00	1.82%
FOOTBALL									
118	Cat A (season 28 weeks - weekday)	1,711.00		1,711.00	1,745.00		1,745.00	34.00	1.99%
119	Cat B (season 28 weeks - weekday)	1,104.00		1,104.00	1,126.00		1,126.00	22.00	1.99%
120	Cat C (season 28 weeks - weekday)	1,032.00		1,032.00	1,053.00		1,053.00	21.00	2.03%
121	Cat A (season 28 weeks - Saturday/Sunday)	2,011.00		2,011.00	2,051.00		2,051.00	40.00	1.99%
122	Cat B (season 28 weeks - Saturday/Sunday)	1,356.00		1,356.00	1,383.00		1,383.00	27.00	1.99%
123	Cat C (season 28 weeks - Saturday/Sunday)	1,131.00		1,131.00	1,154.00		1,154.00	23.00	2.03%
124	Cat A (casual)	92.50	18.50	111.00	94.17	18.83	113.00	2.00	1.80%
125	Cat B (casual)	55.42	11.08	66.50	56.50	11.30	67.80	1.30	1.95%
126	Cat C (casual)	42.50	8.50	51.00	43.33	8.67	52.00	1.00	1.96%
127	Youth Commemoration/Jones Memorial Grounds (season - under 18)	703.00		703.00	717.00		717.00	14.00	1.99%
128	Youth Commemoration/Jones Memorial Grounds (casual- under 18)	35.00	7.00	42.00	35.67	7.13	42.80	0.80	1.90%
129	Youth Commemoration/Jones Memorial Grounds (season - under 16)	642.00		642.00	655.00		655.00	13.00	2.02%
130	Youth Commemoration/Jones Memorial Grounds (casual- under 16)	25.50	5.10	30.60	26.00	5.20	31.20	0.60	1.96%
131	Youth Commemoration/Jones Memorial Grounds (season - under 11)	325.00		325.00	332.00		332.00	7.00	2.15%
132	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	12.50	2.50	15.00	12.92	2.58	15.50	0.50	3.33%
133	Southchurch Park Arena (Southend Manor) Season and training	5,169.00		5,169.00	5,272.00		5,272.00	103.00	1.99%
134	Mini soccer (season 28 weeks)	325.00		325.00	332.00		332.00	7.00	2.15%
135	Casual	12.50	2.50	15.00	12.92	2.58	15.50	0.50	3.33%

113

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
SYNTHETIC PITCH- WARNERS PARK									
136	Pitch per hour	49.17	9.83	59.00	50.00	10.00	60.00	1.00	1.69%
137	Floodlighting per hour	11.25	2.25	13.50	11.50	2.30	13.80	0.30	2.22%
TENNIS (Outdoor Courts Priory and Chalkwell)									
138	Annual Pass per household	23.33	4.67	28.00	TBC		TBC		
139	Annual Pass per household Advantage Card A,B,C	21.25	4.25	25.50	TBC		TBC		
PARK OR SITE EVENT HIRE									
140	Charity and Community Small	64.00		64.00	65.00		65.00	1.00	1.56%
141	Charity and Community Medium	89.00		89.00	91.00		91.00	2.00	2.25%
142	Charity and Community Large	125.00		125.00	127.50		127.50	2.50	2.00%
143	Commercial Small	287.00		287.00	293.00		293.00	6.00	2.09%
144	Commercial Medium	572.00		572.00	584.00		584.00	12.00	2.10%
145	Commercial Large	1,144.50		1,144.50	1,167.00		1,167.00	22.50	1.97%
146	Standpipe for Small Event	19.00		19.00	20.00		20.00	1.00	5.26%
147	Standpipe for Medium Event	37.00		37.00	38.00		38.00	1.00	2.70%
148	Standpipe for Large Event	59.00		59.00	60.00		60.00	1.00	1.69%
OTHER EVENTS									
149	Bandstand -Priory Park 2 hour performance and 2 hour set up fee	104.00		104.00	108.00		108.00	4.00	3.85%
150	Outdoor Fitness Classes Annual Permit	156.00		156.00	165.00		165.00	9.00	5.77%
151	Partnership events with the council free of charge								

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		£	£	£	£	£	£	£	%	
MISCELLANEOUS										
152	Key deposit (refundable)	10.00		10.00	10.00		10.00	0.00	0.00%	
153	Donated Trees	156.00		156.00	159.00		159.00	3.00	1.92%	
154	Plaque for Donated Item	131.00		131.00	134.00		134.00	3.00	2.29%	
155	Plaque for Donated Items - Advantage Card ABC	118.00		118.00	120.00		120.00	2.00	1.69%	
156	Donated Wooden Seats & Plaques	809.00		809.00	825.00		825.00	16.00	1.98%	
157	Donated Wooden Seats & Plaques Advantage Card ABC	729.00		729.00	744.00		744.00	15.00	2.06%	
158	Donated Metal Seats & Plaques	927.00		927.00	946.00		946.00	19.00	2.05%	
159	Donated Metal Seats & Plaques Advantage Card ABC	834.00		834.00	850.00		850.00	16.00	1.92%	
160	Donated Seats – Cliffs Gardens & Prittlewell Square	1,025.00		1,025.00	1,046.00		1,046.00	21.00	2.05%	
161	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	923.00		923.00	942.00		942.00	19.00	2.06%	
158	Donated Seat and Plaque - Rustic Bench	1,224.00		1,224.00	1,249.00		1,249.00	25.00	2.04%	
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	1,112.00		1,112.00	1,134.00		1,134.00	22.00	1.98%	
SPONSORED ITEMS										
160	Play equipment, sculpture, flower beds, shrubs, specimen tree planting - by negotiation									
ADVANTAGE CARDS										
161	Advantage Card: Resident Adult Category A	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%	
162	Resident Under 17/Senior (born before 1 April 1952)/Student Category B	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%	
163	Resident Adult Low Income Category C	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%	
164	Resident Under 17/Senior (born before 1 April 1952)/Student Low Income Category C	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%	
165	Family (1 adult, all children) Category A	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%	
166	Family (2 adults, all children) Category A	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%	
ACCESS GATES										
167	Access Gate Licence (5 years) for gate from private property onto	36.00		36.00	37.00		37.00	1.00	2.78%	
FLORISTRY										
168	All Arrangements	Each order based on current market price of cut flowers at time of sale.								

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
MUSEUM – SERVICE FEES									
Venue Hire - Priory & Southchurch									
169	Commercial Organisation per 4 hour session (6pm – 10pm)	459.00		459.00	500.00		500.00	41.00	8.93%
170	Voluntary Sector / Charity per 4 hour session (6pm – 10pm)	408.00		408.00	416.00		416.00	8.00	1.96%
171	Additional Hour 10pm - 11:30pm	153.00		153.00	160.00		160.00	7.00	4.58%
172	Central Museum and Beecroft Art Gallery - Weekdays cultural, educational & charitable purposes, per hour (or part)	21.00		21.00	25.00		25.00	4.00	19.05%
173	One Mayoral Charity Function Per Annum – Free of Charge.								
Weddings/Civic Ceremonies (Southchurch Hall)									
185	Tues, Wed, Thur	385.00		385.00	400.00		400.00	15.00	3.90%
186	Saturdays	560.00		560.00	600.00		600.00	40.00	7.14%
Weddings/Civil Ceremonies (Priory)									
187	Tues, Wed, Thur before 18:00 hrs	975.00		975.00	975.00		975.00	0.00	0.00%
188	Tues, Wed, Thur 18:00 to 22:00 hrs	1,250.00		1,250.00	1,300.00		1,300.00	50.00	4.00%
189	Friday & Saturday before 18:00 hrs	1,250.00		1,250.00	1,500.00		1,500.00	250.00	20.00%
190	Friday & Saturday 18:00 to 22:00 hrs	2,050.00		2,050.00	2,100.00		2,100.00	50.00	2.44%
190	Deposit	50.00		50.00	150.00		150.00	100.00	200.00%
Beecroft Art Gallery Fees									
191	Lecture Theatre (<i>Commercial organisations and Public Meetings held by Political Parties – per hour</i>)	40.80		40.80	42.00		42.00	1.20	2.94%
192	Lecture Theatre (<i>Other organisations and Non-Public Meetings of Political Parties – per hour</i>)	25.50		25.50	26.00		26.00	0.50	1.96%
193	Private View - first 2 hours	76.50		76.50	77.00		77.00	0.50	0.65%
194	Private view - subsequent hours per hour				27.00		27.00	27.00	NEW
195	Sale of works commission (30%)								
196	Open exhibition entry fee, 1 work	6.10		6.10	7.00		7.00	0.90	14.75%
197	Open exhibition entry fee, 2 works	11.20		11.20	12.00		12.00	0.80	7.14%
198	Open exhibition entry fee, 3 works	15.30		15.30	16.00		16.00	0.70	4.58%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Planaterium Fees									
199	Single Adult	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
200	Single Child/OAP	3.33	0.67	4.00	3.33	0.67	4.00	0.00	0.00%
201	Family Ticket (2 adults & 3 children)	13.33	2.67	16.00	13.33	2.67	16.00	0.00	0.00%
202	Groups (10 or more) Adult	3.42	0.68	4.10	3.42	0.68	4.10	0.00	0.00%
203	Groups (10 or more) Child	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%
204	Evening Booking Surcharge (for groups)				Market Rate				
Other Charges									
205	General Admissions - Free	No Charge			No Charge				
206	Special exhibitions & events (including Sundays)	Market Rate			Market Rate				
207	General Museum Enquiries (in-depth enquiries which requires substantial staff input)				21.25	4.25	25.50	25.50	NEW
Education Fees									
208	School group single session or planetarium per child	3.00		3.00	4.00		4.00	1.00	33.33%
209	School group two session per child (1 handling activity & Planetarium)	4.00		4.00	4.50		4.50	0.50	12.50%
210	School group three session per child (1 handling activity, Planetarium & Walk)	4.90		4.90	5.50		5.50	0.60	12.24%
211	School loans, per 3 boxes per month	Market Rate			Market Rate				
212	School Outreach -Single Session per child plus travelling fee - £20	3.00		3.00	4.00		4.00	1.00	33.33%
213	School Outreach - Two session per child plus travelling fee -£20	4.00		4.00	7.00		7.00	3.00	75.00%
214	School Outreach -Three session per child plus travelling fee - £20	4.90		4.90	9.00		9.00	4.10	83.67%
215	Guided Walks				5.00		5.00	5.00	NEW
CHARGES FOR PHOTOGRAPHY									
216	Computer Database photos (SID) printouts – per image	Market Rate			Market Rate				
217	A4 printout from SID – per image on photographic paper	Market Rate			Market Rate				
218	Scanned images on CD from originals – per image	Market Rate			Market Rate				

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
PHOTOGRAPHIC REPRODUCTION CHARGES- COMMERCIAL									
219	For book jackets/covers			Market Rate			Market Rate		
220	For book/magazine illustrations			Market Rate			Market Rate		
Cliff Lift Return Journey									
221	Adult	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
222	Child / Concession	0.42	0.08	0.50	0.42	0.08	0.50	0.00	0.00%
223	Family Ticket (5 people, min 1 child)	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
LIBRARY SERVICE FEES									
Reservations – each item reserved on adult ticket									
224	Charge for obtaining items not on ELAN and not suitable for purchase	2.80		2.80	3.00		3.00	0.20	7.14%
Charges for searches by staff: Time spent reporting the results of a search will be charged in addition to time spent searching.									
225	General Enquiries	21.25	4.25	25.50	21.25	4.25	25.50	0.00	0.00%
226	Family History,Census & Parish Register Enquiries - Charges equivalent to those made by ERO - Chelmsford								
Fines – Books, Compact Discs and Cassettes									
227	Charge for each day issuing library is open	0.15		0.15	0.20		0.20	0.05	33.33%
228	Maximum Charge for each loan (a renewal is a new loan)	6.00		6.00	10.00		10.00	4.00	66.67%
Recorded Sound									
229	Music: Compact Disc hire (3 week loan)	1.10		1.10	1.10		1.10	0.00	0.00%
230	Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	1.10		1.10	1.10		1.10	0.00	0.00%
231	Adults: 3 to 7 cassettes/CD's (3 week loan)	1.60		1.60	1.60		1.60	0.00	0.00%
232	Adults: 8 or more cassettes/CD's (3 week loan)	1.60		1.60	1.60		1.60	0.00	0.00%
233	All spoken word for children Free of Charge								
234	Language Courses: Single item for 3 weeks	1.10		1.10	1.10		1.10	0.00	0.00%
235	Multiple sets for 12 weeks	3.10		3.10	3.10		3.10	0.00	0.00%
DVD									
236	Feature Films Hire (DVD1): Each item/week	2.50		2.50	2.50		2.50	0.00	0.00%
237	Overdue: Item/week	2.50		2.50	2.50		2.50	0.00	0.00%
238	Maximum charge (10 weeks)	31.00		31.00	31.00		31.00	0.00	0.00%
239	Children's Fiction Video Hire (DVDC):								

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
240	Each item/week	2.00		2.00	2.00		2.00	0.00	0.00%
241	Overdue: Item/week	2.00		2.00	2.00		2.00	0.00	0.00%
242	Maximum charge (10 weeks)	25.00		25.00	25.00		25.00	0.00	0.00%
243	Non-Fiction Video Hire (DVD2):								
244	Each item/week	2.00		2.00	2.00		2.00	0.00	0.00%
245	Overdue: Item/week	2.00		2.00	2.00		2.00	0.00	0.00%
246	Maximum charge (10 weeks)	25.00		25.00	25.00		25.00	0.00	0.00%
	CD-ROM								
247	CD-ROM Hire: Each item/3 weeks	2.10		2.10	2.10		2.10	0.00	0.00%
	Music Sets and Play Sets(Essex CC Charges)								
248	Music Set hire per 4 weeks (or part of 4 weeks)								
249	Vocal scores (per score)	0.50		0.50	0.50		0.50	0.00	0.00%
250	Sheets – per set	3.00		3.00	3.00		3.00	0.00	0.00%
251	Chamber Music (3 or more parts)	3.00		3.00	3.00		3.00	0.00	0.00%
252	Orchestral set	6.00		6.00	6.00		6.00	0.00	0.00%
253	Play sets hire (3 – 15 copies)	2.50		2.50	2.50		2.50	0.00	0.00%
	Damaged or Lost Items = Admin Fee plus Replacement Cost (If no replacement cost can be found, cost will be determined by Group Manager)								
254	Admin fee	3.20		3.20	3.55		3.55	0.35	10.94%
252	Photocopies					Market Rate			

119

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
	Fax								
253	Outgoing: First page: UK & Europe	1.75	0.35	2.10	1.83	0.37	2.20	0.10	4.76%
254	Additional page	0.87	0.17	1.04	0.92	0.18	1.10	0.06	5.77%
255	First page: rest of world	2.63	0.53	3.16	2.67	0.53	3.20	0.04	1.27%
256	Additional page	1.31	0.26	1.57	1.33	0.27	1.60	0.03	1.91%
257	Faxes to ships	13.13	2.63	15.76	13.33	2.67	16.00	0.24	1.52%
258	Incoming: Each	0.87	0.17	1.04	0.92	0.18	1.10	0.06	5.77%
259	Admin charge where 'Free fax' numbers are used	1.84	0.37	2.21	2.50	0.50	3.00	0.79	35.75%
260	Print-Outs and disc copies						Market Rate		
	Premises Hire								
	<i>Commercial organisations and Public Meetings held by Political Parties – per hour</i>								
261	Meetings Room	40.80		40.80	42.00		42.00	1.20	2.94%
	<i>Other organisations and Non-Public Meetings of Political Parties – per hour</i>								
262	Meetings Room	20.00		20.00	21.00		21.00	1.00	5.00%
	<i>Ancillary Equipment (where available) – per hour</i>								
263	Cine/Slide/OHP Projector	5.67	1.13	6.80	7.00	1.40	8.40	1.60	23.53%
264	Carousel Projector/Back Projector	5.67	1.13	6.80	7.00	1.40	8.40	1.60	23.53%
265	Compact Disc/Cassette Machines	5.67	1.13	6.80	7.00	1.40	8.40	1.60	23.53%
266	TV/Video	5.67	1.13	6.80	7.00	1.40	8.40	1.60	23.53%
267	PC Projector	15.83	3.17	19.00	20.00	4.00	24.00	5.00	26.32%
	Foyer								
268	Table and 2 chairs for consultations(inc Council Departments)/clinics etc.per day or part	22.00		22.00	25.00		25.00	3.00	13.64%
	<i>Display board and table by ground floor exhibition area</i>								
269	Artists and other profit making organisations per week	27.10		27.10	28.00		28.00	0.90	3.32%
270	Charities - (non profit making) per week	12.20		12.20	12.20		12.20	0.00	0.00%
271	Strategic Partners on mutual projects - Free								

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Displays – per week									
272	Up to 75 sq. m	25.00		25.00	25.00		25.00	0.00	0.00%
273	Over 75 sq.m	44.00		44.00	44.00		44.00	0.00	0.00%
Exhibitions									
274	Display screens: Deposit	143.00		143.00	143.00		143.00	0.00	0.00%
275	Weekly hire per set	81.60		81.60	85.00		85.00	3.40	4.17%
276	Display cases or shop window displays- By Agreement								
Exhibition Space:									
<i>Exhibition of works or crafts by individual artists and craftsmen – min period of hire: 1 week - 30% or standard fee</i>									
277	Standard Fee: Forum – ½ area	40.80		40.80	42.00		42.00	1.20	2.94%
278	Standard Fee: Forum – ½ area	71.40		71.40	75.00		75.00	3.60	5.04%
279	Forum – whole area	107.00		107.00	125.00		125.00	18.00	16.82%
280	Other Libraries	30.60		30.60	35.00		35.00	4.40	14.38%
281	Private Views: First 2 hours	76.50		76.50	77.00		77.00	0.50	0.65%
282	Subsequent hours – per hour	27.00		27.00	30.00		30.00	3.00	11.11%
Internet									
283	First hour Free (additional 1 hour for Universal Credit holders if no paying customers waiting)								
284	Subsequent hours – per hour	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
Talks									
285	Community groups	15.00		15.00	15.00		15.00	0.00	0.00%
FOCAL POINT GALLERY									
Education Fees									
286	Art Classes	7.00		7.00	7.50		7.50	0.50	7.14%
287	Art Classes (10 sessions)	63.00		63.00	65.00		65.00	2.00	3.17%
288	Art Classes Siblings	5.00		5.00	5.50		5.50	0.50	10.00%
289	Art Classes Advantage Card holders	5.00		5.00	6.75		6.75	1.75	35.00%

121

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Pier Charges									
Advantage Card discounts apply. Details are available at point of sale.									
Pier Royal Pavillion									
1	Full day hire - Mon to Wed (hire includes rail tickets for all of your group)	1,000.00		1,000.00	1,200.00		1,200.00	200.00	20.00%
2	Full day hire - Thur to Sun (hire includes rail tickets for all of your group)	2,500.00		2,500.00	2,600.00		2,600.00	100.00	4.00%
Artists Studio									
3	Mon - Wed during normal pier hours	100.00		100.00	100.00		100.00	0.00	0.00%
4	Thur - Sun during normal pier hours	250.00		250.00	250.00		250.00	0.00	0.00%
All internal bookings for Royal Pavilion - Details on request									
Pier Entry (Walking Only)									
5	Winter (no concessions)	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
6	Summer	1.67	0.33	2.00	1.67	0.33	2.00	0.00	0.00%
7	Summer Child / Concessions	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
Pier Train Single (includes Pier Entry)									
8	Adult	3.33	0.67	4.00	3.75	0.75	4.50	0.50	12.50%
9	Child / concession	1.83	0.37	2.20	1.88	0.37	2.25	0.04	2.05%
10	Family (5 people min two children)	8.75	1.75	10.50	9.38	1.87	11.25	0.74	7.10%
Pier train return									
11	Adult	3.75	0.75	4.50	4.17	0.83	5.00	0.50	11.11%
12	Child / concession	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
13	Family (5 people min two children)	9.58	1.92	11.50	10.42	2.08	12.50	1.00	8.70%
14	Attendance Support to Families Scattering Ashes				10.00		10.00	10.00	NEW
All day rate									
Return as many times on the day train / walk									
15	Adult	5.42	1.08	6.50	5.83	1.17	7.00	0.50	7.69%
16	Concession	2.75	0.55	3.30	2.92	0.58	3.50	0.20	6.06%
17	Family	13.33	2.67	16.00	15.00	3.00	18.00	2.00	12.50%
Joining visiting ship									
18	As above rates with 20% discount								
19	Inclusive add on to theatre performance	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
	Pier Fishing								
20	Adult	5.42	1.08	6.50	5.83	1.17	7.00	0.50	7.69%
21	Child / concession	3.75	0.75	4.50	2.92	0.58	3.50	(1.00)	-22.22%
22	Any age one way only (licensed angling boat)	2.50	0.50	3.00	2.92	0.58	3.50	0.50	16.67%
	Pier fishing season tickets								
23	Adult day	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%
24	Concession day	33.33	6.67	40.00	35.42	7.08	42.50	2.50	6.25%
25	Adult night	54.17	10.83	65.00	70.83	14.17	85.00	20.00	30.77%
26	Concession night	29.17	5.83	35.00	35.42	7.08	42.50	7.50	21.43%
27	Adult Anytime	116.67	23.33	140.00	125.00	25.00	150.00	10.00	7.14%
28	Concession anytime	58.33	11.67	70.00	62.50	12.50	75.00	5.00	7.14%
	Pier season tickets (daytime only)								
33	Adult	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%
34	Concession	33.33	6.67	40.00	35.42	7.08	42.50	2.50	6.25%
	Pier head berthing								
	Private craft								
35	Up to 40 ft (12.2M)	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
36	Up to 50 ft (15.2M)	37.50	7.50	45.00	37.50	7.50	45.00	0.00	0.00%
37	Over 50 ft (15.2M)	70.83	14.17	85.00	70.83	14.17	85.00	0.00	0.00%
	Licensed passenger vessels								
38	Capacity 1-49 passengers (per visit)	37.50	7.50	45.00	37.50	7.50	45.00	0.00	0.00%
39	50+ passengers (per visit)	70.83	14.17	85.00	70.83	14.17	85.00	0.00	0.00%
40	Angling vessel embarking or disembarking passengers (per occasion)	45.83	9.17	55.00	45.83	9.17	55.00	0.00	0.00%
41	Annual License for licensed angling vessel	87.50	17.50	105.00	87.50	17.50	105.00	0.00	0.00%
	Foreshore charges								
	moorings								
42	Two tree island	191.67	38.33	230.00	191.67	38.33	230.00	0.00	0.00%
43	PLA Two tree	291.67	58.33	350.00	291.67	58.33	350.00	0.00	0.00%
44	Hadleigh Ray	208.33	41.67	250.00	208.33	41.67	250.00	0.00	0.00%
45	Running moorings	70.83	14.17	85.00	70.83	14.17	85.00	0.00	0.00%
46	Dinghy racks	33.33	6.67	40.00	33.33	6.67	40.00	0.00	0.00%
47	Two tree island lockers	45.83	9.17	55.00	45.83	9.17	55.00	0.00	0.00%

123

Description of Service		Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase		
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge		
		£	£	£	£	£	£	£	%	
Other foreshore charges										
48	Motor boat / PWC casual launching	29.17	5.83	35.00	31.67	6.33	38.00	3.00	8.57%	
49	Sailing / rowing / casual launch	12.50	2.50	15.00	14.17	2.83	17.00	2.00	13.33%	
50	Launch of kayak / canoe / paddle board				3.33	0.67	4.00	4.00	NEW	
51	Fine for non-payment of launching fees	50.00	10.00	60.00	50.00	10.00	60.00	0.00	0.00%	
Season tickets - launching										
52	Motor boat/ PWC	150.00	30.00	180.00	154.17	30.83	185.00	5.00	2.78%	
53	Club member motor boat	108.33	21.67	130.00	112.50	22.50	135.00	5.00	3.85%	
54	Sailing / rowing boat	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%	
55	Combined launching and storage	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%	
56	Launch of kayak / canoe / paddle board				25.00	5.00	30.00	30.00	NEW	
57	Boat wreck removal	Individual price on application								
58	Use of crane at Two Tree (per boat)	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%	
59	Boatman's license	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%	
60	Boat licence - up to 12 passengers	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%	
61	Boat equipment inspection	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%	
62	Test fee, boatman's license (1st class) including consultant fee	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%	
Berthing at Leigh Wharfs										
68	First day free. Per day or part day thereafter	16.67	3.33	20.00	16.67	3.33	20.00	0.00	0.00%	
69	Per day or part after 10 days	50.00	10.00	60.00	50.00	10.00	60.00	0.00	0.00%	
Use of Leigh Wharfs for lifting boats										
70	Charge per occasion	150.00	30.00	180.00	150.00	30.00	180.00	0.00	0.00%	
Beach changing huts Chalkwell Beach										
71	Summer licence (May to September)	216.67	43.33	260.00	225.00	45.00	270.00	10.00	3.85%	
72	Winter licence (October to Mar)	133.33	26.67	160.00	141.67	28.33	170.00	10.00	6.25%	
73	Weekly licence	54.17	10.83	65.00	55.83	11.17	67.00	2.00	3.08%	
Bait digging licence										
74	Adult	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%	
75	Child / OAP	12.50	2.50	15.00	12.50	2.50	15.00	0.00	0.00%	

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Event Space - use of beach areas									
76	Commercial small	280.50		280.50	285.00		285.00	4.50	1.60%
77	Commercial Medium	561.00		561.00	565.00		565.00	4.00	0.71%
78	Commercial Large	1,122.00		1,122.00	1,150.00		1,150.00	28.00	2.50%
79	Charity and Community Small	61.20		61.20	62.00		62.00	0.80	1.31%
80	Charity and Community Medium	86.70		86.70	88.00		88.00	1.30	1.50%
81	Charity and Community Large	122.40		122.40	125.00		125.00	2.60	2.12%
Southend town centre charges									
82	Commercial events	270.00		270.00	275.00		275.00	5.00	1.85%
83	Mon - Fri (per day)	535.00		535.00	540.00		540.00	5.00	0.93%
84	Sat / Sunday (per day)	1,285.00		1,285.00	1,300.00		1,300.00	15.00	1.17%
85	Weekly charge (Mon - Sun) Thurs - Sun inclusive	1,070.00		1,070.00	1,100.00		1,100.00	30.00	2.80%
86	Charities and Community Organisations (events only)	270.00		270.00	275.00		275.00	5.00	1.85%
87	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Free		Free	Free		Free		
88	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	55.00		55.00	60.00		60.00	5.00	9.09%
	Mon - Sun - All other areas (Contact Business Support for more information) Price subject to discussion regarding nature of event (£100 to £1,000)								
89	Market Pitch Fee (per 3m x 3m pitch, per day)	30.00		30.00	30.00		30.00	0.00	0.00%
Tourism charges									
Filming and photography									
90	Admin (payable by all except student film makers)	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
91	Location fee - commercial - per hour or part thereof	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%
92	Location fee - non commercial - per hour or part thereof	50.00	10.00	60.00	50.00	10.00	60.00	0.00	0.00%

125

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Food Certification									
1	Food Export Certificate	66.00		66.00	70.00		70.00	4.00	6.06%
2	Food Surrender Certificate	61.00		61.00	70.00		70.00	9.00	14.75%
3	Collect/Dispose Unfit Food (per hour)	66.00		66.00	75.50		75.50	9.50	14.39%
Environmental Protection									
4	Environmental Regulation of Industrial Processes (Local Air Pollution Control)	All Statutory Fees Published on Defra Website: https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges							
5	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	75.50		75.50	75.50		75.50	0.00	0.00%
6	Contaminated Land Enquiry	120.00		120.00	125.00		125.00	5.00	4.17%
Dog Warden Service									
7	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	72.00		72.00	72.00		72.00	0.00	0.00%
8	Plus Kennelling charge for each additional day or part day	12.00		12.00	12.00		12.00	0.00	0.00%
9	Microchipping Fee (if done by Animal Warden)	18.00		18.00	18.00		18.00	0.00	0.00%
10	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	35.00		35.00	35.00		35.00	0.00	0.00%
Trading Standards									
11	All Services (per hour)	75.50		75.50	75.50		75.50	0.00	0.00%
12	Regulatory Services - Other service request				75.50		75.50	75.50	NEW
Petroleum									
13	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	42.00		42.00	44.00		44.00	2.00	4.76%
14	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	58.00		58.00	60.00		60.00	2.00	3.45%
15	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	120.00		120.00	125.00		125.00	5.00	4.17%
16	Research on plans of disused sites				50.00		50.00	50.00	NEW
Explosives									
17	Initial Licence of premises for keeping of explosives (1 Year new Licence - additional fees apply for 2-5 years)	105.00		105.00	109.00		109.00	4.00	3.81%
18	Renewal of Licence (1 Year new Licence - additional fees apply for 2-5 years)	52.00		52.00	54.00		54.00	2.00	3.85%
19	Variation of Licence (amend name or address of site). Other variations at reasonable cost of work done by Licensing Service.	35.00		35.00	36.00		36.00	1.00	2.86%
20	Transfer or replacmenet of Licence document	35.00		35.00	36.00		36.00	1.00	2.86%
21	Licence to sell explosives all year round	500.00		500.00	500.00		500.00	0.00	0.00%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Sex Establishments									
22	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	1,350.00		1,350.00	1,350.00		1,350.00	0.00	0.00%
23	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	1,000.00		1,000.00	1,000.00		1,000.00	0.00	0.00%
24	Transfer				1,000.00		1,000.00	1,000.00	NEW
Hackney Carriage and Private Hire Licence Fees									
Vehicles Hackney Carriage									
25	1 Year	280.00		280.00	285.00		285.00	5.00	1.79%
26	From 4-8 Months	192.00		192.00	196.00		196.00	4.00	2.08%
27	Under 4 Months	100.00		100.00	102.00		102.00	2.00	2.00%
28	(Replacement Vehicle Fee)	46.00		46.00	48.00		48.00	2.00	4.35%
Vehicles Private Hire									
29	1 Year	247.00		247.00	252.00		252.00	5.00	2.02%
30	From 4-8 Months	176.00		176.00	180.00		180.00	4.00	2.27%
31	Under 4 Months	87.00		87.00	90.00		90.00	3.00	3.45%
32	(Replacement Vehicle Fee)	46.00		46.00	48.00		48.00	2.00	4.35%
Drivers									
33	Licence Fee on First Application and Knowledge Test: 3 Years (50% refund if not successful)	350.00		350.00	357.00		357.00	7.00	2.00%
34	Licence Fee on First Application and Knowledge Test: 1-2 Years (50% refund if not successful)	306.00		306.00	312.00		312.00	6.00	1.96%
35	Licence Fee on First Application and Knowledge Test: Under 1 Year (50% refund if not successful)	277.00		277.00	282.00		282.00	5.00	1.81%
36	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	7.50		7.50	7.50		7.50	0.00	0.00%
37	Licence Renewal Fee	243.00		243.00	248.00		248.00	5.00	2.06%
38	Hackney Carriage Vehicle Licence Transfer Administration Fee				50.00		50.00	50.00	NEW
Private Hire Operators									
39	5 Years	1,022.00		1,022.00	1,045.00		1,045.00	23.00	2.25%
40	Between 2 & 3 yrs	859.00		859.00	876.00		876.00	17.00	1.98%
41	Less than 2 Years	688.00		688.00	702.00		702.00	14.00	2.03%
42	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	93.00		93.00	95.00		95.00	2.00	2.15%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Replacements									
43	Driver's Badge	15.00		15.00	16.00		16.00	1.00	6.67%
44	Licence Plate	15.00		15.00	16.00		16.00	1.00	6.67%
45	Plate Holder	15.00		15.00	16.00		16.00	1.00	6.67%
46	Internal Disc	15.00		15.00	16.00		16.00	1.00	6.67%
47	Supply of Copy Licence				10.50		10.50	10.50	NEW
Registers									
48	Hackney Carriage Register of Licensees	32.00		32.00	34.00		34.00	2.00	6.25%
49	Private Hire Register of Licensees	32.00		32.00	34.00		34.00	2.00	6.25%
50	Administration fee for in year license transfer	13.00		13.00	15.00		15.00	2.00	15.38%
Safety & Licensing									
51	Skin Piercing Registration	118.00		118.00	123.00		123.00	5.00	4.24%
52	Tattoo convention - venue charge	368.00		368.00	376.00		376.00	8.00	2.17%
53	Tattoo convention - individual registration	27.00		27.00	28.00		28.00	1.00	3.70%
54	Massage Establishments - Licence	118.00		118.00	123.00		123.00	5.00	4.24%
55	Massage Establishments - Renewal	100.00		100.00	102.00		102.00	2.00	2.00%
Animal Licensing									
56	Boarding Establishment – Initial Grant; Renewal or Transfer	248.00		248.00	253.00		253.00	5.00	2.02%
57	Breeding of Dogs - Initial Grant; Renewal or Transfer	248.00		248.00	253.00		253.00	5.00	2.02%
58	Pet Shops - Initial Grant	170.00		170.00	174.00		174.00	4.00	2.35%
59	Pet Shops - Renewal or Transfer	86.00		86.00	88.00		88.00	2.00	2.33%
60	Dangerous Wild Animals – Initial Grant	423.00		423.00	432.00		432.00	9.00	2.13%
61	Dangerous Wild Animals – Renewal at existing premise	368.00		368.00	376.00		376.00	8.00	2.17%
62	Riding Establishments - Initial Grant; Renewal or Transfer	822.00		822.00	838.00		838.00	16.00	1.95%
63	Zoo (3-6 yearly by instalments) - Initial Grant; Renewal	865.00		865.00	883.00		883.00	18.00	2.08%
64	Animal Home Boarding initial grant	131.00		131.00	134.00		134.00	3.00	2.29%
65	Animal Home Boarding renewal	77.00		77.00	79.00		79.00	2.00	2.60%
66	Performing animals licence	153.00		153.00	156.00		156.00	3.00	1.96%
Access to CCTV Footage									
67	Insurance Company evidential requests	110.00	22.00	132.00	110.00	22.00	132.00	0.00	0.00%
68	CCTV Dark Screen Monitoring (excluding set up costs)				1,200.00		1,200.00	1,200.00	NEW

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Scrap Metal Dealers									
69	Scrap Metal site - New	375.00		375.00	420.00		420.00	45.00	12.00%
70	Scrap Metal site - Renewal	224.00		224.00	329.00		329.00	105.00	46.88%
71	Scrap Metal site - Variation	113.00		113.00	144.00		144.00	31.00	27.43%
72	Additional Scrap Metal site (per site)	50.00		50.00	75.00		75.00	25.00	50.00%
73	Scrap Metal Collector- New	227.00		227.00	293.00		293.00	66.00	29.07%
74	Scrap Metal Collector- Renewal	176.00		176.00	221.00		221.00	45.00	25.57%
75	Scrap Metal Collector- Variation	76.00		76.00	112.00		112.00	36.00	47.37%
76	Copy Licence	22.00		22.00	26.00		26.00	4.00	18.18%
77	Certified Copy Licence				30.00		30.00	30.00	NEW
Energy Services									
78	Energy Project Manager (Day Rate)				1,000.00		1,000.00	1,000.00	NEW
79	Sustainability Officer (Day Rate)				750.00		750.00	750.00	NEW
Waste Collection									
	The following waste collection charges are set and levied by the Council's Waste Collection Contractor. They are set out here for information purposes only.								
Garden Waste									
80	Garden Waste Sacks (roll of 10 sacks)	6.20		6.20	6.35		6.35	0.15	2.42%
81	240 litre Garden waste bin (to purchase, one off cost)	27.75		27.75	28.30		28.30	0.55	1.98%
82	52 week garden waste permit (annual payment by direct debit)	41.50		41.50	42.30		42.30	0.80	1.93%
83	52 week garden waste permit (payment by cheque/card)	49.80		49.80	50.80		50.80	1.00	2.01%
Bulky Waste									
84	1st individual bulky item	7.50		7.50	7.70		7.70	0.20	2.67%
85	2nd individual bulky item	5.00		5.00	5.10		5.10	0.10	2.00%
86	3rd individual bulky item	5.00		5.00	5.10		5.10	0.10	2.00%
87	4th individual bulky item	5.00		5.00	5.10		5.10	0.10	2.00%
88	5th individual bulky item	5.00		5.00	5.10		5.10	0.10	2.00%
	Combined items:								
89	Three piece suite	17.50		17.50	17.90		17.90	0.40	2.29%
90	Dining Table and 6 chairs	17.50		17.50	17.90		17.90	0.40	2.29%
	Max 5 items booked at any one time, other materials or more than 5 items - quotation needed								

Licensing Act 2003 (statutory fees)

Applications for new premises licences and club premises certificates, variations, and annual fees

The licence fees payable for Premises Licences and Club Premises Certificates are based upon the rateable value in the local non-domestic rating list for the time being in force. The fees payable are set in Bands, depending upon the rateable value, in accordance with the table below.

In addition to the main fees payable upon application, an annual charge is also payable on the anniversary of the date of the original grant. The relevant fee must also be submitted in respect of variation applications.

In the case of applications relating to premises in the course of construction, they are assigned to Band C. In the case of premises without a rateable value, they are assigned to Band A.

Rateable Value Bands	A	B	C	D	E
Licence or Club Premises Certificate Application Fee £	100	190	315	450	635
Variation Application Fee £	100	190	315	450	635
Annual Fee £	70	180	295	320	350

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

A multiplier applied to premises in bands D and E where they are exclusively or primarily used for carrying on the premises the supply of alcohol for consumption on the premises:-

Band	D (x 2)	E (x 3)
Licence at Club Premises Certificate application fee £	900	1905
Variation Fee £	900	1905
Annual Fee £	640	1050

The above multipliers do not apply to premises for which Club Premises Certificates are applicable.

Applications for variation of conditions applicable to a Premises Licence or a Club Premises Certificate during the transition stage (between 7th February 2005 and 6th August 2005)

In the case of variations to premises licences, where the variation relates in any way to the provision of alcohol, the following variation fees shall be payable where the application is made at the same time as the application for an initial grant of the premises licence.

Rateable value bands	A	B	C	D	E
Variation Fee £	20	60	80	100	120

No variation fee is payable during transition stage for variations of club premises certificates, where such applications are made at the same time as the application for the initial grant of the Club Premises Certificate.

Exceptionally Large Events

Where the maximum number of persons to be allowed on the premises at the same time is more than 5,000, an additional fee is payable, in accordance with table below.

Number in attendance at any one time	Additional fee for application	Subsequent annual fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Exemptions

Certain exemptions to fees apply in the case applications for premises, club premises certificates, annual fees for such premises, and related variation applications.

The exemptions cover Regulated Entertainment only, and relate to:-

- a) Educational institutions comprising schools and colleges (in specified circumstances), and
- b) Premises which form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

Gambling Act

Table of Fees for Licensed Premises 2017/18

Licensed Premises Type	Application Fee for non-conversion provisional statement premises (i.e. premises already having provisional statement)	Non-Conversion Application Fee	First Annual Fee for Premises Licence	Annual Fee
Converted Casino Premises Licence (Existing Casino)	N/A	N/A	£2,670.00	£2,670.00
Small Casino Premises Licence	£2,670.00	£7,120.00	£4,450.00	£4,450.00
Large Casino Premises Licence	£4,450.00	£8,900.00	£8,900.00	£8,900.00
Regional Casino Premises Licence	£7,120.00	£13,350.00	£13,350.00	£13,350.00
Bingo Premises Licence	£1,068.00	£3,115.00	£890.00	£890.00
Adult Gaming Centre Premises Licence	£1,068.00	£1,780.00	£890.00	£890.00
Betting Premises (Track) Licence	£845.50	£2,225.00	£890.00	£890.00
Family Entertainment Centre Premises Licence	£845.50	£1,780.00	£667.50	£667.50
Betting Premises (Other) Licence (ie Betting Shops)	£1,068.00	£2,670.00	£534.00	£534.00

Licensed Premises Type	Application Fee to Vary Licence	Application Fee to Transfer Licence	Application Fee for Re-Instatement of Licence	Application Fee for Provisional Statement
Converted Casino Premises Licence (Existing Casino)	£2,000.00	£1,201.50	£1,201.50	N/A
Small Casino Premises Licence	£3,526.00	£1,602.00	£1,602.00	£7,120.00
Large Casino Premises Licence	£4,450.00	£1,913.50	£1,913.50	£8,900.00
Regional Casino Premises Licence	£6,675.00	£5,785.00	£5,785.00	£13,350.00
Bingo Premises Licence	£1,324.32	£1,068.00	£1,068.00	£3,115.00
Adult Gaming Centre Premises Licence	£890.00	£1,068.00	£1,068.00	£1,780.00
Betting Premises (Track) Licence	£1,112.50	£845.50	£845.50	£1,900.00
Family Entertainment Centre Premises Licence	£890.00	£845.50	£845.50	£1,900.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,335.00	£1,068.00	£1,068.00	£2,670.00

Note: Application for change of circumstances to be charged at £50.00 and application for copy of licence to be charged at £25.00 for all classes of premises.

Table of Fees 2017/18 Permits etc.

Permit Type	Application Fee	Renewal Fee	Annual Fee	Transition Application fee	Variation Fee	Change of Name	Transfer Fee	Copy of Permit
Family Entertainment Centre Gaming Machine Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Prize Gaming Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Club Gaming Permit & Gaming Machine Permit	£200 (£100 for holder of Club Premises Certificate or existing part 2/part 3 Operator)	£200 (£100 where holder of Club Premises) (Ten Yearly Renewal)	£50	N/A	£100	N/A	N/A	£15
Alcohol Licensed Premises Gaming Machine Permit	£150	N/A	£50	£100	£100	£25	£25	£15
Alcohol Licensed Premises - £50 - notification fee only (for authorisation of up to 2 machines)								

Personal Licences, Temporary Events and Other Fees

The following fees are payable:-

	2016/17	2017/18
Application for a grant or renewal of personal licence	£37.00	£37.00
Temporary event notice	£21.00	£21.00
Supply of copy of licence or summary, following loss, theft, etc.	£10.50	£10.50
Application for a provisional statement where premises being built, etc.	£315.00	£315.00
Notification of change of name or address of premises licence holder	£10.50	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00	£23.00
Application for transfer of premises licence	£23.00	£23.00
Interim authority notice following death etc. of licence holder	£23.00	£23.00
Supply of copy of club premises certificate or summary, following loss, theft	£10.50	£10.50
Notification of change of name or alteration of rules of club	£10.50	£10.50
Change of relevant registered address of club	£10.50	£10.50
Supply of copy of temporary event notice, following loss, theft, etc.	£10.50	£10.50
Supply of copy of personal licence, following loss, theft, etc.	£10.50	£10.50
Fee to accompany notification of change of name or address of personal licence holder	£10.50	£10.50
Fee to accompany notice from freeholder etc. requesting to be notified of licensing matters	£21.00	£21.00

	Description of Service	Net Charge	VAT	Gross 2016/17	Proposed Net	VAT (20%)	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
	Highways & Traffic Management Services								
1	Apparatus on the highway (crane, cherry picker etc)	180.00		180.00	200.00		200.00	20.00	11.11%
2	Vehicle access onto pedestrian zone	15.00		15.00	15.00		15.00	0.00	0.00%
	Builders Skips on the Public Highway								
3	Skip Company Operators Licence - application registration	60.00		60.00	60.00		60.00	0.00	0.00%
4	Consideration of an application for permission to deposit a skip	15.00		15.00	15.00		15.00	0.00	0.00%
5	Skip Licence - for occupation of the highway up to 21 days	35.00		35.00	40.00		40.00	5.00	14.29%
	Licence extensions - a new licence is required for skips needed longer than 21 days								
6	Recovery of expenses to remove or reposition a skip	cost + 20%		cost + 20%	cost + 20%		cost + 20%		
7	Fixed Penalty Notice - deposit of a skip without permission/contravention of a licence	100.00		100.00	100.00		100.00	0.00	0.00%
8	Fixed Penalty Notice - discounted amount if payment is made within 15 days	75.00		75.00	75.00		75.00	0.00	0.00%
	Scaffolding or Other Structure on or over the Public Highway								
9	Consideration of an application for a licence to erect or retain scaffolding or other structure	15.00		15.00	20.00		20.00	5.00	33.33%
10	Licence - for occupation of the highway up to 21 days	180.00		180.00	185.00		185.00	5.00	2.78%
11	Deposit - per m2 (minimum deposit £300.00)	50.00		50.00	50.00		50.00	0.00	0.00%
12	Fixed Penalty Notice - for offences relating to the erection or retention of scaffolding or other structure	500.00		500.00	510.00		510.00	10.00	2.00%
13	Fixed Penalty Notice - discounted amount if payment is made within 15 days	300.00		300.00	306.00		306.00	6.00	2.00%
	Hoarding or Fence on the Public Highway								
14	Consideration of an application to erect hoarding or fencing	15.00		15.00	20.00		20.00	5.00	33.33%
15	Licence - for occupation of the highway up to 21 days	180.00		180.00	185.00		185.00	5.00	2.78%
16	Deposit - per m2 (minimum deposit £300.00)	50.00		50.00			-	(50.00)	-100.00%
17	Site Inspections to monitor compliance - per inspection (minimum of one inspection)	50.00		50.00	50.00		50.00	0.00	0.00%
	Deposit of Building Materials & Making Excavations in Streets								
18	Consideration of an application for consent	15.00		15.00	20.00		20.00	5.00	33.33%
19	Temporary disturbance permit - for occupation of highway up to 28 days	180.00		180.00	200.00		200.00	20.00	11.11%
20	Deposit - per m2 (minimum deposit £300.00)	50.00		50.00	50.00		50.00	0.00	0.00%
21	Permit extensions - a new permit is required if works are to exceed 28 days								
	Permanent Vehicular Crossing								
22	Application fee - includes initial site assessment	125.00		125.00	125.00		125.00	0.00	0.00%
23	Application fee incorporating exceptional circumstances - including initial site assessment	175.00		175.00	175.00		175.00	0.00	0.00%
24	Costs to construct a crossing are based on current SBC Contractor schedule of rates, quotations to be issued upon application approval	variable		variable	variable		variable		
25	Inspection fee during construction	75.00		75.00	75.00		75.00	0.00	0.00%
26	Application to become an approved PVX contractor	100.00		100.00	100.00		100.00	0.00	0.00%

136

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
New Roads & Street Works Act									
27	section 50 - Street works Licence	245.00		245.00	245.00		245.00	0.00	0.00%
28	section 75 - Inspection fee	65.00		65.00	65.00		65.00	0.00	0.00%
Parking & Penalty Charge Notices									
29	High rate	70.00		70.00	70.00		70.00	0.00	0.00%
30	Lower rate	50.00		50.00	50.00		50.00	0.00	0.00%
31	Higher rate if paid within 2 weeks(14 days) of issue of PCN - 50% reeuction	35.00		35.00	35.00		35.00	0.00	0.00%
32	Lower rate if paid within 2 weeks (14 days) of issue of PCN - 50% reduction	25.00		25.00	25.00		25.00	0.00	0.00%
Traffic Regulation Orders and Road Signs & Lines									
33	Temporaray Traffic Orders - where no advertisement necessary	470.00	94.00	564.00	485.00	97.00	582.00	18.00	3.19%
34	Temporary Traffic Orders - where advertisement necessary	2,166.67	433.33	2,600.00	2,085.00	417.00	2,502.00	(98.00)	-3.77%
35	White " H" bar marking at vehicular accessses (cost)	Cost + £20 Admin Fee							
36	Private destination signs (cost)	at cost							
37	Private destination signs (Admin Fee)	50.00	10.00	60.00	Cost + £20 Admin Fee				
38	Temporary traffic signal design and approval (cost)	at cost							
39	Temporary traffic signal design and approval (Admin Fee)	95.00	19.00	114.00	100.00	20.00	120.00	6.00	5.26%
40	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)	at cost + 15% Admin							
41	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	93.33	18.67	112.00	95.83	19.17	115.00	3.00	2.68%
42	Neighbourhood Watch Signs	45.00	9.00	54.00	Cost + £20 Admin Fee				
43	Traffic Regulation Orders - copies / extracts	45.00	9.00	54.00	46.00	9.20	55.20	1.20	2.22%
44	Provision of Road Casualty Data - per street per 500m length	95.00	19.00	114.00	100.00	20.00	120.00	6.00	5.26%
45	Supply of Technical Survey data	95.00	19.00	114.00	100.00	20.00	120.00	6.00	5.26%
46	Approval for temporary direction signage	55.00	11.00	66.00	60.00	12.00	72.00	6.00	9.09%
Highways Supervision & Agreements									
47	New Street Agreement (Section 38) - 10% of the value of the works								
Road Safety									
48	Road Safety Promotional-at cost	At cost							
49	Cycle Training- at various costs, see www.cyclesouthend.co.uk website for details	At cost							
Public Rights of Way									
50	Stopping up and diversion of Public Rights of Way - non refundable fee	220.00	44.00	264.00	225.00	45.00	270.00	6.00	2.27%
51	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	2,170.00	434.00	2,604.00	2,215.00	443.00	2,658.00	54.00	2.07%
Highways Records									
52	Highway Boundary Searches - £56 was the agreed increased fee for 2012-13	70.00		70.00	75.00		75.00	5.00	7.14%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Naming / Numbering for new properties									
53	Up to 5	105.00		105.00	107.10		107.10	2.10	2.00%
54	6 - 20	310.00		310.00	315.00		315.00	5.00	1.61%
55	21 - 50	515.00		515.00	525.00		525.00	10.00	1.94%
56	51 and over	720.00		720.00	735.00		735.00	15.00	2.08%
57	Addressing unregistered properties (each)	25.00		25.00	30.00		30.00	5.00	20.00%
58	Provision of street name plates (each)	470.00		470.00	480.00		480.00	10.00	2.13%
59	Provision of memorial benches				1,500.00		1,500.00	1,500.00	NEW
East of England Common Permit Scheme									
60	Major and standard works on a traffic sensitive street Category 3 and 4 (charges are per day)	750.00		750.00	750.00		750.00	0.00	0.00%
61	Major and standard works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	250.00		250.00	250.00		250.00	0.00	0.00%
62	Minor and immediate works on a traffic sensitive street Category 3 and 4 (charges are per day)	250.00		250.00	250.00		250.00	0.00	0.00%
63	Minor and immediate works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	100.00		100.00	100.00		100.00	0.00	0.00%
64	The penalty fee is £500 if paid within 36 days for working without a permit.	500.00		500.00	500.00		500.00	0.00	0.00%
65	The penalty fee is £300 if paid within 28 days for working without a permit.	300.00		300.00	300.00		300.00	0.00	0.00%
66	For breaching a condition of a permit the fee is £120 if paid within 36 days	120.00		120.00	120.00		120.00	0.00	0.00%
67	For breaching a condition of a permit the fee is £80 if paid within 28 days	80.00		80.00	80.00		80.00	0.00	0.00%
	Permit as per schedule								
68	Permit variations on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive	45.00		45.00	45.00		45.00	0.00	0.00%
69	Permit variations for all activities on category 3 and 4 non traffic sensitive streets	35.00		35.00	35.00		35.00	0.00	0.00%
Travel Centre									
70	Departure charges	0.36		0.36	0.40		0.40	0.04	11.11%
Bus Stops									
71	Request for stop suspension				200.00		200.00	200.00	NEW
72	Added stops on request				25.00		25.00	25.00	NEW
Traffic Information and Modelling									
73	Traffic Flow Data per Location	235.00		235.00	150.00		150.00	(85.00)	-36.17%
74	Use of the Southend Transport Models (cost on application to be agreed, generally SBC consultant's fee plus 20%)								

Zone 1 - CENTRAL SEAFRONT ZONE

FAIRHEADS GREEN CP 0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	No change	£1.60	£1.20
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	No change	£4.20	£3.20
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	No change	£8.30	£6.30
Up to 6 hrs	£10.20	£7.70	Reduce Price	£10.00	£7.70
7 + hrs	£12.70	£9.60	Reduce price	£12.00	£9.60

Season Tickets	Winter Months only	Valid Between	Current Charge (all year)	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£200.00	£150.00	£150.00
Quarterly	New payment option	1/11 - 31/3	N/A	£85.00	£170.00
Monthly	New payment option	1/11 - 31/3	N/A	£35.00	£210.00

Maximum Season Ticket allocation	30%
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SEAWAY CP 0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	No change	£1.60	£1.20
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	No change	£4.20	£3.20
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	No change	£8.30	£6.30
Up to 6 hrs	£10.20	£7.70	Reduce Price	£10.00	£7.70
7 + hrs	£12.70	£9.60	Reduce price	£12.00	£9.60

Season Tickets	Winter months only	Valid	Current Charge(all year)	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£200.00	£150.00	£150.00
Quarterly	New payment option	1/11 - 31/3	N/A	£85.00	£170.00
Monthly	New payment option	1/11 - 31/3	N/A	£35.00	£210.00

Maximum Season Ticket allocation	25%
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WESTERN ESPLANADE 0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	No change	£1.60	£1.20
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	No change	£4.20	£3.20
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	No change	£8.30	£6.30
Up to 6 hrs	£10.20	£7.70	Reduce Price	£10.00	£7.70
7 + hrs	£12.70	£9.60	Reduce price	£12.00	£9.60

Season Tickets	Winter months only	Valid	Current Charge(all year)	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£200.00	£150.00	£150.00
Quarterly	New payment option	1/11 - 31/3	N/A	£85.00	£170.00
Monthly	New payment option	1/11 - 31/3	N/A	£35.00	£210.00

Maximum Season Ticket allocation	25%
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139

SHOREFIELD ROAD CP 0900- 2100 Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.00	No change	£1.00
Up to 2 Hrs	£2.00	No change	£2.00
Up to 3 hrs	£2.80	No change	£2.80
Up to 4 hrs	£4.50	No change	£4.50
Up to 5 hrs	£5.60	No change	£5.60
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£8.50	Reduce price	£8.00

Season Tickets	Winter months only	Valid	Current Charge (all year)	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£200.00	£150.00	£150.00
Quarterly	New payment option	1/11 - 31/3	N/A	£85.00	£170.00
Monthly	New payment option	1/11 - 31/3	N/A	£35.00	£210.00

Maximum Season Ticket allocation	10%
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Zone 2 - Town Centre Zone

TYLERS AVENUE CP 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid 7 days a week	All year	N/A	£400.00	£400.00
Quarterly	Valid 7 days a week	All year	N/A	£115.00	£460.00
Monthly	Valid 7 days a week	All year	N/A	£40.00	£480.00

Maximum Season Ticket allocation	15%
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WARRIOR SQUARE CP 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£400.00
Quarterly	Valid 7 days a week	All year	N/A	£115.00	£460.00
Monthly	Valid 7 days a week	All year	N/A	£40.00	£480.00

Maximum Season Ticket allocation	30%
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140

ALEXANDRA ST CP 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

Maximum Season Ticket allocation	0%
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CLARENCE ROAD CP 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

Maximum Season Ticket allocation	0%
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YORK ROAD 0900-1800(Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£400.00
Quarterly	Valid 7 days a week	All year	N/A	£115.00	£460.00
Monthly	Valid 7 days a week	All year	N/A	£40.00	£480.00

Maximum Season Ticket allocation	15%
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141

ESSEX STREET CP 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£400.00
Quarterly	Valid 7 days a week	All year	N/A	£115.00	£460.00
Monthly	Valid 7 days a week	All year	N/A	£40.00	£480.00

Maximum Season Ticket allocation	30%
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UNIVERSITY SQ CP 24 hours Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£400.00
Quarterly	Valid 7 days a week	All year	N/A	£115.00	£460.00
Monthly	Valid 7 days a week	All year	N/A	£40.00	£480.00

Maximum Season Ticket allocation	50%
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LONDON RD (NORTH) 0900-1800 (Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

Maximum Season Ticket allocation	0%
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142

BAXTER AVENUE 0900 - 1800 Daily

Pay & Display			
N/A			

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No change	All year	£1,000	£1,000	£1,000

Maximum Season Ticket allocation	100%
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SHORT STREET 0900-1800(Monday to Saturday and 11am to 5pm on Sundays)

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	No change	£2.70
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	Reduce Price	£6.60
7 + hrs	£11.00	Reduce price	£10.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

Maximum Season Ticket allocation	0%
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Zone 2 - Town Centre Zone

ON STREET 0900-1800 Daily

Pay & Display	Proposed Action	Current Tariff	Proposed Tariffs
30 mins	No change	£1.00	£1.00
Up to 1 hr	No change	£1.70	£1.70
Up to 2 hrs	No change	£3.30	£3.30
Up to 3 hrs	No change	£5.00	£5.00
Up to 4 hrs	No change	£6.50	£6.50
Up to 5 hrs	No change	£8.30	£8.30
Up to 6 hrs	No change	£10.00	£10.00
Up to 7 hrs	No change	£11.50	£11.50
Up to 8 hrs	No change	£13.20	£13.20
8+ hrs	No change	£14.20	£14.20

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					
	Residents Annual		£100	£50	£50

143

Zone H - Hospital Area

ON STREET 0930-1630 DAILY Maximum 4 hours stay

Pay & Display	Proposed Action	Current Tariff	Proposed Tariffs
Up to 2 hrs	No change	£2.10	£2.10
Up to 4 hrs	No change	£2.80	£2.80

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

LEIGH MARSHES CP & BELTON WAY(West & East) ON STREET

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Monday to Friday - Midnight to 8 am	No change	Free	Free
Monday to Friday - 8 am to 10am	No change	£4.00	£4.00
Monday to Friday 10am to Midnight	No change	Free	Free
Weekends & bank Holidays- 9am to 9pm	No change	£1	£1

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid weekdays only	All year	£200.00	£200.00	£200.00
Quarterly	Valid weekdays only	All year	N/A	£65.00	£260.00
Monthly	Valid weekdays only	All year	N/A	£25.00	£300.00
Belton Way - On Street - No permits					
Leigh Marshes CP - Maximum Season Tickets allocation				60%	

Zone 4 - Outer Town Centre

CIVIC CENTRE COMPLEX 0900-1800

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.00	£1.00
Up to 2 hrs	No change	£1.60	£1.60
Up to 3 hrs	No change	£2.40	£2.40
Up to 4 hrs	No change	£4.10	£4.10
Up to 5 hrs	No change	£5.10	£5.40
Up to 6 hrs	No change	£6.10	£6.10
7+ hrs	Reduce Tariff	£10.20	£8.00
Weekend all day	New tariff	N/A	£3.00

Season Tickets	Winter months only	Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Seasonal	Valid 7 days a week	1/11-31/3	£400.00	£200.00	£200.00

Maximum Season Tickets allocation			No limit		
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144

BEECROFT 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.00	£1.00
Up to 2 Hrs	No change	£1.80	£1.80
Up to 3 hrs	No change	£2.50	£2.50
Up to 4 hrs	No change	£4.30	£4.30
Up to 5 hrs	No change	£5.40	£5.10
Up to 6 hrs	No change	£6.40	£6.40
7 + hrs	Reduce tariff	£10.50	£8.00
Weekend all day	New tariff	N/A	£3.00

Season Tickets	Winter months only	Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Seasonal	Valid 7 days a week	1/11-31/3	£400.00	£200.00	£200.00

Maximum Season Tickets allocation	No limit
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Zone 5 - District Car Parks

North Road 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce tariff	£10.50	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New Permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	60%
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Ilfacombe Avenue 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce Tariff	£10.50	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No Change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New Permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	25%
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145

North Street 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce Tariff	£10.50	£8.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	new Permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Hamlet Court Road 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce Tariff	£10.50	£8.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No Change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New Permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	50%
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Elm Road 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce Tariff	£10.50	£8.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No Change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	30%
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146

Ceylon Road 0900-1800 (Monday to Saturday)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20
Up to 4 hrs	No change	£2.50	£2.50
Up to 5 hrs	No change	£4.40	£4.40
Up to 6 hrs	No change	£5.40	£5.40
7+ hrs	Reduce Tariff	£10.50	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No Change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Thorpe Bay Broadway 0900-1800 (Monday to Saturday)- 3 hrs maximum (pay & display)

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
30 mins	No change	£0.20	£0.20
Up to 1 hr	No change	£0.50	£0.50
Up to 2 hrs	No change	£1.70	£1.70
Up to 3 hrs	No change	£2.20	£2.20

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	No Change	All year	£300.00	£300.00	£300.00
Quarterly	New Permit	All year	N/A	£85.00	£340.00
Monthly	New permit	All year	N/A	£30.00	£360.00

Maximum Season Tickets allocation	10%
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SEAFRONT ON STREET

EASTERN ESPLANADE 0900-1800 DAILY This includes previously uncharged areas(East of No 65 Eastern Esplanade upto Warwick Road)

Pay & Display	Proposed Action	Current Tariff	Proposed tariff
Up to 1 hr	No change	£1.20	£1.20
Up to 2 hrs	No change	£2.30	£2.30
Up to 3 hrs	No change	£3.90	£3.90
Up to 4 hrs	No change	£4.60	£4.60
Up to 5 hrs	No change	£5.70	£5.70
Up to 6 hrs	No change	£7.00	£7.00
7+ hrs	reduce Tariff	£11.00	£9.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Residents	New Permit	All year	£100.00	£50.00	£50.00
Non Residents			£200	N/A	

147

CHALKWELL ESPLANADE 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed tariff
Up to 1 hr	No change	£1.00	£1.00
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.40	£3.40
Up to 4 hrs	No change	£4.30	£4.30
Up to 5 hrs	No change	£5.40	£5.40
Up to 6 hrs	No change	£6.50	£6.50
7+ hrs	Reduce tariff	£12.00	£9.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Residents	New Permit	All year	£100.00	£50.00	£50.00
Non Residents			N/A		

THE LEAS 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.20	£1.20
Up to 2 Hrs	No change	£2.20	£2.20
Up to 3 hrs	No change	£3.20	£3.20
Up to 4 hrs	No change	£5.00	£5.00
Up to 5 hrs	No change	£6.30	£6.30
Up to 6 hrs	No change	£7.70	£7.70
7 + hrs	Reduce tariff	£9.60	£9.00

Season Tickets	Winter months only		Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Seasonal	Valid weekdays only	1/11 - 31/3	£200.00	£200.00	£200.00
Quarterly	New Permit	1/11 - 31/3	N/A	£65.00	£260.00
Monthly	New Permit	1/11 - 31/3	N/A	£25	£300

Maximum Season Ticket allocation	25%
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THORPE ESPLANADE 0900-1800 DAILY This includes previously uncharged areas(from Warwick Road to Thorpe Hall Avenue)

Pay & Display	Proposed Action	Current Tariff	Proposed tariff
Up to 1 hr	No change	£1.00	£1.00
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.40	£3.40
Up to 4 hrs	No change	£4.30	£4.30
Up to 5 hrs	No change	£5.40	£5.40
Up to 6 hrs	No change	£6.50	£6.50
7+ hrs	Reduce tariff	£12.00	£9.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Residents	New Permit	All year	£100.00	£50.00	£50.00
Non Residents			N/A		

148

BELTON BRIDGE 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed tariff
Up to 1 hr	No change	£1.10	£1.10
Up to 2 hrs	No change	£2.30	£2.30
Up to 3 hrs	No change	£3.40	£3.40
Up to 4 hrs	No change	£4.60	£4.60
Up to 5 hrs	No change	£5.70	£5.70
Up to 6 hrs	No change	£6.90	£6.90
7+ hrs	Reduce tariff	£11.00	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
N/A					

Zone 3 - Outer Seafront

Belton Gardens North 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.10	£1.10
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.00	£3.00
Up to 4 hrs	No change	£4.80	£4.80
Up to 5 hrs	No change	£6.00	£6.00
Up to 6 hrs	No change	£7.40	£7.40
7+ hrs	Reduce tariff	£9.00	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Residents	All year	£100.00	£100.00	£100.00
Annual	Non Residents	N/A			

149

Belton Gardens South 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.10	£1.10
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.00	£3.00
Up to 4 hrs	No change	£4.80	£4.80
Up to 5 hrs	No change	£6.00	£6.00
Up to 6 hrs	No change	£7.40	£7.40
7+ hrs	Reduce tariff	£9.00	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Residents	All year	£100.00	£100.00	£100.00
Annual	Non Residents	N/A			

Leigh Foundry 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.10	£1.10
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.00	£3.00
Up to 4 hrs	No change	£4.80	£4.80
Up to 5 hrs	No change	£6.00	£6.00
Up to 6 hrs	No change	£7.40	£7.40
7+ hrs	Reduce Tariff	£9.00	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Residents	All year	£100.00	£100.00	£100.00
Annual	Non Residents	N/A			

Victoria Wharf 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Tarriffs
Up to 1 hr	No change	£1.10	£1.10
Up to 2 hrs	No change	£2.10	£2.10
Up to 3 hrs	No change	£3.00	£3.00
Up to 4 hrs	No change	£4.80	£4.80
Up to 5 hrs	No change	£6.00	£6.00
Up to 6 hrs	No change	£7.40	£7.40
7+ hrs	Reduce tariff	£9.00	£8.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Residents	All year	£100.00	£100.00	£100.00
Annual	Non Residents	N/A			

150

Shoebury Common CP 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Summer tariff (1/4-31/10)	Proposed Winter tariff (1/11-31/3)
Up to 1 hr	New winter tariff	£1.00	£1.00	£0.70
Up to 2 hrs	New winter tariff	£2.00	£2.00	£1.70
Up to 3 hrs	New winter tariff	£2.80	£2.80	£2.40
Up to 4 hrs	New winter tariff	£4.50	£4.50	£4.00
Up to 5 hrs	New winter tariff	£5.60	£5.60	£5.00
Up to 6 hrs	New winter tariff	£7.00	£7.00	£6.00
7+ hrs	New winter tariff	£8.50	£8.00	£7.00

Season Tickets		Valid	Current Charge	Proposed Charge	
Type	Proposed Action			Charge	Total Cost
Annual	Valid weekdays only	All year	£200.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	N/A	£30.00	£120.00
Monthly	Valid weekdays only	All year	N/A	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates					

Maximum Season Ticket allocation	100%
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Thorpe Esplanade CP 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Summer tariff (1/4-31/10)	Proposed Winter tariff (1/11-31/3)
30 mins	N/A			
Up to 1 hr	New winter tariff	£1.00	£1.00	£0.70
Up to 2 hrs	New winter tariff	£1.80	£1.80	£1.70
Up to 3 hrs	New winter tariff	£2.60	£2.60	£2.40
Up to 4 hrs	New winter tariff	£4.20	£4.20	£4.00
Up to 5 hrs	New winter tariff	£5.30	£5.30	£5.00
Up to 6 hrs	New winter tariff	£6.50	£6.50	£6.00
7+ hrs	New winter tariff	£8.00	£8.00	£7.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
				Charge	Total Cost
Annual	Valid weekdays only	All year	£200.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	N/A	£30.00	£120.00
Monthly	Valid weekdays only	All year	N/A	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates					

Maximum Season Ticket allocation	100%
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East Beach CP 0900-1800 DAILY

Pay & Display	Proposed Action	Current Tariff	Proposed Summer tariff (1/4-31/10)	Proposed Winter tariff (1/11-31/3)
Up to 1 hr	New winter tariff	£1.00	£1.00	£0.70
Up to 2 hrs	New winter tariff	£2.00	£2.00	£1.70
Up to 3 hrs	New winter tariff	£2.80	£2.80	£2.40
Up to 4 hrs	New winter tariff	£4.50	£4.50	£4.00
Up to 5 hrs	New winter tariff	£5.60	£5.60	£5.00
Up to 6 hrs	New winter tariff	£7.00	£7.00	£6.00
7+ hrs	New winter tariff	£8.50	£8.00	£7.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
				Charge	Total Cost
Annual	Valid weekdays only	All year	£200.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	N/A	£30.00	£120.00
Monthly	Valid weekdays only	All year	N/A	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates					

Maximum Season Ticket allocation	100%
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Ness Road 0900-1800 DAILY

Includes uncharged bays between No 59 to 144/146 Ness Road

Pay & Display	Proposed Action	Current Tariff	Proposed Summer tariff (1/4-31/10)	Proposed Winter tariff (1/11-31/3)
Up to 1 hr	New winter tariff	£1.00	£1.00	£0.70
Up to 2 hrs	New winter tariff	£2.00	£2.00	£1.70
Up to 3 hrs	New winter tariff	£3.00	£2.80	£2.40
Up to 4 hrs	New winter tariff	£4.00	£4.00	£3.50
Up to 5 hrs	New winter tariff	£5.00	£5.00	£4.50
Up to 6 hrs	New winter tariff	£6.00	£6.00	£5.50
7+ hrs	New winter tariff	£10.00	£8.00	£7.00

Season Tickets	Proposed Action	Valid	Current Charge	Proposed Charge	
				Charge	Total Cost
Annual	Valid weekdays only	All year	£200.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	N/A	£30.00	£120.00
Monthly	Valid weekdays only	All year	N/A	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates					

Maximum Season Ticket allocation	100%
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151

OTHER CHARGES

ALL PARKING MANAGEMENT AND RESIDENTS PARKING SCHEMES

	Proposed Action	Current Tariff	Proposed Tarriffs
1st & 2nd Permit	No change	£15.00	£15.00
3rd Permit	No change	£30.00	£30.00
4th Permit	No change	£50.00	£50.00
Visitor Vouchers (20)	No change	£5.00	£5.00
Business Permits	No change	£250.00	£250.00

All PMS where applicable

OTHER PERMITS

Description	Proposed Action	Current Tariff	Proposed Tarriffs
Charitable Organisation- Upto 5 free permits subject to justifying the need. Then upto another 5 permits subject to Green Travel Plan at 50% discount rate	No change	£0.00	£0.00
Suspensions (Administration Cost) for up to 7 days and for each subsequent renewals	No change	£30.00	£30.00
Suspensions of on street & car park bays (per day per bay) - Zone A	No change	£20.00	£20.00
Suspensions of on street & car park bays (per day per bay) - All other areas	New tariff	£15.00	£15.00
Dispensations (on waiting/limited waiting restrictions) for allowing vehicle parking for up to 7 days	No change	£30.00	£30.00
Replacement of permit or season ticket due to vehicle changes	No change	£5.00	£5.00
Replacement of permit or season ticket due loss	No change	£30.00	£30.00
All Car Parks Borough Wide (excluding Zone 1 from 1/4 to 31/10) - Annual	No change	£1,100.00	£1,100.00
All Town Centre Car Parks - Annual	No change	£900.00	£900.00
Carers/Health Care Specialists (named car park)	No change	£100.00	£100.00
Seafront and Town Centre Residents (to park in pay & display bays in their own street)	Change Tariff	£100	£50
Hotel/Guest house - 24 hour permit at reduced rate of 50% of the on- street day charge	New Tariff	n/a	50% of the day charge

OTHER PROVISIONS

Type	Description
Christmas Parking	To provide free parking in town centre Council car parks after 1600hrs on Thursdays and all day on Sundays in December, Christmas Day and Good Friday (except those with barriers)
Seafront Parking	To provide free parking after 6pm along the seafront; covering Fairhead Green, Seaway and Western Esplanade
Small Business Day	Free Parking in District car parks
Electric Cars	Free Parking in Council car parks
Blue Badge Parking	Only residents of the Borough to park free in the Council car parks. All non residents to pay the appropriate tariff.
Permits	All permits to be issued on an annual basis to be effective from 1st of April each year.

Description of Service		Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
	Planning & Building Regulation Document History requests (including Tree Preservation Orders)								
Note	Only the owner or owners representative are permitted to view plans or associated documents deposited under Building Regulations								
Note	Requests relating to planning files do not incur VAT								
1	To retrieve and view a file that is stored on-site	6.00		6.00	7.00		7.00	1.00	16.67%
2	To retrieve and view a file that is stored off-site (Building Control 175 - 1987)	22.00		22.00	23.00		23.00	1.00	4.55%
3	Planning History (Search Agents)				7.00		7.00	7.00	NEW
4	Written responses to Solicitors, Developers or Insurers (in addition to the retrieval fee)	33.33	6.67	40.00	34.17	6.83	41.00	1.00	2.50%
5	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	7.50	1.50	9.00	8.33	1.67	10.00	1.00	11.11%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	8.33	1.67	10.00	9.17	1.83	11.00	1.00	10.00%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	8.33	1.67	10.00	9.17	1.83	11.00	1.00	10.00%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	9.17	1.83	11.00	9.58	1.92	11.50	0.50	4.55%
9	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%
	PLANNING FEES								
9	Majority set by statute (see separate table)								
10	Hyperlink to Planning Application and related fees ↓								
11	http://www.southend.gov.uk/downloads/485/planning_applications								
	Pre-application advice - LARGE SCALE MAJOR								
12	Written advice (Not applicable for this type of development)								
13	Meeting plus written advice	1,190.00	238.00	1,428.00	1,214.17	242.83	1,457.00	29.00	2.03%
14	Follow up meeting plus written advice	637.50	127.50	765.00	650.83	130.17	781.00	16.00	2.09%
	Pre-application advice - SMALL SCALE MAJOR								
15	Written advice	340.00	68.00	408.00	347.50	69.50	417.00	9.00	2.21%
16	Meeting plus written advice	977.50	195.50	1,173.00	998.33	199.67	1,198.00	25.00	2.13%
17	Follow up meeting plus written advice	255.00	51.00	306.00	260.00	52.00	312.00	6.00	1.96%
	Pre-application advice - MINOR								
18	Written advice	170.00	34.00	204.00	174.17	34.83	209.00	5.00	2.45%
19	Meeting plus written advice	510.00	102.00	612.00	520.00	104.00	624.00	12.00	1.96%
20	Follow up meeting plus written advice	170.00	34.00	204.00	173.33	34.67	208.00	4.00	1.96%
21	Advice to agents regarding extension/alterations to dwellings	216.67	43.33	260.00	220.83	44.17	265.00	5.00	1.92%
22	Pre-application advice for members of the public wishing to extend/alter their own								
23	Duty Planner	Free		Free	Free		Free		
24	Written Advice	76.50		76.50	78.00		78.00	1.50	1.96%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Micellaneous Fees									
25	Copy of Tree Preservation Order	17.30		17.30	18.00		18.00	0.70	4.05%
26	Inspection of compliance with Enforcement Notice	131.67	26.33	158.00	135.00	27.00	162.00	4.00	2.53%
27	Adopted Local Development Framework Documents (per document)	26.00		26.00	26.00		26.00	0.00	0.00%
33	Compliance with S106 Agreement Requests	77.00		77.00	78.00		78.00	1.00	1.30%
High Hedge Complaints									
34	Application fee	357.00		357.00	364.00		364.00	7.00	1.96%
35	Application fee (concessions only)	255.00		255.00	260.00		260.00	5.00	1.96%
SUDS Approval Body Applications									
36	Suds Application (Major Developments) under 0.5ha	357.00		357.00	364.00		364.00	7.00	1.96%
37	Suds Application (Major Developments) 0.5ha - 0.99ha	612.00		612.00	624.00		624.00	12.00	1.96%
38	Suds Application (Major Developments) 1ha +	918.00		918.00	937.00		937.00	19.00	2.07%

Building Regulations		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge		
								£	%	
		New Dwellings								
1	Plan Charge	Houses/Bungalows < 300sqm (1 Plot)	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
2		Houses/Bungalows < 300sqm (2 Plots)	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
3		Houses/Bungalows < 300sqm (3 Plots)	300.00	60.00	360.00	314.87	62.98	377.85	17.85	4.96%
4		Houses/Bungalows < 300sqm (4 Plots)	375.00	75.00	450.00	393.59	78.72	472.31	22.31	4.96%
5		Houses/Bungalows < 300sqm (5 Plots)	450.00	90.00	540.00	472.31	94.47	566.78	26.78	4.96%
6	Inspection Charge	Houses/Bungalows < 300sqm (1 Plot)	450.00	90.00	540.00	472.31	94.47	566.78	26.78	4.96%
7		Houses/Bungalows < 300sqm (2 Plots)	675.00	135.00	810.00	708.47	141.69	850.16	40.16	4.96%
8		Houses/Bungalows < 300sqm (3 Plots)	900.00	180.00	1,080.00	944.62	188.92	1,133.54	53.54	4.96%
9		Houses/Bungalows < 300sqm (4 Plots)	1,124.17	224.83	1,349.00	1,180.78	236.15	1,416.93	67.93	5.04%
10		Houses/Bungalows < 300sqm (5 Plots)	1,349.17	269.83	1,619.00	1,416.93	283.39	1,700.32	81.32	5.02%
11	Building Notice	Houses/Bungalows < 300sqm (1 Plot)	625.00	125.00	750.00	655.99	131.20	787.19	37.19	4.96%
12		Houses/Bungalows < 300sqm (2 Plots)	950.00	190.00	1,140.00	997.10	199.42	1,196.52	56.52	4.96%
13		Houses/Bungalows < 300sqm (3 Plots)	1,224.17	244.83	1,469.00	1,285.73	257.15	1,542.88	73.88	5.03%
14		Houses/Bungalows < 300sqm (4 Plots)	1,549.17	309.83	1,859.00	1,626.85	325.37	1,952.22	93.22	5.01%
15		Houses/Bungalows < 300sqm (5 Plots)	1,849.17	369.83	2,219.00	1,941.72	388.35	2,330.07	111.07	5.01%
16	Regularisation	Houses/Bungalows < 300sqm (1 Plot)	Individually determined		Individually determined					
17		Houses/Bungalows < 300sqm (2 Plots)	Individually determined		Individually determined					
18		Houses/Bungalows < 300sqm (3 Plots)	Individually determined		Individually determined					
19		Houses/Bungalows < 300sqm (4 Plots)	Individually determined		Individually determined					
20		Houses/Bungalows < 300sqm (5 Plots)	Individually determined		Individually determined					
21	Plan Charge	1 Flat < 300sqm	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
22		2 Flats < 300sqm	200.00	40.00	240.00	209.92	41.98	251.90	11.90	4.96%
23		3 Flats < 300sqm	250.00	50.00	300.00	262.40	52.48	314.88	14.88	4.96%
24		4 Flats < 300sqm	300.00	60.00	360.00	314.87	62.98	377.85	17.85	4.96%
25		5 Flats < 300sqm	375.00	75.00	450.00	393.59	78.72	472.31	22.31	4.96%
26	Inspection Charge	1 Flat < 300sqm	375.00	75.00	450.00	393.59	78.72	472.31	22.31	4.96%
27		2 Flats < 300sqm	600.00	120.00	720.00	629.75	125.95	755.70	35.70	4.96%
28		3 Flats < 300sqm	750.00	150.00	900.00	787.19	157.43	944.62	44.62	4.96%
29		4 Flats < 300sqm	950.00	190.00	1,140.00	997.10	199.42	1,196.52	56.52	4.96%
30		5 Flats < 300sqm	1,124.17	224.83	1,349.00	1,180.78	236.15	1,416.93	67.93	5.04%
31	Building Notice	1 Flat < 300sqm	525.00	105.00	630.00	551.03	110.21	661.24	31.24	4.96%
32		2 Flats < 300sqm	775.00	155.00	930.00	813.43	162.68	976.11	46.11	4.96%
33		3 Flats < 300sqm	1,025.00	205.00	1,230.00	1,075.82	215.16	1,290.98	60.98	4.96%
34		4 Flats < 300sqm	1,274.17	254.83	1,529.00	1,338.22	267.64	1,605.86	76.86	5.03%
35		5 Flats < 300sqm	1,549.17	309.83	1,859.00	1,626.85	325.37	1,952.22	93.22	5.01%
36	Regularisation	1 Flat < 300sqm	Individually determined		Individually determined					
37		2 Flats < 300sqm	Individually determined		Individually determined					
38		3 Flats < 300sqm	Individually determined		Individually determined					
39		4 Flats < 300sqm	Individually determined		Individually determined					
40		5 Flats < 300sqm	Individually determined		Individually determined					

155

	Building Regulations		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
41	EW1	Notifiable electrical work (where applicable)	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
		Work to a single dwelling								
42	Plan Charge	1 storey extension not exceeding 40sqm	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%
43		1 storey extension 40 - 100sqm	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
44		2/3 storey extension not exceeding 40sqm	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
45		2/3 extension 40 - 100 sqm	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
46		Garage/store etc not exceeding 100sqm	75.00	15.00	90.00	78.72	15.74	94.46	4.46	4.96%
47		Detached non-habitable domestic building not exc 50sqm	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%
48	Inspection Charge	1 storey extension not exceeding 40sqm	375.00	75.00	450.00	393.59	78.72	472.31	22.31	4.96%
49		1 storey extension 40 - 100sqm	425.00	85.00	510.00	446.07	89.22	535.29	25.29	4.96%
50		2/3 storey extension not exceeding 40sqm	425.00	85.00	510.00	446.07	89.22	535.29	25.29	4.96%
51		2/3 extension 40 - 100 sqm	475.00	95.00	570.00	498.55	99.71	598.26	28.26	4.96%
52		Garage/store etc not exceeding 100sqm	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
53		Detached non-habitable domestic building not exc 50sqm	300.00	60.00	360.00	314.87	62.98	377.85	17.85	4.96%
54	Building Notice	1 storey extension not exceeding 40sqm	500.00	100.00	600.00	524.79	104.96	629.75	29.75	4.96%
55		1 storey extension 40 - 100sqm	600.00	120.00	720.00	629.75	125.95	755.70	35.70	4.96%
56		2/3 storey extension not exceeding 40sqm	600.00	120.00	720.00	629.75	125.95	755.70	35.70	4.96%
57		2/3 extension 40 - 100 sqm	650.00	130.00	780.00	682.23	136.44	818.67	38.67	4.96%
58		Garage/store etc not exceeding 100sqm	325.00	65.00	390.00	341.11	68.23	409.34	19.34	4.96%
59		Detached non-habitable domestic building not exc 50sqm	425.00	85.00	510.00	446.07	89.22	535.29	25.29	4.96%
60	Regularisation	1 storey extension not exceeding 40sqm	Individually determined			Individually determined				
61		1 storey extension 40 - 100sqm	Individually determined			Individually determined				
62		2/3 storey extension not exceeding 40sqm	Individually determined			Individually determined				
63		2/3 extension 40 - 100 sqm	Individually determined			Individually determined				
64		Garage/store etc not exceeding 100sqm	Individually determined			Individually determined				
65		Detached non-habitable domestic building not exc 50sqm	Individually determined			Individually determined				
66	Plan Charge	Rooms in roof	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
67		Garage conversions	75.00	15.00	90.00	78.72	15.74	94.46	4.46	4.96%
68	Inspection Charge	Rooms in roof	400.00	80.00	480.00	419.83	83.97	503.80	23.80	4.96%
69		Garage conversions	175.00	35.00	210.00	183.67	36.74	220.41	10.41	4.96%
70	Building Notice	Rooms in roof	550.00	110.00	660.00	577.27	115.46	692.73	32.73	4.96%
71		Garage conversions	275.00	55.00	330.00	288.63	57.73	346.36	16.36	4.96%
72	Regularisation	Rooms in roof	Individually determined			Individually determined				
73		Garage conversions	Individually determined			Individually determined				
74	Plan Charge	Re-roof etc	75.00	15.00	90.00	78.72	15.74	94.46	4.46	4.96%
75		Window replacement	75.00	15.00	90.00	78.72	15.74	94.46	4.46	4.96%
76		work not exceeding £5000	75.00	15.00	90.00	78.72	15.74	94.46	4.46	4.96%
77		Work £5,000 - £25,000	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%
78		Work £25,000 - £100,000	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%

156

	Building Regulations		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge		
79	Inspection Charge	Re-roof etc	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%	
80		Window replacement	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%	
81		Work not exceeding £5000	100.00	20.00	120.00	104.96	20.99	125.95	5.95	4.96%	
82		Work £5,000 - £25,000	200.00	40.00	240.00	209.92	41.98	251.90	11.90	4.96%	
83		Work £25,000 - £100,000	400.00	80.00	480.00	419.83	83.97	503.80	23.80	4.96%	
84	Building Notice	Re-roof etc	175.00	35.00	210.00	183.67	36.74	220.41	10.41	4.96%	
85		Replacement Windows	175.00	35.00	210.00	183.67	36.74	220.41	10.41	4.96%	
86		work not exceeding £5000	175.00	35.00	210.00	183.67	36.74	220.41	10.41	4.96%	
87		Work £5,000 - £25,000	325.00	65.00	390.00	341.11	68.23	409.34	19.34	4.96%	
88	Work £25,000 - £100,000	525.00	105.00	630.00	551.03	110.21	661.24	31.24	4.96%		
89	Regularisation	Re-roof etc	Individually determined			Individually determined					
90		Window replacement	Individually determined			Individually determined					
91		work not exceeding £5000	Individually determined			Individually determined					
92		Work £5,000 - £25,000	Individually determined			Individually determined					
93		Work £25,000 - £100,000	Individually determined			Individually determined					
	All other Non-Domestic Work										
94	Plan Charge	1 storey extension not exceeding 40sqm	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%	
95		1 storey extension 40 - 100sqm	175.00	35.00	210.00	183.67	36.74	220.41	10.41	4.96%	
96		2/3 storey extension not exceeding 40sqm	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%	
97		2/3 extension 40 - 100 sqm	200.00	40.00	240.00	209.92	41.98	251.90	11.90	4.96%	
98	Inspection Charge	1 storey extension not exceeding 40sqm	400.00	80.00	480.00	419.83	83.97	503.80	23.80	4.96%	
99		1 storey extension 40 - 100sqm	475.00	95.00	570.00	498.55	99.71	598.26	28.26	4.96%	
100		2/3 storey extension not exceeding 40sqm	450.00	90.00	540.00	472.31	94.47	566.78	26.78	4.96%	
101		2/3 extension 40 - 100 sqm	500.00	100.00	600.00	524.79	104.96	629.75	29.75	4.96%	
102	Regularisation	1 storey extension not exceeding 40sqm	Individually determined			Individually determined					
103		1 storey extension 40 - 100sqm	Individually determined			Individually determined					
104		2/3 storey extension not exceeding 40sqm	Individually determined			Individually determined					
105		2/3 extension 40 - 100 sqm	Individually determined			Individually determined					
106	Plan Charge	Work not exceeding £5000	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
107		Replacement Windows	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
108		Renewable Energy Systems	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
109		Shopfront	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
110	Inspection Charge	Work not exceeding £5000	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
111		Replacement Windows	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
112		Renewable Energy Systems	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
113		Shopfront	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%	
114	Regularisation	Work not exceeding £5000	Individually determined			Individually determined					
115		Replacement Windows	Individually determined			Individually determined					
116		Renewable Energy Systems	Individually determined			Individually determined					
117		Shopfront	Individually determined			Individually determined					

157

Building Regulations			Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
118	Plan Charge	Work £5000 - £25,000	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
119		Replacement Windows (large)	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
120		Renovation of thermal elements	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
121		Storage Platforms	125.00	25.00	150.00	131.20	26.24	157.44	7.44	4.96%
122	Inspection Charge	Work £5000 - £25,000	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
123		Replacement Windows (large)	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
124		Renovation of thermal elements	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
125		Storage Platforms	225.00	45.00	270.00	236.16	47.23	283.39	13.39	4.96%
126	Regularisation	Work £5000 - £25,000	Individually determined			Individually determined				
127		Replacement Windows (large)	Individually determined			Individually determined				
128		Renovation of thermal elements	Individually determined			Individually determined				
129		Storage Platforms	Individually determined			Individually determined				
130	Plan Charge	Work £25,000 - £100,000	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
131		Fit out work	150.00	30.00	180.00	157.44	31.49	188.93	8.93	4.96%
132	Inspection Charge	Work £25,000 - £100,000	450.00	90.00	540.00	472.31	94.47	566.78	26.78	4.96%
133		Fit out work	450.00	90.00	540.00	472.31	94.47	566.78	26.78	4.96%
134	Regularisation	Work £25,000 - £100,000	Individually determined			Individually determined				
135		Fit out work	Individually determined			Individually determined				

Charges for work not included on this schedule will be individually assessed by contacting the Building Control Section on 01702 215345 or buildingcontrol@southend.gov.uk

	Description of Service	Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase		
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	£	%
		£	£	£	£	£	£	£	£	%
	Fleet Hire Charges - VAT Chargeable in addition on external hire									
1	Small Van Full Day	35.00		35.00	40.00		40.00	5.00	14.29%	
2	Small Van Half Day	20.00		20.00	25.00		25.00	5.00	25.00%	
3	Small Van Cost Per Mile	0.40		0.40	0.45		0.45	0.05	12.50%	
4	Large Van Full Day	40.00		40.00	56.00		56.00	16.00	40.00%	
5	Large Van Half Day	25.00		25.00	30.00		30.00	5.00	20.00%	
6	Large Van Cost Per Mile	0.50		0.50	0.55		0.55	0.05	10.00%	
7	Open Back Tipper Full Day/Crew Cab	55.00		55.00	60.00		60.00	5.00	9.09%	
8	Open Back Tipper Half Day/ Crew Cab	30.00		30.00	35.00		35.00	5.00	16.67%	
9	Minibus (up to 16 seater) Full Day	65.00		65.00	70.00		70.00	5.00	7.69%	
10	Minibus (up to 16 seater) Half Day	35.00		35.00	40.00		40.00	5.00	14.29%	
11	Minibus Cost Per Mile	0.60		0.60	0.65		0.65	0.05	8.33%	
12	Driving Assessment for small vehicle	POA		POA	POA		POA			
13	Training & test for minibus - internal staff and LA Schools only	POA		POA	POA		POA			
14	Above with Passenger Transport vehicle	POA		POA	POA		POA			
	Parental Contribution (Post 16 Transport)									
19	Parental Contribution	£500.00 or total cost whichever is greater			£500.00 or total cost whichever is greater					
	Dial-A-Ride Charges									
20	Single 0 - 1 miles	3.20		3.20	3.35		3.35	0.15	4.69%	
21	Single 1 - 4 miles	3.70		3.70	3.90		3.90	0.20	5.41%	
22	Single 4 - 6 miles	4.70		4.70	4.95		4.95	0.25	5.32%	
23	Single 6 miles plus	5.70		5.70	6.00		6.00	0.30	5.26%	
24	Single Additional Escort To Travel	2.60		2.60	2.75		2.75	0.15	5.77%	
25	Return 0 - 1 miles	6.40		6.40	6.70		6.70	0.30	4.69%	
26	Return 1 - 4 miles	7.40		7.40	7.75		7.75	0.35	4.73%	
27	Return 4 - 6 miles	9.40		9.40	9.90		9.90	0.50	5.32%	
28	Return 6 miles plus	11.40		11.40	11.95		11.95	0.55	4.82%	
29	Return Additional Escort To Travel	5.20		5.20	5.45		5.45	0.25	4.81%	
30	Registration/Membership Fee	12.00		12.00	12.50		12.50	0.50	4.17%	

159

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
CEMETERIES & CREMATORIUM									
BURIAL FEES									
Private Grave Space - Traditional Grave 50 years									
1	Exclusive Rights of Burial, Including Registration in traditional Grave Resident	2,120.00		2,120.00	2,120.00		2,120.00	0.00	0.00%
2	Exclusive Rights of Burial including Registration in traditional Grave Non Resident	3,560.00		3,560.00	3,560.00		3,560.00	0.00	0.00%
Private Grave Space- Lawn including 75 and 50 years grave spaces									
3	Exclusive Right of Burial including Registration Resident	780.00		780.00	780.00		780.00	0.00	0.00%
4	Exclusive Right of Burial including Registration Non Resident	1,325.00		1,325.00	1,325.00		1,325.00	0.00	0.00%
Interment fee including excavation all depths									
5	A person whose age at time of death exceeds 16 years Resident	780.00		780.00	780.00		780.00	0.00	0.00%
6	A person whose age at time of death exceeds 16 Non Resident	1,250.00		1,250.00	1,250.00		1,250.00	0.00	0.00%
7	An NVF, Stillborn child or child not exceeding 16 years of age at time of death				N/C				
8	Re-open Brick Grave or vault Internment fee	780.00		780.00	780.00		780.00	0.00	0.00%
Mini Cremated remains Vault									
9	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) Resident				1,240.00		1,240.00	1,240.00	NEW
10	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, memorial plaques inscription to include 80 letters and vase block with metal flower holder) Non Resident				1,580.00		1,580.00	1,580.00	NEW
Internment Fee in Cremated remains vault									
11	A person whose age at time of death exceeds 16 years Resident				200.00		200.00	200.00	NEW
12	A person whose age at time of death exceeds 16 years Non Resident				310.00		310.00	310.00	NEW
13	An NVF, Stillborn child or child not exceeding 16 year at the age of death				N/C				
Cremated remains Vault memorial Inscription									
14	Plaque Inscription to include 80 characters				154.17	30.83	185.00	185.00	NEW
15	Additional letters (per letter)				1.67	0.33	2.00	2.00	NEW
16	Porcelain photo plaque (7cm x 5cm)				87.50	17.50	105.00	105.00	NEW
Private Grave Space - Children's (50 years)									
17	Exclusive Right of Burial Including Registration	610.00		610.00	610.00		610.00	0.00	0.00%
Interment fee including excavation all depths 5.0' only									
18	An NVF, Stillborn child or child not exceeding 16 years of age at time of death				N/C				
Cremated Ashes Grave Space									
19	Exclusive Right of Burial including Registration Resident	535.00		535.00	535.00		535.00	0.00	0.00%
20	Exclusive Right of Burial including Registration Non Resident	905.00		905.00	905.00		905.00	0.00	0.00%

	Description of Service	Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	£	%
		£	£	£	£	£	£	£	%
	Interment fee including excavation all depths								
21	A person whose age at time of death exceeds 16 years Resident	200.00		200.00	200.00		200.00	0.00	0.00%
22	A person whose age at time of death exceeds 16 years Non Resident	310.00		310.00	310.00		310.00	0.00	0.00%
23	An NVF stillborn child or child not exceeding 16 years of age at time of death				N/C				
	Public Graves (Rights of Burial not purchased)								
24	A person whose age at time of death exceeds 16 years	570.00		570.00	570.00		570.00	0.00	0.00%
25	An NVF, stillborn child or child not exceeding 16 years of age at time of death	N/C		N/C	N/C		N/C		
	Removal/Replacement of Monuments on Graves to be re-opened								
26	Headstone only, or equivalent on lawn graves	N/C		N/C	N/C		N/C		
27	Tablet on cremated remains grave or other memorial which can be lifted by hand	N/C		N/C	N/C		N/C		
28	Headstone on traditional grave not exceeding 5.00' in height	110.00		110.00	110.00		110.00	0.00	0.00%
29	Headstone and kerbs or equivalent not exceeding 5.00' in height	At Cost		At Cost	At Cost		At Cost		
	Monuments/Memorial Rights								
30	Headstone or similar without kerbing not exceeding 3.0' in overall height	200.00	40.00	240.00	204.17	40.83	245.00	5.00	2.08%
31	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	58.33	11.67	70.00	58.33	11.67	70.00	0.00	0.00%
32	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	116.67	23.33	140.00	120.83	24.17	145.00	5.00	3.57%
33	Cremated Remains Grave: Tablet/Vase	116.67	23.33	140.00	120.83	24.17	145.00	5.00	3.57%
34	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
35	Concession charge for Public Grave: Headstone or additional inscription	58.33	11.67	70.00	58.33	11.67	70.00	0.00	0.00%
	Surcharge - except interment of cremated Remains								
36	Surcharge for all burials at 2.15 pm	35.00		35.00	35.00		35.00	0.00	0.00%
37	Surcharge for all burials at 2.45 pm	65.00		65.00	65.00		65.00	0.00	0.00%
38	Surcharge for all burials at 3.15 pm	110.00		110.00	110.00		110.00	0.00	0.00%
	Exhumation Charges								
39	Per coffin exhumed, including excavation	AT COST		AT COST	AT COST		AT COST		
40	Plus per coffin exhumed and re-interred in same cemetery	AT COST		AT COST	AT COST		AT COST		
41	Per container of cremated remains	220.00		220.00	225.00		225.00	5.00	2.27%
	Miscellaneous Charges (Cemeteries)								
42	Use of Cemetery Church or Chapel for burial or memorial service	100.00		100.00	100.00		100.00	0.00	0.00%
43	Extension of burial rights for 25 years once expired	390.00		390.00	400.00		400.00	10.00	2.56%
44	Registration transfer of Grant of Right of Burial	70.00		70.00	70.00		70.00	0.00	0.00%
45	Certificate of Burial	40.00		40.00	40.00		40.00	0.00	0.00%
46	Certificate of Ownership of Burial Rights	40.00		40.00	40.00		40.00	0.00	0.00%
47	Every Search (other than for identification of Grave)	20.00		20.00	20.02	4.48	24.50	4.50	22.50%

161

Description of Service	Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
	£	£	£	£	£	£	£	%
Memorials								
48 4' Memorial Seat and Bronze Plaque	870.00	174.00	1,044.00	887.50	177.50	1,065.00	21.00	2.01%
49 5' Memorial Seat and Bronze Plaque	905.00	181.00	1,086.00	925.00	185.00	1,110.00	24.00	2.21%
50 6' Memorial Seat and Bronze Plaque	1,050.00	210.00	1,260.00	1,070.00	214.00	1,284.00	24.00	1.90%
51 Plus 25 year lease for all memorial seats	720.00		720.00	735.00		735.00	15.00	2.08%
52 Replacement Bronze Plaques (6"x 2")	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
53 Additional characters	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
54 Memorial Tree and Bronze Plaque (6"x4")	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
55 Memorial Tree lease period for 5 years	255.00		255.00	260.00		260.00	5.00	1.96%
56 Memorial Tree lease period for 10 years	495.00		495.00	505.00		505.00	10.00	2.02%
57 Memorial Tree lease renewal for 5 years	270.00		270.00	275.00		275.00	5.00	1.85%
58 Memorial Shrub and Bronze Plaque (6"x4")	166.67	33.33	200.00	170.83	34.17	205.00	5.00	2.50%
59 Memorial Shrub lease period for 5 years	220.00		220.00	225.00		225.00	5.00	2.27%
60 Memorial Shrub lease period for 10 years	425.00		425.00	435.00		435.00	10.00	2.35%
61 Memorial Shrub lease renewal for 5 years	220.00		220.00	225.00		225.00	5.00	2.27%
62 Replacement Bronze Plaques (6"x 2")	137.50	27.50	165.00	141.67	28.33	170.00	5.00	3.03%
63 Replacement Bronze Plaques (7"x 5")	191.67	38.33	230.00	195.83	39.17	235.00	5.00	2.17%
64 Replacement Bronze Plaque with Photo (8"x4")	262.50	52.50	315.00	266.67	53.33	320.00	5.00	1.59%
65 Additional Characters	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
Levelling Memorials/Monuments								
66 Cremated Remains	40.00		40.00	40.00		40.00	0.00	0.00%
67 Lawn Headstones	115.00		115.00	115.00		115.00	0.00	0.00%
68 Lawn Headstone on a traditional grave	115.00		115.00	115.00		115.00	0.00	0.00%
69 Monument over 5.0' in height, or a vault	AT COST		AT COST	AT COST		AT COST		

Description of Service		Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
	CREMATORIUM								
	CREMATION FEES								
70	Cremation Fee incl of environmental charge	740.00		740.00	740.00		740.00	0.00	0.00%
71	Commital Gold A person whose age at the time of death exceeds 16 years Cremation only. Family attending (No service, organist or music, incl of enviromental charge)	605.00		605.00	605.00		605.00	0.00	0.00%
72	Commital Silver A person whose age at the time of death exceeds 16 years cremation only No Family attending (No Service, organist or Music, incl environmental charge)	365.00		365.00	365.00		365.00	0.00	0.00%
73	An NVF stillborn child or child not exceeding 16 years of age at time of death	N/C		N/C	N/C		N/C		
74	Body Parts	175.00		175.00	175.00		175.00	0.00	0.00%
	Miscellaneous Charges								
75	Use of Chapel for Memorial Service	180.00		180.00	185.00		185.00	5.00	2.78%
76	Metal Urn - Adult	50.00		50.00	50.00		50.00	0.00	0.00%
77	Metal Urn or Poly Urn - Child								
78	Additional Poly Urn	30.00		30.00	30.00		30.00	0.00	0.00%
79	Biodegradable urn (For use in Crematorium Garden of Remembrance	70.00		70.00	70.00		70.00	0.00	0.00%
80	Web Cast (Cremation Service)	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
81	DVD Recording (Web broadcast)	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
82	CD Recording (Cremation Service)	54.17	10.83	65.00	54.17	10.83	65.00	0.00	0.00%
83	Storage cremated remains beyond 1 month- per month or part month				25.00	5.00	30.00	30.00	NEW
84	Interment of cremated remains in Garden of Remebrance where cremation took place at another crematorium	110.00		110.00	110.00		110.00	0.00	0.00%
	Interment of cremated remains in Garden of Remebrance where cremation took place at Southend Crematorium if returned after 1 year	110.00		110.00	110.00		110.00	0.00	0.00%
85	Saturday interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	70.00		70.00	70.00		70.00	0.00	0.00%
86	Additional or replacement Certified copy of cremation certificate	20.00		20.00	20.00		20.00	0.00	0.00%
87	Use of Organ	10.00		10.00	10.00		10.00	0.00	0.00%

163

Description of Service		Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
Commemorative Fees (incl VAT)									
Book of Remembrance									
88	2 line inscription	91.67	18.33	110.00	91.67	18.33	110.00	0.00	0.00%
89	5 line inscription	137.50	27.50	165.00	141.67	28.33	170.00	5.00	3.03%
90	5 line inscription with Floral Motif	245.83	49.17	295.00	250.00	50.00	300.00	5.00	1.69%
91	5 line inscription with Service Badge / Crest	254.17	50.83	305.00	258.33	51.67	310.00	5.00	1.64%
92	8 line inscription	183.33	36.67	220.00	187.50	37.50	225.00	5.00	2.27%
93	8 line inscription with Floral Motif	300.00	60.00	360.00	308.33	61.67	370.00	10.00	2.78%
94	8 line inscription with Service Badge / Crest	308.33	61.67	370.00	316.67	63.33	380.00	10.00	2.70%
95	8 line inscription with Coat of Arms	329.17	65.83	395.00	333.33	66.67	400.00	5.00	1.27%
Remembrance Card									
96	2 line inscription	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
97	5 line inscription	83.33	16.67	100.00	83.33	16.67	100.00	0.00	0.00%
98	5 line inscription with Floral Motif	191.67	38.33	230.00	195.83	39.17	235.00	5.00	2.17%
99	5 line inscription with Service Badge / Crest	200.00	40.00	240.00	204.17	40.83	245.00	5.00	2.08%
100	8 line inscription	104.17	20.83	125.00	108.33	21.67	130.00	5.00	4.00%
101	8 line inscription with Floral Motif	220.83	44.17	265.00	225.00	45.00	270.00	5.00	1.89%
102	8 line inscription with Service Badge / Crest	229.17	45.83	275.00	233.33	46.67	280.00	5.00	1.82%
103	8 line inscription with Coat of Arms	250.00	50.00	300.00	254.17	50.83	305.00	5.00	1.67%
Miniature Book of Remembrance									
104	2 line inscription	91.67	18.33	110.00	91.67	18.33	110.00	0.00	0.00%
105	5 line inscription	112.50	22.50	135.00	116.67	23.33	140.00	5.00	3.70%
106	5 line inscription with Floral Motif	220.83	44.17	265.00	225.00	45.00	270.00	5.00	1.89%
107	5 line inscription with Service Badge / Crest	229.17	45.83	275.00	233.33	46.67	280.00	5.00	1.82%
108	8 line inscription	129.17	25.83	155.00	133.33	26.67	160.00	5.00	3.23%
109	8 line inscription with Floral Motif	245.83	49.17	295.00	250.00	50.00	300.00	5.00	1.69%
110	8 line inscription with Service Badge / Crest	254.17	50.83	305.00	258.33	51.67	310.00	5.00	1.64%
111	8 line inscription with Coat of Arms	275.00	55.00	330.00	279.17	55.83	335.00	5.00	1.52%
112	Additional lines: per line	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
Leaves of life									
113	Engraved Leaf Small for 12 months	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
114	Engraved Leaf Large for 12 months	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%
114	Renewal of display for 1 year period Small	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
115	Renewal of display for 1 year period Large	58.33	11.67	70.00	58.33	11.67	70.00	0.00	0.00%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
	Memorial panels- 2 or 3 line panel displayed								
116	Memorial panel	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
117	5 year display lease	190.00		190.00	190.00		190.00	0.00	0.00%
118	10 year display lease	360.00		360.00	360.00		360.00	0.00	0.00%
119	Renewal of display for 5 year period	190.00		190.00	190.00		190.00	0.00	0.00%
120	Re Guild Letter	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
	Memorial Pergola Tablets								
121	Pergola Tablet	200.00	40.00	240.00	204.17	40.83	245.00	5.00	2.08%
122	5 year display lease	190.00		190.00	195.00		195.00	5.00	2.63%
123	10 years display lease	360.00		360.00	370.00		370.00	10.00	2.78%
124	<i>Pavillion Plaques (Children)</i>								
125	Bronze plaque flag style	91.67	18.33	110.00	91.67	18.33	110.00	0.00	0.00%
126	plus 10 year lease	95.00		95.00	95.00		95.00	0.00	0.00%
127	5 year renewal	85.00		85.00	85.00		85.00	0.00	0.00%
	Memorial Trees and Shrubs								
128	Memorial Tree and Bronze Plaque (6"x4")	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
129	Memorial Tree lease period for 5 years	255.00		255.00	260.00		260.00	5.00	1.96%
130	Memorial Tree lease period for 10 years	495.00		495.00	505.00		505.00	10.00	2.02%
131	Memorial Tree lease renewal for 5 years	270.00		270.00	275.00		275.00	5.00	1.85%
132	Memorial Shrub and Bronze Plaque (6"x4")	141.67	28.33	170.00	170.83	34.17	205.00	35.00	20.59%
133	Memorial Shrub lease period for 5 years	220.00		220.00	225.00		225.00	5.00	2.27%
134	Memorial Shrub lease period for 10 years	425.00		425.00	435.00		435.00	10.00	2.35%
135	Memorial Shrub lease renewal for 5 years	220.00		220.00	225.00		225.00	5.00	2.27%
136	Replacement Bronze Plaques (6"x 2")	137.50	27.50	165.00	141.67	28.33	170.00	5.00	3.03%
137	Replacement Bronze Plaques (7"x 5")	191.67	38.33	230.00	195.83	39.17	235.00	5.00	2.17%
138	Replacement Bronze Plaque with Photo (8"x4")	262.50	52.50	315.00	266.67	53.33	320.00	5.00	1.59%
139	Additional Characters	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
140	Standard Rose replacement Bronze Plaque (4"x 6")	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
141	Additional Characters	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
142	4' Memorial Seat and Bronze Plaque	870.00	174.00	1,044.00	887.50	177.50	1,065.00	21.00	2.01%
143	5' Memorial Seat and Bronze Plaque	905.00	181.00	1,086.00	925.00	185.00	1,110.00	24.00	2.21%
144	6' Memorial Seat and Bronze Plaque	1,050.00	210.00	1,260.00	1,070.00	214.00	1,284.00	24.00	1.90%
145	Plus 25 year lease for all memorial seats	720.00		720.00	735.00		735.00	15.00	2.08%
146	Replacement Bronze Plaques (6"x 2")	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
147	Additional characters	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%

165

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
New pergola Walk & Sunken Rose Garden Memorial Scheme (2017/18)									
148	Balustrade creamated remains Niche (incl container and 10 year leases)				1,215.00		1,215.00	1,215.00	NEW
149	Internment fee				110.00		110.00	110.00	NEW
150	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
151	Additional letters				1.67	0.33	2.00	2.00	NEW
152	Photo plaque				87.50	17.50	105.00	105.00	NEW
153	Pillar Post				400.00	80.00	480.00	480.00	NEW
154	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
155	Additional letters				1.67	0.33	2.00	2.00	NEW
156	photo plaque				87.50	17.50	105.00	105.00	NEW
157	5 year display lease				185.00		185.00	185.00	NEW
158	10 year display lease				370.00		370.00	370.00	NEW
159	Atlas pillar memeorial plaque				45.83	9.17	55.00	55.00	NEW
160	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
161	Additional letters				1.67	0.33	2.00	2.00	NEW
162	photo plaque				87.50	17.50	105.00	105.00	NEW
163	5 year display lease				185.00		185.00	185.00	NEW
164	10 year display lease				370.00		370.00	370.00	NEW
165	Chapel memorial plaque				117.00	23.40	140.40	140.40	NEW
166	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
167	Additional letters				1.67	0.33	2.00	2.00	NEW
168	photo plaque				87.50	17.50	105.00	105.00	NEW
169	5 year display lease				185.00		185.00	185.00	NEW
170	10 year display lease				370.00		370.00	370.00	NEW
171	Book Memorial Plaque				79.17	15.83	95.00	95.00	NEW
172	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
173	Additional letters				1.67	0.33	2.00	2.00	NEW
174	photo plaque				87.50	17.50	105.00	105.00	NEW
175	5 year display lease				185.00		185.00	185.00	NEW
176	10 year display lease				370.00		370.00	370.00	NEW

166

	Description of Service	Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
177	Rose Post				125.00	25.00	150.00	150.00	NEW
178	Inscription 80 characters				154.17	30.83	185.00	185.00	NEW
179	Additional letters				1.67	0.33	2.00	2.00	NEW
180	photo plaque				87.50	17.50	105.00	105.00	NEW
181	5 year display lease				185.00		185.00	185.00	NEW
182	10 year display lease				370.00		370.00	370.00	NEW
	Memorial Rockery								
183	Lease 15 years	1,270.00		1,270.00	1,295.00		1,295.00	25.00	1.97%
184	Bronze Plaque (6" x 4")	137.50	27.50	165.00	141.67	28.33	170.00	5.00	3.03%
185	Bronze Plaque (7"x5")	191.67	38.33	230.00	195.83	39.17	235.00	5.00	2.17%
	Cremation Urns								
186	Tranquility Brass Urn 3ltr				115.83	23.17	139.00	139.00	NEW
187	Biodegradable Urn 3ltr				65.83	13.17	79.00	79.00	NEW
188	Biodegradable Urn 3ltr including tree sapling				82.50	16.50	99.00	99.00	NEW
189	Biodegradable freshwater Urn (Adult) 3ltr				104.17	20.83	125.00	125.00	NEW
190	Biodegradable freshwater Urn (Infant) 0.75ltr				57.50	11.50	69.00	69.00	NEW
191	Biodegradable seawater Urn (Adult) 3ltr				104.17	20.83	125.00	125.00	NEW
192	Biodegradable seawater Urn (Infant) 0.75ltr				57.50	11.50	69.00	69.00	NEW
193	Outdoor Angel Urn 8ltr				332.50	66.50	399.00	399.00	NEW
194	Honesty Urn 2.7ltr				115.83	23.17	139.00	139.00	NEW
195	Honesty companion Urn Set 2.7ltr				249.17	49.83	299.00	299.00	NEW
196	Double Urn 6ltr				249.17	49.83	299.00	299.00	NEW
197	Handcrafted Wooden Urn 4ltr				332.50	66.50	399.00	399.00	NEW
	Commemorative Jewellery								
198	Silver Heart Shape Pendant with Chain				124.17	24.83	149.00	149.00	NEW
199	Silver Miniature Awareness Pendant with Chain				82.50	16.50	99.00	99.00	NEW
200	Silver Scrolled Drop Pendant with Chain				115.83	23.17	139.00	139.00	NEW
201	Silver Scrolled Heart Pendant				124.17	24.83	149.00	149.00	NEW
202	Silver Memorial Bead				82.50	16.50	99.00	99.00	NEW
203	Double Chamber Keepsake Pendant				124.17	24.83	149.00	149.00	NEW
204	Double Chamber Bangle				229.16	45.83	274.99	274.99	NEW
205	Silver and Gold Plate Barrel Cufflinks				124.17	24.83	149.00	149.00	NEW
206	Geometric Cufflinks				115.83	23.17	139.00	139.00	NEW
207	Silver Awareness Ribbon Broach				57.50	11.50	69.00	69.00	NEW

167

	Description of Service	Net Charge	VAT (20%)	Gross 2016/17	Proposed Net	VAT	Proposed Gross	Proposed Increase	
		2016/17		Charge	Charge 2017/18	(20.00%)	2017/18 Charge	Gross Increase	%
		£	£	£	£	£	£	£	%
	REGISTRATION SERVICE	No increase by GRO			Under Review by GRO				
	From the General Register Office, Office of National Statistics,								
	Statutory Fees SET BY THE GRO * Subject to a potential price increase								
	Cost of Certificates								
	From Registrar who registered Birth, Death or Marriage:								
1	Standard Certificate (at time of registration)	4.00		4.00	4.00		4.00	0.00	0.00%
2	Short Birth Certificate (at time of registration)	4.00		4.00	4.00		4.00	0.00	0.00%
	(One short certificate issued free of charge at time of registering birth)								
3	Issuing Certificate after time of registration	7.00		7.00	7.00		7.00	0.00	0.00%
	Cost of Copy Certificates								
4	Standard Certificate	10.00		10.00	10.00		10.00	0.00	0.00%
5	Short Birth Certificate	10.00		10.00	10.00		10.00	0.00	0.00%
6	Same Day Priority Service (order by 2pm)	30.00		30.00	65.00		65.00	35.00	116.67%
7	Next Day Service (order by 2pm)	18.00		18.00	25.00		25.00	7.00	38.89%
8	Postage costs for postal certificates (UK only) Tracked				2.92	0.58	3.50	3.50	NEW
	MARRIAGE & CIVIL PARTNERSHIP CEREMONIES								
	Southend Register Office Approved Premises in Borough of Southend & Essex								
9	Notice Fee per person *	35.00		35.00	35.00		35.00	0.00	0.00%
10	On giving notice to a registration authority (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	35.00		35.00	35.00		35.00	0.00	0.00%
11	Registrar - notice of marriage of a house-bound person	47.00		47.00	47.00		47.00	0.00	0.00%
12	Registrar – Attending a marriage at the residence of a house-bound person	84.00		84.00	84.00		84.00	0.00	0.00%
13	Entering a notice of marriage by Registrar General's Licence for an end of life person (not paid to Council)	3.00		3.00	3.00		3.00	0.00	0.00%
14	Attending a marriage by Registrar General's licence for an end of life person (not paid to Council)	2.00		2.00	2.00		2.00	0.00	0.00%
15	Issue of Registrar General's licence for an end of life person (not paid to Council)	15.00		15.00	15.00		15.00	0.00	0.00%
16	Registrar - Attending at a place of worship	86.00		86.00	86.00		86.00	0.00	0.00%
17	Registrar - Attending at the residence of a house-bound person	81.00		81.00	81.00		81.00	0.00	0.00%
18	Notice Fee per person *	35.00		35.00	35.00		35.00	0.00	0.00%
19	Certificate at time of registration	4.00		4.00	4.00		4.00	0.00	0.00%
20	Certificate after time of registration	10.00		10.00	10.00		10.00	0.00	0.00%
21	Registrar – certification of a place of meeting for religious worship	29.00		29.00	29.00		29.00	0.00	0.00%
22	Registration of a building for the solemnisation of marriages	123.00		123.00	123.00		123.00	0.00	0.00%
23	Registration of a building which has previously been registered for the solemnisation of marriages	64.00		64.00	64.00		64.00	0.00	0.00%
	CITIZENSHIP CEREMONIES								
	Application								
24	Standard Group Ceremony	80.00		80.00	80.00		80.00	0.00	0.00%
25	Individual Private Ceremony (Victoria Room)	135.00		135.00	150.00		150.00	15.00	11.11%

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20.00%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Marriage, Civil Partnership, Renewal of Vows & Commitment Ceremonies									
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers, certificate and commemorative box)									
Jubilee Room									
26	Weekdays Monday - Friday	205.00		205.00	420.00		420.00	215.00	104.88%
27	Saturday	265.00		265.00	560.00		560.00	295.00	111.32%
Victoria Room									
54	Weekdays Monday - Friday	135.00		135.00	335.00		335.00	200.00	148.15%
55	Saturday	250.00		250.00	370.00		370.00	120.00	48.00%
NAMING CEREMONIES									
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers & ceremony pack* VAT charge applies)									
Jubilee Room									
58	Weekdays - Monday - Friday	205.00		205.00	411.67	8.33	420.00	215.00	104.88%
59	Saturday	265.00		265.00	551.67	8.33	560.00	295.00	111.32%
Victoria Room									
60	Weekdays Monday-Friday	135.00		135.00	211.67	8.33	220.00	85.00	62.96%
63	Saturday	250.00		250.00	271.67	8.33	280.00	30.00	12.00%
APPROVED PREMISES Marriage/Civil Partnership Ceremonies (price includes registrar attendance, certificate & commemorative box)									
64	Monday - Friday	390.00		390.00	400.00		400.00	10.00	2.56%
65	Saturdays	420.00		420.00	430.00		430.00	10.00	2.38%
66	Sundays & Bank Holidays	480.00		480.00	490.00		490.00	10.00	2.08%
67	6pm - 9pm Weekdays	430.00		430.00	440.00		440.00	10.00	2.33%
68	6pm - 9pm Saturdays	615.00		615.00	630.00		630.00	15.00	2.44%
69	6pm - 9pm Sundays and Bank Holidays	665.00		665.00	680.00		680.00	15.00	2.26%
APPROVED PREMISES Renewal of Vows/Commitment Ceremonies (price includes registrar attendance, certificate & commemorative box)									
70	Monday - Friday	295.00		295.00	280.00		280.00	(15.00)	-5.08%
71	Saturdays	450.00		450.00	310.00		310.00	(140.00)	-31.11%
72	Sundays & Bank Holidays	600.00		600.00	340.00		340.00	(260.00)	-43.33%
APPROVED PREMISES NAMING CEREMONIES (price includes registrar attendance & ceremony pack)									
73	Monday - Friday	295.00		295.00	271.67	8.33	280.00	(15.00)	-5.08%
74	Saturdays	450.00		450.00	301.67	8.33	310.00	(140.00)	-31.11%
75	Sundays & Bank Holidays	600.00		600.00	331.67	8.33	340.00	(260.00)	-43.33%
Individual Citizenship Ceremonies									
76	Staff Attendance – Approved Premises (Monday - Friday)	390.00		390.00	400.00		400.00	10.00	2.56%
77	Jubilee Room (Monday - Friday) - includes room hire	430.00		430.00	430.00		430.00	0.00	0.00%
78	Victoria Room (Monday - Friday) - includes room hire	255.00		255.00	260.00		260.00	5.00	1.96%

Description of Service		Net Charge	VAT (20%)	Gross 2016/17	Proposed Net	VAT	Proposed Gross	Proposed Increase	
		2016/17		Charge	Charge 2017/18	(20.00%)	2017/18 Charge	Gross Charge	
		£	£	£	£	£	£	£	%
NATIONALITY CHECKING APPOINTMENT * fees inclusive of VAT									
79	Adult who submits a single application pays one fee	58.33	11.67	70.00	70.00	14.00	84.00	14.00	20.00%
80	Children under the age of 18	25.00	5.00	30.00	35.00	7.00	42.00	12.00	40.00%
PREMISES LICENSE FEES									
81	Approved Premises Inspection Fee includes health & safety inspection	1,700.00		1,700.00	1,700.00		1,700.00	0.00	0.00%
82	Approved Premises Application – additional room/decision Review	560.00		560.00	560.00		560.00	0.00	0.00%
83	Private Premises Health & Safety Inspection	60.00		60.00	60.00		60.00	0.00	0.00%
SUNDRY SALES									
84	Confetti	2.00		2.00	2.00		2.00	0.00	0.00%
ALL APPOINTMENTS - BOOKINGS/AMENDMENTS/CANCELLATION FEES									
In the event that the customer makes changes to a booking the following fees will apply:									
85	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with :-	50.00		50.00	50.00		50.00	0.00	0.00%
86	- amendment of date of ceremony	20.00		20.00	25.00		25.00	5.00	25.00%
87	- less than two months notice - or failure to cancel - no refund full fee lost	Full Fee		Full Fee	Full Fee		Full Fee		
88	Citizenship/Nationality checking service Amendment of date of ceremony/appointment	25.00		25.00	25.00		25.00	0.00	0.00%
89	Nationality Checking Service non attendance fee (single family)	Full Fee		Full Fee	Full Fee		Full Fee		

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
Penalties for Non Return of Information									
(Penalty fees set by Statute)									
Initial Failure to provide information									
1	Failure to notify the Council that an exemption on a dwelling should have ended				70.00		70.00	70.00	NEW
2	Failure to notify the Council that a discount (including single person discount and Local Council Tax Support) should have ended				70.00		70.00	70.00	NEW
3	Failure to notify the Council of a change of address or fails to notify the council of a change in the liable party				70.00		70.00	70.00	NEW
4	Failure to provide information requested to identify liability				70.00		70.00	70.00	NEW
5	Failure to provide information requested after a liability order has been obtained				70.00		70.00	70.00	NEW
Further Failure to provide information									
6	Further failure to supply the requested information (all categories)				280.00		280.00	280.00	NEW

Description of Service		Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
Civic Campus Room Hire									
Civic Suite									
Room Bookings commence at 08:00									
Extra Large (Council Chamber)									
1	Commercial Half Day (4hrs)				400.00		400.00	400.00	NEW
2	Commercial Full Day (9hrs)				800.00		800.00	800.00	NEW
3	Commercial Hourly (8am - 10pm)				110.00		110.00	110.00	NEW
4	Concessions Half Day (4hrs)				300.00		300.00	300.00	NEW
5	Concessions Full Day (9hrs)				600.00		600.00	600.00	NEW
6	Concessions Hourly (8am - 10pm)				75.00		75.00	75.00	NEW
7	Midweek Evenings (4hrs)				150.00		150.00	150.00	NEW
8	Academic Holidays (Mon - Fri)				300.00		300.00	300.00	NEW
Large (Committee Room 1, 4a)									
9	Commercial Half Day (4hrs)				180.00		180.00	180.00	NEW
10	Commercial Full Day (9hrs)				360.00		360.00	360.00	NEW
11	Commercial Hourly (8am - 10pm)				50.00		50.00	50.00	NEW
12	Concessions Half Day (4hrs)				150.00		150.00	150.00	NEW
13	Concessions Full Day (9hrs)				300.00		300.00	300.00	NEW
14	Concessions Hourly (8am - 10pm)				40.00		40.00	40.00	NEW
15	Midweek Evenings (4hrs)				75.00		75.00	75.00	NEW
16	Academic Holidays (Mon - Fri)				150.00		150.00	150.00	NEW
Medium Large (Committee Rooms 3,4,5,6)									
17	Commercial Half Day (4hrs)				120.00		120.00	120.00	NEW
18	Commercial Full Day (9hrs)				240.00		240.00	240.00	NEW
19	Commercial Hourly (8am - 10pm)				35.00		35.00	35.00	NEW
20	Concessions Half Day (4hrs)				100.00		100.00	100.00	NEW
21	Concessions Full Day (9hrs)				200.00		200.00	200.00	NEW
22	Concessions Hourly (8am - 10pm)				25.00		25.00	25.00	NEW
23	Midweek Evenings (4hrs)				50.00		50.00	50.00	NEW
24	Academic Holidays (Mon - Fri)				100.00		100.00	100.00	NEW
Regular (Committee Rooms 2,7)									
25	Commercial Half Day (4hrs)				80.00		80.00	80.00	NEW
26	Commercial Full Day (9hrs)				160.00		160.00	160.00	NEW
27	Commercial Hourly (8am - 10pm)				25.00		25.00	25.00	NEW
28	Concessions Half Day (4hrs)				60.00		60.00	60.00	NEW
29	Concessions Full Day (9hrs)				120.00		120.00	120.00	NEW
30	Concessions Hourly (8am - 10pm)				20.00		20.00	20.00	NEW
31	Midweek Evenings (4hrs)				50.00		50.00	50.00	NEW
32	Academic Holidays (Mon - Fri)				75.00		75.00	75.00	NEW

172

Description of Service	Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
	£	£	£	£	£	£	£	%
Small (CSC Meeting Rooms)								
33 Commercial Half Day (4hrs)				60.00		60.00	60.00	NEW
34 Commercial Full Day (9hrs)				120.00		120.00	120.00	NEW
35 Commercial Hourly (8am - 10pm)				20.00		20.00	20.00	NEW
36 Concessions Half Day (4hrs)				40.00		40.00	40.00	NEW
37 Concessions Full Day (9hrs)				80.00		80.00	80.00	NEW
38 Concessions Hourly (8am - 10pm)				15.00		15.00	15.00	NEW
39 Midweek Evenings (4hrs)				50.00		50.00	50.00	NEW
40 Academic Holidays (Mon - Fri)				50.00		50.00	50.00	NEW
Table Sales / Stalls (Ground / First Floor Foyer)								
41 Commercial 1 table				25.00		25.00	25.00	NEW
42 Commercial 2 tables				40.00		40.00	40.00	NEW
43 Commercial 3 tables				50.00		50.00	50.00	NEW
44 Concession 1 table				5.00		5.00	5.00	NEW
45 Concession 2 tables				10.00		10.00	10.00	NEW
46 Concession 3 tables				15.00		15.00	15.00	NEW
TICKFIELD								
Extra Large (Darwin Evolution Room)								
47 Commercial Half Day (4hrs)				240.00		240.00	240.00	NEW
48 Commercial Full Day (9hrs)				480.00		480.00	480.00	NEW
49 Commercial Hourly (8am - 10pm)				65.00		65.00	65.00	NEW
50 Concessions Half Day (4hrs)				200.00		200.00	200.00	NEW
51 Concessions Full Day (9hrs)				400.00		400.00	400.00	NEW
52 Concessions Hourly (8am - 10pm)				50.00		50.00	50.00	NEW
53 Midweek Evenings (4hrs)				100.00		100.00	100.00	NEW
54 Academic Holidays (Mon - Fri)				200.00		200.00	200.00	NEW
Large (Darwin, Johnson, Seacole, Turing ICT Suite)								
55 Commercial Half Day (4hrs)				180.00		180.00	180.00	NEW
56 Commercial Full Day (9hrs)				360.00		360.00	360.00	NEW
57 Commercial Hourly (8am - 10pm)				50.00		50.00	50.00	NEW
58 Concessions Half Day (4hrs)				150.00		150.00	150.00	NEW
59 Concessions Full Day (9hrs)				300.00		300.00	300.00	NEW
60 Concessions Hourly (8am - 10pm)				40.00		40.00	40.00	NEW
61 Midweek Evenings (4hrs)				75.00		75.00	75.00	NEW
62 Academic Holidays (Mon - Fri)				150.00		150.00	150.00	NEW

Description of Service	Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
	£	£	£	£	£	£	£	%
Medium (Caxton, Cole, www.ICT Evolution, The Works)								
63 Commercial Half Day (4hrs)				120.00		120.00	120.00	NEW
64 Commercial Full Day (9hrs)				240.00		240.00	240.00	NEW
65 Commercial Hourly (8am - 10pm)				35.00		35.00	35.00	NEW
66 Concessions Half Day (4hrs)				100.00		100.00	100.00	NEW
67 Concessions Full Day (9hrs)				200.00		200.00	200.00	NEW
68 Concessions Hourly (8am - 10pm)				25.00		25.00	25.00	NEW
69 Midweek Evenings (4hrs)				50.00		50.00	50.00	NEW
70 Academic Holidays (Mon - Fri)				100.00		100.00	100.00	NEW
Small (Meeting Room 1, 2, www.Meeting Room)								
71 Commercial Half Day (4hrs)				75.00		75.00	75.00	NEW
72 Commercial Full Day (9hrs)				150.00		150.00	150.00	NEW
73 Commercial Hourly (8am - 10pm)				20.00		20.00	20.00	NEW
74 Concessions Half Day (4hrs)				50.00		50.00	50.00	NEW
75 Concessions Full Day (9hrs)				100.00		100.00	100.00	NEW
76 Concessions Hourly (8am - 10pm)				15.00		15.00	15.00	NEW
77 Midweek Evenings (4hrs)				50.00		50.00	50.00	NEW
78 Academic Holidays (Mon - Fri)				50.00		50.00	50.00	NEW
Other Related Charges								
79 Use of Webcasting Facilities (Council Chamber only)	POA		POA	POA		POA		
80 Hire of Microphones and System	POA		POA	POA		POA		
81 Conference / Spider Phone System	POA		POA	POA		POA		
82 Flip chart pens and paper	8.33	1.67	10.00	10.00	2.00	12.00	2.00	20.00%
83 Multimedia/LCD Projector	20.00	4.00	24.00	20.00	4.00	24.00	0.00	0.00%
84 Laptop Hire (Tickfield Only)				20.00	4.00	24.00	24.00	NEW
85 Charter Restaurant - Price on application dependant upon package. Minimum charge £350 per hire				POA		POA		
86 Courtyard Café - Price on application dependant upon package. Minimum charge £200 per hire				POA		POA		
Exceptions and Discounts available on Civic Campus Room Hire								
<i>Complimentary equipment hire for new customers and off peak evening, weekend and academic holidays</i>								
<i>Second/additional rooms discount (for larger multiple room events or additional hospitality space)</i>								
<i>Academic holiday rate offered all year to significant partners such as SEH or health/education providers</i>								
<i>Combine room hire, equipment and hospitality with delegate rates similar to commercial venues</i>								
<i>Discretionary discount for commercial organisations to be agreed by Director of Transformation</i>								

	Description of Service	Net Charge	VAT	Gross 2016/17	Proposed Net	VAT	Proposed	Proposed Increase	
		2016/17	(20%)	Charge	Charge	(20%)	Gross 2017/18	Gross Charge	
		£	£	£	£	£	£	£	%
	PORTERS								
87	Porters Tours - per person	6.00		6.00	6.00		6.00	0.00	0.00%
88	Porters Registered Charity Half Day (inc set up and break down time)	70.00		70.00	70.00		70.00	0.00	0.00%
89	Porters Registered Charity Full Day (inc set up and break down time)	120.00		120.00	120.00		120.00	0.00	0.00%
90	Porters Not for profit organisations Half Day (inc set up and break down time)	90.00		90.00	90.00		90.00	0.00	0.00%
91	Porters Not for profit organisations Full Day (inc set up and break down time)	170.00		170.00	170.00		170.00	0.00	0.00%
92	Porters Monday - Wednesday Commercial Organisations (inc ceremonies) Half Day(inc set up and break down time)	700.00		700.00	700.00		700.00	0.00	0.00%
93	Porters Monday - Wednesday Commercial Organisations (inc ceremonies) Full Day (inc set up and break down time)	1,200.00		1,200.00	1,200.00		1,200.00	0.00	0.00%
94	Porters Extended Ceremony Hours Monday - Wednesday New Offer	720.00		720.00	720.00		720.00	0.00	0.00%
95	Porters Thursdays , Fridays, Saturdays, Sundays Commerical Organisations (inc ceremonies) Half Days (inc set up and break down time)	800.00		800.00	800.00		800.00	0.00	0.00%
96	Porters Thrusdays, Fridays, Saturdays, Sundays Commerical Organisations (inc ceremonies and reception) Full Day (inc set up and break down time)	1,500.00		1,500.00	1,500.00		1,500.00	0.00	0.00%
97	Porters Extended Ceremony Hours Thursday, Friday, Saturdays, Sundays New Offer	850.00		850.00	850.00		850.00	0.00	0.00%
98	Porters Partner Organisations Half Day (inc set up and break down time)	420.00		420.00	420.00		420.00	0.00	0.00%
99	Porters Partner Organisations Full Day (inc set up and break down time)	830.00		830.00	830.00		830.00	0.00	0.00%
100	Porters Staff (inc private parties) Half Day (inc set up and break down time)	330.00		330.00	330.00		330.00	0.00	0.00%
101	Porters Staff (inc private parties, ceremonies & receptions) Full Day (inc set up and break down time)	700.00		700.00	700.00		700.00	0.00	0.00%
102	Porters Staff extended ceremony hours	360.00		360.00	360.00		360.00	0.00	0.00%
110	Floral Arrangements								
111	Waitress service for canapés	70.83	14.17	85.00	83.33	16.67	100.00	15.00	17.65%
	Corkage - per bottle inc waitress service								
112	Wine, Champagne, Cava, Pre-mixed Bucks Fizz (Porters)	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
113	Bottled Beer (Porters)	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
114	Soft Drinks - Lemonade, Cola, Fruit Juice etc (Porters)	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
115	Pimms (inc lemonade) (Porters)	6.00	1.20	7.20	6.00	1.20	7.20	0.00	0.00%
116	Tea & Coffee - per cup (Porters)	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%

175

Description of Service		Net Charge 2016/17	VAT (20%)	Gross 2016/17 Charge	Proposed Net Charge 2017/18	VAT (20%)	Proposed Gross 2017/18 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
1	Standard Search (forms LLC1 and Con29'R')(VAT on Con29'R' only)	105.00	14.00	119.00	105.00	14.00	119.00	0.00	0.00%
2	Official Search (form LLC1 only)	35.00		35.00	35.00		35.00	0.00	0.00%
3	Local Enquiries (form Con29'R' only)	70.00	14.00	84.00	70.00	14.00	84.00	0.00	0.00%
4	Additional Parcels of Land (Standard Search) per parcel	15.00		15.00	15.00		15.00	0.00	0.00%
5	Local Enquiries (form CON29'O') per question	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%
6	Personal Search No Charge	0.00		0.00	0.00		0.00		
7	Extra Parcel Fee LLC1 per parcel	5.00		5.00	5.00		5.00	0.00	0.00%
8	Extra Parcel Fee CON29 per parcel	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%

Southend-on-Sea Borough Council

Agenda
Item No.

8

Report of Corporate Management Team
To
Cabinet
On
19 January 2017

Report prepared by: Joe Chesterton
Director of Finance & Resources

Draft General Fund Revenue Budget 2017/18
All Scrutiny Committees – Executive Councillor: Councillor John Lamb
A Part 1 Public Agenda Item

1. Purpose of Report

1.1. To present for consideration a 2017/18 draft revenue budget.

2. Recommendations

That Cabinet;

- 2.1. Endorse the 2017/18 draft revenue budget and any required commencement of consultation, statutory or otherwise;**
- 2.2. Note that the 2017/18 draft revenue budget has been prepared on the basis of a Council Tax increase of 4.99%, being 1.99% for general use and 3% for Adult Social Care;**
- 2.3. Note that the 2017/18 draft revenue budget has been prepared using the provisional local government finance settlement and that the outcome from the final settlement will need to be factored into the final budget proposals for Budget Cabinet and Budget Council;**
- 2.4. Refer the 2017/18 draft revenue budget, as approved, for the views of all Scrutiny Committees, Business sector and Voluntary sector to inform Budget Cabinet, which will then recommend the Budget and Council Tax to Budget Council;**
- 2.5. Note the Schools budget position and that the recommendations to the Schools Forum on 18th January 2017, as set out in Appendix 14 and 14(i) are referred to People Scrutiny Committee and then to Budget Cabinet and Budget Council;**
- 2.6. Endorse the direction of travel for 2018/19 and beyond (Section 15).**

3. Council Budget Process

- 3.1. The Council must set its revenue budget and Council Tax by 11 March of the preceding financial year. If, for whatever reason, the Council cannot agree a budget and Council Tax at Budget Council on 23 February, Members should be aware that it is unlikely that the Council Tax bills could be sent out on time for the 1 April instalment (taking into account the necessary notice period and the time required to print the bills and accompanying leaflet).
- 3.2. It is also good practice to approve the capital programme and fees and charges at the same time as the revenue budget and reports elsewhere on this agenda deal with these matters. It should be noted that the revenue impact of both reports have been factored into the 2017/18 draft revenue budget proposed in this report.
- 3.3. The Housing Revenue Account (HRA) budget also needs to be agreed in a timely manner to ensure rent reviews can be reflected from 1 April of each year, and so a report on this can also be found elsewhere on this agenda.
- 3.4. The high level decision-making timetable is shown below:

Schools Forum	7 December 2016 & 18 January 2017
Cabinet approves proposals for reference to Scrutiny Committees, Business and Voluntary sectors	19 January 2017
Cabinet approval (delegated from Council) for the 2017/18 Council Tax base of 56,917.61 equivalent Band D properties	19 January 2017
Scrutiny and Consultation Scrutiny Committees:- - Place - People - Policy & Resources	23 January 2017 24 January 2017 25 January 2017
Business and Voluntary sector consultation	19 January 2017
Precept announcements Leigh-on-Sea Town Council Essex Fire Authority Essex Police Authority	17 January 2017 15 February 2017 Police Commissioner by 1 March 2017 (Essex Police and Crime Panel 26 January 2017)

Cabinet recommends the Revenue Budget, Council Tax, Fees & Charges, Capital Programme and HRA to Council	14 February 2017
Council approves the revenue and capital budget, Council Tax and HRA	23 February 2017

- 3.5. This report presents the draft General Fund revenue budget for 2017/18 for reference to the Scrutiny Committees and as the basis for consultation with the business and voluntary sectors.
- 3.6. A fuller report including the updated four year Medium Term Financial Strategy and the statutory statement by the Chief Finance Officer on the robustness of the estimates and adequacy of reserves under s25 of the Local Government Act 2003, will be presented to the Budget Cabinet at its meeting on 14 February 2017 and to Budget Council at its meeting on 23 February 2017.

4. Government Funding – Grant and Finance Settlement

- 4.1 Government funding of its main grant (formerly Formula Grant) is now the third ranked provider of funding for the Council's total general fund budget (excluding schools) after Council Tax and Business Rates. As such it represents a reducing factor in determining the Council's revenue budget. The provisional Local Government Finance Settlement for 2017/18 was issued by the Department for Communities and Local Government (DCLG) on 15 December 2016 and this represents the Government's next three year spending plans.
- 4.2 The latest Finance Settlement maintains the key changes in the way that Local Government is now financed, which were introduced in April 2013. To recollect for Members the main changes arose from the launch of the Business Rates Retention (BRR) scheme as the principle form of local government funding. In previous years, the settlement announcement provided local authorities with their expected general revenue allocations for the following financial year. The settlement now provides authorities with a combination of provisional Revenue Support Grant (RSG) allocation and confirmation of Business Rates top up grant.
- 4.3 A key change to last year's settlement was the Government's recognition of the demand and demographic expenditure pressures on Adult Social Care and the ability for Local Authorities to implement an Adult Social Care precept of up to 2% to support the growing expenditure on Council budgets in this area.
- 4.4 The Adult Social Care precept is confirmed to continue, however, the Government has now introduced a flexibility to the precept in that the maximum 6% increase allowed over the next three years (2017/18 to 2019/20) can be applied in any of the three years as long as the precept does not exceed an additional 3% in 2017/18 and 2018/19 and an additional 2% in 2019/20.
- 4.5 Additionally, last year's settlement introduced a minimum RSG settlement for 4 years up to 2019/20. This was conditional upon the Council submitting an Efficiency Plan by 14 October 2016, which was duly submitted by the due date.

DCLG has now confirmed acceptance of the Council's efficiency plan and therefore to its entitlement of a guaranteed minimum sum of RSG.

4.6 The key points arising from the provisional settlement for Southend-on-Sea Borough Council are:

- (i) The provisional Settlement Funding Assessment (SFA) (a combination of actual RSG and estimated business rates income) for 2017/18 is £47.618 million. This compares to an adjusted SFA of £53.638 million in respect of 2016/17 (a reduction of £6.020 million and equivalent to a 11.2% reduction);
- (ii) The RSG element for 2017/18 within the provisional SFA is £14.681 million. This compares to an adjusted RSG of £21.338 million in respect of 2016/17 (a reduction of £6.657 million and equivalent to a 31.2% reduction);
- (iii) The settlement provides indicative figures for a three year period (2017/18 to 2019/20);
- (iv) The introduction of an Adult Social Care Support grant funded by a reduction in the New Homes Bonus grant;
- (v) Some capital and specific grants are provisional and yet to be announced in full;
- (vi) As last year there is no Council Tax freeze grant offered by the Government this year;
- (vii) The 2017/18 referendum limit for Council Tax increases has been announced at a level of 5%, being 3% for expenditure on adult social care and 2% for other expenditure (2016/17 this was set at 4%, being 2% and 2% respectively);
- (viii) For 2017/18, funding to support social care and benefit health is being continued through the Better Care Fund; a pooled budget between the Council and Southend Clinical Commissioning Group (CCG). The provisional settlement has not indicated what the terms of the Better Care Fund are for 2017/18 but that these are to be announced in January/February. At that point the Council will have a better understanding of the pooled budget from existing NHS and Council resources will be in comparison to 2016/17. The proposed budget assumes that the Council's share of the BCF will at least remain unchanged;
- (ix) In addition, as announced in the 2015 Spending Review, the Council is also due to receive the first tranche of a new "improved" BCF directly through a S31 grant to further assist with the inherent pressures in adult social care. As yet the amount has not been confirmed.
- (x) The consultation on the provisional finance settlement ended on 13 January 2017. The actual timing of the final announcement has yet to

be announced, but would normally follow shortly after the consultation period has ended. The provisional settlement does refer to February for the final settlement. A verbal update will be given to Cabinet on any further information surrounding the final finance settlement and any implication on the setting of the Budget;

- (xi) There has been a national revaluation of business rateable values, for implementation from 1 April 2017. Nationally the revaluation has resulted in a net increase of RV's, although some areas and some business types have seen reductions. As the revaluation process is designed to be revenue neutral (apart from an inflationary increase), the rate in the £ has been reduced so as to raise (nationally) the same amount of money from businesses. The provisional small business non-domestic rates (NNDR) poundage (multiplier) has been set at 46.6p (2016/17=48.4p) in accordance with the RPI inflation for September 2016. The associated non-domestic poundage has been set at 47.9p (2016/17=49.7p). Non-domestic rates are set nationally by the Government and collected locally by Councils (billing authorities). Under the current arrangements for the localisation of business rates a sum of 50% is returned to Government who then reapportion this sum back to Local Government as part of their main grant settlement. The remaining 50% is retained 49% by the Council and 1% is distributed to the Essex Fire Authority. The Council's actual income from business rates is therefore dependent upon the performance of the local economy, the success of any rating appeals and collection rates. The Police Authority receive their funding separately;
- (xii) The Public Health service grant allocation for 2017/18 has been notified as £9.712million (a reduction of £0.245million on 2016/17).

5. Government Funding – Dedicated Schools Grant (DSG)

- 5.1 The Dedicated Schools Grant (DSG) was introduced in 2006/07, as a 100% specific grant to fund the Schools Budget. It excludes post-16 funding (with the exception of Special Educational Needs) and other specific grants. The Schools Budget includes funding for all maintained schools in Southend-on-Sea. It also includes other costs relating to pupil's education, mainly comprising: independent school placements, outside the Borough, for pupils with special needs; private, voluntary and independent providers of nursery education; the Southend-on-Sea Pupil Referral Unit; education out of school; behaviour support services; the admissions service; and initiatives agreed by the Schools Forum.
- 5.2 The DSG is now mainly based on pupil numbers in the October before the beginning of each financial year, plus an estimate for the Early Years Block, plus an allocated High Needs Block, allowing an estimate of total grant to be made in order for local authorities to calculate individual school budgets in February.
- 5.3 The current estimated total DSG for 2017/18 is £144.1 million (2016/17 = £140.1 million). In practice the final DSG will exclude funding for Academies and is estimated to reduce by at least £81.0 million to £63.1 million.

6. Schools Budget

- 6.1 The Schools Budget consists of delegated funding to schools and early years providers, the funding of some central services, and the funding related to individual children such as for children with special educational needs (SEN) also known as 'High Needs'.
- 6.2 The Schools Budget is funded from the DSG. In addition, funding for post 16 students in schools is received from the Education Funding Agency.
- 6.3 The Department for Education (DfE) announced on 20 December 2016 the funding details for 2017/18 which are summarised below:
- (i) Separation of the DSG budget between Schools Block, Early Years Block and High Needs Block.
 - (ii) Education Support Grant (retained services), that is used to fund the Council's statutory duties in relation to education, has been transferred into the Schools Block, and with the agreement of the Education Board transferred back to the Council.
 - (iii) Overall DSG funding will therefore be protected based on the current 2016/17 funding per pupil albeit split between the various blocks.
 - (iv) Schools will be protected by a Minimum Funding Guarantee (MFG) so as to lose no more than 1.5% per pupil compared to 2016/17.
- 6.4 The overall DSG to Southend-on-Sea for 2017/18 will be paid at:-

Area	Amount (£'s)	Detail
Schools Block	116,376,769	25,306 pupils @ £4,598.78 each
Early Years Block	8,212,992	Provision for 1,637 FTE 3 – 4 year old children @ £4.40 per hour
	1,571,544	Provision for 526 2 year old children @ £5.24 per hour
	157,959	Early years pupil premium
High Needs Block	17,783,562	Includes placement and top up funding
Total DSG 2017/18	144,102,826	

- 6.5 Decisions on the allocation of the DSG are effectively made by the Education Board (meeting as the Schools Forum), although their recommendations still need to be confirmed by the Council. The Schools Forum met on 7 December 2016 and 18 January 2017 to consider the Schools Budget. Subject to Cabinet approval, budget allocations to schools will be determined by the recommendations from the Forum.

- 6.6 Overall due to the cash flat settlement there is no increase in DSG funding per pupil in 2017/18.
- 6.7 In addition to funding from the DSG, schools will receive Pupil Premium grant, which will provide £1,320 / £935 of funding per primary / secondary pupil (2016/17 = £1,320 / £935 per pupil) who have been registered for free school meals in any of the past 6 years. Based on estimates the Pupil Premium will provide an additional £8 million for schools in Southend-on-Sea (both Maintained and Academy schools).
- 6.8 As a percentage of their total budget, the overall cash funding for schools will see an increase of circa 0.7% due to pupil number growth. The change in budget for individual schools will vary depending upon pupil numbers and pupil funding factors such as free school meals registration, with some seeing a larger change than 0.7% and some less.
- 6.9 Following the recommendation of the Schools Forum on 18 January 2017, Appendix 14 and 14(i) show the detailed breakdown of the 2017/18 Schools budget. The schools position for 2017/18 will now be submitted to the People Scrutiny Committee on 24 January 2017, through to Budget Cabinet on 14 February 2017, and then to the Budget Council on 23 February 2017 for final agreement of the Schools Budget, based on the recommendations from the Schools Forum and the comments from the Scrutiny Committee. Following this process, final budgets will be issued to schools.

7. Medium Term Financial Strategy (MTFS)

- 7.1 The Medium Term Financial Strategy that was approved in February 2016 was for a four year period up to the financial year 2019/20. It is now in need of updating as a result of the latest Local Government Finance Settlement, changes to the projections in the current financial planning figures and a review of our service delivery plans and recently refreshed corporate priorities.
- 7.2 It is good practice to update the rolling MTFS as part of setting the Council budget and Council Tax to ensure our financial planning is fully aligned and integrated.
- 7.3 The MTFS for the next four year period 2017/18 to 2020/21 will, therefore, be presented as part of the budget proposals for Budget Cabinet on 14 February 2017 and Budget Council on 23 February 2017.

8. 2017/18 Budget Proposals

- 8.1 This Council budget has been prepared against the background of the Governments' spending plans through various Budget speeches, the Chancellor's Autumn Statement and the Local Government provisional finance settlement. The various Government announcements continue to see the most substantial contraction of available public sector funding, but particularly in Local Government, for many decades.

- 8.2 In addition, it continues to be based upon the Government's significant funding reform for Local Government that has been the most radical in generations. As a result of both the significant contraction of available funding and the financial reforms there is a consequent need to continue to find a significant level of revenue savings over the next four financial years at least on par with the last four year period.
- 8.3 Following cross party member input to the 2016/17 budget round as part of the three year budget process, the outcomes have assisted in formulating this years budget. Using this Member and portfolio holder input a detailed draft budget has been prepared by senior officers for the Cabinet to put forward that addresses the need for significant savings to be addressed and to set a balanced and robust budget. The various budget consultations have also assisted in informing the compilation of the Council's budget.
- 8.4 The draft 2017/18 General Fund revenue base budget requirement before savings and pressures is £126.924 million. Available funding, including Council Tax, estimated Business Rates and Government grant (excluding the Adult Social Care precept) is £117.008 million. A high level budget summary of the position is set out at Appendix 1. The draft 2017/18 revenue budgets for each Portfolio are then set out in Appendices 2 - 9 and show the original budget and probable outturn for 2016/17 and the 2017/18 base budget before savings and pressures.
- 8.5 The budget identifies a number of pressures being faced by the Council, which need funding and these total £3.000 million. These are set out in detail in Appendices 10 and 11. After applying the required pressures of £3.000 million to the base budget there is a budget gap to find in 2017/18 of £12.916 million through departmental savings, corporate contingencies, use of the adult social care precept and earmarked reserves.
- 8.6 Along with all other Local Authorities the Council is facing extreme demand and cost pressure in Adult Social Care and Children spending. The Local Government Association (LGA) estimates that Adult Social Care faces a national funding gap of £1.3 billion by 2019/20 (even with the measures announced in the 2015 Spending Review) based on pressures caused by demography, inflation and the National Living Wage. In addition to this, LGA analysis of "fair price" of care calculations developed by provider organisations suggests that the scale of the immediate challenge could be in the order of at least £1.3 billion. This is the minimum requirement to stabilise the provider market meaning that a total of at least £2.6 billion is needed by the end of the decade.
- 8.7 The Council's budget setting needs to recognise these spending pressures to ensure that a robust budget is set alongside managing the risks of service delivery in these areas.
- 8.8 The Budget Pressure proposals recognise these known cost pressures the Council is currently facing. For Adult Social Care spending, a number of the pressures can be financed by the on-going Adult Social Care Precept. However, Children's cost pressures will need to be financed by the Council Tax. Both areas of required funding have been recognised in the proposed draft budget. The

Adult Social Care and Children cost pressures identified for the 2017/18 proposed draft budget reflect the realignment of the respective base budgets to ensure there is adequate budget to manage the required service demands and delivery.

- 8.9 Additionally, given the volatile national picture outlined above, it is recommended that within the earmarked reserves that specific reserves are identified to act as a precaution to any further in year demands on Adult Social Care and Children spending. The identification of these reserves will form part of the S.151 officers statement on the adequacy of balances and the robustness of the budget in the final budget to be presented to Cabinet on 14 February 2017.
- 8.10 The proposed use of the Adult Social Care precept is as follows:-

	£m	£m
Service Investments		
Enhancement to services for complex care needs	0.800	
Investment to maintain community independence	0.200	
Total		1.000
Adult Social Care Pressures		
National living wage (part - 7P)	0.750	
Older People demographics (6P)	0.500	
Learning Disabilities – Transition of Children to Adults (5P)	0.400	
Total		1.650
Baseline Services		
Existing Adult Social Care Services	0.725	
Total		0.725
Grand Total		3.375

- 8.11 £1.650 million of the identified total pressures of £3.000million will therefore be met from the Adult Social Care precept. In addition, it is proposed to meet a further £0.850 million of the pressures (the remaining £0.250 million of the national living wage pressure on adult services (7P) and the £0.600 million children’s pressure (4P)) from the corporate inflation contingency. This reduces the pressures to be funded by £2.500 million to £0.500 million.
- 8.12 In addition, £0.725 million of the Adult Social Care precept will be used to fund existing adult social care services, effectively reducing the budget gap further.
- 8.13 The proposals in paragraphs 8.11 and 8.12 reduce the budget gap of £12.916 billion to £9.691 million.
- 8.14 The budget gap is then reduced further by various savings proposals, which total £6.921 million set out fully in departmental order in Appendices 12 and 13.
- 8.15 By agreeing the proposed savings of £6.921 million (excluding Public Health savings of £0.581 million, as these savings are ring fenced against the Public Health grant allocation) the budget gap falls to £2.770 million. Rather than make more savings to balance the budget, it is proposed to use £2.770 million of earmarked reserves to balance the budget.

8.16 The budget proposals therefore include the use of £1.133 million of the business rates retention reserve to fund the anticipated shortfall in business rates receipts following revaluation and £1.637 million earmarked reserves to allow the smoothing of the three year budget gap and therefore to fund the balancing of the 2017/18 core budget. Clearly the use of earmarked reserves to balance the budget is not sustainable unless arrangements are made to repay those reserves. The MTFs therefore also allows for the replenishment of the use of these reserves for the core budget, thereby increasing the savings targets in later years.

8.17 This will result in a balanced draft 2017/18 revenue budget of £119.778 million (2016/17 £121.915 million). The use of the Adult Social Care Precept will add £3.375 million to this budget, bringing the total budget to £123.153 million (2016/17 £123.206 million).

8.18 As part of the budget proposals, there are also some one-off growth items that are proposed to be funded for their temporary nature by the use of earmarked reserves. The items of revenue growth are;

- Energy Efficiency Team - £100,000 pa for 2017/18 and 2018/19. To continue support for the Energy Efficiency Team to undertake innovation and flexibility studies into energy efficiency resources that will produce annual revenue savings for both the Council and schools budget. This total funding is to be reimbursed to reserves as the team becomes self-sufficient in its operation;
- Air Quality Management - £50,000 pa for 2017/18, 2018/19 and 2019/20. This funding is to provide the required specialist support needed to identify improvements for Air Quality in the town;
- Edge of Care - £250,000 pa for 2017/18 and 2018/19. This funding is to reduce the number of children being taken into care by supporting the family to keep the child safe at home;
- Economic Development - £50,000 for 2017/18 and £100,000 for 2018/19. This is to further enable one-off research and staff support for the promotion of the town;
- Ofsted Improvement Plan £300,000 in 2017/18 and £150,000 for 2018/19 (6 months). Arising from the 2016 Ofsted inspection, time limited resources are required to ensure delivery of the agreed improvement plan;
- School Improvement - £200,000 pa for 2017/18 and 2018/19. This funding is to continue school improvement support including support for pupils to attain Grammar School entrance.

8.19 A total of £1.850 million of earmarked reserves are being used to fund the above items of one-off project spending (of which £0.950 million is in 2017/18).

8.20 It is recommended that the draft budget is referred to all Scrutiny Committees and their comments considered by the Budget Cabinet on 14 February 2017 to enable the Budget Cabinet to make its recommendation on the 2017/18 budget to full Budget Council on 23 February 2017.

9. Staffing implications of budget savings proposals

9.1 The saving proposals outlined in this report will delete 10.4 full time equivalent (fte) posts across the Council, of which 8.4 (81%) are currently vacant.

9.2 Formal redundancy consultation with the recognised Trades Unions has commenced and all staff have been fully briefed on the implications of these proposals.

9.3 In addition, there are a number of transformation projects within the People Department, including Adult Services – Learning Disabilities (PE1), Liquid Logic Efficiency Savings (PE4), Transformation of Housing (PE6) and Business Support Review (PE9), which have the potential to displace staff. Once the transformation plans are fully scoped, the appropriate formal staff consultation processes for these areas will also take place.

9.4 The staffing reductions will be managed in accordance with the Councils policies on the Managing Organisational Change and Redundancy.

9.5 The Council's Workforce Planning Panel will continue to control recruitment to vacant posts (permanent and temporary) and, wherever possible, staff identified as 'at risk' of redundancy will be redeployed through the Talent Pool. In addition, the Council will be working with other Essex authorities and partners in order to maximise redeployment opportunities across the county region.

9.6 Volunteers for redundancy have already been sought and will be further sought in order to minimise the number of compulsory redundancies.

9.7 A comprehensive package of support for all staff but particularly those directly affected by these proposals has been put into place. This includes coaching and counselling, as well as practical support with job applications and money management.

10. Corporate Priorities

10.1 The proposed revenue budget has regard to the Council's 2017/18 Corporate Priorities, which are attached at Appendix 15.

11. Budget Consultation

11.1 The media coverage of the public sector economic situation places a worthy expectation for local authorities to engage communities in the difficult decisions that will determine what services are delivered by the Council and how.

11.2 The Council has undertaken a number of targeted consultations which have focused on service redesign and renewal of contracts for commissioned services to implement previously agreed savings, improve the service offer and

help inform budget proposals for 2017/18. Such consultations with service users and wider stakeholders have included those on: the Council Tax Reduction Scheme, Advocacy Support services, Dementia Care, Carer's Support and Children's Centres have all informed the budget setting process.

- 11.3 Alongside the targeted consultations, Our Town Our Future, a community visioning exercise to help shape the Council's contribution to the vision of the Borough has been taking place throughout 2016. The community conversations taking place are helping to shape the Council's future priorities.
- 11.4 The overall results and comments from the consultation have continued to help inform the preparation of the 2017/18 draft revenue budget.

12. Equality Impact Assessments (EIA) – Making fair financial decisions

- 12.1 Each department has produced a departmental equality analysis taking into consideration any equality and cohesion impacts that restructuring their service may have on staff and service users. The results were then challenged by an internal team of officers and then by the Corporate Management Team.
- 12.2 As before the aim will be to protect delivery of key frontline services as well as highlight greater opportunities for collaborative working with partners to deliver services. Staff, Councillors, Trade Unions, Service users and residents were consulted and engaged in the process. These include but were not limited to, Chief Executive briefing sessions, Departmental Management and Team meetings, workshops and resident engagement via the budget consultation process.
- 12.3 Recommendations made in departmental supporting action plans identify how each department will aim to address and mitigate any indirect differential impact on staff and services over the coming year.
- 12.4 An overarching EIA is attached at Appendix 16.

13. Council Tax Base 2017/18 and Estimated Collection Fund Surplus/Deficit 2016/17

- 13.1 The Council has to formally determine the Council Tax Base (the number of Band D equivalent properties) for 2017/18 and any estimated Collection Fund balance at the end of 2016/17. The Council Tax Base for 2017/18 is as reported in a separate report on this agenda for approval as delegated by Council at 56,917.61 (equivalent Band D properties) including Leigh-on-Sea Town Council.
- 13.2 The tax base for Leigh-on-Sea Town Council has been calculated for 2017/18 as 8,717.19 Band D equivalents.
- 13.3 The Council Tax base for Southend-on-Sea has increased as a result of a combination of a number of new properties on the list coupled with the on-going impact of the agreed discounts and exemptions.

13.4 The estimated balance on the Collection Fund in respect of Council Tax at the end of 2016/17 will be reported formally to the Budget Cabinet on 14 February 2017. The draft budget and Council Tax implications are currently based on the use of £0.5 million of the projected surplus attributable to the Council.

14. Council Tax (including Precepts)

14.1 The draft budget assumes a Council Tax increase at 1.99% for general use on the Southend-on-Sea element of the total Council Tax. There are no implications arising from this increase for a Council Tax freeze grant, as the Government has again not offered one this year.

14.2 The Cabinet (and Scrutiny Committees) may wish to bear in mind that a 1% change in Southend-on-Sea Borough Council's element of the Council Tax is £12.06 per annum for a Band D property. This equates to an amount of circa £0.686 million in the revenue budget for each 1% change.

14.3 The proposed Council Tax increase for general use of 1.99% will mean a Band D level of £1,206.18 per annum on the Southend-on-Sea element of the Council Tax (2016/17 the Band D level is £1,182.64). This equates to an annual increase of £23.54 and a weekly increase of 45p.

14.4 The total Council Tax payable by tax payers consists of Southend-on-Sea Borough Council precept, the Adult Social Care precept and the precepts for Essex Fire Authority, Essex Police & Crime Commission. Where applicable it also includes the Leigh-on-Sea Town Council precept.

14.5 At this stage the precepts from the major precepting authorities (Fire and Police) are not yet finalised. Also, the Leigh-on-Sea Town Council precept is not yet finalised.

14.6 Essex Police Authority through the Police Commissioner has by law to set its precept no later than 1st March 2017 (after consideration by its Police & Crime Panel on 26 January 2017). No indication has been given of the relevant precept level for 2017/18.

14.7 Essex Fire Authority is due to set its precept on 15 February 2017 (after consideration by its Policy & Strategy Committee on 4 January 2017). The precept level being proposed is an increase of 1.99%.

14.8 Leigh-on-Sea Town Council is due to set its precept at its Council meeting on 17 January 2017. No indication has been given of the relevant precept level for 2017/18.

14.9 The precepts will form part of the formal Council Tax setting at Budget Council on 23 February 2017. As part of the draft budget, estimations have been made of the expected precept levels pending formal approval by the precepting authorities. Any variances from that contained in the draft budget are expected to be minimal and will be contained within the overall budget proposals that will be presented to Budget Council.

14.10 In addition, the draft budget also assumes the continuation of the Adult Social Care precept a level of 5% of the main council tax (an increase of 3% over the previous year). The ability to apply this precept was introduced by the Government as part of the 2016/17 Local Government finance settlement. It was introduced to assist with the increasing demand and demographic expenditure pressures from Adult Social Care that Local Government has been experiencing and are continuing to face. The proposed increase of 3% equates to an annual increase of £36.12 (from £23.18 to £59.30) equivalent to a weekly increase of 69p. It is proposed that the Adult Social Care precept be used to support the service for a mixture of existing and new spending pressures as set out above in Section 8.

15. 2018/19 and Beyond

15.1 In addressing the national economic situation the Government has continued to emphasise the need to look further at a four year programme of public sector spending restraint and reconfiguration. This was reinforced in the Chancellor's annual Autumn Statement on 23 November 2016 with further restriction placed on the Government's public spending plans up to 2021 with the commitment to its departmental spending plans set out in the Spending Review 2015. The tightening and reduction of Government funding contributions to local government funding and the new Government's changes from April 2013 for the funding of Local Government, means that the current financial challenges for 2018/19 and beyond will continue. This needs to be seen as part of a continued period of financial retrenchment similar at least to the previous four years that Local Government has already encountered and that councils will need to consider a much longer spending reduction programme than previously identified by Central Government.

15.2 This report predominantly addresses, as we are required to do, a detailed budget for 2017/18 but it is also appropriate to identify the areas the Council should continue to explore in order to meet the budget constraints of future years and also tailor the services it provides and review its role within national policy and local circumstances.

15.3 Like all local authorities in England, Southend-on-Sea Borough Council is facing unprecedented financial challenges. The Council has, over a number of years, addressed significant funding gaps whilst also achieving improved efficiency and service delivery. In the current, and forecast, period of national financial stringency the scale of financial contraction is such as to challenge the scale, nature and purpose of the role of the Council.

15.4 Traditionally, and particularly over recent years, the nature of Council activity has seen an increase in the level of directly delivered services for the local populace and for local businesses and visitors. Many services have been delivered on a universal basis and free or at limited cost. As funding continues to reduce greater pressure is being placed upon the services provided by the Council and also the way in which these are delivered.

15.5 Since the beginning of the national fiscal situation the Council has striven to sustain its full range of services but it is increasingly likely that this approach will be unviable.

- 15.6 The Council will increasingly focus the delivery of its services in a targeted way, concentrating on delivering services to those residents who need the Council's help. The Council will also adopt this as an approach in tailoring the delivery of its many statutory services. To underpin this approach the Council will also reposition its role as one to help the community, its residents and businesses, to take personal control of as many factors affecting their lives as is possible.
- 15.7 The Council will continue to adopt an increasing approach of working, and delivering services, in partnership with other agencies, the voluntary and commercial sectors, and the community itself. As part of this approach the Council will encourage the sustenance of community services in collaboration with the local communities, encouraging community capacity to operate in appropriate circumstances.
- 15.8 The Council will also seek to address critical issues such as equality, disadvantage, lack of attainment and poverty by working with communities themselves, seeking enhanced training and opportunity and by fostering and promoting the local economy and thereby enhancing opportunities for aspiration, attainment, household income and personal achievement.
- 15.9 The Council will also seek to explore innovative income generation opportunities that will assist with increasing the Council's revenue sources to assist with bridging the significant budget gap the Council has to deliver. In addition, there is the intention to look greater at commercial opportunities for services of the Council.
- 15.10 Given the financial challenge we have and are to continue to face for a number of years, a continued programme of corporate working will continue with this efficiency drive and to help support the identification of savings for future years. This will allow us to have a programme driving transformational change in the organisation and will allow a clear focus on delivery of the required significant savings that will be required over this period.
- 15.11 Over the coming year it will be extremely important to consider future year potential savings proposals in anticipation of delivering tailored services for the community whilst addressing the known budget reductions required from our total budget and reflecting the estimated significant government grant reductions. It is currently anticipated arising from the Autumn Statement in late 2016, that further savings in the order of £22m to £25m will be required from the Council's circa £123m annual net budget for the three years 2018/19 to 2020/21.
- 15.12 It is clear that the budget savings presented for 2017/18 cannot be continually repeated in successive years without the Council considering how it delivers services across the borough to avoid duplication of overheads, achieve economic delivery and still provide facilities and services valued by the community.

16. Corporate Implications

16.1 Contribution to Council's Vision & Critical Priorities

The budget strategy is an integral part of the Council's Corporate Service and Resources Planning Framework.

16.2 Financial Implications

As set out in the body of the report.

16.3 Legal Implications

None at this stage.

16.4 People Implications

The draft budget will have an impact on staffing levels and the implications are set out in section 9 of this report.

16.5 Property Implications

None

16.6 Consultation

Consultation has taken place with the Chief Executive, Deputy Chief Executives and their Directors as part of the budget preparation process who are fully committed to working within the budget proposed. Members are being consulted through Cabinet, Scrutiny and Council.

Consultation with staff and unions will continue throughout the process. Briefings for local businesses and the voluntary sector have been undertaken to give them an opportunity to find out more about what is in the planned draft budget from the Leader and Chief Executive of the Council.

Staff have been kept abreast of progress and opportunities for contributions through personal briefings by the Chief Executive, a dedicated 'speak up' email suggestion inbox and through written briefings.

16.7 Equalities Impact Assessment

Assessments have been carried out for proposed savings in the 2017/18 draft revenue budget and an overarching EIA is attached as an Appendix to this report.

16.8 Risk Assessment

The budget proposals will be subject to the Deputy Chief Executives and Directors review of risk and robustness. This will inform the Director of Finance & Resources' Section 25 statement on the robustness of estimates and adequacy of reserves to be reported to the Budget Cabinet on 14 February 2017 and Budget Council on 23 February 2017.

16.9 Value for Money

The proposals set out in the report reflect the Council's drive to improve value for money and to deliver significant efficiencies in the way it operates.

16.10 Community Safety Implications

Assessments have been carried out for all revenue proposals.

16.11 Environmental Impact

Assessments have been carried out for all revenue proposals.

17. Background Papers

17.1 The provisional finance settlement 2017/18, DCLG

17.2 Budget working papers are held in the Finance & Resources' Accountancy section.

17.3 Equality Impact Assessments

18. Appendices

Appendix 1	Summary of Draft 2017/18 General Fund Revenue Budget
Appendix 2	2017/18 Draft budget - Leader
Appendix 3	2017/18 Draft budget – Corporate & Community Support Services
Appendix 4	2017/18 Draft budget – Culture, Tourism & the Economy
Appendix 5	2017/18 Draft budget – Transport, Waste & Cleansing
Appendix 6	2017/18 Draft budget – Housing, Planning & Public Protection Services
Appendix 7	2017/18 Draft budget – Children & Learning
Appendix 8	2017/18 Draft budget – Health & Adult Social Care
Appendix 9	2017/18 Draft budget - Technology
Appendix 10	Schedule of Proposed Pressures
Appendix 11	Description of Proposed Pressures
Appendix 12	Schedule of Proposed Savings
Appendix 13	Description of Proposed Savings
Appendix 14	Schools Budget
Appendix 14(i)	Schools Budget
Appendix 15	Corporate Priorities 2017/18
Appendix 16	Equality Analyses supporting budget proposals

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**SUMMARY OF GENERAL FUND
REVENUE BUDGET 2017/18**

**SOUTHEND ON SEA BOROUGH COUNCIL ESTIMATE FOR THE
GENERAL FUND YEAR ENDING 31 MARCH 2018**

SUMMARY OF GENERAL FUND REVENUE ESTIMATES

	Appendix	Original Estimate 2016/17	Probable Outturn 2016/17	Original Estimate 2017/18	Budget 2017/18
		£000	£000	£000	£000
Portfolios					
Leader	2	2,281	1,977	2,224	2,224
Corporate & Community Support Services	3	12,285	12,411	12,705	12,705
Culture, Tourism & the Economy	4	11,754	12,417	12,349	12,349
Transport, Waste & Cleansing	5	22,646	22,942	22,847	22,847
Housing, Planning & Public Protection Services	6	8,865	8,776	6,615	6,615
Children & Learning	7	26,254	26,992	26,403	26,403
Health & Adult Social Care	8	38,186	39,980	38,452	38,452
Technology	9	4,025	4,062	4,422	4,422
Sub Total		126,296	129,557	126,017	126,017
Capital Financing Removed		(18,642)	(18,642)	(18,858)	(18,858)
Portfolio Net Expenditure		107,654	110,915	107,159	107,159
Levies		585	579	590	590
Contingency - General		2,088	1,855	2,088	2,088
- Pensions & Apprenticeship Levy		0	0	650	650
- Transformation		1,500	1,500	1,500	1,500
- Inflation		2,228	600	1,840	1,840
Pensions Upfront Funding		(4,782)	(4,782)	7,467	7,467
Financing costs		15,787	15,672	16,595	16,595
Total net expenditure		125,060	126,339	137,889	137,889
Contribution to /(from) general reserves		0	0	0	0
Contribution to /(from) earmarked reserves		(3,874)	(5,353)	(10,775)	(10,775)
Revenue Contribution to Capital		6,472	6,472	3,347	3,347
Corporate Pressures	10 & 11	0	0	0	3,000
Met by Adult Social Care Precept & Inflation Contingency		0	0	0	(2,500)
Proposed Savings	12 & 13	0	0	0	(6,921)
Use of Adult Social Care Precept to fund baseline		0	0	0	(725)
Corporate Savings (2016/17)		(200)	0	0	0
Non Service Specific Grants		(4,252)	(4,252)	(3,537)	(3,537)
Budget Requirement		123,206	123,206	126,924	119,778
Use of Adult Social Care Precept					
Adult Social Care Service Enhancements					1,000
To part meet Adult Social Care Pressures					1,650
To fund Adult Social Care baseline services					725
		0	0	0	3,375
Total Budget Requirement		123,206	123,206	126,924	123,153

LEADER
REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Leader Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Corporate Subscriptions	73	0	73	73	0	73	73	0	73
Corporate and Non Distributable Costs	1,685	(177)	1,508	1,338	(177)	1,161	1,624	(180)	1,444
Emergency Planning	85	0	85	128	0	128	86	0	86
Strategy and Performance	645	(30)	615	645	(30)	615	651	(30)	621
Net Expenditure/(Income)	2,488	(207)	2,281	2,184	(207)	1,977	2,434	(210)	2,224

201

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Leader Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	1,478	1,522	1,536
Premises	3	3	3
Transport	4	4	4
Supplies & Services	589	241	489
Third Party Payments	190	190	190
Transfer Payments	0	0	0
Depreciation	4	4	7
Special Items	220	220	205
Gross Expenditure	2,488	2,184	2,434
Income			
Government Grants	(30)	(30)	(30)
Other Grants & Reimbursements	0	0	0
Sales	0	0	0
Fees & Charges	0	0	0
Rents	0	0	0
Interest	0	0	0
Investment Asset Revaluation Gain	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(177)	(177)	(180)
Other Internal Charges	0	0	0
Total Income	(207)	(207)	(210)
Net Expenditure/(Income)	2,281	1,977	2,224

CORPORATE AND COMMUNITY SUPPORT SERVICES
REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Corporate and Community Support Services Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Department of Corporate Services	914	0	914	853	0	853	912	0	912
The Programme Office	3	0	3	3	0	3	0	0	0
Administration & Support	404	0	404	33	0	33	0	0	0
Accountancy	2,101	(386)	1,715	1,961	(386)	1,575	2,074	(352)	1,722
Accounts Payable	129	(5)	124	129	(5)	124	130	(5)	125
Accounts Receivable	191	(74)	117	218	(74)	144	195	(75)	120
Insurance	143	(243)	(100)	143	(243)	(100)	155	(245)	(90)
Asset Management	390	(5)	385	370	(5)	365	383	(5)	378
Community Centres and Club 60	54	(1)	53	54	(1)	53	52	(1)	51
Corporate and Industrial Estates	124	(2,539)	(2,415)	124	(2,539)	(2,415)	212	(2,511)	(2,299)
Council Tax Admin	879	(481)	398	880	(541)	339	894	(490)	404
Non Domestic Rates Collection	238	(304)	(66)	223	(304)	(81)	200	(305)	(105)
Housing Benefit and Council Tax Benefit Admin	1,887	(1,195)	692	1,998	(1,195)	803	1,921	(1,195)	726
Rent Benefit Payments	98,947	(99,050)	(103)	98,947	(99,050)	(103)	98,947	(99,050)	(103)
Internal Audit	826	(187)	639	826	(187)	639	843	(188)	655
Buildings Management	2,708	(112)	2,596	2,840	(112)	2,728	2,974	(114)	2,860
Cemeteries and Crematorium	1,328	(2,198)	(870)	1,227	(2,197)	(970)	1,267	(2,255)	(988)
Customer Services Centre	1,541	(284)	1,257	2,309	(284)	2,025	2,068	(290)	1,778
Dial A Ride Service	89	(19)	70	107	(19)	88	123	(19)	104
Registration of Births Deaths and Marriages	357	(364)	(7)	31	(363)	(332)	336	(371)	(35)
Transport Management	154	0	154	36	0	36	34	0	34
Vehicle Fleet	610	(343)	267	565	(343)	222	529	(344)	185

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Corporate and Community Support Services Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Partnership Team	275	0	275	289	0	289	278	0	278
Support To Voluntary Sector	781	0	781	781	0	781	779	0	779
Human Resources	1,698	(487)	1,211	1,706	(487)	1,219	1,752	(497)	1,255
People and Organisational Development	402	(91)	311	402	(91)	311	408	(91)	317
Tickfield Training Centre	282	(95)	187	282	(95)	187	293	(97)	196
Democratic Services Support	355	0	355	362	0	362	357	0	357
Mayoralty	185	0	185	184	0	184	187	0	187
Member Support	712	0	712	712	0	712	718	0	718
Elections and Electoral Registration	360	0	360	385	0	385	361	0	361
Local Land Charges	210	(318)	(108)	189	(297)	(108)	196	(297)	(101)
Legal Services	1,006	(240)	766	1,040	(224)	816	1,097	(243)	854
Corporate Procurement	599	0	599	820	0	820	611	0	611
Property Management and Maintenance	531	(107)	424	531	(107)	424	568	(109)	459
Net Expenditure/(Income)	121,413	(109,128)	12,285	121,560	(109,149)	12,411	121,854	(109,149)	12,705

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Corporate and Community Support Services Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	14,563	14,328	14,736
Premises	1,835	1,836	1,840
Transport	391	391	388
Supplies & Services	4,614	4,997	4,732
Third Party Payments	136	124	126
Transfer Payments	98,520	98,520	98,504
Depreciation	1,354	1,354	1,528
Gross Expenditure	121,413	121,560	121,854
Income			
Government Grants	(96,957)	(96,957)	(96,958)
Other Grants & Reimbursements	(3,811)	(3,790)	(3,791)
Sales	(52)	(52)	(40)
Fees & Charges	(4,994)	(5,036)	(5,072)
Rents	(2,579)	(2,579)	(2,526)
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(233)	(233)	(237)
Other Internal Charges	(502)	(502)	(525)
Total Income	(109,128)	(109,149)	(109,149)
Net Expenditure/(Income)	12,285	12,411	12,705

CULTURE, TOURISM AND THE ECONOMY

REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Culture, Tourism and the Economy Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Arts Development	599	(364)	235	603	(364)	239	550	(305)	245
Amenity Services Organisation	2,517	(386)	2,131	3,624	(657)	2,967	3,625	(670)	2,955
Culture Management	67	(6)	61	68	(6)	62	69	(6)	63
Library Service	3,357	(390)	2,967	3,456	(390)	3,066	3,429	(394)	3,035
Museums And Art Gallery	1,172	(67)	1,105	1,189	(67)	1,122	1,352	(68)	1,284
Parks And Amenities Management	2,270	(667)	1,603	1,593	(550)	1,043	1,676	(613)	1,063
Sports Development	97	(45)	52	97	(45)	52	53	0	53
Sport and Leisure Facilities	582	(144)	438	559	(304)	255	606	(144)	462
Southend Theatres	515	(17)	498	515	(17)	498	747	(17)	730
Resort Services Pier and Foreshore and Southend Marine Activity Centre	3,065	(999)	2,066	2,886	(619)	2,267	2,729	(784)	1,945
Tourism	136	(11)	125	186	(11)	175	138	(11)	127
Economic Development	268	0	268	543	(325)	218	522	(250)	272
Town Centre	200	(58)	142	199	(58)	141	210	(59)	151
Better Queensway	0	0	0	250	0	250	0	0	0
Climate Change	87	(24)	63	112	(50)	62	7	(43)	(36)
Net Expenditure/(Income)	14,932	(3,178)	11,754	15,880	(3,463)	12,417	15,713	(3,364)	12,349

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Culture, Tourism and the Economy Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	6,424	7,069	7,311
Premises	1,750	1,818	1,768
Transport	408	517	517
Supplies & Services	1,855	2,309	1,626
Third Party Payments	1,723	1,396	1,203
Transfer Payments	0	0	0
Depreciation	2,772	2,771	3,288
Gross Expenditure	14,932	15,880	15,713
Income			
Government Grants	0	(25)	0
Other Grants & Reimbursements	(594)	(894)	(741)
Sales	(365)	(135)	(137)
Fees & Charges	(2,198)	(2,390)	(2,467)
Rents	(21)	(19)	(19)
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(3,178)	(3,463)	(3,364)
Net Expenditure/(Income)	11,754	12,417	12,349

TRANSPORT, WASTE and CLEANSING

REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Transport, Waste & Cleansing Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Transport									
Highways Maintenance	9,206	(2,229)	6,977	9,714	(2,715)	6,999	9,666	(2,316)	7,350
Bridges and Structural Engineering	423	0	423	423	0	423	411	0	411
Decriminalised Parking	1,237	(1,633)	(396)	1,516	(1,382)	134	1,267	(1,666)	(399)
Car Parking Management	1,312	(5,959)	(4,647)	1,168	(6,359)	(5,191)	1,167	(6,085)	(4,918)
Concessionary Fares	3,217	0	3,217	3,290	0	3,290	3,217	0	3,217
Passenger Transport	381	(62)	319	441	(62)	379	456	(64)	392
Road Safety and School Crossing	265	(60)	205	265	(60)	205	234	(60)	174
Transport Planning	827	(57)	770	776	(57)	719	845	(57)	788
Traffic and Parking Management	572	(5)	567	490	(5)	485	536	(5)	531
Waste and Cleansing									
Public Conveniences	562	0	562	579	0	579	585	0	585
Waste Collection	3,705	0	3,705	4,640	0	4,640	4,483	0	4,483
Waste Disposal	4,062	0	4,062	5,533	0	5,533	5,533	0	5,533
Street Cleansing	1,871	(7)	1,864	1,381	(7)	1,374	1,381	(7)	1,374
Household Recycling	536	0	536	486	0	486	486	0	486
Environmental Care	516	(4)	512	400	(4)	396	386	(4)	382
Waste Management	1,994	0	1,994	493	0	493	496	0	496
Other Services									
Flood and Sea Defence	811	(64)	747	773	(44)	729	744	(11)	733
Enterprise Tourism and Environment Central Pool	1,229	0	1,229	1,269	0	1,269	1,229	0	1,229
Net Expenditure/(Income)	32,726	(10,080)	22,646	33,637	(10,695)	22,942	33,122	(10,275)	22,847

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Transport, Waste & Cleansing Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	3,616	3,498	3,397
Premises	1,457	1,687	1,166
Transport	92	93	79
Supplies & Services	471	656	523
Third Party Payments	18,621	19,234	18,722
Transfer Payments	0	0	0
Depreciation	8,469	8,469	9,235
Gross Expenditure	32,726	33,637	33,122
Income			
Government Grants	(103)	(103)	(71)
Other Grants & Reimbursements	(40)	(40)	(40)
Sales	(2)	(2)	(2)
Fees & Charges	(8,411)	(9,026)	(8,566)
Rents	(1)	(1)	(1)
Interest	0	0	0
Government Capital Grants	(1,523)	(1,523)	(1,595)
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(10,080)	(10,695)	(10,275)
Net Expenditure/(Income)	22,646	22,942	22,847

HOUSING, PLANNING and PUBLIC PROTECTION SERVICES

REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Housing, Planning and Public Protection Services Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Housing									
Strategy and Planning for Housing	209	0	209	215	(6)	209	215	0	215
Private Sector Housing	3,960	(587)	3,373	3,968	(599)	3,369	2,569	(846)	1,723
Housing Needs and Homelessness	802	(514)	288	695	(407)	288	825	(514)	311
Supporting People	3,235	0	3,235	3,079	0	3,079	2,558	0	2,558
Planning and Public Protection									
Closed Circuit Television	433	(32)	401	437	(32)	405	450	(32)	418
Community Safety	211	(32)	179	242	(37)	205	213	(32)	181
Building Control	565	(397)	168	565	(397)	168	600	(405)	195
Development Control	642	(569)	73	642	(569)	73	662	(581)	81
Regional And Local Town Plan	243	0	243	243	0	243	243	0	243
Regulatory Business	636	(11)	625	501	(11)	490	525	(11)	514
Regulatory Licensing	351	(483)	(132)	311	(456)	(145)	308	(493)	(185)
Regulatory Management	13	0	13	258	0	258	230	0	230
Regulatory Protection	252	(62)	190	197	(63)	134	194	(63)	131
Net Expenditure/(Income)	11,552	(2,687)	8,865	11,353	(2,577)	8,776	9,592	(2,977)	6,615

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Housing, Planning and Public Protection Services Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	4,275	4,307	4,431
Premises	10	53	10
Transport	46	47	48
Supplies & Services	3,551	3,266	2,978
Third Party Payments	99	109	103
Transfer Payments	0	0	0
Depreciation	3,571	3,571	2,022
Gross Expenditure	11,552	11,353	9,592
Income			
Government Grants	(50)	(101)	(100)
Other Grants & Reimbursements	(182)	(85)	(182)
Sales	(2)	(2)	(2)
Fees & Charges	(1,567)	(1,496)	(1,600)
Rents	0	(7)	0
Interest	0	0	0
Government Capital Grants	(476)	(476)	(683)
Recharges to Housing Revenue Account	(410)	(410)	(410)
Other Internal Charges	0	0	0
Total Income	(2,687)	(2,577)	(2,977)
Net Expenditure/(Income)	8,865	8,776	6,615

CHILDREN & LEARNING
REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Children & Learning Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Retained									
Childrens Commissioning	809	(291)	518	810	(291)	519	800	(291)	509
Children with Special Needs	1,863	(194)	1,669	2,141	(206)	1,935	1,867	(194)	1,673
Early Years Development and Child Care Partnership	10,784	(9,562)	1,222	10,784	(9,562)	1,222	10,817	(9,562)	1,255
Children Fieldwork Services	3,509	0	3,509	3,561	0	3,561	3,549	0	3,549
Children Fostering and Adoption	6,116	(252)	5,864	6,852	(761)	6,091	6,274	(306)	5,968
Youth Service	1,188	(397)	791	1,122	(331)	791	1,238	(403)	835
Other Education	579	(580)	(1)	579	(580)	(1)	576	(585)	(9)
Private Voluntary Independent	4,211	(156)	4,055	4,163	(58)	4,105	4,175	(120)	4,055
Children Specialist Commissioning	919	(59)	860	1,174	(77)	1,097	935	(60)	875
Children Specialist Projects	304	(189)	115	380	(179)	201	304	(189)	115
School Support and Preventative Services	19,116	(12,628)	6,488	18,122	(11,698)	6,424	27,373	(20,978)	6,395
Youth Offending Service	2,550	(1,386)	1,164	2,397	(1,350)	1,047	2,569	(1,386)	1,183
Total Retained	51,948	(25,694)	26,254	52,085	(25,093)	26,992	60,477	(34,074)	26,403
Delegated									
Schools Delegated Budgets	57,351	(57,351)	0	58,772	(58,772)	0	58,772	(58,772)	0
Total Delegated	57,351	(57,351)	0	58,772	(58,772)	0	58,772	(58,772)	0
Net Expenditure/(Income)	109,299	(83,045)	26,254	110,857	(83,865)	26,992	119,249	(92,846)	26,403

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Children & Learning Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	13,558	14,242	13,714
Premises	270	261	270
Transport	671	715	671
Supplies & Services	16,814	21,165	20,885
Third Party Payments	12,348	13,557	13,574
Transfer Payments	61,313	56,604	66,507
Depreciation	4,325	4,313	3,628
Gross Expenditure	109,299	110,857	119,249
Income			
Government Grants	(80,276)	(81,118)	(90,912)
Other Grants & Reimbursements	(786)	(795)	(765)
Sales	(46)	(19)	(46)
Fees & Charges	(867)	(858)	(883)
Rents	0	(5)	0
Interest	0	0	0
Government Capital Grants	(1,070)	(1,070)	(240)
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(83,045)	(83,865)	(92,846)
Net Expenditure/(Income)	26,254	26,992	26,403

HEALTH and ADULT SOCIAL CARE
REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Health and Adult Social Care Portfolio

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Adult Social Care									
Adult Support Services and Management	546	0	546	566	(59)	507	557	0	557
Commissioning Team	2,172	(343)	1,829	2,107	(330)	1,777	2,201	(346)	1,855
Strategy and Development	1,839	(359)	1,480	1,757	(257)	1,500	1,824	(210)	1,614
People with a Learning Disability	14,555	(1,629)	12,926	14,646	(1,688)	12,958	14,580	(1,494)	13,086
People with Mental Health Needs	3,004	(165)	2,839	3,682	(217)	3,465	2,863	(167)	2,696
Older People	29,273	(14,940)	14,333	28,738	(15,091)	13,647	27,260	(14,592)	12,668
Other Community Services	1,498	(665)	833	3,494	(996)	2,498	3,386	(870)	2,516
People with a Physical or Sensory Impairment	4,364	(1,003)	3,361	4,681	(1,291)	3,390	4,528	(1,211)	3,317
Service Strategy and Regulation	136	(69)	67	136	(69)	67	136	(69)	67
Health									
Public Health	7,047	(7,156)	(109)	7,336	(7,246)	90	7,236	(7,246)	(10)
Drug and Alcohol Action Team	2,454	(2,373)	81	2,461	(2,380)	81	2,313	(2,230)	83
Young Persons Drug and Alcohol Team	263	(263)	0	265	(265)	0	268	(265)	3
Net Expenditure/(Income)	67,151	(28,965)	38,186	69,869	(29,889)	39,980	67,152	(28,700)	38,452

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Health and Adult Social Care Portfolio

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	17,161	17,850	17,589
Premises	454	459	451
Transport	529	544	493
Supplies & Services	6,109	5,661	5,490
Third Party Payments	42,759	45,216	43,004
Transfer Payments	0	0	0
Depreciation	139	139	125
Gross Expenditure	67,151	69,869	67,152
Income			
Government Grants	(10,198)	(10,327)	(10,248)
Other Grants & Reimbursements	(7,746)	(7,691)	(7,641)
Sales	(444)	(431)	(20)
Fees & Charges	(10,462)	(11,325)	(10,668)
Rents	0	0	(8)
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(115)	(115)	(115)
Other Internal Charges	0	0	0
Total Income	(28,965)	(29,889)	(28,700)
Net Expenditure/(Income)	38,186	39,980	38,452

TECHNOLOGY
REVENUE BUDGET 2017/18

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Technology

Objective Summary	2016/17						2017/18		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Information Communications and Technology	4,980	(955)	4,025	5,017	(955)	4,062	5,393	(971)	4,422
Net Expenditure/(Income)	4,980	(955)	4,025	5,017	(955)	4,062	5,393	(971)	4,422

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2018**

Technology

Subjective Summary	2016/17		2017/18
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	2,418	2,418	2,488
Premises	1	1	1
Transport	8	8	8
Supplies & Services	1,492	1,529	1,492
Third Party Payments	8	8	8
Transfer Payments	0	0	0
Depreciation	1,053	1,053	1,396
Gross Expenditure	4,980	5,017	5,393
Income			
Government Grants	0	0	0
Other Grants & Reimbursements	0	0	0
Sales	0	0	0
Fees & Charges	(788)	(788)	(802)
Rents	0	0	0
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(115)	(115)	(117)
Other Internal Charges	(52)	(52)	(52)
Total Income	(955)	(955)	(971)
Net Expenditure/(Income)	4,025	4,062	4,422

Pressure Proposals 2017/18 - All Council Services (excluding schools)

		<u>Chief Executive</u> £'000	<u>People</u> £'000	<u>Place</u> £'000	<u>Proposed Total</u> £'000
No.	<u>Proposed Pressures</u>				
1P	Housing Benefit/Localised Council Tax Scheme Administration Grant	90			90
Sub-total Chief Executive		90			90
2P	Legal Services - Children's Public and Private Law		110		110
3P	Multi-agency Risk Assessment Team (MARAT)		140		140
4P	Child Care		600		600
5P	Learning Disabilities		400		400
6P	Older People Demographics		500		500
7P	National Living Wage		1,000		1,000
Sub-total People			2,750		2,750
8P	Forum Facilities Management Contract			100	100
9P	Regulatory Services Income			60	60
Sub-total Place				160	160
Proposed Pressures Total 2017/18		90	2,750	160	3,000

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2017/18 BUDGET PRESSURES – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT OF THE CHIEF EXECUTIVE

**1P Housing Benefit/Localised Council Tax Scheme Administration Grant
- £90,000**

This Government grant income provides funding support to the Local Authority for the administrative running of the national Housing Benefit and Localised Council Tax Scheme. The Department for Works and Pensions (DWP) announces annually the Local Authority allocations for the above grant. Nationally the total available for distribution for this overall grant has reduced year on year and the consequent reduction in the Council's annual grant for 2017/18 has now been estimated by the DWP as £90,000.

Sub-total Department of the Chief Executive

£90,000

2017/18 BUDGET PRESSURES – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PEOPLE

2P Legal Services – Children’s Public and Private Law – £110,000

There is a small budget to cover the cost of the use of Counsel in proceedings. In addition, we seek advice from Counsel outside of proceedings however this is not a common practice.

Currently Counsel is used to cover many public law hearings due to lack of capacity within legal services. The issue of capacity relates to the following:

- Continued impact of public law outline with the average timescale for conclusion of proceedings being 19.1 weeks
- The impact of case law, Re:N, which has increased the number of applications we have made as we are issuing proceedings more frequently, and more quickly, when children are accommodated under Section 20.
- Increased challenge by family members when a Placement Order has been granted and an increase during proceedings prior to a Placement Order being granted.

3P Multi-agency Risk Assessment Team (MARAT) – £140,000

The MARAT is a multi-agency team which supports safety planning for victims of domestic abuse. Each agency who are part of MARAT fund their practitioners (children’s social care, adult services, early help, Police, NPS, CRC, IDVA and health).

There are new posts within MARAT which have costs attached and which are not part of the base budget.

MARAT manager – Level 10

MARAT administrator x 1 – Level 5

Children’s Social Worker – Level 8

During 2016/17 the above posts have been covered by agency workers with the costs of the permanent posts as follows:-

Marat Team Manager	70,000
Marat Social Worker	58,000
Marat Data research admin	45,000
	173,000

2017/18 BUDGET PRESSURES – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

The MARAT manager post will be joint funded by SBC, Southend CCG and Essex Police in the future however the specific arrangements for this have not yet been confirmed, but income contributions are expected for the Team Manager costs reducing this pressure to £140,000.

4P Child Care - £600,000

Increased demand and cost pressures are being experienced in the Children's budget particularly around Childrens Placements. This sum will address the current budget deficiency in this area for the commencement of 2017/18.

5P Learning Disabilities - £400,000

There is a requirement for additional budget to fund the transition costs of supporting individuals with a Learning Disability who will reach the age of 18 and meet the eligibility criteria for adult social care intervention.

6P Older People Demographics - £500,000

There is a requirement for additional budget to cover the increased demand for care for Older People. This is due to the rise in the life expectancy of the residents in Southend who as a consequence remain in their own homes with a domicilliary care package/direct payment which will reduce their social isolation and increase their quality of life. This approach also aligns with the Care Act requirements to consider an individuals wellbeing and prevent, reduce or delay the need for more costly interventions. Supporting people in their own homes is a key priority as well as a more cost effective way in comparison to within a residential environment.

7P National Living Wage - £1,000,000

Additional resources are required to meet the increase in the National Living Wage to £7.50 per hour.

Sub-total Department for People

£2,750,000

2017/18 BUDGET PRESSURES – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PLACE

8P Forum Facilities Management Contract - £100,000

The Facilities Management contract for the Forum is let by the Forum Management Company and recharged to the Council by agreement under a five year contract.

The Forum Management Company are looking at possible ways of reducing spend for the remaining two years of the contract but at present there will be a £100K pressure in both 2017/18 and 2018/19.

9P Regulatory Services Income - £60,000

Income has been received in 2016/17 and previous years for charging for Tables & Chairs on the Highway. With effect from 2017/18 it is proposed in the fees and charges schedule to delete these charges.

Gambling Act Income has been affected by changes in legislation affecting 2016/17 income, which enables premises to combine areas for certain gaming machines that previously were separate and for which separate fees were applicable. As a result there is a pressure on the income budget in this area.

Sub-total Department for Place

£160,000

TOTAL PRESSURES

£3,000,000

No.	Proposed Savings	Chief	People	Place	Public Health	Proposed
		Executive				Total
		£'000	£'000	£'000	£'000	£'000
Department of the Chief Executive						
CE1	Sutton Road Cemetery Mini Graves	55				55
CE2	Sutton Road Crematorium Pergola Walk	115				115
CE3	Bereavement Services Income	100				100
CE4	Civic Campus & Transport Operations	50				50
CE5	Customer Service Centre (CSC)	50				50
CE6	Printing	300				300
CE7	Registration Service	25				25
CE8	Asset Rental Income	100				100
CE9	Revenue Service Staffing	30				30
CE10	Court Cost Income	85				85
CE11	Revenues Service new charges	20				20
CE12	External Audit Fees	50				50
CE13	Members Refreshments	10				10
Sub-Total Department of the Chief Executive		990				990

No.	Proposed Savings	Chief	People	Place	Public Health	Proposed
		Executive				Total
		£'000	£'000	£'000	£'000	£'000
	People					
PE1	Adult Services - Learning Disabilities		500			500
PE2	Learning		300			300
PE3	Contract Rationalisation and Transformation		860			860
PE4	Liquid Logic Efficiency Savings (Children's)		50			50
PE5	Adult Services (exc. Learning Disabilities)		1,000			1,000
PE6	Transformation of Housing		270			270
PE7	Residential Care Costs		500			500
PE8	Families Matter (Edge of Care) Team		250			250
PE9	Business support review		50			50
PE10	Children with Disabilities (CWD)		15			15
PE11	Dementia Contract		45			45
PE12	Efficiencies from the integration of Public Health to the Department for People		70			70
PE13	Management Savings		50			50
	Sub-Total People		3,960			3,960

No.	Proposed Savings	Chief	People	Place	Public Health	Proposed
		Executive				Total
		£'000	£'000	£'000	£'000	£'000
	Place					
PL1	Leisure Management Contract			160		160
PL2	Southend Theatres subsidy			180		180
PL3	Libraries Contract			50		50
PL4	Sport & Leisure Staffing			60		60
PL5	Park management			25		25
PL6	Transport team staffing			28		28
PL7	Extend use of Volunteers to run museums			20		20
PL8	Rationalisation of sports pitches			20		20
PL9	Southend Theatres (Energy)			10		10
PL10	Traffic Signals (maintenance costs)			30		30
PL11	Streetlight maintenance			65		65
PL12	Public Transport efficiencies			35		35
PL13	Highways Maintenance efficiencies			30		30
PL14	Drainage management			10		10
PL15	Planning Fees			7		7
PL16	Planning and Transport Income			70		70
PL17	Highways Permits Income			300		300
PL18	Car Parking Income			400		400
PL19	Planning Staffing			8		8
PL20	Bikeability level 2 training in schools			1		1
PL21	Parking Compliance Contract			110		110
PL22	Pier charges			75		75
PL23	Mooring fees			10		10
PL24	Foreshore Income			15		15
PL25	Business support staffing			20		20
PL26	Event applications			7		7
PL27	Waste contract efficiencies			90		90
PL28	Grounds maintenance restructure			10		10
PL29	Transfer of BT Lines to Daisy Telecoms			50		50
PL30	Facilities Management			75		75
Sub-Total Place				1,971		1,971
	Public Health					
PH1	Contract Efficiencies				261	261
PH2	Public Health Recharges				140	140
PH3	Marketing Efficiencies				20	20
PH4	Pre-Diabetic Health Checks				75	75
PH5	Back Office Efficiencies				85	85
Sub-Total Public Health					581	581
Proposed Savings Total 2017/18		990	3,960	1,971	581	7,502

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2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT OF THE CHIEF EXECUTIVE

CE1 Sutton Road Cemetery Mini Graves - £55,000

Income from new Memorial Scheme at Sutton Road Cemetery – Mini Graves arising from the capital investment made in 2016/17.

CE2 Sutton Road Crematorium Pergola Walk - £115,000

Income from new Memorial Scheme at Sutton Road Crematorium – Pergola Walk arising from the capital investment made in 2016/17.

CE3 Bereavement Services Income - £100,000

The Bereavement Service has for a number of years now experienced an excess of income above the budget. Consequently a saving of £100k can be declared even without an increase in the main cemeteries and crematorium charges in 2017/18.

CE4 Civic Campus & Transport Operations - £50,000

Following the deletion of a Group Manager post in 2016/17 there is a remaining budget that can be deleted.

CE5 Customer Services Centre (CSC) - £50,000

This saving arises from a reduction in telephony contact in favour of Citizens Account Self Service.

The increased use of the Self Serve Citizens Account Portal will lead to a reduction in telephony contact into the CSC. As a consequence the staffing numbers (2 fte at Level 6) can be reduced without detriment to the overall quality of the service.

CE6 Printing - £300,000

The whole approach to the provision of a print service for the authority has been reviewed and altered. Instead of tendering for a comprehensive solution from a single provider, the printing needs of the Council have now been tendered under 3 pillars; (i) the printer fleet (ii) bespoke printing and (iii) transactional printing including post out. The tendering exercise has concluded and the award of the contract has been made.

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

CE7 Registration Service - £25,000

In 2016/17 all pre RON (Registration Online) Registration Records held manually were digitalised. This includes all records previously held in handwritten records. Consequently, it is now possible to issue copy certificates quite readily from the electronic register as opposed to re-writing them by hand. Significant time is saved amongst Registration Staff and a saving would be made in one vacant post.

CE8 Asset Rental Income - £100,000

The budget has over achieved in recent years and this adjustment allows the budget to be realigned to income being generated.

CE9 Revenues Service Staffing - £30,000

This saving arises from the deletion of the remaining budget from the full year effect of a restructure in 2016/17.

CE10 Court Cost Income - £85,000

Additional net income that is being generated above the base budget.

CE11 Revenues Service new charges - £20,000

In line with statutory rates, new charges are being introduced for residents that do not notify the Council of changes for Council Tax purposes and also not supplying the required information and/or documentation.

CE12 External Audit Fees - £50,000

External audit fees have been reduced by the former Audit Commission body and this saving allows the realignment of the budget to reflect this position.

CE13 Members Refreshments - £10,000

The proposal is to abolish free teas and biscuits for Councillors at meetings.

Sub-Total Department of the Chief Executive

£990,000

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PEOPLE

PE1 Adult Services – Learning Disabilities - £500,000

Service redesign will continue with savings achieved through a number of areas including review of existing transport contract, further integration of services for adults with a LD, and reduction to social care costs through use of care navigators/coordinators for people with a LD.

PE2 Learning - £300,000

This covers a range of efficiency savings including staff and budget efficiencies which include known vacancies, education grants, use of more efficient recruitment software, and review of contracts, additional payments and market supplements.

PE3 Contract Rationalisation and Transformation - £860,000

Savings across the whole system will be made through efficiencies and negotiation across a wide range of contracts. This includes commissioning more appropriate accommodation (including increased utilisation of our own buildings), and reduction in costs of Foster Care and Residential Placements.

PE4 Liquid Logic Efficiency Savings (Childrens) - £50,000

New system will allow for more streamlined processes to commission services and make payments to suppliers.

PE5 Adult Services (exc. Learning Disabilities) - £1,000,000

By continuing to adopt a preventative approach to system redesign, savings will be found through a number of areas including review of high cost care packages, increased re-ablement services, prevention of admission into long term residential care, development of new domiciliary care contract, and efficiencies from the introduction of Liquid logic system.

PE6 Transformation of Housing - £270,000

Savings across housing will be achieved through a number of areas, including a review of the Private Sector Housing (PSH) team, Adaptations Team, ongoing review of existing SP contracts, review of Temporary Accommodation provision for homeless people, as well as the Sheltered Housing Review which will help frailer older people continue to live independently. In addition, the Strategic Housing review will increase the Council's ability to undertake more regeneration

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

schemes and enable more staff time to be charged to the capital programme.

PE7 Residential Care Costs - £500,000

Savings will be made by preventing some of the more expensive residential placements and preventing some of the young people on the Edge of Care from going on to become 'looked after'.

PE8 Families Matter (Edge of Care) Team - £250,000

Better outcomes for children and their families, and cost avoidance / savings to the authority in the form of reduced placement and court costs.

PE9 Business support review - £50,000

Review of business support function and processes to improve efficiencies.

PE10 Children with Disabilities (CWD) - £15,000

Review of CWD care packages to realise savings whilst meeting need.

PE11 Dementia Contract - £45,000

New contract re-modelled to move all funding to navigator roles with small grant opportunities for peer support/community resilience and social enterprise.

PE12 Efficiencies from the integration of Public Health to Department for People - £70,000

Managerial efficiency and savings from the integration of Public Health with the Department for People.

PE13 Management Savings - £50,000

Additional savings from further efficiency in management payments and review of roles.

Sub-Total Department for People

£3,960,000

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PLACE

PL1 Leisure Management Contract – £160,000

This is a proposal to delete a residual allocation in the budget following the contract procurement in the last financial year.

PL2 Southend Theatres subsidy - £180,000

It is proposed to negotiate away the annual subsidy, paid to operators HQ Theatres, in return for a longer contract at the economic break point post 2021 – this would also include the potential for the Council to earn additional income to support future year's budget exercises.

PL3 Libraries contract - £50,000

It is proposed to renegotiate a Libraries contract to better reflect the overhead incurred by the Council and deliver a saving.

PL4 Sport & Leisure staffing – £60,000

This manager post was agreed as a voluntary redundancy – it is proposed to delete the post and its duties are being covered by other colleagues in the team following a formal restructure process.

PL5 Park management – £25,000

This post was agreed as a voluntary redundancy – it is proposed to delete the post and its duties are being covered by other colleagues in the team following a formal restructure process.

PL6 Transport team staffing – £28,000

This post was agreed as a voluntary redundancy – it is proposed to delete the post and its duties are being covered by other colleagues in the team.

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PL7 Extend use of Volunteers to run museums – £20,000

This proposal involves the extension of volunteers to assist staffing at Museum similar to their use in Libraries.

PL8 Rationalisation of sports pitches – £20,000

A rationalisation of the games pitches provided in the Borough's parks. Users would be moved to other existing pitches, increasing the efficiency of provision.

PL9 Southend Theatres (Energy) – £10,000

This saving results from the introduction of energy saving technology at Southend theatres.

PL10 Traffic Signals (maintenance costs) - £30,000

The on-going digitisation of traffic signals across the Borough enables a reduction in maintenance costs that support their management.

PL11 Streetlight Maintenance – £65,000

The on-going conversion of street lights to LED enables a further reduction in maintenance costs.

PL12 Public Transport efficiencies - £35,000

Reductions in public transport co-ordination which includes residual contract allocation.

PL13 Highways Maintenance efficiencies – £30,000

Signage / signal rationalisation enables a reduction in the maintenance costs associated with speed activated signs and other signals.

PL14 Drainage management – £10,000

This proposal is a reduction in the budget supporting drainage management.

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PL15 Planning fees – £7,000

It is proposed to introduce new charges for search fees (£5K) and for express lawful development certificates (£2k) as part of the proposed fees and charges schedule.

PL16 Planning and Transport Income - £70,000

This is an increase which reflects the current and anticipated levels of planning (£15K) and building control (£5K) applications and additional income from highways licences (£50K).

PL17 Highways Permits income – £300,000

This increase in income target reflects the current and anticipated levels of permit application.

PL18 Car parking income – £400,000

The income received exceeds the current base budget for this area and this saving will realign the budget with projected income.

PL19 Planning Staffing - £8,000

This saving arises from the re-grading/deletion of a strategic planning post.

PL20 Bikeability level 2 training in schools - £1,000

Income to be raised by a charge to the school where training takes place.

PL21 Parking Compliance Contract – £110,000

The recently procured parking contract contains a remaining budget allocation which is now able to be released.

PL22 Pier charges - £75,000

As set out in the proposed fees and charges schedule.

PL23 Mooring fees - £10,000

As set out in the proposed fees and charges schedule.

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PL24 Foreshore Income - £15,000

As set out in the proposed fees and charges schedule.

PL25 Business support staffing - £20,000

It is proposed to delete one vacant post in the business support team.

PL26 Event applications - £7,000

Introduction of a new events admin fee, as set out in fees and charges.

PL27 Waste contract efficiencies - £90,000

It is proposed to implement a more effective and targeted provision of waste collection receptacles to households as a result of the Council's new waste contract arrangements.

PL28 Grounds maintenance restructure – £10,000

Reducing the establishment by one full-time post and restructuring team roles differently.

PL29 Transfer of BT Lines to Daisy Telecoms - £50,000

During 2016/17 a number of BT telephony lines used by the Council were transferred to the management of Daisy Telecoms. The cheaper solution allows a reduction in costs for the same service.

PL30 Facilities Management - £75,000

The savings arise from a combined procurement of both soft and hard FM functions.

Sub-Total Department for Place

£1,971,000

2017/18 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PUBLIC HEALTH

PH1 Contract Efficiencies - £261,000

Renegotiations and reducing contract values for existing 0-5 Health Visiting service (£224k) and sexual health services (£37k).

PH2 Public Health Recharges - £140,000

Cessation of the funding of public health projects delivered through other council departments.

PH3 Marketing Efficiencies - £20,000

Reducing expenditure on Social Marketing activity in the Health & Wellbeing programme.

PH4 Pre-Diabetic Health Checks - £75,000

Cessation of funding for Pre Diabetic Health Checks.

PH5 Back Office Efficiencies - £85,000

Further savings are being made through greater efficiencies from back office functions - travel costs, printing, training etc.

Sub-Total Public Health

£581,000

Summary

Chief Executives Department	£990,000
People	£3,960,000
Place	<u>£1,971,000</u>
Total Proposed Departmental Savings	£6,921,000
Public Health	£581,000

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Schools Budget 2017/18

1 Background

- 1.1 This report sets out the proposed Schools Budget for 2017/18, to be set by the Council as part of its budget making in January 2017. This follows the DSG funding block announcements made on 20 December 2016.
- 1.2 In setting the individual school budgets, the agreed approach of keeping the underlying local formula unchanged has been applied, alongside the centrally retained funding approved by the Education Board at its last meeting. In addition the delegation to make minor adjustments to the basic entitlement allocations has also been used.
- 1.3 The 2017/18 Schools Budget has been prepared on a breakeven basis.

2 Dedicated Schools Grant Allocations

- 2.1 The Department for Education has set out the following funding blocks for Southend's Dedicated Schools Grant for 2017/18;

Schools Block	£116.377 Million
Early Years Block (provisional)	£9.942 Million
High Need Block (before direct recoupment)	£17.784 Million
Total	£144.103 Million

- 2.2 The Schools block is based on a confirmed payment of £4,598.78 per pupil. For information average per pupil funding for selected areas is given below;

Southend-on-Sea	£4,598.78
Thurrock	£4,440.54
Essex	£4,346.83
Statistical Neighbour Group	£4,429.65
London	£5,396.02
East of England	£4,424.67
South East England	£4,310.17
England	£4,618.63

- 2.3 The Early Years funding rates are confirmed at £4.40 per hour for 3 – 4 year olds and £5.24 per hour for 2 year olds.
- 2.4 The high needs block has increase by £915,000 to £17.784 Million. Of this £3.994 Million will be deducted for high needs places funded directly by the EFA, leaving the locally available sum at £13.790 Million.

3 Schools Block

3.1 As set out at the December meeting of Education Board, there are no changes to the underlying funding formula previously agreed. The formula has been modelled on the October 2016 census numbers released by the EFA.

3.2 Basic entitlement has been set at;

Primary	£3,022.98
Key Stage 3	£3,899.72
Key Stage 4	£4,748.79

3.3 This maintains the Primary to Secondary funding ratio at 1:1.32.

3.4 The total modelled in the funding formula is £113,454,844 (before de-delegation, £113,369,611 after de-delegation). This includes MFG allocations of £496,979.

3.5 In addition to funding from the DSG, schools will receive Pupil Premium grant, which will provide £1,320 / £935 of funding per primary / secondary pupil (2016/17 = £1,320 / £935 per pupil) who have been registered for free school meals in any of the past 6 years. Based on estimates the Pupil Premium will provide an additional £8 million for schools in Southend-on-Sea (both Maintained and Academy schools).

4 Early Years Block

4.1 The Early Years Block will be set on the same basis as outlined in the October Education Board report, being around 530 2 year olds and 2,850 3 to 4 year olds accessing provision. The DfE funding includes additional monies for the extension of hours for working parents from September 2017. The income budget will also reflect this. The outcome of the Early Years Consultation is in line with the original DfE proposals, and therefore funding rates indicated in the October report will be implemented as agreed by the Education Board. This will include the transitional protection for school nurseries as Early Years moves to a single funding rate across all settings.

5 High Needs Block

5.1 The High Needs budget is shown as per the previous year, with indicative commissioning budgets for SLAs unchanged. There is currently a consultation being undertaken on a revised methodology for the distribution of the High Needs Block to ensure it remains sustainable and within its resource allocation into the future, and therefore individual budget lines have the potential to change. The revised methodology will be in place from 1 April 2017.

6 Centrally Retained Funding

6.1 Education Board approved the arrangements and amounts for Centrally Retained Funding. Those approved amounts have therefore been used in the construction of the schools budgets.

6.2 Two adjustments to the amounts have however been made:

- CLA/MPA Licences – the Council has received notification that the licences cost will be £122,297 (£121,000 had been assumed)
- Education Service Grant (ESG) Retained Duties – given that confirmed pupil numbers are lower than estimated, less ESG Retained Duties is due. The amount will be £413,217 (£427,260 had been assumed)

6.3 The final amounts therefore are confirmed as;

	Amount
De-delegated budgets	£86,145
<i>Being:</i>	
<i>Behaviour Support</i>	<i>£75,000</i>
<i>Licences</i>	<i>£1,245</i>
<i>Staff Costs (TU)</i>	<i>£9,900</i>
CLA/MPA Licences	£122,297
Combined Budgets	£941,288
Growth Fund	£690,000
Schools Admissions	£236,300
Servicing of Schools Forum	£18,700
ESG Retained Duties	£413,217

7 Conclusion

7.1 The overall position set out for 2017/18 is a balanced schools budget that does not rely on the use of DSG reserves. Following agreement by the Education Board, this budget will be recommended to the Council for approval.

8 Appendices

Appendix 14(i) – DSG Budget 2017/18

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DSG Budget 2017/18

Appendix 14(i)

Block	S251 Line	Summary Line	2016/17			2017/18		Comments
			Final 2016/17	Forecast	Variance	Proposed	Change to	
			DSG Schools Budget	Outturn		Budget for 2017/18	2016/17 Budget	
			£	£	£	£	£	
Schools Block	1.0.1	Maintained - Primary	51,598,002	39,246,508	(12,351,494)	33,265,405	(18,332,597)	
	1.0.1	Maintained - Secondary	3,371,882	3,371,882	0	3,148,269	(223,613)	
	1.0.1	Academy Recoupment - Primary	6,325,168	18,412,863	12,087,695	25,293,060	18,967,892	
	1.0.1	Academy Recoupment - Secondary	51,262,399	51,262,400	1	51,662,877	400,478	
Schools Block Total			112,557,451	112,293,653	(263,798)	113,369,611	812,160	
Early Years	1.0.1	2 year old provision	1,970,333	1,970,333	0	1,571,544	(398,789)	
	1.0.1	3 and 4 y/o provision	7,036,650	7,036,650	0	8,212,992	1,176,342	
		Early Years Pupil Premium	167,000	108,759	(58,241)	157,959	(9,041)	
	1.3.1	Central Expenditure on Children under 5	500,000	500,000	0	500,000	0	
Early Years Block Total			9,673,983	9,615,742	(58,241)	10,442,495	768,512	
High Needs	1.0.1	Place Funding - PRU	810,000	810,000	0		(810,000)	High Needs Block to be allocated to individual budgets following current consultation
	1.0.1	Place Funding - Special Schools	2,690,000	2,690,000	0		(2,690,000)	
	1.0.1	Place Funding - Special Schools Recouped	2,610,000	2,820,000	210,000		(2,610,000)	
	1.0.1	Place Funding - Special Units	230,000	212,500	(17,500)		(230,000)	
	1.0.1	Place Funding - Special Units Recouped	620,000	617,500	(2,500)		(620,000)	
	1.2.1	High Needs Top ups	4,399,770	4,297,888	(101,882)		(4,399,770)	
	1.2.1	ECHP Top ups	1,678,000	1,900,944	222,944		(1,678,000)	
	1.2.2	High Needs Top ups - post 16 providers	560,000	560,000	0		(560,000)	
	1.2.2	High Needs Top ups - out of Borough	370,000	417,000	47,000		(370,000)	
	1.2.3	Top up funding - independent providers	1,200,000	1,256,169	56,169		(1,200,000)	
	1.2.4	HN targeted LCHI funding	100,000	46,955	(53,045)		(100,000)	
	1.2.5	Education out of School (ITS)	153,100	153,100	0		(153,100)	
	1.2.5	SEN Team	422,479	422,479	0		(422,479)	
	1.2.5	SEN Support Services - special units in schools	202,000	220,000	18,000		(202,000)	
	1.2.8	Nurture Base Provision	483,000	483,000	0		(483,000)	
	1.2.6	Hospital Education provision	32,000	76,649	44,649		(32,000)	
		Elective Home Education Costs	8,000	6,000	(2,000)		(8,000)	
	1.2.7	Commissioned Preventative Pathway AP service	192,000	192,000	0		(192,000)	
		High Needs Funding				13,789,562	13,789,562	
		High Needs Funding Recouped				3,994,000	3,994,000	
High Needs Block Total			16,760,349	17,182,184	421,835	17,783,562	1,023,213	

DSG Budget 2017/18

Appendix 14(i)

Block	S251 Line	Summary Line	2016/17			2017/18		Comments
			Final 2016/17	Forecast	Variance	Proposed	Change to	
			DSG Schools Budget	Outturn		Budget for 2017/18	2016/17 Budget	
			£	£	£	£	£	
Centrally Retained	1.1.2	De-delegated - Behaviour Support	75,000	75,000	0	75,000	0	Centrally Retained as approved by Education Board 7 December 2016
	1.1.7	De-delegated - Licenses Subscriptions	1,245	1,245	0	1,245	0	
	1.1.8	De-delegated - Staff costs	9,900	9,900	0	9,900	0	
	1.4.1	Contribution to combined budgets	941,288	967,521	26,233	941,288	0	
	1.4.10	Growth Fund	690,000	598,070	(91,930)	690,000	0	
	1.4.12	CLA/MPA License	121,000	121,000	0	122,297	1,297	
	1.4.2	School Admissions	236,300	236,300	0	236,300	0	
	1.4.3	Servicing of School Forums	18,700	18,700	0	18,700	0	
		ESG Retained	0		0	413,217	413,217	
Centrally Retained Total			2,093,433	2,027,736	(65,697)	2,507,947	414,514	
Grand Total			141,085,216	141,119,315	34,099	144,103,615	3,018,399	
Funding		DSG - Schools Block	(56,796,433)	(44,708,737)	12,087,696	(116,376,769)	(59,580,336)	
		Academy Recoupment	(57,587,567)	(69,675,263)	(12,087,696)		57,587,567	
		DSG - Early Years Block (2 year olds)	(1,811,745)	(1,811,745)	0	(1,571,544)	240,201	
		DSG - Early Years Block	(7,048,458)	(6,919,458)	129,000	(8,212,992)	(1,164,534)	
		DSG - Early Years Pupil Premium	(167,000)	(108,759)	58,241	(157,959)	9,041	
		DSG - High Needs Funding Block	(13,639,000)	(13,435,258)	203,742	(13,789,562)	(150,562)	
		High Needs Recoupment	(3,230,000)	(3,437,500)	(207,500)	(3,994,000)	(764,000)	
		DSG Brought Forward - Early Years	(237,000)	(237,000)	0	0	237,000	
		DSG Brought Forward - to balance	(568,013)	(568,013)	0	(789)	567,224	
Funding Total			(141,085,216)	(140,901,733)	183,483	(144,103,615)	(3,018,399)	
Net DSG Schools Budget			0	217,582	217,582	0	0	
		DSG B/FWD	1,593,856	1,593,856	0	571,261		
		Used Above	(805,013)	(805,013)	0	(789)		
		Forecast Overspend	0	(217,582)	(217,582)	0		
		C/Fwd to 2017/18	788,843	571,261	(217,582)	570,472		

Southend-on-Sea Borough Council's Corporate Priorities 2017-18

The Corporate Priorities support the aims and vision of the Council along with the objectives of Southend partnerships to improve the quality of life, prosperity and life chances for people in the borough.

Council's vision: 'Creating a better Southend'	
Council's 5 Aims:	Council's 15 Corporate Priorities:
Safe	To: <ul style="list-style-type: none"> • Create a safe environment across the town for residents, workers and visitors. • Work in partnership with Essex Police and other agencies to tackle crime. • Look after and safeguard our children and vulnerable adults.
Clean	To: <ul style="list-style-type: none"> • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.
Healthy	To: <ul style="list-style-type: none"> • Actively promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing. • Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.
Prosperous	To: <ul style="list-style-type: none"> • Maximise opportunities to enable the planning and development of quality, affordable housing. • Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment. • Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and supported. • Ensure continued regeneration of the town through a culture led agenda.
Excellent	To: <ul style="list-style-type: none"> • Work with and listen to our communities and partners to achieve better outcomes for all. • Enable communities to be self-sufficient and foster pride in the town. • Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.

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Appendix 16: Summary of Equality Analyses supporting budget proposals 2017/18

Outlined below is a summary of Equality Analyses (EA) which support specific budget proposals for 2017/18 and which have a direct equalities impact for equality groups with protected characteristics, as defined by the Equality Act 2010. The summary outlines mitigating action to meet the risks of proposals and has been endorsed by the Council's Corporate Management Team. Findings highlight where a full equality analysis will also be undertaken to accompany consideration, and implementation, of the proposals. All service restructures that impact on staff are required to be subject to an EA.

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
Chief Executive		
CE5 259	Customer Services Centre (CSC) - £50,000	More extensive use of My Southend for core council services (notably those relating to refuse collection and highways) will enable greater self-service by residents at times convenient to them and better able customers to track progress on their service request. The Council will continue to provide alternative means of reporting for those who do not use new technology, or with no access (mainly the very elderly or socially excluded) until such time as My Southend becomes established. Staff will continue to provide support to residents visiting the Civic Centre and signpost residents to appropriate support agencies including the community hubs.
1P (pressure)	Housing Benefit/Localised Council Tax Scheme Administration Grant - £90,000	The additional resources will mitigate the loss of central government support for this grant helping to support the administration of key benefits to some of the most vulnerable in the community.

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
People		
PE1	Adult Services – Learning Disabilities - £500,000	<p>Proposals reflect three year (and beyond) transforming care programme to adopt a more enabling approach to help those with care needs to help themselves to obtain the right support. Programme will impact on all clients who present themselves for assessment but particularly older people, those with long term conditions, including those with a learning or sensory disability. Approach is also likely to impact on carers who are more likely to be involved in determining levels of care and type of services received.</p> <p>A high level Equality Analysis will be undertaken for the asset based approach to care with specific Equality Analyses undertaken in relation to the review of transport policy (where it is anticipated a more appropriate targeting of service will follow).</p>
PE2	Learning - £300,000	<p>School Improvement: Impact will relate to loss of two posts. However, the Council will continue to work in partnership to invest in school improvement and support schools in tackling underperformance, particularly to promote early intervention, challenging unacceptable standards and taking necessary action with schools in special measures. Resources will be focussed on schools where children are most disadvantaged with a view to closing the gap in school attainment.</p> <p>Connexions: The service provides information and guidance for young people, helping them make the transition into adulthood and working life. The Council will continue to fulfil its statutory functions for 16-19 year olds in hard to reach groups, including those not in education, employment or training (NEETs).</p>

260

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
		<p>However, there may be a loss of service to other 16-19 year olds. A full Equality Analysis will be undertaken as part of the introduction of a revised service.</p>
<p>PE3</p> <p>261</p>	<p>Contract Rationalisation and Transformation – Total: £860,000</p>	<p>Learning Disabilities 18-64 Social Care: Cost savings largely relate to management and overhead efficiencies resulting from moving provision of supported living services to the Council’s social care trading company. Any change of provider/s should mean limited (or enhanced) impact, therefore, on service users with learning disabilities.</p> <p>Care Leavers and First contact accommodation, staying put and CCM: Impact of proposals will be on market providers of accommodation, rather than those in need of accommodation (who include care leavers, asylum seekers and the homeless).</p> <p>Private, Voluntary, Independent (PVI) Foster Care and Residential Placements: The service is working to develop a partnership with providers with a view to obtaining more local placements and minimising the number of children sent outside of the borough. Local placements offer a more positive experience for children in care, with support provided locally by family and social care staff.</p> <p>Special Educational Needs placements: Aim is to obtain efficiencies through renegotiation of high cost external placements, often for those with profound and multiple learning disabilities, with minimal impact on level of service provision.</p> <p>Savings delivered from Procurements/Negotiations: Proposals support the Council’s move from activity based contracts to more outcome focussed contracts which aim to reach a</p>

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
		<p>broader range of clients and offer a wider range of services that align better to the developing locality model of care for Southend.</p> <p>While new contracts will encourage more self-service in the community, there should be limited direct impact on range of service users, who include carers, young people, vulnerable adults and people with disabilities, including learning disabilities</p>
262 PE5	Adult Services (exc. Learning Disabilities) - £1,000,000	<p>Approach reflects the Transforming Care agenda to more enabling approach, with the emphasis on prevention and maximising independence, for older people, those with long term conditions and those with a learning or sensory disability. The development of a new domiciliary care contract will see a new model of service provision from May 2017 with all providers customising provision to clients rather than differentiating between ‘reablement’ and ‘mainstream’ domiciliary care. A full Equality Analysis will be undertaken in this area.</p> <p>Introduction of portals via Liquidlogic will enable people to access relevant information, advice and guidance and take themselves through stage 1 of a care assessment on-line. There will be a specific impact on those who find use of on-line access more difficult, notably the elderly and those with physical and learning disabilities. Alternative access and support to services will continue to be provided for those unable to use on-line systems.</p>
PE6	Transformation of Housing - £270,000	Full Equality Analyses to be undertaken in relation to Supporting People Contracts; New Adaptations Team, Sheltered Housing Review and Temporary Accommodation Review.

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
		Sheltered housing review aims to report on the fitness for purpose of the existing service and stock, develop of a vision for housing for older people and drive efficiencies. There is likely to be minimal impact on service for existing tenants from this saving.
PE7 and PE8	Residential Care Costs - £500,000 Families Matter (Edge of Care) Team - £250,000	Purpose of re-configured service is to enable investment and support to be targeted at adolescents with challenging behaviours (mainly boys), on the 'edge of care' with an emphasis on keeping children in families. Avoiding bringing children into public care will save money on placements, freeing resources for that investment.
PE10	Children with Disabilities (CWD) - £15,000	Service packages will be reviewed by senior managers for appropriateness, with the aim of better targeting of resources or to reflect change of circumstances.
PE11	Dementia Contract - £45,000	Aim is to provide a different model of care for a largely older client group and their carers through development of a consortium of local providers which will have positive impact on quality of service provision.
3P (pressure)	Multi-agency Risk Assessment Team (MARAT) – £140,000	The MARAT model has proved successful in providing more joined up multi-agency approach to victims of domestic abuse and the additional resources highlight the Council's commitment to supporting this approach.
4P (pressure)	Child Care - £600,000	Will support growing pressures on increasing numbers of children's placements in particular.
5P (pressure)	Learning Disabilities - £ 400,000	Additional funding goes some way to meet the growing demographic pressures from a growing older population and mitigating savings proposals.
6P (pressure)	Older People Demographics - £500,000	

263

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
7P (pressure)	National Living Wage (£1m)	Increase in the national living wage will enhance the standard of living of those on low pay and with varying wages (many of whom are employed in care work), aiding recruitment and retention of staff and consistency of service provision. The budget allocation will help offset, the additional costs that result.
C4 (capital)	School refurbishment programme (£1m for 17/18)	Investment in Council maintained schools will benefit pupils and staff at those schools where work is undertaken.
C5 (capital)	Re-development of Delaware, Priory and Viking (£300,000 for 17/18)	Start of programme for the re-development of Priory and Delaware residential care homes and Viking day centre. The programme is aimed to secure the provision of service for older people with most complex needs and those with profound and multiple learning disabilities, some with physical frailty. A full EA for phase one and elements of phase two of the programme has been undertaken and will be updated as required.
C16 (capital)	ICT – Childrens and Adult Social Care – development of the Liquid Logic Case Management System (£300,000 for 17/18)	- see comment for PE5
Public Health		
PH1	Contract efficiencies (£261,000)	Renegotiation of contracts should result in limited impact with challenge to providers to deliver desired expected outcomes, with, for example, the Hospital and SEPT generating efficiencies from providing an integrated sexual health service.
PH2	Public Health recharges (£140,000)	Some potential impact resulting in £60k reduction in training and advice for older people in preventing injuries.

264

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
PH4	Pre-Diabetic Health Checks (£75,000)	Resources had been earmarked to deliver an anticipated NHS England diabetes prevention programme that had been applied for (unsuccessfully). Those most at risk (largely the physically inactive and over-weight) will continue to be referred to the healthy Lifestyles service.
Place		
PL11	Streetlight Maintenance – £65,000	Programme to roll out LED programme, with improved (and the ability to vary) illumination levels, is enhancing community safety across the borough, with particular impact in relation to women and the vulnerable, while generating savings from energy use and maintenance and reducing CO2 emissions.
PL18 265	Car parking income – £400,000	Impact of changes to general parking charges will be felt by vehicle users from all equality groups. However, there will be an impact on blue badge holders from the introduction of a charge on those who obtained their blue badge from outside the borough, although their numbers are anticipated to be relatively small.
PL20	Charge for Bikeability level 2 training in schools - £1,000	Potential impact on younger cyclists if training is withdrawn by schools (although this is not anticipated).
PL22	Pier charges - £75,000	No increase to basic entry fee – some increase to cost of using the train. The means tested Advantage Card remains in place and offers discounts (ranging from 10% to 50%) on entry fees for adults, under 17s and over 60s, those on low income and carers.
PL26	Event applications - £7,000	Introduction of an additional £25 administration fee for event applications may deter some community groups from holding events.
PL27	Waste contract efficiencies - £90,000	Measures include increasing usage of blue boxes. No direct impact anticipated and assisted collection scheme will continue for those who have difficulty in placing refuse and recycling out

Department/ savings no.	Proposal (figures relate to 2017/18 savings proposals – unless stated)	Analysis findings
		for collection.
C27 (capital)	CCTV equipment renewal (£420,000 for 17/18)	Replacement of 92 CCTV cameras will help to enhance community safety in the borough, targeting crime hot spots and providing reassurance to the most vulnerable in the community.
C33 (capital)	Southend Cliffs: Replacement of handrails (£45,000 for 17/18)	Replacement of current handrails will ensure safety of users of the Cliffs paths and particularly those with mobility issues.

MONTHLY PERFORMANCE REPORT

November 2016

Contents







Section 1 Page 1 -5	2016-17 Exceptions – Current Month’s Performance Current Month’s performance information for indicators rated Red or Amber
Section 2 Page 6 - 9	2016-17 Corporate Performance Indicators Performance Information for all Corporate Priority Indicators
Section 3 Page 10 - 24	Detail of Indicators Rated Red or Amber Performance detail for indicators rated Red or Amber
Section 4 Page 25 - 54	Budget Management Statements Budget monitor and forecast by Portfolio
Section 5 Page 55 - 69	Capital Expenditure Summary of Capital Expenditure

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Key to Columns and symbols used in report

Column Heading	Description
Minimise or Maximise	Indicates whether higher or lower number is better: Minimise = lower is better, maximise = higher is better
Latest Month	The latest month for which performance information is available
Month's Value	Performance to date for the latest month
Month's Target	Target to date for the latest month
Annual Target 2016/17	Annual target for 2016/17
<u>Outcome</u>	<p>Symbol based on a traffic light system; Red, Amber, Green indicating whether an indicator's performance is on track to achieve the annual target. Symbols used and their meaning are:</p> <p> = at risk of missing target</p> <p> = some slippage against target, but still expected to meet year-end target (31/03/2017)</p> <p> = on course to achieve target</p>
Comment	Commentary for indicators not on track providing reasons for low performance and identifying initiatives planned to bring performance back on track
Better or worse than last year	<p>Symbol indicating whether performance for the Latest Month is better or worse than the same month in the previous year. Symbols and their meanings are:</p> <p> = Latest Month's performance is better than the same month last year</p> <p> = Latest Month's performance is worse than the same month last year</p> <p> = Data not available for current or previous year</p>

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Section 1: 2016-2017 Exceptions - Current Month Performance

Comments on Indicators rated Red or Amber

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Expected Outcome At risk of missing target

Responsible OUs Corporate Services

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 5.4 269	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	November 2016	4.72	4.27	7.20			The Council is below target for November, which follows the trend of last year. However the council is currently above target at 4.72 days against a target of 4.27 days. Human Resources continue to provide information at Departmental Management Team on those employees with the highest number of sickness spells and long term sick.	Policy & Resources Scrutiny

Expected Outcome At risk of missing target



Responsible OUs People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.3	The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]	Aim to Maximise	November 2016	73.4%	85%	85%			Between April and November end a total of 73.4% (390) of return to home visits were successful (i.e. the visit took place and the child was seen). A further 84 (15.8%) visits were unsuccessful (visit refused or child wasn't seen) and 57 (10.7%) visits are outstanding. Currently the percentage of successful visits for missing children living in the borough is 79.7% (314) and 4.8% of visits (or 19) are outstanding. The percentage of successful visits for children looked after by Southend but placed out of borough is 71.3%(62) , with 18.4% (16)	People Scrutiny



MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
									outstanding. The percentage of successful visits for children looked after by other local authorities placed in Southend is 28% (14) with 44% (22) outstanding.	
CP 3.2	Delayed transfers of care from hospital for social care per 100,000 population (ASCOF 2C(2)) [Year to date average]	Aim to Minimise	November 2016	1.97	1.43	1.43			The average level of delayed transfers of care is above target but we remain well below the regional average of 3.72. A lot of work has been and will continue to be put into ensuring that patients are discharged from hospital in a timely manner and appropriate services are available on demand. There will be closer attention to the delays made in the Non-Acute (Sept) side, as the weightings are towards the Social Care side.	People Scrutiny
CP 3.3	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [Year to date Snapshot]	Aim to Maximise	November 2016	25.76%	30%	30%			The performance of this indicator has dropped slightly but remains in line with our comparable neighbours. A sample of direct payment cases and non-direct payment cases will be sampled to assist in identifying barriers to direct payments. This will inform further analysis of drop in this indicator.	People Scrutiny

Expected Outcome At risk of missing target
Responsible OUs Place







MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.1	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]	Aim to Minimise	November 2016	5719	5078	7389			Southend Community Safety Partnership have progressed a number of key recommendations from the 16/17 Strategic Intelligence Assessment. This includes a multiagency focus on certain key high crime areas such as York Road (Operation Stonegate), a review of crimes that are causing concern (violent crime), and improved strategic and operational links between the key partnership boards. The development of the Community Safety Hub will enhance partnership approaches to tackling	Policy & Resources Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
									crime and ASB within Southend. An all member briefing with senior Police officers was held on 23 November to review crime statistics. In addition, the in-depth scrutiny review on enforcement is progressing and is due to take evidence from the Police and Crime Commissioner, among a range of other sources	
CP 2.3 271	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	September 2016	50.56%	54.00%	54.00%			September update - * This figure currently is unvalidated, by the end of December 2016 this data should be validated. Veolia completed their new waste collection service roll out which included a new blue box recycling service stream, which will take time to embed across the borough. There is also a national downturn in recycling rates in the Essex region, which has seen a decrease in recycling rates. It is a very challenging target and too early to predict end of year performance at the moment.	Place Scrutiny



Expected Outcome Some slippage against target
Responsible OUs Corporate Services



MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 4.4	% of Non-Domestic Rates for 2016/17 collected in year [Cumulative]	Aim to Maximise	November 2016	70.30%	71.10%	97.80%			Although collection is still below target it is an improvement on last month, when the collection rate was 1.3% down. This confirms the predicted outcome that the target will be met at the end of the financial year. The Service is focused on current year collection and are chasing ratepayers to obtain payments.	Policy & Resources Scrutiny

Expected Outcome Some slippage against target
Responsible OUs People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.4	Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot]	Goldilocks	November 2016	56.5	45.7-52.3	45.7-52.3			This indicator is slightly over target for the first month since July, the numbers of children that are becoming subject of a Child Protection Plan in November has decreased and is equal to the number of plans discontinued in the month. This has caused the rate of children subject to a Child Protection Plan has drop slightly.	People Scrutiny
CP 1.5	Rate of Looked After Children (LAC) per 10,000 [Monthly Snapshot]	Goldilocks	November 2016	68.2	57.3-68.3	57.3-68.3			The number of looked after children per 10,000 is at target at 68.2 per 10,000 population against a target range of 57.3-68.3. We have a large number of children who are placed for adoption and who will therefore leave care over the next 6 months, depending on obtaining hearing dates from Court, and this will improve performance further. In addition we will see the impact of the work of the Edge of Care team over the coming months.	People Scrutiny
CP 3.1 272	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]	Aim to Maximise	November 2016	79.1%	86%	86%			For the period June - August which is reported 3 months later in November 2016, 86 people started reablement, of which 68 were at home 91 days later, which is 79.1%. Following the analysis that has been undertaken over the last month, we are investigating this indicator at a client and supplier level (a review of 18 reablement episodes is being completed).	People Scrutiny

Expected Outcome Some slippage against target
Responsible OUs Public Health

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2016	548	750	1,300			Final quit data for November is unlikely to be available until the end of January 2017. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set.	People Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2016	2,701	3,443	5,673			Data is still awaited from two GP Practices that migrated computer systems recently from EMIS to SystemOne and the outreach provider. The health check trajectory remains on track to hit target by the end of the year.	People Scrutiny

Section 2: 2016-2017 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 23 December 2016 13:08



Performance Data Expected Outcome: At risk of missing target 6 On course to achieve target 16 Some slippage against target 6

Aim: SAFE: Priorities • Create a safe environment across the town for residents, workers and visitors. • Work in partnership with Essex Police and other agencies to tackle crime. • Look after and safeguard our children and vulnerable adults.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 1.1 274	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]	Aim to Minimise	November 2016	5719	5078	7389			Dipti Patel	Policy & Resources Scrutiny
CP 1.2	Adults in contact with secondary mental health services who are in stable accommodation, with or without support. (ASCOF 1H) [Year to date Snapshot]	Aim to Maximise	November 2016	83.6%	66%	66%			Sharon Houlden	People Scrutiny
CP 1.3	The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]	Aim to Maximise	November 2016	73.4%	85%	85%			John O'Loughlin	People Scrutiny
CP 1.4	Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot]	Goldilocks	November 2016	56.5	45.7-52.3	45.7-52.3			John O'Loughlin	People Scrutiny
CP 1.5	Rate of Looked After Children (LAC) per 10,000 [Monthly Snapshot]	Goldilocks	November 2016	68.2	57.3-68.3	57.3-68.3			John O'Loughlin	People Scrutiny

Aim: CLEAN: Priorities • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 2.1	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	November 2016	38	45	45			Dipti Patel	Place Scrutiny
CP 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	November 2016	96%	92%	92%			Dipti Patel	Place Scrutiny
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	September 2016	50.56%	54.00%	54.00%			Dipti Patel	Place Scrutiny

Aim: HEALTHY: Priorities • Actively promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing • Improve the life chances of our residents, especially our vulnerable children & adults, by working to reduce









MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 3.1	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]	Aim to Maximise	November 2016	79.1%	86%	86%			Sharon Houlden	People Scrutiny
CP 3.2	Delayed transfers of care from hospital for social care per 100,000 population (ASCOF 2C(2)) [Year to date average]	Aim to Minimise	November 2016	1.97	1.43	1.43			Sharon Houlden	People Scrutiny
CP 3.3	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [Year to date Snapshot]	Aim to Maximise	November 2016	25.76%	30%	30%			Sharon Houlden	People Scrutiny
CP 3.4	Proportion of adults with learning disabilities in paid employment [Monthly Snapshot]	Aim to Maximise	November 2016	10.3%	10%	10%			Sharon Houlden	People Scrutiny
CP 3.5	Number of Children Involved with Early Help Assessments (cumulative)	Aim to Maximise	November 2016	1,408	1,336	2,000			John O'Loughlin	People Scrutiny
CP 3.6	Participation and attendance at council owned / affiliated cultural	Aim to Maximise	November 2016	2,811,187	2,666,667	4,000,000			Scott Dolling	Place Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
	and sporting activities and events [Cumulative]									
CP 3.7	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	November 2016	44	26	40	✓	↑	James Williams	People Scrutiny
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2016	548	750	1,300	⚠	↑	Liesel Park	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2016	2,701	3,443	5,673	⚠	↓	Margaret Gray	People Scrutiny

Aim: PROSPEROUS: Priorities • Maximise opportunities to enable the planning and development of quality, affordable housing. • Ensure residents have access to high quality education to enable them to be lifelong learners & have fulfilling employment. • Ensure the town is 'open for business' and that new, developing and existing enterprise is nurtured and supported. Ensure continued regeneration of the town through a culture led agenda.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.3	% of Council Tax for 2016/17 collected in year [Cumulative]	Aim to Maximise	November 2016	69.90%	69.70%	97.20%	✓	↑	Joe Chesterton	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2016/17 collected in year [Cumulative]	Aim to Maximise	November 2016	70.30%	71.10%	97.80%	⚠	↓	Joe Chesterton	Policy & Resources Scrutiny
CP 4.5	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	November 2016	91.66%	79.00%	79.00%	✓	↑	Peter Geraghty	Place Scrutiny
CP 4.6	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2016	91.28%	84.00%	84.00%	✓	↑	Peter Geraghty	Place Scrutiny
CP 4.7	Other planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2016	94.68%	90.00%	90.00%	✓	↓	Peter Geraghty	Place Scrutiny
CP 4.8	Current Rent Arrears as % of rent due [Monthly Snapshot]	Aim to Minimise	November 2016	1.43%	1.7%	1.7%	✓	↑	Sharon Houlden	Policy and Resources Scrutiny
CP 4.9	The % of children in good or outstanding Schools [Monthly Snapshot]	Aim to Maximise	November 2016	87.09%	75%	75%	✓	↑	Brin Martin	People Scrutiny

Aim: EXCELLENT: Priorities • Work with & listen to our communities & partners to achieve better outcomes for all • Enable communities to be self-sufficient & foster pride in the town • Promote & lead an entrepreneurial, creative & innovative approach to the development of our town.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2016/17	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 5.1	Number of hours delivered through volunteering in Culture Services [Cumulative]	Aim to Maximise	November 2016	11,310	8,667	13,000			Scott Dolling	Place Scrutiny
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	November 2016	87.34%	80.00%	80.00%			Nick Corrigan; Joanna Ruffle	Policy & Resources Scrutiny
CP 5.3	Number of payments made online [Cumulative]	Aim to Maximise	November 2016	43,713	33,328	50,000			Joanna Ruffle	Policy & Resources Scrutiny
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	November 2016	4.72	4.27	7.20			Joanna Ruffle	Policy & Resources Scrutiny

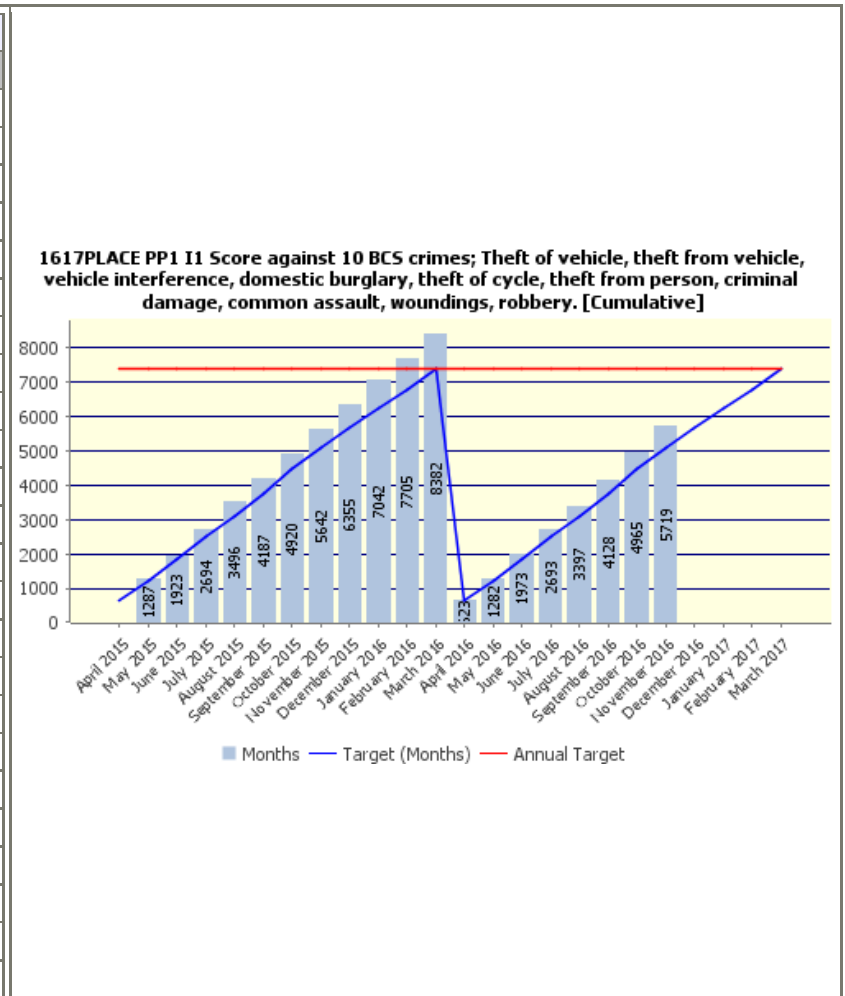
Section 3: Detail of indicators rated Red or Amber

Aim: SAFE: Priorities • Create a safe environment across the town for residents, workers and visitors. • Work in partnership with Essex Police and other agencies to tackle crime. • Look after and safeguard our children and vulnerable adults.

Expected Outcome: At risk of missing target 2 Some slippage against target 2


CP 1.1	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]			<p>November 2016 result</p> <p>5078 5180 10000 5719 0</p>
Expected Outcome		Format	Aim to Minimise	
Managed By	Dipti Patel			
Year Introduced	2007			

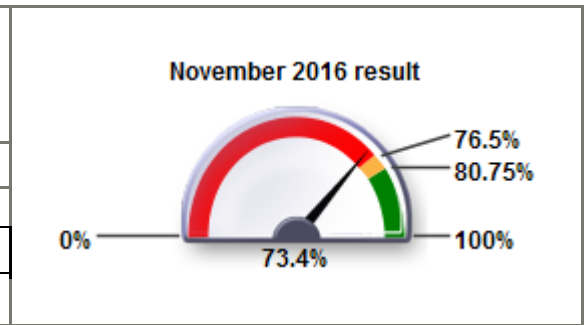
Date Range 1		
	Value	Target
April 2015	N/A	626
May 2015	1287	1231
June 2015	1923	1857
July 2015	2694	2532
August 2015	3496	3102
September 2015	4187	3773
October 2015	4920	4478
November 2015	5642	5078
December 2015	6355	5665
January 2016	7042	6235
February 2016	7705	6754
March 2016	8382	7389
April 2016	623	626
May 2016	1282	1231
June 2016	1973	1857
July 2016	2693	2532
August 2016	3397	3102
September 2016	4128	3773
October 2016	4965	4478
November 2016	5719	5078
December 2016		5665
January 2017		6235
February 2017		6754
March 2017		7389



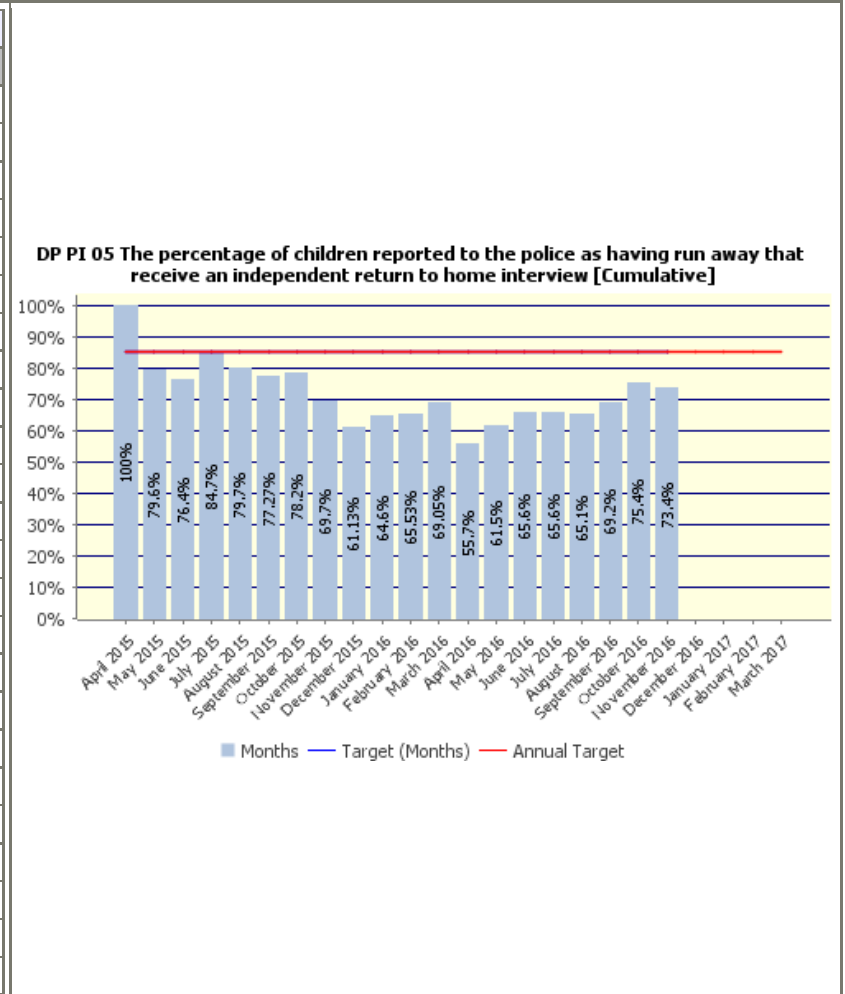
Southend Community Safety Partnership have progressed a number of key recommendations from the 16/17 Strategic Intelligence Assessment. This includes a multiagency focus on certain key high crime areas such as York Road (Operation Stonegate), a review of crimes that are

causing concern (violent crime), and improved strategic and operational links between the key partnership boards. The development of the Community Safety Hub will enhance partnership approaches to tackling crime and ASB within Southend. An all member briefing with senior Police officers was held on 23 November to review crime statistics. In addition, the in-depth scrutiny review on enforcement is progressing and is due to take evidence from the Police and Crime Commissioner, among a range of other sources


CP 1.3	The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]		
Expected Outcome		Format	Aim to Maximise
Managed By	John O'Loughlin		
Year Introduced	2013		

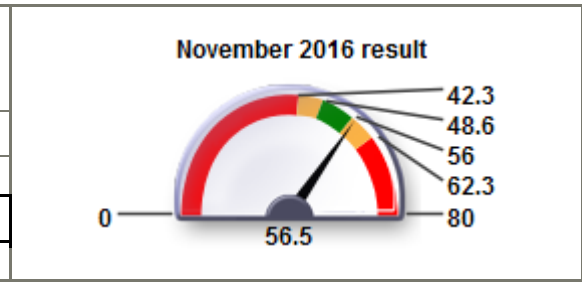


Date Range 1		
	Value	Target
April 2015	100%	85%
May 2015	79.6%	85%
June 2015	76.4%	85%
July 2015	84.7%	85%
August 2015	79.7%	85%
September 2015	77.27%	85%
October 2015	78.2%	85%
November 2015	69.7%	85%
December 2015	61.13%	85%
January 2016	64.6%	85%
February 2016	65.53%	85%
March 2016	69.05%	85%
April 2016	55.7%	85%
May 2016	61.5%	85%
June 2016	65.6%	85%
July 2016	65.6%	85%
August 2016	65.1%	85%
September 2016	69.2%	85%
October 2016	75.4%	85%
November 2016	73.4%	85%
December 2016		
January 2017		
February 2017		
March 2017		

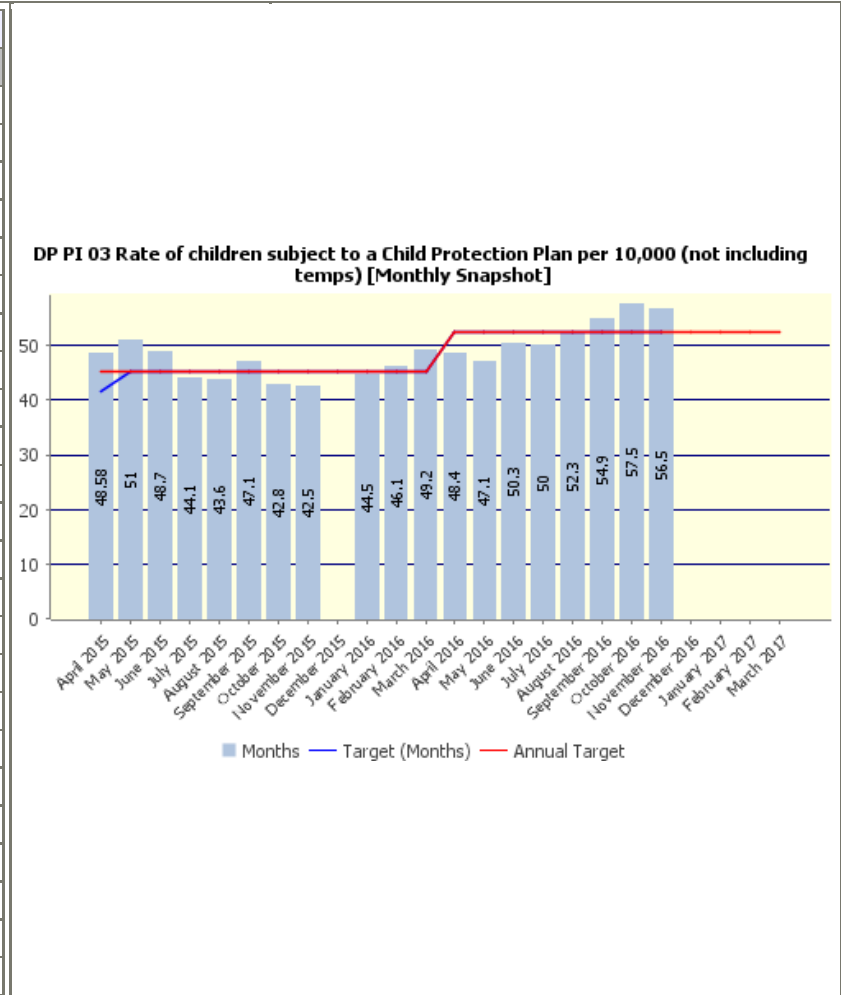


Between April and November end a total of 73.4% (390) of return to home visits were successful (i.e. the visit took place and the child was seen). A further 84 (15.8%) visits were unsuccessful (visit refused or child wasn't seen) and 57 (10.7%) visits are outstanding. Currently the percentage of successful visits for missing children living in the borough is 79.7% (314) and 4.8% of visits (or 19) are outstanding. The percentage of successful visits for children looked after by Southend but placed out of borough is 71.3%(62) , with 18.4% (16) outstanding. The percentage of successful visits for children looked after by other local authorities placed in Southend is 28% (14) with 44% (22) outstanding.


CP 1.4	Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot]		
Expected Outcome		Format	Goldilocks
Managed By	John O'Loughlin		
Year Introduced			

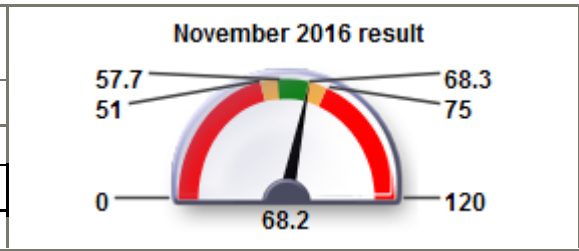


Date Range 1		
	Value	Target
April 2015	48.58	41.5
May 2015	51	45.1
June 2015	48.7	45.1
July 2015	44.1	45.1
August 2015	43.6	45.1
September 2015	47.1	45.1
October 2015	42.8	45.1
November 2015	42.5	45.1
December 2015		45.1
January 2016	44.5	45.1
February 2016	46.1	45.1
March 2016	49.2	45.1
April 2016	48.4	45.7 – 68.3
May 2016	47.1	45.7 – 68.3
June 2016	50.3	45.7 – 68.3
July 2016	50	45.7 – 68.3
August 2016	52.3	45.7 – 68.3
September 2016	54.9	45.7 – 68.3
October 2016	57.5	45.7 – 68.3
November 2016	56.5	45.7 – 68.3
December 2016		
January 2017		
February 2017		
March 2017		

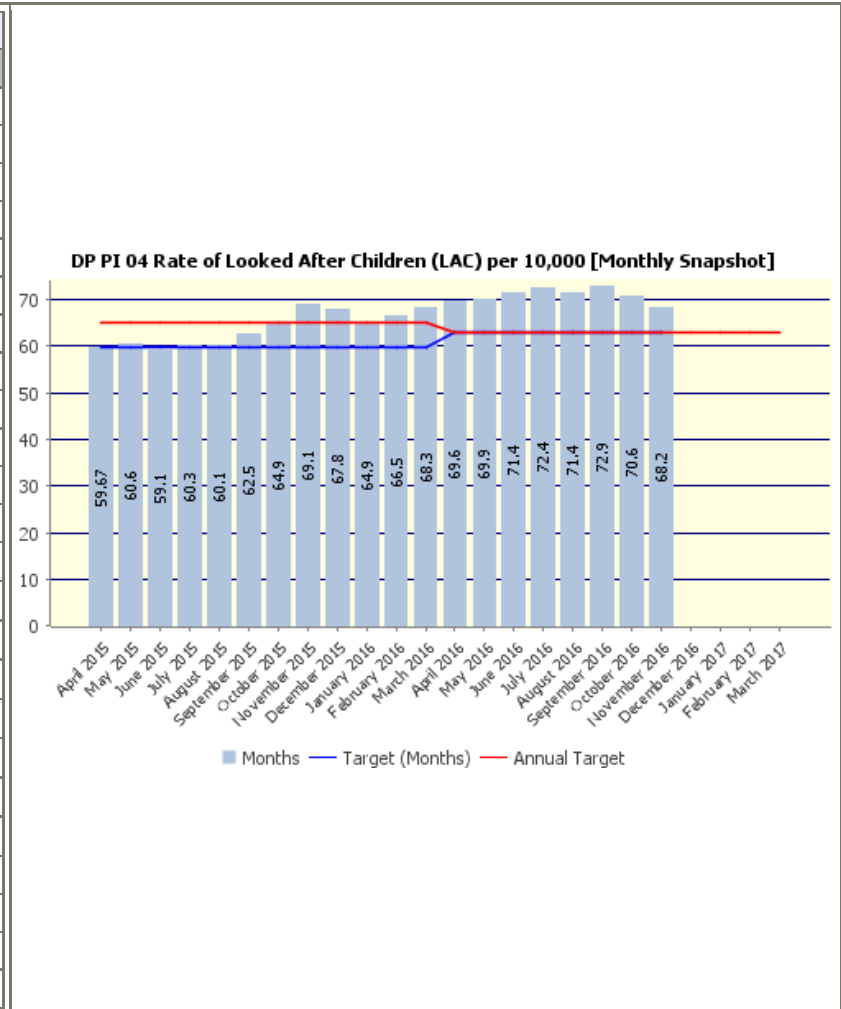


This indicator is slightly over target for the first month since July, the numbers of children that are becoming subject of a Child Protection Plan in November has decreased and is equal to the number of plans discontinued in the month. This has caused the rate of children subject to a Child Protection Plan has drop slightly.

CP 1.5	Rate of Looked After Children (LAC) per 10,000 [Monthly Snapshot]		
Expected Outcome		Format	Goldilocks
Managed By	John O'Loughlin		
Year Introduced			



Date Range 1		
	Value	Target
April 2015	59.67	59.7
May 2015	60.6	59.7
June 2015	59.1	59.7
July 2015	60.3	59.7
August 2015	60.1	59.7
September 2015	62.5	59.7
October 2015	64.9	59.7
November 2015	69.1	59.7
December 2015	67.8	59.7
January 2016	64.9	59.7
February 2016	66.5	59.7
March 2016	68.3	59.7
April 2016	69.6	57.3 - 68.3
May 2016	69.9	57.3 - 68.3
June 2016	71.4	57.3 - 68.3
July 2016	72.4	57.3 - 68.3
August 2016	71.4	57.3 - 68.3
September 2016	72.9	57.3 - 68.3
October 2016	70.6	57.3 - 68.3
November 2016	68.2	57.3 - 68.3
December 2016		
January 2017		
February 2017		
March 2017		



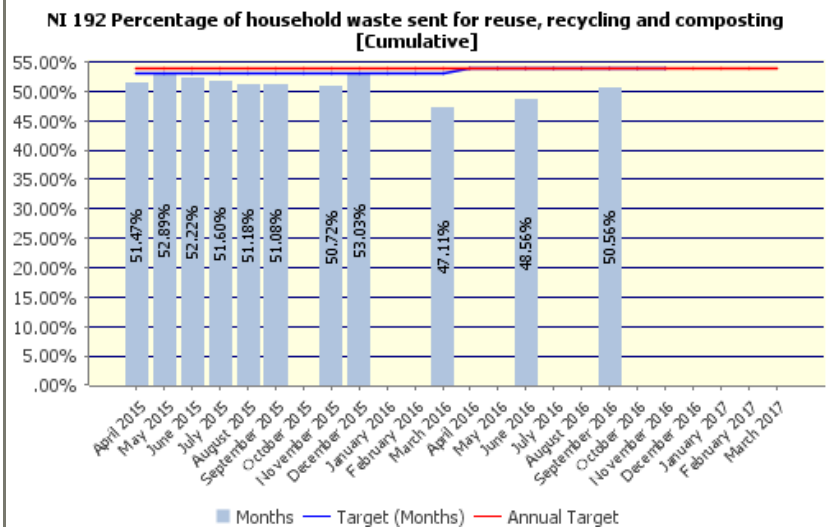
The number of looked after children per 10,000 is at target at 68.2 per 10,000 population against a target range of 57.3-68.3. We have a large number of children who are placed for adoption and who will therefore leave care over the next 6 months, depending on obtaining hearing dates from Court, and this will improve performance further. In addition we will see the impact of the work of the Edge of Care team over the coming months.

Aim: CLEAN: Priorities • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.

Expected Outcome: At risk of missing target 1

CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]			<p>September 2016 result</p> <p>51.30% 54.00% 100.00% 50.56% .00%</p>
Expected Outcome		Format	Aim to Maximise	
Managed By	Dipti Patel			
Year Introduced	2008			


Date Range 1		
	Value	Target
April 2015	51.47%	53.00%
May 2015	52.89%	53.00%
June 2015	52.22%	53.00%
Q1 2015/16		
July 2015	51.60%	53.00%
August 2015	51.18%	53.00%
September 2015	51.08%	53.00%
Q2 2015/16		
October 2015		53.00%
November 2015	50.72%	53.00%
December 2015	53.03%	53.00%
Q3 2015/16		
January 2016		53.00%
February 2016		53.00%
March 2016	47.11%	53.00%
Q4 2015/16		
April 2016	N/A	54.00%
May 2016	N/A	54.00%
June 2016	48.56%	54.00%
Q1 2016/17		
July 2016	N/A	54.00%
August 2016	N/A	54.00%
September 2016	50.56%*	54.00%
Q2 2016/17		
October 2016		54.00%
November 2016		54.00%
December 2016		
Q3 2016/17		
January 2017		
February 2017		
March 2017		
Q4 2016/17		

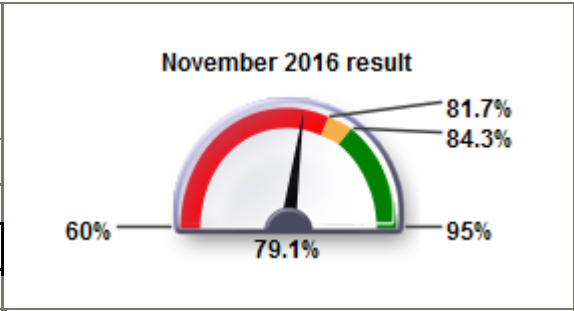


September update - * This figure currently is unvalidated, by the end of December 2016 this

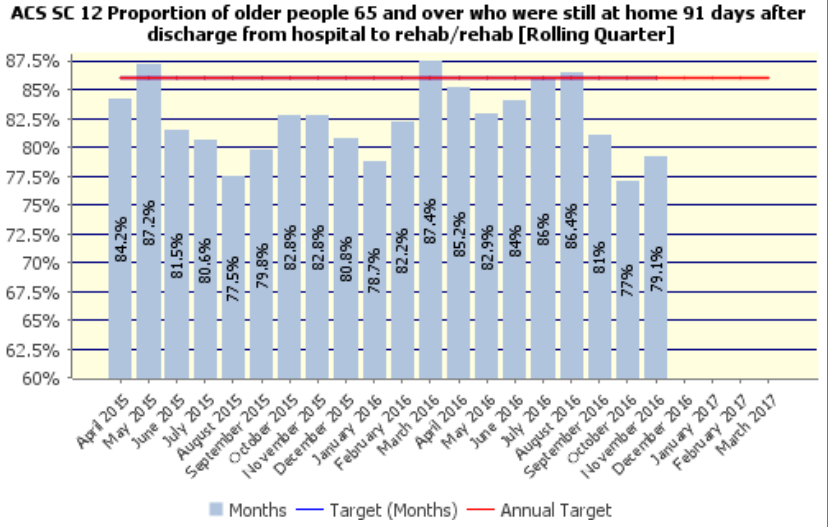
data should be validated. Veolia completed their new waste collection service roll out which included a new blue box recycling service stream, which will take time to embed across the borough. There is also a national downturn in recycling rates in the Essex region, which has seen a decrease in recycling rates. It is a very challenging target and too early to predict end of year performance at the moment.

Aim: HEALTHY: Priorities • Actively promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing • Improve the life chances of our residents, especially our vulnerable children & adults, by working to reduce inequalities and social deprivation across our communities.
 Expected Outcome: At risk of missing target 2 Some slippage against target 3


CP 3.1	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]		
Expected Outcome		Format	Aim to Maximise
Managed By	Sharon Houlden		
Year Introduced			

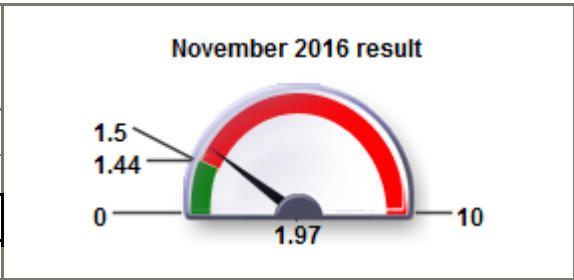


Date Range 1		
	Value	Target
April 2015	84.2%	86%
May 2015	87.2%	86%
June 2015	81.5%	86%
Q1 2015/16		
July 2015	80.6%	86%
August 2015	77.5%	86%
September 2015	79.8%	86%
Q2 2015/16		
October 2015	82.8%	86%
November 2015	82.8%	86%
December 2015	80.8%	86%
Q3 2015/16		
January 2016	78.7%	86%
February 2016	82.2%	86%
March 2016	87.4%	86%
Q4 2015/16		
April 2016	85.2%	86%
May 2016	82.9%	86%
June 2016	84%	86%
Q1 2016/17		
July 2016	86%	86%
August 2016	86.4%	86%
September 2016	81%	86%
Q2 2016/17		
October 2016	77%	86%
November 2016	79.1%	86%
December 2016		
Q3 2016/17		
January 2017		
February 2017		
March 2017		
Q4 2016/17		

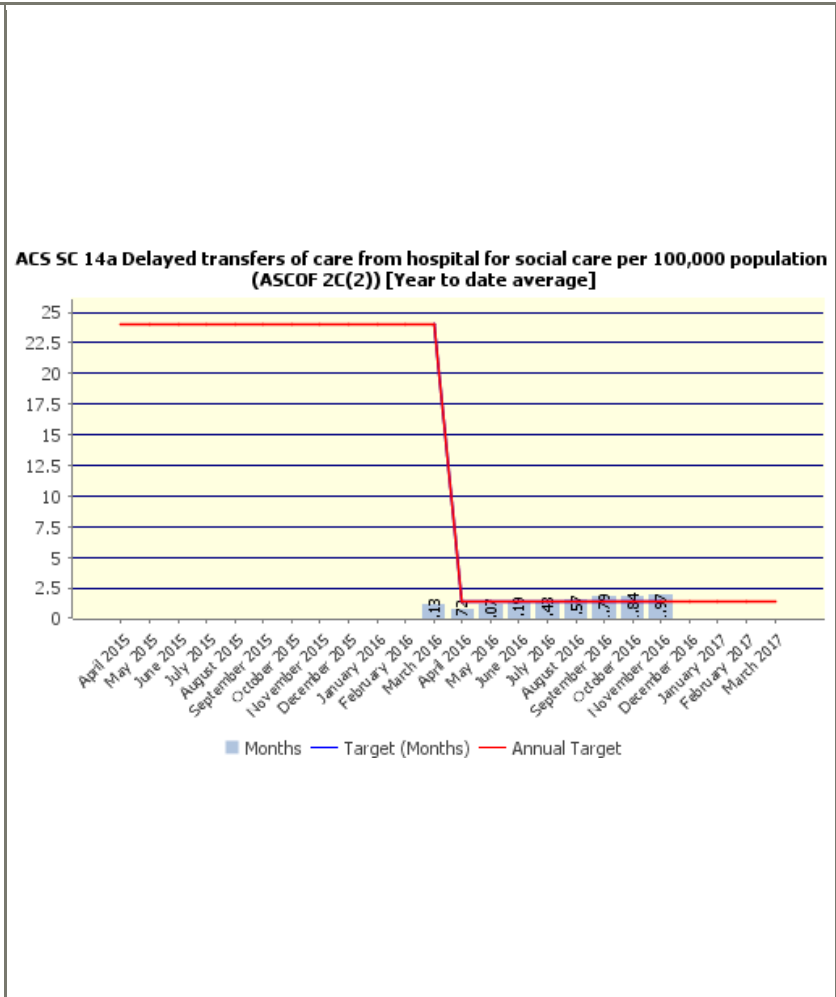


For the period June - August which is reported 3 months later in November 2016, 86 people started reablement, of which 68 were at home 91 days later, which is 79.1%. Following the analysis that has been undertaken over the last month, we are investigating this indicator at a client and supplier level (a review of 18 reablement episodes is being completed).


CP 3.2	Delayed transfers of care from hospital for social care per 100,000 population (ASCOF 2C(2)) [Year to date average]		
Expected Outcome		Format	Aim to Minimise
Managed By	Sharon Houlden		
Year Introduced			

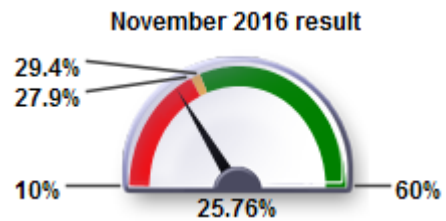


Date Range 1		
	Value	Target
April 2015		
May 2015		
June 2015		
July 2015		
August 2015		
September 2015		
October 2015		
November 2015		
December 2015		
January 2016		
February 2016		
March 2016	1.13	24
April 2016	0.72	1.43
May 2016	1.07	1.43
June 2016	1.19	1.43
July 2016	1.43	1.43
August 2016	1.57	1.43
September 2016	1.79	1.43
October 2016	1.84	1.43
November 2016	1.97	1.43
December 2016		
January 2017		
February 2017		
March 2017		

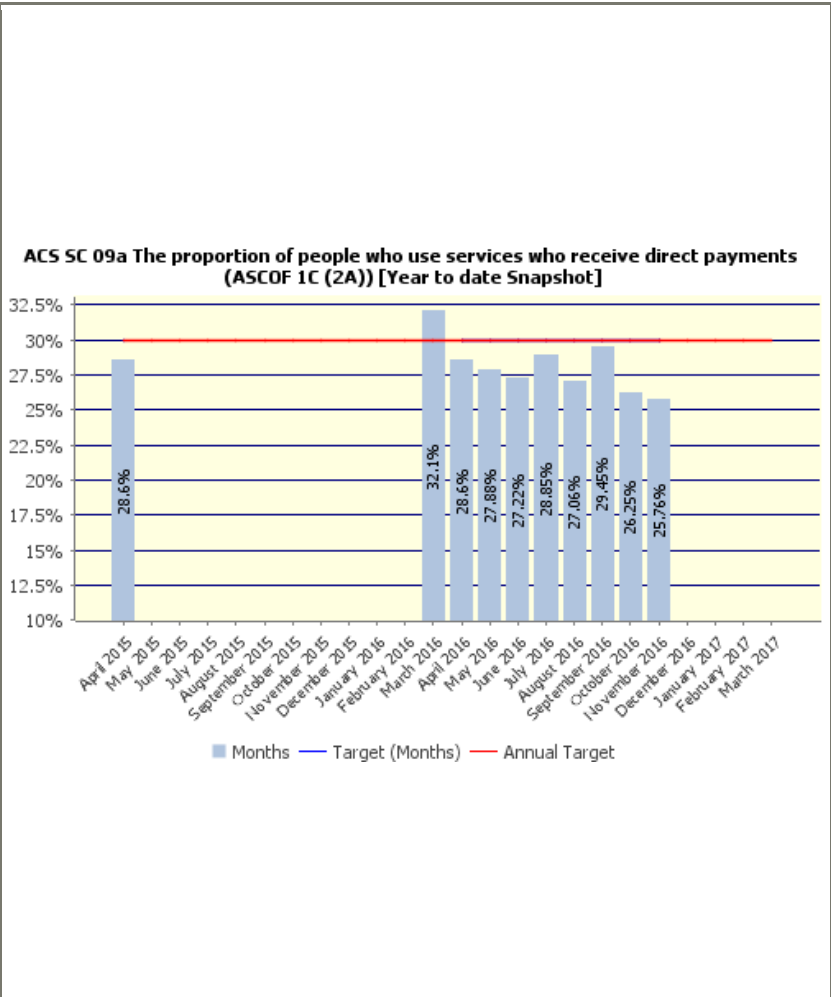


The average level of delayed transfers of care is above target but we remain well below the regional average of 3.72. A lot of work has been and will continue to be put into ensuring that patients are discharged from hospital in a timely manner and appropriate services are available on demand. There will be closer attention to the delays made in the Non-Acute (Sept) side, as the weightings are towards the Social Care side.


CP 3.3	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [Year to date Snapshot]		
Expected Outcome		Format	Aim to Maximise
Managed By	Sharon Houlden		
Year Introduced			



Date Range 1		
	Value	Target
April 2015	28.6%	30%
May 2015		
June 2015		
July 2015		
August 2015		
September 2015		
October 2015		
November 2015		
December 2015		
January 2016		
February 2016	N/A	
March 2016	32.1%	
April 2016	28.6%	30%
May 2016	27.88%	30%
June 2016	27.22%	30%
July 2016	28.85%	30%
August 2016	27.06%	30%
September 2016	29.45%	30%
October 2016	26.25%	30%
November 2016	25.76%	30%
December 2016		
January 2017		
February 2017		
March 2017		

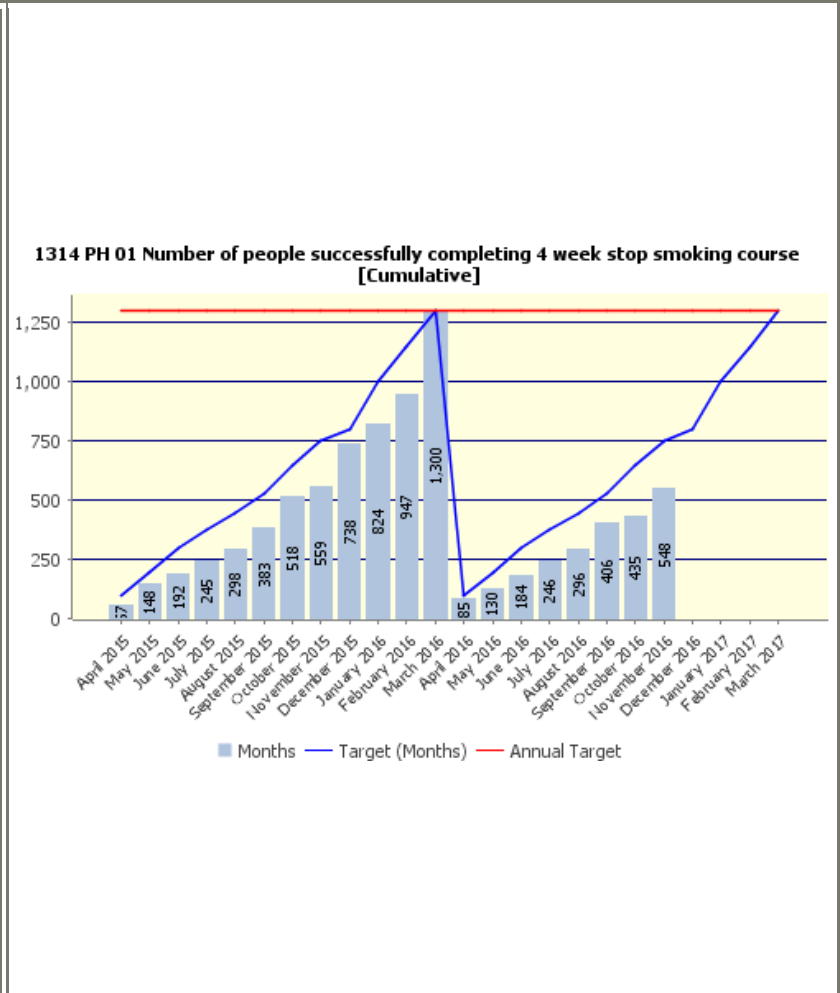


The performance of this indicator has dropped slightly but remains in line with our comparable neighbours. A sample of direct payment cases and non-direct payment cases will be sampled to assist in identifying barriers to direct payments. This will inform further analysis of drop in this indicator.


CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]		
Expected Outcome		Format	Aim to Maximise
Managed By	Liesel Park		
Year Introduced			

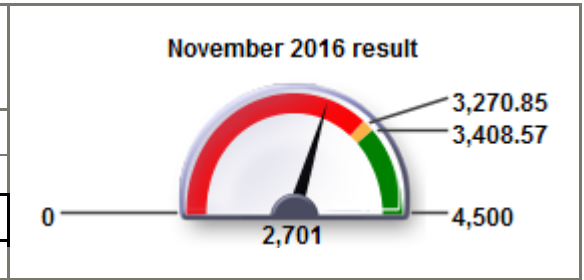


Date Range 1		
	Value	Target
April 2015	57	100
May 2015	148	200
June 2015	192	300
July 2015	245	380
August 2015	298	450
September 2015	383	530
October 2015	518	650
November 2015	559	750
December 2015	738	800
January 2016	824	1,000
February 2016	947	1,150
March 2016	1,300	1,300
April 2016	85	100
May 2016	130	200
June 2016	184	300
July 2016	246	380
August 2016	296	450
September 2016	406	530
October 2016	435	650
November 2016	548	750
December 2016		800
January 2017		1,000
February 2017		1,150
March 2017		1,300

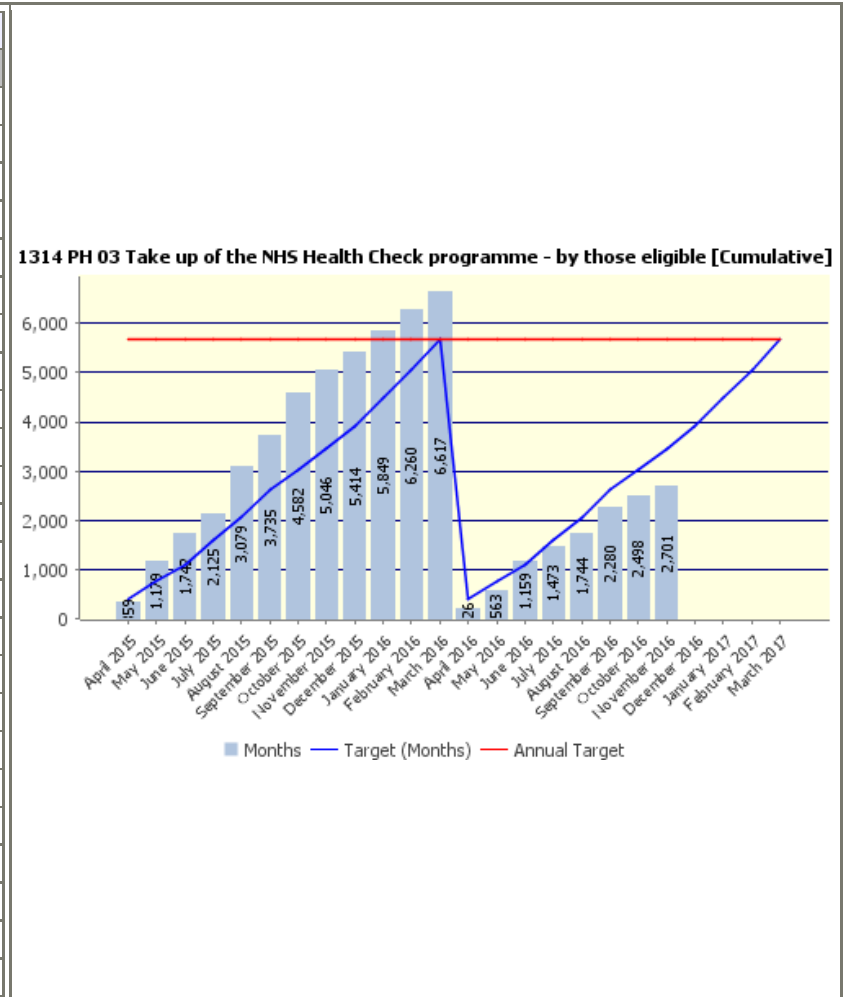


Final quit data for November is unlikely to be available until the end of January 2017. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set.

CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]		
Expected Outcome		Format	Aim to Maximise
Managed By	Margaret Gray		
Year Introduced			



Date Range 1		
	Value	Target
April 2015	359	406
May 2015	1,179	763
June 2015	1,742	1,120
July 2015	2,125	1,592
August 2015	3,079	2,064
September 2015	3,735	2,632
October 2015	4,582	3,038
November 2015	5,046	3,443
December 2015	5,414	3,914
January 2016	5,849	4,482
February 2016	6,260	5,050
March 2016	6,617	5,673
April 2016	226	406
May 2016	563	763
June 2016	1,159	1,120
July 2016	1,473	1,592
August 2016	1,744	2,064
September 2016	2,280	2,632
October 2016	2,498	3,038
November 2016	2,701	3,443
December 2016		3,914
January 2017		4,482
February 2017		5,050
March 2017		5,673



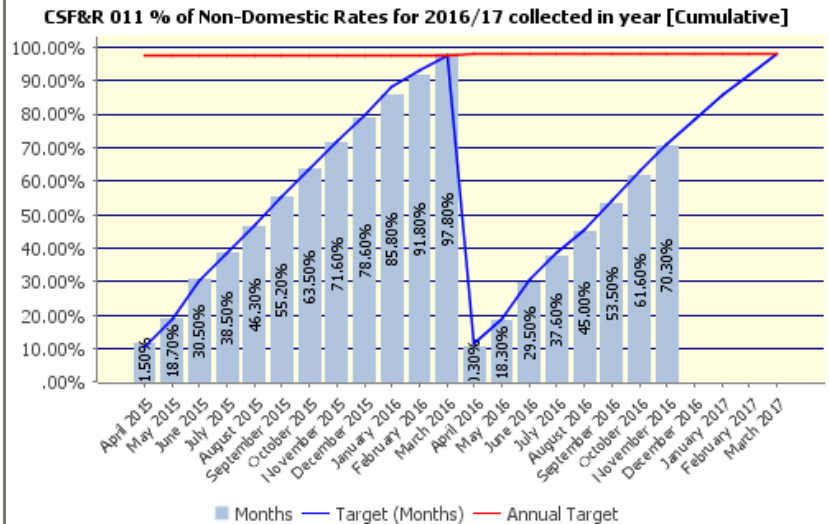
Data is still awaited from two GP Practices that migrated computer systems recently from EMIS to SystemOne and the outreach provider. The health check trajectory remains on track to hit target by the end of the year.

Aim: PROSPEROUS: Priorities • Maximise opportunities to enable the planning and development of quality, affordable housing. • Ensure residents have access to high quality education to enable them to be lifelong learners & have fulfilling employment. • Ensure the town is 'open for business' and that new, developing and existing enterprise is nurtured and supported. Ensure continued regeneration of the town through a culture led agenda.

Expected Outcome: Some slippage against target 1

CP 4.4	% of Non-Domestic Rates for 2016/17 collected in year [Cumulative]			<p>November 2016 result</p> <p>67.55% 71.10% 100.00% 70.30% .00%</p>
Expected Outcome		Format	Aim to Maximise	
Managed By	Joe Chesterton			
Year Introduced	2000			

Date Range 1		
	Value	Target
April 2015	11.50%	10.30%
May 2015	18.70%	18.70%
June 2015	30.50%	30.40%
July 2015	38.50%	38.70%
August 2015	46.30%	46.80%
September 2015	55.20%	55.10%
October 2015	63.50%	63.50%
November 2015	71.60%	71.70%
December 2015	78.60%	79.80%
January 2016	85.80%	88.00%
February 2016	91.80%	93.00%
March 2016	97.80%	97.60%
April 2016	10.30%	11.30%
May 2016	18.30%	18.70%
June 2016	29.50%	30.50%
July 2016	37.60%	38.50%
August 2016	45.00%	45.50%
September 2016	53.50%	54.50%
October 2016	61.60%	62.90%
November 2016	70.30%	71.10%
December 2016		78.20%
January 2017		85.50%
February 2017		91.60%
March 2017		97.80%



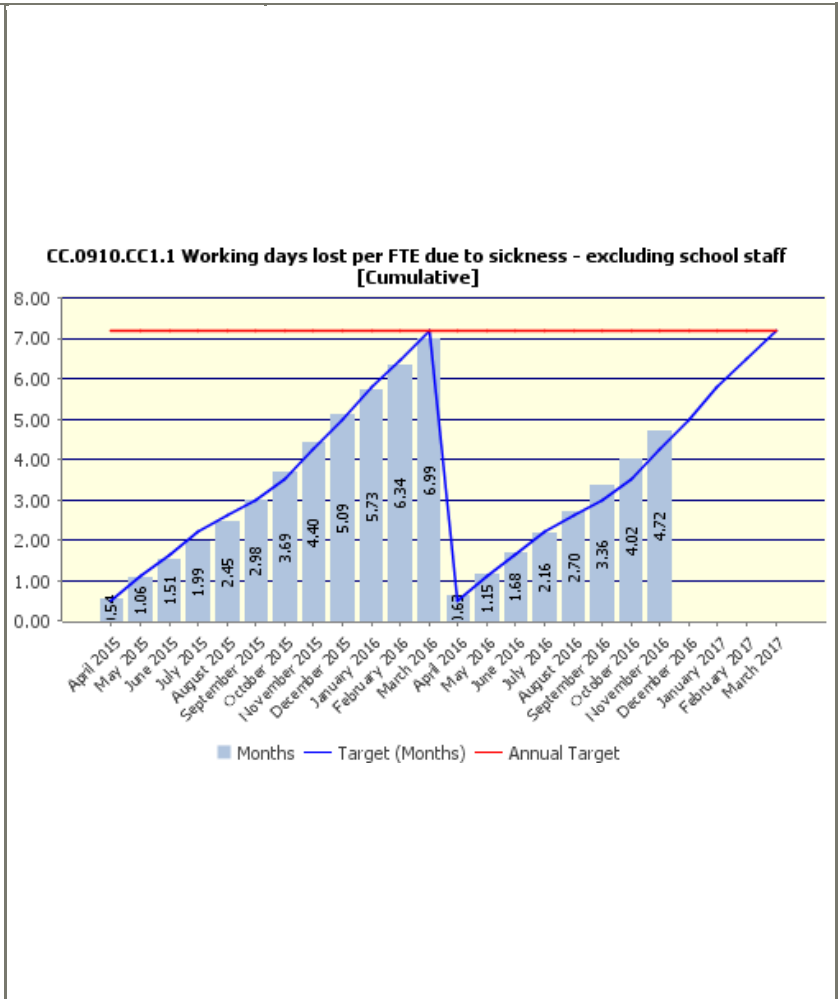
Although collection is still below target it is an improvement on last month, when the collection rate was 1.3% down. This confirms the predicted outcome that the target will be met at the end of the financial year. The Service is focused on current year collection and are chasing ratepayers to obtain payments.

Aim: EXCELLENT: Priorities • Work with & listen to our communities & partners to achieve better outcomes for all • Enable communities to be self-sufficient & foster pride in the town • Promote & lead an entrepreneurial, creative & innovative approach to the development of our town.

Expected Outcome: At risk of missing target 1

CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]		<p>November 2016 result</p> <p>4.48 4.31 0.00 4.72 10.00</p>
Expected Outcome		Format Aim to Minimise	
Managed By	Joanna Ruffle		
Year Introduced	2009		

Date Range 1		
	Value	Target
April 2015	0.54	0.51
May 2015	1.06	1.10
June 2015	1.51	1.65
July 2015	1.99	2.21
August 2015	2.45	2.61
September 2015	2.98	3.01
October 2015	3.69	3.51
November 2015	4.40	4.25
December 2015	5.09	4.97
January 2016	5.73	5.80
February 2016	6.34	6.47
March 2016	6.99	7.20
April 2016	0.63	0.51
May 2016	1.15	1.10
June 2016	1.68	1.65
July 2016	2.16	2.21
August 2016	2.70	2.61
September 2016	3.36	3.01
October 2016	4.02	3.51
November 2016	4.72	4.27
December 2016		4.99
January 2017		5.82
February 2017		6.49
March 2017		7.20



The Council is below target for November, which follows the trend of last year. However the council is currently above target at 4.72 days against a target of 4.27 days. Human Resources continue to provide information at Departmental Management Team on those employees with the highest number of sickness spells and long term sick.



Revenue Budget Monitoring 2016/17

Period 8

as at 30 November 2016 Portfolio Summary

Contents

Commentary	2
General Fund Summary Forecast	7
Portfolio	
Leader	8
Culture, Tourism and the Economy	10
Corporate and Community Support Services	13
Housing, Planning & Public Protection Services	17
Children & Learning	19
Health & Adult Social Care	21
Transport, Waste & Cleansing	23
Technology	26
Housing Revenue Account Summary Forecast	28

1. Commentary

This report outlines the budget monitoring position for the General Fund and Housing Revenue Account for 2016/17, based on the views of the Directors and their Management Teams, in light of expenditure and income to 30 November 2016.

The starting point for the budget monitoring is the original budget as agreed by Council in February 2016. Therefore, the full cost budget is being monitored, including fully allocated Management, Administrative and Technical Services (MATS) and capital financing costs. As at the end of October all corporate savings have been allocated.

2. Overall Budget Performance – General Fund

An overspend to the overall Council budget of £807,000 is currently being forecast for the year-end. This position reflects a projected overspend of £928,000 in Council departmental spending and a £121,000 underspend on financing costs and levies. The budget pressures which services are reporting are detailed in section 3 below. The forecast overspend of £807,000 is currently estimated to be met from earmarked reserves.

at 30 November 2016 - Period 8

Portfolio	Latest Budget 2016/17 £000	Projected Outturn 2016/17 £000	November Forecast Variance £000	October Forecast Variance £000
Leader	3,397	3,407	10	(200)
Culture, Tourism and the Economy	14,725	14,953	228	200
Corporate and Community Support Services	2,961	2,781	(180)	30
Housing, Planning & Public Protection Services	10,609	10,628	19	30
Children & Learning	31,187	31,507	320	655
Health & Adult Social Care	42,498	42,707	209	200
Transport, Waste & Cleansing	23,105	23,427	322	143
Technology	147	147	-	-
Total Portfolio	128,629	129,557	928	1,058
Non-Service Areas	(5,423)	(6,351)	(928)	(1,058)
Net Expenditure / (Income)	123,206	123,206	0	0

Where Portfolios are forecasting an overspend by the end of the year, the relevant Director has been advised that appropriate action plans must be in place to address any projected overspend position so that a balanced budget for the Council is produced by the year end.

3. Service Variances - £928,000 forecast overspend

The key variances are as shown in the following table:-

Portfolio	Unfavourable £(000)	Favourable £(000)	Net £(000)	Previous period £(000)
Leader				
Release of Legal Provision				(200)
Treasury Management Costs	10			10
	10	0	10	(190)
Culture, Tourism and the Economy				
Southend Pier - Loss of income due to repair of pile caps and associated repair costs due to buggy usage for certain users	200			200
Grounds Maintenance - Additional peak relief staff due to weather conditions	60			60
Golf course - reduced income due to lower user numbers	50			50
The Forum - Facilities Management contract can't be renegotiated yet	100			100
Leisure Management - Newly tendered contract saving & part year vacant post		(182)		(182)
	410	(182)	228	228
Corporate and Community Support				
Benefits Admin Team Staffing	90			90
Vacancies in the Financial Management and Planning & Control Teams		(150)		(150)
Vacancy in the Asset Management Team		(50)		(50)
Council Tax Court Income		(60)		(50)
Vacancies in the Chief Executive Support team		(33)		
Vacancy Factor in the Legal & Democratic Team	14			
Legal Services Court Costs	28			
Legal Services Income	16			15
Staffing costs in the Business Rates team		(15)		
Vacancies in Corporate Procurement		(20)		(20)
	148	(328)	(180)	(165)
Housing, Planning & Public Protection Services				
Regulatory Services - Legal advice	13			13
Tables and chairs income	27			27
Vacancy in Private Sector Housing		(15)		(22)
Minor variances		(6)		(5)
	40	(21)	19	13
Children and Learning				
Children's Placements - high cost children with disabilities, and cost of direct payments	47			35
Children's Placements - forecast for current cohort of looked after children	110			330
Staffing pressure costs in children services	214			175
Legal charges for children in care - high case load	97			122
Forecast on current in-house fostering placements and impact of adoption referral income	12			290
Home to School Education Transport - lower demand and contract management		(60)		(60)
School Improvement staff vacancies		(100)		(100)
	480	(160)	320	792

...Continued				
Health and Adult Social Care				
People with a Learning Disability - Lower than estimated residential care placements and direct payments		(251)		(227)
People with Mental Health Needs - Higher than estimated residential care placements, direct payments and supported living	586			576
Older People - Reduced residential care packages		(141)		(261)
Physical and Sensory Impairment - Higher than estimated residential care placements	66			86
Pressure against budgeted vacancy levels	20			20
Health contribution towards Integrated commissioning		(38)		(43)
Underspend on service contracts		(33)		(10)
	672	(463)	209	141
Transport, Waste & Cleansing				
Concessionary fares - based on consultant estimate	73			80
Travel Centre - additional security required for site	60			60
Street lighting - full year benefits not expected to be achieved	297			297
Traffic Signals - reduced repairs and maintenance costs		(51)		(51)
Street works Common Permit Scheme - S.74 penalties		(473)		(473)
Highways maintenance - rechargeable works	142			136
Structural maintenance - footway repairs	205			272
Traffic Management - reduction in contractor costs		(82)		(82)
Decriminalised parking - delay in new contract implementation	114			114
Decriminalised parking - increased estimated bad debt provision at year end	164			148
Decriminalised parking - reduction in income	251			100
Parking management - income from on- and off-street provision		(400)		(400)
Flood Defences - vacant posts		(18)		(70)
Business Support - Low staff turnover resulting in vacancy factor pressure	40			40
	1,346	(1,024)	322	171
Technology				
	0	0	0	0
Total	3,106	(2,178)	928	990

Non Service Variances (£121,000 forecast underspend)

Financing Costs – (£115K)

This provision is forecast to be underspent against budget at the year-end as; PWLB interest (£365K) due to reduced borrowing; reduced income from HRA Item 8 debit due to lower average rate % £50K; reduced interest from in-house investments due to reduced interest rates £130K; interest on short term borrowing (£40K); interest on Bonds £25K; interest property funds £130K; Schools and trust balances interest (£17K); finance lease costs £9K; payment to Minimum Reserve Provision (£37K).

Levies – (£6K)

The annual levy from the Coroners Court is less than advised by the organisation when setting the budget.

4. Appropriations to / from Earmarked Reserves

Net appropriations from Earmarked Reserves totalling £3,874,000 were agreed by Council when setting the 2016/17 budget in February 2016. The current outturn position allows for further in-year net appropriations from reserves, totalling £1,478,990. Total net appropriations from / (to) reserves for 2016/17 will therefore equal £5,352,990.

- £19,000 from the Business Transformation Reserve to enable the progression of various projects.
- £166,700 from the Earmarked Reserves relating to Social Work Training grants and the Practice Learning Fund
- £37,000 from the Specific Projects Reserve to cover costs relating to the Phase 3 Printing Review
- £250,000 from the Queensway Reserve to cover on-going revenue costs of the project
- £199,290 from the Public Health Reserve to fund services
- £807,000 appropriation from reserves at the year end to offset project overspend

£1,478,990

5. Revenue Contributions to Capital Outlay (RCCO)

The original budget for 2016/17 included planned revenue contributions for capital investments, via the use of Earmarked Reserves, of £6,472,000.

6. Performance against Budget savings targets for 2016/17

As part of setting the Council budget for 2016/17, a schedule of Departmental and Corporate savings was approved totalling £10.086 million. These are required to achieve a balanced budget.

A monthly exercise is in place to monitor the progress of the delivery of these savings. A breakdown, by RAG status, of the Departmental Savings is shown below:

	Red £000	Amber £000	Green £000	Original Savings Total £000	Projected Outturn £000	Forecast Variance £000
Department						
Chief Executive	0	262	1,146	1,408	1,408	0
People	260	3,547	1,504	5,311	5,015	(296)
Place	0	1,380	1,987	3,367	2,833	(534)
Total	260	5,189	4,637	10,086	9,256	(830)

Although the current forecast is showing a shortfall of £830,000 against the required savings total of £10.086 million, it is currently expected that the total savings will be delivered in full as part of each Department's overall budget total by the end of the financial year either by finding alternative savings or ensuring amber and red savings are delivered in full.

7. Overall Budget Performance – Housing Revenue Account (HRA)

The HRA budget was approved by Council on 25th February 2016 and anticipated that £2,287,000 would be appropriated to earmarked reserves in 2016/17.

The closing HRA balance as at 31st March 2016 was £3,502,000.

8. Budget Virements

In line with the approved financial procedure rules all virements over £50,000 between portfolio services or between pay and non-pay budgets are to be approved by Cabinet.

Below is a table showing the virements which fall within these parameters.

	DR	CR
	£	£
Virements over £50,000 in reported period	-	-
Virements over £50,000 previously reported	5,023	(5,023)
Virements approved under delegated authority	4,988	(4,988)
Total virements	10,011	(10,011)

There are no virements for Cabinet approval this period.

General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Portfolio Holder Summary

Portfolio	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
Leader	4,765	(1,062)	3,703	(306)	3,397	3,407	10	(1,042)	(1,352)	(310)
Culture, Tourism and the Economy	17,439	(3,178)	14,261	464	14,725	14,953	228	9,460	10,370	910
Corporate and Community Support Services	127,435	(124,772)	2,663	298	2,961	2,781	(180)	2,596	1,961	(635)
Housing, Planning & Public Protection Services	13,689	(2,942)	10,747	(138)	10,609	10,628	19	7,051	6,973	(78)
Children & Learning	116,234	(85,464)	30,770	417	31,187	31,507	320	20,072	20,582	510
Health & Adult Social Care	76,004	(35,092)	40,912	1,586	42,498	42,707	209	28,270	28,729	459
Transport, Waste & Cleansing	35,073	(11,943)	23,130	(25)	23,105	23,427	322	14,806	14,724	(82)
Technology	5,858	(5,748)	110	37	147	147	0	108	143	35
Portfolio Net Expenditure	396,497	(270,201)	126,296	2,333	128,629	129,557	928	81,321	82,130	809
Reversal of Depreciation	(21,711)	3,069	(18,642)	0	(18,642)	(18,642)	0	(12,428)	(10,875)	1,553
Levies	585	0	585	0	585	579	(6)	357	353	(4)
Financing Costs	20,408	(4,621)	15,787	0	15,787	15,672	(115)	8,373	8,587	214
Contingency	5,816	0	5,816	(1,861)	3,955	3,955	0	1,488	0	(1,488)
Pensions Upfront Funding	(4,782)	0	(4,782)	0	(4,782)	(4,782)	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0	0	0	1,034	1,034
Sub Total	316	(1,552)	(1,236)	(1,861)	(3,097)	(3,218)	(121)	(2,210)	(901)	1,309
Net Operating Expenditure	396,813	(271,753)	125,060	472	125,532	126,339	807	79,111	81,229	2,118
General Grants	0	(4,252)	(4,252)	0	(4,252)	(4,252)	0	(2,506)	(2,769)	(263)
Corporate Savings	(200)	0	(200)	200	0	0	0	0	0	0
Revenue Contribution to Capital	6,472	0	6,472	0	6,472	6,472	0	4,315	0	(4,315)
Contribution to / (from) Earmarked Reserves	(3,874)	0	(3,874)	(672)	(4,546)	(5,353)	(807)	(2,775)	(4,557)	(1,782)
Contribution to / (from) General Reserves	0	0	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	399,211	(276,005)	123,206	0	123,206	123,206	0	78,145	73,903	(4,242)

Use of General Reserves							
Balance as at 1 April 2015			11,000		11,000	11,000	0
Use in Year			0	0	0	0	0
Balance as at 31 March 2016			11,000	0	11,000	11,000	0

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Corporate and Non Distributable Costs	3,760	(177)	3,583	(349)	3,234	3,244	10	(1,149)	(1,417)	(268)
b Corporate Subscriptions	73	0	73	0	73	73	0	48	41	(7)
c Emergency Planning	99	0	99	43	142	142	0	105	106	1
d Strategy & Performance	833	(885)	(52)	0	(52)	(52)	0	(46)	(82)	(36)
Total Net Budget for Portfolio	4,765	(1,062)	3,703	(306)	3,397	3,407	10	(1,042)	(1,352)	(310)

301

Virements

£000

Transfer from earmarked reserves	(300)
Allocation from Contingency	0
In year virements	(6)
	<u>(306)</u>

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Forecast Outturn Variance	Year to Date Variance
a. Short Duration Bond fund not budgeted for within Treasury Management.	Budgets for Salaries, Corporate Initiatives and Audit costs are currently underspent. Due to the ad-hoc and high value nature of some corporate core costs it is not possible to profile the budgets for Pensions Backfunding and Corporate Initiatives more accurately.
b.	
c.	
d.	Vacancies in the Policy Team

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Culture, Tourism and the Economy
Portfolio Holder - Cllr A Holland**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Arts Development	706	(364)	342	4	346	346	0	227	272	45
b Amenity Services Organisation	2,964	(386)	2,578	778	3,356	3,416	60	2,282	2,519	237
c Culture Management	104	(6)	98	0	98	98	0	65	66	1
d Library Service	3,789	(390)	3,399	0	3,399	3,499	100	2,426	2,469	43
e Museums And Art Gallery	1,303	(67)	1,236	17	1,253	1,253	0	832	922	90
f Parks And Amenities Management	2,736	(667)	2,069	(612)	1,457	1,507	50	803	850	47
g Sports Development	179	(45)	134	0	134	134	0	90	93	3
h Sport and Leisure Facilities	627	(144)	483	0	483	301	(182)	310	233	(77)
i Southend Theatres	575	(17)	558	0	558	558	0	392	387	(5)
j Resort Services Pier and Foreshore and Southend Marine Activity Centre	3,410	(999)	2,411	0	2,411	2,611	200	1,195	1,698	503
k Tourism	267	(11)	256	50	306	306	0	207	211	4
l Economic Development	363	0	363	(50)	313	313	0	221	235	14
m Town Centre	211	(58)	153	0	153	153	0	122	86	(36)
n Climate Change	205	(24)	181	27	208	208	0	141	190	49
o Queensway Regeneration Project	0	0	0	250	250	250	0	147	139	(8)
Total Net Budget for Portfolio	17,439	(3,178)	14,261	464	14,725	14,953	228	9,460	10,370	910

303

Virements

£000

Transfer from earmarked reserves	250
Allocation from Contingency	42
In year virements	172
	<u>464</u>

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Culture, Tourism and the Economy
Portfolio Holder - Cllr A Holland**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Additional peak relief requirement to meet service needs during the wet Spring/Summer. Reduced staff to meet saving requirements didn't take effect until part way through the year causing an in-year pressure	A wet Spring/Summer has required higher levels of relief staff and overtime. Staffing pressure expected to reduce due to a recent reduction in seasonal staff. Bulk material has been purchased and stockpiled in advance of its intended use whilst vehicle and machinery hire and maintenance costs peaked during the Summer whilst additional seasonal staff were working
c.	
d. The facilities management contract at the Forum has been let for longer than anticipated by the Forum Management Company resulting in a 2 year delay to renegotiate the costs. This matter is being dealt with by the Forum Management Company	The facilities management contract at the Forum has been let for longer than anticipated by the Forum Management Company resulting in a 2 year delay to renegotiate the costs. This matter is being dealt with by the Forum Management Company
e.	Funding is due to be received.
f. A reduction in visitor numbers to the golf course has resulted in a reduction in income	A reduction in visitor numbers to the golf course has resulted in a reduction in income
g.	
h. Saving due to the tendered leisure management contract	Saving due to the tendered leisure management contract
i.	
j. Loss of income as a result of the Pier train being out of service due to repairs of the pile caps during the busiest season of the year. There are also associated repairs and maintenance costs due to deckboard replacements as a result of the use of a buggy to transport some customers	Loss of income as a result of the Pier train being out of service due to repairs of the pile caps during the busiest season of the year. There are also associated repairs and maintenance costs due to deckboard replacements as a result of the use of a buggy to transport some customers. Tourism advertising costs incurred early in the year. The cash collection process has resulted in an internal issue with allocating income to the Pier.
k.	
l.	
m.	
n.	

304

O.

305

12

37

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Cemeteries and Crematorium	1,436	(2,198)	(762)	(100)	(862)	(862)	0	(541)	(526)	15
b Customer Services Centre	2,902	(2,836)	66	72	138	138	0	91	36	(55)
c Council Tax Benefit	0	0	0	0	0	0	0	0	(20)	(20)
d Dial A Ride	117	(19)	98	18	116	116	0	74	72	(2)
e Support to Mayor	218	0	218	0	218	218	0	150	149	(1)
Housing Benefit and Council Tax Benefit	2,677	(1,195)	1,482	21	1,503	1,593	90	1,019	1,055	36
f Admin										
g Rent Benefit Payments	98,947	(99,050)	(103)	0	(103)	(103)	0	(51)	165	216
h Registration of Births Deaths and Marriage	0	0	0	0	0	0	0	0	0	0
i Partnership Team	317	0	317	14	331	331	0	224	201	(23)
j Support To Voluntary Sector	802	0	802	0	802	802	0	534	550	16
k Human Resources	2,208	(2,239)	(31)	8	(23)	(23)	0	(13)	(40)	(27)
l People & Organisational Development	532	(527)	5	0	5	5	0	3	(25)	(28)
m Tickfield Training Centre	386	(383)	3	0	3	3	0	12	(22)	(34)
n Transport Management	227	(240)	(13)	(118)	(131)	(131)	0	(88)	(107)	(19)
o Vehicle Fleet	720	(741)	(21)	(44)	(65)	(65)	0	(51)	(66)	(15)
p Accounts Payable	257	(256)	1	0	1	1	0	4	(15)	(19)
q Accounts Receivable	340	(351)	(11)	27	16	16	0	20	14	(6)
r Accountancy	2,727	(2,742)	(15)	0	(15)	(165)	(150)	(1)	(222)	(221)
s Asset Management	438	(434)	4	30	34	(16)	(50)	33	0	(33)
t Internal Audit & Corporate Fraud	948	(940)	8	0	8	8	0	7	(71)	(78)
u Buildings Management	2,909	(2,843)	66	132	198	198	0	285	310	25
v Administration & Support	0	0	0	0	0	0	0	0	0	0
w Community Centres and Club 60	54	(1)	53	0	53	53	0	29	24	(5)
x Corporate and Industrial Estates	794	(2,539)	(1,745)	0	(1,745)	(1,745)	0	(1,160)	(1,234)	(74)
y Council Tax Admin	1,355	(481)	874	0	874	814	(60)	582	434	(148)
z Democratic Services Support	430	0	430	0	430	437	7	288	291	3
aa Department of Corporate Services	1,084	(1,272)	(188)	(28)	(216)	(249)	(33)	(151)	(178)	(27)
ab Elections and Electoral Registration	409	0	409	25	434	434	0	352	357	5
ac Insurance	185	(243)	(58)	0	(58)	(58)	0	108	89	(19)
ad Local Land Charges	279	(318)	(39)	0	(39)	(39)	0	(10)	(32)	(22)
ae Legal Services	1,173	(1,237)	(64)	0	(64)	(13)	51	(44)	18	62

306

af Non Domestic Rates Collection	347	(304)	43	0	43	28	(15)	(52)	(74)	(22)
ag Corporate Procurement	756	(748)	8	241	249	229	(20)	210	143	(67)
ah Property Management & Maintenance	749	(635)	114	0	114	114	0	271	229	(42)
ai Member Expenses	712	0	712	0	712	712	0	462	456	(6)
Total Net Budget for Portfolio	127,435	(124,772)	2,663	298	2,961	2,781	(180)	2,596	1,961	(635)

Virements

£000

Transfer from earmarked reserves	241
Allocation from Contingency	40
In year virements	17
	<u>298</u>

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Forecast Outturn Variance	Year to Date Variance
a.	The number of cremations and burials is lower than in the same period last year. Repairs to the boiler are causing a pressure on the budget.
b.	A pressure due to unbudgeted IT costs is being offset by vacancies and higher income than predicted. Higher income in the Registrations Service than profiled due to a greater number of weddings in the summer period. As in previous years, this is expected to level out by year-end.
c.	Overpayments repaid relating to prior years
d.	
e.	
f. Forecast overspends on agency costs	A pressure on employees' budget due to overtime, agency costs and Vacancy Factor is being offset by an underspend against the Social Fund profiled budget
g.	Period 8 monitored position
h.	
i.	Vacancy in year. Office Expenses budget currently underspent.
j.	Expenditure relating to the Community Hub project. Income will be drawn down within the coming months to offset these project costs
k.	Additional income received from Suffolk CC to fund project work. It is anticipated, that income will fall this year due to less Schools using the HR service
l.	Corporate Training income is higher than budget to date but further costs are expected to offset the surplus
m.	Income from the Tickfield Centre is currently higher than budget
n.	Vacancy
o.	The fuel budget is underspent due to the running down of tanks and operating lease costs have reduced which is compensating for lower Internal Trading Income than predicted. No further fuel stock is being purchased as a fuel card programme has now been rolled out.

308

Forecast Outturn Variance	Year to Date Variance
p.	Vacancy
q.	
r. Staff Vacancies	Vacancies in the Financial Management and Planning & Control teams
s. Staff Vacancies	
t.	An underspend due to staff vacancies is being partially offset by an overspend relating to the purchase of professional expertise in the form of contractors
u.	In line with previous years, the furniture budget is currently underspent. This is being offset by an overspend on Contract Cleaning, Security and Repairs & Maintenance costs
v.	
w.	
x.	Rental income is higher than current budget partly due to rent increases and back payments
y. More income relating to court proceedings has been raised than anticipated	More court proceedings relating to Council Tax have been initiated than expected when the budget was set although this will be partially offset by a higher provision for Bad Debt at the end of the year. This is mitigating an overspend on Agency Staff and Vacancy Factor
z. Currently it is unlikely that the Vacancy Factor budget will be achieved	
aa. Staff vacancies.	
ab.	
ac.	Vacancies in year.
ad.	Higher income than the profiled budget
ae. Court Costs in relation to Children's cases are higher than expected at this time of the year. It is currently unlikely that the Vacancy Factor or the income budget will be achieved	
af. Underspend on staff budgets	
ag. Underspend on a vacant post.	
ah.	
ai.	

309

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Housing, Planning & Public Protection Services
Portfolio Holder - Cllr M Flewitt**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Strategy & Planning for Housing	256	(255)	1	0	1	1	0	0	0	0
b Private Sector Housing	4,139	(587)	3,552	10	3,562	3,547	(15)	2,378	2,351	(27)
c Housing Needs & Homelessness	1,276	(514)	762	0	762	762	0	508	508	0
d Supporting People	3,456	0	3,456	(150)	3,306	3,300	(6)	2,201	2,207	6
e Closed Circuit Television	517	(32)	485	4	489	489	0	324	332	8
f Community Safety	251	(32)	219	25	244	244	0	172	161	(11)
g Building Control	732	(397)	335	0	335	335	0	194	247	53
h Development Control	829	(569)	260	0	260	260	0	170	82	(88)
i Strategic Planning	412	0	412	0	412	412	0	396	404	8
j Regulatory Business	707	(11)	696	22	718	731	13	493	494	1
k Regulatory Licensing	570	(483)	87	171	258	285	27	31	27	(4)
l Regulatory Management	236	0	236	(235)	1	1	0	17	8	(9)
m Regulatory Protection	308	(62)	246	15	261	261	0	167	152	(15)
Total Net Budget for Portfolio	13,689	(2,942)	10,747	(138)	10,609	10,628	19	7,051	6,973	(78)

Virements

Transfer from earmarked reserves	10
Allocation from Contingency	28
In year virements	(176)
	<u>(138)</u>

310

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Housing, Planning & Public Protection Services
Portfolio Holder - Cllr M Flewitt**

Forecast Outturn Variance	Year to date Variance
a.	
b. Vacant post within Private Sector Housing.	
c.	
d.	
e.	
f.	
g.	
h.	The team currently has a vacant post and are also exceeding their income target to date.
i.	
j. Legal advice is required as part of a national court case against a company.	
k. Income from Tables & Chairs Licensing is below budget.	
l.	
m.	
n.	

311

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Childrens Commissioning	2,549	(2,166)	383	0	383	383	0	252	194	(58)
b Children with Special Needs	2,047	(739)	1,308	158	1,466	1,575	109	1,033	1,138	105
c Early Years Development and Child Care Partnership	10,993	(9,562)	1,431	0	1,431	1,431	0	949	936	(13)
d Children Fieldwork Services	4,311	0	4,311	0	4,311	4,364	53	2,878	3,058	180
e Children Fostering and Adoption	6,796	(252)	6,544	50	6,594	6,772	178	4,384	4,570	186
f Youth Service	1,444	(397)	1,047	0	1,047	1,046	(1)	753	790	37
g Other Education	728	(580)	148	0	148	148	0	97	93	(4)
h Private Voluntary Independent	4,211	(156)	4,055	0	4,055	4,105	50	2,703	2,795	92
i Children Specialist Commissioning	1,016	(59)	957	207	1,164	1,193	29	777	814	37
j Children Specialist Projects	304	(189)	115	0	115	201	86	93	214	121
k School Support and Preventative Services	20,279	(12,302)	7,977	2	7,979	7,819	(160)	4,494	4,359	(135)
l Youth Offending Service	4,205	(1,711)	2,494	0	2,494	2,470	(24)	1,659	1,639	(20)
m Schools Delegated Budgets	57,351	(57,351)	0	0	0	0	0	0	(18)	(18)
n Age 14-19 Learning and	0	0	0	0	0	0	0	0	0	0
Total Net Budget for Portfolio	116,234	(85,464)	30,770	417	31,187	31,507	320	20,072	20,582	510

312

Virements

£000

Transfer from earmarked reserves

235

Allocation from Contingency

204

In year virements

(22)

417

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Current cohort of LDD placements and direct payments budgets are overspending.	
c.	
d. Overspend due to cost of Agency Social Workers in frontline child protection roles in Care Management and First Contact teams. Teams are unable to run with Vacancies due to caseloads.	Overspend due to cost of Agency Social Workers in frontline child protection roles in Care Management and First Contact teams. Teams are unable to run with Vacancies due to caseloads.
e. Forecast for current cohort of fostering places. This reflects success in increasing the number of available in-house carers, but it is also driven by overall higher numbers of children in care, with PVI placements also remaining high.	The number of children with in-house foster cares or kinship placements. This reflects success in increasing the number of available in-house carers, but it is also driven by overall higher numbers of children in care, with PVI placements also remaining high.
f.	
g.	
h. Current cohort of 53 children and young people in PVI placements is forecast to overspend, making the £250k saving a significant challenge. Within this there are 22 residential placements compared to 13 a year ago. This budget remain volatile and susceptible to sudden changes in demand from high cost placements such as secure accommodation placements.	Current cohort of 53 children and young people in PVI placements is forecast to overspend, making the £250k saving a significant challenge. Within this there are 22 residential placements compared to 13 a year ago. This budget remain volatile and susceptible to sudden changes in demand from high cost placements such as secure accommodation placements.
i. £29k pressure against budgeted vacancy factor as plans and review team is running at full establishment.	
j. Continuing overspend due to the costs of legal representation in child protection cases, linked to high numbers of children in care. There is a risk this overspend could increase as in the previous financial year the overspend was £200k and related to approximately 120 cases.	
k. As in last year this service is likely to underspend, however costs may start to rise once the growth in pupil numbers reaches the secondary school phase. An underspend is anticipated due to staffing vacancies against establishment in the School improvement service.	
l. Underspend due to a vacant post	
m.	

313

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Adult Support Services and Management	600	(593)	7	0	7	(31)	(38)	4	(4)	(8)
b Commissioning Team	2,628	(2,685)	(57)	(19)	(76)	(109)	(33)	(53)	(72)	(19)
c Strategy & Development	2,298	(2,328)	(30)	21	(9)	(9)	0	(9)	(32)	(23)
d People with a Learning Disability	15,878	(1,629)	14,249	283	14,532	14,281	(251)	9,673	9,577	(96)
e People with Mental Health Needs	3,627	(165)	3,462	41	3,503	4,089	586	2,331	2,841	510
f Older People	32,269	(14,940)	17,329	(548)	16,781	16,641	(140)	11,157	11,276	119
g Other Community Services	2,021	(665)	1,356	1,646	3,002	3,022	20	2,001	1,988	(13)
h People with a Physical or Sensory Impairment	5,182	(1,003)	4,179	(37)	4,142	4,208	66	2,757	2,783	26
i Service Strategy & Regulation	149	(69)	80	0	80	80	0	52	52	0
j Public Health	8,516	(8,379)	137	199	336	336	0	226	226	0
k Drug and Alcohol Action Team	2,529	(2,373)	156	0	156	156	0	102	97	(5)
l Young Persons Drug and Alcohol Team	307	(263)	44	0	44	44	0	29	(3)	(32)
Total Net Budget for Portfolio	76,004	(35,092)	40,912	1,586	42,498	42,708	210	28,270	28,729	459

314

Virements

Transfer from earmarked reserves
Allocation from Contingency
In year virements

£000

199
1,217
170

1,586

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Forecast Outturn Variance	Year to Date Variance
a. Health contribution towards integrated commissioning	
b.	
c.	
d. Forecast underspend on residential care placements and daycare services	
e. Forecast overspend on residential care, supported living and direct payments	Forecast overspend on residential care, supported living and direct payments.
f. Forecast underspend on residential care placements	
g. Teams are running at full staffing levels which is therefore causing a slight pressure against budgeted vacancy levels.	
h. Forecast overspend on residential care placements	
i.	
j.	
k.	
l.	

315

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Transport, Waste & Cleansing
Portfolio Holder - Cllr T Cox**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Highways Maintenance	9,611	(2,229)	7,382	(147)	7,235	7,406	171	4,643	4,629	(14)
b Bridges and Structural Engineering	432	0	432	0	432	432	0	288	267	(21)
c Decriminalised Parking	1,306	(1,633)	(327)	0	(327)	202	529	(192)	231	423
d Car Parking Management	1,443	(5,959)	(4,516)	(145)	(4,661)	(5,061)	(400)	(3,162)	(3,508)	(346)
e Concessionary Fares	3,246	0	3,246	0	3,246	3,319	73	2,395	2,367	(28)
f Passenger Transport	405	(62)	343	0	343	403	60	250	320	70
g Road Safety and School Crossing	403	(60)	343	0	343	343	0	208	197	(11)
h Transport Planning	1,077	(57)	1,020	0	1,020	969	(51)	680	789	109
i Traffic and Parking Management	683	(5)	678	0	678	596	(82)	455	474	19
j Public Conveniences	604	0	604	17	621	621	0	400	381	(19)
k Waste Collection	3,850	0	3,850	681	4,531	4,531	0	3,187	3,016	(171)
l Waste Disposal	4,120	0	4,120	109	4,229	4,229	0	3,266	3,101	(165)
m Cleansing	1,916	(7)	1,909	(490)	1,419	1,419	0	911	889	(22)
n Civic Amenity Sites	570	0	570	(50)	520	520	0	333	332	(1)
o Environmental Care	644	(4)	640	0	640	640	0	355	278	(77)
p Waste Management	2,078	0	2,078	0	2,078	2,078	0	258	309	51
q Flood and Sea Defence	860	(64)	796	0	796	778	(18)	558	616	58
r Enterprise Tourism and Environment Central Pool	1,825	(1,863)	(38)	0	(38)	2	40	(27)	36	63
Total Net Budget for Portfolio	35,073	(11,943)	23,130	(25)	23,105	23,427	322	14,806	14,724	(82)

Virements

Transfer from/(to) earmarked reserves	£000
Allocation from Contingency	0
In year virements	130
	(155)
	<u>(25)</u>

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Transport, Waste & Cleansing
Portfolio Holder - Cllr T Cox**

Forecast Outturn Variance	Year to date Variance
<p>a. Street lighting energy costs are reducing due to the LED replacement project, however delays at the outset mean the full benefit is yet to be achieved. The saving in the 2016/17 budget was based on the projects original timetable which has resulted in a potential in-year pressure circa £297k which will be temporarily funded from reserves. Structural maintenance repair works, particularly on footways, is likely to result in a budget pressure of around £205k based on current expenditure levels due to the number of identified category 1 defects and additional road marking. The value of works recharged to the public for damage caused to the highway is below the targeted level creating a potential pressure circa £140k. Income from the street works common permit scheme is above the expected level. A significant proportion of this is due to penalties levied in relation to S.74 overruns. At current rates an income surplus of between £0.4-0.5m seems likely.</p>	
<p>b.</p>	
<p>c. Delays in the implementation of the new Compliance Management contract for decriminalised parking mean expected savings in the first half of the year have not been achieved. The budget pressure as a result of this is approximately £114k. There is also £251k pressure created due to a shortfall in the income due to lower numbers of PCNs being issued as new staff were trained. In addition to this the bad debt provision required at the end of the year is currently projected at £164k for which there is no budget provision.</p>	<p>Overspend to date is in line with the forecast outturn</p>
<p>d. Continuing good weather has increased the expected surplus of income from on- and off-street parking provision to £400k.</p>	<p>Underspend to date is in line with the forecast outturn</p>
<p>e. Concessionary fares costs for the first & second quarter have been confirmed and our consultants have updated their estimated costs for the year. Based on these updated figures the projection has reduced to £3.24m against a budget of £3.17m. Fluctuations in the number of journeys made mean this pressure could increase again or decrease further but this will not be known until later in the year.</p>	

317

f.	Additional security levels required at the Travel Centre will cost approximately £70k for a full year which will cause a budget pressure of £60k.	
g.		
h.	Traffic signal maintenance costs have reduced significantly since the upgrade to LED leading to a potential underspend circa. £50k.	The to date variance shows an overspend due to government grants and EU funding for which claims are made in arrears.
i.	Traffic Management expenditure is consistent with that of the previous year which showed a significant drop in contractor costs, this results in a potential underspend of £82k.	
j.		
k.		
l.		Costs for MBT Plant are estimated pending actual charges from Essex CC
m.		
n.		
o.		There are currently vacancies within the team.
p.		Legal advice re New Waste Contract
q.	Current vacancies in the staffing establishment will result in an underspend of around £70k. Some of this underspend is being used to cover the revenue cost of storing spoil from the Cliff Stabilisation project for use in future flood defences.	The to date variance shows an overspend as full costs have been incurred already but the underspend on salaries is only recognised on a monthly basis.
r.	Due to the high levels of staff retention, the vacancy factor within the team is unlikely to be met and additional reductions in expenditure will need to be found	Due to the high levels of staff retention, the vacancy factor within the team is unlikely to be met and additional reductions in expenditure will need to be found

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Information Comms & Technology	5,858	(5,748)	110	37	147	147	0	108	143	35
Total Net Budget for Portfolio	5,858	(5,748)	110	37	147	147	0	108	143	35

319

Virements	£000
Transfer from/(to) earmarked reserves	37
Allocation from Contingency	0
In year virements	0
	37

**General Fund Forecast 2016/17
at 30 November 2016 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Forecast Outturn Variance	Year to date Variance
a.	A pressure on Employee costs mainly due to Agency Costs, Standby & Protected Pay, Recruitment costs and the Vacancy Factor is being offset by an underspend against IT and Communication budgets and surplus income over profiled budget

Housing Revenue Account Forecast 2016/17
at 30 November 2016 - Period 8
Deputy Chief Executive - Simon Leftley

Description	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Employees	276	0	276	276	0	276	276	0
b Premises (Excluding Repairs)	702	0	702	702	0	410	410	0
c Repairs	4,736	0	4,736	4,736	0	2,550	2,550	0
d Supplies & Services	67	0	67	67	0	39	39	0
e Management Fee	5,618	0	5,618	5,618	0	3,025	3,025	0
f MATS	1,048	0	1,048	1,048	0	611	611	0
g Provision for Bad Debts	372	0	372	372	0	217	217	0
h Capital Financing Charges	13,045	0	13,045	13,045	0	7,610	7,610	0
Expenditure	25,864	0	25,864	25,864	0	14,738	14,738	0
i Fees & Charges	(503)	0	(503)	(503)	0	(293)	(293)	0
j Rents	(26,645)	0	(26,645)	(26,645)	0	(15,543)	(15,593)	(50)
k Other	(263)	0	(263)	(263)	0	(153)	(153)	0
l Interest	(210)	0	(210)	(210)	0	(123)	(123)	0
m Recharges	(530)	0	(530)	(530)	0	(309)	(309)	0
Income	(28,151)	0	(28,151)	(28,151)	0	(16,421)	(16,471)	(50)
n Appropriation to Earmarked reserves	2,287	0	2,287	2,287	0	0	0	0
o Statutory Mitigation on Capital Financing	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	0	0	0	0	0	(1,683)	(1,733)	(50)
Use of Reserves								
Balance as at 1 April 2016	3,502	0	3,502	3,502	0			
Use in Year	(0)	0	(0)	(0)	0			
Balance as at 31 March 2017	3,502	0	3,502	3,502	0			

321

Housing Revenue Account Forecast 2016/17
at 30 November 2016 - Period 8
Deputy Chief Executive - Simon Leftley

Forecast Outturn Variance	Year to Date Variance
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
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322



**Capital Programme Budget
Monitoring 2016/17**

Period 8

**as at 30th November 2016
Departmental Summary**

Capital Programme Monitoring Report – November 2016

1. Overall Budget Performance

The revised Capital budget for the 2016/17 financial year is £65.743million which includes all changes agreed at November Cabinet. Actual capital spend at 30th November is £28.547million representing approximately 43% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.708million have been removed from this figure).

The expenditure to date has been projected to year end and the outturn position is forecast to reflect the Project Manager's realistic expectation. This is broken down by Department as follows:

Department	Revised Budget 2016/17 £'000	Outturn to 30 November 2016/17 £'000	Expected outturn 2016/17 £'000	Latest Expected Variance to Revised Budget 2016/17 £'000	Previous Expected Variance to Revised Budget 2016/17 £'000
Chief Executive	9,289	665	5,481	(3,808)	-
People	12,612	9,338	14,541	1,929	-
Place	34,961	14,367	32,275	(2,686)	-
Housing Revenue Account (HRA)	8,881	4,177	8,881	-	-
Total	65,743	28,547	61,178	(4,565)	-

The capital programme is expected to be financed as follows:

Department	External Funding			Total Budget £'000
	Council Budget £'000	Grant Budget £'000	Developer & Other Contributions £'000	
Chief Executive	6,082	3,200	7	9,289
People	6,952	5,659	1	12,612
Place	20,788	13,233	940	34,961
Housing Revenue Account (HRA)	8,725	109	47	8,881
Total	42,547	22,201	995	65,743
As a percentage of total budget	64.7%	33.8%	1.5%	

The funding mix for the total programme could change depending on how much grant and external contributions are received by the Council by the end of the year.

The grants and external contributions position to 30th November is as follows:

Department	Grant Budget £'000	Developer & Other Contributions Budget £'000	Total external funding budget £'000	External funding received £'000	External funding outstanding £'000
Chief Executive	3,200	7	3,207	3,204	3
People	5,659	1	5,660	3,260	2,400
Place	13,233	940	14,173	8,864	5,309
Housing Revenue Account (HRA)	109	47	156	31	125
Total	22,201	995	23,196	15,359	7,837

2. Department Budget Performance

Department of the Chief Executive

The revised capital budget for the Department of the Chief Executive is £9.289million. The budget is distributed across various scheme areas as follows

Department of the Chief Executive	Revised Budget 2016/17 £'000	Outturn to 30 November 2016/17 £'000	Expected outturn 2016/17 £'000	Latest Forecast Variance to Year End 2016/17 £'000	Previous Forecast Variance to Year End 2016/17 £'000
Queensway	1,142	297	642	(500)	-
Council Buildings	9	6	9	-	-
Asset Management (Property)	7,162	280	3,854	(3,308)	-
Cemeteries & Crematorium	785	82	785	-	-
Subtotal	9,098	665	5,290	(3,808)	-
Priority Works (see table)	191	-	191	-	-
Total	9,289	665	5,481	(3,808)	-

Priority Works	£'000
Budget available	500
Less budget allocated to agreed schemes	(309)
Remaining budget	191

Actual spend at 30th November stands at £0.665million. This represents 7% of the total available budget.

Queensway

The Ground Penetrating Radar scheme of £142k is focused on determining the location of gas pipes, electricity cables and drainage around the Queensway site. The survey has now been completed and both the 2D and 3D models have been delivered. The data is currently being analysed to ascertain which services may be affected by the works proposal.

£500k of the remaining budget relates to an allowance for commercial property buy back and this full budget will be included as a carry forward request in the report to January Cabinet.

Council Buildings

All building works have now been completed at Tickfield and the final account is the only outstanding cost.

The Perimeter Security Improvements scheme is progressing well. Access swipe panels to the underground car park shutter and pedestrian door have now been installed with permissions for access issued to authorised members of staff. Cabling for additional cabinet and CCTV camera have also been installed and are awaiting new cameras.

Asset Management (Property)

A scheme to demolish the existing Southend Library car park and construct a new one is in progress with utility mapping, topographical surveys and laser scanning have already taken place. The new building will increase capacity for parking spaces and earn additional income. Planning submission is on target for February 2017.

Works on the Seaways Development Enabling Works are currently under review and £3k of the current budget will be included in the report to January Cabinet as a carry forward request.

The progress of the New Beach Huts scheme is pending a procurement review of phase one. This is unlikely to be completed by the end of 2016/17 therefore the full budget of £109k will be included as a carry forward request in the report to January Cabinet.

The scheme to redevelop the Civic East car park will commence following the completion of the Library car park enhancement. This will not be happening this year and therefore the full budget of £19k will be a carry forward request included in the report to January Cabinet.

Planning permission has now been granted for the Airport Business Park scheme and works commenced during November. Spend profiling is being reviewed regularly and a carry forward request of £1.177million will be included in the report to January Cabinet.

A budget of £2million for Commercial Property Investment will be included in the report to January Cabinet as a carry forward request. Further budget is available in 2017/18 but no suitable opportunities have become available in 2016/17 to allow this budget to be utilised.

Cemeteries and Crematorium

A scheme to improve the crematorium grounds and replace the aged Pergola Walk is taking place in 2016/17 to include memorials and interment units within the supporting structure. The contract has now been awarded with a start date scheduled for 2nd January 2017.

The scheme to install pre-made mini graves for cremated remains commenced on 25th November. Ground works have been completed, materials delivered and installation has begun. This scheme remains on target for time and budget.

Priority Works

The Priority works provision budget currently has £191k remaining unallocated.

Summary

Carry forward requests to be included to the report to January Cabinet are Queensway Commercial Property for £500k, Airport Business Park for £1.177million, Civic East Car Park Redevelopment for £19k, Commercial Property Investment for £2million, New Beach Huts Phase Two for £109k and Seaways Development Enabling Works for £3k.

Department for People

The revised Department for People budget totals £12.612million.

Department for People	Revised Budget 2016/17 £'000	Outturn to 30 November 2016/17 £'000	Expected outturn 2016/17 £'000	Latest Expected Variance to Year End 2016/17 £'000	Previous Expected Variance to Year End 2016/17 £'000
Adult Social Care	681	44	681	-	-
General Fund Housing	1,487	634	1,487	-	-
Children & Learning Other	64	-	64	-	-
Condition Schemes	992	608	1,000	8	-
Devolved Formula Capital	288	288	288	-	-
Primary and Secondary School Places	9,100	7,764	11,021	1,921	-
Total	12,612	9,338	14,541	1,929	-

Actual spend at 30th November stands at £9.338million. This represents 74% of the total available budget.

Adult Social Care

The Community Capacity grant is used to enable vulnerable individuals to remain in their own homes and to assist in avoiding delayed discharges from hospital. Plans for 2016/17 include the development of an independent living centre, investment in technology and extra care provision.

General Fund Housing

The Private Sector Renewal scheme is in place to ensure that the private sector stock is kept in a good condition.

The Empty Dwellings Management scheme is currently concentrating on bringing more empty homes back into use. Projects are currently taking place on three properties.

Minimal works are in the pipeline for the Works in Default enforcement scheme with a demolition planned for January.

Children & Learning Other Schemes

Retentions of £57k are being held for Kingsdown Special School roof works and will be paid once outstanding snagging and defects works are completed and fully signed off. This figure is included in the creditors shown above.

Condition Schemes

A budget of £0.992m has been allocated to address larger conditions in schools where the cost is over the schools capabilities to fund. Most of these works have been undertaken

over the school summer holidays to minimise disruption to the schools. Retentions of £17k are being held for works completed last year at seven primary schools.

Additional budgets for two of the condition schemes will be included in the report to January Cabinet to be funded from unallocated Department for Education grant. These schemes are Hamstel Juniors Fire Systems for £3k and Kingsdown Fire Systems Upgrade for £5k.

Devolved Formula Capital

This is an annual devolution of dedicated capital grant to all maintained schools. The grant for 2016/17 is £288k. This grant amount will reduce as further maintained schools convert to academy status.

Primary and Secondary School Places

The primary expansion programme is now complete. A review of places available against forecast demand will be done on an annual basis. If a need is identified, a further expansion of primary places will be explored to ensure that the Council's statutory duty to provide a good school place for all those that request it can be met. A secondary expansion programme is now in the beginning stages to ensure that the extra places supplied in primary are matched in secondary as they are needed. As part of this expansion programme, the PROCAT building in Southchurch Boulevard has now been purchased. Improvements to Special Education Needs and Pupil Referral Unit accommodation are also in the planning stages. A further £126k is also being held as retention payments against works completed in the previous financial year on primary expansion projects.

An accelerated delivery request will be included in the report to January Cabinet for the Secondary School Provision scheme for £1.911million. This is required to complete the purchase of Wentworth within this financial year. A further accelerated delivery is required for the Expansion of Two Year Old Childcare Places scheme for £10k.

Summary

Accelerated delivery requests to be included in the report to January Cabinet are the Secondary School Provision scheme for £1.911million and the Expansion of Two Year Old Childcare Places scheme for £10k.

Externally funded schemes to be added to the programme include Hamstel Juniors Fire Systems for £3k and Kingsdown Fire Systems upgrade for £5k.

Department for Place

The revised capital budget for the Department for Place is £34.961million. This includes all changes approved at November Cabinet. The budget is distributed across various scheme areas as follows:

Department for Place	Revised Budget 2016/17 £'000	Outturn to 30 November 2016/17 £'000	Expected outturn 2016/17 £'000	Latest Expected Variance to Year End 2016/17 £'000	Previous Expected Variance to Year End 2016/17 £'000
Culture	1,893	561	1,616	(277)	-
ICT Programme	5,030	2,975	4,633	(397)	-
Enterprise, Tourism & Regeneration	2,469	1,963	2,469	-	-
Southend Pier	1,066	209	866	(200)	-
Coastal Defence & Foreshore	881	296	881	-	-
Highways and Infrastructure	10,585	4,472	9,623	(962)	-
Parking Management	334	22	234	(100)	-
Section 38 & 106 Agreements	779	429	779	-	-
Local Transport Plan	3,013	1,316	3,013	-	-
Local Growth Fund	6,086	1,635	6,086	-	-
Transport	510	37	510	-	-
Energy Saving Projects	2,315	452	1,565	(750)	-
Total	34,961	14,367	32,275	(2,686)	-

Actual spend at 30th November stands at £14.367million. This represents 41% of the total available budget.

Culture

The tenders for the works on Westcliff Library as part of the Library Review scheme are due back during December and works are then due to commence for Westcliff and Leigh Library in the new year. To continue works into 2017/18, a carry forward request of £150k will be included in the report to January Cabinet.

Works to undertake the reinstatement and stabilisation of Belton Hill steps are now underway. Procurement has commenced for the appointment of a geo-technical engineer although due to pressures this is taking longer than expected. As a result of this, budget of £47k will be included in the report to January Cabinet as a carry forward request.

The materials for the Playground Gates scheme are currently being sourced via Contracts Finder and this has caused a slight delay to the project. A carry forward request of £80k will be included in the report to January Cabinet to allow for this.

ICT

A cyber security review is due to take place to inform the direction of the Barracuda Replacement scheme, the Mobile Device End Point Protection Replacement scheme and the Websense Replacement Scheme. Budgets of £30k, £45k and £30k respectively will be included in the report to January Cabinet as carry forward requests to complete the schemes in 2017/18 once the review has taken place.

The full budget of £100k on the ICT Priority Works scheme will be included as a carry forward request in the report to January Cabinet. Test network routing is currently being finalised to enable the scheme to progress in 2017/18.

Transcribing equipment has been purchased for the Human Resources Case Management System and this completes the planned spend for 2016/17. £17k of the current budget will be included in the report to January Cabinet as a carry forward request to complete the second part of the scheme in 2017/18.

The scheme to deliver a robust Social Care case management system is well underway with a full suite of test systems now available for use. The budget for 2016/17 is £1.4million and projected spend is currently on target. The data migrations rounds are progressing and further milestones have been achieved.

A project to review the end to end process for reports and requests received by the Council in respect of waste, public protection, highways and parking related matters is now underway which has commenced with waste during August. This scheme has a view for self-serve automation and the removal of manual intervention from the process. Quotations have come back higher than expected therefore further suppliers have been invited to give a presentation on the service they could provide. A carry forward request of £175k will be required and this will be included in the report to January Cabinet.

Enterprise, Tourism & Regeneration

The Regeneration projects include all the work currently taking place on the City Deal Incubation Centre and the Coastal Communities Fund.

The Three Shells Lagoon is complete and was officially opened on 21st July. The toilet block drainage is nearing completion with weather conditions delaying works on the cladding. This is expected to complete in early 2017.

Several projects are planned for 2016/17 under the Property Refurbishment Programme including works at Priory Park yard, Campfield Road toilets, Belfairs Park drainage investigations and Central Museum windows. Some of these works require listed building approval therefore they are likely to take place later in the year.

Southend Pier

Additional works have been carried out on the pile caps on Southend Pier and works are on-going. It is anticipated that this full budget will be spend during 2016/17.

The Prince George extension works involve concrete trials which are scheduled to go ahead in 2016/17 at a cost of approximately £200k. The tenders went out in October and are currently being evaluated.

£200k has been transferred from Priority works for the Pier View Gallery. This budget will be included in the report to January Cabinet as a carry forward request when the works will begin.

Coastal Defence and Foreshore

The cliff stabilisation scheme on Clifton Drive is working to remediate the cliff slip and reinforce it against further slippage. The final works of fixing anti-slip strips to the step edges took place in early November which completes the main project. The final account is in the process of being prepared.

Funding totalling £160k from the Environment Agency has been received as part of the Southend Shoreline Strategy and development of the strategy is currently underway.

Highways and Infrastructure

A scheme to invest in the highways infrastructure to reduce long term structural maintenance and improve public safety has been approved for 2016/17. The works are based on priorities identified by the outcome of the asset management condition survey. Schemes have been put forward for approval with regards to verge hardening and proposed works will take place in February 2017. Carriageway works on The Fairway are being delayed until July 2017 therefore a carry forward request of £160k will be included in the report to January Cabinet.

A grant of £65k has been received from the Department for Transport for the repair of potholes throughout the Borough. This grant has been secured for the next 5 years.

The Cinder Path scheme has encountered further delays and budget of £802k will be included in the report to January Cabinet as a carry forward request.

The Street Lighting budget is a multi-million pound, multi-year scheme to be part funded by the Challenge fund from the Department for Transport. The luminaires installation is substantially complete and the columns are expected to be in place by Christmas.

Parking Management

A new scheme to improve car park surfacing, structures and signage and to replace pay and display machines in order to maximise capacity and usage is taking place in 2016/17. The scheme will aim to rationalise and upgrade pay and display equipment across all car parks, surface improvements at East Beach, lighting upgrades at Belton Gardens and layout alterations to improve accessibility and security at University Square. The tender process has commenced with works expected for January 2017. A number of projects are in the planning stages including works at Tylers Avenue and Elm Road. A carry forward request of £100k will be included in the report to January Cabinet in order to consider improvements in 2017/18 resulting from the operation of the new parking contract.

Section 38 and Section 106 Schemes

There are a number of S38 and S106 schemes all at various stages. The larger schemes include works to Shoebury Park enhancement and Fossetts Farm bridleway works.

Local Transport Plans (LTP Schemes)

The Local Transport Plan schemes cover various areas including better networks, traffic management, better operation of traffic control systems and bridge strengthening. Schemes are well underway with further schemes currently being put forward for approval scheduled for February 2017.

Local Growth Fund

The A127 Growth Corridor projects will support the predicted growth associated with London Southend Airport and the Joint Area Action Plan (JAAP) proposals developed by Southend, Rochford and Essex County Councils to release land and create 7,380 high value jobs. The improvement will also support background growth of Southend and Rochford.

The final business case for A127 Kent Elms junction improvements has been approved by the South East Local Enterprise Partnership to draw down the 2016/17 funding.

The contractor has been appointed for the main highways works at Kent Elms. Works commenced on the 21st November and the footbridge has been removed to allow for construction of the additional inbound and outbound lanes. Works are focusing on the inbound carriageway laying the new kerbline and drainage up to the new crossing. New drainage is being laid for the new outbound carriageway at the west of the junction.

The works to the Bell junction will be focusing on options to put forward for the business case. Pedestrian surveys have been undertaken and a review will commence shortly.

Bridge and Highway Maintenance works will be focusing on investigation works for improvements to the A127 corridor and supporting Kent Elms works. Surfacing is now complete to the east bound section of the A127 from boundary to just prior to the Progress Road improvement works and in the vicinity of Bellhouse Lane. Further surveys for drainage, traffic data, lighting and safety barriers are yet to be undertaken.

Transport

The final account is still being negotiated with the contractor for the main works on the A127 Tesco junction improvements. The Road Safety Audit report has been reviewed with minor adjustments being carried out on traffic signals as necessary.

Minor adjustments to traffic signals on Progress road are yet to be completed.

Southend Transport Model is an on-going scheme to support various multi modal transport projects.

Energy Saving Projects

As part of the energy Efficiency Projects, installation will commence in University Square car park in January with surveys to take place on the pier. £100k of the current budget will be included in the report to January Cabinet as a carry forward request to carry out the remaining works.

The tender is currently in process for the Solar PV Projects alongside negotiations with the Cliffs Pavilion and Garons. £450k of the current budget will be included as a carry forward request in the report to January Cabinet as it is likely much of the scheme will take place in 2017/18.

Temple Sutton Primary School are to make a decision on the pool works in January which will result in a carry forward request of £200k in the report to January Cabinet as potential works will not commence until 2017/18.

Summary

Carry forward requests to be included in the report to January Cabinet include Library Review for £150k, Belton Hill Steps for £47k, Playground Gates for £80k, Barracuda Replacement for £30k, ICT Priority Works for £100k, IT Human Resources Case Management System for £17k, Mobile Device End Point Protection Replacement for £45k, Place Business Transformation in End to End Reporting for £175k, Websense Replacement for £30k, Southend Pier View Gallery for £200k, Car Park Infrastructure Improvements for £100k, Cinder Path for £802k, Highways Planned Maintenance Investment for £160k, Energy Efficiency Projects for £100k, Solar PV Projects for £450k and Temple Sutton School Energy Project for £200k.

Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2016/17 is £8.881million. The latest budget and spend position is as follows:

Housing Revenue Account	Revised Budget 2016/17 £'000	Outturn to 30 November 2016/17 £'000	Expected outturn 2016/17 £'000	Forecast Variance to Year End 2016/17 £'000	Previous Forecast Variance to Year End 2016/17 £'000
Decent Homes Programme	4,919	2,048	4,919	-	-
Council House Adaptations	500	275	500	-	-
Sheltered Housing Remodelling	345	-	345	-	-
Other HRA	3,117	1,854	3,117	-	-
Total	8,881	4,177	8,881	-	-

The actual spend at 30th November of £4.177million represents 47% of the HRA capital budget.

Decent Homes Programme

Following the review of the Decent Homes works to reflect life expired component replacements, the programme is continuing on target to complete in March 2017. Works are in progress for flooring replacements, bin stores and Cecil Court lift refurbishments. The project to renew footpaths across the Borough has also commenced.

Council House Adaptions

This budget relates to minor and major adaptations in council dwellings. Spend depends on the demand for these adaptations and works are currently in progress for 2016/17.

Sheltered Housing Remodelling

A proposal for the use of this budget went forward to November Cabinet. It was agreed that a series of workshops would be set up to explore various schemes. The outcome of these workshops will be presented as a follow up Cabinet report with recommended options for developing a model of sheltered housing provision in order to meet the housing needs of older people in Southend.

Other HRA

The plan for the HRA Land Review scheme is to construct 18 housing units within the Shoeburyness ward. The site contractor is progressing well on site and is on target for completion. The first five houses in Bulwark Road and Exeter Close have been handed over and are not tenanted. The six houses in Ashanti Close will be handed over in early January.

Summary of Capital Expenditure at 30th November 2016

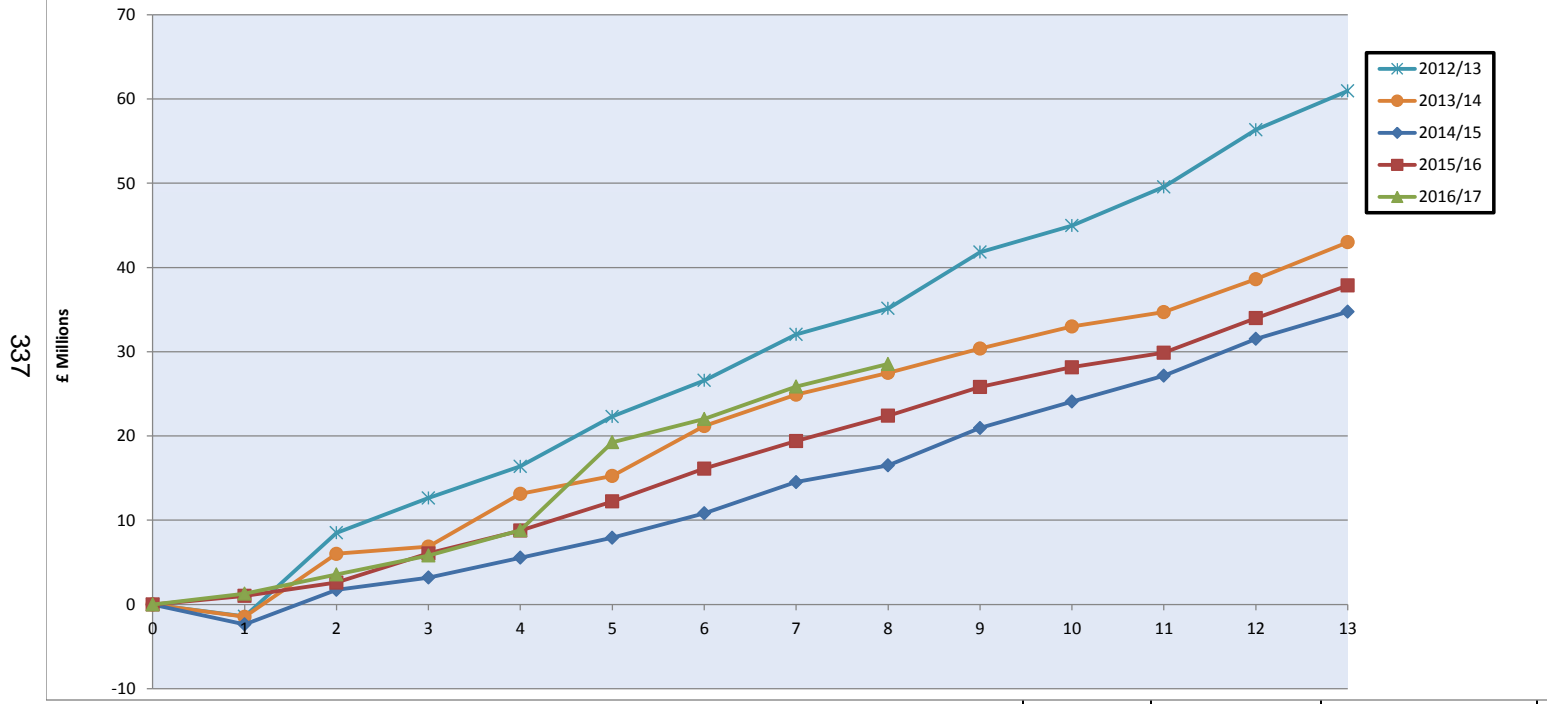
Appendix 1

	Original Budget 2016/17 £000	Revisions £000	Revised Budget 2016/17 £000	Actual 2016/17 £000	Forecast outturn 2016/17 £000	Forecast Variance to Year End 2016/17 £000	% Variance
Corporate Services	15,229	(5,940)	9,289	665	5,481	(3,808)	7%
People	13,365	(753)	12,612	9,338	14,541	1,929	74%
Place	34,083	878	34,961	14,367	32,275	(2,686)	41%
Housing Revenue Account	10,773	(1,892)	8,881	4,177	8,881	0	47%
	<u>73,450</u>	<u>(7,707)</u>	<u>65,743</u>	<u>28,547</u>	<u>61,178</u>	<u>(4,565)</u>	<u>43%</u>
Council Approved Original Budget - February 2016	73,450						
Corporate Services amendments	(7,646)						
People amendments	(1,717)						
Place amendments	517						
HRA amendments	(2,049)						
Carry Forward requests from 2015/16	4,218						
Accelerated Delivery requests to 2015/16	(2,807)						
Budget re-profiles (June Cabinet)	(134)						
New external funding	<u>1,911</u>						
Council Approved Revised Budget - November 2016	<u>65,743</u>						

Actual compared to Revised Budget spent is £28.547M or 43%

Appendix 2

Capital programme Delivery
Cummulative Capital Expenditure 2012/13 to 2016/17



Year	Outturn £m	Outturn %
2012/13	61.0	97.9
2013/14	43.3	93.8
2014/15	34.8	83.8
2015/16	37.9	97.0

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Southend-on-Sea Borough Council

Agenda
Item No.

10

Report of Deputy Chief Executive (People)

to
Cabinet

on

10 January 2017

Report prepared by: Helen M Wilson
LSCB & SAB Business Manager

Annual Report on Safeguarding Children and Adults 2015-16

People Scrutiny Committee
Executive Councillors: Cllr Courtenay & Cllr Salter
Part 1 (Public Agenda Item)

1. Purpose of Report

To provide an annual assurance assessment for the Chief Executive and elected members in respect of their responsibilities for safeguarding children and adults in Southend. This report contributes to the requirements of statutory guidance in Working Together to Safeguard Children 2015 and the Care Act 2014.

2. Recommendations

2.1 That the report is noted and the actions detailed in 3.9 are approved.

3. Background

3.1 For the period 2015 -16 the Local Safeguarding Children Board (LSCB), Safeguarding Adults Board (SAB), Southend Borough Council Children's Services and Southend Borough Council Adult Social Care Services have coordinated their annual reporting cycles in order to provide the chief executive and elected members an overview of the activity and effectiveness of safeguarding children and adults service in Southend.

3.2 Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes. (*Working Together 2015*).

3.3 The Local Safeguarding Children Board (LSCB) is a statutory partnership responsible for co-ordinating and monitoring the effectiveness of safeguarding children arrangements in all agencies. The LSCB works alongside the Success

for All Children Group, which is responsible for leading and coordinating improvements in services for all outcomes for children, including their safety. Both the LSCB and the Success For All Children Group work with the Health and Wellbeing Board which provides strategic leadership across all services.

3.4 Effective safeguarding children systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes;
- LSCBs coordinate the work to safeguard children locally and monitor and challenge the effectiveness of local arrangements;
- when things go wrong Serious Case Reviews (SCRs) are published and transparent about any mistakes which were made so that lessons can be learnt; and
- local areas innovate and changes are informed by evidence and examination of the data.

3.5 The Safeguarding Adults Board (SAB) became a statutory partnership from April 2015, responsible for co-ordinating and monitoring the effectiveness of safeguarding adults arrangements in all agencies. The SAB works in Partnership with the LSCB and Health and Wellbeing Board to provide strategic leadership across all services. Safeguarding Adults Boards should:

- identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults;
- establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB's understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- determine its arrangements for peer review and self-audit;
- establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;

- develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
- formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- carry out safeguarding adult reviews;
- produce a Strategic/Business Plan and an Annual Report;
- evidence how SAB members have challenged one another and held other boards to account;
- promote multi-agency training and consider any specialist training that may be required;
- consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership.

3.6 This report provides an annual assurance statement of the LSCB, SAB, and Council's effectiveness in the discharge of their safeguarding responsibilities. The report contains four elements:

- The annual report from the independent chair of the LSCB covering the effectiveness of safeguarding of children, and identifying key priorities locally to improve that effectiveness. (Appendix 1).
- A report from the Head of Children's Services covering the quality and effectiveness of the Council's children's social care delivery (Appendix 2).
- The annual report from the independent chair of the SAB covering the effectiveness of safeguarding adults and identifying key priorities locally to improve that effectiveness. (Appendix 3).
- A report from the Head of Adult Services covering the quality and effectiveness of the Council's adult social care delivery (Appendix 4).

3.7 Working Together 2015 states that the LSCB Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report should be submitted to the Chief Executive, Leader of the Council, the local police and crime commissioner and the Chair of the Health and Wellbeing Board.

The report should provide a rigorous and transparent assessment of the performance and effectiveness of local services. It should identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action.

The Care Act Guidance 2014 states that the SAB must publish an annual report that must clearly identify what both the SAB and its members have done to carry out and deliver the objectives and other content of its strategic/business plan.

3.8 Ofsted inspected Children's Services over a 4 week period from 26th April to 19th May 2016. The subsequent report set out the key judgements on Southend Children's Services as: "Overall, Children's Services in Southend-on-Sea require improvement to be good". Individual judgements were:

- Children who need help and protection - Requires improvement (nationally 56% rated as requires improvement)
- Children looked after & achieving permanence - Requires improvement (nationally 56% rated as requires improvement)
- Adoption performance – Good (nationally 47% rated as good)
- Experiences and progress of care leavers – Good (nationally 33% rated as good)
- Leadership, management and governance - Requires improvement (nationally 48% rated as requires improvement)
- The Local Safeguarding Children's Board (LSCB) was also reviewed during the inspection and deemed to require improvement.

Improvement Plans have been prepared by Children's Services and the LSCB to address the issues identified by the Inspection and Review and to meet the Council's and LSCB's aspiration of being a good/outstanding.

The LSCB's Improvement Plan was developed and agreed by the Board in September 2016 and its implementation will be monitored by the LSCB

The Children's Services Improvement Plan consists of an overarching plan detailing key actions and the priorities for completion of the actions, supported by a detailed plan containing the actions which will need to be completed to achieve the outcomes of the plan. The Improvement Plan is overseen by an Improvement Board consisting of senior Members, Officers, an experienced senior manager independent of the Council, the chair of the LSCB and key partners to ensure robust delivery. A Scrutiny Panel reporting to the People Scrutiny Committee will also provide challenge and oversee the progress of the plan. The Improvement Plan has required additional funding from Southend Borough Council.

Immediate actions taken by Children's Services to address issues identified in the inspection are as follows:

- The findings of the inspection were shared with practitioners and managers at Director led briefings on the day of the publication of the report. This enabled teams to begin to discuss what immediate steps they would take to improve the experience of children, young people and families;
- Consultation events with managers and practitioners across children's services took place during August. The consultation has informed the improvement plan and means that we all know what we need to focus on to make improvements for children, young people and families.
- Social Workers and managers have been clearly advised of expectations relating to how long it should take to conduct a section 47 enquiry. This means children do not have to wait for a multi-agency child protection plan to be put

in place to meet their need for protection once it has been decided this is what is needed;

- External audits have been commissioned of contacts which are deemed No Further Action (NFA). The learning from the audits is supporting improvements in the consistency of decision making for children, young people and families who are in need of help and protection;
- Additional temporary management capacity has been put in place to support consistency of decision making at the point the public and partners make contact with children's social care. This means children and families receive a consistent, timely, response from children's services when they are in need of help and protection.
- In addition to the immediate focus on constituency of decision making and timescales for Section 47 enquiries we have focused on the statutory home visits being undertaken on time. This will mean children, young people and families will find it easier to build and maintain trusting relationships with their social workers and the plans in place to meet their need for help or protection will progress.
- The step-down process from children's social care to Early Help and Family Support has been clarified. The access point into children's social care is now co-located with that of early help services. This means there is no wrong 'front door' for anyone who thinks a child, young person or family needs additional help, support or protection to access. It supports consistent decision making and intervention from the right team at the right time.
- An additional Practice Lead has been employed, who will help social workers and managers to improve their practice across all the areas identified in the inspection. This will improve the experience for children, young people and families;
- We have increased the capacity within the participation and engagement service which will mean we can support children and young people to design how services are delivered.
- We have decided that the work of children's services will be underpinned by a shared set of principles and ways of working. This Southend Way for Children and Families will mean that families will work with confident practitioners who will support them to identify and achieve their goals.
- 6 additional Social Workers have been appointed to deal with additional demand.

3.9 As Deputy Chief Executive, I have responsibility for improving outcomes for all children, young people and adults with additional care and support needs in Southend, and to ensure that all appropriate local authority services engage effectively with the LSCB and SAB. The lead members and I have met with the Chief Executive and the Council Leader with this report in order that they can satisfy themselves that I am fulfilling my responsibilities. The actions from that meeting are detailed below:

3.9.1 In respect of Safeguarding Children:

- a) The challenge following the Ofsted Inspection outcome and the increase of demand was noted
- b) Further action is taken to ensure that the Children's Improvement plan actions are delivered at pace

- c) Action is taken to ensure that the recommendations for SBC Public Health from the CQC's Safeguarding and Looked After Children inspection of the health economy are delivered at pace
- d) The current resources and capacity to deliver the above are reviewed and addressed.
- e) Further work is undertaken on bringing forward the strategic analysis on the extent of Child Sexual Exploitation (CSE) in Southend
- f) Ensure the planned development of a revised Performance Framework is progressed to ensure that we are delivering good outcomes for children
- g) The areas for development in the LSCB Annual Report (appendix 1) are noted

3.9.2 In respect of Safeguarding Adults:

- a) That the continuing good performance in achieving positive safeguarding outcomes for adults at risk is noted
- b) To keep under review the increasingly pressurized health and social care system and particularly in respect of
 - A growing cohort of vulnerable young adults transitioning from child to adult services.
 - An increase in rough sleepers and their vulnerabilities.
 - The continual increase of older people requiring support
 - Leading to potential risk of increasing safeguarding issues
- c) The areas for development in the SAB Annual Report (appendix 3) are noted

4. Other Options

None

5. Reasons for Recommendations

To keep the Council informed of the position in respect of safeguarding children and adults in Southend.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The work of partners and the Council in safeguarding children and adults directly contributes to the Council's priority to look after and safeguard our children and vulnerable adults.

6.2 Financial Implications

Spending on Safeguarding Children Services
Spending on Safeguarding Adults Services

6.3 Legal Implications

This report supports the Council, The Leader, the Chief Executive Director and Lead Member to discharge their statutory duties under the Children Act 2004 and Care Act 2014.

6.4 People Implications

None

6.5 Property Implications
None

6.6 Consultation

The LSCB and SAB are inclusive organisations which involve statutory and voluntary agencies. The LSCB community lay member and the youth lay members represent the interests of the community on the Board and its sub groups, in line with statutory guidance. Consultation with children and families, which influences the way in which services are delivered, is a key strategic priority for the LSCB.

The new SAB lay members, service user organisation member, and Healthwatch member represent the interests of the community on the SAB in line with statutory guidance.

6.7 Equalities and Diversity Implications

The Council, the LSCB and the SAB have the responsibility to ensure that all children and adults with additional care and support needs have their safety and welfare needs addressed. The Southend, Essex and Thurrock Procedures for both Child Protection and Safeguarding Adults addresses the “recognition of additional vulnerability” and covers the considerations which must be taken into account when meeting the needs of particular groups. All the LSCB and SAB sub groups address equality matters, with a standing item on all agendas.

6.8 Risk Assessment

Risk logs are maintained for the LSCB and SAB and within the Department for People. There is a standing item on the LSCB and SAB Executive agendas identifying risks to the efficacy of safeguarding services identified by partners, and agreeing mitigating actions to address these.

6.9 Value for Money

Fulfilling our responsibility to safeguard children and adults and promote their welfare is a statutory requirement. The Council works in partnership with other organisations and local authorities to ensure we fulfil those responsibilities in the most cost effective way. LSCB and SAB members ensure that all functions are undertaken on value for money principles. Since July 2013 the business management resource of the LSCB has been shared with the SAB, with some additional administration resource and a Performance and Quality Assurance Officer shared between both Boards. There continue to be savings to the LSCB in staffing costs, which the Board has reinvested into its safeguarding children priorities.

6.10 Community Safety Implications

LSCB & SAB arrangements support the safety for our most vulnerable members of society across the localities and partnerships. The LSCB and SAB oversee work on road safety, e safety, violence against women and girls, modern slavery, sexual

exploitation, bullying and hate crime as it relates to children and adults, and monitors the effectiveness of the implementation of the domestic abuse strategy

7. Background Papers

Many are core documents and are the same as identified in previous reports

- The Children Act 2004 Every Child Matters: Change for Children
- Children Act 1989
- Working Together to Safeguard Children (2015)
- Special educational needs and disability code of practice (2015)
- Keeping Children Safe in Education (2016)
- Mental Capacity Act (2005)
- The Care Act (2014)
- Care Act Guidance (2014)

8. Appendices

Appendix 1- Southend LSCB Annual Report on the Effectiveness of Safeguarding Children in Southend 2015/16

Appendix 2- SBC Annual Report on the Effectiveness of Safeguarding Children 2015/16

Appendix 3- Southend SAB Annual Report on the Effectiveness of Safeguarding Adults in Southend 2015/16

Appendix 4- SBC Annual Report on the Effectiveness of Safeguarding Adults 2015/16

2015-16

Annual Report on the Effectiveness of
Safeguarding Children in Southend



Southend LSCB

October 2015 to September 20 16

Contents

	Page	
Section 1	Introduction	
	Introduction from the LSCB Chair	4
	Role of the Board	5
	Governance and Accountability	7
	Strategic Links to Other Boards and Partnerships	7
	Inspections	8
Section 2	Executive Summary	
	Overview	10
	Progress Against LSCB's 2015-16 Business Plan Priorities	14
	Key Successes	16
Section 3	Context	
	Demographics	18
	Integrated Approach to Safeguarding Children	19
	The LSCB's Learning and Improvement Framework	20
Section 4	The Journey of the Child	
	Prevention and Early Help – Stage 1	25
	Early Intervention and Children in Need – Stage 2 & 3	29
	Child Protection and Acute Services – Stage 4	32
Section 5	Management of Allegations Against Adults Working With Children	43
Section 6	LSCB Challenge to Partner Agencies and Strategic Bodies	47

Section 7	Partner Agency Annual Statements & Outcomes of Inspections/Peer Reviews	
7.1	Southend Borough Council	50
7.2	Essex Police	51
7.3	Southend Clinical Commissioning Group (CCG)	57
7.4	NHS England	64
7.5	South Essex Partnership Trust (SEPT)	67
7.6	North East London Foundation Trust (NELFT)	71
7.7	Southend Hospital	75
7.8	East of England Ambulance Service	80
7.9	Essex Community Rehabilitation Company	82
7.10	National Probation Service	84
7.11	South Essex College	88
7.12	South Essex Homes	93
7.13	School Governing Body Safeguarding Monitoring Returns Findings	98
Section 8	Implementing Learning from Reviews	
	Serious Case Reviews	99
	Child Death Reviews	99
	Other Reviews	100
Section 9	Financial Report April 2015 to March 2016	101
Section 10	Board Membership and Attendance	102
Section 11	Analysis	106
Section 12	Conclusions and Areas for Development	108

Key

Text – areas for development

Text – areas of notable progress

SECTION 1 - INTRODUCTION

1.1 Introduction from the LSCB Chair

This is my final annual report as I am stepping down from the role of Southend LSCB chair after 11 years.

The Annual Report shows how the span of work of the Board has continued to both grow, and become more complex, over this period. Areas such as Child Sexual Exploitation, Female Genital Mutilation and Domestic Abuse, which cut across a number of governance structures and partner agencies, as well as functions within those agencies, have increasingly come to be part of safeguarding and to have, rightfully, a strong profile.

The report shows that the LSCB continues to have an impact on practice through its Learning and Development framework, and through the individual and collective contributions of the partners. The partnership in Southend remains strong and cohesive, and the Board is well attended and supported in its subgroups and campaigns by those partners and others.

The three external safeguarding inspections which have taken place this year (Essex Police follow up inspection, Local Authority Safeguarding Inspection and Health System Safeguarding Inspection) have shown there is no room for complacency, and there continue to be challenges in getting things right. However, we have also seen the individual and collective will to get things right in the improvements which have been, and continue to be, made in response to these findings.

Looking to the future, there has been work undertaken looking at how the governance of the LSCB can be strengthened within the local arrangement of other boards (SAB, CSP and HWB), and the strengthening of the Public Protection approach which we have been taking in Southend, which allows more complex and cross cutting areas such as CSE and Domestic Abuse to be tightly yet flexibly responded to. Therefore in terms of a response to the Alan Wood Review of LSCB's, I believe this local work has laid a good basis on which to build, ensuring maximum value is extracted from local arrangements, whilst continuing to build on the contribution and skill of all partners.

It has been a pleasure and a privilege to work with such committed and capable partners in Southend during my time here, all of whom I would like to thank for their personal, organizational, and financial support to the Board.

I wish the incoming Chair every success in taking this very important work forward.

Chris Doorly

November 2016

1.2 Role of the Board

The LSCB is a statutory body created under the Children Act 2004. Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

- (a) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and
- (b) to ensure the effectiveness of what is done by each such person or body for those purposes.

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the LSCB, in relation to the above objectives are as follows:

1(a) developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:

- (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
- (ii) training of persons who work with children or in services affecting the safety and welfare of children;
- (iii) recruitment and supervision of persons who work with children;
- (iv) investigation of allegations concerning persons who work with children;

(v) safety and welfare of children who are privately fostered;

(vi) cooperation with neighbouring children's services authorities and their Board partners;

(b) communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;

(c) monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;

(d) participating in the planning of services for children in the area of the authority; and

(e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

An LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

In order to fulfil its statutory functions an LSCB should:

- assess the effectiveness of the help being provided to children and families, including early help;
- assess whether LSCB partners are fulfilling their statutory obligations
- quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and
- monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.

To evidence its fulfilment of its statutory responsibilities the LSCB produces an annual report covering its reporting year of October to September. The LSCB has agreed this reporting cycle in order that the findings of the annual report and the identified priorities for the coming year can be considered and built into the development of the strategies and delivery plans of other partnership boards and commissioners, including the Chief Executive and

Leader of Southend Borough Council; the Health and Wellbeing Board; the Children's Partnership Board (Success For All Children Group in Southend); and the Essex Police and Crime Commissioner.

1.3 Governance and Accountability

Although the LSCB is an independent statutory body the Chief Executive and the Leader of Southend Borough Council hold the Chair to account for the effective working of the LSCB. The Chair of the LSCB meets with the Chief Executive and Leader of Southend Borough Council to present the LSCB Annual Report on the effectiveness of safeguarding children, following its approval by the LSCB's Board, in November annually.

1.4 Strategic Links to Other Boards and Partnerships

The Chair of the LSCB is a member of the Health and Wellbeing Board (HWB) and presents the LSCB's annual report on the effectiveness of safeguarding children in Southend to the Board in January each year. The HWB ensures that the Police and Crime Commissioner is present at this meeting.

The LSCB chair as a member of the HWB ensures that the HWB is effectively considering children's safeguarding in the decisions it makes. The HWB uses the LSCB as a 'critical friend' in safeguarding children considerations and decisions, including the development of the Health and Wellbeing Strategy; the Joint Strategic Needs Assessment; key Commissioning Strategies; and service re-design.

The LSCB has a direct relationship with the Success for all Children Group (SACG) and the Corporate Parenting Group (CPG). The SACG and CPG report to the HWB and have responsibility for shaping and delivering children and young people's and looked after children's health and wellbeing agenda. The LSCB holds the SACG and CPG to account for ensuring the safeguarding of children and looked after children are considered in the

decisions they make and their strategic priorities. The LSCB considers the annual reports from the SACG and CPG and their safeguarding children and looked after children priorities.

The LSCB also has a direct relationship with the Community Safety Partnership (CSP). The LSCB seeks assurance that the CSP is appropriately considering children's safeguarding in the decisions it makes. The LSCB specifically seeks assurance regarding the development and implementation of the Domestic Abuse Strategy and the implementation of lessons learned from domestic homicide reviews.

For a number of years an LSCB Scrutiny Panel, consisting of elected members of Southend Borough Council, has scrutinized and contributed to the work of the LSCB. The Panel has been recognized by Ofsted as a model of good practice. The Panel has now been extended to scrutinize the work of the Safeguarding Adults Board (SAB) from September 2016.

The Chief Executive of Southend Borough Council ensures strategic oversight and coordination of safeguarding and community safety priorities through quarterly meetings attended by the chairs and business managers of the LSCB, SAB, HWB, CSP and Success for all Children Group, and commissioners from statutory agencies, including the local authority's children and adult services, Essex Police, and Southend Clinical Commissioning Group (CCG).

Following the publication of the Alan Wood Review of LSCBs, and the Government response, a review of the governance of the strategic Boards in Southend has been initiated by the Chief Executive of the Local Authority, Essex Police and Southend CCG, as key statutory partners.

1.5 Inspections

In the period October 2015 to September 2016 inspections of the effectiveness of safeguarding and looked after children services were undertaken by Ofsted (local authority and LSCB); Care Quality Commission (Southend CCG); and Her Majesty's Inspectorate of

Constabulary (Essex Police). The outcomes of these inspections are covered in detail in section 7 of this report.

SECTION 2 – EXECUTIVE SUMMARY

2.1 Overview

It has been a productive and busy year with external inspections taking place in Essex Police (including a follow up inspection); the local authority Ofsted Safeguarding inspection including the LSCB itself; and finally the CQC inspection of the Health System in terms of its safeguarding practice.

The LSCB has continued to monitor action plans arising from these inspections, and the Chair of the LSCB sits on the Children’s Services Improvement Board set up by the Local Authority to monitor progress, a body which was not mandatory as the overall judgement was that services “require improvement”, but which Southend Borough Council instituted to ensure rapid and effective progress was made.

At a strategic level governance has continued to develop, with the LSCB Chair now being a member of the Health and Wellbeing Board, with a view to strengthening the link between safeguarding and commissioning, and enabling better co-ordination of the work of these two groups. The Chief Executive of the Council has continued to chair a group which has representatives of the three statutory partners (Health, Police and Local Authority) as well as the chairs of the Community Safety Partnership, Safeguarding Adults Board, and Health and Wellbeing Board, enabling better co ordination of all areas of work which are cross cutting (such as Child Sexual Exploitation and Domestic Abuse).

This work has laid a good foundation for the Southend response to the Alan Wood review of LSCB’s, which offers some greater freedoms to develop a local approach in terms of how the safeguarding partnership can work effectively. In addition, a review of governance of CSE in Southend, post the OFSTED inspection, has led to some proposals for improving the collective co–ordination across the work of different sub groups and to make a clearer separation of the operational and strategic management of this work. In addition, the Schools Forum has been more strongly linked in to the work of the LSCB through a clearer governance link with the Executive, recognizing the important contribution that schools make in this arena.

During this year, the Southend Multi Agency Risk Assessment Team (MARAT) has been established, taking over from the previous MARAC system, which was Essex-wide and which had significant delays in terms of hearing High Risk domestic abuse cases. This has enabled much more effective and timely delivery of plans to keep victims and their families safe, and also to share intelligence and act through the newly established Southend multi agency Hub, which positions police and local social workers together to work in this area. There are developing services for perpetrators of domestic abuse who do not meet the threshold (a conviction) for other services, but who wish to address their abusive behaviour. It is anticipated that this new service will reduce the incidence of domestic abuse in Southend, which is currently relatively high.

The Local Authority has undertaken during the year a refresh of its Early Help Services, aiming to make them more accessible to partners, and better co-ordinated in terms of resources, and the Local Authority has also introduced the framework “Signs of Safety” into its reviewing function, with the objective of making plans more focused on outcomes for children and young people in terms of wellbeing and feeling safe.

There has also been the development of a service for victims of sexual abuse which has been funded for three years. This was a service gap identified in last years Annual Report which has now been addressed. The CAMHS service has been re-commissioned in Southend to allow for direct access, therefore not requiring a GP referral, and this should strengthen the ability of partners to work collaboratively with young people who have complex needs, through better co-ordination of timely services.

The Local Authority continues to show good performance in its functions as Corporate Parent, with all Looked After Children who are in residential care settings being in ones which were graded good or outstanding at the last report. There have been good developments in terms of adoption, fostering and guardianship, and the stability of placements has continued to improve. The Local Authority Designated Officer (LADO) annual report shows that concerns about workforce continue to be reported and investigated across the partnership, and the LADO role working well in terms of advice and support.

The LSCB has identified increases in self harm and concern about the mental health of young people as areas of concern. This continues to be investigated by the LSCB to understand what the causes are and what can be done to address this trend.

Single agency reports contained within this annual report show the ongoing strong contribution of partner agencies to the LSCB; the good level of work by partners in terms of the safeguarding agenda, and highlight steps being taken to increase the voice of the child in their work (a previous year long theme of the LSCB); and the degree of single agency auditing to ensure safeguarding practice is of a good standard and agencies are continuously seeking improvements in their service responses. The reports also show the Prevent agenda being developed and that there are good local arrangements for this approach.

The LSCB has continued to receive reports from the Child Death Overview Panel (CDOP) and there have been 12 Southend referrals to the panel this year, with 10 cases reviewed. In these 10 cases there were no very strong modifying factors, with maternal and household smoking being the strongest area to address, which will be considered by the LSCB next year as a task. There continue to be no reported cases of death from co sleeping in Southend, following the introduction of procedures to ensure all prospective parents understand and have explained to them the risks involved in this. Road traffic deaths also have continued to fall in response to work in this area.

The LSCB has undertaken one serious case review during this year. It has not yet been completed or published as it was “paused” pending court proceedings. However all the emerging learning in the review has been progressed whilst the case has been paused, and most has now been implemented. There was one learning review undertaken which concerned mainly a school issue. The school’s Individual Management Report was not considered to be sufficiently challenging of their practice, and the review team have made some further recommendations to strengthen their safeguarding practice.

In conclusion this has been a challenging and busy year, with three very substantial inspections making a good contribution to the future direction of the work of the LSCB, along with areas generated internally by individual agencies, or through the collective learning and improvement framework. The strength of the partnership remains high despite the pressures on budgets and the impact of the austerity regime on families.

During the coming year, some priorities will be to develop the post Alan Wood proposals and to continue to follow up the actions of the inspection findings. We have agreed to change the CSE governance and to strengthen individual partners, contributions to this work. The LSCB has agreed to improve its performance management framework and ensure its learning and improvement framework delivers to maximum effect.

There will need to be a response to the issue of increasing self harm and mental health issues for young people, and there continue to be opportunities, with the sharing of the chair role between adults and children's boards, to look at the role of adults in the lives of children and young people and to look at how these adults and children's services can work more seamlessly and effectively to promote good outcomes for children.

2.2 Progress Against LSCB's 2015-16 Business Plan Priorities

	Priority	Progress
A	Developing a culture of communication between all stakeholders to safeguard children	LSCB multi-agency audits evidence that health practitioners are not always contacted as part of assessments following safeguarding referrals to stage 4 and 3 services.
B	Reduce the number of children and young people who have experienced bullying including face to face, text or internet	21 schools have participated in the Equality and Diversity Programme which works with children and staff to decrease all types of bullying
C	Ensure that the Domestic Abuse Strategy is effectively implemented to reduce the impact of Domestic Abuse on children and young peoples' life chances	New Multi Agency Risk Assessment Team (MARAT) launched June 2016 has seen significant improvement in the timeliness and effectiveness of the multi agency response to high risk cases of domestic violence
D	Support families at the earliest opportunity to prevent their needs escalating	A refresh of the early help service by Southend Borough Council and co-location of initial contact teams ensures children and families are supported by the services which can best meet their needs.
E	Reduce the number of children killed, seriously and slightly injured in road traffic collisions	Data not available currently
F	Identify and provide early support to children at risk of sexual exploitation, to prevent harm and reduce the impact on their life chances	In August 2016 the LSCB had identified 74 children at risk of sexual exploitation. 13 were assessed as being at high risk; 36 as medium risk; and 22 as standard risk. A Multi Agency Child Exploitation (MACE) Panel ensures children at risk of exploitation are supported appropriately

G	Ensure that looked after children are safeguarded effectively	96% of looked after children are in placements rated 'outstanding' or 'good' by Ofsted (remaining 4% in provision not yet inspected by Ofsted)
H	Identify and provide support to vulnerable adolescents to ensure they are safeguarded effectively	<p>Hospital admissions for self-harm in children and young people aged 10-24 years have decreased in Southend in recent years (compared to an increase in England), however hospital admissions for mental health conditions are significantly worse than the England average</p> <p>Child and Adolescent Mental Health Services (CAMHS) re-commissioned with a new Emotional Wellbeing and Mental Health Service (EWMHS) operational from November 2015. Access to the service has been improved, and no longer requires a GP referral.</p> <p>Publication of 'Talk to me' a 5 year plan to prevent suicide and self harm</p> <p>'Open up, Reach out' transformation plan for the emotional wellbeing and mental health of children and young people in Southend agreed</p>

2.3 Key Successes

- A coherent early help offer is effective in supporting families to make the changes needed to ensure that their children's needs are met (Ofsted 2016)
- Work to secure children's lives through adoption and services for care leavers are areas of significant strength (Ofsted 2016)
- The social care workforce is stable. Supervision arrangements for social workers have been revised to separate supervision on case work from discussions about workers' professional development. This has been positive for social workers, who report feeling well supported by managers. (Ofsted 2016)
- Strengthened oversight and direction at strategic level in response to child sexual exploitation, children who go missing and other vulnerabilities, such as female genital mutilation and the risk of radicalisation (Ofsted 2016)
- Child protection conferences are well chaired, and facilitate information sharing through good attendance and engagement from partner agencies. Conference reports from partners use the 'strengthening families' model. This contributes to making the conferences an effective forum for identifying risks, strengths and grey areas. (Ofsted 2016)
- Development of the MARAT and resulting improvement in the effectiveness and timeliness of the multi-agency response to assessment and reduction of risk for children affected by domestic abuse
- Identification of and support for children and young people who are at risk of exploitation and those who go missing from home or care
- Since 2010 no completed Child Death Review has found that the death of a baby was as a result of co-sleeping

- Emotional Wellbeing and Mental Health Service (EWMHS) single point of contact enables professionals and parent/carers to make a referral or seek advice and signposting. The service has also developed the 'Big White Wall' providing online access to advice and support
- Police and Crime Commissioner has provided 3 year funding for SOS Rape Crisis to deliver specialist services to male and female victims of sexual abuse across all ages
- All educational establishments and other statutory partners have a trained Prevent lead
- All Southend secondary schools have participated in the 'Prince Charming' project, an interactive play providing an opportunity for young people to explore domestic abuse within teenage relationships.
- A&E admissions for zero to four years were considerably lower than the England average. Hospital admissions caused by injuries in both children and young people are in line with or better than the England average

SECTION 3 – CONTEXT

3.1 Demographics

Approximately 38,216 children and young people under the age of 18 years live in Southend-on-Sea. This is 21.5% of the total population in the area.

Approximately 18.8% of the local authority's children are living in poverty (August 2013).

The proportion of children entitled to free school meals:

- in primary schools is 15.4% (the national average is 15.6%)
- in secondary schools is 9.8% (the national average is 13.9%).

Children and young people from minority ethnic groups account for 22.9% of all children attending Southend schools, compared with 22% in the country as a whole.

The largest minority ethnic groups of children and young people in Southend's schools are mixed and Asian.

The proportion of children and young people with English as an additional language:

- in primary schools is 13.3% (the national average is 19.4%)
- in secondary schools is 12.7% (the national average is 15%).

A&E admissions for zero to four years were considerably lower than the England average.

Hospital admissions caused by injuries in both children and young people are in line with or better than the England average.

Hospital admissions of children for mental health conditions are significantly worse than the England average.

In May 2016:

- 999 children had been identified through assessment as being formally in need of a specialist children's service (a reduction from 1,024 at 31 March 2015).

- 183 children and young people were the subject of a child protection plan (184 at 31 March 2015).
- 263 children were being looked after by the local authority (a rate of 68.8 per 10,000 children). This is an increase from 230 (60 per 10,000 children) at 31 March 2015.

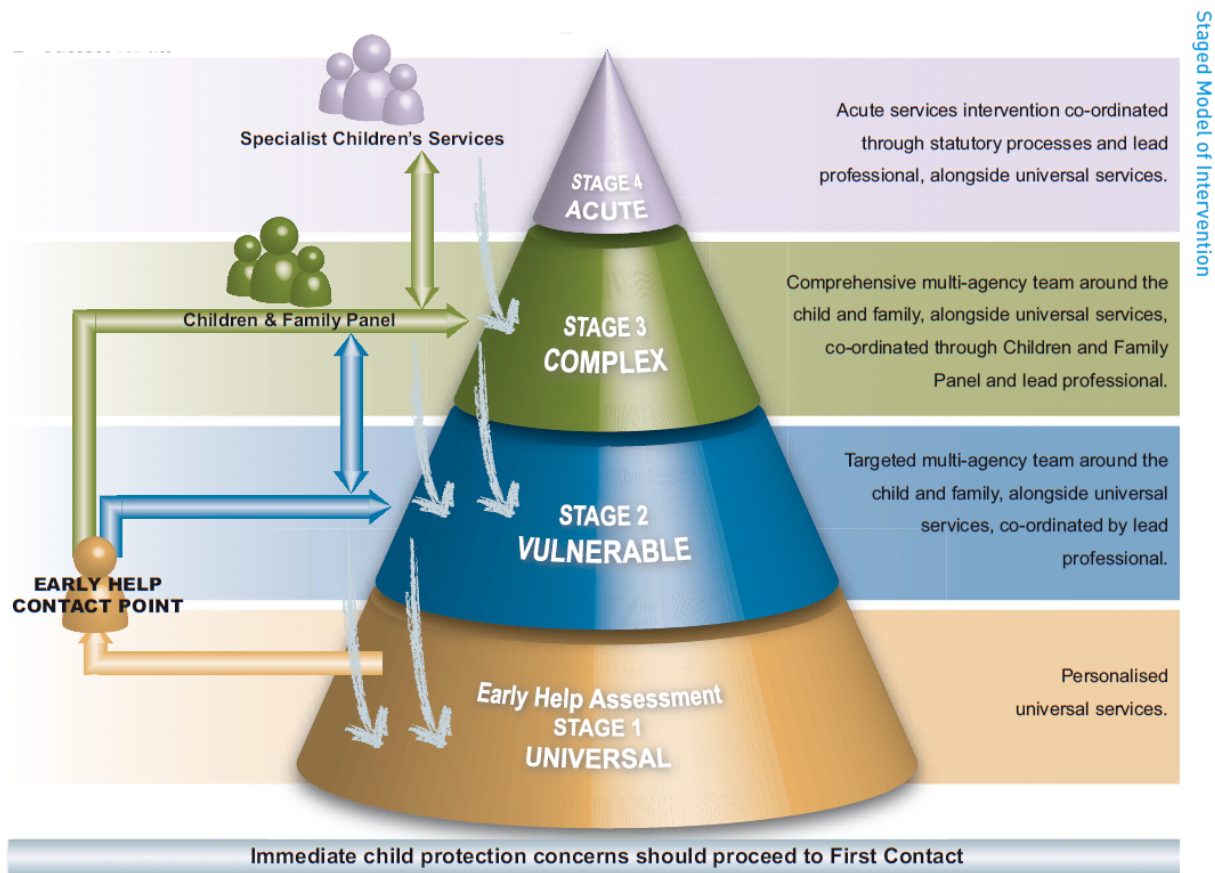
From June 2015 to May 2016:

- There were 24 adoptions
- 19 children became subject to special guardianship orders
- 114 children ceased to be looked after, of whom 10.5% subsequently returned to be looked after
- 26 children and young people ceased to be looked after and moved on to independent living

3.2 Integrated Approach to Safeguarding Children

Southend's integrated staged approach to intervention ensures a partnership approach to identifying and meeting children's needs as soon as possible (see diagram below).

Southend has developed and implemented an Early Help and Family Support Assessment and uses a well embedded 'Team Around the Child/Family' approach to improve outcomes for children and young people and provide them and their families with early support to prevent escalation of risk to children.



3.3 The LSCB's Learning and Improvement Framework

All LSCBs are required to establish and maintain a Learning and Improvement Framework which “enables organizations to be clear about their responsibilities, to learn from experience, and improve services as a result” (Working Together to Safeguard Children 2015). The focus in Working Together is on the use of reviews and audits to inform the

learning and improvement framework. Southend LSCB has identified additional areas for obtaining learning to improve practice, to develop an integrated framework which builds on its culture of learning and improvement. The following elements form the basis of the LSCB's Learning and Improvement Framework:

Element	Activity	Lead for Activity	Expected Outcome/Impact
Serious Case Reviews and other Case Reviews	Practitioner Learning Events	Case Review Panel	Learning from SCRs and improvement actions are informed by the views of practitioners.
	Identification of learning and activity for implementation	Case Review Panel	
	<i>Implementation of learning - links to Learning & Development Strategy (appendix 1) and Communications Strategy (appendix 2)</i>	Learning and Development Sub Group Community Sub Group (Communications)	Learning from SCRs is implemented effectively and changes in services and professionals' practice is evidenced
	<i>Measuring impact of implementation of learning - links to single and multi-agency audit activity and performance information</i>	Monitoring Sub Group	

Child Death Reviews	Identification of learning and activity for implementation	Learning and Development Sub Group	Actions taken in response to findings from CDRs reduce the number of child deaths with modifiable factors
	Implementation of learning - <i>links to Learning & Development Strategy (appendix 1) and Communications Strategy (appendix 2)</i>	Community Sub Group (Communications)	
Single & Multi Agency Audits and Audits of Board Effectiveness	Reporting of single agency audits	Monitoring Sub Group	LSCB partner agencies evidence effectiveness of safeguarding practice and identify areas for improvement
	Programme of LSCB multi agency audits	Monitoring Sub Group	LSCB evidences the effectiveness of safeguarding services throughout the safeguarding journey of the child
Section 11 Audits	Reporting of qualitative and quantitative data by LSCB partner agencies	LSCB Executive	Partner agency self assessments of safeguarding efficacy is robust

Qualitative Information from Children, Young People and their Families (including compliments and complaints)	Analysis of information obtained to quality assure the effectiveness of safeguarding across the tiers of intervention	Monitoring Sub Group	The development and improvement of safeguarding services is informed by the views and experience of children, young people and families
Qualitative Information from Practitioners	Analysis of information to identify risks to safeguarding practice and learning	LSCB Executive	Risks to the effectiveness of safeguarding children services are identified early and addressed in a timely way. Practitioners report in follow up evaluations that they are aware of key development areas and good practice, with a positive impact on their safeguarding children practice and increase in confidence
Single Agency Performance Information	Analysis of quantitative data from partner organizations	Monitoring Sub Group	Evidence of improvement in identified key areas of safeguarding practice.

<p>Annual Reports from Strategic Partners (e.g. Corporate Parenting and LADO) and LSCB member agencies</p>	<p>Needs analysis and monitoring of safeguarding effectiveness</p>	<p>LSCB Board</p>	<p>The LSCB evidences the effectiveness of safeguarding practice throughout the journey of the child</p>
<p>Strategic & Themed Work (e.g. self harm)</p>	<p>Mapping of issues and development of overarching strategies</p>	<p>LSCB Executive</p>	<p>The LSCB and its strategic partners identify any risk and/or need and implement improvements to address these</p>

SECTION 4 – THE JOURNEY OF THE CHILD

The LSCB undertakes a multi-agency audit of the Journey of the Child annually. The audit found that decisions were based on clear assessments of the child/young person's needs and circumstances, and those of their family, with a clear analysis of risk and needs at all levels of intervention, and assessments that identified specific risks such as missing children, sexual exploitation, domestic abuse, parental mental health or parental substance misuse.

4.1 Prevention and Early Help– Stage 1

Prevention and Early Help is undertaken at stage 1 of the integrated staged approach to intervention. There is a strong and developing prevention and early help offer in Southend which reduces the escalation of risk to children and young people. Support to children and families, at stage 1, is provided by personalised universal services.

The Early Help Family Support Practitioner Toolkit reflects the 'Early Help' offer and includes guidance on the application of thresholds for services at each stage of intervention in Southend. Early Help and family Support has a single point of access

Southend Information Point (SHIP) encourages service users and practitioners to access the earliest help independently through a universal website. Service users can access information, advice and guidance on childcare, activities, clubs and community events, voluntary and targeted services, health needs, education, and finances, and a comprehensive Local Offer for Special Educational Needs and Disability.

The LSCB and its partners also support a number of services and initiatives providing prevention and early help within schools and other settings

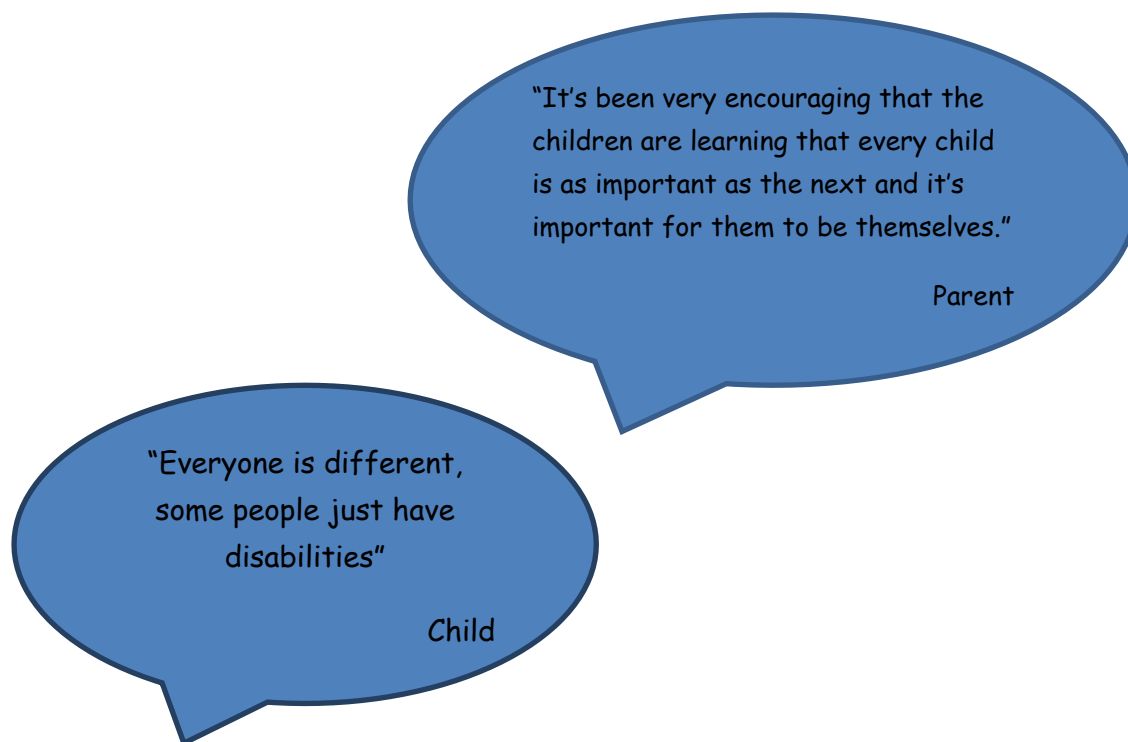
Activities and Impact

Since 2012 the LSCB has contributed, with Public Health, to the delivery of an Equality and Diversity Programme for schools. To date 21 schools have participated in the programme which works with children and staff to decrease all types of bullying, (physical, verbal, emotional or cyber) of children and young people for being gay or people thinking they are; for not acting in a gender stereotypical way; for having a disability, or not being able to do

something; because of race or religion; because of the way they look or a health condition; because they look after family members at home; because they are in the care of the local authority.

The programme is supported by CEOP, Stonewall, Bullybeat, Hope Not Hate, Ability Action, Sport Arts 4 All, South Essex College, Show Racism the Red Card and Southend Borough Council. These agencies share their expertise with the schools enabling staff to up skill, and children to have the benefit of their particular knowledge and passion.

Schools are required to develop their PSHE and R.E programmes to include the input that they have received to sustain the improvements in future years.



All Southend secondary schools have participated in the 'Prince Charming' project, an interactive play providing an opportunity for young people to explore domestic abuse within teenage relationships. The Soroptomists supported the project by providing additional information for young people about domestic abuse.

Feedback from young people about the project has been positive and evidences improved understanding and perception of healthy relationships

Prince Charming is an interactive drama performance where children and young people in the audience can intervene and stop the performance to discuss the events and choices the characters are making in their relationships.

Public Health has provided sex and relationship education (SRE) programmes for all primary and secondary schools in Southend with implementation support. This has ensured a consistent content and approach to SRE across Southend schools.

All secondary schools, statutory agencies, GPs, children's homes, fostering agencies, as well as some private and community organisations and primary schools, have trained Child Sexual Exploitation (CSE) Champions. CSE Champions raise awareness of indicators of CSE within their organisations to support the early identification and support of children and young people at risk of CSE. Children and young people identified as being at risk of CSE are supported within the integrated staged approach to prevent escalation of risk. A CSE Champions Forum provides on-going support and professional development for Champions. 162 CSE Champions and key practitioners have been identified and successfully completed training. 713 practitioners have undertaken online training

In late July 2016 the LSCB, Safeguarding Adults Board, the Southend Soroptomists, and the Boarder Agency worked in partnership to raise awareness of trafficking using a 'Stop The Traffik' 'gift box', situated in the High Street. Over three days the team distributed 680 leaflets and recorded 991 conversations with members of the public, raising awareness of trafficking.

Essex County Fire and Rescue Service (ECFRS) undertake Home Fire Safety Checks and educational visits to schools.

The LSCB, Safeguarding Adults Board, Southend Borough Council, and SHIELDS (a community organisation) have worked in partnership to launch the Keep Safe Scheme in Southend. The scheme enables young people over the age of 16 with a disability, and adults with additional care and support needs to feel safer when independently accessing the town centre. Those signing up to the scheme are provided with key fobs and/or wallet cards containing emergency contact details for a carer or trusted person. Businesses in the town centre participating in the scheme display a Keep Safe sticker which lets young people and adults who are part of the scheme know that members of staff will support them to call their carer or trusted person if they feel unsafe.

Southend LSCB, Health Visitors and other partners have been promoting the Safer Sleeping for Babies message since 2010. On their first visit to new parents Health Visitors use an LSCB Safe Asleep leaflet to explain the risks of co-sleeping, and the importance and safety of the baby's sleeping environment. **Since 2010 no completed Child Death Review has found that the death of a baby was as a result of co-sleeping.**

Child Death Reviews from the wider Essex area had identified risks associated with Water Safety around private pools. A water safety awareness campaign was undertaken by Southend LSCB in summer 2015 and 2016. There were no deaths of children in private pools in 2015-16.

Child and Adolescent Mental Health Services (CAMHS) have been re-commissioned during the period, with a new provider (NELFT) offering a restructured Emotional Wellbeing and Mental Health Service (EWMHS) from November 2015. **A single point of contact enables professionals and parent/carers to contact the service to make a referral or seek advice and signposting. The service has also developed the 'Big White Wall' providing online access to advice and support, and an App is in development.**

SBC Public Health has provided training for schools regarding mental health and self harm. EWMHS will also be providing training for school staff

A Suicide and Self Harm Prevention Toolkit had been developed for schools and other agencies

4.2 Early Help and Children in Need – Stages 2 & 3

Early Help takes place at stages 2 and 3 of the integrated staged approach, where children and their families require additional, coordinated support to that provided by universal services alone. A new Early Help and Family Support Assessment enables practitioners to assess the needs of children and their families and identify areas for support.

During the year a refresh of Early Help has been undertaken

Phase 1 of the refresh has delivered a restructured Early Help Family Support Service within Southend Borough Council providing:

- an integrated single point of contact for Early Help which is co-located with Children's Services First Contact Team (stage 4 point of contact); and
- refreshed, integrated processes and governance

Phase 2 of the refresh will:

- Embed and further refine the **single point of contact** and integrated processes for Early Help established in Phase 1.
- Further extend Early Help **integration with NHS England, Public Health and Children's Centres**
- Further develop the integrated **children's workforce** for Early Help
- Strengthen integrated systems for sharing Early Help **data and information**

At Stage 2, a 'Team Around the Child', coordinated by a lead professional and working with universal services, provides targeted support to vulnerable children and their families. At Stage 3 support to children and their families with complex needs is coordinated by Child and Family Panels with a comprehensive 'Team Around the Child' and a lead professional.

The implementation of the Counter-Terrorism and Security Act 2015 placed a duty on local authorities and other public bodies to have “due regard to the need to prevent people from being drawn into terrorism”, as part of the Prevent Duty. To support partner agencies the LSCB, in partnership with the Safeguarding Adults Board and Community Safety Partnership, with Essex Police, have provided accredited training. All educational establishments and other statutory partners have a trained Prevent lead to cascade training to other practitioners. A Channel Panel, to coordinate support for those identified as being vulnerable to radicalisation, has also been established and has identified support for a small number of individuals.

Where a parent has made a private arrangement for someone who is not a close relative to care for their child this is described as private fostering. There is a statutory requirement for the local authority to be informed of these arrangements so that they can ensure the child is safeguarded and supported appropriately. There were 4 private fostering arrangements known to the local authority in September 2016. There were 2 private fostering arrangements in the period which were found to be unsuitable, and the private foster carer prohibited from entering into private fostering arrangements following assessment by Southend Borough Council Children’s Services.

Emotional Wellbeing and Mental Health Service (EWMHS)

A single point of contact has been established in Southend, linked to the Early Help and Family Support Service, which receives all mental health referrals from professionals, parents and carers, for screening, triage, signposting and allocation to EWMHS locality teams or telephone advice and support. All referrals to EWMHS are prioritised according to the presenting clinical need with urgent assessments undertaken within two weeks and all treatment starting within 18 weeks of the date of referral.

A multi-agency audit of young people who were found to self-harm identified that in all cases referrals were made to EWMHS but auditors were unable to identify the nature of the interventions resulting from those referrals or the duration of the service(s) provided.

The EWMHS caseload at the end of September 2016 was 618, 27 of whom were looked after children

From June 2016 the Crisis Service provides 24 hour EWMHS to children and young people in crisis.

During the period April to August 86 children and young people accessed EWMHS through the Accident and Emergency Department at Southend Hospital, indicating that further work is required with the community to raise awareness of the alternative and more appropriate access points via the single point of contact and Crisis Service

Hospital admissions for self-harm in children and young people aged 10-24 years have increased in recent years, across Essex and England, however they have decreased in Southend

The LSCB has undertaken further investigation of data and other information to identify the causes of self-harm among young people; target activity; and monitor the impact of preventative programmes delivered through the new EWMHS on reducing self-harm among young people.

Children With Disabilities

Children with disabilities are included where possible in all multi-agency audits undertaken by the LSCB. An in-depth audit of the journey of the child found that plans meet the child/young person's individual needs with specific and appropriate objectives. At all stages of intervention, the child is effectively protected from harm and their welfare safeguarded., When additional information is received relevant strategy discussions take place with multi-agency input, and decisions made to escalate or de-escalate cases are linked to the review of the child's plan.

4.3 Child Protection and Acute Services – Stage 4

Child Protection

Child protection concerns requiring a statutory response are dealt with at stage 4 of the staged model of intervention by Southend Borough Council Children's Services in partnership with Essex Police and other agencies. 98.2% of referrals in May 2016 went on to a Single Social Work Assessment indicating a good understanding of threshold for referral by partner agencies.

A multi-agency audit by the LSCB of initial contacts to Children's Social Care found that in the main, Health practitioners had no knowledge that referrals had been made to First Contact and that assessments were being carried out. They were also unaware of cases being referred on to Early Help. As a result valuable input from Health was missing and there are gaps in Health records regarding the safeguarding history of the child.

The LSCB will be monitoring the implementation and impact of the development of a process to facilitate information sharing between Health and Social Care below Section 17 or 47 thresholds on the basis that there may still be support needs and vulnerability, and health professionals are in a position to contribute to initial social care assessments. Being aware of safeguarding information in cases falling below the aforementioned thresholds would place health practitioners in a better position to make informed assessments of their own and inform decision makers in the wider safeguarding system.

Section 47 Enquiries

An audit of Section 47 enquiries by the LSCB found that there is a strong focus on the needs of the child across the child protection system and partner agencies, although practitioners need to be vigilant that this is always the case, especially where children are young and the parent's view dominates discussions. Police officers in particular were found to need to ensure that they speak to children alone when appropriate and that they ask the child for their views and wishes. Additionally auditors found:

- Clear and appropriate identification of the reasons for undertaking an assessment and the risks to the child or young person.
- Police records showed clear evidence that the investigating officer was aware of the Victim Under 10 Protocol and Enhanced Victim Code
- Assessments clearly identify risks to the child
- That the child's views and wishes are apparent in Early Help, Social Work and SEPT assessments and records.
- That on the whole assessments are individualised
- Evidence of impact assessments for social exclusion, discrimination, and inequalities in Early Help, Social Work, School Nursing and Health Visitor records
- A particularly good example where it was clear that Police intelligence and SBC Children's Services history was available at the point of assessment and initial strategy discussion in order to best inform the decision for joint S47 investigation.
- Assessments are not deemed to be unduly repetitive, analysis demonstrates the use of theoretical frameworks in most cases, and action plans are based on analysis of the assessment.
- Recommended actions were generally deemed to be appropriate mechanisms of change and empowerment.
- In the majority of cases involving Essex Police there was evidence of information sharing in a timely manner and the sharing of all relevant information.
- Evidence of appropriate management oversight and approval of the assessment.

The number of children with a child protection plan continues to increase, with 210 in September 2016 compared to 186 in June 2015 and 161 in June 2014. This reflects the national picture.

The Ofsted inspection in May 2016 found that some children are referred and assessed too many times, or their cases are stepped down to early help services prematurely, before intervention has been fully effective. Children are seen and their immediate safety is assured. However, enquiries are not always completed quickly enough and this delays multi-agency planning, for some children. Inspectors also found that social workers are not

spending enough time with children or always visiting them within the statutory timescales.

In May 2015 just over 35% of children had their last statutory visit more than 4 weeks ago.

Insufficient direct work with children and their families reduces the effectiveness of the service in improving children's lives.

The social care workforce is stable. Few social workers leave the authority and most moves are internal, resulting from promotion or transfers between teams. Supervision arrangements for social workers have been revised to separate supervision on case work from discussions about workers' professional development. This has been positive for social workers, who report feeling well supported by managers

Sexual Abuse

A multi-agency audit of sexual abuse cases was undertaken by the LSCB. The findings of the audit were as follows:

- Where it was appropriate for the child to be involved in the assessment process this was attempted.
- Decisions were based on clear assessments of the child/young person and family's needs and circumstances.
- Assessments at all levels of intervention contained a clear analysis of risk and needs which contributed to/enabled a coordinated approach to support and/or interventions for the child
- The family and child were involved in the assessment process and decisions were shared with them.

Child Protection and Child In Need plans meet the child/young person's needs with specific and appropriate objectives and ongoing reviews of plans respond to the child's changing needs.

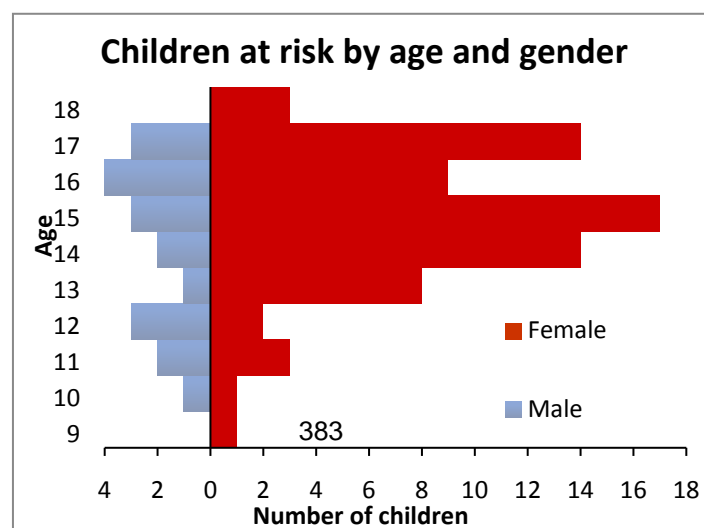
- Parents and children (where appropriate) were involved in the review process.
- Decisions about escalation or de-escalation are specifically linked to the review of the child's plan.
- In the majority of cases there is evidence the child feels she/he has been helped as a result of the multi-agency intervention and that their situation has improved.

- Managers review and monitor decisions at all stages of intervention.
- There was evidence of reflective practise and challenge of practice and remedial management action at all stages of intervention
- Support was offered at the earliest opportunity. Examples given include support from the SARC, SOS Rape Crisis, Early Help, and the Young Person’s Drug and Alcohol Team (Streets Ahead).
- The child’s voice had been heard by a clear demonstration that the child/young person’s views/wishes have influenced planning and intervention
- Evidence that the child’s voice had been heard and their views/wishes had influenced planning and intervention

Child Sexual Exploitation (CSE)

In the six months between 01/01/2016 - 30/06/2016, 89 children in Southend-on-Sea were considered to be at risk of Child Sexual Exploitation (CSE). 36 of the 89 children came to the attention of the local authority in these 6 months as presenting new CSE risks. 7 of the 89 children had previous CSE risks resurface in the period. The remaining 46 children had a CSE risk identified prior to the 6 month period and were on-going cases. 27 of the 89 children had their CSE risk cease during the period

Children at risk of CSE were most commonly 15 years old and female. While male children continue to represent a minority (21%), although they account for a larger proportion of the CSE cohort than found previously



20 children were involved with multiple adults (groups of linked adults or multiple lone adults), while 15 were involved with a specific single adult. 13 were identified to be associating with known gangs. 12 were predominantly incidents between peers and 9 children were at risk by being generally available to perpetrators online. 20 did not identify involvement with any adults.

The College of Policing recognises 5 types of sexual exploitation:

1. *Inappropriate Relationships:*

These usually involve one offender who has inappropriate power or control over a young person (physical, emotional or financial). One indicator may be a significant age gap. The young person may believe they are in a loving relationship

2. *Boyfriend Model*

Here the offender befriends and grooms a young person into a 'relationship' and then coerces or forces them to have sex with friends or associates. The boyfriend may be significantly older than the victim, but not always.

3. *Peer-on-peer exploitation*

This refers to situations where young people are forced or coerced into sexual activity by peers or associates. Sometimes this can be associated with gang activity but not always.

4. *Gang-associated CSE*

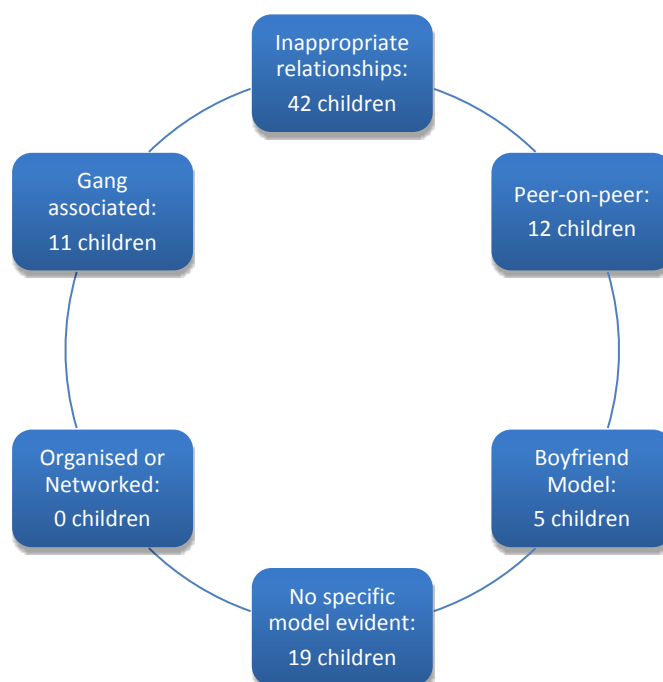
Types of exploitation may include using sex as a weapon between rival gangs, as a form of punishment to fellow gang members and/or a means of gaining status within the hierarchy of the gang.

5. *Organised/networked sexual exploitation or trafficking*

Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced/coerced into sexual activity with multiple men. Some of this activity is

described as serious organised crime and can involve the organised 'buying and selling' of young people by offenders.

Children at risk of CSE in Southend were mostly involved in inappropriate relationships



There were no cases identified as organised/networked CSE. While there was evidence of children having contact with multiple adults of concern, be it either groups of adults who know each other or multiple lone individuals, potential abuse did not evidence any sort of structure. Some gang associated cases had implications of networks however the gang aspect of the case was predominant.

62% of children at risk of CSE¹ demonstrated persistent absence² from school. Almost half of those who were persistently absent attended a local school for children with behavioural, emotional, and social difficulties. These children are likely to have had multiple fixed term or permanent exclusions and thus struggle to engage with education

47 (52.8%) children at risk of CSE had at least one missing episode in the 12 month period 01/07/2015-30/06/2016. The local authority triages all children who go missing from home or care to ensure those requiring a visit and assessment on their return have one.

¹ 50 children had available attendance information.

² This analysis defines persistent absence as having an attendance rate of less than 90%

66.7% of children at risk of CSE had a previous domestic violence report on record. For only one fifth of children, there was just one domestic incident. This means that just over half of those at risk of CSE had multiple domestic abuse incidents, evidencing that children at risk often come from violent and dysfunctional backgrounds, with control and power within relationships already normalised in the home

Domestic violence reports are being used as a risk factor for CSE, alongside persistent absence from school, and missing episodes to identify young people who may be vulnerable and in need of support from services.

A Multi-Agency Child Exploitation Panel has been established to ensure a coordinated partnership response to children identified as being at risk of CSE.

The Police and Crime Commissioner has provided funding to Southend on Sea Rape Crisis (SOSRC) to provide specialist support services to female and male children and adult survivors of sexual abuse.

The identification of, and support to, children at risk of CSE is improving

The Community Safety Partnership has led on the establishment of a Channel Panel as part of the multi-agency response to the risk of radicalization of children and adults who are vulnerable. A small number of individuals have been identified and appropriately supported through the Panel

The LSCB and its partners have agreed a strategic plan to identify and support those at risk of Female Genital Mutilation (FGM).

The local authority is participating in a pilot with Barnardos to increase awareness and reporting of FGM, including provision of training to health, social care and other professionals.

“The local authority and its partners have strengthened oversight and direction at strategic level in response to child sexual exploitation, children who go missing and other vulnerabilities, such as female genital mutilation and the risk of radicalisation”

Ofsted July 2016

Looked After Children

Looked After Children are made up of several distinct groups, although they have overlapping as well as specific needs. They include:

- Babies and younger children particularly 0-4yrs (44.4%)
- 16-18yr olds (15.7% a rise from 10.3%)
- Disabled children
- Young People who are parents
- Young people preparing to leave care
- Care leavers from 18-25yrs

There are a total of 87 Care leavers 18-25 supported by the Southend Care Management 16+Team.

Nine looked after children have severe and complex disabilities.

Quality of Placements

Looked after Children do best when they are placed in appropriate provision. It is important the provision is of a high standard. The local authority aims to place looked after children with providers who are rated Good or Outstanding by Ofsted. Checks of the Ofsted Inspection reports are done at least quarterly by the Placement and Commissioning Officer. In August 2016:

- 8 children (16%) are placed with providers rated as Outstanding
- 38 children (80%) are placed with providers rated as Good
- 0 children (0%) are placed with provider rated as Requires Improvement
- 0 children (0%) are placed with providers rated as Inadequate
- 2 children (4%) are in new placements not yet inspected or registered in Wales

Most fostering placements are stable, long term placements where there are no concerns regarding the quality of the placement and service provided by the agency. An 'Acute and Complex Placement Panel' monitors all placements to ensure that the quality of the placement and care remains consistent.

In accordance with the Arrangements for Placement of Children (General) Regulations 1991 and The Care Planning, Placement and Case Review (England) Regulations 2010 a six monthly request is sent to other Local Authorities asking them to inform Southend Borough Council of any looked after children and young people placed in the Southend area. Any notifications of new placements, change of placements, or termination of placements in the Southend area that are received are recorded by Southend Borough Council to ensure that should any concerns be reported, they are fully aware of the child or young person's looked after status and other agency involvement. The information is also forwarded to appropriate Health and Education contacts.

Outcomes for children looked after

The *Children & Young Person's Plan 2015-16* identified a number of targets and actions. There have been significant achievements in relation to the plan that include:

- Improvements in the general stability of placements
- An increase in the numbers of children with permanent placements through Special Guardianship Orders or Adoption
- A improvement in timescales for children between entering care and being placed with an adoptive family
- An increase in the number of young people with a permanency plan in place by the second review
- More children with up to date health assessments and dental checks
- The virtual school in partnership with the YMCA ran a bespoke programme of re-engagement in education for a group of girls identified as persistently absent from school.
- An increase in the proportion of carers who are in suitable accommodation
- An increase in the proportion of care leavers in education, training employment and at University.

Local Standards and Targets

In terms of local standards and targets, Southend is doing well in the following areas:

- Placing children with relatives and friends
- The proportion of looked after children placed locally with Southend foster carers (56.6%)
- Long term stability (64%).
- Timescales for children being placed for adoption

Being healthy

- 92.1% of children looked after had completed Health assessments
- 94.7% of children had attended in the dentist in the previous 12 months

Staying Safe

- 93.3% of the looked after population have good school attendance. Only 6.7% missed more than 10% attendance in the last academic year.

Enjoy and achieve

- There has been consistent improvement in the educational achievement of looked after children at Key Stage 2
- 100% of looked after children cohort achieved level 4 in reading and 70% in writing and Maths at Key Stage 2.
- Increased performance in pupils achieving at least 5 A*-C grade GCSEs at the end of Key Stage 4

Positive Contribution

- The proportion of care leavers aged 19 & 20 living in suitable accommodation has increased.
- The proportion of care leavers in 'staying put' placements has increased
- The proportion of care leavers aged 20 in employment, education or training continues to increase

"Care leavers are enthusiastic in their praise of the support provided to them. They feel that their workers know them well, and that they make successful transitions to adult life. Social workers and personal advisors have succeeded in remaining in touch with virtually all care leavers, ensuring that they can get help if they need it."

Ofsted 2016

Pregnancy Support to Looked After Children and Care Leavers

The LSCB undertook a multi-agency audit of Looked After Children (LAC) and young people Leaving Care (LC) who were pregnant or at risk of becoming pregnant. The audit found that preventative advice and support was given prior to the first pregnancy in all cases, and was clearly targeted to the specific needs of the LAC/LC young mother.

Tailored pregnancy advice and support was given in all cases by the Teenage Pregnancy Midwife (TPM)

In all cases, auditors found evidence that the LAC/LC teenage mother had been assessed to identify her vulnerabilities; and that maternity services had referred the young mother on to the Family Nurse Partnership and the Health Visiting Service

Evidence of engagement with the biological fathers was variable

Auditors found evidence that each young mother was provided with advice and support to prevent subsequent pregnancies either once she was pregnant with the first child, or following the delivery of the first child.

**SECTION 5 – MANAGEMENT OF ALLEGATIONS AGAINST ADULTS WORKING WITH
CHILDREN**

The Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures (2015) detail the process that is required to be followed when there is an allegation that a

person who works with children, in any connection with her/his employment, voluntary activity or in any personal capacity has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child, or children, in a way that indicates they may pose a risk of harm to children (amended by *Working Together*, 2013)

The Local Authority has a Designated Officer (LADO) to be involved in the management and oversight of allegations against people who work with children. The LADO:

- provides advice and guidance to employers and voluntary organisations;
- liaises with the Police and other agencies; and
- monitors the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

In the period April 2015 to March 2016 there were a total of 28 allegations in respect of adults working with children in a variety of capacities in the area of Southend Borough Council. 46 meetings were held during this period in respect of these allegations, as well as those made prior to this year. An allegation is determined by whether it meets the criteria for LADO involvement. The number of allegations for 1st April 2015 to 31st March 2016 is consistent with the figures for the previous year (29). Numbers of allegations tend to fluctuate on a monthly basis.

The LADO also gave advice in relation to allegations against staff that did not meet the threshold for LADO involvement. During the period 1st April 2015 to 31st March 2016 advice of this nature was given in 166 cases, which is a further increase on the number of cases (152) the previous year (2014-2015), which was an increase of approximately 50% on the previous year (2013-2014).

This increase is consistent with that reported by LADOs nationally and is thought to be related to the heightened awareness of abuse by adults working with children, as well as the profile of the LADO being raised.

The LADO has noted a significant increase in historic allegations, reported to the Police, which are brought to the attention of the LADO. The increase in the number of Police investigations in respect child abusive on-line images is also relevant.

Sources of Referrals

The majority of referrals come from the Police, Social Care and Education. However, the referrals relate to a range of employment sectors including education, early years, fostering and the private and voluntary sector.

Resolution of Cases

In total 26 cases were resolved during the period. In relation to these cases;

- 35% of cases (9 cases) were resolved within 1 month,
- 58 % of cases (the 9 above, plus an additional 6 cases) were resolved within 3 months,
- a further 6 cases were resolved within six months,
- 15% of the cases (4) took up to 12 months and 1 took over 12 months to resolve.

These cases were where there was a criminal investigation and consideration of prosecution. It is important to note that, safeguarding issues were addressed in all of these cases and the adults were not working with children during this period.

Of the 26 resolved cases 65% (17 cases) were substantiated and 23% (6 cases) were unsubstantiated. A further 3 cases were unfounded; there was evidence to disprove the allegation and/or suggest that the person making the allegation misinterpreted the incident. These percentages are slightly different to the figures for previous years, with an increase in those substantiated; in the period 2014/15, 50% were substantiated. This may be due to a number of referrals, following an incident in a single agency, which resulted in the allegations being substantiated.

A range of actions were taken in relation to substantiated cases (some cases would have more than one action) from support and training through to dismissal and referral to the Disclosure and Barring Service. The LADO identified that the vast majority of employers

understood their roles and responsibilities in managing allegations and any particular areas of difficulty were addressed.

At the conclusion of the process the circumstances of the case are reviewed to determine whether there are any improvements to be made to the individual or organisation's practice or procedures to help prevent similar events in the future.

Impact of the Managing Allegations Process

An evaluation questionnaire is sent to participants following the concluding meeting of an allegations management process. In the period 1st April 2015 to 31st March 2016, 26 questionnaires were returned; an increase of 100% on the previous year.

100% of respondents identified the process as positive

"having professional independent support and advice was very useful"

"The case has a resolution and lessons have been learnt"

All respondents graded satisfaction regarding the outcome of the process as 4 or 5 (5 being outstanding and 1 being poor).

"Fair and informed decisions were made"

"The outcomes were explored, dissected, and agreed, with action to follow clearly disseminated"

The recent Ofsted inspection highlighted, in relation to the Management of Allegations process that, "effective management systems are in place to track enquiries and referrals, information gathering, decision making and actions. Decisions and actions are appropriate".

"Effective management systems are in place to track enquiries and referrals, information gathering, decision making and actions. Decisions and actions are appropriate."

SECTION 6 – LSCB CHALLENGE TO PARTNER AGENCIES AND STRATEGIC BODIES

Details of Challenge	Action Required (<i>inc. any interim arrangements</i>)	Agency Responsible	Progress
Delays in the consideration of high risk domestic abuse cases at MARAC	SET Domestic Abuse Strategic Group to address the effectiveness of the functioning of MARAC as part of its review of the Domestic Abuse Strategy	Southend Community Safety Partnership	Southend specific solution is now in place with establishment of a Multi Agency Risk Assessment Team (MARAT) which went live early April 2016. No backlog of cases September 2016
Provision of performance information regarding the impact of domestic abuse on children	LSCB Business Manager to send request to Essex Police to provide performance information	Essex Police	Introduction of Athena has impacted on performance information provision but reporting now taking place
A number of procedural issues have been identified regarding the implementation of the CSE	Essex Police to address the recommended actions detailed in the CSE Review Report	Essex Police	Essex Police have ensured effective implementation of the CSE Strategy. Analysis of CSE intelligence has now

Strategy by Essex Police			been completed
Concerns regarding the future sustainability around the provision of support to victims and specialist support services. The concerns related to the ad-hoc nature of the funding, e.g. comes from a variety of sources and was not secured funding	Funding and sustainability of specialist support services and victim needs be raised with relevant agencies and partnership groups including Health and Wellbeing Board and Community Safety Partnership	LSCB Chair	Police and Crime Commissioner has provided 3 year funding for SOS Rape Crisis to deliver specialist services to male and female victims of sexual abuse across all ages
NHS England advised that they would not be able to regularly attend meetings of the LSCB and SAB due to organisational change and reduced resources. Board AGREED that the proposed arrangement was not acceptable	Response to NHS England setting out the Board's concerns about NHS England attendance at the LSCB	LSCB Chair	NHS England has agreed to attend the Executive of both the LSCB and SAB. Attendance has been variable

<p>HMIC Inspections of Police Effectiveness (Vulnerability); and Safeguarding completed and published early 2016.</p> <p>Vulnerability inspection assessed Essex Police as 'inadequate' and the Safeguarding inspection also identified areas for improvement</p>	<p>Improvement Plan to be shared with the LSCB and SAB and monitored by the Boards Executive Groups</p>	<p>Essex Police</p>	<p>Improvement Plan monitored by the LSCB.</p> <p>Re-inspections by HMIC have identified progress made by Essex Police</p>
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**SECTION 7 – PARTNER AGENCY ANNUAL STATEMENTS AND OUTCOMES OF
INSPECTIONS/PEER REVIEWS**

7.1 Southend Borough Council

Southend Borough Council Children’s Services produce an annual safeguarding children report which is presented to the Leader of the Council and Chief Executive in December annually prior to its consideration by the full council in January/February. This document is attached to this LSCB Annual Report at appendix 1.

Ofsted Inspection of Safeguarding and Looked After Children

In April 2016 Ofsted undertook an inspection of safeguarding and looked after children. The subsequent report can be found [here](#). The inspection assessed that Children’s Services in Southend-on-Sea require improvement to be good. The local authority has developed an action to address the following recommendations from the inspection:

1. Improve the quality of management oversight and decision making at all levels to ensure that children experience good-quality assessment and care planning to meet their needs in a timely way.
2. Ensure that the results of quality assurance work and independent reviews are analysed, reported and monitored in a way that makes explicit to staff and managers the impact of practice on children and the improvement that is required to deliver good-quality services.
3. Ensure that visits to children are undertaken in line with their plans, and take appropriate action when this is not the case.
4. Ensure that thresholds are applied consistently, so that decisions relating to contacts and referrals to children’s social care are appropriate, and that these are well informed by appropriate checks with other agencies.
5. Ensure that children become looked after without unnecessary delay, when this is what they need, and improve the monitoring of this process.

6. Ensure that children receive ongoing help and support as children in need until this is no longer required.
7. Ensure that child protection investigations are consistently completed within timescales that are in line with statutory guidance, so that children receive the services that they need as soon as they can.
8. Strengthen step-down arrangements between statutory and early help services to ensure that decisions to step down are appropriate and that children receive an effective continuum of support.
9. Strengthen the quality and oversight of assessments and plans for children in need of help and protection, including children affected by domestic violence.
10. Ensure that arrangements for children placed at home with parents under a care order are suitable, and that appropriate action is being taken to secure permanence for these children.
11. Ensure that information presented to elected members provides enough detail of performance, quality assurance or other independent reviews to give them a full picture of the quality of the frontline practice that children experience.
12. Develop and improve the consultation with, and participation of, children and young people, in respect of informing service development and monitoring service quality.

7.2 Essex Police

Her Majesty's Inspectorate of Constabulary (HMIC) examined child protection in Essex Police in September and October 2015. The subsequent report was published in March 2016 and can be found [here](#).

The inspection found that the chief constable, his chief officer team, and the Police and Crime Commissioner (PCC) all have a strong commitment to child protection and there was clear

evidence of work progressing at a strategic level to improve the force's ability to manage identified risks concerning the safeguarding of children. However, overall, HMIC found that the ambitions and aspirations of chief officers were not being realised in child protection practice on the frontline. HMIC found that the force was not adequately protecting all children who are at risk due to widespread serious and systemic failings. Many of the issues reported had been identified and raised with Essex Police by the LSCB prior to the inspection, and the subsequent recommendations and action plan implementation have been monitored by the Board.

Recommendations

Immediate:

- Control room staff assess risks to children, paying particular attention to drawing all relevant information together at an early stage as part of that assessment, and ensure frontline staff are alerted to relevant information
- Incidents are not downgraded or the response delayed without proper justification and without appropriate checks having been made on the welfare of any children involved;
- Any concerns about an incident involving children at risk are escalated if police have been delayed in attending;
- Relevant intelligence to assess risk is routinely updated on police systems in a timely manner and is readily available to frontline officers when attending incidents
- Undertake a review, together with children's social care services and other relevant agencies, to ensure that the police are fulfilling their responsibilities as set out in Working Together to Safeguard Children.
- Act to improve child abuse and child sexual exploitation investigations
- Takes immediate steps to ensure that all relevant information is properly recorded and readily accessible in all cases where there are concerns about the welfare of children
- Reduce the delays in visiting registered sex offenders and to improve the management and response to other offenders who are subject to restrictions under a sexual offence prevention order

- Undertake a review with partners to ensure attendance at MAPPA is at a suitable level to support the creation of effective action plans to protect vulnerable children from those who pose the most risk of harm.

Within 3 months:

- Ensure that officers always check on the welfare of children and record their observations of a child's behaviour and demeanour in domestic abuse incident records, so that a better assessment of a child's needs can be made.
- Takes step to improve practice in cases of children who go missing from home
- Review how it manages the detention of children. Essex Police should request the assistance of children's social care services and other relevant agencies in this review

Within six months:

- Take steps with partners to ensure timely forensic medical examinations are conducted in sexual abuse cases involving children;
- Undertake a review of the initial risk assessment process in domestic abuse cases to understand whether processes are consistently applied by staff and to ensure cumulative risk to children living with domestic abuse is identified and addressed; and
- Take steps with partner agencies to evaluate its current MARAC arrangements, including preliminary meetings to filter cases, to ensure that vulnerable people including victims and children are protected at an early stage.
- Continues its discussions at a senior level with the CPS to address delays in advice and charging decisions.
- Immediately act to improve child abuse and child sexual exploitation investigations

HMIC revisited Essex Police in September 2016 to assess how it is managing the implementation of all of the recommendations. Initial feedback was positive regarding the progress made and the full report is due for publication in early 2017.

Essex Police Assurance Statement

Agency Context

Essex Police key priorities are to reduce and prevent crime, bring offenders to justice and to promote satisfaction and confidence within the community. The Crime and Public Protection command take a strategic lead for the 14 strands of public protection and currently provide the operational response for child abuse investigation, adult abuse investigation CSE, managing dangerous and sexual offenders and online investigation. The command also leads on safeguarding of vulnerable adults, domestic abuse, missing people and hate crime.

The command restructured in September 2016 and created four new departments. An Operations Centre where all referrals across all 14 strands are received and assessed. This provides the public and partners with a single point of contact for all areas of public protection. It also provides the response to disclosures schemes for both domestic abuse and children.

A strategic centre which provides the force with a centre of excellence whereby all local and national improvements are driven and monitored. They are responsible for policy and procedure as well as development of staff and performance.

The child abuse and adult abuse investigation teams are now co-located within main police stations and domestic abuse investigation teams and CID to provide a link in these areas of business and

A proactive team which develops intelligence to tackle those posing the most risk in the community. This team also deals with online offending.

Safeguarding Children Activity

Essex Police is committed to delivering improved outcomes for vulnerable people across all areas of public protection which includes children. Two robust inspections carried out in 2015 by Her Majesty's Inspectors of Constabulary highlighted areas for improvement which included the response to missing children, victims of child sexual exploitation,

victims of child abuse and children involved in domestic abuse situations. A programme of improvement was undertaken which delivered, amongst many improvements, the introduction of a single referral form, a significant investment in ten new Missing Person Liaison Officers, training officers around Section 47 enquiries and a commitment to conducting multi-agency auditing of Section 47 cases. A force wide awareness campaign of vulnerability significantly improved all front line officer's knowledge of child protection issues and thresholds of risk. This was complimented by the commitment by Chief Officers to provide a three day Public Protection Awareness Course which has been running since August 2015 and which is being rolled out to all officers and staff. All staff have received a personal issue handbook to support them when dealing with any vulnerability issue. This work was reflected in the HMIC follow up to the Vulnerability Inspection, where they noted a broad and impressive range of actions had been undertaken by the Force. They specifically noted a substantial change in approach to protecting vulnerable people. They also recognised the further investment in the number of staff working to protect children. The HMIC returned to force in September 2016 for a follow up to the National Child Protection Inspection and noted a real improvement in the quality of section 47 investigations.

Further improvements are being governed by the Public Protection Programme Board which is chaired by the Deputy Chief Constable and has representation from all three Local Authorities.

Recent problem profiles show Southend to have a high proportion of the County's cases relating to Child Sexual Exploitation and the link to gangs appears to be a factor. These are being addressed by all partners via the CSE and missing sub group and the Community Safety Partnership with a clear CSE strategy and action plan in place to reduce this threat. The recent launch of the Southend MARAT builds on the success of processes set up in the borough where cases of most risk are addressed in a multi-agency environment to deliver quicker and safer interventions. Essex Police has invested resources into the MARAT and remain a key partner in its continued development.

The introduction of the missing person liaison officers and Child and Young Person officers occurred over the last 12 months and they have been embedded into the community safety hub alongside the community policing team. These officers provide expertise and

continuity to cases where children are experiencing frequent missing episodes or offending and look for long term solutions with other agencies to make them safe and divert them from criminality.

Outcomes and Impact of Safeguarding Children Activity

There has been a steady increase of work within the Child Abuse Investigation Teams and this has been reflected in the 21.6% increase in reported offences between quarter 2 (July to Sept) 2015/16 to 2016/17. This is even greater within the South whereby there has been a 56% increase in the same period. The restructure and the introduction of new Investigative Support Officers addresses some of this demand but this is a national trend and one which must be monitored. This has understandably had an impact on recorded outcomes and the solved rate for these offences has fallen in the same quarter. Work is on-going to understand this decline and a new standard operating procedure has been implemented to focus on better decision making, prioritising investigative activity and aligning the investigative resources with demand.

Key Successes

The introduction of the missing person Liaison officers, Child and Young Person Officers and the community safety hub in Southend have been significant developments over the last 12 months. The Launch of the MARAT with partners has also been a highlight. There have been some key investigations and prosecutions over the last 12 months with regards to protecting children. Of note are two large investigations across the county relating to CSE and organised groups of offenders. Operation Dryad and Operation Cobham are both examples whereby the intelligence shared by agencies has been acted upon and developed to a stage whereby proactive investigations have been commissioned. Essex Police Serious and Organised Crime Unit have led these investigations with both leading to charges linked to CSE.

Key Areas for Development

Improvements are continually sought in the use and response to police protection, the quality of investigations whereby children are affected by domestic abuse and also

developing the management of dangerous offenders. Advances in technology have significantly increased our ability to detect crime and safeguard vulnerable people with the introduction of lie detector testing, the full implementation of a range of technologies to safeguard people whilst using the internet and the introduction of mobile technology to support front line officers and make best use of their time.

The restructure of the Crime and Public Protection Command will be closely monitored and a post implementation review completed to ensure quality of service is enhanced and efficiencies are realised.

7.3 Southend Clinical Commissioning Group (CCG)

Care Quality Commission (CQC) Review

In September 2016, the CQC published its report of safeguarding children and services for looked after children following the review of health services in Southend-on-Sea in July 2016. The report can be found [here](#).

There are no specific judgements on performance, but the report provides a narrative account of the quality of health services for looked after children and the effectiveness of safeguarding arrangements within health for all children.

The report makes the following recommendations and health services have developed an action plan to address these which the LSCB will monitor:

Southend University Hospital NHS Foundations Trust should:

- Implement a robust and age appropriate safeguarding assessment tool for use with all children and young people aged under 18 who attend ED. This should include the social history and background of the child and their family and comply with NICE guidance (When to suspect child mal treatment, 2009). Ensure staff understand the importance of capturing this information and monitor compliance with adherence to any new or adapted documentation.
- Assure themselves that midwives are making and recording ongoing enquiries about domestic abuse with all pregnant women to ensure vulnerable women are

identified, offered support and where appropriate, safeguarding processes are instigated.

- Ensure that women are seen alone at least once during pregnancy to promote routine enquiry into sensitive issues including domestic abuse, and incorporate this into the antenatal appointment care plan.
- Fully and explicitly document within ED records how the identification of any pre-existing safeguarding information has been considered and informed a consultation with a child or young person under the age of 18 years.
- Implement a 'think family' approach in ED. Establish and clearly record whether an adult is a parent/carer when they attend ED following risk taking behaviours. Assessments should consider the potential or actual impact of an adult's behaviour on their parenting capacity and on any children in a household. A pathway to notify relevant professionals should be developed and compliance with this monitored.
- Develop a robust quality assurance process to improve the standard of maternity services referrals to children's social care. Ensure information contained within referrals is complete, relevant, clearly analyses and articulates risk, relates to the local threshold document and is outcome focused.
- Evaluate records to ensure that maternity staff comply with professional record keeping requirements as detailed in the Nursing and Midwifery Council, The Code: Professional standards of practice and behaviour for nurses and midwives (2015).
- Put measures in place to significantly improve level three safeguarding children training compliance figures in ED and closely monitor to ensure the CCG key performance indicator target of 95% is achieved and maintained.
- Review the safeguarding supervision provision in ED to ensure staff have regular access to an appropriate level of professional scrutiny and challenge but also support in fulfilling their safeguarding responsibilities.
- Ensure that the safeguarding children training provision for maternity department staff meets the level, competencies and hours of learning as indicated in the intercollegiate guidance issued by the Royal College of Paediatrics and Child Health.

- Provide an appropriate environment for children and young people who are awaiting triage that accommodates their needs and those of their accompanying parents, carers and siblings.

Southend University Hospital NHS Foundations Trust and South Essex Partnership

University NHS Foundation Trust should:

- Improve liaison and communication between the maternity and health visiting services to ensure an equitable provision of antenatal advice and guidance is offered to all women from both services. Develop a joint working pathway so that midwives and health visitors actively work together to support vulnerable woman and safeguard unborn or new born babies.

Southend CCG, Southend University Hospital NHS Foundations Trust , South Essex

Partnership University NHS Foundation Trust and Southend Borough council should:

- Strengthen and formalise arrangements for liaison between GPs, maternity and the community health teams, including health visiting and school nursing, to ensure that multi-disciplinary exchange of information takes place for vulnerable families, children and young people.

South Essex Partnership University NHS Foundation Trust should:

- Standardise the utilisation of alerts on the adult mental health electronic patient record system to ensure the information entered is clear, relevant and contains sufficient information to aid staff in considering risks to children within a household.
- Develop liaison and communication pathways between adult mental health services and STARS to improve partnership working when clients who have parent or carer responsibilities are accessing both services.
- Establish a ‘think family’ approach in adult mental health services. All assessments should consider caring responsibilities and the potential or actual impact of an adult’s mental health difficulties on their parenting capacity. This includes fully recording children’s details and undertaking home assessments when appropriate.

- Establish effective operational governance and quality assurance to support adult mental health practitioners in delivering best safeguarding practice and to facilitate practitioners' continuous professional development.
- Expedite the transition to a single electronic patient record system within the sexual health service.
- Improve the record keeping standards, including the use of alerts, in sexual health services to ensure client records are accurate, complete and comply with NMC guidelines.
- Establish a 'think family' approach in the sexual health service. Assessments should consider the potential or actual impact of an adult's behaviour on their parenting capacity and on any children in a household. Children's details should be fully recorded along with the decisions made and actions taken to ensure they are safe.
- Work with their commissioner to increase the visibility and contribution of the sexual health services into the wider safeguarding and child protection arena, particularly in relation to young people's risk of CSE.
- Ensure that the safeguarding children training provision for clinical sexual health staff meets the level, competencies and hours of learning as indicated in the intercollegiate guidance issued by the Royal College of Paediatrics and Child Health.
- Review the safeguarding supervision provision in the sexual health service to ensure staff have regular access to an appropriate level of professional scrutiny and challenge but also support in fulfilling their safeguarding responsibilities.
- Until the transfer from paper to electronic patient records in the perinatal mental health team is complete and whilst two recording systems are in place, ensure there are robust processes to ensure practitioners do not miss vital information which may only be held within one system.

Southend CCG, Southend University Hospital NHS Foundations Trust, South Essex Partnership University NHS Foundation Trust and North East London Foundation Trust should:

- Closely monitor compliance with the local agreement regarding 16 to 18 year olds who attend ED with harmful behaviours. Ensure the agreed pathway is adhered to and that young people are accommodated in age appropriate surroundings.

North East London Foundation Trust should:

- Develop a robust quality assurance process to improve the standard of referrals from EWMHS to children’s social care. Ensure information contained within referrals is complete, relevant, clearly analyses and articulates risk, relates to the local threshold document and is outcome focused
- Ensure practitioners in EWMHS receive sufficient training and safeguarding supervision to enable them to identify and confidently act upon risk indicators of significant harm to the children and young people they are working with. Strengthen the management caseload oversight of EWMHS workers when they are working with children or young people for whom there are safeguarding concerns.
- Monitor the planned implementation of the new safeguarding supervision model in EWMHS to ensure that the target timescales are met so staff have regular access to an appropriate level of professional scrutiny and challenge but also support in fulfilling their safeguarding responsibilities.

Southend CCG and NHS England should:

- Review how GPs can provide patient information in a more structured and analytical way to better aid the receiver of the information in their decision making process.
- Ensure that GPs are competent in identifying safeguarding concerns and are able to respond to risk indicators by being clear and confident in the process of referring children or young people to children’s social care.

Southend CCG and South Essex Partnership University NHS Foundation Trust should:

- Improve the quality of initial health assessments to ensure they are undertaken within timescales, are child focussed and accurately reflect the child’s health and individual needs.

- Ensure that GPs are routinely requested to contribute information to inform initial health assessments for looked after children.
- Make every effort to incorporate a looked after child's family's health history in their initial health assessment and include the impact of this history on the child or young person's own health and development.
- Review the quality assurance process for initial health assessments to ensure it is robust and accurately reflects the quality of the assessments undertaken and effectively drives improvement.

Southend Borough Council should:

- Identify a strategy to address the vacancies within the school nursing service to ensure that the provision of services to children and young people is as agreed in the commissioning contract.
- Ensure information contained within reports from the school nursing service to child protection meetings are improved to clearly analyse and articulate risk which will aid multi-agency understanding and better inform the safeguarding decision making process.
- Develop a clear process and pathway for assessing and acting upon relevant information received into the school nursing service. Ensure that decisions and actions are accurately reflected within children and young people's records.

Southend CCG and Southend Borough Council should:

- Facilitate appropriate information sharing agreements between primary care and school nursing services to benefit vulnerable school age children in Southend-on-Sea.

Southend Borough Council and South Essex Partnership University NHS Foundation Trust should:

- Strengthen the liaison and relationship between the health visiting and school nursing services to improve information sharing and promote joint working.

Southend CCG Assurance Statement

Southend Clinical Commission Group (CCG) continues to have a commitment to the safeguarding children agenda and to work with local NHS providers to ensure safeguarding children arrangements are in place in line with the requirements of Section 11 of the Children Act 2004. The CCG is integrated and works in collaboration with all partner agencies.

Executive Leads and Designated/Named professionals for safeguarding and looked after children across the county of Essex work in collaboration as a Safeguarding Children Clinical Network. In 2016 this has been redesigned to include safeguarding adults agenda within the network and has been renamed the Safeguarding Clinical Network to reflect this. CCG Designated/Named professionals are also active participants in regional and national safeguarding networks.

The Care Quality Commission (CQC) undertook a review of health services for children looked after and safeguarding in Southend-on-Sea. The review was conducted under Section 48 of the Health and Social Care Act 2008 which permits the CQC to review the provision of healthcare and the exercise of functions of NHS England and Clinical Commissioning Groups. The review explored the effectiveness of health services for looked after children and the effectiveness of safeguarding arrangements within health for all children. The focus was on the experiences of looked after children, and children and their families who receive safeguarding services. The CQC reported seeing many good examples of health services supporting early help and working with families to help safeguard children and young people. The report also made a number of recommendations which included a broad theme that relates to communication and record keeping.

The CCG has worked with Primary Care services in Southend to respond effectively to the needs of looked after children and to children and families where there are safeguarding

concerns. This has included providing support and oversight for serious case and other reviews and delivering an education programme that covered topics such as female genital mutilation, domestic abuse, physical injuries in non-mobile children and Prevent training.

Areas for development 2016-2017 include:

- 1) Work with health providers and commissioners in Southend to implement and embed into practice the recommendations of the CQC review of health services for children looked after and safeguarding
- 2) Support the implementation of the Child Protection Information Sharing Project locally.
- 3) Work with the seven Essex Clinical Commissioning Groups to improve health services response to domestic abuse.
- 4) Work with primary care to improve their awareness of and response to safeguarding children.

7.4 NHS England

Agency Context

NHS England's core business is one of system leadership and assurance. NHS England has dual safeguarding responsibilities with regards to our directly commissioned health services (GPs, dentists, opticians, prison health care, secure mental health treatment, and sexual assault referral centres) and safeguarding assurance across the wider health economy. Our core functions are articulated in the revised Accountability and Assurance Framework (2015).

<https://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-accountability-assurance-framework.pdf>

We continue to attend, and actively input into, the Health and Executive Forum, which is the local forum for healthcare commissioners and providers within Essex, Thurrock and Southend. We are kept apprised of risks in the system, which are escalated internally and highlighted on our risk register.

We continue to promote the need to have the voice of children, young people and families within commissioning cycles as standard. We try and ensure that work encapsulated by our patient experience programme does not lose its priority when there are so many other pressing areas of work within our programme of activities. A piece of work is nearing completion examining the patient and public involvement being undertaken by our direct commissioning teams within NHS England and this will help evidence how we meet this requirement.

Safeguarding Children Activity

We ensure staff are compliant with the competencies contained within the Intercollege Guidance (2014). We also support colleagues in the CCGs and, where appropriate, the provider services to attain those competencies.

Those in the nursing and quality team who have a direct responsibility for safeguarding actively seek and receive additional training to enable them to fulfil their. We continue to support the delivery of the national priority areas such as Female Genital Mutilation, Looked After Children and Child Section Exploitation, through education and training and the sponsoring of specific works streams.

We have a seat on the National Safeguarding Steering Group (NSSG) which enables us to keep abreast of priorities and actions nationally and feed into the local system as appropriate; it also enables us to have a process in which to escalate our concerns on a national level.

We work closely with Care Quality Commission and are clear of our responsibilities where there are safeguarding concerns raised within our directly commissioned services.

Serious incidents are closely monitored on a weekly basis by the NHSE Nursing Directorate and we ensure that those with potential safeguarding implications are raised through the safeguarding process.

Outcomes and Impact of Safeguarding Children Activity

The impact of our work can be challenging to quantify. What we do know is that our input has ensured the workforce is offered, and receives, education and training in the national safeguarding priorities namely.

We worked with NSPCC to develop a bespoke 6 day supervision programme which can be accessed by those working in both adult and children's services (please see inserted document below for more information). The importance of supervision is clearly documented. We are currently working to procure additional training.

The quarterly Children's Forum supports the system's safeguarding activity, as provides peer supervision for both the designated leads and the named GPs.

Key Successes

The key successes for NHS England Midlands and East (East) are the relationships we have with our colleagues from both CCGs and provider services. The Eastern Region Children and Young People's Safeguarding Advisory Forum (for health colleagues) continues to be extremely well attended and provides a valuable, unique and safe opportunity for colleagues to network, share best practice, discuss areas for concern and to keep up to date with developments locally, regionally and nationally. There is also the opportunity for CPD and supervision for the designated leads and named GPs. We delivered an accredited Level 4 & 5 accredited training to 150 delegates from the Eastern region.

Key Areas for Development

There are some challenges with the NHS Standard Contract but we will continue to use all other means we have to ensure that providers of care commissioned by NHS England are complying with Section 11 audits and safeguarding legislative requirements.

The need for education and training of the workforce does not diminish and we will continue to ensure that appropriate workforce training is commissioned and delivered in

line with the national priorities and the diverse needs of the workforce.

Ensuring that the voice of children and young people continues to be heard in the commissioning process.

7.5 South Essex Partnership Trust (SEPT)

Agency Context

SEPT is a provider of acute and community adult mental health services, acute in patient adolescent mental health services and community health services. The SEPT safeguarding children team additionally provide specialist safeguarding services to Southend Borough Council School Nursing services.

Safeguarding Children Activity

SEPT have a robust strategic framework for safeguarding children in Southend which establishes the vision for the Safeguarding service and builds on existing achievements to ensure children are safeguarded. The Strategic Priorities reflect the Sec 11 Audit requirements which were presented to the LSCB in September 2016. The Trust Safeguarding group contains the minutes of Southend LSCB Board as a standard agenda item. The Trust continues to have strong representation with the Board and sub groups.

The Trust has a mandatory attendance requirement in place for compliance for safeguarding training based on a competency framework and has seen the addition of key topics for female genital mutilation, child sexual exploitation and refreshing of the PREVENT and domestic abuse training packages.

Core Practice Courses

South East Essex Mental Health

	Total Target	Trained	
		No	%
Safeguarding Level 1	1834	1735	95%
Safeguarding Level 2	1113	1036	93%
Safeguarding Children Level 3	184	155	84%
Safeguarding Children Levels 4/5/6	1	1	100%

Core Practice Courses	South East Essex Community Health		
	Total Target	Trained	
		No	%
Safeguarding Level 1	782	727	93%
Safeguarding Level 2	619	567	92%
Safeguarding Children Level 3	168	135	80%
Safeguarding Children Levels 4/5/6	6	6	100%

The Trust has a Lessons Learned Group where safeguarding cases are routinely featured. The aim is to raise awareness of specific cases e.g. serious case reviews and to explore how the learning can be integrated into practice across all Trust services. The community service practitioners have incorporated the voice of the child and whether children feel safe into provision and this is being used to inform service.

The organisation contributed to the Ofsted Inspection in Southend and has recently been inspected by the Care Quality Commission for effectiveness of safeguarding services. A narrative judgement was presented and the key findings were for implementation of think family approach with adult mental health and contraception and sexual health

services and greater liaison between midwifery, primary care and health visiting services. An action plan has been developed with the Clinical Commission Group and is now being implemented. Key members of the SEPT safeguarding teams are working in partnership with Southend with the subsequent learning following the Ofsted inspection.

The SEPT safeguarding team are members of the Southend multi agency Child sexual exploitation sub group delivering on the Southend strategy that has been developed.

Outcomes and Impact of Safeguarding Children Activity

Training programmes in place for Foster Carers who sometimes struggle to understand how best to support the health and emotional needs of LAC has resulted in very positive comments from recipients as included below. These sessions provide excellent support and advice to Foster Parents.

“The Course gave me a lot of confidence to initiate more improvements in the care of my young people.”

“It has made me feel more confident to carry on the way I have been working and also helped me to follow up things that I felt needed attention.”

Similarly the LAC team have received feedback regarding the provision of SEPT staff to children placed in the area from other authorities as indicated below.

‘In Harrow we strive to ensure that we offer high a quality service to our children in care. The Review Health Assessment carried out by SEPT Looked After Children’s team was of an excellent standard. Thank you for your exceptional work’

It is not easy to obtain feedback from children and young people subject to safeguarding however the example below gives testament from a young person receiving services from the Family Nurse Partnership.

The case is regarding a young person who fed back that she feels safe and loved within her family. This person was subject to a Safeguarding plan when her mother was pregnant with

her. Intensive support and guidance from the family nurse helped facilitate change and strengthen family relationships, in turn providing a safe and nurturing environment for the baby. When this baby became older she fed back to the nurse how helpful she had been.

Making safeguarding children referrals and informing parents can be difficult to manage and staff often seek advice and support from the safeguarding team.

An example from adult mental health services was with regard to a mother of two small children expressing delusional beliefs. Mental health staff contacted the health visitor and social worker enabling a seamless and joined up approach demonstrating the 'Think Family' model.

Key Successes

- The Safeguarding service has been praised by external independent advisors on the quality of the safeguarding service it provides.
- A comprehensive audit of children and adult safeguarding process received substantial assurance from all Local Safeguarding Boards
- The voice of the service user from Looked After Children and Foster Carers has been very positive.

Key Areas for Development

Implementation of think family approach with adult mental health and Contraception and Sexual Health Services are not fully embedded into practice and is therefore subject to recommendations within the CQC action plan that has been developed. Actions include the strengthening of record keeping systems to clearly identify the assessments of parenting capacity that have been considered for adult clients receiving a service from SEPT staff. This is to also include the outcomes of supervision regarding clients care.

A task and finish group has been established between all parties to improve the communication and liaison between midwifery, primary care and health visiting services as indicated within the CQC inspection.

7.6 North East London Foundation Trust (NELFT)

Agency Context

- NELFT provides an extensive range of mental health and community health services for people living in the London boroughs of Waltham Forest, Redbridge, Barking & Dagenham and Havering, and community health services for people living in the Basildon & Brentwood and Thurrock areas of Essex. It also provides an Emotional Wellbeing Mental Health Service for the 0 – 18 year olds across Southend, Essex and Thurrock.
- NELFT has Named Doctors and Named Nurses who provide advice, guidance and support to staff across the Trust on safeguarding children issues. Roles and responsibilities for these positions are clearly outlined in the job descriptions.
- NELFT is registered as a provider with the Care Quality Commission (CQC). As part of the CQC requirements an NHS provider compliance assessment in relation to Outcome 7 (Regulation 11) has been completed and evidence collated.
- The Chief Nurse & Executive Director of Integrated Care Essex is the executive lead and board member for safeguarding. The Chief Nurse has Board level responsibility for safeguarding adults and children, LAC and Prevent.
- The Safeguarding Team acts on the Chief Nurses behalf to ensure that the Board is assured that all necessary measures are taken to safeguard adults and children at risk. The Director of Nursing, Patient Safety is the Strategic Lead for Safeguarding and together with the Associate Director of Safeguarding and LAC supports the management oversight of safeguarding issues in relation to vulnerable adults and children.
- Safeguarding children supervision for the EWMHS service has been added to the risk register as the service is not currently compliant with the Safeguarding Children Supervision Policy in respect of frontline practitioners accessing one to one supervision. Measures are in place to mitigate against this risk; all staff have access to the safeguarding advice service, group supervision is available to all staff and safeguarding children and adults issues are routinely considered during managerial supervision.

- An action plan that supports the NELFT Safeguarding Supervision model is in progress
- Nominated EWMHS clinicians' are undertaking safeguarding children supervision skills training
- Strengthening of Safeguarding Children Supervision – Linked to SIs/Learning/Reviews NELFT wide. This includes the provision of a NELFT Safeguarding Children Supervision induction and competency sign off for all new supervisors.
- In the interim, teams will continue to receive group safeguarding children supervision. Pathway Leads, Team managers and Psychiatrists all receive one to one supervision.
- As more supervisors are being trained, one to one safeguarding supervision will be progressed to the wider teams, in line with the NELFT safeguarding children supervision policy.

Safeguarding Children Activity

- All staff must complete mandatory safeguarding training appropriate to their role. This is monitored by the training and development department and reviewed at the DPQSG meetings
- Listening to and responding to the voice of child is integral to practice and embedded in training and audit processes. NELFT has a service user engagement programme in place which includes seeking the views of children, young people and their families in relation to their experience of our services. Their views are considered and used to inform improvements in service delivery.
- Prevent, and MCA DoLS have reached overall compliance figures of 85% following successful launch of the MCA and DoLS E learning packages and delivery of bespoke sessions of MCA DoLS and Prevent to MHS inpatient and EWMHS services.
- Safeguarding Adults and Children's training packages have been updated and strengthened to incorporate learning from SARS/DHRS/SCRs and other Learning reviews as well as legislative and policy updates

- The Safeguarding Children Standard Operating Procedure was published in June 2016. This is a comprehensive safeguarding resource with a live link index to a wide variety of safeguarding areas which have further links to additional information and referral forms. The document supports the implementation of the Safeguarding Children Policy 2016, Domestic & Sexual Abuse Policy 2015, Responding to Domestic Abuse and Harmful Practices and Child Sexual Exploitation Practice Guidance and Procedures 2015 and other key safeguarding policies and guidance.

Southend CQC SLAC inspection July 2016 – key findings:

The CQC highlighted the changes Southend EWMHS has undergone, including 4 identified pathways and the provision of laptops for clinicians, enabling young people to be seen in more convenient locations. EWMHS also supports schools with the training of school facilitators around better management of young people with identified emotional wellbeing difficulties. Young people can now self-refer and further web-based support services allow for better access and enhanced opportunities for early help.

The recommendations for NELFT included the development of a quality assurance process to improve the standard of referrals from EWMHS to children’s social care, ensuring practitioners receive sufficient training and safeguarding supervision, strengthening management caseload oversight and monitoring the implementation of the new safeguarding supervision model. The recommendations are being progressed and monitored at DPQSG.

Safeguarding thematic audit Spring 2016 (awaiting full report)

This audit looked at the following themes:

- How practitioners identify safeguarding risk incorporating the voice of the child (including the use of risk assessment tools)
- The quality of intervention to manage safeguarding risk
- The quality of ‘Think Family’ interventions approach
- The quality of record keeping

- The quality of multi-agency safeguarding arrangements to protect children and their families who are at risk of abuse and neglect

Standards and practice under scrutiny in this audit must reflect the benchmark outlined in the following policy and procedural documents:

- Safeguarding Policy
- Safeguarding Children Supervision Policy
- Domestic Violence/Harmful Practice Policies and Procedures
- Standards of Record Keeping
- Missed Appointments/Non-attendance for adults and children health appointment

Quality of Multi-Agency Referral Form audit to begin autumn 2016

- All EWMHS staff have been advised by safeguarding to complete Level 3 CSE, FGM and DV
- Safeguarding link workers and safeguarding supervisors (to be) are requested to complete the above training within 6 months.
- Named Nurse, Safeguarding Children for EWMHS will be reviewing the Datix raised by EWMHS over the past 6 months to identify themes to flag any training requirements (this will commence January 2017)

Outcomes and Impact of Safeguarding Children Activity

- Southend EWMHS clinicians access the NELFT Safeguarding Advice Service and safeguarding children supervision.
- During Quarter 2, the safeguarding advice service was accessed 10 times by phone and 3 Datix safeguarding children incident reports were responded to.
- The primary reason for calling the advice service was for advice and direction regarding the safeguarding concern
- Five out of the 10 calls resulted in a referral to children's social care and the completion of a Datix
- The remaining calls were to share information, update the safeguarding team

regarding referrals made or required no further action

Key Successes

- PREVENT training delivered across EWMHS
- CSE & FGM & DV training was delivered across EWMHS localities (June – October 2016)
- Training on how to record safeguarding onto SystemOne and use of the ‘blue dot’ template delivered across EWMHS, with 2 further sessions as refresher and for those unable to attend the initial training

Key Areas for Development

- As identified above, for all case holding staff within EWMHS to receive one to one safeguarding children supervision as per the NELFT Policy. This is noted on the Southend EWMHS CQC Action Plan and is being monitored within the EWMHS DPQSG and Safeguarding Team meetings
- Assure the quality of referrals to children’s social care – via audit to flag any training issues. This is included in the Southend EWMHS CQC Action plan and monitored as above
- Monitoring of appropriate level of safeguarding training for all EWMHS staff, undertaken at EWMHS DPQSG
- Quality of record keeping monitored across EWMHS by utilising the CQC SLAC Inspection template to dip sample cases within each team and responding to areas of concern.

7.7 Southend University Hospital NHS Foundation Trust

Agency Context

Southend University Hospital NHS Foundation Trust is a Teaching Hospital; linked to the London University. The hospital serves a population of 338,800. We currently employ 4,567 staff.

The Safeguarding Children Team:

- Provide advice, support and guidance to members of staff regarding safeguarding children matters.
- Ensure relevant policies and procedures are in place to support all staff.
- Provide safeguarding supervision to staff - supporting areas of challenging work and ensuring the focus of work remains on the safety and wellbeing of the child.
- Provide training and education for all staff to support them with their safeguarding work.
- Undertake a programme of audit to provide assurance.
- Work closely with key stakeholders and other agencies to safeguard children.

The team consists of:

- Named Nurse for Safeguarding Children
- 2 Safeguarding Specialist Nurses
- Specialist Safeguarding Midwife
- Personal Assistant to the Team
- Named Doctor Safeguarding
- Designated Doctor for Safeguarding

Safeguarding Children Activity

Safeguarding training is incorporated within the Hospital's mandatory training programme. We monitor compliance via the Trust's iLearn system. Training is regularly updated to incorporate new procedures and learning from serious case reviews (SCR's). We provide additional opportunities on specific topics for example, making good referrals, FGM, Early Help and Child Sexual Exploitation (CSE).

We use face to face and e-learning to deliver training as per the Intercollegiate Document 2014 Safeguarding Children and Young People: Roles and competences for health care staff.

The team are working to develop supervision and ensure robust supervision processes are in place in SUHFT - uptake continues to be monitored to ensure that this continues to increase.

The team have managed to absorb this within current capacity, although this has been a challenge. The team will continue to develop the service further within the constraints of team capacity ensuring the quality of supervision is maintained.

A number of audits have been undertaken by the team against recommendations from national and local reviews.

The following audits were carried out;

- Fractures for Children under 18 Months Audit
- GP Safeguarding Information Sharing Audit
- Midwife to Health Visitor Handover Audit (repeated to ensure compliance)

In the last year there has been one SCR commissioned by Southend LSCB which is currently on hold pending the legal case being heard.

The hospital has been part of one single agency review (Baby K) and has contributed to action plans accordingly.

Data has been submitted to the LSCB regarding child death via the Learning and Improvement framework as lessons learnt and recommendations for the Safeguarding Board – themes emerging are parental smoking and co-sleeping.

The Trust Safeguarding Committee will consider how we can support any service development needed to address the themes identified.

Outcomes and Impact of Safeguarding Children Activity

The Safeguarding Children Team remain committed to responding to innovation in practice

and feedback from those who have been involved in safeguarding to maintain and

develop safeguarding services within the Southend University Foundation NHS Trust, which aims protect the vulnerable and drive positive change. The evidence of this is noted in our Section 11 audit and in the regular audits of key work streams.

Key Successes

- The Trust has revised the governance arrangements for safeguarding. The existing committee meeting will become a monthly operational meeting which will inform a quarterly joint adult and child safeguarding committee – chaired by the Chief Nurse. This committee will liaise directly with the Trust Board.
- Our on-going training programme 2016-2017 continues to focus on the National agenda for, Sexual Exploitation of Children, Female Genital Mutilation, Domestic Violence and increasing the awareness of staff to the SET toolkit now being used throughout Essex/The FGM reporting requirement.

A multi-agency study day for FGM was facilitated by the team on 18.10.2016. The day had a wide range of speakers:

John Dunworth – Social Care

Sonita Pobi – Head of Training, National FGM Centre

PC's Nicola Pain and Caroline Cudby – Police Protection Unit

Shabina Begum – Solicitor from Dawson Cornwell (London)

Miss Tripathi – Lead for FGM and Consultant Gynaecologist

The feedback from those that attended the day was extremely positive and further seminars are planned for next year.

The Trust Staffnet page has been updated regularly with key documentation and reference guides to assist staff when making referrals to Social Care. The local threshold document has been added to Staffnet to assist practitioners when making assessments/referrals.

In July 2016 the hospital was the part of a review carried out by the CQC which explored the effectiveness of health services for looked after children and the effectiveness of safeguarding arrangements within health for all children.

The focus was on the experiences of looked after children and children and their families who receive safeguarding services. As a result of this an action plan has been agreed and the team continue to work collaboratively with the CCG to ensure the delivery of the actions agreed.

Key Areas for Development

- Improve representation at Child Protection Case Conferences and reporting of data in respect of reports sent to parents and Conference Chairs.
- Improve the compliance with statutory/mandatory safeguarding training for all levels – the team are developing a comprehensive training plan across the Trust particularly where compliance is identified as an issue. This will include raising awareness and monitoring its effectiveness on frontline practice
- Improve participation in multi-agency training.
- To strengthen supervision arrangements across the Trust.
- Voice of the Child - to ensure that the child's voice can be heard in any safeguarding activity we undertake and that our sight is always on the child's journey through our services.
- Quality of referrals – to improve the quality of referrals sent to Social Care whilst embedding the Early Help strategy and recognise our own role in supporting families where need exists.
- The safeguarding team are actively targeting key areas to improve the quality of referrals sent to Social Care whilst embedding the Early Help strategy and encouraging staff to recognise their own role in supporting families where need exists. There is a planned audit focusing on referrals from health (SEPT and SUHFT) which will be carried out with the support of Social Care (November 2016).
- Child Sexual Exploitation (CSE) - We have responded by creating CSE champions, updating our safeguarding training, providing assessment tools

and supporting frontline staff. This should enable us to better recognise young people who may become more vulnerable to CSE.

- In light of the recently published Goddard Review and the issues raised in the case of Dr Bradbury we are reviewing and updating our chaperoning and child protection policies to further ensure that our children are kept safe.

In addition to the Trust strategic objectives, our safeguarding objectives for the next year will also reflect those set by the Local Safeguarding Children's Board.

7.8 East of England Ambulance Service Trust

Agency Context

East of England Ambulance Service Trust provide 24 hour, 365 days a year Accident & Emergency Services to those in need of emergency medical treatment and Transport. We cover 6 counties, Bedfordshire, Hertfordshire, Essex, Norfolk, Suffolk and Cambridgeshire. We cover a total of 11 children's Boards throughout the region.

The Safeguarding team in EEAST consists of:

Dr Tom Davis (Named Dr for Safeguarding)

Sandy Brown (Director of Clinical Quality & Nursing)

Simon Chase (Safeguarding Lead)

Anna Price (Named Professional for Safeguarding)

Denise Kendall (Safeguarding facilitator)

Rebecca Bavington (Assistant Safeguarding facilitator)

Simon Chase & Anna Price have completed their NSPCC supervision skills training and complete supervision for 27 identified personnel within the Trust.

We have funding for 2 band 7 posts which are currently going through the recruitment process.

Safeguarding Children Activity

The Trust has a Safeguarding Annual Report that reviews actions and outcomes from the previous year and maps requirements for the forthcoming year. The Trust promotes actions in safeguarding as part of a Trust Outcome Plan and this is promoted in all relevant work streams within the organisation. The Learning and Development Policy includes a training Needs Analysis (TNA).

The Board of the East of England Ambulance Service NHS Trust is focused in ensuring that the statutory requirements are met and that people using Trust services are protected from harm and abuse

East of England Ambulance Service NHS Trust meets all statutory requirements in relation to Disclosure and Barring Service and has systems in place for safer recruitment

East of England Ambulance Service NHS Trust has a Safeguarding Children & Young People policy in place.

The Trust works in partnership with all statutory and non-statutory agencies around the Eastern Region.

Trust Safeguarding Lead works with the National Ambulance Forum for improving safeguarding standards nationally.

Outcomes and Impact of Safeguarding Children Activity

EEAST have seen a month on month increase of all safeguarding referrals, with the top 2 categories of abuse for children being:

1. Neglect
2. Domestic abuse (including being present/witness to abuse)

This is due to the increase in training and awareness, including our Community First Responders (volunteers) and Private Ambulance Providers.

Key Successes

- We continue to work alongside Boards when there are SCRs and DHRs
- We continue to engage where possible with our Boards
- Training figures are increasing

- Referral figures are increasing
- Receiving more feedback from Local Authorities for crews.

Key Areas for Development

- Maintain the external engagement with our Boards
- Maintain the training programme to ensure all staff are trained in Safeguarding
- Continue to promote the safeguarding agenda within EEAST

7.9 Essex Community Rehabilitation Company

Agency Context

Essex Community Rehabilitation Company (ECRC) is contracted by the Ministry of Justice to deliver statutory probation services for adult services users who have committed offences, and are allocated to the CRC by the National Probation Service. These services include the supervision of those assessed as low or medium risk of harm (but they could be high risk of reoffending); the delivery of the community payback scheme, a range of accredited programmes, a range of interventions to address criminogenic need, and resettlement and 'through the gate' services. We have some key operational partners who are contracted by the CRC to deliver parts of our service – these are Nacro, Ormiston Families and Open Road.

During the last year, ECRC has continued to restructure following the Transforming Rehabilitation reforms. These include the establishment of a central administration and case management Hub in Chelmsford, with local management centres and neighbourhood centres in Southend, Basildon, Thurrock, Chelmsford, Harlow and Colchester. In Southend, we are delighted that our south of the county management centre is based in Civic 2.

The biggest challenge for the CRC in the last year has been the transition to the new estates and our new operating model. The pace of change has meant we have not always

communicated these changes well with partners, which has the potential to impact safeguarding checks and joint working on cases. Local managers have worked to mitigate this by engaging and working with partners in local teams.

Safeguarding Children Activity

ECRC is an adult service and our staff rarely have direct access to children. Our role is to assess, manage and address risky behaviour in adults which impacts the safeguarding of children. We actively engage in multi-agency information sharing and working to safeguard children through attendance at Child Protection and Child in Need arrangements. In addition, our operational partner Ormiston Families is working with the families of our service users to build healthy and positive family relationships. They are contracted to report any safeguarding concerns immediately.

Safeguarding training is core training for all operational staff to Level 1 or 2 depending on their role.

Essex CRC undertakes monthly quality audits on a selection of cases. This is a holistic audit covering all aspects of our service delivery. Questions are asked about risk assessment, risk management, working with other agencies on the case. Assessing safeguarding practice is a key component of these audits. An area of learning has been the need to consistently make safeguarding checks, at this is now undertaken at the point of allocation to the CRC by the Hub teams.

Essex CRC is subject to independent audit from HMIP (there have been no HMIP inspections in Essex CRC this year) and the National Offender Management System, Operational Assurance (OA) Audits. This year we have had 2 OA audits – one on the 'Through the Gate' service and the other on 'Enforcement'.

Outcomes and Impact of Safeguarding Children Activity

ECRC does not have data to evidence the impact of our activity on safeguarding children.

Key Successes

ECRC engages with multi-agency arrangements to safeguard children. Where we are involved with an adult in the family, we are able to support the safeguarding process and help those adults to engage or to hold them to account. Where lack of compliance or risk circumstances arise we can take enforcement action as part of this process.

Key Areas for Development

Consistency of undertaking safeguarding checks in every relevant case. The process has been put in place for the Hub team to undertake. Progress against this action will be audited in the monthly quality inspections.

7.10 National Probation Service

Agency Context

The National Probation Service is responsible for assessing the risk posed by adult offenders prior to sentencing and then supervising them in the community either an order or licence. Probation Officers/Probation Service Officers will be in contact with, or supervising, a number who have been identified as presenting a risk or potential risk to children. They will also supervise a significant number of offenders who are parents and/or carers.

The organisation adequately proportions resources to meet its responsibilities with regard to safeguarding. Our commitment to this is set out in the National Partnership Framework for Local Safeguarding Boards, which, in addition to promoting national consistency in the way the NPS relates to the LSCBs, clarifies the roles and responsibilities of divisions in relation to LSCB and the expectations that the LSCB can have of the NPS.

The National Probation Service has started to implement a number of changes under the E3 programme. The main aim being to harmonise roles, policies, etc. the evidence to-date

suggests that this should not impact on the effectiveness of safeguarding practice.

Safeguarding Children Activity

As an active member of the multi-agency public protection arrangements, the National Probation Service works with other agencies to safeguard and protect children to ensure that they experience better outcomes. We have systems in place to identify and flag those offenders who are in contact with a child, considered to be at risk of harm.

We also attend MARAC meetings, where we actively contribute to safeguard and protect children through the timely sharing of information.

Where a probation officer identifies there is a risk of harm to children, they are expected to complete a section 47 referral in respect of the child. If it is considered that the concerns meet the Child in Need criteria, staff are expected to complete a section 17 referral. A supervision objective will be included in an offender's supervision plan if an offender has contact with a child regardless of whether the individual is assessed as presenting a risk, as it would be expected that focus should be on the impact of their behaviour on that child. The sentence plan requires the practitioner to state what they are trying to achieve, who will be involved and the timescale. The timescale for review is a minimum of six months. As an end of order or licence review is required in all cases, we are able to identify risks and put in place effective risk management measures in collaboration with our partners to reduce and manage these risks.

If an offender that the National Probation Service supervises is placed under a plan, the probation officer/probation service officer is expected to attend case conferences and core group meetings.

We respond in a timely manner to request for information from social care relating to adoption and children where consideration is being given to the registration.

We also have a seconded probation officer within the Youth Offending Service.

The systems in place to ensure positive outcomes for children and young people via our work with adult offenders can be found in the Children and Families policy which is applied in consultation with the SET procedures.

There is regular and appropriate level attendance and effective contributions to the Safeguarding Boards, their subgroups/committees and consultations. This includes attendance at LSCB case audits.

There is effective supervision and support for staff that are engaged in safeguarding children work.

There is effective supervision and support for staff that are engaged in safeguarding children work. As part of this review a Senior Probation Officer is required to review any child protection minutes.

Safeguarding training and development opportunities are provided to all staff at a level appropriate to their role. The National Probation Service has developed both E learning and classroom packages. The e-learning includes: adult safeguarding (88%), domestic abuse (88%), child safeguarding (88%), foreign nationals and hate crime (88%). Those that are yet to complete the training are currently on sick leave and maternity leave. The percentage of classroom training completed is as follows: 65% adult safeguarding training and 80% of appropriate staff have completed the child safeguarding and domestic abuse training.

Outcomes and Impact of Safeguarding Children Activity

The National Probation Service's main responsibility is to supervise adult offenders. By probation officers working to improve the lifestyle of offenders and enabling them to change behaviour, probation officers will safeguard and promote the welfare of children for whom the offenders have a responsibility. The work undertaken will include the following factors: domestic abuse, alcohol misuse, accommodation issues, mental health,

drug misuse, thinking and behaviour, education, training and welfare.

However service development is informed, where appropriate, by the views of children and families. An example of this is through the domestic abuse programmes and supporting woman victims and indirectly children in the family. As part of the MAPPA arrangement the NPS works with other agencies to seek better outcomes for children.

As previously noted an offender's supervision plan should be reviewed at a minimum of six monthly, therefore an objective regarding children should be reviewed as part of this review. Also, positive outcomes for children can be evidenced through the work we undertake with adults who may have children or have contact with children to address accommodation, employment, drug, mental health, thinking and behaviour, violence, sex offenders etc. By addressing these needs, which we do in collaboration with partners, we are able to reduce the risk of serious harm and re-offending thus improving the life chances of children with who they may have contact.

We also have positive outcomes in terms of MAPPA in respect of the multi-agency management of violent and sexual offenders who pose risks to children.

Also positive outcomes due to our involvement in MARAC meetings, sharing information and actively working with partners to safeguard children.

Key Successes

Since the National Probation Service came into existence on 1 June 2014, it has made a number of changes to promote consistency. For example, implemented national safeguarding children guidance, national safeguarding adult policy and guidance; MARAC guidance; developed safeguarding children, adults and domestic abuse e-learning and class-based training. Published partnership frameworks for safeguarding children, adults and MARAC.

We have success in regard to work that we undertake with offenders to reduce their

reoffending, drug use, monitor and control via MAPPA, which helps to protect and safeguard children (MAPPA, recall etc.) but work we do around accommodation and drugs etc. also helps to ensure positive outcomes for children. In addition report writers also conduct work looking to divert offenders away from custody, which means offenders who receive a community order are less likely to lose their accommodation, employment, relationships with families and children. The evidence of this progress is reviewed in the OASys assessment.

Key Areas for Development

- 100% of staff need to complete the training noted above. The National Probation Service is committed to ensuring that this is achieved for all of the e-learning and face to face training.
- We need to ensure that agency staff undertake safeguarding training.
- National Probation Service needs to agree a national safeguarding performance dataset.
- Given the drive to complete pre-sentence report at the first hearing, we have agreements in place with our police and social care colleagues about how we acquire safeguarding children and domestic abuse information to inform our assessment.
- We continue to ensure that we meet/exceed the safeguarding section 11 minimum requirements.

7.11 South Essex College

Agency Context:

South Essex College is the largest provider of Further Education in the South Essex area. The College's strategic plan clearly outlines how the establishment is moving towards being the first choice provider in the area. The students are at the heart of everything that the College does and this places safeguarding procedures as integral to the student experience.

The College is committed to continually developing its safeguarding procedures in line with legislation, Ofsted guidance and the views of students. The College sits across three local authorities, Southend, Essex and Thurrock, and attends the Local Safeguarding Boards as well as providing regular reports.

Safeguarding Children Activity

The College currently has a broad approach to child protection and safeguarding and this includes the following:

- Senior staff with designated child protection training, experience and skills
- A dedicated team of Safeguarding Advisers
- Online safeguarding training for new and existing staff
- General safeguarding training
- Designated Child Protection Officers on main campuses
- Annually reviewed Policies and procedures
- Staff DBS, employment and identity checks
- Multi agency working

Student Services recently received its Matrix Accreditation. The Safeguarding Provision on offer at South Essex College was considered outstanding and given 'Matrix Excellence'.

The College underwent an Ofsted Inspection and within the report, Safeguarding was referenced as a strength, and good systems in place to make sure students are Safeguarded appropriately.

Key themes/ actions for 2016-2017 include:

- Child Sexual Exploitation
- Gang Prevention (Healthy Relationships)
- Prevent
- E-Safety
- Bullying inc. Cyberbullying

Actions to improve Safeguarding across the College:

E-learning exercises and classroom based lessons on Personal Development Behaviour and Welfare focusing on the above key themes.

Community Teams visiting the College to support with key areas to offer a preventative approach to issues that may develop to become safeguarding concerns. We have held talks on Substance Misuse utilising 'YPDAT teams'; Safer Places and Local Authority providing 'Prince Charming' play on healthy relationships and support in place within the Community; Mind speaking with students regarding Mental Wellbeing.

We also plan on further talks from gang prevention charities such as St Giles Trust to speak with students regarding Gang Prevention.

Outcomes and Impact of Safeguarding Children Activity

In this period we had 14 safeguarding queries regarding students at the Southend Campus regarding 14 students.

9 were Child Protection concerns (4 upheld; 5 rejected)

3 EHA's completed

3 CSE concern

2 incident of Sexting from one learner with unidentified perpetrator (referred to Police)

3 cases referred to Police of Missing Persons

*Percentage of Staff who have completed Safeguarding training:

Training (PREVENT) 77%

Training (Safeguarding Part 2) 82%

Training (Keeping Children Safe in Education Part 1) 88%

Training (Child Protection Online) 75%

*With new staff this number fluctuates regularly depending on size of new cohort.

Staff Safeguarding Issues (Human Resources data):

- Number of staff matters relating to Safeguarding on the casework log from 1 September 2015 to the end of July 2016: 18 cases recorded
- Numbers of any staff that were suspended: 9 staff were suspended
- Numbers of any staff who resigned or left the college and how many of these were reported to Independent Safeguarding Authority: 1 resigned and was reported.
- Number of any open cases with Southend LADO: No open cases. All resolved. None outstanding.
- Dismals due to a Safeguarding issue: 3 have been dismissed.

Methods undertaken to ensure students are safeguarded:

- The Head of HR ensures that **100%** of staff working at the College have had a DBS (Disclosure and Baring Service), Enhanced Disclosure completed which is considered satisfactory to the management of the College prior to them commencing their employment.
- Direct contact with Social Care/ Virtual School Teams in place. Impact; we know who our LAC cohort consist of prior to first week in enrolment and have a centralised contact for any concerns regarding retention, success, achievement.
- Information from Local Authorities for LACs in place and shared with Funding during Induction week before classes commence.
- Social Workers, Virtual School, YOT Officers – good working relationship with Southend YOT/ Post 16 teams. Concerns flagged up immediately and Serious Breach Meetings include relevant professionals. Impact: retention rates to increase; bespoke support arranged.
- Staff through training aware of referral process for any Safeguarding concerns.
- Specialist trained team of Safeguarding Advisers to meet needs of this service.
- Further links have been made with housing agencies (Family Mosaic) to ensure prompt and robust response to street homeless students.

- Student feedback, when obtained, shows they feel valued and listened too and safe within the college.

Key Successes

- Inter-agency working; Social Care, Virtual Schools, Community Teams (Drugs and Alcohol); Health (inc. Mental Health Teams); Housing; Police (YOT); Young Carers.
- Close links with the Post 16 team in Southend and excellent working relationship with the Virtual School.
- Developing good links with data teams in the Local Authority to develop systems in place that quickly identify students who fall into vulnerable groups such as LACs/ YOTs etc. prior to first few weeks of school year. Systems and support/ professional contact details are in place to ensure young person is not NEET without LA being unaware of this/ we are aware of support needs and referrals to Departments and data team in College have accurate records for young people attending SEC. This will benefit students to ensure boundaries in place are noted, removed and retention rates increase.
- Training – ongoing, delivered during Induction. Constantly reviewing and altering training provision to meet needs of staff and cover national agenda for Safeguarding.
- High quality Safeguarding Team with excellent knowledge basis for key Safeguarding concerns; ongoing external training proactively researched and attended. This has developed the team’s expertise in relation to key safeguarding issues.
- Expertise in relation to Safeguarding queries and processes for risk management (CP/ VA, Prevent, Housing, serious mental health disclosures (suicidal/ self-harm); risk assessments; CSE)
- Events last academic year very successful; Anxiety Day prior to start of new academic year; Drug and Alcohol Workshops; Gang Talks; supporting Enrichment with Prince Charming tour. Further development for these areas is being arranged (SOS Rape Crisis).
- Flexibility to meet needs of individual students; internal support extensive via

counselling and signposting to SENCO, teaching teams as appropriate with appropriate individual strategies in place to ensure barriers to retention, success and support are removed.

- Communication; both internal and external (Student Managers and HODs and Virtual Schools, Social Workers, etc.) informing of 'at risk learners' and arranging quick timely interventions to remove 'at risk' factors.

Key Areas for Development

Key themes/ actions for 2016-2017 include:

- Child Sexual Exploitation
- Gang Prevention (Healthy Relationships)
- Prevent
- E-Safety
- Bullying inc. Cyberbullying

Ready, Safe Respectful will be strengthened through targeted events throughout the year and will demonstrate this ethos throughout all events. We have YPDAT and Sexual Health Teams arranged to come into during first term to deliver workshops. Second term will focus on Mental Wellbeing.

Prevent Agenda and British Values to be embedded and recognised within all safeguarding practices throughout college. Guest Speaker policy to continue to be used and training disseminated to all staff to develop awareness of PREVENT.

Safeguarding to disseminate all information to Student Manager's focusing on 'at risk' learners with strategies in place and discussed.

Collection of feedback and outcomes for students known to the Safeguarding Team to influence future provision

Continue building strong links with appropriate agencies.

7.12 South Essex Homes

Agency Context

South Essex Homes is the Arms Length Management Organisation set up by Southend on Sea Borough Council. Their aims are to manage and maintain the council's 6,200 properties and associated housing land. Our operational risk register identifies safeguarding as an operational risk "Failure of the organisation that controls are not robust, resulting in unidentified child/adult abuse", and is mitigated by:-

- Extensive risk assessment carried out.
- Referrals made to relevant support agencies.
- Any potential risks referred to safeguarding teams.
- Regular property inspections and room checks carried out.
- Policies and procedures updated regularly and compliance checked.
- Extensive staff training.
- Safeguarding procedures in place.
- Regular support meetings
- Robust staff appraisal and 1:1 system in operation.
- Reviewed and updated the Safeguarding Policy
- Improved reporting mechanisms to the Board and Audit Committee
- Reporting to Local Safeguarding Children's Board (LCSB)
- Audit of revised risk assessments
- Auditing of safeguarding training for staff.
- Analysis of safeguarding referrals and training to reflect common themes.
- Dedicated budget for sanctuary scheme for victims of Hate Crime and Domestic Abuse.

Safeguarding Adults/Children Activity

In order that South Essex Homes continues to provide an effective safeguarding response for adults with additional care and support needs, they have provided a senior manager as the designated safeguarding lead and appropriate representation at the Safeguarding Adults Board, Safeguarding Adults Executive Board, the Housing sub-group and at the MARAC.

The safeguarding adult policy and procedure complies with the Southend, Essex and Thurrock Guidelines for Safeguarding adults. The safeguarding policy and procedure is updated every three years (last updated May 2015). The Safeguarding Children policy and procedure complies with the Southend, Essex and Thurrock Safeguarding and Child Protection Procedures 2015 and the Children Act 1989.

All front line staff are trained regularly in safeguarding adult and child awareness, mental health awareness, mental capacity awareness, domestic abuse awareness and Dementia and Alzheimer's awareness. A safeguarding presentation is included in the Staff Induction day. Safeguarding awareness sessions include contractors operating on behalf of South Essex Homes/Southend on Sea Borough Council. Awareness sessions on safeguarding are delivered to residents living in Council owned sheltered schemes. Articles on domestic abuse and safeguarding are regularly featured in residents' newsletters and staff newsletters.

A safeguarding page on the South Essex Homes website is updated regularly as well as the safeguarding page dedicated to staff on the intranet. Guidance sheets on reporting concerns are provided to all contractors operating on behalf of South Essex Homes/Southend on Sea Borough Council. Business size cards are issued to all staff with identifying potential concerns and the relevant numbers to contact.

An update on safeguarding is provided at each Board meeting. Safeguarding is a regular agenda item at the Operational Management Team meetings and safeguarding action plans are monitored at the Operational Management Team meetings. Referrals are monitored and reflect the training programmes and awareness sessions delivered.

There are dedicated officers to identify and respond to victims of domestic abuse and a dedicated Sanctuary Scheme budget is set aside annually, to cover the cost of additional

safety and security measures for victims of domestic abuse and hate crime. There are dedicated officers to identify and respond to vulnerable victims or perpetrators of anti-social behaviour.

The Council's internal audit team recently inspected our Safeguarding involvement and the recommendations included ensuring that our contractors have safeguarding policies in place. This has now been addressed. The action plans for all audit inspections are monitored by the Operational Management Team on a fortnightly basis.

Our Community Development Team support vulnerable tenants who are at risk of losing their tenancy. In our Temporary Accommodation Team we have a dedicated officer to support hostel residents with complex needs.

South Essex Homes work very closely with the officers of the Council's Youth Offending Team in relation to Street Engagement for identified youth issues and Troubled Families for families at risk of homelessness and financial constraints. Our Temporary Accommodation Officers liaise with Family Mosaic to assist in supporting families residing in the Council's temporary accommodation. The income management Team provide a homeless prevention service, this includes an income and expenditure assessment, identifying any social and welfare needs, referrals to our Community Development Team for support in accessing Essential Living Fund (ELF) and Discretionary Housing Payments (DHP) and referrals to the Citizens Advice Bureau (CAB) who can provide benefit and money advice. The CAB also attend the HUB one day per week.

Outcomes and Impact of Safeguarding Adults/Children Activity

The number of evictions for council tenants has reduced this year from 45 to 6 (as at the end of September 2016) primarily due to the support of the Community Development Team.

A partnership with Southend College providing a free counselling service is available at The Hub. Trainee counsellors in their third year of their Counselling course with support from an NHS trained counsellor take referrals from the organisations operating from the HUB,

who feel that their clients would benefit from counselling. Thus providing a pivotal service in improving a vulnerable person's life.

Key successes

Since June 2015 the Digital Housing Hub (DHH) has seen over 3000 clients in that time for this programme. Alongside the digital support advice there is health advice and welfare advice. It means that the HUB can offer a complete bespoke service to assist a vulnerable person and to ensure that they receive the maximum amount of help needed to live an independent life.

Healthwatch Southend joined the HUB in September. Since joining they have seen 50 residents giving advice on a wide range of health matters.

The free counselling service headed up by a drug and alcohol specialist has attracted over 75 referrals with 90% of these people having at least 6 sessions.

The introduction of the counselling service provides advice and support to participants requiring help with Life Style, and Mental Health Problems. The twelve by weekly interactive group has provided another avenue that the HUB offers. The results of the sessions so far are:

Group Sessions completed Spring – Summer Programme 2016	24	Group Time Duration	2 Hours	<u>Open Group</u>
				Yes
Male participants Attended	134	Participants Food supplied	Yes	Outcome measures
				Under review

Female participants Attended	31	Participants Transport Provided	Yes	STAR
Total participants Attended	165	Participants Materials supplied	Yes	Locus of control

Key areas for development

Continue with the excellent work provided at the HUB.

Expand the current service offered by Careline to support vulnerable clients to continue to live independently.

7.13 School Governing Body Safeguarding Monitoring Returns Findings

The annual assessment of schools' safeguarding arrangements confirms that, in the main, schools understand their responsibilities and have suitable arrangements in place to meet them. This is particularly evident through senior management commitment to the importance of, and accountability for, safeguarding and the promotion of children's welfare; the existence of clear policies and procedures that align with local and national guidance and cover the issues of bullying and e-safety; and in the area of staff recruitment and training.

Areas for improvement include the termly monitoring of the single central record of staff by governing bodies and ensuring that, where appropriate, parents are provided with a copy of written reports in advance of child protection conferences. The number of referrals for Early Help varies between schools, as do referrals to Children's Social Care over the same period.

SECTION 8 – IMPLEMENTING LEARNING FROM REVIEWS

8.1 Serious Case Reviews

The LSCB commissioned a serious case review, under its statutory responsibilities in Working Together to Safeguard Children 2015, in January 2016. The review has been 'paused' by the LSCB due to ongoing legal procedures, and is expected to resume early in January 2017. Emerging learning from the case requiring immediate action is being addressed by the relevant agencies pending the completion of the review.

The recommendations from a serious case review completed in the period 2014-15, but which was not published to safeguard the welfare of surviving family members, have all been implemented.

8.2 Child Death Reviews

In total 12 notifications of child deaths were received during the year April 2015 to March 2016. This equates to a figure of 29 per 100,000 population aged 0-19 years for the period for Southend (compared to 22 for Essex, and 23 for Thurrock). From 2013 there has been a

slight increase in notifications of child deaths (per 100,000) in Southend compared to a plateauing of notifications for Essex and Thurrock in the same period.

The infant (aged 0 - 364 days) mortality rate per 1000 live births for Southend is 3.6 (compared to 3.9 for England)

10 Child Death Reviews were completed for children resident in the Southend area. In 7 of these cases no modifiable factors were identified and the deaths were deemed to be not preventable.

In 3 cases modifiable factors were identified:-

- Modifiable factors in the deaths classified as perinatal/neonatal events included maternal smoking and factors related to service provision and possible earlier surgical intervention. No specific recommendations were made following these reviews as the panel were satisfied that the issues had been identified by a Root Cause Analysis Report. The local hospital Head of Midwifery attended the Child Death Review Panel to reassure the panel members that all recommendations from Root Cause Analysis had been implemented.
- Parental smoking during pregnancy, and in the household, was noted as modifiable factors for a child death in the chromosomal, genetic & congenital anomalies category.

The LSCB is undertaking a review of current activity by partners to reduce parental smoking during pregnancy in order to identify and promote the implementation of programmes and awareness campaigns which are effective in altering parent behaviour.

8.3 Other Reviews

An alternative review of the case of a professional working with children, who used their position to take photographs of children using changing rooms, was also completed in the period. The LSCB's Case Review Panel received analyses of involvement from all of the agencies concerned, however, it has not found the analysis by one agency (a private education establishment) to be sufficiently reflective of the safeguarding practices at the

time and how the learning has been identified and implemented (although the Panel is aware that the establishment has undertaken actions to improve its safeguarding practice). The Panel will, based on the learning identified by all agencies, identify actions for implementation to improve safeguarding children practice.

SECTION 9 – FINANCIAL REPORT APRIL 2015 TO MARCH 2016

Funding and staffing of the Southend LSCB is relatively low level, compared to other Boards regionally and nationally. The LSCB shares a business manager, performance and quality assurance project manager (from April 2016) and administrative assistant with the Safeguarding Adults Board (0.5fte for each role and Board). There is also a considerable ‘in kind’ contribution of partners to both the Board and sub groups, which is critical to the effective functioning of the LSCB.

The LSCB uses the funding formula below to ensure it has adequate resources to undertake its business effectively

Agency	Proposed %age	Proposed Contributions for 2016/17
Southend Borough Council	49.5%	£43065
Essex Police and Crime Commissioner	16.5%	£14355
CCG	26.0%	£22620
National Probation Service	7.2%	£6264
CAFCASS (+ reserves)	0.7%	£609
	0.1%	£87
Total	100%	£87000

Additional income of £21449 was received from the Schools Grant (£10,000) and income from training. **Total income for 2015-16 was £108,449**

For the financial year 2015-16 the LSCB's expenditure was as follows:

Description	Expenditure (£)
Total Salaries	46,749
Total Consultancy and Professional Services Costs (included LSCB Chair and Serious Case Reviewer costs)	22465
Total Supplies And Services	32992
Total Contribution To Equality & Diversity in Schools Programme	5,000
Total	107,206

For the financial year 2015/16 the LSCB carried forward £79,334.96 in reserves.

SECTION 10 – BOARD MEMBERSHIP AND ATTENDANCE

Representative	19th November 2015	22nd February 2016	7th July 2016	29th September 2016
Christine Doorly -Independent Chair	√	√	√	√
Simon Leftley - Vice Chair - Corporate Director for People	√	√	√	Apologies
Essex Police / CAI Team	Tracy Harman attended	Luke Collison attended	Luke Collison & Tracey Harman attended	Paul Wells, Tracey Hawkings, Kevin Baldwin and Tracey Harman attended
Laurence Doe – Department for People, Chair LSCB Executive	√	√	√	√
Jane Belcher – South Essex College	√		√	√
Chris Perkins - independent schools rep				
Melanie Hall – head teacher, special schools heads rep	Apologies – June Mitchell attended	√	Apologies	√
Jim Johnson – head teacher, primary heads rep – Angela Hutchinson July 2016 onwards	√		√	√

Representative	19th November 2015	22nd February 2016	7th July 2016	29th September 2016
Mark Schofield – secondary heads rep	√	√	√	√
Brin Martin – Department for People - July 2016 onwards			√	
John O’Loughlin – Department for People	√	√	Apologies – Ruth Baker attended	√
Melanie Craig – NHS Southend CCG	√	√	Apologies	√
Linda Dowse, Southend CCG – Matt Ranguie from July 2016 onwards	√		√	√
Dr A Shrivastava – Designated Doctor	Apologies		√	
Gina Quantrill – Southend Hospital – Sue Kent September 2016 onwards	√	√	√ Sue Kent also attended	Apologies
Elaine Sherwen – NHS England LAT			√	
Margaret Gray – Public Health	√	Apologies	Apologies – Erin Brennan-Douglas attended	√

Representative	19th November 2015	22nd February 2016	7th July 2016	29th September 2016
Barbara Solomons – community lay member	√	Apologies	√	√
Ellese Degenhart – lay member	√	√	√	Apologies
Stefanie Peck – lay member	√	√	√	Apologies
Theresa Smith – SEPT	√	√	√	Apologies - Stephanie Farr attended
NELFT		Jackie Dennis attended		Brid Johnson – apologies Sharon Hall - apologies
Lisa Fautley – East of England Ambulance Service	√	√	Apologies	
Donna Finch - Essex Fire & Rescue	Apologies		√	
Mona Illisei – CAF/CASS	√	√	√	
Alex Osler – Essex Community Rehabilitation Company	√	√	√	Apologies – Katie Castle attended
Sheila Kennerson – National Probation Service , South & South Eastern Division	√	Apologies	Apologies – Sam Brinkley attended	√
Alison Clare – A Better Start Southend			Apologies	

Representative	19th November 2015	22nd February 2016	7th July 2016	29th September 2016
Alison Semmence – voluntary sector	√		√	√
Dorothy Simon – legal advisor	Apologies	Apologies	√	Apologies
Councillor Anne Jones, Lead Member (until May 2016) – Cllr James Courtenay from May 2016 onwards	√	√	√	√

SECTION 11 – ANALYSIS

- Engagement by partner agencies in the work of the LSCB is good
- The Police are progressing recommendations from their recent inspections, and are awaiting an updated inspection report. There remain actions to be completed, including any further findings, but progress has been good.
- The 2016 Health safeguarding inspection showed a number of areas of concern and the LSCB will need to ensure that the actions are completed and have the required impact.
- The Local Authority has an Improvement Board and needs to ensure that continued progress is achieved addressing the findings of the 2016 Ofsted inspection, as well as the Local Authority actions arising from the Health Safeguarding inspection, which are addressed to Public Health.
- Some areas of LSCB governance, including that of the Schools Forum and Care Providers Forum, need to be strengthened
- The Board is effective in challenging partner agencies where there is an identified need to improve services to safeguard children
- Although there are some improvements in mental health services for children and young people these are not yet fully implemented and embedded.
- Children, young people and their parents are continuing to access mental health crisis support via hospital accident and emergency services rather than the EWMHS Crisis Team 24hr service
- There has been a significant improvement in the timeliness and effectiveness of the multi agency response to high risk cases of domestic violence
- There is a coherent early help offer which is effective in supporting families to make the changes needed to ensure that their children's needs are met, however the new 'step up' and 'step down' arrangements between early help and stage 4 services need to be embedded before the LSCB is able to assess whether they have improved this process and that children and families always receive the support they need

- There has been a significant improvement in the analysis of information on a multi-agency basis to identify children and young people at risk of CSE, although sharing of information to identify and disrupt perpetrators requires development
- Although there has been some increase in provision of specialist services for survivors of sexual abuse, there remains a lack of mainstream funding of specialist domestic abuse support services and services for perpetrators of sexual and domestic abuse who are not within the criminal justice system

SECTION 12 – CONCLUSIONS AND AREAS FOR DEVELOPMENT

The following are areas of development in the coming year:

- Work is required to ensure children and young people who self-harm or have other mental health issues access services in a timely way and through the most appropriate routes. This will include more analysis of the issues and the development of a multi-agency action plan
- The analysis of intelligence from all partners, including the public, to identify, disrupt and prosecute those who exploit children and young people
- Mainstreaming of funding and development of timely specialist support services for victims of domestic abuse, sexual abuse, and exploitation is required by commissioning agencies
- Mainstreaming of funding and development of timely specialist support services for perpetrators of domestic abuse, sexual abuse, and exploitation is required by commissioning agencies
- To continue to exercise oversight of, and analyse, the child protection process and application of thresholds by children's social care, and review the conferencing system to ensure partners maximise its effectiveness and impact on families
- To ensure that the early help model is fully integrated with child protection processes, making one unified and comprehensive system to ensure all children and safeguarded and professionals know how and where to get the right help. Early Help services will be tested by the LSCB in 2017-18 to ensure hard to reach groups have the right access to those services.
- To ensure that the Voice of the Child is increasingly embedded in the way that services are delivered, and that achieving specific outcomes for children are increasingly driving the work of professionals.
- To continue to address and improve the governance of the Safeguarding Partnership (currently the LSCB) in light of the Wood Review of LSCBs, to ensure that cross cutting areas of work are approached holistically across the partnership, and that potential gaps and overlaps are identified and addressed effectively.

- To respond to the Violence and Against Women and girls agenda, including FGM, providing a comprehensive programme of work

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Annual report on the effectiveness of safeguarding children by Southend Council's Children's Social Care Services

Prepared by John O'Loughlin, Director of Children's Services and Ruth Baker, Group Manager Fieldwork

1. Purpose of Report

- 1.1 To provide the Chief Executive and the Leader of the Council with information in order to give assurance about the functioning and effectiveness of the safeguarding of children and young people by children's social care
- 1.2 To support members to discharge their safeguarding duties in relation to children and young people
- 1.3 This report should be read alongside the annual report of the Local Safeguarding Children Board

2. Recommendation

- 2.1 That the report is noted and the priority areas for improvement for 2017/18, as detailed in the Children's Service Improvement Plan, Appendix 1, are noted.

3. Background

- 3.1 Children's social care service is the lead service area responsible for discharging the council's duties to assess need and to protect children assessed to be at risk of suffering, or suffering, significant harm. This duty is discharged in partnership with all Departments within the Council and partner agencies such as health, education, police, probation services and the third sector.
- 3.2 Our statutory duties are contained within the Children Act 1989, subsequent legislation and statutory guidance such as the Children Act 2004 and Working Together 2015.
- 3.3 Case holding Health and Care Professional Council (HCPC) registered children's social workers, across 7 teams, are the lead professionals for children in need, children in need of protection, children in care and care leavers from 12 weeks gestation to 18 years of age or 25 years of age for care leavers attending University or who are disabled.
- 3.4 In April 2016 Ofsted, the regulatory body for children's social care, undertook an inspection of services for children in need of help and protection, looked after children and care leavers.
- 3.5 The outcome of the inspection was that children's services in Southend require improvement to be good. The services for children looked after and children in need of help and protection and management, leadership and governance all require improvement to be good. The performance of adoption services and the experiences of care leavers were both judged to be good by Ofsted. The outcome of the

inspection, and the accompanying draft improvement plan, were reported to Cabinet in September 2016.

- 3.6 Significant amounts of planning and activity has been undertaken in response to the outcome of the inspection. This report will outline key safeguarding activity but will not replicate the detailed information contained within the Cabinet report and the Children's Services Improvement Plan.
- 3.7 The activity and performance in relation to Looked after Children was reported to Cabinet in September 2016 in the Corporate Parenting Annual Report. The report included information relating to safeguarding such as the quality of placements for Looked after Children and children missing from care.

4. Performance

- 4.1 Performance continues to be good in many areas. There are some areas of particular focus which form part of the Children's Services Improvement Plan.
- 4.2 During Quarter 2 and 3 of 2016/17 focus was given to performance in relation to the recording of statutory visits and timeliness of Section 47 (child protection) enquiries. The focus on these two areas of safeguarding activity led to improved performance.
- 4.3 Some areas of performance dropped following the Ofsted inspection. This relates primarily to changes in demand. Section 6 of this report details these areas of challenge and the actions taken in response.
- 4.4 The suite of performance information has been revised to ensure that members and senior officers have the information they need to challenge services and to support improved performance. The performance information will be further developed to incorporate a balanced scorecard approach; it will include performance data, quality assurance activity, workforce data and feedback from service users.
- 4.5 Performance information will be reported to the Children's Improvement Board and Children's Scrutiny Committee. The Improvement Board is chaired by the Chief Executive and members include the Deputy Chief Executive, People, Director of Children's Services, Lead Member for Children and Learning, Shadow Portfolio Holder and an independent consultant. Although there is no statutory requirement to have an Improvement Board or Children's Scrutiny Committee they have been created them to support improvement within Children's Services.
- 4.6 The lead member for Children and Learning will continue to meet regularly with the Director of Children's Services to review performance data.
- 4.7 Within Children's Services performance information is used within a variety of forums: Children's Services Management Team, Fieldwork Services Management Team and at team level diagnostics. Key safeguarding indicators are also monitored by the Corporate Management Team. In addition safeguarding performance is regularly reported to our strategic partnership groups: the Local Safeguarding Children's Board, the Corporate Parenting Group and Success for All Children Group.

5. Quality Assurance

- 5.1 The Quality Assurance Framework (QAF) was revised in the autumn of 2016 as part of the Improvement Plan. The revised quality assurance framework will support improved practice within Children’s Services. The framework incorporates audits of the files of foster carers, adoptive parents, supervised contact and assessments undertaken at the Marigold Family Resource Centre.
- 5.2 Audit activity enables us to identify areas of challenge and take action to make improvements. Improvements have been seen in relation to child in need cases, timely recording and reviewing officer activity. Planning and management oversight is stronger. Continued areas of challenge include the recording of supervision, recording the sharing of reports with parents and consistently recording statutory home visits.
- 5.3 The revised QAF starts from a number of key principles and assumptions:
- Southend Children’s Services are committed to delivering the very best outcomes for the children it works with;
 - Ultimately, the delivery of good outcomes will always take precedence over a focus on process or outputs but all are important in the delivery of children’s social care services;
 - Outcomes for vulnerable children can always be improved upon and no service ever performs perfectly - social care services require a constantly questioning and interrogative approach to ensure their continuing safety and effectiveness;
 - Ensuring an ever-improving quality of all we do is the responsibility of all staff but the prime responsibility will always rest with those who deliver front line services to children and their families;
 - Safe and effective services depend on the existence of a healthy tension in the system between those charged with the delivery of services and those who have a scrutinising and oversight role. Managing the tension is part of the role of senior managers who need to ensure a balance is maintained between support and challenge and is always driven by the best outcomes for children.
- 5.4 The LSCB undertake multi-agency quality assurance activity and this is reported to the LSCB Executive and monitored by the LSCB Monitoring Sub-group. This activity is detailed in the LSCB annual report.

6. Summary of areas of challenge

- 6.1 Activity within the service has increased during 2016 as detailed below;

	31/03/2015	31/03/2016	30/09/2016	% change
Number of children subject to child protection plans	184	188	209	+13%
Number of Looked After Children	229	258	280	+22%
Number of children subject to Interim Care Orders	20	41	58	+190%

- 6.2 The increase in activity can be seen nationally. Some of the reasons for the increase in Southend are reported below. The impact of the increase in numbers of children is

an increase in caseload for social workers and for independent reviewing officers. This results in challenges in making improvements in practice and in performance.

- 6.3 Additional temporary resource has been agreed to support the Improvement Plan. The resource includes additional social workers, management capacity and reviewing officer capacity. This will address some of the impact of the increase in activity.
- 6.4 When the numbers of children within the service increase it increases the length of time that children remain open to the service. This is due to the fact there is less capacity to drive forward plans for families. This in turn can lead to numbers increasing further. As detailed in point 6.3 the additional temporary resources identified will enable plans for families to be progressed and will reduce delay.
- 6.5 Some of the increase in numbers of looked after children relates to changes in children's status when they are cared for by family members. Some arrangements which had been considered as private family arrangements are now considered as meaning that a child has become looked after. Work is being undertaken to review our practice in relation to these arrangements to ensure children are able to reside in family arrangements with limited local authority involvement when this appropriate and safe. This work will result in changes in practice during 2017/18 and should reduce the numbers of children looked after.
- 6.6 A second area which has led to an increase in activity is a rise in the number of older children, children aged 14 and over, who become looked after. Often these children need to be brought into the care of the local authority due to abuse and neglect. There is however a group of older young people who may be able to remain living with their family if a package of intensive support is available. In November 2016 the newly created 'Edge of Care' team began delivering this type of intensive support and it is anticipated that their work will reduce the number of older young people who need to become looked after.
- 6.7 A placement panel, chaired by the Director of Children's Services, considers all requests from Fieldwork Services for older children to become Looked After. This will facilitate additional support being identified for families to prevent children needing to become looked after.
- 6.8 The significant increase in the number of children subject to interim care orders is a measure which gives an indication of the increase in applications made to the Family Court when children are experiencing significant harm in the care of their parents. The increase is replicated across Essex and Thurrock. Much of the increase is due to a change in case law relating to children accommodated under Section 20 of the Children Act. The case law broadly states that Section 20 should only be used as a short term measure. The use of Section 20 is being reviewed to ensure we are complying with the recent case law. This should result in a reduction in the number of care proceedings being issued. It should be noted that we have not received criticism from the Court for issuing care proceedings unnecessarily.
- 6.9 The increase in children subject to child protection plans is due in the main to children needing to be subject to child protection plans. Alongside this increased need within the community is a change in practice for children who are in the pre-proceedings

phase of public family law. The threshold for entering the pre-proceedings phase of family law aligns with the threshold for child protection plans and we have therefore seen an increase in the number of plans.

- 6.10 The Improvement Plan includes a number of actions which will address the increase in activity while improving the experience of children and families. One key element of the plan is the model of practice which is under development. This model will reduce activity within the service over the medium to longer term as it will build resilience within communities, reduce the need for statutory intervention by using models such as family group conferencing and family based meetings and will focus on relationship based and restorative practice.

7. Voice of the child

- 7.1 Children's social care actively work to ensure children and young people are able to influence service delivery both in relation to their individual cases and overarching themes. We are able to capture this work through a number of methods.
- 7.2 Audit activity shows the views of children and young people is an area of strength in case work conducted by social workers.
- 7.3 We have seconded an experienced children's social worker to a participant lead role for a 6 month period. This has increased the reach of our participation work to include children in need and children in need of protection to a more meaningful level than previously possible.
- 7.4 A Young Experts Group (YEGS) was developed during the autumn of 2016. The YEGS have taken on the role of Principle Social Worker on Children's Commissioner Take over Day, have taken part in consultation on the model of practice for children's services, are supporting improvements in practice relating to the long term linking of children to foster carers and have taken part in regional events for young people.
- 7.5 The strong areas coming through the feedback is that children and young people continue to feel that their social worker takes them seriously, they can get hold of them and that they see them alone. Children and young people have continued to report they would like to see their social worker being better at keeping to agreed appointments and being on time. They have also said they would like to do fun activities, such as basketball, with their social workers rather than talking to them at home.
- 7.6 Feedback from young people about their Independent Reviewing Officers is reported in the annual report of the Principal Reviewing Officer.
- 7.7 Work continues to support more young people to attend, where appropriate, their Child in Need meetings and Child Protection Conferences. We are contributing to work being undertaken across the Eastern Region in relation to this as engaging young people in Child Protection Conferences is a regionally acknowledged area of challenge. Some young people have chaired their Looked after Child statutory reviews during the year.

8. Workforce

- 8.1 As reported in 2013, 2014 and 2015; the recruitment of experienced social workers is a challenge being experienced on a national basis.
- 8.2 The number of agency social worker employed within the service has increased slightly from 2015. We have 16 vacancies within the substantive establishment covered by agency social workers compared to 13 in 2015. This includes agency social workers who are temporarily covering some of the additional staffing resource agreed as part of the improvement plan. This is higher than we would wish however it compares well both regionally and nationally. Our position is significantly better than the other unitary authorities within the Eastern Region.
- 8.3 It continues to be the case that it is the front line social work teams, First Contact and Care Management, that are the most difficult to recruit to. This is due to the nature and demands of the work.
- 8.4 A Recruitment Strategy was developed during 2015/16 and covers a 3 year period. The strategy comprises of 3 elements; a social work academy for newly qualified social workers, exploration of engagement in fast track programmes for students such as the Frontline or Step Up national programmes and requiring experienced social workers not working in front line parts of Children's Services to spend time practicing in front line teams.
- 8.5 Funding was agreed for the social work academy and 5 newly qualified social workers have been recruited. They will take up posts within front line teams in August 2017 replacing agency social workers.
- 8.6 Exploration of engaging in fast track programmes is on course with a view to recruiting students to take up places in September 2017.
- 8.7 The strategy to require all experienced social workers to spend time practising in front line teams has not been finalised. It will be taken forward during 2017.
- 8.8 We commission training based on identified need. Need is identified from learning from case reviews and areas identified regionally and nationally. Training commissioned for 2017 has been commissioned to support the Improvement Plan. Training in relation to child sexual exploitation continues to be delivered as is core safeguarding training.
- 8.9 The Ofsted inspection team reported that social workers felt well supported by their managers and were able to access a wide variety of training and development opportunities.
- 8.10 The increase in demand on the service, detailed in Section 6, has increased the workload of social workers. The actions detailed in Section 6 in relation to the increased demand are expected to result in reduction in the workload of social workers. This will reduce the amount of time social workers spend working above their core hours.
- 8.11 Supervision of social workers, including the opportunity to access reflective supervision, remains a priority for Children's Services. Ofsted reported favourably on

supervision within the service. The quality of supervision will continue to be measured as part of the QAF.

9. Domestic Abuse

- 9.1 Domestic Abuse continues to be a priority for the Council and the LSCB.
- 9.2 The Multi-agency Risk Assessment Team (MARAT) has been operation since June 2016. The team shares information and safety plans for victims of high risk domestic abuse incidents within 3 days of the incident being referred. The team comprises of representatives from adult and children's social work, early help and family support, Essex Police, health services, Safer Places and the Community Rehabilitation Company.
- 9.3 MARAT was developed in response to the concerns about the delays in multi-agency risk assessment conferences (MARAC) being held. The partnership aim was for a MARAC to be held within 14 working days of the high risk domestic abuse incident being referred to the team. The practice before the MARAT was operation was that it could take up to 12 weeks for the MARAC to be held and a multi-agency safety plan put in place for victims.
- 9.4 The Deputy Chief Executive, People, chairs the MARAT project board which has overseen the development and delivery of the MARAT.
- 9.5 A Review of the first 3 months of the operation of the MARAT was completed during October 2016. The review identified that the MARAT is working in practice to achieve the outcomes set by the partnership.
- 9.6 During September 2016 80% of high risk incidents were discussed within 14 working days, 6% within 15 working days, 3% within 17 working days and 11% within 18 working days.
- 9.7 A common theme of feedback during the review was that there is strength in the multi-agency working and collaborative approach between the partner agencies.
- 9.8 Families with children who have experienced domestic abuse assessed by Police as medium risk but do not meet the threshold for statutory social work intervention are offered the opportunity to engage with Early Help and Family Support Services. This innovative approach will reduce the impact of domestic abuse in Southend.
- 9.9 A further review will be undertaken during 2017 jointly between Southend, Essex and Thurrock.

10. Child Sexual Exploitation and Missing Children

- 10.1 Increased focus has been given to service delivery for missing children and children at risk of, or being, sexually exploited over the last 2 years and it remains a priority for the Department and the LSCB.

- 10.2 The CSE strategy and action plan has been revised and the associated actions are monitored by the LSCB. The revision of the action plan forms part of the Improvement Plan.
- 10.3 Ofsted reported favourably on the work undertaken at a strategic level in relation to CSE and missing children.
- 10.4 The Group Manager for Quality Assurance and the Service Manager for CSE continues to attend the Southend, Essex and Thurrock Strategic Group for CSE which develops the overall plan for CSE across the area and monitors its implementation. The Group Manager also chairs the LSCB CSE and Missing Group which implements the strategic plan in Southend.
- 10.5 There have been no significant operations relating to CSE in the past year.
- 10.6 The peer review conducted by the Home Office in October examining gang activity in Southend has resulted in an action plan overseen by the Community Safety Partnership. Police activity in relation to gang activity in South Essex sits under the auspices of Operation Raptor.

11. Radicalisation and Extremism

- 11.1 The implementation of the Counter-Terrorism and Security Act 2015 on 1 July placed a duty on local authorities and other public bodies to have “due regard to the need to prevent people from being drawn into terrorism”, as part of the Prevent Duty.
- 11.2 Southend’s Channel panel continues to meet to review cases, of both adults and children, where there has been an assessment that a person is at risk of being drawn into terrorism.
- 11.3 If safeguarding concerns are identified the usual statutory processes are undertaken by children’s social care.
- 11.4 There was one case involving a child during the year where action was taken to prevent a person being drawn into terrorism.

12. Overall summary

- 12.1 The Children’s Services Improvement Plan will be the vehicle to improve services for children in need of help and protection. All actions within the plan have milestones which have clear timescales for delivery. This will support the Improvement Board and Children’s Scrutiny Panel to ensure progress is made swiftly against actions.
- 12.2 The Improvement Plan prioritises actions by completion date. This can be seen in the plan as Appendix 1.
- 12.3 The Improvement Board and Children’s Scrutiny Panel will each meet 6 times a year. There will therefore be oversight and scrutiny each month and this will result in any delay in meeting targets and actions being challenged in a timely manner.

Appendix 2

- 12.4 The revised suite of performance information will further support Members and Senior Officers to drive progress against the plan.
- 12.5 The improvements will supported by a number of other strategies within the service including the Child Sexual Exploitation Strategy, Recruitment Strategy and Sufficiency Strategy (recruitment of carers for looked after children).

Appendix 1: Children's Service Improvement Plan

Appendix 2: Children's Service Detailed Improvement Plan

Appendix 3: Recruitment Strategy.

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2015-16

Annual Report on the Effectiveness of
Safeguarding Adults in Southend



Southend SAB

October 2015 to September 20 16

Contents

		Page
Section 1	Introduction	
	Introduction from the SAB Chair	3
	Role of the Board	4
	Governance and Accountability	5
	Strategic Links to Other Boards and Partnerships	5
Section 2	Executive Summary	
	Overview	7
	Progress Against SAB's 2015-16 Strategic Plan Priorities	11
	Key Successes	19
	Key Areas for Development and Challenge 2016-17	21
Section 3	Context	
	Demographics	22
	The Care Act and Other Legislation and Guidance	22
	The SAB's Learning and Improvement Framework	25
Section 4	Making Safeguarding Personal	
	Prevention and Early Help	29
	Early Intervention	30
	Adult Protection	31
	Mental Capacity Act & Deprivation of Liberty Standards	36
Section 5	Inspectorate Reports	
	HMIC Inspection and Re-Inspection of Essex Police	37
	CQC Inspection of Southend Hospital	38
	Summary of CQC Care Home Inspection Findings	40

Section 6	SAB Challenge to Partner Agencies and Strategic Bodies	43
Section 7	Partner Agency Annual Statements & SAB Assessment	
7.1	Southend Borough Council	45
7.2	Essex Police	45
7.3	National Probation Service	50
7.4	Community Rehabilitation Company	51
7.5	NHS England	53
7.6	Southend Clinical Commissioning Group (CCG)	55
7.7	South Essex Partnership Trust (SEPT)	57
7.8	Southend Hospital	60
7.9	East of England Ambulance Service	66
7.10	Southend Association of Voluntary Services (SAVS)	68
7.11	Essex County Fire and Rescue Service (ECFRS)	70
7.12	South Essex Homes (SEH)	72
Section 8	Implementing Learning from Reviews	
	Safeguarding Adults Review – ‘Anne’	76
Section 9	Conclusions and Areas for Development	78
Section 10	Financial Report April 2015 to March 2016	79
Section 11	Board Membership and Attendance	80

Key

Text – areas for development

Text – areas of notable progress

SECTION 1 – INTRODUCTION

1.1 Introduction from the SAB Chair

This is my last annual report before stepping down from the role of chair of the Southend Safeguarding Adults Board. The report shows that the statutory services for safeguarding in Southend are working well, and that they are Care Act compliant.

During this year there has been the development of a range of effective safeguarding initiatives in Southend. For example, work has commenced on reducing the incidence of pressure areas for immobile people; the Shields Project is designed to keep people with learning disabilities safe when accessing community facilities; co-ordinated work has been undertaken to reduce hoarding; and there is the development of street triage to respond more effectively to people with mental health issues. People at risk from scams and rogue traders have been identified and supported to prevent them becoming victims of these types of crime.

At national level, it is disappointing that the so called “lower level” pathway for safeguarding, anticipated to become part of the Care Act implementation, does not seem to have taken hold. The research undertaken this year, through chairs visits, showed that, in the Southend services visited, there was a very good awareness of safeguarding issues and risks. In some services there is not always the capacity or authority to undertake any co-ordination or proactive work around risks due to service pressures and a focus on commissioned activity within very tight contracts e.g. domiciliary care services. This restricts safeguarding in these services to making a referral when the statutory threshold is reached. For example, the report flags up the gap around young people who have not been “looked after” but who have higher levels of need, meaning that on transition to adult services it is more difficult to coordinate services to meet their needs. There is, however, commitment and enthusiasm in Southend for addressing these gaps, and I believe this will be progressed through the priorities identified in the report. Certainly individual partner reports show the development of good initiatives and activity which is very promising for the future, and the SAB itself is well supported with capacity having been increased, attendance and funding is good, and the work of the executive and of sub groups has been effective and energetic.

I would like to thank members of the SAB for their support and input during my time as chair, and in particular thanks to those who have chaired and supported the executive and sub groups, and to the excellent board support team itself.

It has been a pleasure and privilege to work with the Southend partnership and I wish you very well for the future, having laid a good foundation for the challenges ahead.

Chris Doorly

Independent Chair

1.2 Role of the Board

The Safeguarding Adults Board (SAB) is a statutory body created under the Care Act 2014. The main objective of an SAB is to assure itself that local safeguarding arrangements are effective and that partner agencies act to help and protect adults in its area who:

- have needs for care and support, and;
- are experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and deal with both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

SABs have three core duties. They must:

- Develop and publish a Strategic Plan setting out how they will meet their objectives and how their member and partner agencies will contribute. The Southend SAB Strategic Plan can be found on our website at www.safeguardingsouthend.co.uk/adults

- Publish an Annual Report detailing how effective their work has been. The Southend SAB publishes its Annual Report each year in December (reporting year Oct – Sept) in order to inform the strategic planning of other statutory boards and commissioners. The Annual Report can be found on our website at www.safeguardingsouthend.co.uk/adults
- Commission Safeguarding Adults Reviews for any cases which meet the criteria for these. The Southend SAB has published one Safeguarding Adults Review in the period for the ‘Anne’ Case, which can be found on the website at www.safeguardingsouthend.co.uk/adults

1.3 Governance and Accountability

Although the SAB is an independent statutory body the Chief Executive and the Lead of Southend Borough Council hold the independent Chair to account for the effective working of the SAB. The Chair of the SAB meets with the Chief Executive and Leader of Southend Borough Council to present the SAB Annual Report on the effectiveness of safeguarding adults in Southend following its approval by the SAB’s Board in November annually.

1.4 Strategic Links to Other Boards and Partnerships

The Chair of the SAB is a member of the Health and Wellbeing Board (HWB) and presents to it the SAB’s annual report on the effectiveness of safeguarding adults in Southend. The HWB will ensure that the Police and Crime Commissioner is present at this meeting in order that they and the other members and commissioners on the board can consider and address the strategic implications of the findings of the annual report.

The Chair of the SAB, as a member of the HWB seeks to gain assurance that the HWB is effectively considering safeguarding adults in the decisions it makes. The HWB in turn uses the SAB as a ‘critical friend’ in safeguarding adults considerations and decisions, including the development of the Health and Wellbeing Strategy; the Joint Strategic Needs Assessment; key Commissioning Strategies; and service re-design.

The SAB also has a direct relationship with the Community Safety Partnership (CSP). The SAB seeks assurance that the CSP is appropriately considering adult's safeguarding in the decisions it makes. The SAB specifically seeks assurance regarding the development and implementation of the Domestic Abuse Strategy and the implementation of lessons learned from domestic homicide reviews.

For a number of years an LSCB Scrutiny Panel, consisting of elected members of Southend Borough Council, has scrutinized and contributed to the work of the LSCB. The Panel has now been extended to scrutinize the work of the Safeguarding Adults Board from September 2016.

The Chief Executive of Southend Borough Council ensures strategic oversight and coordination of safeguarding and community safety priorities through quarterly meetings attended by the chairs and business managers of the SAB, LSCB, HWB, CSP, and commissioners from statutory agencies, including the local authority's children and adult services, Essex Police, and Southend Clinical Commissioning Group (CCG).

Following the publication of the Alan Wood Review of LSCBs, and the Government response, a review of the governance of the strategic Boards, including the SAB, in Southend has been initiated by the Chief Executive of the Local Authority, Essex Police and Southend CCG, as key statutory partners.

SECTION 2 – EXECUTIVE SUMMARY

2.1 Overview

The Southend Safeguarding Adults Board (SAB) has a substantial agenda of activity ranging across the statutory requirements of the Care Act, through to initiatives designed improve the response to adults who may have safeguarding concerns below the statutory threshold, and also to a range of preventive work.

In terms of the Care Act, Southend is fully compliant with its requirements and the SAB itself has been strengthened, both in terms of its support capacity and the addition of two lay members. The elected member scrutiny arrangements in Southend Borough Council have been extended to cover the SAB and the governance arrangements have fully linked the SAB to the Health and Wellbeing Board (HWB), with the chair now sitting on that board too. Further proposals to develop the governance in response to the Wood review of LSCBs are in hand, and opportunities will be taken in Southend to make the overall co-ordination and governance arrangements more effective, building on the public protection approach already being taken with the Chief Executives leadership.

Formal safeguarding investigations in Southend are carried out to a high standard and outcomes (in terms of the vulnerable person's safety and satisfaction) are above national and comparator averages. The process has embedded the principles of "Making Safeguarding Personal" and continues to develop these within the means by which safeguarding work is carried out. Dedicated Safeguarding Adult Managers (DASM's) have been appointed by appropriate partner agencies, and whilst the anticipated "lower level" pathway of safeguarding has not taken off nationally, it is clear in Southend that DASM's are contributing to raising the profile of safeguarding in partner agencies, and that there are a range of initiatives developing which aim to improve the safety and well being of vulnerable people. Some of these are described later in this summary.

In terms of the Mental Capacity Act and the application of Deprivation of Liberty Standards (safeguards to support anyone deprived of their liberty in a circumstance where they are not deemed to have mental capacity to consent) the ruling of the Supreme Court in 2014 has caused pressure on the service in Southend as elsewhere. Despite this there has been a

management of the demand created and the key issue highlighted in this report is the requirement for further good quality advocacy capacity into this process, which has been flagged up as an area for further attention.

The annual report shows a wide range of activity across Southend designed to keep potentially vulnerable adults safe. The Prevent and Channel arrangements are working well. In terms of Domestic Abuse the newly established MARAT (Multi Agency Risk Assessment Team for high risk domestic abuse victims) is working well and has eliminated the backlog of cases, which was a feature of the previous arrangements. Although there are still some agencies who need to be joined into this process, it is a good local initiative which will assist in consolidating the work of partners around ensuring people at risk from domestic abuse are made safer. For the perpetrators of domestic abuse there are interventions designed to change their behaviour once convicted, and more recently a pilot being developed for those whose domestic abuse behaviour is part of a lower level range of poor coping skills. There remains a gap in service planning and provision, in terms of people who perpetrate domestic abuse who do not meet either of these two criteria, and this has been flagged up to commissioners as an ongoing need for service provision. A dedicated service for victims of sexual assault has been developed in Southend, identified as a gap in last years annual safeguarding reports.

A new initiative on hoarding has been developed which recognizes the scale and risks of hoarding behaviour, such as potential fire and environmental risks to the hoarder and to nearby households. A hoarding panel has overseen this work, and a dedicated worker was appointed to undertake the direct work. This post has not been secured with ongoing funding and this report flags up the need to establish a budget to support this work, enabling a worker to be placed within Southend Association of Voluntary Services (SAVS) to continue to develop this important service.

A Shields "Keep Safe" project has been established in the community, enabling people with learning disabilities to seek advice support or shelter from a wide range of outlets in the town if they feel concerned. For older or immobile people a service to reduce the incidence of pressure areas has been instigated and the SAB will receive reports about the effectiveness of this service in due course.

For people at risk of being targeted by scams (criminals who use lists of vulnerable people to target their fraud activity) there has been a project undertaken to advise those at risk of the risks and concerns this raises, and to ensure they are warned about the specific types of activity like to be used.

Activity designed to raise awareness of modern slavery in the town has been undertaken. There has been an Female Genital Mutilation (FGM) initiative put in place to better identify women who may have undergone this abuse, or who may be at risk, as well as the statutory reporting arrangements which were introduced by the Government. The arrangements of Prevent and Channel have been established and are seen as working well.

Essex Police, following their HMIC inspection, have undertaken a complete re-organisation of the Crime and Public Protection Command. This has included ensuring all front line officers are much more aware of vulnerabilities amongst the population served. The police have also introduced a street triage service which positions a police patrol officer with a mental health professional in the “out of hours” times of day. This allows people with mental health issues to be assessed and triaged and therefore helped, avoiding the unnecessary use of police cells or other places of safety under S136 of the Mental Health Act. Southend has a shortage of Health Based Places of Safety and this matter has been escalated to commissioners because from 1st April 2017 it will be illegal to use police cells as a place of safety under S136 in all but the most extreme circumstances. Currently there is over reliance on this practice and this is a strong concern of the SAB.

Essex Fire and Rescue Service maintain a strong commitment to safeguarding and continued to offer home safety targeted advice and support. In addition their “Firebreak” service has ensured people with Downs Syndrome have been assisted in terms of understanding fire safety, again improving safety for this group.

South Essex Homes have introduced a service to reduce evictions which has had a significant impact, and also provides support for tenants with mental health difficulties. The single agency reports in general show that partners are increasingly developing initiatives which are targeted at safeguarding matters as they arise in their services, which is to be welcomed.

Some further gaps in service have been identified by the SAB. Firstly services for young people in transition to adult services. Here there is a gap for young people who were not under a statutory requirement (e.g. because they have not been formally “looked after”) to receive case management approaches, but who were still vulnerable and needing more than one service, and there was no co-ordination function available. This group has been flagged up for more attention. Transition to adult services was also a feature in the only Serious Adult Review (SAR) this year (“Anne”), and there is some further work flagged up by this review to undertake on transition.

Another gap identified was the quality of co-ordination of services post discharge from acute hospital care, and achieving greater consistency around some of the principles involved. For example, how the matter of prescribed medication is dealt with during and after an admission. There seem to be inconsistent practice which leads to confusion amongst professionals about these important medication arrangements, this being one example of the need to tighten the care management in these situations.

In conclusion, the report shows evidence of initiative and energy going into making Southend a safer place for people who might be vulnerable. The quality of partnership and commitment is good and despite budgetary pressures and financial constraints the profile of safeguarding is increasing, and resources are being targeted on this area of work. Gaps in services or shortcomings in practice which were identified last year have been closed, the SAB has a good audit and performance management framework and is able to identify and implement improvements, and further challenges have been highlighted for attention and action this coming year.

2.2 Progress Against SAB's 2015-16 Strategic Plan Priorities

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
A	1	To ensure that the guiding principles and business plan of the Southend Safeguarding Adults Board upholds the safeguarding principles in the Care Act 2014.	Improvement in safeguarding adults practice by all partners.	Outcome of multi-agency audits.	Outcomes included in Annual Report
			Safeguarding adults practice is person centred and outcome focused.	Making Safeguarding Personal implementation progress reports.	Progressing appropriately. There is a high rate of satisfaction from adults who have participated in their safeguarding
			Continued implementation of the safeguarding elements of the Care Act 2014.	SAB Annual Report.	Annual Report found that the Board is fully compliant with the Care Act
			Funding for SAB business support team is secured.	SAB Budget.	Funding secured for 2016-17.
			Engagement of lay members who are provided with appropriate training to fulfil their scrutiny role.	Lay members are appointed.	Lay members identified and will take up positions November 2016 SAB Scrutiny Panel merged with the LSCB Scrutiny Panel from September 2016 to scrutinize the work of the SAB.

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
A	2	Develop and review SET (Southend, Essex and Thurrock) Safeguarding Adults policies, protocols and procedures across the adult services economy in Southend on an ongoing basis. Ensure they are reflective and reflexive with regards to changes in government guidance, legislation and lessons learned from Safeguarding Adults Reviews.	Policies, protocols and procedures support the effective safeguarding of adults.	Survey of practitioner awareness and understanding of new SET Safeguarding Adults Procedures 2015.	Revisions to the SET Safeguarding Adults Procedures completed Survey of practitioner awareness and understanding of the procedures to be completed
			Development of a large scale investigation procedure.	Procedures signed off by SAB.	Procedure in development with Essex and Thurrock SABs
A	3	Ensure the effective implementation of the Mental Capacity Act (MCA) and Deprivation of Liberty Standards (DoLS) by all partners.	The MCA and DoLS are applied appropriately to adults with additional care and support needs to enable them to make decisions where appropriate regarding their personal life choices.	Outcome of audits of the effectiveness of MCA and DoLS assessments, authorisations and reviews.	Outcome of the audits evidenced effective implementation of MCA and DoLS on the whole. Some learning identified regarding identification of appropriate advocates for adults whose mental capacity requires assessment
			Training for practitioners on the application of MCA and DoLS which is developed, quality assured by the SAB and implemented.	Number of practitioners completing MCA and DoLS training.	Training has been developed and quality assured. Training is underway. Data in development
A	4	Identify and monitor significant safeguarding adults practice or	Risks to effective safeguarding adults practice are identified	Risk and Challenge register evidences impact of the	Record of identified risks in SAB Executive minutes with progress

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
	.	resource issues, and identify ways to resolve these with partnership support.	and mitigated by the Board. Implementation of the Mental Health Concordat.	Board's activity on mitigating identified risks. Reports on implementation progress of the Mental Health Concordat.	to mitigate these
A & D, E & H	5	Coordinate the work of the Safeguarding Adults Board with that of the Local Safeguarding Children Board; Health and Wellbeing Board; and Community Safety Partnership	The Domestic Abuse Strategy is implemented effectively and within timescales to reduce the impact on victims. Reduction in domestic abuse incidents involving adults with additional care and support needs. Increased reporting of exploitation or radicalization of adults with additional care and support needs.	SAB Annual Report evidences impact of integrated approach to identified key cross cutting issues, including domestic violence, exploitation, radicalization, transition from child to adult services, and implementation of the Family Focus Protocol. Number of domestic abuse incidents involving adults with additional care and support needs. Performance information evidences an improvement in the timeliness of information sharing in the MARAC process Number of referrals regarding the exploitation or	Revised SET Domestic Abuse Strategy Southend MARAT 'live' from June 2016. Backlog of MARAC cases cleared. PREVENT training undertaken by safeguarding leads in all statutory partner agencies. CHANNEL Panel now in place and supporting those identified as being at risk of radicalization. Transition from child to adult services addressed in Safeguarding Adults Review 'Anne' learning No referrals regarding the exploitation or radicalization of adults with additional care and support needs received to date
			Young people and their families transitioning to adult services are supported appropriately through the process.		

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
	.			<p>radicalization of adults with additional care and support needs.</p> <p>Young people and their families transitioning to adult services report that they were supported appropriately through the process.</p>	<p>Young people transitioning to adult services are supported appropriately on the whole. Following consultation with community groups it was identified however that there are a small group of young people who require extra support and assessment but do not meet the criteria for statutory adult services. There are some community based services but they do not seem to be fully integrated and accessible</p>
A, B & C	6	Review the processes and procedures for carrying out safeguarding adult's reviews (SARs) or other reviews. To examine other safeguarding adults reviews nationally to identify and implement any relevant learning and recommendations.	<p>The Board has a range of methodologies identified for undertaking reviews and monitoring the implementation of learning.</p> <p>The Board receives an annual summary of learning from national reviews.</p>	Board's Learning and Improvement Framework evidences the impact of implementation of learning from reviews.	<p>Process in place and used successfully to complete the 'Anne' SAR</p> <p>Summary of learning from national reviews to be undertaken early 2017</p>

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
A, B & C	7	To continue to implement effective multi-agency partnership arrangements to meet the needs of adults who are experiencing abuse, including information sharing processes.	<p>The SET Safeguarding Adults Procedures provide clear guidance on the arrangements for meeting the needs of adults who are experiencing abuse.</p> <p>All agencies have robust arrangements to meet the needs of adults experiencing abuse.</p> <p>Information sharing processes are resourced and implemented appropriately by partner agencies to safeguard adults.</p>	<p>Learning and Improvement Framework evidences that arrangements are being implemented effectively and have a positive impact on adults experiencing abuse.</p> <p>All partners have an identified designated safeguarding adults lead.</p> <p>Board retains record of all designated safeguarding adults leads.</p> <p>SAB audits of the quality of information sharing to safeguard adult's evidences that information is shared appropriately and in a timely way.</p>	<p>Information from audits and other elements of the learning and improvement framework evidences that arrangements are being implemented effectively and have a positive impact on adults experiencing abuse.</p> <p>All partner agencies have identified a DASM</p> <p>SAB Business manager has record of identified DASMs for all agencies</p> <p>Audit found information sharing is on the whole 'good'</p>
C, D, E & H	8	To raise awareness and promote the prevention agenda	Public and professionals are more awareness of, and report, safeguarding adults issues, including Abuse and Neglect; Exploitation; FGM, so called	Number of safeguarding referrals from professionals, and the public including those regarding FGM, so called HBA, Forced Marriage,	Data cannot be extracted currently regarding factors included in safeguarding referrals

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
	.		Honour Based Abuse (HBA), Forced Marriage; Human Trafficking; Radicalization; Fraud and Online Safety; Road Safety; Hoarding; Pressure Ulcers.	Human Trafficking and Radicalization Number of reported doorstep and online fraud. Number of people over 65yrs killed, seriously or slightly injured in road traffic collisions. Number of SET SAFs as a result of pressure ulcers.	Data not currently available Data not available. Awareness raising campaign regarding pressure ulcers developed and launched
B, C & G	9	Ensure that training carried out across Southend meets the SET Training Strategy and that appropriate training needs are identified and training is resourced to meet those needs.	All training delivered by the SAB and its partner agencies and training facilitators are quality assured and approved by the SAB. All partner agencies have as a minimum 90% of their staff trained in safeguarding adults to an appropriate level as defined in the Training Strategy. Evaluations of training evidence	Report to Board on number of courses and trainers quality assured. Percentage of practitioners appropriately trained Analysis of training evaluations.	SBC, Southend Hospital, Police and SEPT courses approved SEPT – 100%; Essex CRC – Core training for all staff Essex Police - new safeguarding training programme for all staff to complete within next 2 years Southend Adult & Community College – 83%; South Essex Homes – 99.5%; GPs – 100%.

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
	.		that service delivery and practitioner confidence is improved.		Southend Hospital 80% Data from SBC outstanding.
F	10	Involve, consult, and engage with adults with additional care and support needs and their carers to ensure that the safeguarding process is free from oppression, increases choice and control, and fosters independence for the service user, and in turn increases competence in support services.	Methods of facilitating participation and feedback from service users and the community is fair, transparent, and understood and results in the improvement of safeguarding services.	All partner agencies report on the outcome of service user engagement to the SAB and evidence how this has informed the delivery of effective safeguarding services in the SAB Annual Report.	All agencies represented at Quality, Monitoring and Audit Group have agreed to develop their collection and reporting of service user data
A, B,C, F & G	11	Continue to develop and implement the Learning and Improvement Framework to inform improvements and commissioning of services across statutory and third sector services for adults	SAB Annual Report evidences a positive impact on the effectiveness of safeguarding of adults as a result of the SAB's challenge of partner agencies and other strategic partners, based on the findings from its learning and improvement framework. Assessments, authorisations and reviews of referrals under the Deprivation of Liberty Safeguards are effective.	Register of SAB challenge to partnership agencies and strategic partners. Percentage of recommendations from safeguarding adult's reviews implemented. Percentage of partner agencies providing performance information.	Register established SCR 'Anne' overview and IMR report recommendations to be monitored SBC, Essex Police, NHS England, Southend Hospital, South Essex Homes and SEPT currently reporting to SAB Executive

Priority	Obj	Objective	Projected Outcome	Performance Indicators	Progress September 2016
	.		Recommendations from domestic homicides relevant to safeguarding adults are implemented effectively.	<p>Learning from multi agency audit reports.</p> <p>Percentage of recommendations from multi agency audits implemented.</p> <p>Report to SAB on the effectiveness of assessments, authorisations and reviews of referrals under the Deprivation of Liberty Safeguards.</p> <p>Reports to SAB on implementation of Domestic Homicide Review recommendations by Domestic Abuse Forum.</p>	<p>2015 audit programme actions being implemented</p> <p>All progressing to timescales</p> <p>Audit completed with outcomes reported in Annual Report</p> <p>Included in reports to SAB</p>

2.3 Key Successes

- Development and implementation of the Southend Multi Agency Risk Assessment Team (MARAT) has ensured the timely sharing of information in high risk domestic abuse cases to reduce risk to victims (case discussion meeting held within 3 days of receipt of referral). Backlog of cases to be considered at the Multi Agency Risk Assessment Conference (MARAC) has been cleared and all cases are now considered within 18 working days
- Implementation of the Keep Safe Scheme in Southend by the SAB, LSCB, Southend Borough Council and SHIELDS (a community organisation).
- The SAB, LSCB, the Southend Soroptomists, and the Border Agency worked in partnership to raise awareness of trafficking using a 'Stop The Traffik' 'gift box', situated in the High Street. Over three days the team distributed 680 leaflets and recorded 991 conversations with members of the public, raising awareness of trafficking.
- Awareness raising campaign regarding pressure ulcers developed and launched
- PREVENT training undertaken by safeguarding leads in all statutory partner agencies. CHANNEL Panel now in place and supporting those identified as being at risk of radicalization.
- The Turning Tides Team from SAVS has been visiting people over the age of 65 who have been identified as being particularly vulnerable to scams. The Turning Times Team works with the victim to shut down the scam, and then provides ongoing support to ensure people don't become victims again.
- In 74% of Southend safeguarding cases the action taken to safeguard the individual either removed or reduced the risk compared to 67% in England as a whole and 62% in the comparator group.
- The SAB worked with the Boards in Essex and Thurrock to review the Safeguarding Adults Guidance in 2016, to ensure it is compliant with the Care Act 2014; Mental Capacity Act 2005; and the Supreme Court Judgement regarding DoLS.

- The SAB has implemented a protocol to identify and support people, with hoarding behaviours.
- The SAB has established a multi agency Panel to coordinate the response and support to adults whose hoarding is at the highest risk levels. In September 2016 the Panel had identified 27 high risk hoarders.
- 100% of domestic abuse victims are offered an Independent Domestic Violence Adviser service
- Perpetrators of domestic abuse who are charged and enter the criminal justice system are offered support to address their behaviour.
- A pilot has also been developed to identify and provide support to individuals who are prosecuted for offences not directly concerned with domestic abuse, but whose behaviour may be an indication of potential perpetration of domestic abuse.
- Southend Borough Council is working in partnership with Barnardos, hosting a specialist worker who is working alongside council services to support local action to improve awareness and reporting of Female Genital Mutilation (FGM).
- Specialist support services for male and female victims of sexual assault of all ages is provided in the Southend area

2.4 Key Areas for Development and Challenge 2016-17

- There are some community based services for a small group of young people who require extra support and assessment but do not meet the criteria for statutory adult services, but they do not seem to be fully integrated and accessible
- Care providers identify Hospital discharge as a high risk area, with, at times, poor co-ordination, and variation in medication approaches
- No funding currently available for continuation of a community based specialist hoarding support service (See Change – SAVS) from December 2016
- The SAB has identified that there remains a 'gap' in provision of support services for domestic abuse perpetrators who although they have a history of domestic abuse are not in the criminal justice system, and is challenging local commissioners of services to develop and implement a scheme for this cohort which has a good evidence base
- There is currently insufficient capacity of Health Based Places of Safety (HBPOS) in Southend and Essex as a whole. The use of section 136 across Essex has increased by 19.8% for 2015-2016 compared to 2014-2015.
- With an increasing population of older people the reduction in beds in registered care homes is a concern for future capacity
- There is continual demand on domiciliary care, and recruitment and retention of staff is a particular challenge in this area.

SECTION 3 - CONTEXT

3.1 Demographics

The Office for National Statistics (ONS) estimates the total population for Southend on Sea as at mid-2014 is 177,900.

29.9% of Lower Super Output Areas (LSOA) in Southend are classified as falling within the 30% most deprived areas in the country. Using ONS population figures this equates to just over 56,000 residents. Southend also has 8.4% of LSOA's (just over 16,200 residents) that fall within the 10% most deprived in the country. (Source: Communities and Local Government - 2010 Indices Multiple Deprivation).

The number of older people (65+) in Southend living alone is estimated to have increased from 11,757 in 2011 to 12,627 in 2015, an increase of 7.4%, compared to 9.7% for England. The number of older people (65+) in Southend living in a care home is expected to have increased from 1,586 in 2011 to 1,701 in 2015, an increase of 7.3%, compared to 10.7% for England. The number of people (65+) helped to live independently in Southend is estimated to have increased from 2,668 in 2011 to 2,921 in 2015, an increase of 9.5%, compared to 11% for England.

The number of older people aged 65+ predicted to have a learning disability in Southend is estimated to have increased from 630 in 2011 to 693 in 2015, an increase of 10%, compared to 11.3% for England.

3.2 The Care Act and Other Legislation and Guidance

The Care Act 2014 aims to:

- Promote people's wellbeing
- Enable people to prevent and postpone the need for care and support
- Put people in control of their lives so they can pursue opportunities to realise their potential

Central to the Care Act is the idea of 'wellbeing'. This starts from the assumption that an individual is best placed to judge their own wellbeing. Wellbeing relates to the following areas:

- Personal dignity and respect
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Individual control over everyday life
- Participation in work, education and training
- Social and economic wellbeing
- Positive family and personal relationships
- Suitability of living accommodation

The Act introduces the first statutory framework for protecting adults from abuse and neglect and includes:

- A new duty for a local authority to carry out enquiries (or cause others to) where it suspects an adult is at risk of abuse or neglect
- A requirement for all areas to establish a Safeguarding Adults Board (SAB) to bring together Local Authority, NHS and the police to coordinate activity to protect adults from abuse and neglect
- A requirement for safeguarding adults boards to carry out safeguarding adults reviews into cases where someone who is experiencing abuse or neglect dies or is seriously injured or there is concern about how agencies worked together, to ensure lessons are learned
- Safeguarding Adults Boards can require information sharing from other partners to support reviews or other functions

The SAB is fully compliant with the Care Act

The Mental Capacity Act (2005) provides the legal framework for acting and making decisions on behalf of individuals who lack the mental capacity to make specific decisions for their selves. Everyone working with or caring for an adult who may lack capacity must comply with the Mental Capacity Act (2005) and the Code of Practice (2007).

The Mental Capacity Act applies to individuals aged 16 and over and sets out five principles:

1. A person (aged 16 and over) must be assumed to have capacity unless it is established that he/she lacks capacity S1(2)
2. A person is not to be treated as unable to make a decision unless all practicable steps to help him/her to do so have been taken without success S1(3)
3. A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision S.1(3)
4. An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his/her best interests S.1(5)
5. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action S.1(6).

This means:

Every person(aged 16 and over) capable of making decisions, has an absolute right to accept or refuse care, treatment or other intervention regardless of the wisdom or consequences of the decision. The decision does not have to be justified to anyone.

Where there are doubts about an individual's capacity to consent to an action that concerns them, a formal assessment of their capacity to make this specific decision must be carried out in line with the five statutory principles, and the Guidance of the MCA 2005 Code of Practice and the following sections of the Mental Capacity Act (2005).

The SAB has been working with partner agencies to ensure that practitioners comply with the Mental Capacity Act, its Code of Practice and other relevant national guidance, and leading judgements when making decisions about a person's capacity or deprivation of liberty.

The Deprivation of Liberty Safeguards (DoLS) are an amendment to the Mental Capacity Act 2005.

The Mental Capacity Act allows restraint and restrictions to be used – but only if they are in a person's best interests. Extra safeguards are needed if the restrictions and restraint used will deprive a person of their liberty. These are called the Deprivation of Liberty Safeguards. The Deprivation of Liberty Safeguards can only be used if the person will be deprived of their liberty in a care home or hospital. In other settings the Court of Protection can authorise a deprivation of liberty. Care homes or hospitals must ask a local authority if they can deprive a person of their liberty.

A Supreme Court judgement in March 2014 made reference to the 'acid test' to see whether a person is being deprived of their liberty, which consisted of two questions:

- Is the person subject to continuous supervision and control? *And*
- Is the person free to leave? – with the focus being not on whether a person seems to be wanting to leave, but on how those who support them would react if they did want to leave.

If someone is subject to that level of supervision, and is not free to leave, then it is likely that they are being deprived of their liberty. But even with the 'acid test' it can be difficult to be clear when the use of restrictions and restraint in someone's support crosses the line to depriving a person of their liberty. Each case must be considered on its own merits.

All clinicians and practitioners working with or who have contact with adults need to undertake training on the Deprivation of Liberty Safeguards within their mandatory training on Safeguarding Adults.

3.3 The SAB's Learning and Improvement Framework

The SAB's Learning and Improvement Framework enables partner agencies to be clear about their responsibilities, to learn from experience, and improve services as a result. This is an integrated framework which builds on the SAB's culture of learning and improvement. The following elements form the basis of the SAB's Learning and Improvement Framework:

Element	Activity	Expected Outcome/Impact
Safeguarding Adults Reviews (SARs)	Identification and implementation of learning	<p>Learning from SARs and improvement actions are informed by the views of families and practitioners.</p> <p>A measurable impact on the level of confidence and satisfaction expressed by families and practitioners on the current arrangements and processes in terms of improving adults' welfare and safety</p>
Other Case Reviews	Identification and implementation of learning	<p>Learning from reviews and improvement actions are informed by the views of families and practitioners.</p> <p>A measurable impact on the level of confidence and satisfaction expressed by families and practitioners on the current arrangements and processes in terms of improving adults' welfare and safety</p>
Learning from complaints and	Identification and implementation	Learning from complaints is informed by the views of adults and

other enquiries	of learning	<p>their families</p> <p>A measurable impact on the level of confidence and satisfaction expressed by families and practitioners on the current arrangements and processes in terms of improving adults' welfare and safety</p>
Single & Multi Agency Audits and Audits of Board Effectiveness	Reporting of single agency audits	SAB partner agencies evidence effectiveness of safeguarding practice and identify areas for improvement
	Programme of SAB audits	SAB evidences the effectiveness of safeguarding services for adults
Qualitative Information from Adults with care and support needs and their Families	Analysis of information obtained to quality assure the effectiveness of safeguarding of adults	The development and improvement of safeguarding services is informed by the views and experience of adults and their families
Qualitative Information from Practitioners	Analysis of information to identify risks to safeguarding practice and learning	<p>Risks to the effectiveness of safeguarding adult's services are identified early and addressed in a timely way.</p> <p>Practitioners report in follow up evaluations that they are aware of key development areas and good practice, with a positive impact on their safeguarding vulnerable adults practice and increase in</p>

		confidence
Single Agency Performance Information	Analysis of quantitative data from partner organizations	Evidence of improvement in identified key areas of safeguarding practice.
Partner Agency Safeguarding Standards Self Assessments	Reporting of qualitative and quantitative data by SAB partner agencies	Partner agency self assessments of safeguarding efficacy are robust
Annual Reports from Strategic Partners and SAB Members	Needs analysis and monitoring of safeguarding effectiveness	The SAB evidences the effectiveness of safeguarding practice
Strategic & Themed Work	Mapping of issues and development of overarching strategies	The SAB and its strategic partners identify any risk and/or need and implement improvements to address these

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SECTION 4 – MAKING SAFEGUARDING PERSONAL

4.1 Prevention and Early Help

The SAB coordinates and monitors prevention and early help activity and its outcomes. The Board and its partners are committed to preventing abuse or neglect and providing early help through universal services where risk is identified early.

The SAB works in partnership with the Boards in Essex and Thurrock to provide the AskSAL helpline for reporting abuse and neglect of any adult with care and support needs. AskSAL received 954 calls across from across wider Essex in the period April 2015 to April 2016. 55 calls during this period were abandoned

Approximately 30% of personal victims of theft are over the age of 65 (*Southend Strategic Intelligence Assessment 2016*). The Turning Tides Team from SAVS has been visiting people over the age of 65 who have been identified as being particularly vulnerable to scams. The Turning Times Team works with the victim to shut down the scam, and then provides ongoing support to ensure people don't become victims again.

The SAB has worked with Essex Police to provide information about different types of scams and frauds for domiciliary and care workers so that they are more able to identify when vulnerable clients may have been victims of scams or fraud and to help them raise awareness with their clients.

Essex County Fire and Rescue Services increases awareness of fire risks among social workers, domiciliary and community support providers, care home providers and voluntary agencies. The service enables practitioners to identify 'at risk' adults, for example, people who smoke and have mobility problems. Practitioners were then encouraged to make referrals to the Fire and Rescue service for free home fire safety checks to put in practical solutions to minimise their risk of being harmed in a fire, including fitting smoke alarms free of charge. The scheme has been rolled out throughout Essex and is available to cover adults aged 18 and over. Awareness raising has also been undertaken with GP safeguarding leads to cascade within their surgeries, and with other health professionals, regarding the risks of

using petroleum based ointments with non mobile patients, especially when there is an added risk of fire from smoking.

With SHIELDS (a community organisation), SBC Children's Services and the Safeguarding Children's Board the SAB has implemented the Keep Safe Scheme. Keep Safe supports people aged 16+ who have a learning disability and access the community independently. The scheme is facilitated by SHIELDS Parliament, a self-advocacy group supported by BATIAS. Local businesses have been identified and signed up to the scheme; agreeing to provide use of a telephone in a public area for a person who may be experiencing an emergency or who is in distress. Participants in the scheme look for the logo in the shop window. Using the emergency number card or fob provided, the person themselves or a member of staff will call their carer or parent, or the police if needed. The scheme supports people to reduce the feelings of fear or agitation in accessing the community alone.

The SAB has developed and is distributing a leaflet raising awareness with informal carers (family and friends), domiciliary providers and care homes of pressure sores in people with restricted mobility.

Care providers identify Hospital discharge as a high risk area, with, at times, poor co-ordination, and variation in medication approaches. The Safeguarding Adults Review completed by the SAB also identified hospital discharge and medication arrangements as areas of learning

4.2 Early Intervention

The Turning Tides Team from SAVS has been visiting people over the age of 65 who have been identified as being particularly vulnerable to scams. The Turning Times Team works with the victim to shut down the scam, and then provides ongoing support to ensure people don't become victims again.

During a consultation with agencies in Southend some community organisations providing care and support to adults who do not meet the threshold for statutory adult services, stated they did not have the capacity to undertake, in most instances, the lower level pathway of safeguarding activity, integrated into their usual business.

4.3 Adult Protection

For the financial year 2015-16 there were 391 new Section 42 enquiries initiated per 100,000 adults in Southend, which is considerably higher than the average for England of 239 (SAC 2016).

The proportion of each type of risk for concluded section 42 enquiries in Southend is broadly consistent with that in England as a whole and comparator local authorities as indicated below:

Local Authority	Physical Abuse	Psychological Abuse	Financial or Material Abuse	Neglect and Acts of Omission	Other Risk Types
England	26%	15%	16%	34%	9%
Southend-on-Sea	21%	18%	20%	30%	11%
Comparator Group	25%	14%	16%	34%	11%

Note: Other Risk Types are; Sexual, Discriminatory, Organisational

(SAC 2016)

A person's own home is the location of the risk of abuse in over half of Section 42 enquiries for Southend, higher than that in England as a whole and the comparator group

Local Authority	Community				
	Own Home	Service	Care Home	Hospital	Other
England	43%	3%	36%	6%	11%
Southend-on-Sea	52%	4%	32%	4%	7%
Comparator Group	41%	3%	38%	7%	10%

(SAC 2016)

The source of the risk of abuse in just over half of cases is someone known to the person being abused, which is consistent with England as a whole and the comparator group. A slightly higher proportion of social care support workers are identified as the source of risk in Southend (36%) compared to England (34%) and the Comparator Group (33%).

Local Authority (Code)	Social care support	Other - Known to individual	Other - Unknown to individual
England	34%	51%	15%
Southend-on-Sea	36%	51%	13%
Comparator Group	33%	48%	19%

(SAC 2016)

The actions and results taken in response to Section 42 enquiries were as follows:

Local Authority (Code)	No Action Taken	Action taken and risk remains	Action taken and risk reduced	Action taken and risk removed
England	25%	8%	47%	20%
Southend-on-Sea	17%	9%	41%	33%
Comparator Group	30%	8%	41%	21%

(SAC 2016)

In 74% of Southend cases the action taken to safeguard the individual either removed or reduced the risk compared to 67% in England as a whole and 62% in the comparator group.

The SAB worked with the Boards in Essex and Thurrock to review the Safeguarding Adults Guidance in 2016, to ensure it is compliant with the Care Act 2014; Mental Capacity Act 2005; and the Supreme Court Judgement regarding DoLS.

The NHS estimates that around 2-5% of the UK adult population experiences symptoms of compulsive hoarding. In Southend alone this would mean approximately 4,000-5,000 people hoard to some degree.

The SAB has implemented a protocol to identify and support people, with hoarding behaviours.

The SAB has also established a multi agency Panel to coordinate the response and support to adults whose hoarding is at the highest risk levels. In September 2016 the Panel had identified 27 high risk hoarders.

The 'See Change' Hoarding Service run by Turning Tides is a pilot service funded by SAVS providing one to one support for people identified as having hoarding behaviours or tendencies. It is the only such service available in the Southend area. The service works in an integrative way to reduce or maintain hoarding levels and behaviours, whilst taking into consideration safety and safeguarding. The pilot is now receiving a level of referrals beyond its capacity. SAVS will be unable to fund the service from December 2016, and is urgently seeking alternative funding from statutory agencies and commissioners.

The SAB audit programme evidences that the safeguarding of adults is largely effective in Southend, with professionals dealing sensitively with cases in a learning culture, and with high levels of satisfaction from those who have been supported through the process.

Domestic Abuse reports to Essex Police continue to rise. The SAB has been scrutinizing progress on the implementation of the Domestic Abuse Strategy. As previously mentioned a Multi Agency Risk Assessment Team (MARAT) has been established and ensures that all high risk cases of domestic abuse receive a timely, multi-agency response to reduce risk to the victim.

The Southend refuge tender has been reviewed and scoped to meet the needs of local people.

100% of domestic abuse victims are offered an Independent Domestic Violence Adviser service

Perpetrators of domestic abuse who are charged and enter the criminal justice system are offered support to address their behaviour.

A pilot has also been developed to identify and provide support to individuals who are prosecuted for offences not directly concerned with domestic abuse, but whose behaviour may be an indication of potential perpetration of domestic abuse. The pilot will require evaluation of impact.

The SAB has identified that there remains a 'gap' in provision of support services for domestic abuse perpetrators who although they have a history of domestic abuse are not in the criminal justice system, and is challenging local commissioners of services to develop and implement a scheme for this cohort which has a good evidence base

Southend Borough Council is working in partnership with Barnardos, hosting a specialist worker who is working alongside council services to support local action to address Female Genital Mutilation

(FGM). Barnardos has also provided a number of FGM training sessions free of charge for practitioners, including GPs, hospital staff and social workers.

Mental Health

The SAB has been closely monitoring the implementation of the Mental Health Concordat and also the preparations by partner agencies for changes in legislation from April 2017 regarding the provision of places of safety for people in mental health crisis. A survey of service use experience was conducted by Southend CCG with 68 people who had experienced a mental health crisis and 27 carers. 69% of people who had experienced a mental health crisis felt they got the help they needed generally compared to carers of whom 51% felt they didn't or only partly got the help they needed.

For people who had experienced a mental health crisis their experience of asking for help at the point of crisis were mixed, with some feeling they had a good experience and others not. Barriers included being stuck in A&E because of a lack of bed, being able to admit they were in a crisis initially; a lack of access to services; lack of warmth/empathy from staff; and no access to a telephone to make initial contact. Carers' experiences were similar and they also cited poor customer service, waiting times, and access to services as negative experiences.

Places of Safety

The Policing and Crime Bill 2016 was placed before Parliament in February of this year. Sections 59-61 represent the amendments to the Mental Health Act 1983 that were announced by the Minister for Preventing Abuse Exploitation and Crime, Karen Bradley, in February. The estimated timescales are Royal Assent and effect from April 2017. Main points/changes identified are:

- No children or young person (under 18) can be taken to police stations as a Place of Safety (POS) under any circumstances.
- Adults can be taken to custody as a POS, only in circumstances to be specified in regulations, yet to be determined, by the Secretary of State. *It is anticipated the criteria will be exceptionally violent individuals, those who cannot be safety managed elsewhere.*

- Maximum assessment time of 72 hours in a POS reduced to 24 hours – which can be extended to 36 hours if authorised by the doctor leading the assessment, or a Superintendent if a custody suite has been used as the POS.
- A requirement, *where practicable*, to consult a doctor, mental health Professional or AMHP prior to removing a person to a POS. No such requirement presently exists.

Challenges and potential risks presented by the legislative changes:

There is currently insufficient capacity of Health Based Places of Safety (HBPOS) in Southend and Essex as a whole. The use of section 136 across Essex has increased by 19.8% for 2015-2016 compared to 2014-2015.

Essex as a whole had the 6th highest use of police cells as a POS nationally in 2015-16. Custody has been as a POS for 115 people from April to September 2016, more than the total number of detentions for the whole of 2015-2016. This is directly counter to the national decrease of the use of custody as a POS in line with national guidance, where for 2015-2016 compared to 2014-2015 it decreased by 73.3%. It should be noted only with 3 of the 115 people detained was custody used correctly as a POS because the person was too violent to be held at a HBPOS, the other 112 occasions were due to lack of capacity in the HBPOS. If current trends continue it is likely that Essex as a whole will have significantly more people detained in police custody as a place of safety by March 2017 than any other area in the country

Partner agencies in Southend are seeking a solution to the inappropriate use of police custody as a place of safety. The Department of Health invited 10 counties to make applications for capital funding and Essex has submitted a bid which has been provisionally approved for approximately £820,000. SEPT and the corresponding CCG's have proposed they will increase capacity of their 2 suites with any funds provided. The CCG is also looking to extend the use of the current street triage car across the South of Essex and including Southend. The street triage car enables police officers and community mental health nurses to respond to persons in mental health crisis, and has been successful in ensuring they are directed to the most appropriate treatment and support pathway

4.4 Mental Capacity Act (MCA and Deprivation of Liberty Standards (DoLS)

The Southend, Essex and Thurrock (SET) Mental Capacity Act and Deprivation of Liberty Standards (DoLS) Policy were launched during the year. Southend Borough Council's Department of People is responsible for statutory assessments under the Deprivation of Liberty Safeguards. In order to ensure that people are not deprived of their liberty without due cause, the Council receives Urgent Authorisations and Standard Authorisations from care homes and hospitals, and is required to carry out up to 4 assessments for each referral. Specialist qualified assessors, called Best Interest Assessors, carry out assessments. An additional two assessments are commissioned by the Council from a qualified Section 12 trained doctor, usually a psychiatrist. All six assessments are mandated in the Deprivation of Liberty Safeguards, as enforced by the Mental Capacity Act 2005. DoLS assessments should usually be carried out within seven calendar days when an Urgent Authorisation is granted. The Council must carry out assessments within twenty one calendar days in cases where a Standard Authorisation alone is applied for. The Council can exercise no discretion as to which type of assessment is carried out.

In March 2014, a landmark Supreme Court judgement [**P v Cheshire West and Chester Council and another and P and Q v Surrey County Council**] radically affected all local authorities in England, including Southend, with a significant spike in DoLS referrals. During the financial year 2014/15, the Council received 401 applications from care homes and hospitals for DoLS assessments. This represented a 568% increase in referrals from 2013/14. **During 2015-16, the Council received 619 DoLS applications which was a further 54.8% increase on 2014-15.** The Council has provided additional funding to train additional Best Interest Assessors and section 12 independent psychiatrist assessments, however there remain **significant resource implications for the Council in undertaking DoLS assessments within prescribed timescales**

SECTION 5 – INSPECTORATE REPORTS

5.1 HMIC Inspection and Re-Inspection of Essex Police

The following is extracted from the report on the re-inspection of Essex Police by Her Majesty's Inspectorate of Constabulary (HMIC):

Essex Police has made significant progress against the two causes of concern and three areas for improvement identified in HMIC's PEEL: Police effectiveness 2015 (vulnerability) – An inspection of Essex Police report. HMIC observed a change of mind set and approach to vulnerability across the force, putting children and vulnerable people at the centre of everything the force does.

The approach taken by the chief officer team and senior managers has been effective in achieving this change. Force communications to the workforce, public and partners have been clear and consistent. We received positive feedback from partners and staff regarding the quality of these messages throughout this revisit.

The force has improved its response to domestic abuse and now has effective and reliable processes in place to respond to and safeguard victims. The confusion we previously found about who was responsible for victims has mostly been resolved. Force policy and procedures apportion responsibility explicitly clearly at all times, and importantly most officers we spoke to had understood this. We found safety plans to be properly recorded in all the case files reviewed and the quality of handovers had improved, helped by the introduction of the PP60 form.

The force continues to develop its detective capacity, but will take time to achieve the desired level. In the meantime, the force has put support in place for officers who find they are either working in a specialist department or allocated the investigation of offences without the preferred qualification, experience or expertise. It is of the utmost importance that the force continues to support and develop those officers and staff involved in the investigation of child protection matters to ensure that all its investigations and interventions are of the highest quality.

The force now has processes in place to properly manage outstanding domestic abuse perpetrators. The force is aware of the numbers of these individuals and the risk each poses. Frontline staff and officers understand the need to make early arrests. The force should continue to monitor levels of outstanding perpetrators and seek to reduce their numbers.

The workloads within the police online investigation team (POLIT) have improved but are still high. The force's decision to allocate lower-risk cases to officers outside the unit is pragmatic and it has built in appropriate support. Thus while investigating officers outside the POLIT may not have the desirable expertise or experience, they do have guidance and ongoing support from specialist officers who do.

The force has greatly improved its safeguarding arrangements, with strong partnership working and support.

The full re-inspection report can be found [here](#)

5.2 CQC Inspection of Southend Hospital

The following is taken from the Care Quality Commission (CQC) inspection report which can be found [here](#)

The inspection was undertaken in January 2016.

During the first day of the inspection the junior doctor's strike was in progress. The trust was offered the option to cancel the inspection but declined. We noted that the trust had a clear plan for patient care during this period of industrial action.

During our inspection the trust was on a high state of escalation due to the increased number of patients coming in to the hospital. This had existed for some time before our inspection.

We rated the services offered by Southend University Hospital NHS Foundation Trust as 'requires improvement'.

Key findings were as follows:

- The increase in the number of beds at the trust had put additional strain on the services, but in particular a strain on the staff.
- Patient to staff nurse ratios are too high particularly in medicine and musculoskeletal surgery.
- High numbers of elective surgery cancellations were seen in addition to clinic cancellations all relating to the alert status, capacity and congestion within the hospital.
- Good patient outcomes were evidenced in particular the stroke service.
- Staff went the extra mile for patients and demonstrated caring and compassionate attitudes.
- The trust scored above the England average for Patient-led assessments of the Care Environment (PLACE) consistently for all categories assessed. (2013-2015)
- Cleaning undertaken by nurses and technicians for November and December 2015 of high risk equipment was 95% and 97% compliance rates. There were no MRSA cases reported and lower than the England average rates of C.Diff.
- Mortality and morbidity meetings took place but they did not follow a consistent format, and actions to support learning lacked timescales.

We saw several areas of outstanding practice including:

- We rated well led for the emergency department as outstanding. The local leadership and team worked well to deliver the service. Their governance practices ensured risks were identified and managed. They engaged staff to ensure they remained motivated.
- Stroke service patient outcomes receiving the highest rating by Sentinel Stroke National Audit Programme. CT head scanning were delivering a 20 minute door to treatment time which was a significant achievement.
- The trust had implemented an Early Rehabilitation and Nursing team (ERAN). The ERAN Team supported the early discharge of primary hip surgery and knee surgery patients.
- The 'Calls for Concern' service, allowing patients and relatives direct access to the CCORT (critical care outreach team) following discharge home.
- The learning tool in place within Radiology allowing learning from discrepancy in a no blame environment.
- The Mystery Shopper scheme that actively encouraged people to regularly give their feedback on clinical care and services.

- Safe at Southend was a new initiative to allow staff to share day to day clinical and operational issues with executive Directors for rapid action.

However, there were also areas of poor practice where the trust needs to make improvements.

Importantly, the trust must:

- Ensure staffing ratios comply with NICE guidelines, to ensure both patients and staff are not at increased risk.
- Ensure duty of candour regulations are fully implemented, the trust was not able to demonstrate that they had met all parts of the requirements.
- Ensure that clinical review is part of the process for cancelling elective surgical patients.

5.3 Summary of CQC Care Home Inspection Findings

There are now 97 care homes in Southend. In the 18 months to September 2016 four homes closed down with a loss of 101 registered beds for older people. The homes and beds currently available are broken down as follows:

Older People	63	1694
Learning Disability	21	181
Mental Health	11	146
Physical Disability	2	41
Total	97	2062

With an increasing population of older people the reduction in beds in registered care homes is a concern for future capacity

From 2014, the CQC has given an overall rating care providers, which in the case of care homes has to be displayed at the entrance to the home. The 5 key questions for the inspection are:

- Is the service safe?
- Is the service effective?
- Is the service caring?
- Is the service responsive to people's needs?
- Is the service well-led?

Care Homes

In September 2016 the outcome of CQC visits to care homes within Southend based on their published reports was as follows:

Older People	%		LD	%
Outstanding	0.00%		Outstanding	0.00%
Good	69.84%		Good	100.00%
Requires Improvement	15.87%		Requires Improvement	0.00%
Inadequate	4.76%		Inadequate	0.00%
Not Yet Inspected	9.52%		Not Yet Inspected	0.00%
	100.00%			100.00%
MH	%		PSI	%
Outstanding	0.00%		Outstanding	0.00%
Good	90.91%		Good	50.00%
Requires Improvement	0.00%		Requires Improvement	50.00%
Inadequate	0.00%		Inadequate	0.00%
Not Yet Inspected	9.09%		Not Yet Inspected	0.00%
	100.00%			100.00%

Combined Averages

All Service Types Combined Averages	%
Outstanding	0.00%
Good	77.69%
Requires Improvement	16.47%
Inadequate	1.19%
Not Yet Inspected	4.65%
	100.00%

Domiciliary Care

The last tendering exercise undertaken by Southend Borough Council was in 2012 when contracts were let to 9 providers to support the various geographical areas in the borough. This has reduced to 6 since 3 gave notice on their contract. The retendering of domiciliary care will commence in October 2016, with the geographical localities aligning with those within the Transforming Care programme.

In addition to the preferred providers, there are an additional 11 “spot” providers who are offered work when the need arises. **There is continual demand on domiciliary care and recruitment and retention of staff is a particular challenge in this area.**

The performance of domiciliary care providers is as follows:

Outstanding	0%
Good	47.1%
Requires Improvement	5.9%
Inadequate	5.9%
Not Yet Inspected	41.1%
	100%

Where significant shortfalls in compliance are identified by the CQC, the Southend Borough Council Contracts Team makes contact with the provider to ensure that there is an action plan in place with appropriate timescales and regular update meetings are held with the provider to ensure the required improvements are made.

SECTION 6 - SAB CHALLENGE TO PARTNER AGENCIES AND STRATEGIC BODIES

Risk Identified	Agency	Mitigating Action	Progress	Impact
DoLS/MCA implementation will take some time to adjust to; need to establish best working practices once changes are in place.	Southend Borough Council	Action plan being implemented. Additional staff being trained and increased personal resource	Continuing significant increase in referrals since April 2015. Currently no backlog but is impacting on other work of Adult Services. SBC Practice Manager and Administrator are now in place to support this work.	The Board is assured that assessments are completed in a timely way to ensure adults are safeguarded appropriately
Specialist Support Services for adult male victims of sexual assault	SOSRC	Number of adult male victims known to SBC to be collated to evidence need.	The Police and Crime Commissioner has commissioned specialist sexual assault services for male and female victims of all ages from SOSRC from April 2016	Specialist support services for male and female victims of sexual assault of all ages is provided in the Southend area
High risk missing people from Southend Hospital	Essex Police & Southend Hospital	Significant Police resource (1fte) being taken up with high risk persons going missing from Southend Hospital, which is impacting on response to emergency calls	Essex Police and Southend Hospital are identifying actions to reduce the number of high risk missing persons from the Hospital	Mental Health unit now established within A&E. Impact being monitored

<p>Training of Staff in GP Surgeries</p>	<p>NHS England & Southend CCG</p>	<p>In recent inspections two of three GP surgeries that received “require improvement” ratings, and one practice which received an “inadequate” rating, were observed to have incomplete or insufficient safeguarding training.</p>	<p>Issue to be raised with the SAB Board for identification of actions to monitor and improve GP safeguarding training compliance</p>	<p>All GPs have received training. Some other clinical staff at GP surgeries still require training. SAB to monitor compliance</p>
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SECTION 7 – PARTNER AGENCY ANNUAL STATEMENTS

Partner agencies have also provided the following statements regarding the effectiveness of their services in safeguarding adults:

7.1 Southend Borough Council

Southend Borough Council produces an annual report on the effectiveness of their services for safeguarding adults for Cabinet in January 2016, which will be appended to this report at that time (see appendix 1)

7.2 Essex Police

Agency Context

Essex Police are dedicated to crime prevention and enforcement and work towards the Police and Crime Plan 2016-2020.

There are 7 priorities documented within this:

1. More local, visible and accessible policing.
2. Crack down on anti-social behaviour.
3. Be tough on domestic abuse.
4. Reverse the trend in serious violence.
5. Tackle gangs and organised crime.
6. Protect children and vulnerable people from harm.
7. Improve safety on our roads.

Additionally, Essex Police has a Plan on a Page which prioritises Immigration and Slavery, Domestic Abuse and other areas which may impact on vulnerable adults such as Repeat High Harm anti-social behaviour and violence with injury.

Crime and Public Protection Command manage the 13 areas of Public Protection as

nominated by the College of Policing including Adults at Risk of Harm and Abuse, HBA, FM, and DA. Essex Police add Hate Crime to these strands as well.

Essex Police has recently undergone significant change with the launch of the new Crime and Public Protection Command structure on 19th September 2016. This created new investigation teams across the three Local Policing Areas, an Operational Centre bringing together various risk assessment and triage teams (including safeguarding of vulnerable adults), and an improved and expanded Proactive Department.

It also introduced the Strategic Centre providing additional strategic capacity and capability for the command, overseeing policy and procedure and a team dedicated to the development of the strands of Public Protection.

The force has invested heavily in training front line officers and staff in vulnerability by way of the Public Protection Awareness course and a communication campaign. This has increased the identification and awareness of all areas of vulnerability including mental health.

Mental Health represents significant challenges with changes to the Mental Capacity Act. This means the time for police detention is reduced from 72 to 24 hrs and all but exceptional cases must be taken to a Health Based Place of Safety rather than a custody suite post arrest which presents both the police and health with a significant requirement to change prior to the changes in April 2017. The 24/7 Project is leading on this.

The new Care Act 2015 is now embedded and the police awareness of new legislation is complete.

Safeguarding Adults Activity

Essex Police are presently rolling out 3 day face to face training in Public Protection Awareness with around 1000 staff already completing it. There has also been a recent campaign to raise knowledge and awareness of vulnerability. This has included 'Inform' Briefings, post campaign and new resources to all staff including the Officers Guide to Vulnerability (a pocket book sized booklet). The Essex Police Internal website includes

reference and library material.

The SETSAF 1 form has been communicated to all staff as the single platform form to make referrals for vulnerable adults.

Essex Police were inspected by the HMIC for vulnerability with key recommendations placed on a force tracker and actively monitored and monitored by the Command Team and audit teams.

High Risk victims of Domestic Abuse are offered safety plans. Outstanding High Risk perpetrators are proactively sought and prioritised. Perpetrator programmes such as NOVA and Drive have been active in the last year, with NOVA coming to a planned end recently after a 1 year Pilot.

Changes to the Mental Health Act are catered for under the 24/7 Project, the Thurrock based commissioned project and the police are a key stakeholder for this. There is currently a business case to improve police resources to support this.

Essex Police are a statutory member of Domestic Homicide Reviews and Safeguarding Adult Reviews run by Community Safety Partnerships across the county seeking to identify preventable practice to reduce abuse, neglect and death.

Essex Police are continuing to support the Southend Safeguarding Adult Board and other partners working towards protecting vulnerable adults. We recently supported a local hoarding panel set up in the LSAB.

Essex Police support victims of domestic abuse through Domestic Violence Protection Notices (DVPO) where a suspect has been subject of No Further Action in police custody providing opportunity to later gain a Domestic Violence Protection Order (DVPO) at court.

Essex Police actively provide information to members of the public under 'Clare's Law' – The Domestic Violence Disclosure Scheme (DVDS Right to Ask and Right to Know).

Essex Police have written and published a Domestic Abuse Action Plan and progress is ongoing against this.

Outcomes and Impact of Safeguarding Adults Activity

For the period October 2015 to September 2016, 17 DVPNs were completed, which resulted in 11 DVPOs being granted by the court (for Westcliff, Leigh and Southend).

For the period October 2015 to September 2016, Essex Police have made 86 SETSAF referrals for the Westcliff, Leigh and Southend area. On-going increasing numbers reflect the investment made in training and awareness.

DVDS – for the areas of Westcliff, Leigh and Southend (for the period of October 2015 to September 2016), Essex Police have received 14 applications under the Right to Ask part of the scheme (with 29 % disclosures made) and 167 applications under Right to Know (with 19% disclosures made).

Key Successes

Essex Police operates a **Street Triage Scheme** which involves:

- Two cars patrolling the County
- Between 18:00 – 02:00, 7 days a week
- They are marked police vehicles driven by a police officer who is in company with a Mental Health Professional supplied by the Mental Health Trusts.
- It responds to incidents attended by officers where there is a mental health link either by attending the scene directly or via telephone advice (if it is already committed at another incident or the incident is a considerable distance away).

It has been operating in this model since April 2015 and the key results for last year (April 2015 – March 2016) were:

- It attended 1132 incidents where it provided appropriate support and help to

people experiencing a mental health crisis.

- It appropriately prevented 195 people being detained under section 136 MHA.
- This led to a total reduction compared to the previous year of 18.7% (184 detentions) under section 136 MHA.

Key Areas for Development

Essex Police continue to support the abstraction levels to ensure all front line staff are provided with the Public Protection Course. This supports their knowledge and practice for protecting vulnerable adults.

The Investigation Advisory Team, an internal 'critical friend', move and change to ensure internal practices and investigation is of a high standard and improvement plans for the force are progressing.

The new Strategic Centre continues to monitor Authorised Professional Practice from the College of Policing to ensure best practice and national guidance is implemented. This is reflected in the ongoing review of police and procedure.

Essex Police will be inspected by the HMIC for stalking and harassment in the latter part of 2016. Any recommendations that result from this will be taken forward and actioned in line with national best practice.

The new Operational Centre will triage incidents in a more stringent and risk based process for all areas of public protection from the moment of first reporting, identifying those at risk sooner and ensuring the best response. Two Essex adult social care members of staff have been recruited to the Operational Centre and they will work with the triage team. This will ensure staff from both organisations engage face to face and allow the sharing of information to take place immediately.

Mental Health triage is seeking to develop under the 24/7 Project to expand its hours of operation to 24hrs instead of 1800 to 0200 as it currently stands with dedicated and seconded staff.

7.3 National Probation Service

Since 1st June 2014 the delivery of Probation Services has been carried out by the National Probation Service (NPS) and Community Rehabilitation Company (CRC). NPS are responsible for supervising high and very high risk of serious harm offenders on licence and community orders, and/ or those subject to Multi-Agency Public Protection Arrangement (MAPPA), preparing pre-sentence reports for courts, preparing parole reports, supervising offenders in approved premises, and delivering sex offender treatment programmes, support to victims of serious violent and sexual offences through the Victim Liaison Unit.

The National Probation Service (NPS) is committed to reducing re-offending, preventing victims and protecting the public. The NPS engages in partnership working to safeguard adults with the aim of preventing abuse and harm to adults and preventing victims. The NPS acts to safeguard adults by engaging in several forms of partnership working including:

- o **Operational:** Making a referral to the local authority where NPS staff have concerns that an adult is experiencing or is at risk of experiencing abuse or neglect, including financial abuse, and is unable to protect oneself from that abuse or neglect
- o **Strategic:** Attending and engaging in local Safeguarding Adults Boards (SABs) and relevant sub-groups of the SAB. Through attendance, take advantage of training opportunities and share lessons learnt from Safeguarding Adult Reviews and other serious case reviews

The NPS protects the public by working with offenders to reduce reoffending and harm. It works jointly with other public and voluntary services to identify, assess and manage the risk in the community of offenders who have the potential to do harm. The NPS also has a remit to be involved with victims of serious sexual and other violent crimes.

The NPS shares information and works with SABs from other agencies including local authorities and health services, and contributes to local MAPPA procedures to help reduce

the reoffending behaviour of sexual and violent offenders, so as to protect the public and previous victims from serious harm.

Although the focus of the NPS is on those who cause harm, it is also in a position to identify offenders who are themselves at risk from abuse and to take steps to reduce this risk in line with the principles of this policy and procedure.

The NPS works in partnership with other agencies through the Multi Agency Public Protection Arrangements (MAPPA). The purpose of the MAPPA framework is to reduce the risks posed by sexual and violent offenders in order to protect the public. The responsible authorities in respect of MAPPA are the police, prison and the National Probation Service that have a duty to ensure that a local MAPPA is established and the risk assessment and management of all identified MAPPA offenders is addressed through multi-agency working.

Although not a statutory requirement, representation from the National Probation Service and the Community Rehabilitation Company on the Safeguarding Adults Board should be considered.

7.4 Community Rehabilitation Company

Agency Context

Essex Community Rehabilitation Company (ECRC) is contracted by the Ministry of Justice to deliver statutory probation services for adult services users who have committed offences, and are allocated to the CRC by the National Probation Service. These services include the supervision of those assessed as low or medium risk of harm (but they could be high risk of reoffending); the delivery of the community payback scheme, a range of accredited programmes, a range of interventions to address criminogenic need, and resettlement and 'through the gate' services. We have some key operational partners who are contracted by the CRC to deliver parts of our service – these are Nacro, Ormiston Families and Open Road. Where risk of serious harm in a case is deemed to have changed to high, the risk escalation process is followed whereby the NPS are asked to review a

case with a view to transfer to them.

During the last year, ECRC has continued to restructure following the Transforming Rehabilitation reforms. These include the establishment of a central administration and case management Hub in Chelmsford, with local management centres and neighbourhood centres in Southend, Basildon, Thurrock, Chelmsford, Harlow and Colchester. In Southend, we are delighted that our south of the county management centre is based in Civic 2.

The biggest challenge for the CRC in the last year has been the transition to the new estates and our new operating model. The pace of change has meant we have not always communicated these changes well with partners, which has the potential to impact safeguarding checks and joint working on cases. Local managers have worked to mitigate this by engaging and working with partners in local teams.

Safeguarding Adults Activity

Essex CRC supervises adults who have committed offences. We are not a care and support service, but many of our service users have complex needs, so as well as having the potential to cause harm to others, they can be in need of care and support. As part of our assessment process, we seek to identify these, but refer to the appropriate services – including safeguarding services where applicable. We have a supported referral principle whereby mentors assist our service users to access other services. In addition, our Partner Link Workers, who work with current and former partners of men participating in the Domestic Abuse Perpetrator programme, work to safeguard those partners and children. Safeguarding training is core training for all operational staff.

Essex CRC undertakes monthly quality audits on a selection of cases. This is a holistic audit covering all aspects of our service delivery. Questions are asked about risk assessment, risk management, working with other agencies on the case. Assessing safeguarding practice is a key component of these audits. An area of learning has been the need to consistently make safeguarding checks, at this is now undertaken at the point of allocation to the CRC by the Hub teams.

Essex CRC is subject to independent audit from HMIP (there have been no HMIP inspections in Essex CRC this year) and the National Offender Management System,

Operational Assurance (OA) Audits. This year we have had 2 OA audits – one on the ‘Through the Gate’ service and the other on ‘Enforcement’.

Outcomes and Impact of Safeguarding Adults Activity

ECRC has positive case examples of the following work:

- Ormiston Families - keeping adults in need of care and support safe through family work to reduce risk.
- Partner Link Workers – engagement with partners of domestic abuse perpetrators
- Reduction of risk and need in adults, linked to attitudes and behaviour, substance abuse, housing, ETE, emotional well-being.

Key Successes

Essex CRC uses a comprehensive assessment process that identifies areas of risk and need. Where we are supervising an adult with additional care and support needs, we are able to support any multi-agency arrangements to help keep that individual safe. The use of mentors through our operational partners has enabled greater contact with our service users outside of the formal environment of probation premises, which enables a greater understanding of the needs of an individual and the circumstances they are managing.

Key Areas for Development

Improve the knowledge of local processes for safeguarding adults in Southend, by developing links between local team managers.

7.5 NHS England

Agency Context

NHS England’s core business is one of system leadership and assurance. NHS England has dual safeguarding responsibilities with regards to our directly commissioned health services (GPs, dentists, opticians, prison health care, secure mental health treatment, and sexual

assault referral centres) and safeguarding assurance across the wider health economy. Our core functions are articulated in the revised Accountability and Assurance Framework (2015).

<https://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-accountability-assurance-framework.pdf>

We continue to attend, and actively input into, the Health and Executive Forum, which is the local forum for healthcare commissioners and providers within Essex, Thurrock and Southend. We are kept apprised of risks in the system, which are escalated internally and highlighted on our risk register.

Safeguarding Adults Activity

Level 1 safeguarding training is mandatory for all staff working in NHS England. Those in the nursing and quality team who have a direct responsibility for adult safeguarding actively seek and receive additional training to enable them to fulfil their roles. We have a seat on the National Safeguarding Steering Group and also on the national MCA/DoLS subgroup, enabling us to keep abreast of priorities and actions nationally.

We work closely with CQC and are clear of our responsibilities where there are safeguarding concerns raised within our directly commissioned services.

Serious incidents across all healthcare providers in our locality are monitored by the NHSE Nursing Directorate on a weekly basis and we ensure that those with potential safeguarding implications are raised through the safeguarding process.

We ensure that safeguarding, including MCA, is part of the procurement process and we are actively invited to contribute to procurements.

Outcomes and Impact of Safeguarding Adults Activity

The impact can be challenging to quantify. What we do know is that our input has ensured a significant cohort of the healthcare workforce have been offered, and received, education and training in the national safeguarding priorities namely Mental Capacity Act, Deprivation

of Liberty Safeguards, Female Genital Mutilation and PREVENT training.

We also worked with the NSPCC to develop a bespoke 6 day adult supervision programme that was applicable to both the adult and the children's safeguarding workforce.

The bi-monthly adult forum supports the system's safeguarding activity, as does the Clinical Commissioning Group (CCG) safeguarding supervision/peer support, which is facilitated by NHS England.

Key Successes

The key successes for NHS England Midlands and East (East) are the relationships that we have with our colleagues from both CCGs and provider services. The East Region Safeguarding Adult Forum (for health colleagues) continues to be extremely well attended and provides a valuable, unique and safe opportunity for colleagues to network, share best practice, discuss areas for concern and to keep up to date with developments locally, regionally and nationally.

Key Areas for Development

There are some challenges with the NHS Standard Contract. We will continue to use all other means we have to ensure that providers of care commissioned by NHS England are complying with Section 11 and safeguarding legislative requirements.

The need for education and training of the workforce does not diminish. We will continue to ensure that appropriate workforce training is commissioned and delivered, in line with the national priorities and the diverse needs of the workforce.

7.6 Southend Clinical Commissioning Group (CCG)

Agency Context

NHS Southend Clinical Commissioning Group (CCG) is committed to working with partner agencies to ensure the safety, health and well-being of the local people in Southend. Protecting the people at risk of abuse is a key part of the CCG's approach to commissioning and, together with a focus on quality and patient experience, is integral to our working arrangements. Our approach to adult safeguarding is underpinned by quality and contracting systems that aim to reduce the risk of harm.

Included in the CCG Operational Plan is the aim to continue to work closely with Southend, Essex and Thurrock (SET) agencies to ensure the person is central to the safeguarding discussions.

This fits with the Five Year Forward View's second aim of improving the patient's experience, the key principles coming out of the Better Care Fund and Pioneer Project's objectives to focus on integrated, person centred and co-ordinated care.

Changes within the CCG are strengthening the focus on quality and safety with the appointment of a new chief nurse, Matt Rangué, moving the Continuing Healthcare Team in house and expanding the Quality Team. Southend CCG has also taken on greater responsibility for the commissioning of primary medical services (general practice) through joint arrangements with NHS England.

Safeguarding Adults Activity

There is representation at the Safeguarding Adults Board by a member of the CCG executive and at the Board subgroups and Executive by the CCG Adult Safeguarding Lead, Andrea Metcalfe. Training funded jointly by the CCG and local authority has been held for GPs and practice staff, community staff, care providers and social care staff around the Mental Capacity Act and Adult Safeguarding is a mandatory course for all CCG staff.

The Adult Safeguarding Lead assists local authority enquiries where a health related perspective is required and provides expert advice on safeguarding issues to providers when required.

The CCG has been actively involved in ensuring the quality of Adult Safeguarding within its commissioned services. Adult Safeguarding is a standing item on the Clinical Quality Review Group agenda for Southend Hospital and the CCG Adult Safeguarding Lead attends the Hospital safeguarding governance meeting. There have also been quality visits to the hospital to assist the service to implement the Mental Capacity Act effectively and monitor the understanding by staff of adult safeguarding.

There have been several multiagency workstreams initiated by the CCG Adult Safeguarding Lead as a result of learning from adult safeguarding cases. This has brought together different agencies to review services and implement changes to help prevent abuse.

These areas of work include work around assistance with consent for dental visits for those people living in care facilities, the security of key safes, the legality of covert medication, improving DNA CPR documentation, unwise decision making, consent for flu vaccinations and work around people who go missing from hospital.

In the coming year it is expected that the CCG will establish closer links with GP services and help them to better understand the adult safeguarding agenda and be more able to identify where interventions are required.

7.7 South Essex Partnership Trust (SEPT)

Agency Context

There are no current risks affecting SEPT responding to safeguarding adult issues in the Southend area.

Safeguarding Adults Activity

7.7.1. Outcomes and Impact of Safeguarding Adults Activity

7.7.1.1 Enquiries

The Trust continues to conduct safeguarding enquiries regarding mental health services on behalf of Southend Council. Enquiries have increased since the previous year, this is due to numerous issues including; increased staff awareness, additional services that SEPT provide etc.

The Trust randomly completes service user "interviews" where a member of the safeguarding team meets with the person subject to the enquiry once it has been completed. Examples of Southend case feedback includes;

'My care coordinator listened to what I said and provided good advice. I understood why my care coordinator raised the issues with safeguarding team and the police and was happy with this.'

(Southend Community Mental Health Team)

"Staff support me; I know I can go to staff when something is wrong"

(Learning disability Service :Southend inpatient)

Whilst all the service users 'interviewed' felt safer they gave valuable information on how the safeguarding service could be improved further including;

- Using less jargon,
- Giving a more detailed explanation of what a safeguarding investigation is
- Include service user's family members earlier in the process.

These suggestions have been incorporated into training and supervision sessions with staff.

SEPT community health services continue to raise safeguarding alerts for the Southend Safeguarding team to process. District nurses have been involved in providing reports and analysis to inform enquiries.

7.7.1.2 Safeguarding meeting

The minutes of all Southend Board meetings are standard agenda items at the

Safeguarding group. The Group is chaired by the Trust Executive Director for Clinical Governance and Executive Nurse. An action log contains all directives from national, local and Trust services including recommendations from CQC inspections, audits and serious case reviews etc. This is monitored monthly for compliance.

7.7.1.3 Learning Lessons

The Trust has a Learning Oversight Committee where cases are presented and learning cascaded throughout the Trust. The agenda of this group consistently contains a safeguarding case.

7.7.2. Prevention and raising awareness

A series of preventative and awareness raising initiatives continue to be implemented within SEPT. This includes training programmes and the introduction of reflective practice forums where clinical staff meet with the Trust Safeguarding Lead to discuss open safeguarding cases, potential cases and to explore emerging themes.

7.7.3. Workforce Development

The Trust compliance with safeguarding adult face to face level 3 training has been above 90% for the reporting period.

The Trust Training strategy has been updated and includes Face to Face Prevent training programme which is also incorporated into Level 1-3 safeguarding programmes.

MCA DoLS training has been introduced this is both E-Learning and Face to Face dependant on staff role.

7.7.4. Partnership working

The Trust continues to be active members of the Southend Safeguarding Board and Operational Group and Serious Case Review group (where required). The Trust has worked in partnership with Southend Safeguarding adult team to develop a joint protocol on responding to safeguarding enquiries.

7.7. 5. Quality assurance

7.7.5.1 Care Act 2014

The Safeguarding team have worked with Southend to implement the changes since the introduction of the Care Act 2014 and Sec 47 enquiries. The Trust is in regular contact with Local Authority teams to discuss the progress of cases and to provide evidence to support enquiries.

7.7.5.2 CQC Inspection

The Trust received excellent feedback from the Trust wide CQC inspection in 2015 with regard safeguarding service. Attached are inspector's comments regarding specific services within the Trust including services within Southend.



Inspection comments
Safeguarding.docx

Key Areas for Development

- Continue to develop the reflective practice sessions particular within Community Health services
- Arrange a combined safeguarding child and adult conference in 2017
- Continue to focus on service user involvement and incorporate feedback into safeguarding training and processes.

7.8 Southend Hospital

Agency Context

Southend University Hospital NHS Foundation Trust (SUHFT) provides a wide range of acute health services from its main Prittlewell Chase Site and at outlying satellite clinics across the local area to the local community. It provides specialist services to a wider population in South East Essex, including:

Cancer

Stroke

Aneurysm

Breast Screening

Ophthalmology

The hospital was officially opened in 1932 and was authorised as a Foundation Trust in 2006. It serves a population of 338,800 for general acute services and is the largest employer in the Southend area with a workforce of over 4,400 staff.

Southend University Hospital NHS Foundation Trust has been part of the Mid and South Essex Success Regime planning which will provide additional opportunities and challenges as the acute trusts within the regime work together with partners to develop system wide solutions to significant challenges within healthcare.

During this reporting period Southend University Hospital NHS Foundation Trust has invested in its Adult Safeguarding Services by recruiting and appointing an Adult Safeguarding Manager to lead on the safeguarding agenda within the organisation.

During this reporting period Southend University Hospital NHS Foundation Trust has worked on improving the safeguarding governance reporting structure up to Trust Board level.

Although still separate safeguarding teams adults and children's services have developed systems to work more closely together, including the introduction of a Children and Adults Safeguarding Committee that is chaired by the Trust Chief Nurse / Executive Lead for Safeguarding.

The introduction of the Care Act 2014 (came into effect in 2015) has required a review of the adult safeguarding systems / processes and Trust engagement and partnership working with the Safeguarding Boards and the Safeguarding Sub Groups. The Trust has been well represented on all groups.

This year the team need to engage and have a voice for the safeguarding agenda within the Success Regime discussions and plans.

Safeguarding Adults Activity

The Trust has a 'Policy for the Safeguarding of Adults at Risk of Abuse' which has been developed in line with the Southend, Essex and Thurrock (SET) Safeguarding Adults Guidelines 2015 to ensure that Trust safeguarding arrangements comply with SET guidelines and the statutory duties within the Care Act 2014. It is the responsibility of staff to ensure the safety and protection of adults at risk of abuse, to treat the abuse or potential abuse of adults seriously and to act on any suspicion or evidence of abuse.

The Trust has an Adult Safeguarding Team to support staff in meeting this responsibility and has a reporting, alert and referral system in place. The Adult Safeguarding Team can also be called to provide verbal advice and will review patients and individuals of concern.

All patient facing clinical staff and volunteers are required to complete either Adult Safeguarding E-learning Level 1 Training or Level 1 and 2 E-Learning Training, according to role of the staff member. Staff are also provided with adult safeguarding information and guidance when joining the Trust (On-Boarding) with face to face training for Health Care Assistants.

Training compliance is recorded using the Trust I-Learn system which can provide percentage figures of compliance to safeguarding training. Training compliance is monitored by the Children & Adult Safeguarding Committee and support offered to services to achieve compliance if required.

Currently compliance of staff that require training in the safeguarding of adults at risk is 80%.

Directorates are provided with monthly or quarterly safeguarding training compliance reports.

Southend University Hospital NHS Foundation Trust was inspected by the Care Quality Commission during January 2016, receiving an overall rating of “requires improvement”.

Some comments within the report relevant to safeguarding were:

- Staff were able to describe situations in which they would raise a safeguarding concern and how they would escalate a concern.
- Staff were aware of how to contact the Adult Safeguarding Lead.
- Staff complimented the adult safeguarding advice they received.
- Safeguarding policies and procedures were available to staff including out of hours contacts.

- The Trust training compliance target of 85% had not been met.
- The Trust could not provide evidence or a percentage of level 2 Adult Safeguarding Training (this has now been addressed).
- The Safeguarding Adults Policy does not specify levels of training required by different groups of staff

The Trust has audited Mental Capacity Assessments during this reporting period to inform some focussed work on the Mental Capacity Act agenda during the next year. This will include a review of the mental capacity assessment systems in line with recent ‘Southend, Essex and Thurrock (SET) Guidance for Mental Capacity Assessment’.

The Trust has undertaken a piece of work to look at vulnerable adults that leave the hospital before they have been deemed medically fit. During the next year the Trust will review its policies and advice to staff for missing persons.

A Training strategy is required, including clear mapping to a level of training for all front line

clinical staff. A Training strategy will also provide training guidance for other safeguarding related subjects such as Prevent, female genital mutilation, domestic violence and modern slavery.

The Safeguarding of Adults at Risk Policy will be reviewed and updated during 2017 providing an opportunity to review advice and guidance for developing themes such as female genital mutilation and modern slavery. The revised governance reporting structure will also provide the ideal framework to monitor and provide assurance that the Trust is responding to emerging themes.

Outcomes and Impact of Safeguarding Adults Activity

During the reporting period October 1st 2015 to September 31st 2016, 110 SET SAFs (safeguarding referrals) were raised by SUHFT staff. 42 SET SAFs (safeguarding referrals) were raised against Southend University Hospital NHS Foundation Trust requested a safeguarding enquiry / investigation.

13 enquiries raised against the Trust did not proceed onto full investigations and were closed at enquiry stage.

3 enquiries raised against the Trust were substantiated.

1 enquiry raised against the Trust was partially substantiated.

5 enquiries raised against the Trust were not substantiated.

15 enquiries raised against the Trust are still pending outcomes and 5 are still under investigation.

Key Successes

The key achievements of Southend University Hospital NHS Foundation Trust have been:

- The development of referral and reporting systems for individuals at risk of domestic violence.
- The Prevent agenda now comes under the remit of the Adult Safeguarding Team which has enabled the safeguarding of vulnerable individuals at risk of

radicalisation to be reported and supported as part of the adult safeguarding procedures.

- The Trust has successfully recruited an Adult Safeguarding Manager.
- The governance reporting structure has been improved with the introduction of an integrated Children and Adults Safeguarding Committee.
- The children and adult safeguarding teams are looking for opportunities to work together to develop a more integrated approach to safeguarding across the Trust.
- The Adult Safeguarding Team has reviewed, updated and ratified the Trust policies for:

“The Management of Challenging Behaviour and the use of Therapeutic Restraining Measures”

and

“Policy for the Mental Capacity Act”

- Deprivation of Liberty Authorisations within the Trust are now monitored and administrated by the Adult Safeguarding Team with increased scrutiny, monitoring and assurance of the authorisations raised.
- The Trust has a Clinical Nurse Specialist for Learning Disabilities who continues to advocate for and promote the needs of our service users that have a learning disability, including the consideration of reasonable adjustments to promote and enable access to our services.
- Southend University Hospital NHS Foundation Trust has continued to improve on its accessible information for adults with a learning disability. There are now 16 easy read information leaflets; a DVD about capacity and consent available to view on the hospital website and a short animation about preparing to come into hospital and an easy read newsletter.

Key Areas for Development

Southend University Hospital NHS Foundation Trust will be focusing on these key areas during 2016 – 2017:

- To improve adult safeguarding training compliance.
- To review the Adult Safeguarding Procedures.
- To respond and comply to the recommendations (relevant to safeguarding) from the Care Quality Commission (CQC) inspection.
- Review and strengthen the Adult Safeguarding Training Strategy.
- To review and improve on the assessments of mental capacity.
- To strengthen support to staff and safeguard vulnerable adults who are at risk of absconding from hospital.
- Continue to improve on the communication of the safeguarding agenda across the Trust.
- To engage and have a voice for the safeguarding agenda within the Success Regime discussions and plans.
- To complete the Local Authority Adult Safeguarding Audit tool before January 2017 to inform safeguarding actions for 2017.

7.9 East of England Ambulance Service

Agency Context

East of England Ambulance Service Trust provide 24 hour, 365 days a year Accident & Emergency Services to those in need of emergency medical treatment and Transport. We cover 6 counties, Bedfordshire, Hertfordshire, Essex, Norfolk, Suffolk and Cambridgeshire. We cover a total of 11 Adult Boards throughout the region.

The Safeguarding team in EEAST consists of:

Dr Tom Davis (Named Dr for Safeguarding)

Sandy Brown (Director of Clinical Quality & Nursing)

Simon Chase (Safeguarding Lead)

Anna Price (Named Professional for Safeguarding)

Denise Kendall (Safeguarding facilitator)

Rebecca Bavington (Assistant Safeguarding facilitator)

Simon Chase & Anna Price have completed their NSPCC supervision skills training and complete supervision for 27 identified personnel within the Trust.

We have funding for 2 band 7 posts which are currently going through the recruitment process.

Safeguarding Adults Activity

The Trust has a Safeguarding Annual Report that reviews actions and outcomes from the previous year and maps requirements for the forthcoming year. The Trust promotes actions in safeguarding as part of a Trust Outcome Plan and this is promoted in all relevant work streams within the organisation. The Learning and Development Policy includes a training Needs Analysis (TNA).

The Board of the East of England Ambulance Service NHS Trust is focused in ensuring that the statutory requirements under the Care Quality Commission and Care Act 2014 are met and that people using Trust services are protected from harm and abuse

East of England Ambulance Service NHS Trust meets all statutory requirements in relation to Disclosure and Barring Service and has systems in place for safer recruitment

East of England Ambulance Service NHS Trust has a Safeguarding Adults policy in place.

The Trust works in partnership with all statutory and non-statutory agencies around the Eastern Region.

Trust Safeguarding Lead works with the National Ambulance Forum for improving safeguarding standards nationally.

Outcomes and Impact of Safeguarding Adults Activity

Identify the outcomes of your agency's safeguarding adults activity, and the impact on adults and their families/carers. Please include any relevant performance and quality

assurance information to illustrate outcome and impact

EEAST have seen a month on month increase of all safeguarding referrals. Adult Social Care referrals are showing the biggest increase with the top 3 categories of abuse being:

1. Self -Neglect
2. Neglect
3. Domestic abuse

This is due to the increase in training and awareness, including our Community First Responders (volunteers) and Private Ambulance Providers.

Key Successes

- We continue to work alongside Boards when there are SAR and DHR
- We continue to engage where possible with our Boards
- Training figures are increasing
- Referral figures are increasing
- Receiving more feedback from Local Authorities for crews

Key Areas for Development

- Maintain the external engagement with our Boards
- Maintain the training programme to ensure all staff are trained in Safeguarding
- Continue to promote the safeguarding agenda within EEAST

7.10 Southend Association of Voluntary Services (SAVS)

Agency context

Southend Association of Voluntary Services (SAVS) is a Council for Voluntary Service (CVS), a local infrastructure organisation for voluntary and community sector (VCS) organisations, and carries out five core functions which are; Services and Support, Liaison, Representation, Development Work and Strategic Partnerships. SAVS also have a sixth strand of volunteering and hosts the Turning Tides projects.

Activity

SAVS is a membership organisation and supports members to ensure they have the right safeguarding policies and processes in place. Training is provided in partnership with the LSCB and SAB in all aspects of safeguarding, for example, Female Genital Mutilation, Child Sexual Exploitation and gang culture. Regular meetings and communications are organised to share information on current issues to ensure Voluntary Sector organisations are up to date with the latest trends and can do what is necessary to protect their service users.

The Turning Tides project runs services for vulnerable adults; the Safe as Houses project works to support older people who have been identified as vulnerable to postal scams and to prevent new people succumbing to this. The See Change service supports people with hoarding behaviours by providing long term support to help them identify the underlying reasons for their behaviour and tackle these to ultimately reduce their hoarding and ensure they have a safer living environment.

The Folk like us project identifies older people who are lonely and isolated and provides support to help them improve their lives by overcoming barriers and becoming socially involved again.

SAVS CEO is a member of the Safeguarding Adults Board, Local Safeguarding Children Board and is the Chair of the Safeguarding Adults Executive.

Impact of Safeguarding Adults Activity/Successes

The Safe as Houses service has provided support visits to 500 households over the year and identified people actively being scammed and many who had suffered in the past. The service is run by a team of volunteers who won the Essex Police Cup this year in recognition of their contribution to keeping the community safe.



The See Change service has provided over 300 hours of support to a number of people who were hoarding and helped them make changes to improve their lives. “The counselling helped me gain insight into my behaviours and learn to control them,” says one client.

The Folk like us project has supported over 150 over 65s in the 18 months since it began, helping them achieve their goals. For example, John was lonely and isolated. He was leading an unhealthy lifestyle and lived alone in a large house with steep stairs which had caused him to fall several times. With our support he changed his eating/cooking habits by learning to cook, learned IT skills and was able to bid for new housing, moved to new, safer, sheltered accommodation where he had opportunities to meet people and participate in social activities.

“I’ve achieved more than I could possibly hope for- it has helped me achieve a better standard of life and help in every way possible in the community.”

7.11 Essex County Fire and Rescue Service (ECFRS)

Agency Context

Essex County Fire & Rescue Service recognises safeguarding as a high priority for their

organisation. In order to achieve this we ensure we have robust arrangements in place to provide strong leadership, vision and direction for safeguarding. We make sure we have clear accessible policies and procedures in line with relevant legislation, statutory guidance and best practice.

Essex County Fire & Rescue Service works in close collaboration with Local Authorities to ensure the provision of co-ordinated integrated services which meets the needs of our communities.

Safeguarding Adults Activity

The service ensures that there is a clear statement of responsibilities for staff and that safeguarding adults strategies and associated policies are in place, including safe recruitment of staff, a whistle-blowing policy and supervision policies which ensure staff exercise vigilance to mitigate against the risk for those people using our services.

ECFRS works collaboratively and ensures input and feedback on matters relating to safeguarding through its collaborative architecture such as the Chief Fire Officers Association and other national Fire & Rescue Services.

ECFRS recognises safeguarding as a high priority for their organisation and takes accountability seriously. In order to achieve this we ensure we have robust arrangements in place to provide strong leadership, vision and direction for safeguarding. We have a clear line of accountability for safeguarding within ECFRS. The Community Development & Safeguarding Manager being the professional advisor to the Assistant Chief Officer for Prevention, Protection and Response.

Outcomes and Impact of Safeguarding Adults Activity

The Service has recently recruited additional staff to effectively deal with the significant increase in referrals that have been generated through greater awareness training.

Key Successes

In 2015 ECFRS Community Development Team received a World Award for its work with the Down Syndrome Association. The Award recognised ECFRS Firebreak scheme's

outstanding achievements which have strengthened and enriched the lives of people with Down syndrome ensuring they have the skills and education in place for safe independent living.

The Firebreak Scheme has seen significant expansion over the past few years and now works with a large number of vulnerable adults within our communities receiving high praise from partner agencies and identified as best practice nationally. Recently ECFRS Community Development & Safeguarding Team was announced winners of the Essex Business Excellence Awards (Community) for its Firebreak programme with charities.

Key Areas for Development

In 2016 ECFRS commissioned an independent review of its safeguarding arrangements. The review stated that safeguarding arrangements within ECFRS were well managed and the recommendations for additional resources to ensure resilience were addressed.

7.12 South Essex Homes

Agency Context

South Essex Homes is the Arms Length Management Organisation set up by Southend on Sea Borough Council. Their aims are to manage and maintain the council's 6,200 properties and associated housing land. Our operational risk register identifies safeguarding as an operational risk "Failure of the organisation that controls are not robust, resulting in unidentified child/adult abuse" and it is mitigated by:-

- Extensive risk assessment carried out.
- Referrals made to relevant support agencies.
- Any potential risks referred to safeguarding teams.
- Regular property inspections and room checks carried out.
- Policies and procedures updated regularly and compliance checked.
- Extensive staff training.

- Safeguarding procedures in place.
- Regular support meetings
- Robust staff appraisal and 1:1 system in operation.
- Reviewed and updated the Safeguarding Policy
- Improved reporting mechanisms to the Board and Audit Committee
- Reporting to Local Safeguarding Children's Board (LCSB)
- Audit of revised risk assessments
- Auditing of safeguarding training for staff.
- Analysis of safeguarding referrals and training to reflect common themes.
- Dedicated budget for sanctuary scheme for victims of Hate Crime and Domestic Abuse.

Safeguarding Adults Activity

In order that South Essex Homes continues to provide an effective safeguarding response for adults with additional care and support needs, they have provided a senior manager as the designated safeguarding lead and appropriate representation at the Safeguarding Adults Board, Safeguarding Adults Executive Board, the Housing sub-group and at the MARAC.

The safeguarding adult policy and procedure complies with the Southend, Essex and Thurrock Guidelines for Safeguarding adults. The safeguarding policy and procedure is updated every three years (last updated May 2015).

All front line staff are trained regularly in safeguarding adult awareness, mental health awareness, mental capacity awareness, domestic abuse awareness and Dementia and Alzheimers awareness. A safeguarding presentation is included in the Staff Induction day. Safeguarding awareness sessions include contractors operating on behalf of South Essex Homes/Southend on Sea Borough Council. Awareness sessions on safeguarding are delivered to residents living in Council owned sheltered schemes. Articles on domestic abuse and safeguarding are regularly featured in residents' newsletters and staff newsletters.

A safeguarding page on the South Essex Homes website is updated regularly as well as the safeguarding page dedicated to staff on the intranet. Guidance sheets on reporting concerns are provided to all contractors operating on behalf of South Essex Homes/Southend on Sea Borough Council. Business size cards are issued to all staff with identifying potential concerns and the relevant numbers to contact.

An update on safeguarding is provided at each Board meeting. Safeguarding is a regular agenda item at the Operational Management Team meetings and safeguarding action plans are monitored at the Operational Management Team meetings. Referrals are monitored and reflect the training programmes and awareness sessions delivered.

There are dedicated officers to identify and respond to victims of domestic abuse and a dedicated Sanctuary Scheme budget is set aside annually, to cover the cost of additional safety and security measures for victims of domestic abuse and hate crime. There are dedicated officers to identify and respond to vulnerable victims or perpetrators of anti-social behaviour.

The Council's internal audit team recently inspected our Safeguarding involvement and the recommendations included ensuring that our contractors have safeguarding policies in place. This has now been addressed. The action plans for all audit inspections are monitored by the Operational Management Team on a fortnightly basis.

Our Community Development Team support vulnerable tenants who are at risk of losing their tenancy. In our Temporary Accommodation Team we have a dedicated officer to support hostel residents with complex needs.

Outcomes and Impact of Safeguarding Adults Activity

The number of evictions for council tenants has reduced this year from 45 to 6 (as at the end of September 2016) primarily due to the support of the Community Development Team.

A partnership with Southend College providing a free counselling service is available at The Hub. Trainee counsellors in their third year of their Counselling course with support from an NHS trained counsellor take referrals from the organisations operating from the HUB,

who feel that their clients would benefit from counselling. This provides a pivotal service in improving a vulnerable person's life.

Key successes

Since June 2015 the Digital Housing Hub (DHH) has seen over 3000 clients. Alongside the digital support advice there is health advice and welfare advice. It means that the HUB can offer a complete bespoke service to assist a vulnerable person and to ensure that they receive the maximum amount of help needed to live an independent life.

Healthwatch Southend joined the HUB in September. Since joining they have seen 50 residents, giving advice on a wide range of health matters.

The free counselling service headed up by a drug and alcohol specialist has attracted over 75 referrals with 90% of these people having at least 6 sessions.

The introduction of the counselling service provides advice and support to participants requiring help with Life Style, and Mental Health Problems. The twelve by weekly interactive group has provided another avenue that the HUB offers. The results of the sessions so far are:

Group Sessions completed	24	Group Time Duration	2 Hours	<u>Open Group</u>
Spring – Summer Programme 2016				Yes
Male participants Attended	134	Participants Food supplied	Yes	Outcome measures
				Under review
Female participants Attended	31	Participants Transport Provided	Yes	STAR

Total participants Attended	165	Participants Materials supplied	Yes	Locus of control

Key areas for development

Continue with the excellent work provided at the HUB.

Expand the current service offered by Careline to support vulnerable clients to continue to live independently.

SECTION 8 – IMPLEMENTING LEARNING FROM REVIEWS

The SAB has published one Safeguarding Adults Review (SAR) during the period, which was given the identifier ‘Anne’. The SAR was commissioned by the SAB Chair following the death of “Anne”, a young adult, in a Continuing Health Care placement in Essex, in spring 2014.

Learning from the SAR was as follows:

- **Finding 1** - Case management arrangements for young people who need solely Continuing Health Care post-18 are currently set up in such a way that professionals who hold the case management responsibility are pulled towards families who are the most vocal, with the consequence that the needs of some young people are less visible.
- **Finding 2** - The transitions protocol is comprehensive but the pathways and descriptions of multi-agency planning that it contains are largely based on young adults being reviewed or supported by the local authority’s Adult Social Care service, which results in a lack of clear expectations about the transition arrangements for those who are becoming the responsibility of Continuing Health Care only.

- **Finding 3** - There is clear planning and information-sharing within health agencies about the management of complex epilepsy - but GPs' role as a conduit between specialists and family members or social care providers, is variable as they struggle to manage the volume of correspondence about patients. This means that adjustments to complicated medication plans can be entirely dependent on family carers while updates from specialist doctors are sent and then logged at GP surgeries.
- **Finding 4** - Because there is a lack of placement choice for young adults with particular combinations of disability and complex health conditions, some adults in transition are placed in provision that is primarily for children, with a risk that the needs of neither group are met.
- **Finding 5** - The Mental Capacity Act takes as its starting point that, unless it can be shown otherwise, 16 and 17 year olds, as well as over - 18s have the capacity to make their own decisions. This legal framework requires professionals, parents and carers to think about decision-making and rights in such a different way to the approach taken with children under 16 that it can be a challenge for all concerned.

The following recommendations were identified and have been progressed by the SAB:

- **Recommendation 1** - The SAB should ask the Clinical Commissioning Group to report back on the implementation of proposed changes to case management for those adults in Southend who are eligible for Continuing Health Care, and consider raising with the Health and Wellbeing Board any emerging case management gaps for young adults in transition into the service.
- **Recommendation 2** - The SAB should receive an update on, and have the chance to comment on, the draft transition protocol between adults' and children's services, and ask for assurances about the way this is being embedded in the local operating framework so lines of responsibility and co-ordination are clear between health and social care.

- **Recommendation 3** - The SAB should seek updates on work in Southend to enable the sharing of NHS patient information between primary, secondary, specialist care and other health settings - and ask some questions about how this will help not just GPs, but any health professionals with a coordination role for the care of particular service users with complex needs.
- **Recommendation 4** - The SAB should hear back from commissioning colleagues about the impact of the Care Act on placement choice and development for young adults with complex needs.
- **Recommendation 5** - The SAB and the Safeguarding Children Board could sponsor a joint piece of work to understand the different professional cultures around mental capacity and decision-making in services for children and for young adults, with a view to reducing some of the differences in practice that can have a direct and inconsistent impact on young adults with complex needs who are in transition between services.

The full report for this Safeguarding Adults Review can be found on the SAB website at www.safeguardingsouthend.co.uk/adults

SECTION 9 – CONCLUSIONS AND AREAS FOR DEVELOPMENT

The SAB continues to develop and have is having more impact on the coordination of safeguarding adults’ services in Southend. In order to continue to have an impact on improving services across the partnership the following areas for development have been identified for 2016-19:

- Ensure the provision of services for young people who require extra support and assessment but do not meet the criteria for statutory adult services are integrated and accessible. The SAB proposes there should be a one year funded project to look at the scale of this group and their needs, and how to work with them with, possibly using a worker in the third sector. The project to report back at the end of the year on issues and recommendations for this role in the future.
- Improving the experiences of adults discharged from hospital ensuring good co-ordination between relevant partner agencies. The SAB to propose a project to look at drilling down into the issues underpinning hospital discharge concerns and

develop “whole system” recommendations to be rolled out across the partnership to improve the safety, coherence, and consistency of this process for patients.

- The provision of funding by commissioning agencies for a specialist hoarding support service
- The provision of support services for domestic abuse perpetrators who are not in the criminal justice system, which has a good evidence base, by commissioning agencies
- Increase capacity of Health Based Places of Safety (HBPOS) in Southend and Essex as a whole, and a reduction in the use of section 136. As a matter of urgency Southend CCG to look into the reasons for the delays in refurbishing the existing section 136 health suites, and ensure adequate levels of local provision. *(Referred to the CCG for action November 2016).*
- Commissioning agencies to ensure there is sufficient capacity in registered care homes and domiciliary care providers to meet the demands of an increasing elderly population
- Ensuring DoLS assessments continue to be undertaken in a timely way to ensure the rights of adults with additional care and support needs are safeguarded effectively

SECTION 10 – FINANCIAL REPORT APRIL 2015 TO March 2016

The SAB uses the funding formula below to ensure it has adequate resources to undertake its business effectively for the financial year 2015-16

Agency	Percentage Contribution	Contribution
Southend Borough Council	48%	£36662
Southend CCG	26%	£19858
Essex Police	26%	£19858
Total Contribution		£76378

The SAB shared a business manager and administrative assistant with the Safeguarding Children Board (0.5fte for each role and Board). There is also a considerable ‘in kind’ contribution of partners to both the Board and sub groups, a major resource which is difficult to quantify, but is critical to the effective functioning of the SAB.

For the year 2015-16 the SAB’s expenditure was as follows:

Description	Expenditure (£)
Total Employees	42713
Total Supplies And Services (includes chair remuneration and meeting/training costs)	20486
Total	63199

For the financial year 2016/17 the SAB will carry forward £26950 in reserves.

SECTION 11 – BOARD MEMBERSHIP AND ATTENDANCE

Representative	24th November 2015	1st March 2016	21st June 2016	27th September 2016
Christine Doorly - Independent Chair	√	√	√	√
Simon Leftley - Vice Chair - Corporate Director for People	√	√	-	Apologies
Claire Alexander – DIAL Southend	√	√	√	√
Lisa Fautley/Simon Chase - East of England Ambulance Trust	Apologies	√	√	Apologies

Representative	24th November 2015	1st March 2016	21st June 2016	27th September 2016
David Baxter – SBC	Apologies S Porter attended	Apologies R Layzell attended	Apologies	√
John Cooke/Leanne Crabb Healthwatch Southend	√	√	√	√
Carol Cranfield - SBC	√	√		
Ann Davenport/Jane Dresner - SEEAOP	-	√	√	-
Traci Dixon - SEH	√	Apologies	√	Apologies
Essex Police	M Wheeler attended	Apologies	M Wheeler attended	M Wheeler attended
Sharon Houlden - SBC	√	√	√	√
Linda Kettley/Dave Bill – Essex Fire & Rescue Service	√	√	Apologies	Apologies
Shirley Kennerson - NPS				√
Alex Osler/Martin Lucas - Essex CRC	Apologies	√	√	√
Cllr James Moyies	√	√		
Jennifer Pattinson/Lo- Anne Lewis - CQC	Apologies	-	√	√
Sarah Range - SBC	√	√	√	√
Matt Rangué/Melanie Craig – NHS Southend CCG			√	√
Cllr Lesley Salter			√	Apologies
Alison Semmence - SAVS	√	√	Apologies	√

Representative	24th November 2015	1st March 2016	21st June 2016	27th September 2016
Eleanor Sherwen/Joan Skeggs – NHS England	-	-	-	-
Elaine Taylor - SEPT	√	Apologies	Apologies	G Arthur attended
Denise Townsend – Southend Hospital	√	√	√ also attended by P Hodgson	Apologies

**Annual Report on the effectiveness of Safeguarding Adults by
Southend-on-Sea Borough Council's Adult Social Care Services
2015/2016**

Prepared by: Sharon Houlden: Director of Adult Services and Housing

Sarah Range: Safeguarding Adults Service Manager

Report Contents:

This report is written in three segments.

Annual Report: Pages 1-22

Appendix 1: Safeguarding Adults Return Data: Pages 1-19

Appendix 2: Performance: Pages 1-3

Purpose of the report

- To provide the Southend-on-Sea Safeguarding Adults Board (SAB), Chief Executive and the Leader of Southend Borough Council with information in order to give assurances about the functioning and effectiveness of safeguarding adults' investigations by the Council's People Department: Adult Social Care.
- To support Elected Members to discharge their safeguarding duties in relation to adults at risk.

This report should be read in conjunction with the 2015/16 Annual Report for the Southend-on-Sea Safeguarding Adults Board.

Recommendation

That the report is noted and priority areas for development in 2016/17 are endorsed.

Summary Achievements

Southend Borough Council's Department of People- Adult Services supports adults to live lives free from fear and abuse. This is achieved through the strategic development of policies, procedures and projects as well as through operational duties of care. As lead organisation for carrying out S42 (Care Act 2014) Enquiries, the Council delivers our statutory responsibilities robustly, in partnership with people who use services and their support networks. A summary of key achievements are provided below:

- People report that they are safer as a result of safeguarding interventions.
- 74.7% of respondents in 2015/16 stated they felt safer as a result of the enquiry. This compares to an average of 74.1% achieved in 2014/15.

- Positive feedback from people who have experienced a safeguarding enquiry.
- Southend has retained a high ranking and remained in the first quartile nationally for 'action taken, risk removed' for the third year in a row.

It is not possible to achieve the removal of risk in 100% of cases as some people make informed decisions to remain in contact with the alleged perpetrator and have capacity to make this decision.

- Participating in multi-agency safeguarding audits as part of the Southend Safeguarding Adults Board (SAB), (resulting in applied learning across Adult Services and partner agencies).
- Continued participation in the Making Safeguarding Personal programme.
- Involvement and engagement with people with lived experience of services to redevelop the Outcome Questionnaire to reflect a more person centred approach to measuring quality.
- Partnership work with Council Departments to improve outcomes for health and wellbeing and ensure opportunities feelings of safety and protection from harm are imbedded through service planning and delivery.
- Partnership work with the Southend Safeguarding Adults Board (SAB) and Southend Local Safeguarding Children's Board (LSCB).
- Review of the development and delivery of training for social care practitioners on domestic abuse, inclusive of the new categories of abuse.
- Launch of the Keep Safe scheme in partnership with the SAB, LSCB and Children's Services.
- Continued revision and development of Care Act 2014 compliant procedures and policies.
- Agreement and launch of the South Essex Partnership University NHS Foundation Trust (SEPT)/SBC Carers Assessment Pathway Protocol.
- Launch of the SBC Safeguarding Adults Policy, which compliments the SET Adults Guidelines.
- Involved in the review and launch of the SET MCA and DOLs Policy and Procedure (v 2).
- Involvement and leadership in the drafting of new key appendices of the SET Guidelines for Safeguarding Adults, such as the Local Area Designate Officer guidelines.

- Refinement of the SBC/SEPT Safeguarding Protocol, which governs safeguarding enquires being led by South Essex Partnership University NHS Foundation Trust (SEPT) on behalf of the Council as per the Section 75 agreement between both authorities.
- Involvement in the development of the SET PREVENT protocol, which supports the management and intervention for children and adults with care and support needs where consensual multi-agency work is underway to support safeguarding.

Launching and joint chairing of the CHANNEL Panel process, supporting people who may otherwise be enticed into illegal radical or extremist behaviour.

SECTION 1: Background

This is the third Council focused Annual Report highlighting the dedicated response provided by the Council to the safeguarding agenda with respect to partnership development and enquiry function.

Statutory Responsibilities

Safeguarding Enquiries

In April 2015, the Care Act 2014 came into force, which replaced 'No Secrets' and provides statutory guidance, legislative structure for conducting 'safeguarding enquires' and statutory foot for safeguarding adults' boards as well as a number of other person centred practice requirements.

Up until the 1 April 2015 and the enactment of the Care Act 2014, *No Secrets: guidance on protecting vulnerable adults in care (DH 2000)* dictated that local authorities play the key role in coordinating and investigating allegations of abuse against vulnerable adults. With the introduction of the Care Act 2014, the Council holds the statutory responsibility to work collaboratively with partners to support adults at risk to live lives free from abuse and harm. In Southend, the Council leads on the management of allegations for people aged 18 and over who may be vulnerable due to ageing-related frailty, physical or sensory disabilities, or needs or disability relating to mental health and wellbeing in the case of older adults. South Essex Partnership University NHS Foundation Trust (SEPT) leads on the enquiry of allegations of abuse for people with mental health conditions from 18 to 65 years old. Enquiries into allegations of abuse are governed by the *SET (Southend, Essex and Thurrock) Safeguarding Adults Guidelines*. These guidelines, written in partnership with the Southend Safeguarding Adults Board, Essex Safeguarding Adults Board and Thurrock Safeguarding Board, support enquiry work in the geographical area of Essex.

Southend Borough Council's Department of People maintains the statutory assessment responsibilities for all applications under the Deprivation of Liberty Safeguards. These assessments are governed by the SET (Southend, Essex and Thurrock) Mental Capacity Act and Deprivation of Liberty Safeguards policy and procedure.

The Council and partners continued to work in 2015/16 to support adults under the auspices of safeguarding. As per the Care Act 2014, the term 'vulnerable adult' was dropped and adults who are experiencing abuse are referred to as people or 'adults at risk'.

On the 19 March 2014, a landmark Supreme Court judgement [**P v Cheshire West and Chester Council and another and P and Q v Surrey County Council**] was handed down which has radically affected all local authorities in England. Nationally, local authorities have seen a massive spike in referrals. During 2014/15, the Council received 401 applications from care homes and hospitals. This represents a 568% increase in referrals from 2013/14. During 2015/18, the Council received 619 applications which was a 54.8% increase on 2014/15.

For contextual background, Southend Borough Council is the 'Supervisory Body' for all Southend and self-funding residents in Southend care homes. There are 96 care homes in Southend. As of 1 April 2013, the Council assumed responsibilities as Supervisory Body for all Southend local authority/Southend Clinical Commissioning Group funded and self-funded people within long stay and acute hospitals. Since 2009, the Council has also been the Supervisory Body for Southend residents placed in care homes and hospitals outside of Southend.

In order to ensure that people are not arbitrarily deprived of their liberty, the Council receives Urgent Authorisations and Standard Authorisations from these settings and is required by statute to carry out up to 4 assessments for each referral. Specialist qualified assessors, called Best Interest Assessors, carry out assessments as independent entities of the Supervisory Body. An additional two assessments are commissioned by the local authority from a qualified Section 12 trained doctor, usually a psychiatrist. All six assessments are mandated in the Deprivation of Liberty Safeguards, as enforced by the Mental Capacity Act 2005.

The 'Supervisory Body' must carry out assessments usually within seven calendar days when an Urgent Authorisation is granted by a Managing Authority. The Council must carry out assessments within twenty one calendar days in cases where a Standard Authorisation alone is applied for. The Council can exercise no discretion as to which type of assessment is carried out. The Managing Authority, the Supervisory Body or a relevant third party can request a review of a current authorisation.

During 2015/16, the Council employed fifteen Best Interest Assessors (BIAs), who all have day to day assessment and management responsibility within social work teams. Three service managers and two team manager who are qualified BIAs act as Signatories under the Safeguards.

As a result of the Supreme Court judgement, cost pressures were identified to assist in meeting the demand. With some of the additional funding, the Council began a programme to identify and support the education of an additional thirteen Best Interest Assessors as well as strengthening up the safeguarding and DOLS management team. Currently, due to attrition there are currently fifteen practicing BIAs, with a number of BIAs awaiting their results. The remainder of the funding has been dedicated to fund the costs of Section 12 psychiatrist assessments and

independent Best Interest costs. Potential for further cost pressures due to DOLS have been flagged 2016/17 as the rate of referrals continues to rise.

SECTION 2: Partnerships and Key Areas of Work

The Department of People committed to lead on several key areas of work in partnership or on behalf of the Southend Safeguarding Adults Board (SAB).

Quality Assurance

The Council participated in multiagency audits of safeguarding investigations that were carried out in 2015/2016 by the Safeguarding Board. The findings for learning were shared with the SAB and informed the work of the Subgroups. The Council took part in an audit pilot across Adult Services and undertook deep dives into cases involving Mental Capacity Assessments and safeguarding enquiries during 2015/16. The learning from these audits has informed the SAB Business Plan as well as the commissioning intentions of the Council and other agencies in terms of supervision, workforce development and practice guidance.

Keep Safe

Children's Services and the Safeguarding Adults Board and the Safeguarding Children's Boards continued to fund the Keep Safe Scheme for 2015/2016 with launch in April 2016. Keeping Safe is a scheme to support people aged 16+ who have a learning disability and access the community independently. The scheme is facilitated by SHIELDS Parliament, a self-advocacy group supported by BATIAS, an independent advocacy service. Local businesses have been identified and signed up to the scheme by agreeing to provide use of a telephone in a public area for a person who may be experiencing an emergency or who are in distress. Participants in the scheme would look for the yellow and black telephone sticker in the shop window. Using the emergency number card or fob provided, the person themselves would call their carer or parent. If required, the shop would assist or call the police if needed.

The scheme will support people to reduce the feelings of fear or agitation in accessing the community alone. The Keep Safe scheme is being championed by Southend SAVS and Essex Police and we are working in partnership to launch this initiative.

PREVENT

In 2015/2016, Southend Borough Council assumed new statutory responsibilities in assisting the Government to prevent vulnerable adults and children being drawn into terrorist activity. The Council's new duties are part of the PREVENT Strategy, which is part of CONTEST.

"The government's counter-terrorism strategy, *CONTEST*, is based on four areas of work:

- Pursue: to stop terrorist attacks.
- Prevent: to stop people becoming terrorists or supporting terrorism.
- Protect: to strengthen our protection against a terrorist attack.
- Prepare: to mitigate the impact of a terrorist attack.

The government's *Prevent strategy*, published in June 2011, has three objectives, to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with a wide range of sectors and institutions (including education, faith, health and criminal justice) where there are risks of radicalization which we need to address. (*Paragraph 7.2, Prevent Strategy 2011.*)

Adult Services has been working closely in partnership with the Department for Place, including Public Protection and Children's Services to ensure that there is a strategic approach as well as an operational response. The PREVENT Board is a multi-agency initiative chaired by the Department for Place, supported by Adult and Children's Services.

During the year, the Council, in partnership with Essex Police and Southend CCG alongside other key partners, set up the multi-agency CHANNEL Panel, which are a convened group of safeguarding professionals representative of statutory and third sector services who can assist in supporting a person who is or is at risk of being radicalised. The person (child or adult) must consent in the CHANNEL process and will be involved in working with professionals who are proactively supporting the disruption of the exploitation to ensure that the person is adequately safeguarded.

During 2015/2016, the Group Managers for Safeguarding in Adults and Children's Services provided face to face training over 200 staff and partners on WRAP, which is the Home Office approved PREVENT product. During 2016/17, further routine face to face training will be provided.

Key Partnerships

Southend Borough Council plays a key role in facilitating partnerships that are vibrant, robust and integral to the effective functioning of the borough. The Council takes seriously its' leadership role to enhance community wellbeing and cohesion and supporting vulnerable people to live safe lives is a Corporate Priority.

Children's Services and the Local Safeguarding Children's Board

Southend Borough Council's Adult Social Care takes its responsibilities for safeguarding children within the context of the work we do with families as paramount. In this context, the needs of the child are primary when working with families and this is a statutory requirement which shapes all interventions. Adult Services is represented both on the LSCB Board and the LSCB Executive, representing the needs of adult family members and carers. For example, in the two years, we have worked collaboratively with Children's Services and Workforce Commissioning to ensure that our operational social work staff and our in house community based services have had e-learning in; child protection, recognising neglect and abuse in children, and awareness of Child Sexual Exploitation.

Over the last three years, Adult Services' social workers have undertaken a series of e-learning training related to the needs of children, primarily child abuse awareness and child sexual exploitation. Practitioners have also attended specially commissioned safeguarding children training at Level 2 and 3, which was delivered by the LSCB. Specialist training will continue on a rolling basis as part of the Council's training and development plan. Adult Services has also identified a number of key operational and management staff members who have had additional training and are now CSE Champions.

Adult Services have recently committed to staff attending additional face to face training provided by Barnardos on Female Genital Mutilation and our statutory responsibilities.

Adult Social Care is also represented in the work to prevent and support victims of child exploitation and sit on the Southend Child Sexual Exploitation Workgroup. In June 2015, Adult Services also began working in close association with the Southend Joint Domestic Abuse Triage Team. This team was comprised of Children's Social Care, Health, Probation and Police. In July 2016, the MARAT (Multi Agency Risk Assessment Team) was launched, which expands the membership of the previous team. Adult Services is represented by a qualified social worker within this team. The Safeguarding Adults Manager has contributed heavily to the development and governance of the MARAT in terms of audit, policy development and strategic monitoring.

Adult Services have also ensured that key training around the Mental Capacity Act, which pertains to people 16+ have been inclusive of practitioners working within Children's Services. Children's practitioners who work with people over 18 who may have entitlements and continue to be supported by children's services have been offered Safeguarding Enquiry Skills training to equip them to manage safeguarding adults concerns.

Southend Borough Council's People Department - Adults will continue to work proactively to ensure that practitioners are trained to have an awareness of the safety of children. We will continue to make referrals when appropriate and engage in plans to support children and their families.

Mental Health

From March 2016, the Safeguarding Adults Manager has taken responsibility as the senior management conduit between Southend Borough Council seconded social workers within the South East Essex Partnership University NHS Trust and Integrated Commissioning between the Council and Southend Clinical Commissioning Group. As part of this work, the Safeguarding Manager is the operational and strategic Council link on pan Essex work around a 24/7 mental health crisis system response. In April 2017, the Police and Crime Bill will become law, which has mandated some key changes in relation to the management of Mental Health Act assessments. To this end, the Safeguarding Manager has been extensively involved in the development and planning as part of the pan-Essex systems' preparedness workstreams. The Safeguarding Manager is also the Council operational link to the systems' work on the Mental Health Crisis Concordat. The Council, in partnership with SEPT have been leading a campaign to encourage and support eligible practitioners to qualify to

become Approved Mental Health Practitioners (AMHPs). The AMHP role is a key statutory function for local authorities which will come into greater focus and demand with the additional requirements proposed within the Police and Crime Bill and the Mental Health Five Year Forward view.

Public Health and Improved Health Outcomes

Safeguarding Adults works collaboratively with the Public Health Team to deliver outcomes that improve wellbeing and reduce the impact of abuse and violence. The Safeguarding Team is part of the wider range of internal partners with whom the Public Health team consult yearly in the development of their work plan. Safeguarding Adults is a longstanding and committed member of the Southend Domestic Strategy Group, led by the Deputy Director of Public Health. Adult Social Care has worked collaboratively with Public Health and the Southend CCG to ensure the delivery of the Flu Inoculation campaign for the 2016 season. Operational management within the social work teams also worked proactively with the Drug and Alcohol Commissioning Team and Public Health to deliver a series of sessions for front line practitioners regarding alcohol and substance dependency. These sessions were commissioned as a result of direct learning from a SAB multi-agency audit.

Collaboration with Southend Clinical Commissioning Group (CCG)

Since 2013, Southend Borough Council and Southend CCG have met as the Joint Quality Improvement Group every six weeks to review the quality of provision of service in Southend as the lead commissioners of care provision. The meetings focus on learning from local intelligence which then feeds into joint project work. In 2015/16, the group lead on commissioning and delivering two days of specialist training and development for practitioners across Health and Social Care working with people 16+ with regards to the Mental Capacity Act. Day 1 focused on assessing practitioners whilst Day 2 focused on supporting the learning needs of accommodation and residential and nursing care provision. Another round of training will be delivered in March 2017. Another key achievement delivered in 2015/16 and forward into 2016/17 was the involvement and support to the Public Health service in the delivery of an effective flu immunization campaign, targeting the front line workforce.

Domestic Abuse

Southend Borough Council - Adult Social Care is a key partner in the delivery of domestic abuse support in Southend. Adult Social Care has a duty to support adults at risk with care and support needs who may be experiencing domestic abuse, which may occur alongside a myriad of other social needs. Adult Social Care is represented in the work of the Southend Domestic Abuse Strategy Group, which delivers against the Southend Domestic Abuse Strategy.

During 2015/16, the Safeguarding Adults Manager worked collaboratively with the Joint Domestic Triage Group to support and develop the administrative process until the introduction of the Southend Multi Agency Risk Assessment Team (MARAT).

From July 2016, Adult Social Care makes referrals into and attends the Southend Multi Agency Risk Assessment Team (MARAT). Council practitioners and operational

SAB partners receive standard and advanced training from Essex Police to ensure that workers appropriately risk assess victims using the Domestic Abuse, Stalking and Harassment (DASH) risk assessment tool. Since July, Adult Services has deployed a qualified social worker into the joint team to add skill, leadership and knowledge of the adult framework.

The Safeguarding Manager contributed to the development of the new specification for tender for the domestic abuse services within Southend, whilst championing the needs of people with complex needs that traditionally may have been excluded or found the use of existing services unable to meet their needs.

Adult Social Care is working to continuously review the provision of domestic abuse training to ensure that practitioners have the required skills to support people experiencing harm. As a result, in 2015/16, a number of new domestic abuse focused trainings were commissioned around various topics such as; intergenerational abuse, forced marriage, female genital mutilation and so called 'honour' based abuse.

Refreshed training in relation to Domestic Abuse, including joint training with Children's Services, was commissioned which has incorporate learning from Domestic Homicide Reviews and Serious Case Reviews where appropriate.

Safeguarding Adults Review

There was one Serious Case Review concluded in 2016, which started in 2014. An action plan is being implemented and is monitored by the SAB. Adult Social Care did not participate in any Domestic Homicide Reviews during 2015/16.

SET Working Group

Adult Social Care is a lead member on the SET (Southend, Essex & Thurrock) Working Group. This group is responsible for the revision of the SET Safeguarding Adults Guidelines and SET Mental Capacity and Deprivation of Liberty Safeguards guidelines in line with national and local policy change, legislation and learning. During 2015/2016, the SET Working Group continued to review the SET Guidelines. During 2015/16, the Workgroup identified a full plan of strategic and policy improvements and initiatives. Effectiveness of the implementation of the SET Guidelines is monitored by the SAB through its learning and Improvement Framework, which identifies that the Guidelines are on the whole well understood and implemented by practitioners.

Eastern Region Leads groups-ADASS

Southend Borough Council is an active member in both the Safeguarding Adults Leads' group and the Deprivation of Liberty Leads' groups. Both groups are facilitated by the Association of Directors of Social Services and the Local Government Association. The group aims to deliver a forum for best practice, the development of robust policy and continuity of response to safeguarding concerns.

Anti-Social Behaviour (ASB) Operational Board

Adult Services is represented on this board to ensure that people experiencing ASB

or perpetrating ASB are appropriately identified if eligible to be offered a Care Act 2014 assessment of need or require support from a safeguarding adults' perspective.

Complex Needs Group

During 2015/2016, Adult Services was represented operationally on the bi-weekly Complex Needs Group. Rising from the 'Making Every Adult Matter' national agenda the Complex Needs Group is a multi-agency panel, led by the Drug and Alcohol Commissioning Team, which support adults living in Southend who are homeless or whom services traditionally have disengaged from due to high risk behaviours.

Monitoring

There are a series of interdependent multi-disciplinary meetings that support the monitoring function and supplement the contractual monitoring process. Monthly, managers across mental health, social care (operational, contractual compliance, complaints) and supporting people review the current functioning of services across Southend. The outcome of these meetings inform the Joint Quality Improvement Meetings, which occur between Adult Social Care and Southend CCG. The high level information from these meetings inform both the Pan Essex Information Sharing Meeting and the Essex Quality Surveillance Group (QSG) meetings.

These meetings involve all of the CCGs across Essex as well as the CQC. MONITOR and Healthwatch are also engaged at the QSG. Information of high risk is also then shared on an anonymised basis by exception with the Southend Safeguarding Adults Board. Learning in reference to safeguarding adult reviews, local and national learning are led by the Safeguarding Manager as well as the Quality Monitoring Subgroup, a subgroup of the SAB.

The Safeguarding Adults Manager continues to be involved in supporting the monitoring of the advocacy contract as it pertains to Independent Mental Capacity Advocates and Independent Mental Health Advocates.

Workforce Development

The Safeguarding Adults Service Manager works closely with the Council's Workforce Commissioning Team to ensure that the training and continuous professional development commissioned for providers and practitioners is appropriate and informed by national and local learning.

During 2015/2016, the SAB/LSCB Workforce Development Subgroup continued the rolling programme of quality assuring and approving all Safeguarding and Mental Capacity Act (MCA) and Deprivation of Liberty Standards (DoLS) training programmes. This was of particular importance to the lead up of the implementation of the Care Act in April 2015 so that assurances could be given that all Council commissioned safeguarding training operates within the new legislative framework. Southend Borough Council continues to work proactively with the Workforce Development and Learning Subgroup to embed the LSCB/SAB Training Strategy.

In 2016, further work has occurred around trafficking and modern slavery. In December 2016, Southend Borough Council, in partnership with Southend SAB, Southend LSCB, Essex Police and the University of Essex-Southend, are holding a symposium for professions. This conference will be supported by Stop the Traffik, the Salvation Army and the Essex and Kent Constabulary. To support the success of this conference, additional multi-agency training has been commissioned by Southend Borough Council, open to all partners, on modern slavery and trafficking responses and responsibilities. This training will be facilitated by Stop the Traffik with input from Essex and Kent Police Constabulary.

In 2016, a Workforce Development survey across Adult Services' social work practitioners was conducted, focusing on satisfaction with the current training and development suite for safeguarding adults. The results of this survey have been used to support future commissioning of courses and programmes.

Local Area Designate Officer Role (LADO)

The Care Act 2014 does not specify the detail as to how to manage allegations against people in positions of trust where there may be concerns that they have faced police action or may have caused harm to an adult with care and support needs. The management of these allegations have been case managed directly by the Safeguarding Manager, who has worked closely with the LADO for Children's Services. During 2015/16, 18 referrals were received.

SECTION 3: Progress on 2014/15 Delivery against Council Operational and Strategic Development for Safeguarding

Adult Services is working at strategic and operational levels to deliver a programme of work to support statutory responsibilities and the Council's Corporate Plan whilst assisting the SAB to deliver the objectives of the SAB Business Plan. Illustrated below are key contributions from the Council to assist in the meeting of the aims of the plan.

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
Prevention and empowerment	Improve feelings of safety whilst accessing the community	Southend Borough Council is working with SHIELDS and BATIAS to support the delivery of the Keeping Safe Sticker scheme.	60% awareness of people with a learning disability as facilitated by the SHIELDS Councillors via a questionnaire	IN PROGRESS The Keep Safe scheme launched in July 2016. SHIELDS to undertake a questionnaire to monitor awareness of the scheme.

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
	Demonstrative leadership and engagement in SAB Sub Groups	To continue to play a key role in supporting the efficient delivery of the SAB Business Plan objectives through leadership in the Action Groups.	Through engaged attendance and participation and delivery of associated action plan, highlighting any mitigating risks.	<p>COMPLETED</p> <p>SBC chairs the SAB Quality, Monitoring and Audit Sub Group and the LSCB & SAB Community Sub Group. Delivery of SAB Business Plan evidenced in SAB Annual Report 2015-16</p>
	<p>PREVENT Strategy</p> <p>Prevent people from being drawn into terrorist activity</p>	Collaboration between Integrated Youth Services, Adult Services, Children's Services and Public Protection.	<p>Establishment of a referral pathway for both Children's and Adult Services to accept referrals.</p> <p>Establishment and delivery of CHANNEL panels for Adult and Children's Services.</p> <p>75% of all assessing adult social work practitioner staff are PREVENT</p>	<p>IN PROGRESS</p> <p>Referral pathway established internally and with partners.</p> <p>SET PREVENT Strategy developed</p> <p>6 weekly CHANNEL panels held, co-chaired by Adults and Children's Services.</p> <p>In progress. 64.5% of all Adult Services assessing practitioners have undertaken the</p>

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
			trained by 1 April 2016.	training.
Personalisation	Making Safeguarding Personal	<p>Southend Borough Council and the Southend SAB have applied and been accepted to implement the Making Safeguarding Personal agenda, a Government initiative to ensure adults with additional care and support needs are actively consulted and involved in their safeguarding. To ensure that services and interventions place service users at the heart of what we do. To ensure that service users are supported proactively to take risks if they have capacity to do so.</p>	<p>77% overall positive feedback from service users via the Outcome Questionnaire process.</p> <p>To address issues of practice through revision of the SET Guidelines and through the Learning and Development Subgroup.</p>	<p>ACHIEVED</p> <p>Positive feedback is above target <i>(please see detailed statistics in the Performance Section of this report).</i></p> <p>SET Safeguarding Adults Guidance has been updated</p> <p>No specific practice issues identified for action by the Learning & Development Sub Group</p>
Support, advocacy and intervention	Support to younger and adult male victims of sexual violence	Adult Social Care to work with Public Health, the Child Sexual Exploitation Workgroup and the SAB and LSCB to ensure there is adequate provision to support males who may experience sexual violence.	Support the work of Health to ensure that the psychosocial aftercare needs are met through the identification of local resource to meet this	<p>COMPLETED</p> <p>Southend Rape Crisis providing specialist service to males and females of all ages</p>

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
			need.	
	Supporting adults with complex needs	Work with the Council's Housing Team, Supporting People Team and Drug and Alcohol Commissioning Team to roll out a programme to support people with complex needs who are experiencing homelessness.	Support the work being led by the Council's Housing Service and the Drug and Alcohol Team	ACHIEVED The Safeguarding Adults' Team is fully engaged with supporting the Complex Needs work.
	Explore a triage of referrals system	Explore with the LSCB and the SAB and key partners whether a triage mechanism for safeguarding referrals adds benefit to the investigation outcomes and to the experience of the service user.	Support the multiagency work to explore this area with the SAB and LSCB	ACHIEVED Adult Services is fully represented in the Southend MARAT, which started in July 2016.
Embed the Family Focus Protocol	Ensure the embedding of the Family Focus Protocol across Adult Services so that information is shared in the best interests of service users and families so that families have the support they require to live lives free from fear and abuse.	70% of all Adult Services assessment practitioner staff are aware and working in line with the Family Focus Protocol	ACHIEVED The revised protocol is embedded. The SAB and LSCB are assured that it has become embedded practice. Work continues in terms of ensuring clear pathways and interfaces for families.	

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
	Support people who engage in hoarding behaviour	Adult Social Care to lead work with partners to identify appropriate pathways to support people who self-neglect and hoard belongings at the detriment of their safety or wellbeing.	Development of a pathway map of services Ensure that 70% of Council assessment staff demonstrates an awareness of the services that are available to support people around this area of need through workforce development.	ACHIEVED Adult Services are fully engaged in the Hording Subgroup of the Southend SAB. Staff have had face to face and e-learning Care Act training, which covers self-neglect.
Policy Development	Development of policies and procedures, namely: Position of Trust allegations Large Scale Investigation Protocol	Development and implementation of SET policy and procedures.		Partially Achieved SET Positions of Trust/Adult LADO protocol developed. SET Large Scale Investigations Protocol is in development
Governance and Quality Assurance	Dynamic informatics systems for safeguarding and deprivation of liberty referrals	Ensure that systems can provide intelligent information to comply with statutory and local requirements to aid management and quality assurance.	100% compliance with data returns to the SAB Quality Monitoring Subgroup and statutory reports for the Information	ACHIEVED The automated input DoLS and Safeguarding enables data collection to meet statutory return

Objective	Aim	Delivery progress	Performance Indicator	Year End Update and outcomes
			Centre.	requirements and those of the SAB.
	Support the Safeguarding Adults Board to assume statutory footing via the Care Act implementation	Provide lead strategic advice and support to the SAB towards working to ensure the Board is prepared for strategic footing.	Through positive engagement with the SAB Subgroups	ACHIEVED SAB self-assessment evidences it is Care Act compliant.
	Ensure that the investigation functions and processed are complaint with the Care Act implementation- duty to cause an enquiry	Lead the Council's work and input into the redevelopment of the SET (Southend, Essex and Thurrock) Safeguarding Adults guidelines. Ensure that all training commissioned by the Council is compliant with the legislation.	Contribute to the revision of the SET Safeguarding Adults Guidelines, which when completed will be endorsed by the SAB.	ACHIEVED

SECTION 4: Council Operational and Strategic Delivery of Safeguarding Priorities for 2016/17

Adult Services is working at strategic and operational levels to deliver a programme of work to support statutory responsibilities and the Council's Corporate Plan whilst assisting the SAB to deliver the objectives of the SAB Business Plan.

Objective	Aim	Delivery	Performance Indicator
Governance and Quality Assurance	To deliver safeguarding and MCA DOLs framework within the Council's new database,	In partnership with staff and the LiquidLogic Project Implementation Team	100% of the safeguarding suite operational with the go live of LiquidLogic in April 2017.

	LiquidLogic		
Policy Development	To support the learning of practitioners to be equip to respond and support people who are trafficked or who are experiencing modern slavery.	<p>Delivery of bespoke commissioned specialist training.</p> <p>Multi-agency partnership conference learning symposium.</p> <p>Development of operational practice guides, supported by the SET Adults Guidelines and informed by the partnership between Adult Services and Essex and Kent Constabulary.</p>	<p>70% of all operational social work staff across Adult Services undertake Modern Slavery and Trafficking training by 31 March 2018.</p> <p>Delivery of a suite of operational practice guidelines.</p>
Workforce Development	To increase the number of staff to support to obtain the AMHP qualification across Adult and Children's Services, the mental health social work teams and within the Health system partnership.	In partnership with SEPT, Southend Clinical Commissioning Group and Children's Services	To work towards the goal of 20% of the operational social work and occupational therapy teams identified and working towards their AMHP qualification.

SECTION 5: Overall Summary

There is a reported high level of satisfaction demonstrated by positive feedback from people with lived experience. Performance in safeguarding continues to be strong.

The Council continues to contribute strongly into the work of the SAB. There are many areas of development and improvement that have been highlighted in the report and planned for the coming year.

Endorsed by:

Date:

Simon Leftley, Southend-on-Sea Council Deputy Chief Executive	
Southend-on-Sea Borough Council Cabinet	

Appendix 1

Safeguarding Adults Collection 2015/16

In April 2015, the Care Act 2014 came into legal effect. The Care Act has introduced a statutory framework for safeguarding which carry a number of responsibilities for local authorities and their partners. In addition to the formation of statutory safeguarding boards, the provision of independent advocacy under safeguarding and the duty to conduct Safeguarding Adult Reviews when an adult dies as a result of abuse or neglect, there is another key responsibility of the local authority and its partners. Local authorities must ask or cause others to enquire when they think an adult with care and support needs may be experiencing abuse or neglect. This is called a Section 42 Enquiry. All statutory partners are also now legally required to comply with reasonable requests to share information to aid an enquiry. As a result of the Care Act, local authorities across the country received increases in requests for assessments as well as an increase in safeguarding enquiries.

The data and analysis contained within this report is sourced from the national Health and Social Care Information Centre (HSCIC) draft published data sets. These data sets are produced to local authorities as a compilation of the national Safeguarding Adults Collection (previously Safeguarding Adults Return). The reporting period is 01/04/2015 to 31/03/2016.

The collection for 2015/16 requested data in two broad sections: counts of *individuals* for whom safeguarding concerns were raised during the year; counts of *enquiries* concluded in the year.

For 2015/16, data was collected in terms of type of safeguarding activity. These were:

- Safeguarding Concerns
- Section 42 Safeguarding Enquiries
- Other Safeguarding Enquiries

The category of 'Safeguarding concerns' count individuals who were the subject of a request received by the council for safeguarding support. Thus, it counts individuals for whom a contact was made where the safeguarding issue met threshold for enquiry (aka referrals) and additionally those that did not meet threshold for enquiry (aka alerts).

'Section 42 safeguarding enquiries' and 'other safeguarding enquiries' are a subset of concerns. The Southend submission for 2015/16 considered all referrals that met threshold for enquiry as Section 42 safeguarding enquiries. This was due to a lack of clarity on what distinguishes 'Section 42 safeguarding enquiries' from 'other safeguarding enquiries'. Thus Southend did not submit data pertaining to 'other safeguarding enquiries'. Our interpretation of these categories will be reviewed for forthcoming collections.

Rank and quartile measures are calculated from the national data set and are based on percentages as opposed to raw numbers. There are 152 local authorities that made returns. Some authorities did not submit data on all factors contained within the return and will be excluded from specified parts of the analysis. As a result rank is out of 152 unless otherwise stated. A rank of 1 indicates the highest percentage nationally; a rank of 152 indicates the lowest. Quartile 1 indicates within the highest 25% nationally. Quartile 4 indicates lowest 25% nationally. Rankings and quartiles allow Southend to be benchmarked against other authorities.

Statistical neighbour averages are calculated from 15 LAs, which are listed below. These are CIPFA comparators for Southend in 2015/16.

1. Torbay
2. Bournemouth
3. Blackpool

4. North Somerset
5. Poole
6. Isle of Wight
7. Plymouth
8. Darlington
9. Bath & North East Somerset
10. Bedford Borough
11. Redcar & Cleveland
12. Brighton & Hove
13. York
14. Portsmouth
15. Northumberland

Key findings

- The number of requests to the Council for safeguarding support has continually increased
- Since the introduction of 'alerts', the number of requests that progress to referral and enquiry have remained stable
- The number of enquiries concluded in the year decreased for the third year in a row. This would suggest enquiries were lasting longer and caseloads of staff were increasing
- Southend ranked 11th highest nationally for the proportion of safeguarding concerns that were investigated
- Analysis of data indicates there was a tendency to assess safeguarding concerns for 18-64s as alerts
- Nevertheless the number of referrals for 18-64s increased by 30% in 2015/16 and the skew towards an aging safeguarding population in Southend reduced slightly
- There was possible under reporting of abuse of ethnic minorities in Southend
- The number of referrals with no support reason hugely increased in 2015/16. This was a result of improved data quality and the introduction of the wider eligibility threshold and definitions of Care Act 2014
- Southend presented as 10% below the national average for referrals for people whose primary support reasons were classified as physical, memory, learning disability and mental health primary in 2015/16, this is associated with the large increase in referrals for people classed as having no support reason
- Statistics suggested safeguarding concerns for those with no support reason were less likely to progress to referral
- There was a decrease in both Southend and nationally for enquiries into allegations of physical, psychological and emotional, financial and material abuse types.
- Enquiries for neglect and omission increased nationally, but in Southend reduced, over a period of 3 years
- There was an increase in enquiries for allegations of sexual and institutional abuse types in Southend
- Enquiries into abuse by social care support in Southend for 2015/16 decreased, while enquiries for abuse by an individual known to the safeguarding client increased
- For Southend, the number of enquiries for alleged abuse within a care home reduced by 30.1%. It should be also noted that the number of care home beds in Southend decreased in 2015/15, through some care homes ceasing to trade
- The proportion of enquiries for alleged abuse within the home of the safeguarding client increased for Southend
- Southend has retained a high ranking for removing risk to the safeguarding client
- The proportion of enquiries where the individual lacked capacity increased for Southend in 2015/16, however was still considerably below the national average.
- Southend continued to support 100% of safeguarding clients lacking in capacity. This is significantly above the

national average

Safeguarding concerns raised during the year

Counts of Total Safeguarding Activity

A new reporting factor for the 2015/16 collection was a summary of total safeguarding activity. Table 1 presents the submission for Southend for 2015/16, alongside backdated data for comparison purposes. Prior to 2014, all safeguarding concerns received by the Council were investigated, which attributed then for a large number of unsubstantiated allegations.

- The number of requests for safeguarding support received by the Council has continually increased over a 3 year period
- Number of safeguarding alerts (concerns that are not investigated), have increased by 28% in 2015/16, while the number of investigations remained constant

Safeguarding Activity	2012/13	2013/14	2014/15	2015/16
Safeguarding Concerns	717	685	777	858
Section 42 enquiries	717	685	596	617

Table 1

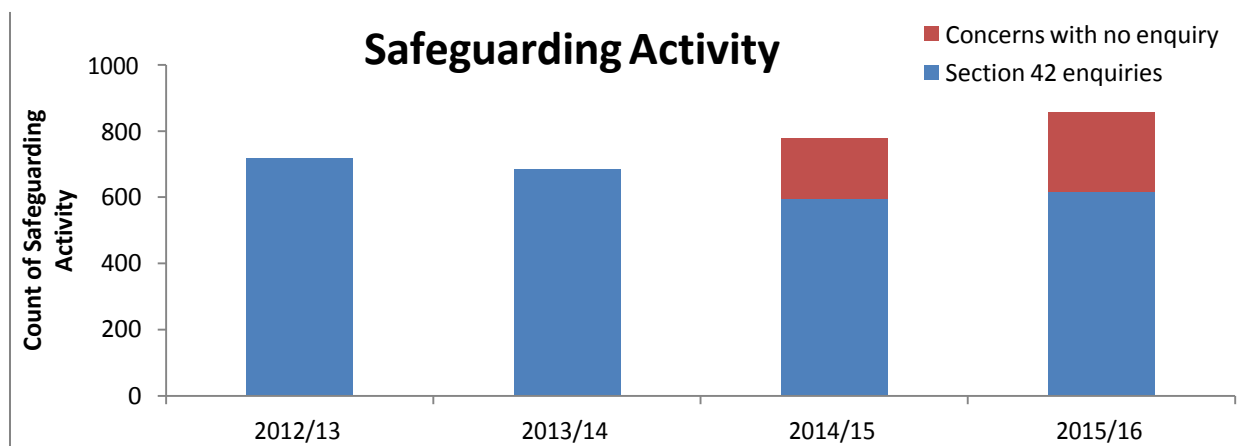


Figure 1

The table below shows type of safeguarding activity as a percentage of concerns received for Southend, statistical neighbours and nationally for 2015/16.¹

- Southend investigates a much larger proportion of safeguarding concerns than its comparators, ranking 11th highest
- Only 37 of the 108 authorities included in the table submitted data pertaining to 'other safeguarding enquiries'. This reinforces the requirement for further guidance on what distinguishes the two types of enquiry

Safeguarding Activity	Southend	SNA	National
Safeguarding concerns with no enquiry	28.5%	64.4%	56.7%
Section 42 safeguarding enquiries	71.5%	34.8%	38.2%
Other safeguarding enquiries	0.0%	0.8%	5.1%

Table 2

¹ Only authorities who submitted figures greater than 0 for safeguarding concerns and section 42 enquiries were included. Additionally 2 authorities were excluded for identified data quality issues. Thus 108 authorities are included.

Individuals by Age

The table below details the number of *individuals* for whom referrals were received over a 3 year period by age in Southend².

- The total number of individuals for whom referrals were received has remained stable over a 3 year period in Southend
- The number of referrals for 18-64s increased by 30% in 2015/16
- In line with this, the skew towards an aging safeguarding population in Southend reduced slightly in 2015/16. This is shown by the fact that in 2014/15 Southend was ranked in the top 25% (quartile 1) of all authorities for the percentage of referrals in the 85-94 and 95+ age range, but this dropped in 2015/16 to the second quartile.

Age	2013/14			2014/15			2015/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
18-64	200	86	3	140	132	4	189	78	3
65-74	70	71	2	70	35	1	72	50	2
75-84	120	103	3	105	111	3	109	106	3
85-94	165	30	1	175	11	1	145	48	2
95+	20	74	2	30	30	1	27	53	2

Table 3. Referrals in Southend over a 3 year period

- Southend was more closely aligned with, but still below, the national average for referrals received in relation to 18-64 year olds in 2015/16
- Southend was more closely aligned with, but remains elevated from, the national average for referrals received in relation to individuals aged 85-94 and 95+ in 2015/16
- The proportion of referrals for those aged 65-74 and 75-84 remained stable in Southend over a 3 year period
- National trends have remained stable
- Statistical neighbours evidenced a decrease in referrals for 85-94 year olds and an increase for 18-64 year olds in 2015/16

² Counts of individuals with an unknown age were excluded throughout this analysis.

³ Due to changes in the data collection, 2015/16 figures take the sum of 'section 42 enquiries' and 'other safeguarding enquiries' as a percentage. This may result in double counting individuals in a minority of cases.

Table 4 shows a breakdown of safeguarding activity by age of client for 2015/16.

- It is notable that the proportion of concerns for 18-64s was above the national average in Southend, while analysis of referrals evidenced a slightly aging population
- In Southend 41.2% of safeguarding concerns, compared to 35.2% of referrals, related to 18-64s in 2015/16. This would suggest there was a tendency to assess safeguarding concerns for this age group as alerts only and not proceed with enquiry. This trend was still evident but to a lesser extent for statistical neighbours and nationally
- This trend was not evident for other age groups and is in fact slightly reversed; for example, in 2015/16, while 18.2% of concerns in Southend related to 75-84s, this age group accounted for 20.4% of referrals
- National and statistical neighbour averages demonstrate a large proportion of other enquiries pertained to 18-64s. Conclusions should be drawn from this section with caution given that a minority of authorities submitted data on this area ^{4,5}.

Safeguarding Activity	Age	Southend	SNA ⁴	National ⁵
Safeguarding concerns	18-64	41.2%	38.9%	38.5%
	65-74	12.2%	12.1%	12.3%
	75-84	18.2%	21.8%	21.9%
	85-94	24.3%	23.5%	23.3%
	95+	4.1%	3.7%	4.1%
Section 42 safeguarding enquiries	18-64	35.2%	36.5%	36.2%
	65-74	13.0%	12.5%	12.1%
	75-84	20.4%	22.9%	22.9%
	85-94	26.9%	24.4%	24.8%
	95+	4.6%	3.7%	4.0%
Other safeguarding enquiries	18-64		69.5%	49.0%
	65-74		5.5%	9.5%
	75-84		11.7%	17.0%
	85-94		11.2%	22.4%
	95+		2.1%	2.1%

Table 4.

Individuals by Ethnicity

The table below details the number of *individuals* for whom referrals were received over a 3 year period by ethnicity in Southend⁶. 151 authorities submitted data on this factor.

- Southend remained in the upper quartiles for the proportion of safeguarding referrals that related to individuals of a white ethnicity in 2015/16
- Southend changed rank and quartile for referrals relating to other ethnicities; however this was caused by high variance as a result of low numbers in these categories. In addition to this, numerous authorities were tied in reported proportions of ethnic groups as a result of data suppression for figures less than 6. For instance 108 authorities reported 0% mixed ethnicity referrals. This in turn will skew rank and quartile figures. Conclusions drawn from these statistics should be made with caution

Ethnicity	2013/14			2014/15			2015/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
White	540	78	3	490	68	2	508	66	2
Mixed	x	51	2	10	16	1	x	44	4
Asian / Asian British	x	73	2	x	88	3	x	91	4
Black / African / Caribbean / Black British	x	59	2	0	90	4	x	63	2
Other Ethnic Group	0	65	4	0	71	4	x	37	1

⁴ 12 statistical neighbours submitted data pertaining to safeguarding concerns by age. 5 statistical neighbours submitted data pertaining to other enquiries by age.

⁵ 111 authorities submitted data pertaining to safeguarding concerns by age. 35 authorities submitted data pertaining to other enquiries by age.

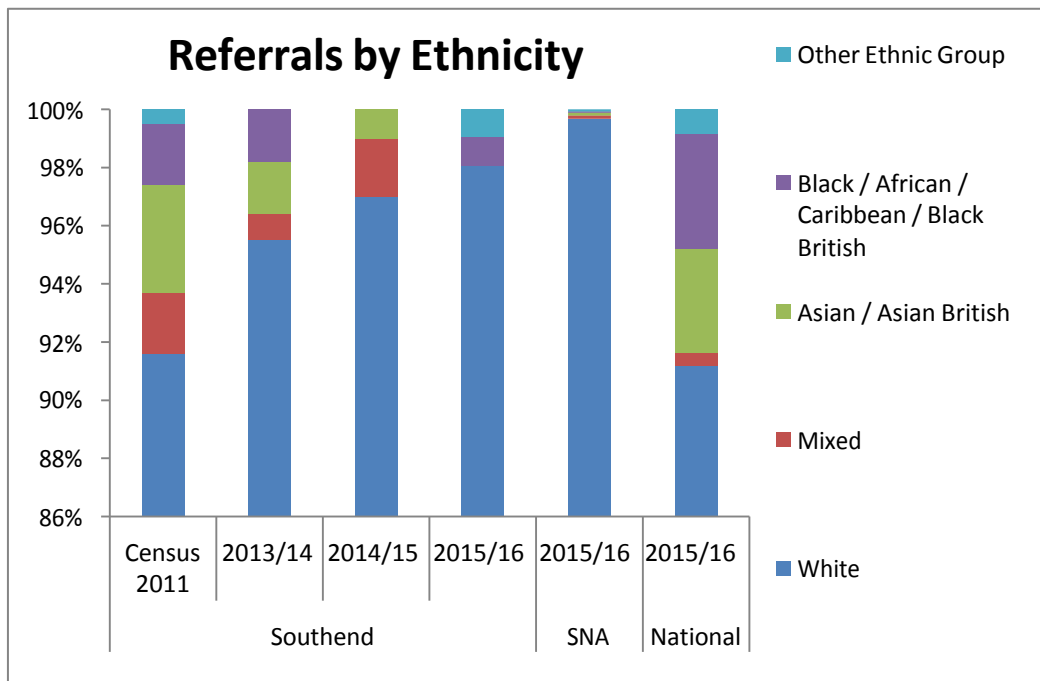
⁶ Counts of individuals with a refused or unknown ethnicity were excluded throughout this analysis.

Table 5

Table 6 presents proportions of referrals received by ethnicity for Southend, Statistical neighbours and nationally over a 3 year period³ alongside census information for Southend.

- The proportion of referrals in Southend that relate to individuals of a white ethnicity have increased over a 3 year period
- Analysis of census data for Southend evidenced that ethnic minorities have been consistently underrepresented in the safeguarding population over a 3 year period
- Nationally, there was a slight trend towards reduced diversity in safeguarding referrals

Table 6



Individuals by Primary Support Reason

The table below details the number of *individuals* for whom referrals were received over a 3 year period by primary support reason (PSR) in Southend⁹. 151 authorities submitted data on this factor.

- The number of referrals with no support reason hugely increased in 2015/16. This is a result of improved data quality and a result of the Care Act eligibility and definitions, which has widened the remit of safeguarding activity
- This primarily impacted the reporting of physical Primary Support Reasons where the rank of Southend has changed dramatically, going from a high prevalence (top 25% of all authorities) in 13/14 & 14/15, to the bottom 25% in 15/16. However reporting of all other PSRs also reduced

⁷ 12 statistical neighbours submitted data on safeguarding concerns by ethnicity. 15 statistical neighbours submitted data on other enquiries by ethnicity.

⁸ 110 authorities submitted data on safeguarding concerns by ethnicity. 151 authorities submitted data on other enquiries by ethnicity.

⁹ PSRs of 'not known' were excluded throughout this analysis.

Figure 4 presents proportions of referrals received by PSR for Southend, Statistical neighbours and nationally over a 3 year period.³

- Southend presented as 10% below the national average for physical, memory, learning disability and mental health PSRs in 2015/16
- Meanwhile Southend reported 60.6% of referrals to concern clients with no support reason. PSRs were only reported for clients in receipt of an adult social care service at the time of referral.
- National figures showed an increase in the proportion of referrals for those with a physical PSR and a decrease in referrals for those with no support reason from 2014/15 to 2015/16. Proportions of other PSRs have remained stable relative to the previous reporting year

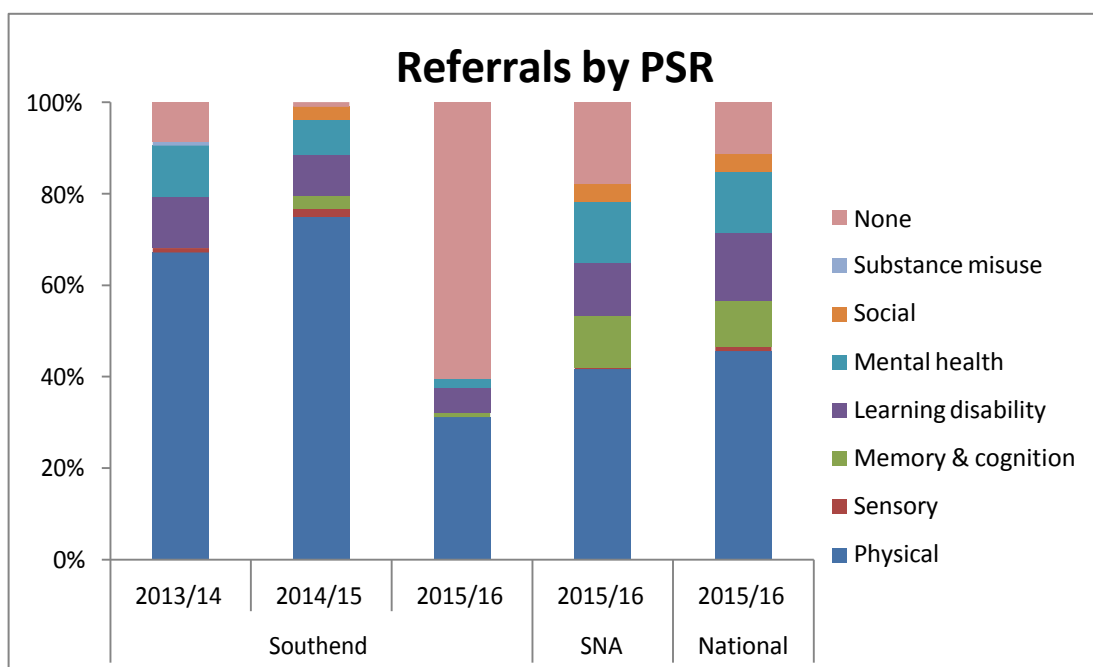


Figure 4

¹⁰ 11 statistical neighbours submitted PSR data for safeguarding concerns. 4 statistical neighbours submitted PSR data for other enquiries.

¹¹ 108 authorities submitted PSR data for safeguarding concerns. 33 authorities submitted PSR data for other enquiries.

Individuals by Reported Health Conditions

Data was collected on reported health conditions for safeguarding clients from 2014/15. For this section of the return only, data was requested only for individuals in receipt of long term services at the time of the safeguarding incident. Figures submitted were low enough to be suppressed for a number of authorities; 121 authorities are included in the analysis below.

Table 8 presents proportions of referrals received for clients in receipt of long term services by reported health condition for Southend, Statistical neighbours and nationally over a 3 year period.³

- For Southend, the total number of clients assessed as eligible for submission in this table reduced considerably. This is likely due to improvement in data quality. This limits the conclusions that can be drawn from raw figures as they previously may not have been fully reflective.
- Despite a large change in raw number, proportionally speaking reported health conditions for Southend remained reasonably comparable between the years
- The proportion of those with no reported health condition decreased, while the proportion of those with mental health or learning, developmental or intellectual disabilities has increased
- Southend's figures do not align with comparator averages. However analysis of raw figures suggests more than one third of authorities have not submitted data as per the return guidance. For instance, less than 40% of individuals who were the subject of a referral were in receipt of a long term service in Southend. However, more than one third of other local authorities submitted health condition information to value greater than 75% of the number of individuals involved in safeguarding referrals in the year

Reported Health Condition	Southend		SNA		National	
	2014/15	2015/16	2014/15	2015/16	2014/15	2014/15
Long term health condition: physical	38.8%	40.0%	21.5%	14.4%	18.2%	14.9%
Long term health condition: neurological	6.9%	8.0%	7.0%	5.5%	6.1%	4.8%
Sensory impairment	1.7%	0.0%	4.4%	1.8%	2.8%	1.6%
Learning, developmental or intellectual disability	6.0%	16.0%	10.5%	39.6%	11.2%	38.3%
Mental health condition	30.2%	36.0%	26.0%	22.2%	20.1%	17.9%
None	16.4%	0.0%	30.6%	16.5%	41.6%	22.4%

Table 8

Table 9 shows a breakdown of safeguarding activity by reported health conditions of clients in receipt of long term services for 2015/16.

- Individuals with a learning, developmental or intellectual disability were slightly less likely to progress to referral in Southend compared with other health condition types
- Nationally the largest differences were seen for concerns for safeguarding clients with mental health conditions, where concerns (15.4%) were more likely to progress to enquiry (17.9%), while concerns for those with no relevant health condition (25.6%) were less likely to progress to enquiry (22.4%)

Safeguarding Activity		Southend	SNA ¹²	National ¹³
Safeguarding concerns	Long term health condition - physical	38.7%	14.6%	14.3%
	Long term health condition - neurological	6.5%	5.2%	5.0%
	Sensory impairment	0.0%	2.4%	2.2%
	Learning, developmental or intellectual disability	19.4%	39.8%	37.4%
	Mental health condition	35.5%	20.6%	15.4%
	No relevant condition	0.0%	17.4%	25.6%
Section 42 safeguarding enquiries	Long term health condition - physical	40.0%	12.3%	12.1%
	Long term health condition - neurological	8.0%	4.8%	3.9%
	Sensory impairment	0.0%	1.5%	1.3%
	Learning, developmental or intellectual disability	16.0%	33.7%	29.8%
	Mental health condition	36.0%	19.3%	14.6%
	No relevant condition	0.0%	14.0%	17.9%
Other safeguarding enquiries	Long term health condition - physical		15.0%	17.1%
	Long term health condition - neurological		0.0%	2.0%
	Sensory impairment		0.0%	0.5%
	Learning, developmental or intellectual disability		25.0%	19.1%
	Mental health condition		45.0%	16.9%
	No relevant condition		15.0%	44.5%

Table 9

Safeguarding enquiries concluded in the year

Only 30¹⁴ of 152 authorities distinguished between ‘concluded section 42 safeguarding enquiries’ and ‘other concluded safeguarding enquiries’. As a result this section will not distinguish between them and analyse concluded enquiries as a whole.

The number of enquiries concluded in Southend has decreased for the third year in a row. 509 enquiries were concluded in the year 2015/16. This is a 16.6% decrease on 2014/15 and 25.1% decrease on 2013/14. This would suggest enquiries are lasting longer and caseloads of staff are increasing.

¹² 10 statistical neighbours submitted health condition data for safeguarding concerns. 2 statistical neighbours submitted health condition data for other enquiries. 12 statistical neighbours submitted health condition data for Section 42 enquiries.

¹³ 96 authorities submitted health condition data for safeguarding concerns. 22 authorities submitted health condition data for other enquiries.

¹⁴ It was noted that different authorities submitted ‘other safeguarding enquiry’ data pertaining to enquiries opened in the year versus enquiries closed in the year.

Concluded Enquiries by Alleged Abuse Type

Table 10 below details the number of enquiries concluded over a 3 year period by type of alleged abuse for Southend. 150 authorities submitted data on this factor in 2015/16. Note that assessors can select multiple abuse types for a single enquiry.

- The number of enquiries into allegations of physical abuse reduced. This may have been affected by the introduction of a domestic abuse category
- Southend ranked in the bottom 10 of authorities in 2014/15 for enquiries into allegations of sexual abuse. 2015/16 observed an increase in enquiries for sexual abuse, resulting in a heightened rank and quartile for Southend
- Previous analyses have noted Southend's consistent high ranking for psychological and emotional abuse enquiries. 2015/16 observed a reduction for this category and a corresponding decrease in rank and quartile
- Number of enquiries for institutional abuse increased over a 3 year period
- Enquiries for discriminatory abuse remained minimal

Type of alleged abuse	13/14			14/15			15/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
Physical	165	123	4	175	94	3	144	113	4
Sexual	35	85	3	15	142	4	35	51	2
Psychological & Emotional	150	22	1	145	23	1	123	45	2
Financial & Material	155	47	2	145	53	2	135	48	2
Discriminatory	x	58	2	x	36	1	x	22	4
Institutional	x	125	4	25	54	2	35	39	2
Neglect & Omission	245	58	2	240	82	3	204	111	3
Domestic Abuse							51	8	1
Sexual Exploitation							x	11	4
Modern Slavery							x	3	4
Self-Neglect							22	38	1

x = figures suppressed due to low numbers (less than 11)

Table 10

Table 11 presents proportions of enquiries concluded by abuse type for Southend, Statistical neighbours and nationally over a 3 year period.

- Nationally, enquiries relating to physical, sexual, financial and material and discriminatory abuse have reduced over a 3 year period. This may have been partially influenced by the introduction of new abuse categories in 2015/16
- Southend displayed a reduction in proportion of enquiries into physical, psychological and emotional, financial and material, neglect and omission abuse types. This may have been influenced by the introduction of new abuse categories in 2015/16

- Nationally, enquiries for allegations of neglect and omission have increased over a 3 year period. Southend displays the opposite trend and is below the national average for 2015/16
- The increase in enquiries relating to sexual abuse in Southend has resulted in closer alignment with the national average
- Southend is better aligned with but still above the national average for psychological and emotional abuse enquiries
- The increase in enquiries for institutional abuse has resulted in Southend being placed slightly above the national average

Type of alleged abuse	Southend			SNA			National		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Physical	21.7%	23.3%	19.6%	24.0%	22.7%	24.0%	26.2%	25.6%	24.2%
Sexual	4.6%	2.0%	4.7%	5.1%	5.4%	4.0%	5.1%	4.7%	4.2%
Psychological & Emotional	19.7%	19.3%	16.9%	16.4%	16.2%	13.5%	14.4%	14.8%	13.6%
Financial & Material	20.4%	19.3%	18.2%	17.1%	16.0%	15.8%	18.7%	17.5%	16.0%
Discriminatory	0.7%	0.7%	0.0%	1.9%	0.4%	0.2%	0.8%	0.4%	0.1%
Institutional	0.7%	3.3%	4.1%	4.5%	2.3%	3.1%	3.6%	3.2%	3.2%
Neglect & Omission	32.2%	32.0%	27.0%	31.0%	36.9%	34.4%	31.3%	33.7%	35.1%
Domestic Abuse			6.8%			2.6%			1.8%
Sexual Exploitation			0.0%			0.0%			0.1%
Modern Slavery			0.0%			0.0%			0.0%
Self-Neglect			2.7%			2.3%			1.7%

Table 11

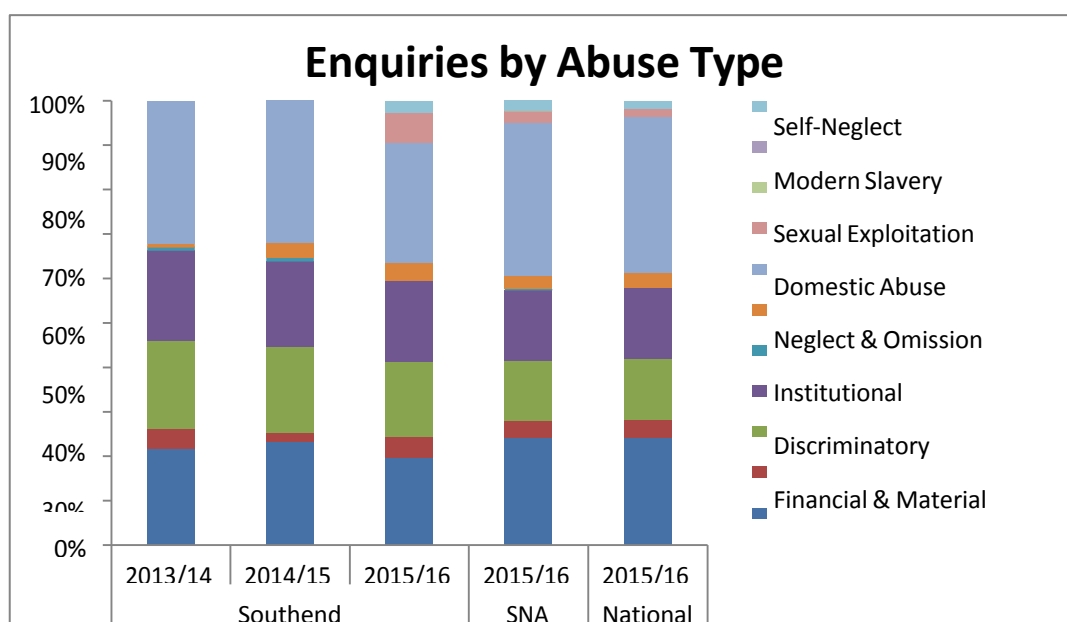


Figure 5

Concluded Enquiries by Alleged Source of Abuse

Table 12 below details the number of *enquiries* concluded over a 3 year period by alleged source of abuse in Southend. 150 authorities submitted data on this factor in 2015/16.

- Southend's rank and quartile for enquiries into abuse by social care support reduced in 2015/16, while the opposite trend was true for abuse by a person known to the safeguarding client
- Southend's rank and quartile across the three categories in 2015/16 suggest better alignment with national averages, with enquiries regarding social care support balancing out against other – known to individual

Risk Source	13/14			14/15			15/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
Social Care Support	160	122	4	294	33	1	185	70	2
Other – known to individual	435	11	1	216	117	4	260	68	2
Other – unknown to individual	60	87	3	91	62	2	64	59	2

Table 12

Table 13 presents proportions of enquiries concluded by source of alleged abuse for Southend, Statistical neighbours and nationally.

- Southend showed much closer alignment with national averages for 2015/16
- National statistics show a downward trend for enquiries concerning social care support
- Statistical neighbours evidenced a higher proportion of enquiries concerning social care support and a lower proportion of enquiries concerning other – unknown to individual when compared to Southend for 2015/16

Risk Source	Southend			SNA			National		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Social Care Support	24.4%	48.9%	35.6%	39.8%	44.1%	38.4%	38.7%	37.9%	36.7%
Other – known to individual	66.4%	35.9%	51.5%	48.5%	42.5%	50.7%	47.5%	47.1%	48.5%
Other – unknown to individual	9.2%	15.1%	12.9%	11.7%	13.4%	10.9%	13.8%	15.0%	14.7%

Table 13

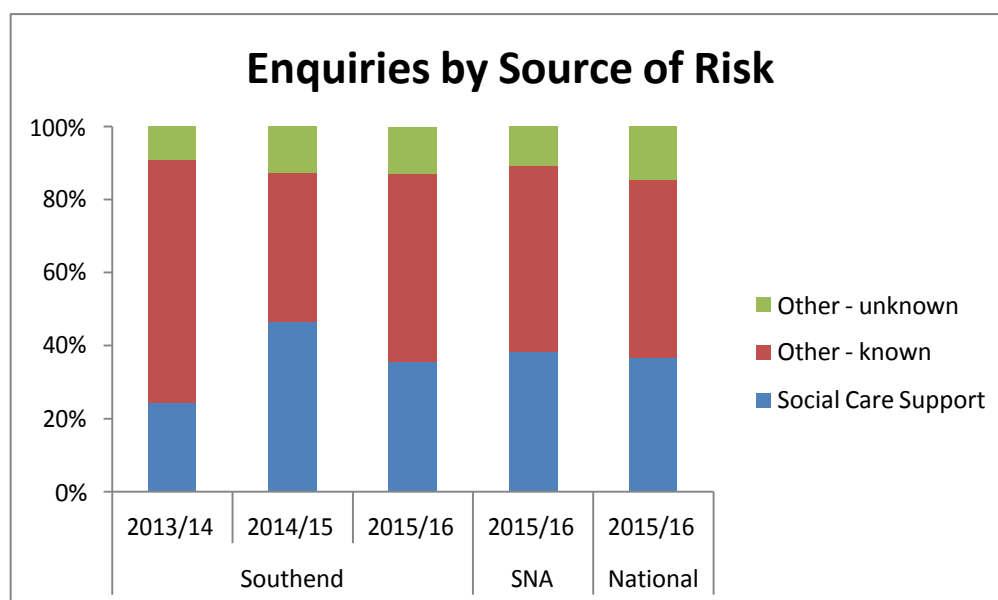


Figure 6

Concluded Enquiries by Alleged Location of Abuse

The table below details the number of enquiries concluded over a 3 year period by location of alleged abuse. 150 authorities submitted data on this factor for 2015/16.

- Southend’s rank has increased for enquiries concerning abuse within a community service and hospitals; however the change in raw number is minimal
- The number of investigations for abuse within a care home reduced by 30.1%

Risk Location	13/14			14/15			15/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
Own Home	305	57	2	285	56	2	267	41	2
Community Service	45	19	1	15	73	2	21	34	1
Care Home	225	83	3	220	76	3	161	96	3
Hospital	20	114	4	20	114	4	22	91	3
Other	60	90	3	70	57	2	38	92	3

Table 15

Table 16 presents proportions of enquiries concluded by location for Southend, Statistical neighbours and nationally over a 3 year period.

- The proportion of enquiries into abuse within an individual’s own home has increased in 2015/16 bringing Southend considerably above the national average. However Southend remains within the 2nd quartile for this factor
- Southend is below the national average for the proportion of enquiries alleging abuse within a care home

Risk Location	Southend			SNA			National		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Own Home	46.6%	46.7%	52.5%	40.3%	40.5%	43.4%	43.0%	43.3%	45.1%
Community Service	6.9%	2.5%	4.0%	2.8%	2.8%	1.1%	3.7%	3.4%	2.4%
Care Home	34.4%	36.1%	31.7%	36.5%	38.0%	37.7%	36.2%	36.0%	35.8%
Hospital	3.1%	3.3%	4.0%	7.9%	9.6%	8.8%	6.2%	6.3%	5.8%
Other	9.2%	11.5%	7.9%	12.5%	9.1%	9.0%	10.9%	11.0%	11.0%

Table 16

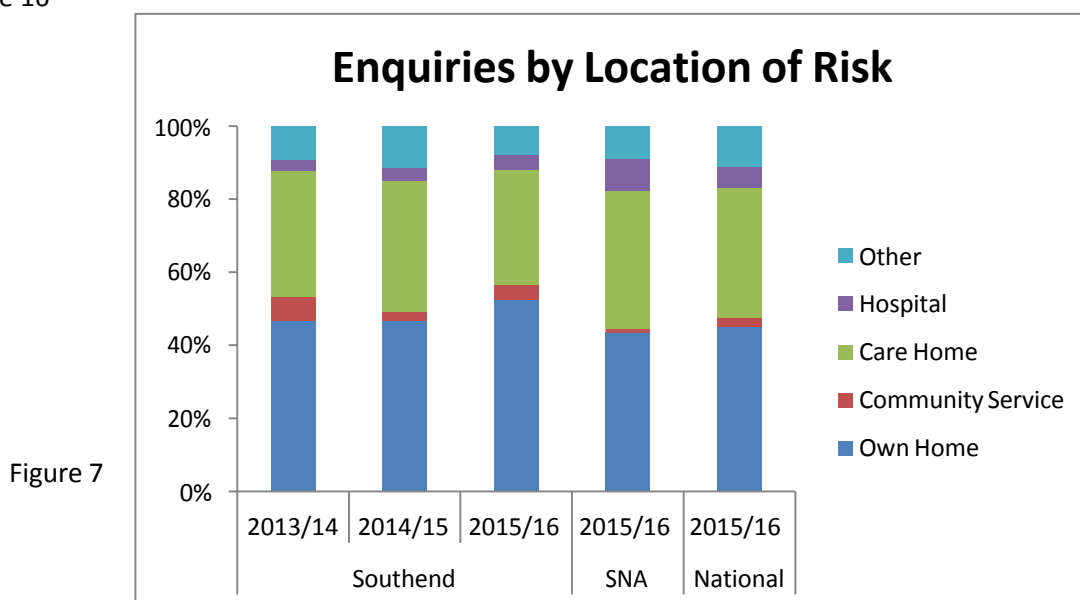


Figure 7

Concluded Enquiries by Action Taken to Manage Risk

The table below details the number of enquiries concluded over a 3 year period by actions taken to manage the risk. 148 authorities submitted data on this factor in 2015/16.

- System specifications have created difficulty in reporting 'no action taken'. While statistics for this category have increased and improved this year, amendments to Carefirst forms mean that efficient and more accurate reporting will not take effect until the following return period
- Southend has retained a high ranking and remained in the first quartile for 'action taken, risk removed' for the third year in a row
- Southend has improved performance in terms of reducing its national ranking for 'action taken, risk remains'

Action Taken	13/14			14/15			15/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
No action taken	15	137	4	20	135	4	85	93	3
Action taken, risk remains	60	38	2	60	25	1	45	47	2
Action taken, risk reduced	280	39	2	255	60	2	211	90	3
Action taken, risk removed	280	11	1	270	10	1	168	22	1

Table 17

Table 18 presents proportions of enquiries concluded by actions taken to manage the risk for Southend, Statistical neighbours and nationally over a 3 year period.

- Nationally, the proportion of enquiries where no action was taken reduced over the past 3 years. Southend is better aligned with this average, but still below it. Changes in reporting of this factor aim to resolve the discrepancy
- Southend was still elevated from but better aligned with the national average for enquiries where action was taken but the risk remained
- Nationally there was an increase in the proportion of enquiries where action was taken and the risk was reduced. While Southend's proportion for this factor remained stable, the observed national change has resulted in Southend being placed above, to now below, the national average
- Southend has reported a significantly reduced proportion of enquiries where the risk was removed, however it remains considerably above the national average. National and statistical neighbour averages show a slight increasing trend for this category

Action taken	Southend			SNA ¹⁵			National		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
No action taken	2.4%	3.3%	16.8%	40.5%	36.9%	25.8%	35.8%	33.9%	25.9%
Action taken, risk remains	9.4%	9.9%	7.9%	5.4%	6.8%	6.3%	6.7%	7.0%	6.2%
Action taken, risk reduced	44.1%	42.1%	41.6%	34.1%	34.4%	45.2%	36.2%	37.3%	45.7%
Action taken, risk removed	44.1%	44.6%	33.7%	20.0%	21.8%	22.7%	21.3%	21.8%	22.1%

Table 18

¹⁵ 14 statistical neighbours submitted data for actions taken to manage risk.

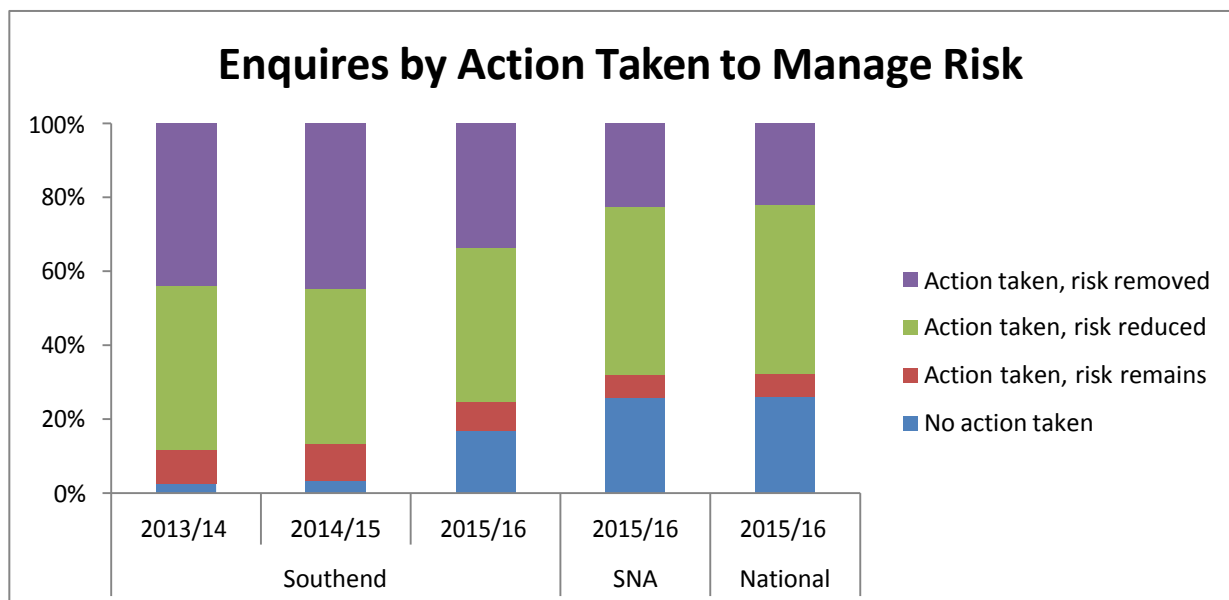


Figure 8

Concluded Enquiries by Mental Capacity of Client

The table below details the number of enquiries concluded over a 3 year period by mental capacity of the safeguarding client. 150 authorities submitted data on this factor in 2015/16.

- Previous analyses have noted the low ranking of Southend for proportion of enquiries where the individual lacked capacity. For 2015/16 rank improved relative to other authorities and fell within the 3rd quartile for this factor
- The rank for Southend relating to enquiries for individuals not lacking in capacity has heightened
- Fewer enquiries did not record or did not know the mental capacity status of a safeguarding client

Was the individual lacking in capacity?	Southend 2013/14			Southend 2014/15			Southend 2015/16		
	Number	Rank	Quartile	Number	Rank	Quartile	Number	Rank	Quartile
Yes	90	127	4	109	118	4	106	105	3
No	20	140	4	395	47	2	329	31	1
Don't know	520	3	1	0	94	4	70	54	2
Not recorded				97	35	1	4	53	4
For those lacking capacity, in how many cases was support provided?				109	1	1	106	1	1

Table 19

Table 20 presents proportions of enquiries concluded by mental capacity of the safeguarding client for Southend, Statistical neighbours and nationally over a 3 year period.

- Consistent with the observation above, the proportion of enquiries where the individual lacked capacity increased for Southend, however was still considerably below the national average
- The proportion of enquiries in Southend where the individual was not lacking in capacity remains above the national average in 2015/16
- Southend has superior data quality with the combined proportion of 'don't know' and 'not recorded' being half that of the combined national average

- Southend continues to support 100% of safeguarding clients lacking in capacity. This is significantly above the national average

Was the individual lacking in capacity?	Southend			SNA			National		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Yes	14.3%	18.1%	21.4%	29.4%	29.8%	32.8%	30.7%	29.6%	30.4%
No	3.2%	65.7%	67.3%	47.8%	40.2%	48.7%	44.7%	47.1%	48.7%
Don't know	82.5%	0.0%	11.2%	22.8%	15.7%	9.5%	24.6%	12.7%	11.4%
Not recorded		16.1%	0.0%		14.3%	9.1%		10.5%	9.6%
For those lacking capacity, in how many cases was support provided? ¹⁶		100.0%	100.0%	65.8%	67.3%	55.8%	53.7%	59.5%	61.8%

Table 20

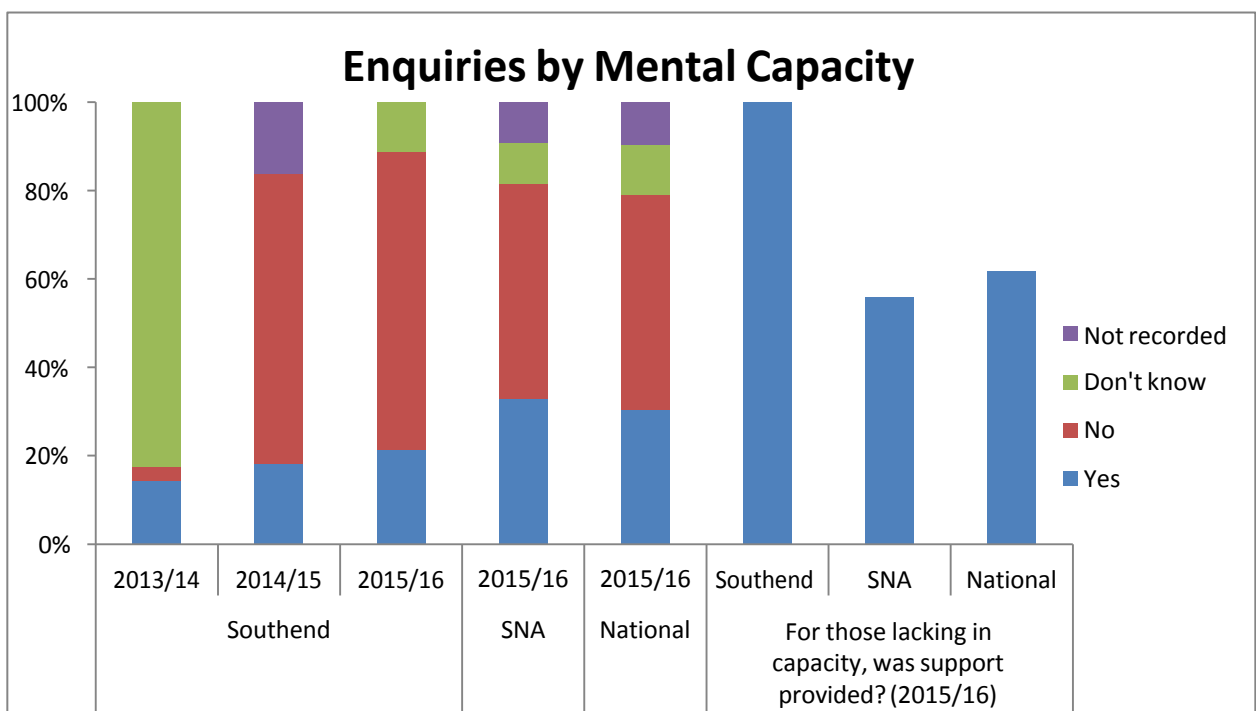


Figure 9

¹⁶ 108 authorities submitted data on this factor and are included in the national average.

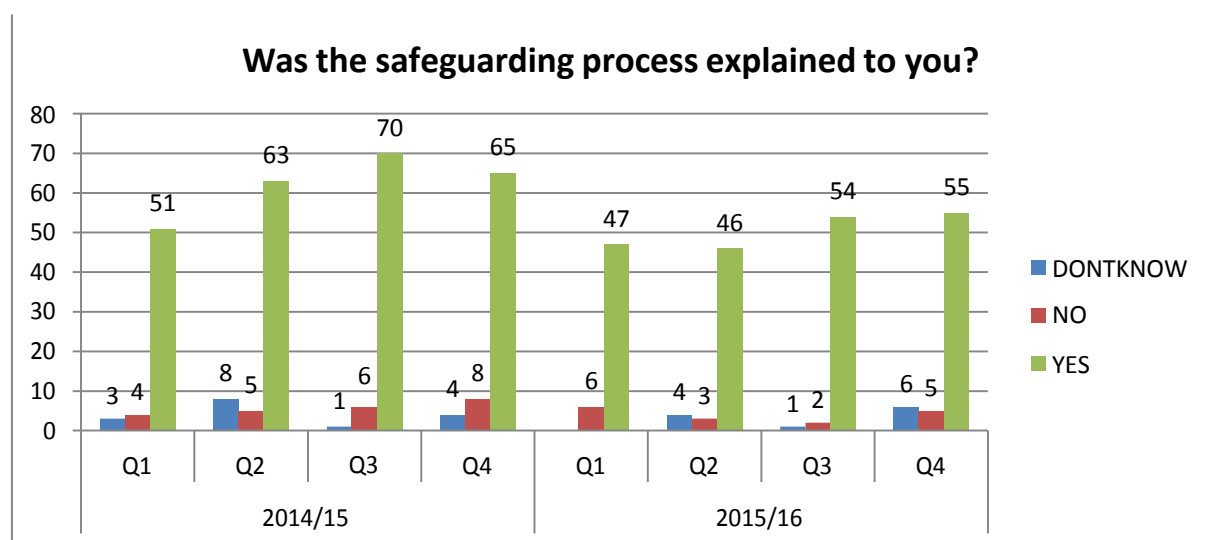
Appendix 2

Safeguarding Adults – Performance Information

This report provides an outline of outcomes to completed safeguarding questionnaires in 2014/15 and 2015/16.

Understanding of the safeguarding process

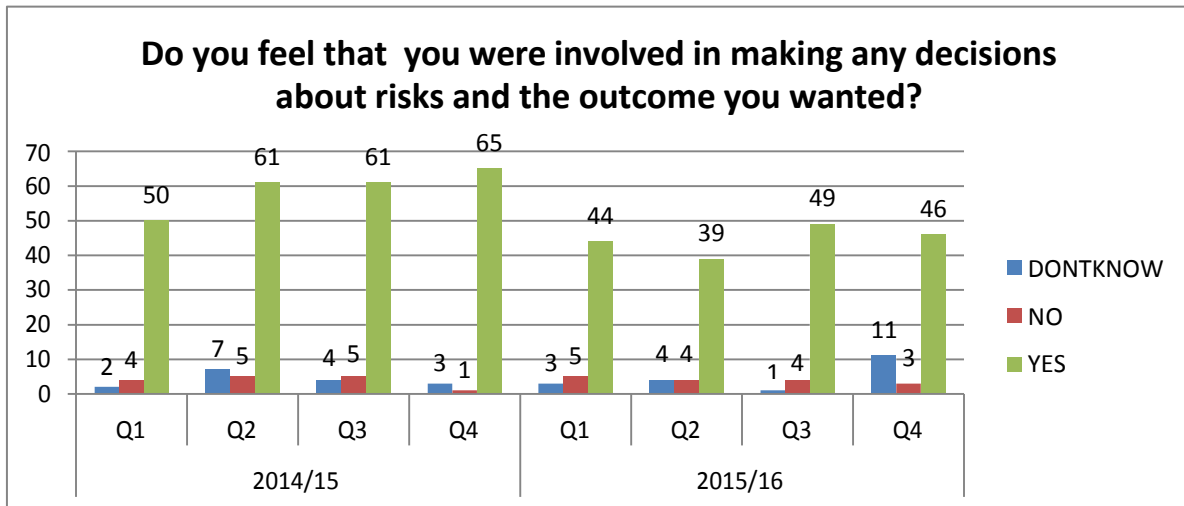
In 2015/16 88.2% of clients stated that they understood that a safeguarding investigation was taking place and that the process was explained to them. This compares to 86.4% in 2014/15.



Making Safeguarding Personal

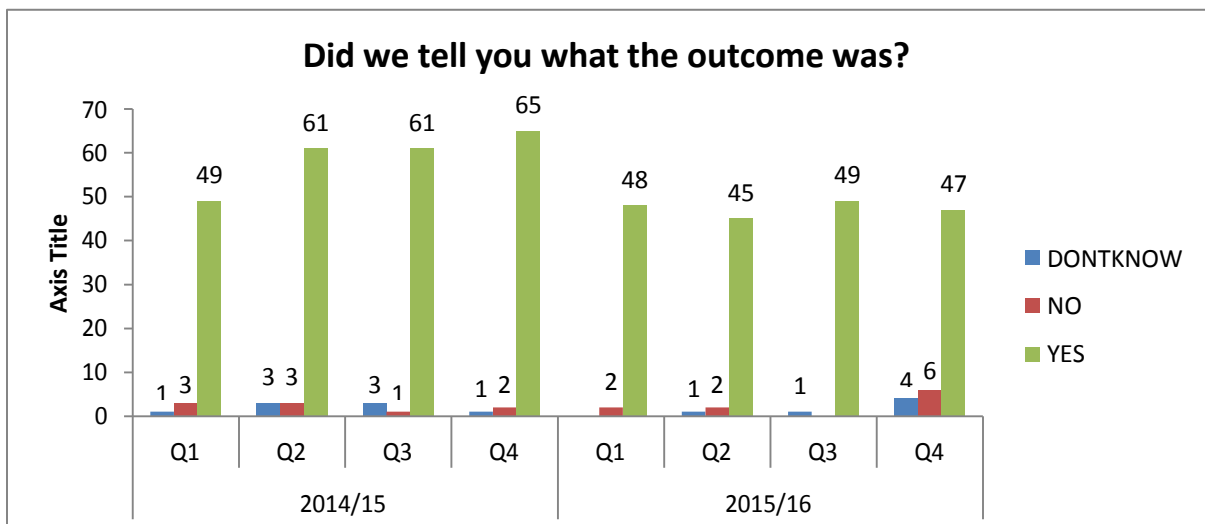
For respondents that completed the safeguarding questionnaire in 2015/16, 89.8% expressed that they were given sufficient communication and assistance throughout the enquiry. This has dropped from 93.0% in 2014/15.

In 2015/16, 83.5% of respondents stated that they felt involved in making decisions and achieving the outcomes they wanted from the investigation. This compares to 88.4% in 2014/15. 96% of respondents expressed that they were treated with dignity and respect, which is similar to the figure for the previous year.



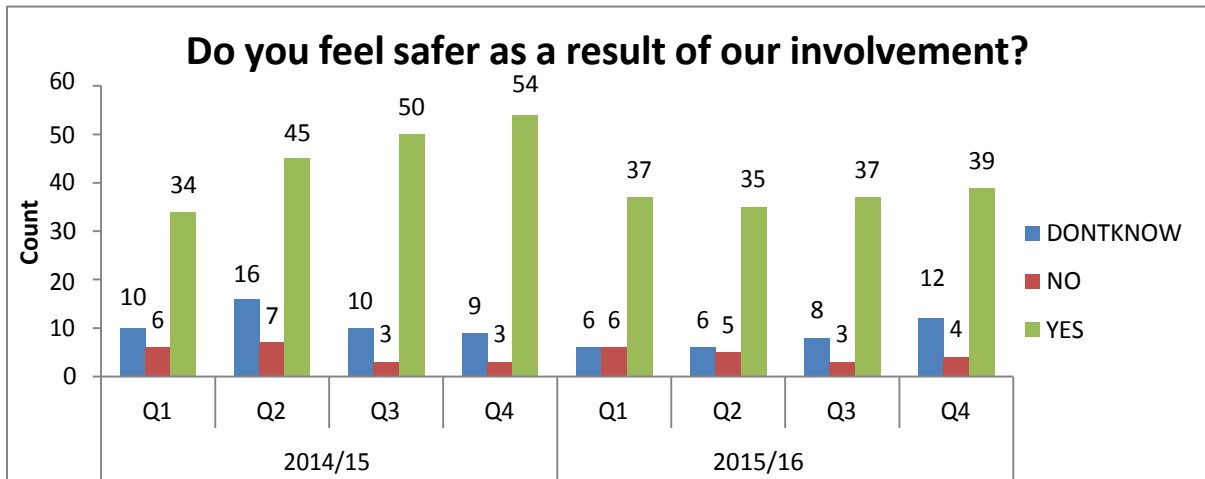
Effective Communication

For surveys completed in 2015/16, 83.2% of respondents stated that the Safeguarding Practitioner kept them informed of what was happening throughout the enquiry. This was lower than the equivalent figure in 2014/15 (87.1%). 90% of respondents were told when the enquiry was concluded, which has reduced slightly from 94.2% in 2014/15. In parallel to this, 92.2% of respondents in 2015/16 were informed of the enquiry outcome, compared to 93.3% of respondents in 2014/15.

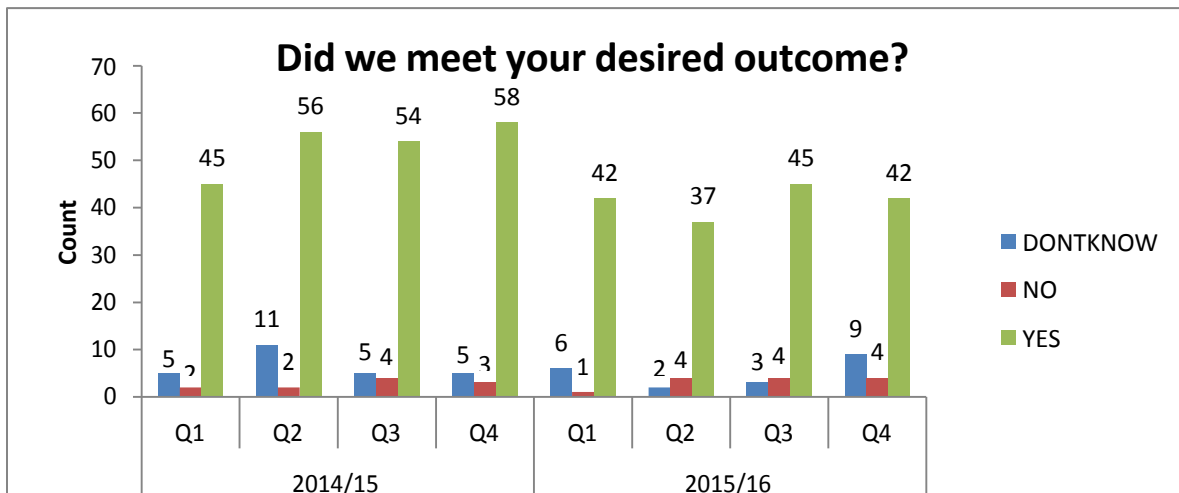


Customer Outcomes

74.7% of respondents in 2015/16 stated they felt safer as a result of the enquiry. This compares to an average of 74.1% achieved in 2014/15.



There has been a slight reduction in the percentage of respondents who feel the enquiry achieved their desired outcomes. 83.4% of respondents felt that the outcomes they desired from the enquiry had been achieved. This compares to an average of 85.2% in 2014/15.



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Southend-on-Sea Borough Council

Report of the Deputy Chief Executive for People

**to
Cabinet
on**

10th January 2017

**Agenda
Item No.**

11

Report prepared by: Diane Keens, Group Manager,
Placements Resources and John O'Loughlin, Director of
Children's Services

**Adoption Service Annual Report and updated
Statement of Purpose**

People Scrutiny Committee

Executive Councillor: Councillor James Courtenay

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To report on the activities of the Adoption Service, January – December 2016 and to review the updated Statement of Purpose in line with Standard 18.3 of the Adoption National Minimum Standards.

2. Recommendation

- 2.1 That the Annual Report, as at Appendix 1, is noted.
- 2.2 That the updated Statement of Purpose, as at Appendix 2, is approved.

3. Background

- 3.1 The provision, standards and operations of the adoption service is governed by:
- The Local Authority Adoption Services (England) Regulations 2003 (updated 2005);
 - The Adoption Agencies regulations 2005 (updated 2013 & 2014);
 - The Adoption Agencies and Independent Review of Determinations (amendment) regulations 2011;
 - The Adoption Agencies (Panel and Consequential amendments) Regulations 2012;
 - The Adoption Minimum Standards 2011.

- 3.2 National Minimum Standard 25.6 states that the Executive side of the Local Authority should:
- a) receive written reports on the management and outcomes of the agency twice a year;
 - b) monitor the management and outcomes of the service in order to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users;
 - c) satisfy themselves that the agency is complying with the conditions of registration.
- 3.3 National Minimum Standard 18.3 required that that the Executive side of the Local Authority formally approves the Statement of Purpose and reviews it at least annually.
- 3.4 In May 2016, the adoption service was inspected and was deemed overall to be good. This was part of a wider social care framework inspection.
- 3.5 In May 2012 the Government introduced an Adoption scorecard to more transparently monitor adoption standards across the country. Southend's performance against the scorecard continues to improve.
- 3.5 Southend continues to be better than the national average in all areas in particular in:

- Average time between entering care and moving in with an adoptive family
- Average time between Placement Order and matching

Both of these areas are better than the national average, and timescales for both continue to fall. Southend has an on-going commitment to finding adoptive families for our children and the small numbers included in the figure, does mean that it is hard to judge levels from one year to the next.

Of those children placed since April 2016, who will begin to be reported as part of future scorecards the average time between Placement Order and Matching with adopters has reduced from 117 days to 110 and between entering care and being placed for adoption, from 329 to 324. This should therefore begin to show in the 2017 scorecard, although with several sibling groups for whom we have now successfully identified adoption placements we may still not reach an overall average as low as we would like.

- 3.7 The grant funding which was available for the past few years to support adoption ceased in March 2016. During 2015 however there were two new grant funding streams introduced nationally for Post Adoption Support and one year funding for some specific categories of inter-agency fee. The adoption support fund will continue into 2017 but with reduced capacity, but the interagency support at this time will cease apart from one very specific category where there is over 18 month delay in placing a child which will continue until the end of March 2017.

4. Other Options

- 4.1 There are no other options presented as it is a statutory requirement to present a report to the Executive twice yearly and to update the Statement of Purpose annually.

5. Reasons for Recommendations

- 5.1 The Annual Report provides one of the two reports required each year. The second report takes the form of an interim adoption report. This report came in September 2016.
- 5.1 The Adoption Statement of Purpose has been updated and requires cabinet approval.

6. Corporate Implications

- 6.1 Contribution to Council's Vision & Corporate Priorities

The Annual Report sets out the framework for the work of the Adoption Service. It provides evidence of the annual activity which directly supports the delivery of the Corporate Priority to 'Improve Outcomes for Vulnerable Children'.

- 6.2 Financial Implications

If the service does not work efficiently in recruitment and family finding, there could be a financial impact in the purchasing of adoptive families through the National Adoption register at a cost of £27,000 per placement.

Southend continue to be financially successful in reaching its income generation target set of £170,000 per annum. Difficulties in securing health services for adoption in a timely manner and the cessation of the inter agency support fund will have a financial impact in 2017/18. The amount of this impact is hard to assess at this stage.

In addition, the national changes to Regional Adoption Agencies could have a further impact on income generation dependent on the model ultimately agreed by Adopt East.

The national drop in the number of adopters coming forward and the courts preference to place through other permanency options such as Special Guardianship could eventually impact on the services ability to sell adopters through national forums.

In addition the number of children being referred over the past 12 months has doubled, meaning that it may be necessary to place more children through the national adoption register, particularly where they cannot be placed in a local family. Both of the above two points will impact on income versus expenditure in future years.

6.3 Legal Implications

It is a statutory requirement to present a report to the Executive twice yearly and to update the Statement of Purpose annually.

Further legal issues may arise in the coming year dependent on the outcome of the Adopt East negotiations and the agreed delivery model.

6.4 People Implications

With the changes in 2016/17 through the creation of Regional Adoption Agencies, it is unclear at this stage as to how adoption services will be delivered in future years and the Governance of this. This will become clearer over the next year.

The success of Southend through the national adoption register has meant a large increase in the demand for post adoption work given the increase in numbers of children being placed for adoption in Southend. The adoption service is a small service and additional capacity is now required to enable post adoption services to be developed as required. Any additional capacity should ultimately be self-funding through the adoption support fund grants, although funding from this is being reduced and there is no long term commitment from the government to maintain this funding stream..

6.5 Property Implications

None at this time however should Adopt East at any stage decide on an actual hub rather than a virtual one, this may have implications for property in the future.

6.6 Consultation

Consultation with adoptive and birth families and with adopted children about the work and delivery of the service takes place on a regular basis. The adopters' voice is also fully a part of negotiations regarding Adopt East and they sit as Board members.

6.7 Equalities and Diversity Implications

The adoption service works within the new Adopt East boundaries which covers a diverse geographical area and enables a wider choice of families for Looked after Children in Southend being placed for adoption. Sufficiency planning has identified the need to target families for children from Eastern European countries as well as those willing to adopt children with additional needs and those who are older at the point of placement.

6.8 Risk Assessment

No significant risks identified. A full risk assessment will need to be undertaken once the Adopt East delivery model and governance structure is decided upon to ensure that the changes do not have a negative impact on Southend children or their families.

6.9 Value for Money

The Southend adoption service will achieve an estimated income generation of over £250,000 in 2016/17, however it is unclear at this time as to the possibility of achieving this in future years, given the changes proposed in adoption service delivery.

6.10 Community Safety Implications

None

6.11 Environmental Impact

None

7. **Background Papers**

CMT briefing paper (attached) October 2016

8. **Appendices**

Appendix 1: Adoption Service Annual report 2016

Appendix 2: Updated Statement of Purpose December 2016

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Southend Adoption Service

ANNUAL REPORT 2016

Welcome from Southend Adoption Service

Introduction

I am pleased to present the Southend Adoption Service Annual Report for 2016. We have had another busy year. The service has continued to place a number of children with new families and has also been very successful in selling more of our adopters to raise income which can then be used to better support Southend children, moving to adoption. Our commitment to quality and the best outcomes for children remains our priority focus. The birth parent drop-in group supporting parents who have lost children to adoption has gone from strength to strength and has become valued by those who attend. We have continued to run our own post adoption training and overall post adoption support

Highlights

The Christmas party and summer post adoption events have been a great success and were enjoyed by all who attended. A second therapeutic residential weekend allowed us to re-engage with families of older children who are struggling with adolescence and adoption and was a fantastic success.

Looking forward

For 2017 we are committed to building on the success of 2016. We will continue to offer a quality service which is value for money with the ultimate aim of improving outcomes for Southend Looked after Children.

We aim to:

- develop further post adoption support work
- develop further family intervention work
- develop further income generating schemes

The on-going work on Regional Adoption Agencies will greatly impact the way forward in the coming year.

Our Ethos

We strive to provide opportunities for children and young people to have secure futures and to find safe, high quality adoptive placements where this is required for children who cannot return to their birth families.

We work closely with our partner agencies and birth families to ensure that we achieve the best outcomes for all young people.

I am pleased to say that throughout 2016, placement stability in adoptive placements has again been maintained with no disruptions this year whilst timescales have continued to tumble allowing children to be in their new families at an earlier stage.

Southend Adoption Service

Purpose of this report

The provision, standard and operations of the Adoption service are governed by:

- The Local Authority Adoption Services (England) Regulations 2003 (Updated 2005 & 2013 & 2014)
- The Adoption Agencies and Independent Review of Determinations (amendment) regulations 2011 and the
- Adoption minimum Standards 2011
- Care Planning, placement & case review 2014
- Education and Adoption Act 2016

National Minimum Standard 25.6 states that the Executive side of the Local Authority

- a) receive written reports on the management and outcomes of the agency
- b) monitor the management and outcomes of the service in order to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users

The aim of this report is to provide the information required to enable the Executive side of the Council to fulfil its duties in this respect.

Overview

The past year has seen further developments in the adoption service, leading to increased income generation.

Jo Hines, Service Manager, has continued to encourage and support innovation and training, leading to staff being equipped to support adoptive families in Southend in a more proactive way.

With increased numbers of children being placed in Southend for adoption, the service has been asked to respond to more support requests than ever before. The challenge has been grasped by the team as they understand the need to support from the outset to prevent later difficulties. This has placed the service under significant time pressure.

Southend have continued to work closely with the Department for Education, looking at recruitment of adopters and Special Guardianship processes.

The past year has shown significant development of Regional Adoption Agencies and Southend have joined Essex, Luton, Hertfordshire, Suffolk and Adoption Plus to begin forming Adopt East Regional Adoption Agency. This will develop further over the coming year.

It continues to be a time of continual change for adoption services, whilst demand for services, particularly post adoption, sees a dramatic increase. We have seen a rise in the number of children being referred with adoption as a primary or parallel plan and more complicated court outcomes for children leading to significant additional support for adopters being required.

Statistics for past twelve months

(from 1.10.15 - 30.9.16)

- Numbers of adopters approved : 18 *(33 in 2015)*
- Numbers of children referred for adoption: 67 *(37 in 2015)*

- Number of children matched with new families: 36 (19 in 2015)
- Number of Adoption orders made: 25 (24 in 2015)

Stars 2016 Valuing Diversity winner Jo Hines

I am nominating Jo Hines for her professionalism, dedication and excellence shown in supporting my partner and I and our adopted children through all 4 of our adoption assessments over the past 10 years. Jo has undertaken has undertaken all of our assessments and has seen us placed with 3 beautiful children (now 4). We are a same sex couple and Jo has always treated us and our family with the utmost care, respect and professionalism. Jo is reliable and honest and very trustworthy. She is a real champion of disadvantaged and adopted/clo children.

Our 3 children and my partner and I have been trained superbly by her over the years in forming positive attachments with our children and in using therapy to help them to heal in our care.

What she does for me has been through the adoption

The Government in 2012 introduced an Adoption Scorecard to track timescales for children awaiting adoption. This scorecard tracks over a three year average. In scorecard published in March 2016 the average time between a child entering care and moving in with adopters was 505 (599 previous scorecard) days. The National Average for the same period was 593 days and for our statistical neighbours was 562 days. By the 1st October 2016, the three year average had dropped to 329 days.

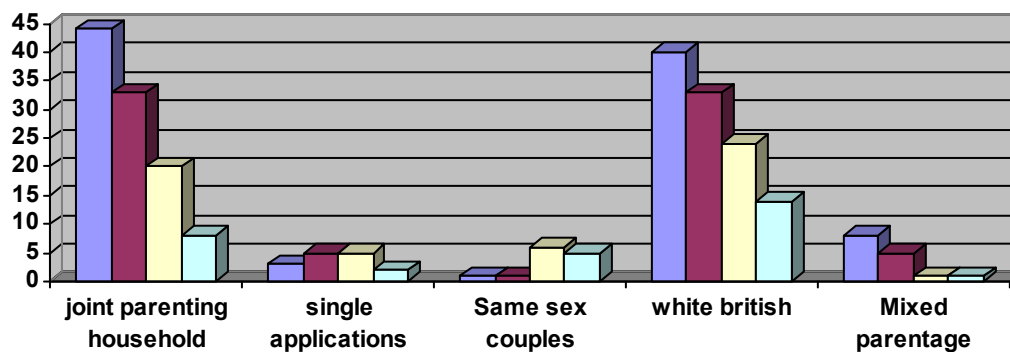
Of those children placed since April 2016 however, who will begin to be reported as part of future scorecards the average time between entering care and being placed for adoption has reduced from 329 to 324 days. This should therefore begin to show in the 2017 scorecard. This is a fantastic achievement by all involved and means that Southend children are being placed into their new families much quicker, preventing undue delay.

Recruitment; training and assessment

In the past twelve months we have received over 53 (103 in 2015) requests for adoption information. Up until 30th September 2016, 25 (35 in 2015) families attended information events. 15 (25 in 2015) Families have attended workshops in the past twelve months.

Over the past year there has been a national dip in the number of adoptive families coming forward, Southend have begun to see this trend hitting locally for the first time. In October 2016, Southend had 7 families in stage one and 3 in stage 2.

Of the households who have proceeded to workshops the following breakdown is found:



2013 - ■
 2014 - ■
 2015 - ■
 2016 - ■

Of the households approved by Southend, there are currently 11 (31 in 2015) households available on the Southend register.

Adoption Panel

In 2016 we ran 11 Adoption panels. The following statistics are available from the work of these panels:

(From 1.10.15- 30.9.16)

- PAR's (Prospective adopters report) presented (general approval): 18 *(33 in 2015)*.
- PAR's presented (for a specific child): 0 *(0 in 2015)*
- PAR's presented (Overseas adoption): 0 *(0 in 2015)*
- Children presented to ADM for Preferred option: 35 *(29 in 2015)*
- Children for matching with adopters: 36 *(19 in 2015)*
- Number of disruptions: 0 *(0 in 2015)*

Just wanted to voice my appreciation of the support your team offers. As a family we do need help and I believe that my two have been able to learn and grow with the teams support.

Thank you for your liaison with Prince Avenue, my hope is that this can really begin to benefit the children from a place of understanding.

Unluckily for you, we cannot afford to holiday every half term, so we will be there!

Linda Butcher

Adopter

25th October 2016

ES

past year. This

approval group,

for all approved adopters who have not yet been linked with a child. This allows us to offer ongoing training and to share profiles.

The Southend post adoption group continues to go from strength to strength and is very much adopter led with training and speakers as requested.

The post adoption group continues to allow us the opportunity to identify stresses within certain placements at an earlier stage and to pick up and undertake direct work with the family before breaking point has been reached.

Where preschool children are placed for adoption in Southend we encourage families to attend SPARKLES. SPARKLES is a group in which adopters are shown and encouraged to play with their own child using therapy techniques, a therapeutic approach that promotes the development of attachment relationships..

SPARKLES has added benefits as adopters who meet each other have often gone on to develop supportive relationships and networks.

The need for families to be supported post placement continues to be on the increase as families seek to re- parent children impacted by the trauma experienced in their early childhoods.

In addition to our on-going sparkles group and adopter training programme during this time period over 30 families have requested additional post adoption support many of whom continue to engage and access this now. In reality this means over 60 children are receiving on-going support. This has doubled over the past year with more children being brought into Southend and families seeing the impact of the support offered.

We have sought to optimise access to the government Adoption Support Fund Scheme having over 30 applications approved and accessing over £113,000. Of this funding additional services are purchased but a significant proportion funds the skilled work the Adoption Team itself is able to provide.

In addition to this 14 families are part of our preventative therapeutic programme which was launched at our residential in October and will continue to May 2017

Following on from the success of last year's Therapeutic Residential Project the Southend Adoption Team held another one on 14-16th October 2016. Our proposal was accepted and supported by the Adoption Support Fund. Recognising that most adoptive families will require additional support at different times throughout their child's own journey in this project the Adoption Team is seeking to be proactive and preventative before major crisis occur aiming to minimise the risk of any disruption which we recognise would be devastating to all.

This year's therapeutic residential project was ambitious as it grew in size with over 50 adults and children attending, but we also wanted to capture those families with younger children.

The weekend offered a range of therapeutic activities including 'The Just Right State' course, therapeutic drama workshops, creative play as well as a range of physical activities from adventure courses to fire building. For the families as a whole we had mindfulness workshops and a family disco which was engaging and fun. The wide ranges of activities available were aimed to develop confidence, self-esteem and capacity to connect and engage with others. Something we know is often a challenge for adopted children. For the parents we launched a NVR (non-violent resistance) support group, supported by Partnership projects.

The weekend was just the start of the project and the therapeutic activities will continue through to May 2017.

The weekend received a lot of positive feedback from both the parents and the children

Children commented:

- I loved the weekend because it was super fun and I made new friends
- I used to be scared of heights until I did the high ropes, I got to do things I have not done before
- I liked making a den and everyone was really friendly
- I loved it all, it's way better than normal weekends
- I want to come back again!

Parents Commented:

- It was reassuring to hear that other families experience the same issues and emotions
- the NVR course was very intuitive, I can't wait to learn more
- time with other adoptive families was just awesome
- I did not know what to expect but felt comfortable to share our journey, the highs and lows and picked up a lot of hints and tips – thank you
- I've exchanged tel numbers and feel my network will grow as a result
- I felt I could relax in this group

- A well planned weekend with the right amount of activities – thank you for the time and effort put in to ensure the weekend was fun and a success

The letterbox contact system continues to develop and we are currently supporting approximately 250 contact plans, in several cases this includes direct contact.

As young people are themselves approaching maturity we recognise that the need for them to consider how their own history integrates with their experience of adoption is more prominent. We seek to support adopted young adults who have been adopted. Before a young person reaches the age of 18, we review the information exchange and contact the adoptive parents. Following on from this we send a letter and leaflet directly to the young person, to offer them support. The numbers of young people reaching 18 is beginning to rapidly grow due to the increase in adoptive placements made over the past few years. We recognise that just because a young person is reaching the age of 18 they may not be at a point in their lives where they wish to trace their birth family or request access to their adoption files. We believe however that it is important that they know what services are available to them as young adults. In 2016 we have directly supported four individuals to access their adoption files and have facilitated contact between two adopted young adults and birth family members.

At Southend Adoption Service we recognise that when a child joins an adoptive family it is not only the immediate family that are impacted, but also their extended families and networks. We regularly hold information sharing evenings for this group, to raise their awareness of the challenges adoption can bring and to explore practical support they may in turn be able to offer. The groups are well attended and have already proven a great success in supporting placements where difficulties arise and allows us to tap into the extended support with training to give them the understanding to help. Where families have large support networks or where a child being placed brings additional complexities individual events for families are arranged.

We recognise it can be a challenging and difficult time for existing children within a family who are approved to adopt to wait for a child to be placed in their family. In July 2016 we ran a group for 6 children aged between 6-8 years. The group gave the children an opportunity to share their feelings, ask any questions, make new friends and generally have fun together. We also introduced Theraplay activities, which the children will be able to play with their new sibling, and help them to understand the importance of these simple games. The feedback from the children was very positive and is a group which the children have asked continue for both themselves and for new children in the same position. The children wanted this group to be called the “super Sibling Group”. This will continue to develop over the next 12 months.

Southend continues to be successful in recruiting adopters and often selling these through the national register. This is financially beneficial to Southend Council with over £250,000 being brought in in the past 12 months. It does

however have an impact on the level of post adoption support required. In the next year we hope to recruit a further member of staff to the team to support this work. This post should eventually be self-funding through the grants from the adoption support fund.

Birth Parent Support Group

We have through 2016 continued to run the group which directly supports birth families who have been affected by adoption. The Birth parent group meets on a monthly basis in a local community centre. We have found that the quantity and quality of letters received has continued to improve and has allowed some children to receive contact with birth families that they otherwise would have missed. The group seeks to offer birth parents a nurturing experience, eg they are offered warm drinks and toast and in turn they present as less defensive and more open to receiving support.

The group continues to grow slowly. We have come to recognise that this is viewed more as a drop in. We advertise the group in local community areas to ensure that as many families as possible can be supported. We have been able to support several young mums through a second pregnancy and have been able to continue to support several very vulnerable parents, post adoption. Over the past year we have successfully engaged with some birth parents who previously had no on-going contact with the Department, allowing their adopted children to receive information about their birth families and therefore to begin to really make sense of their backgrounds.

Denise Burgess, our letterbox co-ordinator continues to take a lead role in this group and is regularly contacted by some of the more isolated birth parents for advice and support.

Dear Aimee

We just wanted to say a MASSIVE thank you for all that you have done. You are so positive and organised. Thanks for always believing in us and keeping us going even when the chips were down.

We are head over heels in love with Mason. Thank you for finding him for us.

You are the best

Gary, Paul & Mason

April 2016

Schedule 2 & Birth Relative Initiated Contact

Possibly influenced by all the media interest and TV programmes like 'Who do You Think You Are' this is an area of work that continues to grow. BRIC (Birth Relative Initiated Contact) is where birth families express an interest in making contact with an adopted adult, whilst Schedule 2 is where an adopted adult requests their adoption records and often seek support in tracing their birth family.

In 2016 we at any one time continued to have approximately 35 cases open supporting individuals who are trying to trace information about their own adoption and 10 birth relatives seeking to trace an adopted adult. We have had the privilege of facilitating several reunions and continue to offer support to individuals for as long as they require as they seek to establish new relationships and make sense of their past.

Other work

During 2016, Southend have developed further joint projects with education regarding the "Just Right State". Training was undertaken with schools in 2015 so that a number of teachers across the Borough are now trained to run the programme. In addition NVR training has been run with a number of agencies in 2016 to support further the work that is undertaken across the Borough.

Several programmes were initiated in local schools where children both adopted, in foster care and some placed with their birth families joined together in the programme. Schools saw a real benefit in this for the children concerned. In 2016 we ran similar programmes through Marigold with the fostering service for foster carers and their foster children.

In 2016 we have developed further Mindfulness Meditation Training in which students learn about the importance of being in the present moment (the now), bringing about feelings of acceptance and not judging analysing experiences so much in our day to day life, and not always feeling the need to have answers, and instead just being in the moment. It is learning to feel connected with everything and balancing your emotions and body systems.

They learn breathing techniques that help quieten and still your mind, and then learn how to actually listen to your own body sensations by performing a body scan technique.

They learn daily exercises to practise each week to start to reap the benefits of a calmer, more still mind, a happier more contented mind, balanced feelings and emotions and have more quality time in their lives, more meaningful life and to be more in tune with their actual body sensations and tensions, and therefore learn techniques to relax muscles and release tension in both mind and body.

This course recognises that in order to manage the continuous challenge of being parents the parents themselves need to be valued and develop strategies and this is something we have made an opportunity for.

This course was run at the recent residential weekend for parents and the feedback from this was again very positive.

The Adoption future

In June 2015 the Government released a document entitled Regional Adoption Agencies (RAA). This paper introduced the idea of large Regional Adoption Agencies, running adoption services for a number of local authorities.

Over the past year there has been significant work undertaken to look at managing such a service. The Government has passed legislation to allow them to direct local authorities to join an RAA in the next few years where they are hesitant to do so.

Over the past year the work has been alongside, Essex, Hertfordshire, Suffolk, Luton and Adoption Plus voluntary adoption agency with a view to potentially creating an RAA called Adopt East. This has proven a complex process and one which although making significant process, still has a number of crucial decisions to be made about operating models and delivery models. Once this work is complete, any formal proposal would need to be presented to Cabinet for each of the local authorities for sign off.

The Government have set timescales for the RAA's to go live in March 2018, however at this stage no formal decisions have been made. This work will continue in the coming year with a view to formal proposals being presented in late spring/early summer 2017.

The work of the Adoption service continues to grow. This is a small team who achieve fantastic results and who undertake a huge amount of work to support families. It is evident from statistics nationally that court delays and decisions are impacting on the number of families coming forward to adopt, whilst the number of children being referred to the service has doubled in the past 12 months. Expectations from the courts are that timescales of care

proceedings reduce whilst more complex family assessments are undertaken. This will need to be monitored closely over the coming year as this has a major impact on the whole of children's services and their ability to continue to reduce timescales for children and the most positive outcomes for their future.

Dear Ann

We would like to thank you so very much for all your kind support, advice and understanding. This has been a very long journey for us and a testing time, but it has been worth it. We now have the little girl we always wanted and our family is

Our social worker is always just a call or a text away. She even planned to visit us on her wedding day! She has text me at gone 10 at night and at weekends! We now have children placed with us and this is partly due to the advocacy work she does for us. When she has been on holiday other members of the team have attended meetings with us. We have never felt alone! We have worked with other local authorities on our journey and none are a patch on the Southend team. We do

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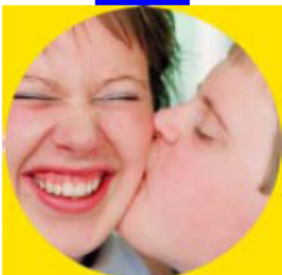
Southend Adoption Service

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December 2016

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	Page
Introduction	3
Aims and Objectives	4
The Service's Values	5
Policies	6
The Structure of the Service	7
The System(s) in place to Monitor and Evaluate	8
The Services Provided	9
Adoption Panel	18
How to Complain	20



Introduction

The following Statement of Purpose is intended to set out clearly the aims and objectives of the Southend Adoption Agency as required by Schedule I of the Local Authority Adoption Services (England) Regulations 2003 (amended 2005, 2013 and 2014) and the Adoption Agencies regulations 2005, amended by the Adoption Agencies and Independent Review of Determinations (Amendment) Regulations 2011 and the Adoption Agencies (Panel and Consequential amendments) Regulations 2012 and the Adoption National Minimum Standards 2011. As required under these Regulations, the Statement of Purpose will be presented to the Council's Cabinet for endorsement and will be reviewed and updated annually.

The Statement of Purpose will take into account the following:

- ❖ The Southend Adoption Agency Policy Document
- ❖ The Adoption Act 1976 as amended by Adoption & Children Act 2002
- ❖ The Local Authority Adoption Agencies (England) Regulations 2003 (amended 2005 & 2013 & 2014)
- ❖ The Care Standards Act 2000
- ❖ The National Minimum Standards for Local Authority Adoption Services in England and Wales 2011
- ❖ The Adoption and Children Act 2002
- ❖ The Adoption Agencies Regulations 2005 – amended 2011
- ❖ Children and Adoption Act 2006
- ❖ Any relevant Local Authority Circulars and Good Practice Guidance
- ❖ Adoption Scorecard
- ❖ Outcome of Adoption Inspection 2012
- ❖ Outcome of Safeguarding inspection 2012



The Aims and Objectives of the Local Authority in Relation to the Adoption Service

Southend Sea Borough Council Adoption Service aims to provide a comprehensive range of adoption services to children requiring adoption, birth families, adopters and those who have already been adopted. In meeting its aims and objectives, the Adoption Service will work within the relevant policies of both Southend Borough Council and the Adoption Service.

The objective of Children's Services is for every child to remain with their birth family and every reasonable effort will be made by the Authority to enable and support the birth parents, or the wider birth family, to provide a permanent home for the child where the child's needs can be met within a safe environment. However, if this is not possible then the child is entitled to grow up as part of a loving, adoptive family that can meet their needs during childhood and beyond. At all times the child's best interests come first with their welfare and safety being paramount.

The Adoption Service aims to recruit sufficient adopters to ensure that children can be placed with a family that not only meet the child's day to day needs but also the ethnic, cultural, religious, physical and emotional needs of the child. However, no child should wait indefinitely for an ideal placement.

The Adoption Service recognises the importance of a child retaining some form of contact with their birth parent(s) or birth family. Any decision about the possibility, type and frequency of contact will be based on the needs of the child and what is in the child's best interests. Where a child is of an age to understand, the child's views and wishes in relation to adoption will be considered when making plans for the child.

The Adoption Service aims to provide anyone enquiring about adoption with full information on the adoption process so that they can make an informed judgement about whether or not to proceed with their application. This will include those wishing to adopt from within the United Kingdom and from overseas, foster carers wishing to adopt a child already in their care and step-parents and relatives wishing to adopt a child from within their family.

Prospective adopters will be welcomed without prejudice and will be provided with clear eligibility criteria. They will also be given information on children waiting and what is required to meet the children's needs. The adoption provision aims to provide a service to birth parents and birth families that takes into account the lifelong implications of adoption and treats each individual fairly and with respect.

Birth parent(s) and birth families will be given information on local and national support groups, and where an adult adoptee requires information from their birth records, the adoption service aims to provide a supportive and informative service at all times.

The Adoption Service aims to provide information, help and support for all those who have been affected by adoption whether prior to, or after, the making of an Adoption Order. The Adoption Service also aims to protect all the information held and will provide security and confidentiality for all records, including those to be held for 100 years from the making of the Adoption Order.

The Adoption Service will maintain management information systems in order to monitor and evaluate the service provided and ensure all work is undertaken with the requirements of the National Minimum Standards, current legislation and Regulations, current policy statements and accepted good practice in mind.

Where can I see this Guide

Written copies are available at the Adoption Team. If you would like a written copy please contact the Adoption Team Manager at the address above or by contacting johines@southend.gov.uk

The guide is available on the Southend Borough Council website

The statement will be translated into other languages or made available in a format that is right for someone with physical, sensory and learning impairments and communication difficulties, upon request.

The Service Values

Southend's Success for All Children's Group has the following shared vision

'We aim to make sure that all children and young people who live in Southend are able to take advantage of the opportunities which are here now and to enhance these opportunities for the future. It is to

- Help them raise their aspiration and achievement
- Ensure they have the opportunities they need for inclusion
- Facilitate their participation in decision making that affects their lives
- Strive for excellence in the services we provide

The Adoption Service's values include:

- Being child centred; their best interests being paramount
- Focusing on outcomes for children
- Being outward looking, flexible, adapting to new ideas and ways of working and being responsive to individual need
- A commitment to learning
- Listening to children and their families
- Ensure that the services promotes equal opportunities and does not discriminate against anyone on the basis of their age, gender, sexual orientation, disability, ethnic origin, religion or culture
- Developing and enrich partnerships with other local, regional and national agencies to improve standards and offer a complete service, taking every opportunity to share best practice as openly as possible
- Improving standards of practice and service continuously to respond to changes in law and challenge poor practice
- A commitment to Children Services Practice Priorities

How will this happen?

These Aims and Objectives will be achieved by:

- Providing placement choices that reflect:
Equality
Diversity

Individual and personal needs
Social and cultural background preferences

- Delivering local Consortium placements wherever possible and appropriate to allow ongoing appropriate levels of post-adoption support
- Active leadership that delivers clarity of purpose to the adoption service
- Clarity about the purpose of individual placements
- Matching placement availability to requirements
- Providing access to support services (e.g. health, therapy) for children, and adopters.
- Facilitating the maintenance of valued relationships, where appropriate, especially with siblings and anyone identified by the child and birth family where possible.
- Avoiding drift and working with time scales that meet the child's best interests
- Designing and managing effective processes and ways of working
- Joint working and partnership
- Ensuring that staff are trained and motivated to deliver a child centred service
- Learning in order to deliver continuous improvement through:
 - The assessment and review of the service
 - Responding positively to complaints and feedback
 - Learning from any placement disruptions
- Involving children in policy and decision making
- Ensuring that children's wishes and feelings will be actively sought and fully taken into account at all stages
- Taking corporate responsibility within Children's Services for the effective management, quality and support of placements
- Being vigorous in challenging poor practice and addressing problems effectively
- Providing appropriate and pro active guidance and support to birth parents
- Undertaking ongoing quality assurance and consultation to ensure that the service focuses on outcomes for children

The Policies

There are detailed adoption policies and procedures to guide the way in which the principles are practiced. These cover children, adopters, birth families, adoption support, and non-agency adoption and inter country adoption.

New staff and panel members are given a copy of the adoption policies and informed of any changes.

A written copy can be obtained as above in 'Where can I see this guide?'

There is also a complete range of more general Southend Borough Council's policies which all staff first access as part of their induction.

The Structure of the Service

The Service is committed to monitoring the quality of its services and the outcomes of placements and collects data that measures the service's performance. The Group Managers for 'Placements and Resources' and for 'Specialist Resources and Quality Assurance' are responsible for the quality standards of the services and the Adoption Panel also plays a key role in this.

Staff with relevant qualifications, usually a CQSW, DipSW or Degree in Social Work, are appointed by interview in accordance with equal opportunities, good practice and human resources recruitment policy. Copies of staff qualification, references and checks are kept on Personnel files for inspection and oversight by the appropriate inspectors and managers. Regular supervision, training and annual employee development appraisals are conducted.

The core Adoption Team currently consists of 1 Team Manager/service manager, 1 Senior Practitioner, and 4 Social Workers. Administrative support is provided by 2 Adoption Administrators. All social workers within the team are suitably qualified with experience in varying degrees of children and family social work and fostering or adoption itself.

The Adoption Team is part of the Department for People. The Director of Children's Services is John O'Loughlin, who is also the Agency Decision Maker and the Deputy Chief Executive (People) is Simon Leftley who also acts as Deputy Agency Decision Maker. The Adoption Service is part of children's services which is managed by the Group Manager Placements & Resources (see below and attached structure chart)

- John O'Loughlin is Director of Children's Services and ADM. He holds a Dip SW; Dip HE and Msc (distinction) in Public Sector Management. John has worked in the public service for over 30 years across Health, Education and Social Care.
- Diane Keens Group Manager Placements & Resources since April 2011 and is Registered Manager of the Adoption Service. Diane was manager of an Adoption Team from 2002, joining Southend in September 2007 as Adoption Team Manager and has worked within Children and Families Service for over 30 years in Essex and Thurrock. Diane gained a Certificate Qualification in Social Work in 1985 at Chelmer College, Essex; a Bsc Hons Degree in Social Work (1st) in 2000 at Anglia Polytechnic University, Full PQ award and a Post Graduate Diploma in Social Work (Management) in 2006 at Anglia Ruskin University
- Jo Hines, Service Manager and Adoption Team Manager from May 2011 has extensive adoption experience having worked previously in the Adoption Service in Essex since 1997 and as Senior Practitioner in the Southend Adoption Team since 2007. Jo has a particular interest in Theraplay in which she holds level 1 & 2 training, which brings an added dimension to the Team. She has level 2 Dyadic Development psychology; levels 1&2 Sensory Attachment Intervention and foundation & level 1 Just Right State.
- Faye Khraud (since July 2012). Faye gained a BA in Social Work at the University of Essex in 2010 and worked in the Care Management Teams in Southend prior to joining the adoption team. She has level 1 Dyadic Development psychology; levels 1&2 Sensory Attachment Intervention and foundation & level 1 Just Right State and level 1 & 2 Theraplay.
- Diane Bowden, social Worker holds a BA(Hons)Social Work obtained in 2013; level 1 Dyadic Development psychology; levels 1&2 Sensory Attachment Intervention and foundation & level 1 Just Right State and commenced working for the adoption service in July 2013.
- Aimee Fossett, Senior Social Worker, was a student social worker in the team in 2009 and joined the team on a permanent basis in 2010 having gained her Degree in Social Work at Southend University. She has level 1 Dyadic Development psychology; levels 1&2 Sensory Attachment Intervention, level 1 & 2 Theraplay and foundation & level 1 Just Right State.
- Ruth Cadywould is a qualified social worker and senior practitioner and joined the team in November 2010. Ruth is a qualified nurse and qualified social worker and has considerable experience working in residential settings with adolescents and younger children. She has level 1 Dyadic Development psychology; levels 1 Sensory Attachment Intervention, level 1 Theraplay and foundation & level 1 Just Right State. She will be leaving the team in early 2017 but will continue to offer sessional work as required.
- Anne Caine - holds an NNEB Nursery Nurse Examination Board (Distinction) Child Development. Higher National Diploma in Child Care and Education and a Social Work Degree 2:1. In September 2007 after qualifying as a social worker she worked in First Contact

Team as a front line social worker. In August 2013 she moved to the Southend Adoption Team. Anne holds level 1 Sensory Attachment Intervention and foundation & Level 1 Just Right State.

- Anna Harris - completed her BSc in Applied Psychology and Sociology at Surrey in 2007, and an MSW at Kingston University in 2012. She has undertaken training in Motivational Interviewing, Pervasive Neglect, Using the Assessment Framework, Theraplay level 1, Working with sex offenders in child protection work, and Suicide and Self harm.

The System(s) in place to Monitor and Evaluate the Provision of Services to ensure that Services provided are Effective and the Quality of those Services is of an Appropriate Standard.

Statistical records are kept of the adoption service's activities, these are analysed to evaluate and monitor the service and to ensure children's plans are moving forward within timescales that meet their needs, and that adopters are being assessed and approved within the timescales of the National Adoption Minimum Standards. Monitoring is also undertaken to provide information on the needs of the children requiring adoption, the numbers of adopters required, and to ensure sufficient staff are available to provide an effective and efficient service.

The Government introduced an Adoption Scorecard in 2012 which set priorities for all Adoption Services. Southend uses this as an additional tool to monitor and evaluate the provision of services within the Agency.

Following approval, adopters are reviewed every year and are referred back to the adoption panel if they have not been linked within two years of approval.

Statistical records are also kept of all post adoption activity.



The following systems are in place to monitor and evaluate the service given:

- ❖ Preparation courses, the value of the training, information and preparation given.
- ❖ Case work supervision and performance management of staff.
- ❖ Quality assurance of papers going to the Adoption Panel.
- ❖ Adoptive applicants attending panel are asked to provide feedback on their experiences.
- ❖ Feedback on cases presented by members of the Adoption Panel.
- ❖ Review of how members of the Adoption Panel fulfil their functions.

- ❖ Following the making of an Adoption Order, adopters are asked to complete an evaluation form so that the service they have received can be monitored, and where necessary, improved.
- ❖ Various consultation exercises undertaken into specific areas of the service
- ❖ Southend participation survey
- ❖ File audits as part of the corporate audit process

Systems for providing feedback and evaluation from the following groups are in place. These include:

- ❖ Initial information given to enquirers and the time taken to respond to Adopters' experience of introductions, placement and the information given on the child.
- ❖ Adoption Panel attendance feedback
- ❖ Birth parent(s) and birth families and the service they have received.
- ❖ Where they are of an age to understand and communicate, the views of children placed for adoption.
- ❖ Inter-country adopters and the service they have received.
- ❖ Non-agency adopters, e.g. step-parents and relatives, and the service they have received.
- ❖ Schedule 2 users (birth record counselling and adult adoptees) and the service they received.

The Services Provided

The Service is part of the developing Adopt East Regional Adoption Agency. The Team covers all areas of adoption including recruitment, assessment and training of prospective adopters, preparation of children for placement, counselling of adopted adults, step-parent adoptions, birth parent counselling, post adoption services and inter country adoptions.

Who receives Adoption Services?

- ✓ Children requiring adoption
- ✓ Birth relatives
- ✓ Prospective adopters
- ✓ Approved adopters
- ✓ Children and their adoptive families who need adoption support
- ✓ Adopted adults and members of their birth families



What services are provided?

The Adoption Service provides adoptive families for Southend and local partners as well as the National Register. The Agency offers placements with adopters who have been approved and who are provided with comprehensive support and training.

The Adoption Service offers a therapeutic service for young people through the local EWMHS, and where needed with adjoining EWMHS services, where adopters live outside the boundaries. The Marigold Assessment + also undertakes life story work with children.

Specialist education support is available through the Looked after Children's Advisory Teacher and Virtual Head Teacher, until the making of an adoption order and beyond if the family reside in Southend.

Specialist Health support is available through the agency's Looked after Children Nurse and Consultant Paediatrician service.

Adopters are supported through the process of adoption by the allocation of an adoption Social Worker, usually the worker who has completed their assessment with them. They visit regularly (at least six monthly pre placement and more frequently as needed post placement) and have telephone contact in the intervening period. They are responsible for advising on the linking & matching of placements, practical support and advice to adopters, acting as a key liaison person with the child's social worker and completing reports for the Court.

A post approval group meets on a quarterly basis for approved adopters awaiting placement to offer ongoing training and to share profiles of children needing adoption.

A Southend post adoption support group meets on a quarterly basis, which looks at issues such as managing difficult behaviour, the effects of separation and loss, first aid and life story work as well as offering a Christmas Party and other social events throughout the year.

Family events also take place at least twice a year enabling adopters and their children to meet and integrate with other such families within their immediate and wider networks, further seeking to normalise adoption for all and strengthening the links developed between them further.

A Theraplay parent and toddler group for adopters with pre-school placements to support the development of secure attachment. (Sparkles) and thus improve outcomes for children placed for adoption.

Non Violent Resistance and Just Right State groups run throughout the year as does a new group supporting other children in a family approved for adoption.

A Birth Parent support group runs on a monthly basis to support birth parents with issues regarding adoption and to support the ongoing development of letterbox contact. This aims to help maintain contact between adopted children and their birth parents in a meaningful way.

Any family living in the Southend area whose lives are affected by adoption are able to apply to the Southend Adoption Service and request an assessment of need. This will be undertaken by a qualified adoption social worker to identify support required and available to the family or person concerned. A Support Plan will then be drawn up and agreed by the Adoption Support Services Advisor.

Southend also has close links with Adoption Plus, to help advise on the most complex cases.

Recruitment of Adopters

Any person expressing an interest in adoption is invited to one of the local open events.

Adoption information is also available on the Southend Borough Council website. The team also have an active Facebook page which gives information and activity news.

Key Aims of the Recruitment Strategy;

- Recruit a variety of adopters to meet the ever-changing needs of children in Southend requiring placements.
- Attract adopters from black and ethnic minority communities, those interested in taking older children, those with disabilities and larger sibling groups.
- Increase stability of adoptive placements through appropriate support packages
- To provide a choice of placements to match the needs of children and young people thereby decreasing the possibility of disruption
- Make adoptive families available to the National Register in a timely manner.

Prospective applicants are encouraged to attend one of the monthly information sharing events run by Southend. Following this, applicants are encouraged to explore their interest in adoption further and to inform us if they wish to proceed with Southend.

As soon as we are in a position to pick up the application, a Registration of Interest Form is sent. Once received, they will be notified within 5 working days as to whether Southend will proceed with their application and statutory checks are then started. The applicants then enter stage 1 of the process which is completed within 2 months. Southend allocate an agency advisor to support the family through stage 1. At the end of stage 1 there will be a formal interview after which applicants will be invited to formally apply and a written agreement completed.

At this point applicants begin stage 2 of the process. A decision re the suitability to adopt must be made by the Agency within 4 months of the acceptance of the formal application – 6 months in exceptional circumstances.

If the preceding processes follow each other without a gap, it will be the aim to complete the whole process within eight months from start to finish.



Placements for Children

Placements for children are considered on the basis of seeking carers from within the child's family first (Connected Persons). If this is not possible, placements from within the Borough's own resources (adopters) or those available within the agencies involved in the developing RAA will be sought, unless this is not in a child's best interests. If this is then still not available, an external resource will be located by the Adoption Team. This is achieved in a variety of ways including through linking with the National Adoption Register, Adoption Link, advertising in specialised publications, featuring children via exchange events and through continually developing links with other adoption agencies throughout the country.

The Adoption service receives requests for placements for adoption from the child's social worker. The request is provided in writing and outlines the reasons for placement, care needs, ethnicity, religion and language and intended timescales, legal status, forum in which the decision for adoption or foster to adopt was made and any other key information that enables a suitable match to be found.

An Adoption notification meeting then takes place to clarify what information is required for the Agency Decision Maker and by when and who will take responsibility for this.

Prior to the "preferred option decision", a worker is allocated from the Adoption Team to link up with the social worker and begin family finding and hopefully direct work with the birth family. This support they can continue for as long as it is required and certainly until the making of the adoption order.

Once a child has been referred for adoption, a child's permanence report and adoption placement report are prepared. During this work it is ensured that:

- Children are carefully listened to where they are old enough.
- Children's views about their situation, in particular, who they live with in the future and who they continue to have contact with are recorded and actively taken into account at each stage.
- Children should receive support services that meet their assessed needs
- Children should receive proper preparation for placement and support after placement.

(For more information see Adoption Agency Policy Statement)

Birth families views about placements are sought and taken into account.

Every effort is made to find a placement, which meets the child's emotional and developmental needs. This takes into account their ethnicity, religion, language, culture, gender and disability. However, no child should have to wait indefinitely for the ideal placement. Placements that cannot meet all these needs, but are sympathetic to them, can be considered.

The child is provided with a full and realistic family history and helped to maintain their heritage. A letter for later life is prepared and includes information about the child's birth and early life, and provides up-to-date information about themselves and their situation. The child's social worker writes this letter to be read by young adopted people when they reach their teenage years.

Social workers, foster carers and others staff work to prepare children for adoptive placement. Work is undertaken with children in regard to their wishes and feelings about adoption and the kind of family they would ideally like to live with.

When a family has been matched, children are given appropriate information about their new family in a format they can understand. This often includes welcome books including photos and DVD's, prepared by the prospective adopters.

Adoptive Applicants

Adoptive applicants from all sections of the community: married people; couples living together, single people, same sex partnerships and members of the diverse ethnic, cultural and religious groups, are sought in order to meet the diverse needs of children in this area.

People who are interested in becoming adoptive parents will be welcomed without prejudice, responded to promptly and given clear information about recruitment, assessment and approval. They will be treated fairly throughout the adoption process.

(For procedures, criteria and more detailed information see; Adoption Agency Policy and Information for Adopters leaflet)

Adopters will need to show that they can:

- ✓ Learn from their experiences
- ✓ Cope with stress
- ✓ Meet the ethnic, cultural, health and educational needs of the child needing adoption
- ✓ Offer consistency of care
- ✓ Work with children's social workers and other agencies to secure necessary services for the child
- ✓ Build and sustain close, intimate and reciprocal relationships
- ✓ Understand other people's points of view and their feelings
- ✓ Be in touch with sad and angry feelings
- ✓ Resolve past wrongs or losses
- ✓ Build secure attachments and share difficulties

At all stages of referral people are informed about a wide range of people who can adopt. These include:

- ✓ Families from all types of backgrounds
- ✓ Couples with or without children
- ✓ Couples who are married or not; heterosexual or gay
- ✓ Single people
- ✓ People from all ethnicities
- ✓ People with disabilities
- ✓ People who are not 'perfect'
- ✓ People who have had problems in the past
- ✓ People who rent their houses
- ✓ Some overweight and older people and smokers (subject to medical advice)
- ✓ People whose infertility treatment has ended.

Further explanation is available for each bullet points. For instance, when discussing weight, smoking and age this is qualified by explaining that adopters need to have the likelihood of maintaining the health and vigour needed to meet the many and varied demands of children throughout their childhood and into adulthood.

Adopters are clearly told that if they smoke they are unable to adopt a child under the age of 5 years. They are also told that they are not deemed to be a non-smoker until they have given up for a period of twelve months.

Further information is given about the qualities needed to adopt, which are:

- ✓ The ability to see the child as he or she is, not how you would like them to be
- ✓ Acceptance, commitment, flexibility, stickability, sensitivity and openness.
- ✓ The ability to cope with a bit of a mess and disruption
- ✓ Ability to ask for and accept help
- ✓ A sense of humour.

The information for the assessment is brought together in a format known as the PAR (Prospective Adopters Report). An adoption social worker visits applicants in their own home. They are seen together and separately if there is more than one applicant. Applicants are invited to make their own written as well as verbal contributions to their assessment. Work with the adopters own children is also undertaken if appropriate. Other members of the household are also interviewed. Significant relatives and referees are seen at this stage, also ex-partners. The assessing social worker will analyse the information and make a recommendation about the suitability of the applicants to be adopters.

Applicants see the completed Prospective Adopters Report (PAR) and are asked to sign to say that they agree its contents. Prospective adopters are invited to attend the adoption panel where their application is considered.



Post Approval

The Agency will review approved adopters every twelve months whilst on the register and continue to provide advice, support and counselling. After two years the assessment will be updated and represented to panel.

Every effort will be made to match the applicants with a suitable child or children. Applicants should be clear however that our priority is to find appropriate families for children. Approved adopters will be informed of the National Adoption Register, and Adoption Link arrangements.

Prospective adopters receive preparation for a child being placed when they attend the preparation course and during their assessment.

When a link with a particular child or children has been agreed at the linking meeting, the adoption social worker and child's social worker will tell the prospective adopter about the child and give some written information too. If the prospective adopters wish to proceed, they will receive further detailed

information including the child's permanence report. The child's foster carer and the two social workers will also visit them.

All prospective adoptive parents have the opportunity to meet with the medical advisor prior to the matching adoption panel, but particularly where children have special needs.

Where the child's case has been considered by court, leave of the court will be sought to disclose specialist written reports about the child that may help adopters.

The agency is committed to developing a comprehensive range of services aimed to support adoptees, both as children and adults, prospective adopters and adopters in the periods before placement, after placement and post adoption. An Adoption Placement Report is prepared prior to the full adoption panel to make clear what support will be offered to the child and their new family. This will include services such as financial support, payment of legal expenses where agreed; referral to specialist local services; letterbox contact, ongoing training and a telephone helpline.

Following approval of the match at the full adoption panel, a placement planning meeting will be called. The Adoption Team Manager or senior practitioner will chair this. The meeting includes the adopters, their social worker, the child's social worker, foster carer and the foster carers supervising social worker.

The purpose of the meeting is to ensure that the adopters have all the relevant information available about the child. We provide the prospective adopters with a copy of the child's permanence report, matching report and adoption support plan. An introductions programme is devised in consultation with the adopters.

After the child is placed with the adopters, the child's social worker and the adopter's social worker continues to support the placement. Where more in-depth work is needed, the child and prospective adopters can be referred to services both in house and by other agencies as part of the adoption support plan.

Reviews are chaired by an independent reviewing officer until an adoption order is made. The review first considers the child's progress and then the adoption support plan and whether changes need to be made to it. Adopters are informed that they can make contact with the agency at any time in the future if they wish the adoption support plan to be reviewed.

Financial Support and other Support Arrangements

For placements arranged through Southend Adoption Agency, the Agency is able to pay introductory expenses and will meet costs of legal expenses where the adoption is contested or particularly complex. Applicant's court fees for an adoption application are paid.

At the point of matching, all children must have an adoption support plan, which highlights any financial implications. Adopters are provided with a leaflet setting out what benefits they may be entitled to. When all possible benefits have been claimed and if there is still a financial need, the Agency assesses whether it should assist. The adoption support plan must be agreed by the Adoption Services Support Adviser (the Group Manager Placements & Resources) and with the adoptive family before being presented to the Adoption Panel.

Subsequently, the child and adopters circumstances will need to be reassessed before any help is offered. Where there is a specific need for financial help related to the placement for adoption and

subject to means testing (which is required by government regulations). Southend will consider assisting adopters before and after the child is adopted. This support is available to any adopter living in the Southend area, whether the child has been placed by Southend or not.

Unless the circumstances are exceptional, most financial help given will be in the form of a one off rather than regular payments. One exception is where existing foster carers are adopting, where Southend Borough Council will agree to regular payments for a period of up to two years.

Making, maintaining and reviewing Contact Plans

Southend Adoption Agency recognises the importance of children and young people having suitable contact with their birth families and other significant people. Such contact is entirely governed by the best interests of the children. Contact can vary from the annual exchange of written information to face-to-face contact with members of the birth family at intervals appropriate for the child. The Agency Decision Maker will review contact plans at the Preferred Option Stage and later as part of the matching process.

The agency operates a letterbox contact scheme for the exchange of information between adoptive families and birth families. Birth families are also supported in arrangements for letterbox and direct face-to-face contact with the child by adoption support social workers.

There are usually mutual benefits from holding at least one meeting between the child's birth parent and the adoptive parents around the time of introductions. Other significant birth relatives may also be involved.

After placement, contact arrangements continue to be revisited at each review, but not after an adoption order is made. If there are any issues that arise later, these are addressed through the adoption support social workers.

A birth parent drop-in is run on a monthly basis to offer birth parents support and advice in all matters relating to adoption, but in particular to support with contact arrangements.

The Adoption Agency recognises that the contact requirements in each individual case, vary and need to remain flexible in order to meet a child's ever changing needs, therefore when approached Southend Adoption Service seek to review any request, ultimately the child's new parents will make decisions according to what they feel is in their child's best interests.

What happens if placements break down?

Very few placements for children do disrupt. However, where there is a disruption the Agency convenes a disruption meeting in order to try to understand the factors, which led to the breakdown of the placement. This helps in planning future placements. These meetings are chaired by an Independent Chairperson. A summary of the conclusions of this meeting are considered by the management team, within the Consortium and with the Adoption Panel to inform future practice.

Birth Families

Birth parents and birth families are entitled to services that recognise the lifelong implications of adoption.

Birth parents will be informed and consulted at the earliest stage when the agency has decided parallel plans, which include adoption. They will have the opportunity to give their account of events and to see and comment on what is written about them in reports for the Adoption Panel and in information passed to adopters.

Birth Parents will be offered a worker from the Adoption Team to advise and support them throughout the adoption process. If requested, this service can be provided by another local authority or purchased independently.

The Agency will provide a service for birth parents that wish to relinquish their child for adoption, usually babies. When the agency is approached before the child's anticipated birth, as much preliminary work as possible will be undertaken with the birth parents before the child is born, to ensure that the decision to place for adoption is based on the fullest possible consideration of all the alternatives available.

All birth parents will be encouraged to provide information and contribute to their child's life storybook and letter for later life. The life storybook provides a simple and age appropriate explanation of what has happened to the child up until they join their adopted family. It includes pictures of important people and places in the child's life so far, mementoes and other information relevant to the child. The child's social worker usually does this work with help and advice from the adoption worker. (For more information see Adoption Agency Policy Statement)

A Birth Parent drop-in runs on a monthly basis to support Birth Parents with any issue relating to adoption and especially to support in the provision of letterbox contact.

Step-Parent Adoption

The Service also provides advice, information and counselling for those who are seeking to secure the adoption of their partner's children. The same service will be provided for adoption by relatives.

Enquirers are sent written information about non-agency adoption within 2 working days. If having read the information provided, families wish to proceed, they are asked to apply in writing. Applicants are asked to complete the forms for statutory checks in line with agency adopters.

The adoption team will provide a detailed report for the court having considered all alternatives to adoption with the applicants. The Agency has a duty to only recommend adoption where it is in the best interests of the child for an order to be made.

In order to assess whether adoption is in the best interests of the child, it is necessary to seek the child's own views and the views of the birth parent who is not making the application. Similarly the views of wider family members will be taken into consideration where appropriate. (For more information see Adoption Agency policy Statement)

Services for Adopted Adults

The Service offers counselling and acts as an intermediary with the birth family where adoptees over the age of 18 years contact the Adoption Service seeking information or seeking contact with their birth family. This includes those seeking access to their adoption records, referred to the team by the General Register Office.

This service is available both to those adults adopted through this Agency and those living in this area whose adoptions were arranged through other Adoption agencies.
(For more information see Adoption Agency policy Statement)

Where adoptees are under the age of 18 and are seeking further information and possible contact with the birth family, the agency will offer counselling and act as an intermediary, taking into account the views of the adoptive family.

Support is offered to all young adult adoptees as they reach 18 regarding on-going information exchange and where appropriate the tracing of birth records and/or their birth parents.

Birth Relative Initiated Contact

Requests from adult birth family members for help seeking information or making contact with adult adoptees, placed by the Agency, will be facilitated by the team, who will act as an intermediary, approaching the adult adoptee, where their whereabouts can be found.

Recognising the potential impact that this work may have upon the adopted person, their separated sibling and other involved people; the work will be guided by the following general principles:

- The welfare, safety, needs, current circumstances and wishes of the adopted adult and others involved will inform any work undertaken.
- The role of the Service will be to assist the individual to understand and accept the situation they are in and the choices open to them, not to advocate on their behalf.

(For more information see Adoption Agency Policy Statement)

Applications for approval as an Inter-country Adopter

The Service believes that with inter-country adoptions, as with all other adoptions, the child's needs are paramount. The service will provide initial written information and counselling to applicants seeking to adopt a child from another country and offer advice on how further specific information regarding the legal and good practice arrangements for adoption in a particular country might be obtained. The team will apply the same standards as for domestic adoptions. (For further information see Adoption Agency Policy Statement)

Equal Opportunities

The Adoption Team is committed to working in an anti-discriminatory way, incorporating the Authorities Equal Opportunities Policy in all its work. Ensuring services to children meet their individual needs such as racial and cultural identity, religious and linguistic needs, disability, gender and sexuality.

The service endeavours to make a positive commitment to address these needs and promote respect and celebrate difference.

Child Protection

The Service complies with the SET procedures and Southend's Safeguarding Board policy in all areas of child protection and provides adequate training to its staff and adopters to ensure that children are safeguarded and protected at all times.



Adoption Panel

Southend Adoption Panel is compliant with The Adoption Agency Regulations 2005 (amend 2011 & 2013) and relevant guidance. Terms of reference for this panel and panel membership are available within the Southend Adoption Agency Policies.

The panel consists of people with a wide range of experience and diverse backgrounds and operates at sufficient frequency to avoid delay in considering children for adoption, approval of adopters and matching.

The Adoption panel is set up in accordance with government regulations. The panel is there to make recommendations to the agency on two main issues -

- ✓ Whether to approve people as suitable adopters
- ✓ Whether a match for a child with a particular adopter is right for them

They also comment on –

- ✓Adoption Support Plans
- ✓Contact arrangements
- ✓Issues of concern, which they feel the Agency needs to put right.
- ✓Quality assurance matters

The Agency Decision Maker will then consider the panel's recommendations before making a decision. Whether a child should be placed for adoption is now the decision of the Decision Maker and is no longer presented to the full adoption panel apart from where a child is relinquished..

Panel Arrangements

Southend has one Adoption Panel which usually meets monthly. The panel has been reconstituted under the Adoption Agencies Regulations 2005 – amended 2011 & 2013. There is now a central list of panel members who perform the functions of the adoption panel.

The panel ensures an independent chairperson. Southend appointed Panel Chair (Barbara Foster) in June 2014, and we have two independent Vice-Chairs who will stand in as required.

The main decision maker is John O'Loughlin, Head of Children's Services in the Department for People. He has overall responsibility for services for looked after children and is Decision Maker in cases presented for Preferred Option. There is a deputy Decision Maker, Simon Leftley, Director for People.

Involving people in Agency Decisions

Applicants to be approved as adopters are always invited to attend the panel where their approval is being considered and subsequently when they are matched with a child.

The panel always gives reasons for their recommendations. These reasons are recorded in the panel minutes. When applicants attend panel they are informed of the recommendation immediately in most cases, otherwise within 24 hours. Decisions are made within 7 days of the Decision Maker receiving the relevant minutes.

Individual decisions are made about when and how to tell children about agency decisions that adoption is right for them. The child's age, maturity and understanding and what they are likely to understand is taken into account.

If the decision maker is minded not to approve an adoptive applicant or not to continue with their assessment, he will write to them setting out the reasons and giving them the chance within 40 days to ask for the decision to be reviewed by the Independent Review Mechanism.

Placements with other Adoption Agencies

When children's needs cannot be met locally, they will be placed with adopters approved by other adoption agencies. Similarly, adopters approved by Southend who do not match the needs of the local children are assisted to have a child placed with them from elsewhere.

A Summary of the Complaints Procedure Established in Accordance with Section 26(3) of the Children Act 1989(A) and the Complaints Procedure Directions 1990 (B)

Complaints about adoption fall into two categories as follows:

1. Where the complaint is related to the service received, this is dealt with in accordance with Section 26 of the Children Act 1989, and the procedures on complaints for the Southend Borough Council's Department for People.

A service user or somebody acting on their behalf can make a complaint by contacting:

Customer Services Manager
Department for People
PO Box 6, Civic Centre
Victoria Avenue
Southend – on – Sea
Essex SS2 6ER

2. Where the complaint relates to the fact that the Agency Decision Maker decides not to approve the applicant, then the applicant will have the opportunity to have their case reviewed by the adoption service, or be referred to the Independent Review Mechanism.

The Independent Reviewing Mechanism is organised by the British Association of Adoption and Fostering. The Independent Review Mechanism (IRM) is a review process, conducted by a panel, which prospective adopters can use when they have been informed that the Adoption Agency does not consider them suitable and does not propose to approve them as adoptive parents (or has withdrawn the approval).

More information on the IRM can be obtained from:

Contract Manager,
Independent Review Mechanism (IRM)
Unit 4,
Pavilion Business Park,
Royds Hall Road,
Wortley,
LEEDS
LS12 6AJ

Telephone: 0845 450 3956

Fax: 0845 450 3957

Email: irm@baaf.org.uk



Contact Addresses and Telephone Numbers

The Southend – on – Sea Borough Council Adoption Agency is registered with:

OFSTED

Piccadilly Gate
Store Street
Manchester
M1 2WD

08456 404045

enquiries@ofsted.gov.uk

Southend Adoption and Fostering, Floor 7, Civic Offices, Victoria Avenue, Southend on Sea, Essex

Diane Keens (Group Manager) dianekeens@southend.gov.uk	01702 534406
Jo Hines (Team Manager) johines@southend.gov.uk	01702 212126
Aimee Fossett aimeefossett@southend.gov.uk	01702 212128
Faye Khraud Social Worker fayekhraud@southend.gov.uk	01702 212129
Ruth Cadywould ruthcadywould@southend.gov.uk	01702 212170
Ann Caine anncaine@southend.gov.uk	01702 534374
Diane Bowden dianebowden@southend.gov.uk	01702 215747
Anna Harris annaharris@southend.gov.uk	

The System for Reviewing the Statement of Purpose

The Statement of Purpose will be reviewed annually and presented to Southend Borough Council's Cabinet for approval.

For a copy of this document in any other format / language, or to order more copies, please call 01702 212938

Southend-on-Sea Borough Council

Agenda
Item No.

12

Report of Deputy Chief Executive,
Department for People

to
Cabinet

on
10th January 2016

Report prepared by: Diane Keens, Group Manager,
Placements Resources and John O'Loughlin, Director of
Children's Services

Fostering Service Annual Report and updated Statement of Purpose

People Scrutiny Committee

Executive Councillor: Councillor James Courtenay

A Part 1 Public Agenda Item

1. Purpose of Report

To report on the last year's activities in the Fostering Service and agree the updated Statement of Purpose in line with Standard 16 of the Fostering National Minimum Standards.

2. Recommendation

- 2.1 That the Annual Report (Appendix 1) and Statement of Purpose (Appendix 2) be agreed.

3. Background

- 3.1 The provision, standard and operations of the Fostering service is governed by:

- The Local Authority Fostering Services (England) Regulations 2011 (updated 2013)
- Fostering minimum Standards 2011 and the
- Children Act 1989 Guidance & Regulations Volume 4, 2011

- 3.2 National Minimum Standard 25.7 states that the Executive side of the Local Authority

- a) receive written reports on the management and financial state of the fostering service every 3 months

- b) monitor the management and outcomes of the service in order to satisfy themselves that the service is effective and is achieving good outcomes for children and/or service users
 - c) satisfy themselves that the provider is complying with the conditions of registration.
- 3.3 The Statement of Purpose has been included as Appendix 2 in this report to provide a context for the content of the Annual Report, and includes the details of all support for foster carers. It has been updated to reflect changes in 2016.
- 3.4 A consultation was sent out to all carers in early November 2016 to ascertain improvements in the service and support that they receive. The outcome of this consultation will continue to inform service developments for 2017.
- 3.5 The children's service inspection which took place in May 2016, did not give an individual judgement for the fostering service but were positive in respects of the work of the service. They reported that "there is a good choice of places for children and young people in care, so social workers can make sure that children have a carer who is the right one for them to live with."
- 3.6 Standard 25.7 of the Fostering Minimum Standards stipulates that quarterly reports are presented to the portfolio holder. The service has been compliant with this requirement and the annual report covers the accumulation of this information
- 3.7 The Looked after Children & Care Leavers accommodation sufficiency strategy has recently been updated to ensure that sufficient resources are identified to meet the needs of our Looked after Children with respect to placements and move on accommodation for the next five years.
- 3.8 The sufficiency strategy has begun to address the issue of an expected increase in the number of UASC due to membership agreed of the National Transfer Scheme.

4. Other Options

None

5. Reasons for Recommendations

The Fostering Statement of Purpose outlines the Fostering Service core services and the annual report outlines the activities undertaken by Southend Fostering Service during 2016 and the outcomes and impact of the service.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The Annual report sets out the framework for the work of the fostering Service. It directly supports the delivery of the Corporate Priority to 'Improve Outcomes for Vulnerable children'.

6.2 Financial Implications

If the service does not work efficiently in the recruitment and matching of children and young people this would have the impact of the Local Authority needing to purchase more external placements at a higher cost to the Local Authority. During 2016 over there has been a rise in the number and percentage of young people placed in house, however due to the increase in care numbers the service is currently stretched with respect to placements.

6.3 Legal Implications

None, however the Local Authority does have statutory requirement to provide reports to the executive.

6.4 People Implications

None

6.5 Property Implications

The fostering service moved to the Civic Centre on 10th November 2012. The service has now been co-located with the other child care teams for over 4 years and no longer has the additional costs of maintaining a sub office. This has continued to prove very positive and is fully embedded within children's services.

6.6 Consultation

Consultation with foster and birth families and with children and young people fostered about the work and delivery of the service takes place on a regular basis.

Specific consultations took place during 2016 including the annual consultation for Children's services. A further consultation was undertaken in early November 2016 to look at foster carers feelings and further consultation has been sent out to carers in early November 2016 which will be reported on in the next annual report.

Quarterly meetings take place directly between the Head of Children's Services and the chair of the Southend Foster Families Community.

6.7 Equalities and Diversity Implications

The recruitment of a diverse range of families enables us to better meet the needs of children Looked After in Southend. Local placements ensure that where appropriate, children and young people maintain links with their families, schools and communities. The outcome of the 2011 census indicated a changing demography in Southend and our Sufficiency Strategy takes into account the need to recruit more carers who can meet the needs of children and young people from Eastern European communities. This strategy has recently been updated. In addition we also have to prioritise carers who can support those children with challenging behaviour and those with complex additional needs.

An additional pressure for 2016/17 will be an expected increase in UASC placed in the Borough through the UASC National transfer scheme. Southend will need to ensure that capacity enables us to provide local and appropriate placements to meet the needs of this group of young people both pre and post 18 years.

6.8 Risk Assessment

The Annual reports explains the function and activity of the fostering service and does not pose a risk to the council

6.9 Value for Money

The provision of an internal supply of foster carers and families ensures value for money. High cost external placements are negated.

6.10 Community Safety Implications

None

6.11 Environmental Impact

None

7. Background Papers

8. Appendices

Appendix 1: Fostering Service Annual report 2016

Appendix 2 Statement of Purpose December 2016



Southend Fostering Service

ANNUAL REPORT 2

Welcome from Southend Fostering Service

Introduction

I am pleased to present to you Southend Fostering service Annual Report for 2016. This has been a mixed year for Southend Fostering Service, with an increase in the number of carers gradually being recruited. We have had challenges with staffing for most of the year

The Southend Foster Families Community (previously council) and the Fostering Team have worked hard again this year to arrange a number of social events for carers and Looked after Children in their care. The team recognised the hard work and commitment of our carers with the annual long service awards for foster carers in September 2016. For 2017 we remain committed to building on the successes of the past few years. We look forward to developing the service with the new edge of care team offering addition 7 day a week support where placements are at risk or where older young people are on the

Our ethos

The core of what we do continues to be to strive to provide opportunities for children and young people to thrive in foster care, whether for a few days or for a few years and to find safe, high quality adoptive placements where this is required for children who cannot return to their birth families.

I am pleased to say that throughout 2016, placement stability in foster care has generally continued to improve and the fostering team have worked hard at putting in support to placements to help this be maintained.

Carers have shown a real commitment to supporting Southend children and ensuring they have the best possible opportunities and many carers who are now approaching Southend are doing so because of the positive things that they have heard from our carers.

Southend Fostering Service

Purpose of this report

The provision, standard and operations of the Fostering Service are governed by:

- The Local Authority Fostering Services (England) Regulations 2011(updated 2013)
- Out of Authority – Placement of LAC Guidance (2014)
- Fostering minimum Standards 2011 and the
- Children Act 1989 Guidance & Regulations Volume 4, 2011

The Executive side of the council has a responsibility to monitor the management and outcomes of the service in order to satisfy themselves that the service is effective and is achieving good outcomes for children and/or service users and that they are satisfied that the service is complying with the conditions of registration.

The aim of this report is to provide the information required to enable the Executive side of the Council to fulfil its duties in this respect and builds on the quarterly reports shared with the portfolio holder.

Overview

2016 has been a mixed year with some good success whilst managing some challenges with staffing and an increase in demand through family connected persons placements. The number of assessments for this type of family placement increased in 2016 from 7 the previous year to over 37 in 2016.

Diane Keens continues as Group Manager for Placements & Resources and to be the registered manager for the service. Emmet Perry continues as Team Manager, supporting staff to fully implement the many changes.

Recruitment plans have been put into place, which have shown an increase in interest. We have been particularly successful in gaining interest from already established carers from other agencies who through word of mouth have asked to join Southend.

There are now 8 fostering households on the Southend Fostering Project, able to offer 24 placements to some of our most challenging young people. Due to staying put legislation there has been some blockage with these placements as young people turn 18 years but wish rightly so to remain within their placements.

The Project has enabled us to continue to compete with private agencies and to recruit some very experienced carers.

The aim of the Southend Fostering Project is to ensure we develop a team of highly skilled, experienced and dedicated foster carers who will ultimately reduce the high cost of agency placements and ensure the best possible care for our most vulnerable and difficult to place children in the area in which they live.

The Fostering Project has enabled us to place a number of young people who otherwise would likely have been placed within the private sector due to their complex needs. This has enabled us to keep the young people close to their families and support networks and to offer a high level of support.

We have been able to develop further our numbers of fee paid carers, who are shown to be the most flexible provision for us to offer high quality placements for a wide variety of young people.

Statistics for past twelve months

There has been an increase in the number of children Looked after, over the past 18 months. The needs of many of these young people have been assessed as complex, which has led to a slight increase in the number of residential placements requested. The number of young people placed with relatives under connected person's placements has also increased which has had a further impact on the fostering service capacity.

(October 2015-Sept 2016)

- Number of fostering Households approved - **8** *(14 in 2015)*
- Number of fostering households as at 31st September 2016 - **102** *(94 in 2015)*
- New Family & Friends carers - **9** (plus 37 children under connected persons against 10 the previous year)
- Number of information packs sent - **149**
- How many children were placed with in house foster carers at 31st September 2016 *(rather than placed in a PVI placement)*- **199** *(151 in 2015)* Including 37 in connected persons placements) (73% against 60% on 2015)
- How many young people over 18 remained in foster care *(using our staying put policy where a young person can remain in their foster placement until the age of 21)* – **36** *(28 in 2015)*

Recruitment; training and assessment

It is the aim of Southend Fostering Service to have sufficient suitable placements to enable all Southend children who require foster care to be placed with its own carers, local to their families and friends. The service has this year through its advertising strategies, continued to receive an increased number of people enquiring about fostering. We have continued to develop alternative methods of recruitment

to revitalise our programme such as through the use of social media sites and now have an active Facebook page. We continue to use proven methods such as bus back advertising and radio as well as attending a number of local events and activities. We have this year again combined several fostering and adoption events which have proven very successful and we are looking at continuing this in the coming year.

During 2016 we ran 4 Skills to Foster training programmes involving 17 households.

From this, 12 households who continued to full assessment: 9 Foster carers and Friends and Family carers were approved to 31st September 2016 (37 assessments were completed but many moved to SGO prior to approval at panel), 5 Households are currently being assessed.

The number of beds available has increased further to 186 plus 37 connected persons. We currently have 122 (108 in 2015) Fostering Households (including connected persons).

The team have completed 30 kinship assessments in the past year which have subsequently gone to SGO placements (8 in the previous 12 months).

Fostering Panel

Between October 2015 and September 2016 we have run 11 (*13 in 2015*) panels. The following statistics are available from their work:

- Form F's presented (general approval): 8 (*14 in 2015*)
- Form F's presented (for a specific child): 9 (*plus 20 currently under connected persons*)
- Children presented to long term linking panel: 10 (*7 in 2015*)
- Household Reviews presented to panel: 13
(*Annual reviews are only presented to panel after the first year*)
- Carers approval terminated (due to concerns) 1 (*1 in 2015*)
- Carers' approval terminated (retirement and resignation.) 5 (*9 in 2015*)

Activities since January 2016

The fostering service has continued to offer a range of activities including ones which are fund raising; celebratory and as an opportunity for foster families to meet. Since

January 2016, Southend Fostering Service has coordinated and supported the following activities in conjunction with the Southend Foster Families Community:

02/01/2016 – 100 children and foster carers attended the Pantomime with subsidised tickets

16/02/2016 – 13 children attended Roller City

06/04/2016 – 20 children attended Kids Kingdom

21/05/2016 – 67 children and foster carers attended the Foster Care Fortnight Party

29/05/2016 – 35 children and carers attended the Beach Hut Picnic

10/08/2016 – 20 children attended Kids Kingdom

25/08/2016 – 16 children attended the Teddy Bears Picnic

26/10/2016 – 47 children and carers attended the Sons and Daughters party

Monthly coffee mornings / support group well attended throughout the year

Beach hut fully booked and used regularly – Profit £326.00

Cash 4 Clothes - Profit - £400.00

Raffles - Profit - £90

Donations from foster carers - Profit - £200

During the last year, the Beach Hut was fully booked during all school holidays, weekends and used regularly during the week. It was available throughout this summer for all and has been used more recently for some contacts between Looked after Children and their birth families.

SFFC had a full Events Plan booked for this year which included Foster Care Fortnight and all activities were for both birth children and looked after children. They have continued to fund raise on a regular basis and use The Support Group / Coffee Morning for recruitment, training, raising funds and awareness.

In September 2016 the Carers Long Service awards took place attended by; The worshipful the Mayor, the Portfolio Holder Cllr Courtenay; members of the Corporate Parenting Group; Director for People, Simon Leftley and the Head of Service, John O'Loughlin. This was an event to highlight the excellent work and commitment shown by Southend Carers held at Porters and was thoroughly enjoyed by all carers.

The Virtual Head Teacher

Southend Virtual School

The Virtual School acts as a local authority champion to ensure Children in Care and Young Care Leavers of Southend Borough Council receive the best possible education. The Virtual School acts as the central site where all our Children Looked After are monitored and supported through a multi-agency approach. The Virtual School is the first point of contact for all aspects of support and challenge relating to young people's educational outcomes. The Virtual School also has responsibility for Electively Home Educated young people and Young Carers.

The Virtual School's approach is to work with looked after children as if they were in a single school, liaising with the schools they attend, tracking the progress they make, monitoring their attendance and supporting their carers to help them achieve the best possible outcomes.

In Southend-on-Sea, the Virtual School is enormously proud of the achievements of our children. We know they often succeed despite the challenges they experience. The educational attainment of our students continues to improve against expected national outcomes. The recent Virtual School achievement awards evening celebrated the achievements, attendance and progress made by our students, which was made possible by the support of all those involved with each and every child.

In 2014 Virtual Schools and the Heads of Virtual Schools become a statutory feature of the work carried out by local authorities in order to address the needs of looked after children. Ministers therefore want Headteachers to have a greater role in working with schools to ensure that duty is fulfilled. Effective use of Pupil Premium linked to the educational outcomes in individual young people's Personal Education Plan (PEP) will help to further the academic successes of our students.

In addition to monitoring education of all Looked After Children and in particular the PEPs so that targeted support could be given to meet the needs of individual students, the Virtual School has provided a range of other services to support the education of Southend LAC:

- Magazine subscriptions
- Mentoring and other group work offered to LAC via YMCA
- Activity sessions, and days out offered by SETSA this year these have included a trip to the zoo and theatre workshop, and performance.
- 'Just Right State' 6 week group for carers and children
- Residential Sailing trip for year 10 11 and 12 (14 places)
- Support and training for Designated Teachers via network meetings, a training day and an emotion coaching course as well as online training package and additional support as requested eg training in individual schools.

- Advice and support to foster carers and other professionals via attendance at team meetings and forums.
- Introduction of progress visits to schools where LAC are based
- Virtual School Awards Evening for LAC

Cirdan Sailing Trust

Southend Virtual School and Young Carers Residential Trip 22nd October – 28th October 2016.

14 young people from The Virtual School and Southend Young Carers attended an off shore sailing residential trip during half term. The adventure involved our young people becoming part of the sailing crew and taking an active part in all aspects of operating the ship and life on board. The young people successfully sailed from Portsmouth to Ipswich over the course of 7 days at sea which involved a challenging night sail where all young people were responsible for navigating through difficult rough seas.

The young people's attitude was outstanding throughout the trip, working effectively as a team, building resilience and overcoming personal challenges. The trip was a huge success and the Virtual School are committed to running the trip again next summer.

Challenges for the coming year

Over the coming year we will work with our fostering colleagues to support young people to maintain both stable placements and to fully engage and succeed with education placements.

We will work hard at further challenging schools to ensure that they make best use of the resources available in order to support our children effectively and to use our new E-PEP system to monitor closely the impact of academic plans.

Our main challenge remains those in years 10 & 11 where any disruption in their placements and or schools impact greatly on their ability to achieve in their academic success.

We will find new and creative ways of engaging our young people and consulting with our looked after children's expert group to gain their views and ideas.

We are working hard to raise the aspirations of our young people and the families who care for them. We will be working in partnership with a University to give our young people a taster of University life and to show them what an academic future could hold for them.

CAMHS support to Foster Carers

Emotional Health and Wellbeing of Looked after Children

Our senior MH worker continues to develop her remit to address the emotional health and wellbeing of the Borough's looked after children.

There are currently 44 open referrals to the Emotional Health and Wellbeing Service.

Work undertaken in the previous 12 months includes:

- Initial visits to complete an assessment of the child's difficulties and the family's need for intervention.
- Return visits and on-going support to families on a short term basis.
- Direct work with children.
- Direct work with Kinship Carer.
- Direct work with foster parent(s) to help sustain the placement and encourage reflective parenting.
- Family group work with four families (including Special Guardians); including mediation session following an incident.
- Attendance at professional meetings including LAC Reviews and Disruption meetings.
- Providing guidance and support through emails and the online Fostering Community to all Foster Parents.
- Co-ordination of the LAC Forums - consultation service with EWMHS.
- Crisis Intervention Work.
- Sibling Bond Assessment.
- Planning and development work on Therapeutic Plans and a Fostering Handbook – a reference guide for foster parents.
- Attendance at Group Clinical Supervision.
- A six week Just Right State Group had five children and their foster parent/carers complete the programme.
- A six week Non-Violent Resistance Parenting Group.
- Co-ordinate and co-facilitate the LAC Parent's Support Forum on a four times per year basis.
- Delivered training on Attachment and Trauma to group of Foster Parents and Special Guardians – offer monthly follow-up support to this cohort.
- Since September 2016, I have taken on two children for psychodynamic psychotherapy under the supervision of the Tavistock & Portman Clinic as part of my training.

My recommendation for the further development of this service is that we continue to work towards a trauma-informed foster parent group that have enhanced skills in understanding the impact of attachment difficulties and the ability offer a 're-parenting experience' to meet the emotional health and welfare needs of Looked After Children. To help them assist the children in developing their emotional regulation capacities, ability to form and maintain healthier relationships and engage socially with peers and other adults and participate meaningfully in a healthy, active life. I propose that we achieve this by regular training events and consistent, high quality support interventions as well as the continual recruitment of more foster carers. In the next year I plan to: -

1. Promote the service amongst the social work teams. I will do this by attending the Case Management Team's team meetings.
2. Increase the number of return visits to families to make more accurate observations and offer brief focused interventions.
3. Increase the number of families accessing Family Group Work.
4. Offer direct work to suitable children and/or their foster carers on short to mid-term basis.
5. Run annual Just Right State Group.
6. Run bi-annual Non Violent Resistance Parenting Group and offer ongoing support to families adopting this approach.
7. Focus on the training and on-going professional development of the foster parents.
8. Implement the therapeutic plans for those children identified as in need of therapeutic input, review and update these plans as appropriate.
9. Introduce the 'Theraplay' re-parenting approach and neural & sensory integration techniques to the foster parents.
10. Continue to work on a reference handbook for the foster parents to help them manage common difficulties. In the interim, to provide guidance and advice through 'How to...' sheets on various issues.
11. Attend Clinical Group Supervision and coffee mornings to offer advice and guidance.
12. Promote and co-ordinate the LAC Forum, held at the site of the Child & Adolescent Mental Health Service [EWMHS].
13. Explore an opportunity to set up a LAC Support Group for older children.
14. Explore alternative interventions which may support children's emotional health and wellbeing needs.
15. Offer consultation and advice to the social work teams, supervising social workers and foster parents via the telephone.
16. Offer a monitoring and support service to social workers making referrals to the EWMHS to ensure that LAC are not disadvantaged by their circumstances – i.e. missing appointments due to change of placement. To offer advice on the wording of referrals to ensure that LAC have an optimum access to MH services.

Karen Eves

Senior Mental Health Social Worker

Consultation with Carers

We have continued throughout 2016 to consult with carers on all aspects of the service.

We undertook an update for the consultation undertaken with carers in late 2015 looking specifically at issues raised by carers in autumn 2013 and 2014. This showed:

- An increase of 11.5% of carers who always feel treated as an equal, partner or professional by the fostering service
- When asked the same of the child care teams, there was a slight decrease of 8.9%
- There was a 22.8% decrease in those carers who feel listened to properly which caused us great concern and is an area on which we have tried hard to improve in the past year.
- Those who reported that they were invited to relevant meetings remained at 100%.
- 75.4% of carers who responded said that communication with the fostering is always or usually good, a decrease of 21.6% again an area that the team have worked hard on in the past year.
- When asked the same of the child care teams, there was an increase of 17.2% from 2015 which was very positive.

And

- The number of carers who felt that we match children well was variable. Carers understood that due to the increase in placements required, this could not always be as positive as everybody would like, however as a service we need to monitor this closely so that carers feel well treated by the fostering service.

Our challenges for 2016 in response to this were:

- To improve matching
- To make sure that all paperwork is available when children are placed
- Listening to carers views
- Improve communication with carers

A further survey was sent out in early November 2016 and the full outcome of this survey will be reported in the 2017 annual report.

Southend Foster Families Community

The Foster Families Community (SFFC), previously the foster families' council, has continued to meet on a regular basis throughout 2016 and have supported a number of activities for Looked after Children and their foster families, as listed above. They have been able to use these meetings to consult with carers about their views on the development of the service and continue to do so.

'The Southend foster families' community exists to promote the needs of foster carer's and to help where they can in that task. They undertake fund raising to provide days out and experiences for fostered children and the birth children of foster carer's.

Staying Put

During 2016 the numbers of young people in staying put arrangements has increased from 28 to 36. This enables Looked after Children to remain with their foster carers not only post 16, but up to 21. This is encouraging our young people to remain in education as they have the stability and support of the family with whom they have often lived for many years.

As stated above, we currently have 36 young people who have remained in their foster placement post 18. Whilst positive for the young people concerned it does mean that adolescent placements are lost from fostering for a few years, so the team need to work hard to bridge this gap within their recruitment of new carers.

For our care leavers who are unable or unwilling to stay with their carers, we have worked hard in 2016 to continue to increase high quality supported accommodation locally and will be looking over the next year at fully implementing a supported lodgings service.

Private Fostering

All private fostering assessments are conducted in line with the *Framework for the Assessment of Children in Need and their Families*. In addition to the assessment, a DBS Enhanced Disclosure is obtained for all relevant adults in the households and local authority checks and medical information (where deemed necessary) are obtained. An initial notification is made to the Private Fostering Panel at which point a recommendation is made to continue to full assessment or in some cases a

decision made at this early stage to prohibit the proposed private foster carer. Completed assessments are presented to the Private Fostering Panel for final consideration and the recommendation to confirm and support the arrangement is ratified by the chair of the Private Fostering Panel.

In 2016 we continued to build links with Southend Airport regarding processes when children/young people are accompanied by people that are not close family to detect child trafficking and develop protocols. Southend Airport is now represented at the LSCB Community Sub Group. To date we have received two referrals which were both appropriate. Although one child was identified who was going to be living out of borough, we were able to refer the case to Essex via our First Contact Team to ensure that the regulations and safeguarding procedures were followed.

Over the past year the demographics of privately fostered children has changed, leading to a number of the young people becoming looked after. In addition we have prohibited several households due to the concerns raised. We are aware that both young people and private foster carers can be reluctant to share when the arrangement is not working and consequently, privately fostered young people now have access to the same forums as Looked after Children and those on Child Protection Plans. In time a Child in Need Forum is proposed via the Planning and Engagement Team and this will be particularly beneficial for privately fostered youngsters given that all privately fostered children and young people are supported under a Child in Need Plan for the duration of their arrangement. For younger children the Young People's Participation Officer is planning a smaller group with activities which will enable them to engage in a fun environment.

At the OFSTED inspection in May 2016, Private Fostering was commended for the work undertaken and the safeguarding undertaken for placements.

Special Guardianship Orders:

The SGO Support Group continues to go from strength to strength. We have responded to Special Guardian's requests to increase the frequency of the group to six weekly. In the past year we have been able to undertake training and more recently have started to consult to look at improving services in the future.

It has become clear that due to tight timescales set by the courts, many family members feel pressurised into making a decision without fully understanding the long term impact. In the coming year we are looking at setting up a formal training for all family members applying for SGO's which will be run monthly due to timescales to help them to have the space to really consider the long term impact for them and their families. In addition, from the support group we have identified a few carers who are willing to talk through with prospective special guardians the real impact of the decisions that they are being asked to make.

Sadly, this year 6 children across two separate families have been placed on a Child Protection Plan. Equally, a very concerning trend over the past year has been the disruption of a number of special guardianship order placements, leading to young people coming back into local authority care or being returned directly to their parents without any level of risk assessment having been completed. This has been fed back to the local judiciary and where placements are found to be at risk, the new Edge of Care team will be asked to offer additional support once fully staffed.

Conclusion

The past year has been a busy time in the Fostering Service. Staffing has been a challenge due to a number of staff leaving on maternity leave and the huge increase in connected persons placements, however it is hoped that by January 2017 posts will again be filled.

We still have a few challenges for 2017:

- To continue to increase recruitment of foster carers to meet the needs of Southend children
- To develop further provision of high quality local supported accommodation
- To ensure recordings in a timely manner to ensure safeguarding
- To develop further out of hours support for foster carers through the edge of care team
- To further develop a cost effective, professional and forward thinking fostering service
- To embed further new procedures for long term linking to ensure quality assurance
- To ensure appropriate accommodation for UASC following Southend agreeing to regionally join the UASC National Transfer Scheme.

Final thoughts

Together with my colleagues and staff across the whole of Children's services, I would like to reiterate my thanks to all foster carers, their children and wider families for their work here in Southend.

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Southend Borough Council Statement of Purpose

Southend Fostering Service

Civic Centre
Victoria Avenue
Southend on Sea
Essex

December 2016

Telephone: 01702 212180
Website: www.southend.gov.uk

Contents

	Page
Introduction	3
Aims and Objectives	4
Management, Staffing and Services	7
Placement Options	8
Services Provided	9
Carer Households	10
Procedures	10
Ongoing Learning and Development	11
Fostering Panel	12
Quality Assurance and Strategic Planning	12
Private Fostering	12
Complaints	13
Additional Copies	14



Introduction

Southend Fostering Service

The Fostering Service is managed within the Department for People and is led by John O'Loughlin, Director of Children's Services.

Status and Constitution:

The Southend Fostering Service is part of Southend Borough Council and is a 'Local Authority Fostering Service' as recognised within the Fostering Service Regulations 2011(amend 2013).

Southend Fostering Service is based at:

Civic Centre
Victoria Avenue
Southend on Sea
Essex
SS2 6ER
Tel No: 01702 212180

The Service's Values

Southend's Success for All Children's Group has the following shared vision

'We aim to make sure that all children and young people who live in Southend are able to take advantage of the opportunities which are here now and to enhance these opportunities for the future. It is to

- Help them raise their aspiration and achievement
- Ensure they have the opportunities they need for inclusion
- Facilitate their participation in decision making that affects their lives
- Strive for excellence in the services we provide

The success of this will be measured against the OFSTED guidance for inspection of:

- Gaining Children & Young People's views
- Value for money
- Helping children to be healthy
- Protecting children from harm or neglect and helping them to stay safe
- Success for children
- Achieving economic wellbeing
- Helping children to make a positive contribution
- Promoting equality and tackling discrimination
- Helping children to achieve well and enjoy what they do

The Department for People believes that children and young people who cannot be cared for within their own family, whether that be for a short or longer period of time, are often best served by being cared for within another family. The Department for People has sought to develop a Fostering Service that can meet the physiological, psychological, emotional, ethnic, cultural and religious needs of children who are looked after by Southend Borough Council. The agency's primary aim is to provide safe, high quality family care for children and young people.



Aims & Objectives

The overall aim of Children's Services is to provide safe, secure and effective services that enable all children to fulfil their potential, maximise their health and live successful adult lives. The aims of Children's Services are:

- To give all looked after children the same opportunities and benefits as other children to live in a safe, secure and stable environment.
- To enable children in care to reach their potential.
- To create a safe environment for looked after children.
- To ensure that looked after children are not disadvantaged or excluded by giving them a sense of belonging in their homes, schools and community.
- To develop and meet the emotional needs of looked after children.
- To provide looked after children with the ability to build and maintain stable relationships.
- To provide looked after children with life opportunities that will assist them to grow into autonomous healthy adults who will be responsible citizens and parents themselves.

In particular the Fostering Service's objectives are:

- To provide the best possible placements for children and young people to enable them to reach their full potential.

- To recruit, assess and support foster carers so they can provide a wide range of placements, which meet the diverse needs of looked after children and young people
- To ensure that the Children's Pledge and Foster Carer Charter are embedded into all work undertaken by the service.
- To ensure that sufficient resources are available through clear sufficiency planning, to meet the needs of our Looked after Children.

How will this happen?

These outcomes will be achieved by:

- Providing placement choices that reflect equality, diversity, individual and personal needs
- Delivering local placements wherever possible to allow ongoing appropriate levels of support
- Active leadership that delivers clarity of purpose to the fostering service
- Clarity about the purpose of individual placements
- Providing access to support services (e.g. health) for children and foster carers.
- Facilitating the maintenance of contact and valued relationships
- Support Friends and Family Carers in the same way as any other Foster Carer
- Avoiding drift and working with time scales that meet the child's best interests
- Designing and managing effective processes and ways of working
- Joint working and partnership
- Ensure that there is a 'Staying Put' procedure in place so that when a young person reaches the age of 18 and they cease being looked after, they have the opportunity to remain with their current foster carer under a supported lodgings agreement.



By working in partnership with foster carers within Southend-on-Sea to improve the quality of foster care.

- The Agency and Fostering Families have established Southend Foster Families Community in partnership, which plays a key role in the strategic and operational development of the service.
- Provide a grant to the Southend Foster Families Community.
- Adopt and carry out our work as set out in the Foster Carer Charter and Pledge to Looked After Children

To recruit, train, support and supervise foster carers the service organises:

- Advertising, publicity campaigns and recruitment initiatives
- Initial visits to applicants
- Safeguard checks on applicants
- Fostering preparation courses
- Assessments of foster carers and Family and Friends carers
- Presentation of foster carers and Family and Friends foster carers to the Fostering Panel
- Post approval training e.g. De-escalation and Behaviour Management and Valuing Diversity Support to carers during the assessment process and post approval
- Monitoring and improvement of standards of care
- Annual Fostering Household Reviews
- Provision of adequate allowances to enable foster carers to purchase equipment and furniture required for the purpose of fostering
- Support to carers at children's reviews and in the preparation of reports
- Supervision of carers to develop and maintain good standards of practice

To ensure the highest quality of care for Looked after Children:

- Standards of care are monitored through regular supervision, including unannounced visits. Any concerns about standards of care are addressed by the supervising social worker.
- Annual household reviews are undertaken and take into account the views of service users.
- Unannounced visits at least annually and more frequent where concerns or difficulties arise.
- Where concerns are noted or investigations are commenced following allegations against foster carers, the Fostering Service will ensure that these are investigated and that the foster carers are supported through the process.
- Following any formal Section 47 inquiries, the Fostering Panel will consider the Fostering Service's appraisal of the foster carers continued capacity to care for children.
- Support and advice for carers is available 24 hours a day.

To provide an in-house placement service for Looked after Children:

- A duty worker is available during office hours to take referrals from the Fieldwork Service and match children with appropriate in-house foster placements.

- Details of carers willing to take emergency placements are provided to the emergency duty team when the office is closed.

To promote a positive image of fostering for foster carers, the children of foster carers and children and young people placed with foster carers:

- Build a positive sense of identify for carers and foster families
- Long Service Awards for foster carers.
- Positive media coverage
- Fund raising and promotional events
- Awards for looked after children
- Annual celebration event for sons and daughters of foster carers

To create an environment of continuous improvement and innovation in everything we do:

- Consult with carers and their representatives about the service and how to improve it.
- Consult with children and young people who are looked after
- Consult with foster carer's children
- Consult with service users and their representatives about the service and how to improve it.
- Consult with staff and their representative about the service and how to improve it.
- Consult with partner agencies about the service and how to improve it.
- Undertake reviews of the service.
- Ensure that staff are trained and motivated to deliver a child centred service
- Learn in order to deliver continuous improvement through:
 - The assessment and review of the service
 - Responding positively to complaints and feedback
 - Learning from any placement disruptions
 - Involving children in policy and decision making
 - Ensuring that children's wishes and feelings will be actively sought and fully taken into account at all stages
 - Taking corporate responsibility within Children's services for the effective management, quality and support of placements
 - Being vigorous in challenging poor practice and addressing problems effectively.

Management, Staffing & Services

Management Structure

The Fostering Service is part of the Department for People, Children's Services. The Director of Children's Services is John O'Loughlin who is also the Decision Maker. The Fostering Service is part of Placements & Resources which is managed by the Group Manager Placements & Resources Diane Keens who is also the Registered Manager.

Quality assurance issues are managed by this Group Manager and the Group Manager Specialist Resources and Quality Assurance. It is also managed through the Fostering Panel.

Staffing

- **1 Team Manager** - Emmet Perry (full-time)
- **4 Senior Practitioners**
 - Martelize Kinnear (Part-time)
 - Angela Gray (4 days)
 - Phil Bugg (Full-time)
 - Sue Snoxell (Full time senior fostering worker for SGO and Private Fostering))
- **2 Placements Commissioning Officers**
 - Howard Cecil (full-time)
 - Magdalena Wach-Sowa (full time)
- **7 Supervising Social Workers**
 - Rebecca Sparrow (full-time)
 - Jenni Lawton (full-time)
 - Caroline Dolby (full-time)
 - Toni Bisaccia (full-time)
 - Suz Sawtell (full-time)
 - Lynn Hails (full-time)
 - Vacancy (Part-time)
- **1.5 Fostering Administrators**
 - Sally Andrews (part-time)
 - Loraine Little (full-time)
- **Marketing and Recruitment Officer**
 - Dawn Webb (part time)
- **1 Senior MH worker** – Karen Eves (Full Time)

The Team Manager and all supervising workers are qualified social workers, holding the Diploma/Degree in Social Work or an equivalent qualification.

Services provided:

Southend Fostering Service exists in order to provide foster care for children and young people looked after by Southend Borough Council. The Fostering Service aims to recruit sufficient carers in numbers and range of skills to enable children and young people to be placed local to their families and other support networks. The agency offers placements with carers who meet National Standards and receive comprehensive support and training. There is the opportunity for career progression for foster carers through fee paid schemes. There is an arrangement in place for independent support in the case of allegations, by way of a partnership scheme between Southend and Thurrock fostering services.

Placement Options

Long term (permanent):

Duration: Until adulthood
Purpose: Permanent, substitute care

Task centred:

Duration: 1 to 2 years including preparation for independence
Purpose: Provide substitute care where a lengthy piece of work is required, or for teenagers.

Short term:

Duration: Up to 1 year
Purpose: Provide substitute care while plans are formulated or a specific piece of work is carried out, e.g. assessment of parents.

Parent and child:

Duration: Up to 1 year (occasionally longer)
Purpose: Support parent, protect baby, and assess parenting skills.

Respite:

Duration: 1- 28 days; may be one off, or a planned series of placements, not exceeding 110 nights per year.

Remand and bail support:

Duration: Up to a year (very occasionally longer)
Purpose: Provide a placement when a young person is remanded to Local Authority accommodation by the Court.

Emergency:

Duration: Up to 28 days (may then evolve into short term or other type of placement)
Purpose: Emergency substitute care at very short notice.

Supported Lodgings

Duration: Ongoing until young person is able to move to independent living.
Purpose: To provide a supportive home environment to aid transition to independent living.

Short Breaks

Duration: No longer than 17 days in any one period and for no more than 75 days per annum
Purpose: To provide short term care and support for CWD and children in need

Staying Put

Duration : 18-21 years
Purpose: To provide ongoing support post 18 for care leavers within their foster placement



Services Provided

Southend Fostering Service offers a therapeutic service for children and young people through the Marigold Assessment +, the Southend Emotional wellbeing Mental Health service (EWMHS) services, and where needed, with adjoining EWMHS services e.g. where carers live outside the boundaries of Southend on Sea.

We have a senior mental health worker, working directly with the fostering service, to support the emotional health and wellbeing of Looked after Children in Southend.

Specialist education support is available through the Virtual Head Teacher and Advisory Teacher for Looked after Children, who are based within the Civic Centre. Children with special educational needs are provided with services through the special educational needs service. Specialist health support is available through the agency's Lead Nurse for Looked after Children.

The Virtual School Headteacher's role is to co-ordinate services for looked after children and their families, so that all school-age children in the care of Southend Borough Council are receiving the best possible education. The Virtual School approach is to work with looked after children as if they were in a single school, liaising with the schools they attend, tracking the progress they make and supporting them and their carers to help them achieve the best possible outcomes.

In late 2016 a new Edge of Care Team was developed which it is hoped over the coming year will add additional support to carers to prevent placement breakdown.

Children Placed

The majority of children are placed with in-house foster carers. The remaining children in foster placements are largely placed with independent fostering agencies (IFAs) that have an agreement with Southend Borough Council and provide local placements. Southend will usually only place with independent providers deemed 'good' or 'outstanding' by OFSTED.

The foster carer recruitment strategy, aimed at attracting local families to become foster carers, is increasing the number of available in-house placements.

Carer Households

The Fostering Service currently has 102 approved carer households across all the categories. Whilst several new Foster Carers have been approved, others have resigned, retired or been deregistered over the past year, however we continue to successfully recruit locally. The recruitment campaign is in place to recruit additional carers to reflect the needs of Southend's looked after population. Foster Carers need to reflect the ethnic and religious backgrounds of the children looked after by Southend Borough Council. We are particularly seeking carers from black and minority ethnicities, carers who can offer a home to large sibling groups, carers for children with a disability and carers willing to take adolescents. Fostering Allowances are set in detail in the Fostering Allowances booklet and policy. The rates for 2016/17 are currently pegged between 94% & 98% of the Fostering Network base rate figures. These figures are reviewed annually.

The Southend Fostering Team continues to carry out foster care and Family and Friends assessments and to assess and formally support and supervise all Connected Person's placements.

Procedures for the Recruitment, Approval, Training, Support and Review of Foster Carers

Southend Fostering Service has undertaken to ensure that its practices comply with the National Minimum Standards (2011). Furthermore the policies in relation to the recruitment, assessment, approval, training, management, support and supervision of foster carers reflect the expectations set out in the preceding Code of Practice.

Southend Fostering Service undertakes all its work within the principle, set out in the 1989 Children Act, that the welfare of children is paramount. This principle is applied to the agency's decision making, planning and daily work.

All social work tasks, including the assessment, support and supervision of foster carers, are carried out by qualified and experienced social workers.

All enquiries to the agency by people expressing an interest in becoming a foster carer are responded to promptly. We aim to have formally acknowledged the enquiry within two working days by sending an acknowledgement letter and information leaflets. This will be further supported by a phone call and a home visit within 7 working days of their confirmation that they wish to proceed.

Applicants are then invited to attend the Skills to Foster course. These are run at least every 3 months. Subject to satisfactory safeguard checks and the agreement of the Team Manager, applicants are also invited to make a formal application and are immediately allocated for assessment.

The target date for presentation to the Fostering Panel is within 6 months from the date of the initial enquiry. Applicants are invited to read the assessment report and to attend the Fostering Panel considering their application. The Fostering Panel's recommendations are then considered by the Head of Children's Services who is the decision maker. Each foster carer is allocated a named supervising social worker, who visits them on a regular basis. The agency also provides a 24 hour on call system through their Out of Hours service, staffed by specialist, experienced foster carers. Foster carers are offered respite as required by the Care Plan and Placement Agreement for each child.

Foster Carer Allowances

Fostering Allowances are set in detail in the Fostering Allowances booklet and policy. The rates for 2016/17 are currently pegged at between 94% & 98% of the Fostering Network base rate figures. These figures are reviewed annually.

Ongoing Learning and Development

A rolling programme of training is provided for foster carers, including courses on:

- Fostering Challenge
- Apprentiships
- Valuing Diversity

- Managing difficult behaviour
- De-escalation
- The effects of separation and loss
- First aid
- Substance misuse
- Life story work
- Court work
- Theraplay
- Child Protection
- Health of Looked after Children
- Fostering changes

Southend Fostering Service has full membership of CoramBAAF and Fostering Network and all carers have membership to Fostering Network (funded by the Fostering Service) where they can gain additional support and advice.

Fostering Panel

- The Fostering Panel is independently chaired.
- The Panel is compliant with the Fostering Regulations 2011 (updated 2013).
- The Panel meets on a monthly basis
- The Panel considers recommendations for the approval of foster carers and matches between foster carers and specific children where a long term placement is planned. It also oversees Household Reviews and the de-registration of foster carers and helps with quality assurance.

Quality Assurance and Strategic Planning

The Fostering Service keeps statistical records and undertakes analysis in order to inform judgement on the quality of the services offered and to provide information on which to strategically plan future placement requirements.

The Borough has a Commissioning Strategy, drafted in line with Department of Health guidance on 'Planning & Providing Good Quality Placement for Children in Care'. Information is kept and monitored on:

- The number of referrals of children/young people by age, ethnicity, religion, culture, gender and disability,
- The number of enquiries to approval, number of carers by age, ethnicity, religion, culture, gender and disability

- The number of Annual Foster Home Reviews conducted to timescale
- Disruption rates

There is a clear audit programme for all foster care files.

Private Fostering

The Fostering Service is responsible for:

- Information on Private Fostering within the local community together with the Local Safeguarding Board.
 - The completion of a Private Fostering Assessment to ensure that the placement can meet the child's needs.
- The maintenance of a register of people privately fostering and children placed with them
- The monitoring of standards within private foster homes.
- Awareness raising within the local community

Complaints

Complaints leaflets are provided to foster carers. Complaints leaflets are provided to children and young people by their own social worker and the fostering service provides further copies when requested or when circumstances indicate that this is relevant. Adults and children are encouraged to discuss any concerns about the service with their social worker and/or the team manager.

Making a Complaint

Southend Borough Council, Department for People has a Complaints Manager. Complaints, or indeed general comments or compliments, about the service can be lodged. Any complaint will be acknowledged and the Complaints Manager will organise an investigation of the complaint according to the three stages of complaints (Stage 1, Stage 2 and Stage 3).

The Complaints Manager can be contacted at
Department for People
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

Telephone 01702 215085 or by email childrenscomplaints@southend.gov.uk

Comments and Complaints can also be made to Ofsted:

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD
03001231231

Maggie Atkinson Children's Commissioner for

Additional Copies

Copies of this Statement are routinely given to people using the services provided by Southend Fostering Services.

A Children's Guide to our services is also available.

For a copy of this document in any other format/language, or to order more copies, please contact:

Southend Fostering Service
Civic Offices
Victoria Road
Southend on Sea
Essex SS2 6ER
Tel No: 01702 212180

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CABINET

Tuesday, 10th January 2017

COUNCIL PROCEDURE RULE 46

The following action taken in accordance with Council Procedure Rule 46 is reported. In consultation with the appropriate Executive Councillor(s):-

1. The Chief Executive authorised:

- 1.1 Airport Business Park: Planning and Highway Agreements
Pursuant to Cabinet Minutes 640 (January 2014) and 372 (November 2014), Henry Boot Developments Ltd acting as the Council's development partner for the Airport Business Park submitted a planning application to Rochford District Council (RDC) for the business park.

RDC resolved to grant planning permission subject to the completion of a planning agreement pursuant to section 106 of the Town and Country Planning Act 1990.

Terms have been agreed for the s.106 agreement and are almost agreed for the s.278 Agreement which is required for the roundabout works on Cherry Orchard Way and this SO.46 records the decision to complete the s.106, proceed to complete the s.278 as soon as it is agreed and to progress with the Phase 1 Infrastructure works consisting of the construction of the roundabout, the first section of the spine road and all associated services and utilities infrastructure.

The SO.46 sets out the contributions required to be made to RDC and Essex County Council and how they are to be funded.

- 1.2 Disposal of 2a Bournemouth Park Road and 4 Cranley Avenue
The disposal of 2a Bournemouth Park Road, Southend and 4 Cranley Avenue, Westcliff at auction. Both properties are not part of the HRA and their disposal is considered necessary in light of the potential implications of the Housing and Planning Bill and payments that the Council could be called upon to make based on the value of vacant housing.

2. The Deputy Chief Executive (People) authorised:

2.1 Secondary School Place Planning

Further to the current discussions to secure additional capacity at several secondary schools within the Borough, the continued dialogue with a broader range of schools to meet the predicted level of secondary schools places required for 2020, as supported by the School Places Working Party.

3. The Deputy Chief Executive (Place) authorised:

3.1 Minor Modifications to the Southend Central Area Action Plan (SCAAP) Proposed Submission Version November 2016

In accordance with Minute 329 of the meeting of the Place Scrutiny Committee held on 10th October 2016 and Minute 404 of Council held on 20th October 2016, a number of minor amendments proposed by the Strategic Planning Team to provide further clarity and to provide additional emphasis in particular places. These amendments will be made prior to the public consultation commencing on 3rd November 2016.

3.2 Essex County Council and Southend Borough Council Joint Working Agreement (JWA)

Details relating to the above-mentioned issue as detailed on the confidential sheet.

3.3 Southend Central Area Transport Scheme (S-CATS) Junction Improvements – A127 Victoria Avenue Junctions at Great Eastern Avenue and East Street/West Street

Further to Minute 724 of the meeting of the Cabinet held on 15th March 2016, the inclusion of the following two junction improvements under the above-mentioned scheme before the deadline of 31st March 2017:

- Great Eastern Avenue
To allow a right turn movement from Great Eastern Avenue on to Victoria Avenue
- East Street
Remodelling of junction to allow greater right turn movement from Victoria Avenue eastbound into East Street.

3.4 Lansdowne Avenue

The advertisement to amend the traffic flow in Lansdowne Road to one-way southbound, in accordance with the recommendation to the Traffic & Parking Working Party and Cabinet Committee and not as erroneously recorded in Resolution 12 of Minute 251 of the meeting held on 19th September 2016.

Report of Chief Executive
to
People Scrutiny Committee

24th January 2017

Report prepared by:
Fiona Abbott

Scrutiny Committee - updates
A Part 1 Agenda Item

1. Purpose of Report

To update the Committee on a number of health scrutiny matters and other matters relating to the work of the Committee.

2. Recommendations

- 2.1 That the report and any actions taken be noted.
- 2.2 That the updated protocols between the Scrutiny Committee and NHS Southend CCG, Healthwatch Southend and the Health & Wellbeing Board attached at **Appendices 1, 2 and 3** be agreed.

3. Protocols

- 3.1 At the meeting in October 2014, the Committee agreed updated protocols between the Scrutiny Committee and the Southend Clinical Commissioning Group (CCG) and the Scrutiny Committee and Healthwatch Southend (Minute 291 (a) refers). The protocols have now been updated again and are attached at **Appendices 1 and 2**.
- 3.2 The draft protocol between the Committee and the Health & Wellbeing Board was agreed at the meeting in October 2014 (Minute 291 (b) refers) and by the Board in January 2015 (Minute 638 refers). This protocol has also been updated and is attached at **Appendix 3**.
- 3.3 The updates are very minor in content and have been shared with the Southend CCG, Healthwatch Southend and the Board respectively. Any further comments received from the bodies will be reported verbally at the meeting. The Committee is asked to agree the updated protocols.

4. Success Regime and Sustainability and Transformation Plans (STP)

- 4.1 The Regional Health Scrutiny officers group has arranged a half day training session on STP on 6th February 2017. This will be facilitated by Brenda Cook, regional advisor with the Centre for Public Scrutiny and the training is being offered for all Eastern region health scrutiny Chairmen and Vice Chairmen and

Scrutiny Officers. The Committee is asked to note that Cllr Moyies, Cllr Nevin and Fiona Abbott plan to attend the session.

- 4.2 A special meeting of the Scrutiny Committee took place on 20th December 2016 at which the STP and the Success Regime were discussed. Following the meeting health have been asked to (a) provide the clinical evidence base underpinning the proposals and potential (hospital) models; and (b) for the business case to be shared with the Committee prior to the public consultation stage, at a special meeting of the Committee. Attached at **Appendix 4** is a short update on the STP for mid and south Essex.

5. In depth scrutiny project - Alternative provision – off site education provision for children and young people

- 5.1 The project team has held 5 meetings and Members have met with a number of key witnesses as part of the evidence gathering for the review. Some of the project team Members will be meeting with parents / young people in the near future. The next meeting will be on 30th January and the Committee is asked to note the update.

6. Other matters

- 6.1 Alternative Medical Scheme services – at the meeting on 11th October 2016 the Committee received an update on the procurement of this service across the east of England (Minute 356 refers). The Alternative Medical Scheme is available for the small number patients who are no longer able to access regular primary medical services due to their violent or threatening behaviour. In late December NHS England advised that the procurement scope has altered and will now only be commissioning services in Essex in 2017; the CCGs and LMC are engaged with the project.
- 6.2 NHS Southend CCG Consultation - the CCG are undertaking a consultation on proposals to change their Service Restriction Policy with regard to the following 4 specific services - enlargement of the male breast tissue; spine injections for back pain; bariatric surgery; implantation of toric lenses. The CCG is planning a number of public workshops and the consultation document will be shared with the Committee as soon as it is available.
- 6.3 Children's Services Improvement Plan Scrutiny Panel – at the meeting in October 2016 (Minute 356 refers) it was agreed that this Scrutiny Panel would be established to help provide additional challenge to the implementation of the action plan, to be made up of Members of scrutiny and key members of the Improvement Board. At the Scrutiny Committee the following were appointed to sit on the Panel - Councillors Moyies, Nevin, Arscott, Borton and Boyd and it was also agreed that meetings would be held bi-monthly. The Panel will meet on 19th January 2017 and will consider key issues from the Improvement Board, the new performance management diagnostic tool and the work programme.

7. Corporate Implications

- 7.1 Contribution to Council's Vision and Critical Priorities – Becoming an excellent and high performing organisation.

- 7.2 Financial Implications – There are no financial implications arising from the contents of this report. The cost of the Joint Committee work can be met from existing resources.
- 7.3 Legal Implications – none.
- 7.4 People Implications – none.
- 7.5 Property Implications – none.
- 7.6 Consultation – as described in report.
- 7.7 Equalities Impact Assessment – none.
- 7.8 Risk Assessment – none.

8. Background Papers

- Email from NHS England dated 20th December 2016;
- Emails relating to arrangements for Scrutiny panel meetings;
- Papers for project team meetings and associated emails.

9. Appendices

Appendix 1 – protocol - CCG

Appendix 2 – protocol – Healthwatch Southend

Appendix 3 – protocol – HWB

Appendix 4 – update re STP / Success Regime

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WORKING PROTOCOL BETWEEN THE PEOPLE SCRUTINY COMMITTEE AND NHS SOUTHEND CLINICAL COMMISSIONING GROUP

1. Background

- 1.1 The People Scrutiny Committee ('the Scrutiny Committee') is a Committee of Southend-on-Sea Borough Council and which acts as the Health Scrutiny Committee. The Scrutiny Committee fulfils the Council's responsibilities under 'The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013' to have a health scrutiny provision.
- 1.2 Guidance to support local authorities and their partners to deliver effective health scrutiny was published in June 2014¹.
- 1.3 The "primary aim of health scrutiny is to act as a lever to improve the health of local people, ensuring their needs are considered as an integral part of the commissioning, delivery and development of health services".
- 1.4 The Scrutiny Committee has the power to hold NHS bodies to account for the quality of their services, through powers to obtain information, ask questions in public and make recommendations for improvements that have to be considered. The Scrutiny Committee can refer matters via full Council to the Secretary of State. All commissioners and providers of publicly funded health and social care are covered, as well as policies arising from the Joint Strategic Needs Assessment (JSNA) and Health & Wellbeing Strategy (HWBS).

2. Introduction

- 2.1 Strong working relationships need to be developed and maintained between the Scrutiny Committee and the NHS Southend Clinical Commissioning Group (hereafter referred to as 'CCG'). The aim is to achieve this by maintaining an open, honest and respectful attitude towards each other and operating on the basis of 'no surprises'.
- 2.2 In practical terms this depends on ongoing communication, liaison around forward planning and programmes and agreement between the Scrutiny Committee and the CCG on processes for the scrutiny function. Regular informal discussions / meetings will also be held between the Scrutiny Committee Chairman (or nominee) and the CCG to enable issues to be discussed.
- 2.3 Health Scrutiny operates in two ways:-
 - Proactive – to maintain an overview of and to scrutinise local health care issues; and
 - Reactive – to respond to local health service commissioners and / or providers' consultations about proposed substantial changes to local services.

This Working Protocol applies in both circumstances.

1

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/324965/Local_authority_health_scrutiny.pdf

WORKING PROTOCOL BETWEEN THE PEOPLE SCRUTINY COMMITTEE AND NHS SOUTHEND CLINICAL COMMISSIONING GROUP

2.4 Working protocols have also been developed between the Scrutiny Committee and Healthwatch Southend and between the Scrutiny Committee and the Southend Health & Wellbeing Board.

3. Communication

3.1 The named contact point for health scrutiny at Southend-on-Sea Borough Council is:-

Fiona Abbott, Health Scrutiny Lead officer

Tel: 01702 215104

Email: fionaabbott@southend.gov.uk

The Health Scrutiny Lead officer acts as the first point of contact for any issue that a CCG may wish to raise with the Scrutiny Committee or its Chairman.

3.2 The named contact points for health scrutiny at the CCG is:-
Sadie Parker Communications and Engagement

Tel:

Email: Sadie.parker@nhs.net

www.southendccg.nhs.uk

3.3 Routine communication from the Scrutiny Committee to the CCG will include:

- the updated work programme when available which will be sent to the named CCG contact, and anyone else at the CCG who requires it.
- the named CCG contact, and anyone else at the CCG who requires it, to receive email alerts when the Scrutiny Committee agenda papers and minutes are published on the website.

3.4 The CCG will:-

- At an early stage, seek the Scrutiny Committees' views on whether it considers proposed changes to health services to be 'substantial' and whether formal consultation with the Scrutiny Committee is required.
- Provide early notice if arranged appearances at the Scrutiny Committee need to be delayed and state the reasons for the delay.
- Respond positively to urgent requests from the Scrutiny Committee for information or attendance at a meeting if it is possible to do so.

4. Consultation on substantial changes to service²

4.1 In the case of substantial developments or variation to services which are the commissioning responsibility of CCGs or NHS England, consultation is to be done by NHS commissioners (rather than providers) i.e. by the relevant CCG(s) or NHS England.

4.2 Where the Scrutiny Committee has decided that local proposals for change to local NHS funded services are 'substantial', the proposer of the change will be required to consult the Scrutiny Committee. Consultation with the Scrutiny

² 'substantial' – to be taken in its ordinary & natural meaning

WORKING PROTOCOL BETWEEN THE PEOPLE SCRUTINY COMMITTEE AND NHS SOUTHEND CLINICAL COMMISSIONING GROUP

Committee should be treated as separate from consultation with the Council / Executive, or with the public / patients.

- 4.3 The Regulations require timescales to be provided to health scrutiny bodies and to be published by the proposer of substantial developments or variations. The scrutiny committee will respond in writing to the body undertaking the consultation.
- 4.4 Where a relevant NHS body or health service provider consults more than 1 Local Authority's health scrutiny function about substantial reconfiguration proposals, a Joint Committee should be appointed.

5. Notice period for information and attendance at meetings

- 5.1 The Scrutiny Committee will give 20 working days notice, except in very urgent circumstances, of its requirement for:-
- Written information (in line with the Freedom of Information Act)
 - A CCG representative to attend a meeting

Requests will be made in writing (email) and the reasons for the requests will be provided.

6. Scrutiny reports and recommendations

- 6.1 Local NHS commissioners and providers of NHS funded services have a duty to respond to reports and recommendations made by the Scrutiny Committee within 28 working days of receiving them. A longer timescale may be agreed between the Scrutiny Committee and the CCG to allow time for the CCG Governing Body or other relevant CCG body to consider the scrutiny report (see 6.3).
- 6.2 The CCGs' response should address each of the recommendations made, indicating whether the recommendation is agreed, partially agreed or not agreed. If any recommendation is not agreed or only partly agreed, then the reasons for this should be clearly stated.
- 6.3 Where the Scrutiny Committee makes substantial recommendations for action to a CCG it is expected that the scrutiny report will be included on the CCG Governing Body agenda and the Chairman, or other representative of the Scrutiny Committee, will be invited to present the report briefly to the Governing Body and take part in the discussion.

7. Referrals to the Secretary of State for review

- 7.1 Proposed substantial changes may be referred to the Secretary of State in writing for review if the Council considers that:-
- (a) It is not satisfied that consultation with the authority has been adequate in relation to content, method or time allowed;

WORKING PROTOCOL BETWEEN THE PEOPLE SCRUTINY COMMITTEE AND NHS SOUTHEND CLINICAL COMMISSIONING GROUP

(b) That the proposal would not be in the interest of the health service in the area.

7.2 Referral to the Secretary of State will be treated as an action of last resort. The Scrutiny Committee will notify the CCG if they plan to send a referral to the Secretary of State. Efforts will always be made negotiate agreed actions that address concerns and are acceptable to the change proposer before a referral is considered. NHS England may be involved in this process.

*Councillor James Moyies
Chairman
People Scrutiny Committee*

*Dr Jose Garcia-Lobera
Chair NHS Southend CCG*

Dated: January 2017

Dated: January 2017

WORKING PROTOCOL BETWEEN PEOPLE SCRUTINY COMMITTEE AND HEALTHWATCH SOUTHEND

Background

The Health and Social Care Act 2012 introduced local Healthwatch for every area of the country. Each local Healthwatch is an organisation that is independent of the NHS and the local authority. Healthwatch Southend exists to give a voice to the people of Southend-on-Sea, both adults and children who:

- Need information about health or social care services
- Want to see services improve
- Need help to make a complaint or raise a concern about an NHS service or worker

In Southend-on-Sea, the People Scrutiny Committee ('the Scrutiny Committee') has been established. The Scrutiny Committee is a Committee of the Council and which acts as the Health Scrutiny Committee. This Committee fulfils the Council's responsibilities under 'The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013' to have health scrutiny provision.

Guidance to support local authorities and their partners to deliver effective health scrutiny was published in June 2014¹. The "primary aim of health scrutiny is to act as a lever to improve the health of local people, ensuring their needs are considered as an integral part of the commissioning, delivery and development of health services".

The Scrutiny Committee has the power to hold NHS bodies to account for the quality of their services, through powers to obtain information, ask questions in public and make recommendations for improvements that have to be considered. The Scrutiny Committee can refer matters via full Council to the Secretary of State. All commissioners and providers of publicly funded health and social care are covered, as well as policies arising from the Joint Strategic Needs Assessment (JSNA) and Health & Wellbeing Strategy (HWBS).

The Regulations set up formal relationships between local healthwatch and local health scrutiny, to ensure that the new system reflects the outcomes of involvement and engagement with patients and the public.

This document sets out a Protocol for how Healthwatch Southend and the Scrutiny Committee will work together in relation to:-

- Exchange of information
- Referrals of issues to the People Scrutiny Committee
- Co-ordination of activities

Exchange of information

1. In order to provide opportunities for regular exchange of information between the two organisations, informal discussions will be held between the Health Scrutiny lead officer (and if necessary the Scrutiny Committee Chairman) and the Healthwatch Senior Officer. The main objectives will be:-

1

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/324965/Local_authority_health_scrutiny.pdf

WORKING PROTOCOL BETWEEN PEOPLE SCRUTINY COMMITTEE AND HEALTHWATCH SOUTHEND

- a) to enable any issues arising to be discussed at an early stage - this will not prevent Healthwatch Southend from contacting the Council with urgent concerns, either by telephone or email.
 - b) to discuss opportunities for co-ordination of Healthwatch Southend and Scrutiny Committee activities in relation to particular issues.
2. The named contact point for health scrutiny at Southend-on-Sea Borough Council is:-
Fiona Abbott, Health Scrutiny Lead officer
Tel: 01702 215104
Email: fionaabbott@southend.gov.uk
 3. The named contact point at Healthwatch Southend is:-
Leanne Crabb, Senior Officer
Tel: 01702 416320
Email: lcrabb@healthwatchesouthend.co.uk
Web: www.healthwatchesouthend.co.uk
 4. At the beginning of each Municipal Year, Healthwatch Southend will be invited to appoint a representative to sit on the People Scrutiny Committee, as a non-voting member.

Referrals of issues to Scrutiny Committee

5. Under the Local Government and Public Involvement in Health Act 2007 and Health and Social Care Act 2012, Healthwatch Southend can refer a matter relating to health and social care services to the appropriate Scrutiny Committee of a local authority. At Southend, matters can be referred to the People Scrutiny Committee.
6. Referrals to the Scrutiny Committee should:
 - (a) Only come from the Healthwatch Senior Officer, or designated deputy;
 - (b) Be directed to the Health Scrutiny Lead officer;
 - (c) Be in writing but may be in electronic form;
 - (d) Raise matters of concern to Healthwatch Southend following unsuccessful attempts to achieve local resolution with the appropriate health and social care commissioners and providers;
 - (e) Raise matters which Healthwatch Southend wishes to raise as good practice.
7. The Scrutiny Committee must:
 - (a) acknowledge receipt of the referral within 20 working days;
 - (b) keep the referrer informed of the Scrutiny Committee's actions in relation to the matter referred;
 - (c) take into account any relevant information provided by Healthwatch Southend;
 - (d) decide whether or not the referral is within its terms of reference and it can add value through scrutiny.

WORKING PROTOCOL BETWEEN PEOPLE SCRUTINY COMMITTEE AND HEALTHWATCH SOUTHEND

8. The Scrutiny Committee could decide that:
 - (a) it does wish to scrutinise the issue and does so at the meeting; or
 - (b) it does wish to scrutinise the issue, and adds it to the forward work programme and agrees a date for the scrutiny; or
 - (c) it does not wish to scrutinise the issue.
9. The Chairman of the Scrutiny Committee will provide a response to the Healthwatch Senior Officer regarding the Scrutiny Committee's consideration of the referral.

Co-ordination of activities

10. Healthwatch Southend is an independent organisation that will develop its own work programme. Similarly, the Scrutiny Committee is free to pursue the issues that Members consider to be of greatest concern. It is also acknowledged that there can be mutual benefit in co-ordination of activity between Healthwatch Southend and the Scrutiny Committee to achieve the best outcomes for health and social care service users.

*Councillor James Moyies
Chairman
People Scrutiny Committee*

*Mandy O'Callaghan
Chair of Healthwatch Advisory Board
Family Action*

Dated: January 2017

Dated: January 2017

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WORKING PROTOCOL BETWEEN PEOPLE SCRUTINY COMMITTEE AND SOUTHEND HEALTH & WELLBEING BOARD

Background

The People Scrutiny Committee ('the Scrutiny Committee') is a Committee of Southend-on-Sea Borough Council and which acts as the Health Scrutiny Committee. The Scrutiny Committee fulfils the Council's responsibilities under 'The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013' to have health scrutiny provision.

Guidance to support local authorities and their partners to deliver effective health scrutiny was published in June 2014¹. The "primary aim of health scrutiny is to act as a lever to improve the health of local people, ensuring their needs are considered as an integral part of the commissioning, delivery and development of health services".

The Scrutiny Committee has the power to hold NHS bodies to account for the quality of their services, through powers to obtain information, ask questions in public and make recommendations for improvements that have to be considered. The Scrutiny Committee can refer matters via full Council to the Secretary of State. All commissioners and providers of publicly funded health and social care are covered, as well as policies arising from the Joint Strategic Needs Assessment (JSNA) and Health & Wellbeing Strategy (HWBS).

This document has been drawn up to provide a framework for beginning to explore the complementary roles and responsibilities of health scrutiny and Southend's Health & Wellbeing Board (HWB), on a practical level.

687

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
1. Provide strategic leadership, strengthen the influence of LA's and elected representatives in shaping healthcare commissioning		Understanding of different, but complimentary role of scrutiny. The Chairman of People Scrutiny Cttee will attend Board meetings, as an observer.	Duplicate work of the Board.
2. Oversee the		Could review them by	Review the commissioning

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/324965/Local_authority_health_scrutiny.pdf

² Taken from Terms of Reference of Board, set out in Constitution

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
development and refresh of the JSNA so that future commissioning / policy decisions and priorities are evidence based		reviewing how well the priorities in the strategy reflect the needs of the JSNA and the success of implementing the strategy.	strategies of the NHS Southend Clinical Commissioning Group (hereafter referred to as 'CCG'). Duplicate the role of the H&WB in reviewing and monitoring its HWB Strategy.
3. To determine the health improvements priorities for Southend			
4. To promote integration, collaboration and partnership working		Will share work plan with the Board.	
5. To oversee development of a HWB Strategy which sets out improvement for health and wellbeing outcomes, including reduction in health inequalities that provides a framework for commissioning plans related to health and wellbeing	'Veto' / make commissioning plans.	Challenge the H&WB on commissioning priorities in the HWB Strategy (if appropriate). Scrutinise specific health services and integrated health and social care services. During scrutiny of specific issues, check whether commissioners are acting in line with the agreed HWB Strategy priorities. During scrutiny review of	Challenge the CCG on commissioning priorities if these are in line with the HWB Strategy agreed by the HWB. Undertake specific scrutiny reviews of wider wellbeing elements outside the remit of the Scrutiny Committee. Routinely scrutinise the CCG commissioning plans

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
		specific subjects, check that commissioners and providers take account of wellbeing in their operational activity.	
6. To promote and encourage integration and partnership working including joint commissioning, pooled budgets and joint delivery across the NHS, social care, public health and wellbeing issues	Manage commissioning activity Arbitrate contract disputes.		
7. To initiate and support stakeholder and community engagement and consultation work in relation to health and wellbeing issues	Consider 'anecdotal narratives' of experiences.	Work with Healthwatch Southend to take a patient resident view in relation to specific topics under scrutiny. Anecdotal evidence may be considered where validated research does not yet exist.	Duplicate the work of Healthwatch Southend.
8. To appoint task & finish groups / sub committees for specific pieces of work that support or inform health and wellbeing across Southend		Share the Scrutiny Committee work plan to try avoid any duplication in work.	
9. To sign-off key commissioning plans, strategy and policy related to health and wellbeing and health			

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
inequalities			
10. To oversee the development of the pharmaceutical needs assessment	Provide a formal 'expert view' on clinical issues. Make decisions about prescribing issues.	Can comment on the statutory process used to develop the pharmaceutical needs assessment	
11. To performance manage the achievement of and progress against key outcomes identified within the HWB Strategy		Could check the HWB Strategy takes account of wider determinants of health.	
12. To provide leadership on any other emerging health and wellbeing related issues that may have a significant impact on the delivery of the HWB Strategy			
Other issues:			
(a) Challenge national must-do actions if they don't make local sense			'Call in' national commissioners or commissioning decisions (no legal right to do this).
(b) Be a forum where significant changes in commissioning are considered, shaped & tested	Determine reconfiguration plans.	Receive consultation on substantial local reconfiguration plans. May choose to 'call in' local commissioners and / or providers.	Determine reconfiguration plans.

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
		May seek to influence changes in plans and / or recommend full Council make referrals to the Secretary of State for review.	
(c) Ask what commissioning has achieved for patients, residents		Could ask what commissioning has achieved for patients / residents in respect of specific topics and / or in respect of review of the HWB Strategy.	Duplicate the work of Healthwatch Southend.
(d) Give consideration to system-wide issues identified through Healthwatch Southend and Health Scrutiny		Could raise system-wide, strategic issues identified through health scrutiny with the HWB for consideration by all the relevant parties.	
(e) Use one-off 'crisis' or 'events' to learn, develop thinking etc about causes	Agree operational solutions. 'Emergency planning' responses to local events.	Could scrutinise one-off 'crisis' or 'events' to draw out learning points.	
(f) Quality issues – consider and reflect on CQC reports	Duplicate commissioner role (in quality assurance). Monitor performance against national targets.	Refer to the evidence in CQC reports in relation to scrutiny of specific subjects.	Duplicate commissioner role (in quality assurance)
(g) Provide a strategic focus around wellbeing to help inform operational activity		During scrutiny review of specific subjects, check that commissioners and providers take account of wellbeing in their operational activity.	

Health & Wellbeing Board		People Scrutiny Committee	
Will do ²	Won't do	Will do	Won't do
(h) Could ask Scrutiny Committee to scrutinise an area of concern e.g. any performance / delivery concerns		<p>Decide whether or not the referral is within its terms of reference and it can add value through scrutiny.</p> <p>The Scrutiny Committee could decide that:</p> <p>(a) it does wish to scrutinise the issue and does so at the meeting; or</p> <p>(b) it does wish to scrutinise the issue, and adds it to the forward work programme and agrees a date for the scrutiny; or</p> <p>(c) it does not wish to scrutinise the issue.</p>	

*Councillor James Moyies
Chairman
People Scrutiny Committee*

*Councillor Lesley Salter
Chair
Southend Health & Wellbeing Board*

Dated: January 2017

Dated: January 2017



Mid and South Essex Success Regime

APPENDIX 4

Progress update for Essex Health Overview and Scrutiny Committee Mid and South Essex Sustainability and Transformation Plan (STP) and Success Regime (SR)

Report prepared for the Essex HOSC meeting on 11 January 2017

Purpose

This paper provides a brief update on the sustainability and transformation plan (STP) for Mid and South Essex. Following a short recap, the paper responds to questions raised by the Committee.

Short recap

The STP for Mid and South Essex, like all STPs, will be delivered through the annual operational plans of the clinical commissioning groups (CCGs) working closely with local authority, local community, service providers and other system partners. For some aspects of the STP, such as mental health, learning disabilities and specialised commissioning there are county-wide and regional strategies to be delivered through operational partnerships.

Local health and care workstreams

- The five CCGs and partners are progressing with a range of developments that will place a much greater emphasis on prevention and self-care. This will include ways of identifying those with higher risks and helping them with care plans and preventative care to avoid illness and hospital visits.
- Service providers in health and social care are developing new integrated models of care to extend what they are able to offer to local people, both in range of services and time available for holistic, personalised care.
- The plan to achieve the above is through local networks of services around natural communities of between 20,000 and 70,000 people. This could establish around 26 localities of integrated care across mid and south Essex.

In hospital workstreams

- The In hospital work is about maximising the benefits of the three hospitals in Basildon, Chelmsford and Southend working together as a group. The vision is to create top performing local and specialist hospital services that would rank among the best in the country.
- The hospital group creates the potential to:
 - o save money by sharing administrative and support functions

- o create a specialist emergency hospital that would improve the quality of life-saving emergency care, 24 hours a day, 7 days a week
- o create new centres of excellence for surgery and other treatments that would reduce waiting times and put an end to surgery cancellations
- o develop further centres of excellence such as for specialist children's services and high risk births

1. What is the timing for the publication and finalisation of the operational plan for the STP?

Current status of the Mid and South Essex STP

The STP is a system-wide plan for health and care in mid and south Essex. It is currently in draft, devised by officers of the partner organisations, including all five CCGs, eight NHS provider organisations and three local authorities, and subject to further discussion and feedback from local people prior to final amendments by April 2017.

The STP represents collaboration between several NHS organisations and local authorities. It is a summary of and a guide for multiple operational plans, which will develop at different times during 2017/18 and later years.

There are two main processes currently in progress that translate the STP into operational plans. One is the approval of an operational plan for each clinical commissioning group (CCG). The other is the business case for the development of aspects of local health and care and the potential reconfiguration and redesign of acute hospital services under the Mid and South Essex Success Regime.

CCG Operational Plans

Staff within each CCG and partner organisations have drafted an operational plan for 2017/18 to 2018/19. These operational plans outline the key deliverables and actions for the priorities set by the Mid and South Essex STP, the national priorities as in the NHS Five Year Forward View and local priorities that are specific to each CCG.

Draft operational plans were submitted in December for assurance with NHS England. The drafts will be published by each CCG and approved by each governing body at public meetings in 2017. Any proposed service changes will be subject to public consultation.

Pre-consultation business case

A pre-consultation business case for plans under the Success Regime will be finalised in March 2017. Having developed with the benefit of wide stakeholder and public engagement, the business case will be publicly available for comment during March and will be considered by the CCG governing bodies. The pre-consultation business case will then be considered for approval by the national arm's length bodies before further public consultation on any proposed service change.

2. Aside from financial drivers, what do you think are the key health issues that need to be addressed in your STP area?

The overall issue is the sustainability of high quality health and care to meet the needs of the present and future population. The biggest challenges are related to rising demands in primary care and emergency services and increasing workforce pressures.

While demands are increasing, the NHS in mid and south Essex has a 13% vacancy rate compared to a national average of 7%. Some 20% of GP practices rely on GPs who are approaching retirement age and there are already fewer GPs and practice nurses per 1,000 population than the England average.

The highest risks and the greatest potential for improvement lie within the areas of:

- Complex care e.g. older and frail people having multiple long term conditions
- Urgent and emergency care, where for the last two years at least, there have been annual increases above average in demand for ambulance and A&E services.

The main factors to be tackled include the impact of lifestyle, social care and mental health issues and the need for prevention, service integration and early interventions to improve care.

3. How will your STP actually improve quality of services and patient experience rather than just make financial savings and what targets are you setting yourself for this?

The STP summary, which is attached at appendix 1, describes many potential improvements in quality of services and patient experience as part of the STP vision to:

- Support people to stay well for longer
- Bring more services closer to home through networks of care in each local area
- Improve care and patient experience in hospital by redesigning the three main hospitals to work better as a group.

Some tangible examples of how local people would experience improvements as a result of the STP include:

- Quicker access to information, advice and services e.g. through convenient online and smartphone tools or in your own home and local centres
- More help to live well and stay well, including identifying and solving problems at an early stage e.g. with more services available closer to home
- More control over your own care e.g. with support at home, including at end of life
- Consistent high quality care and fewer inequalities across the patch e.g. through common protocols for long term conditions such as diabetes or Chronic Obstructive Pulmonary Disease
- More time and a more personalised approach for you as a person, taking into account your physical, mental health and social care needs together
- Fewer cancelled operations
- Shorter waiting times for treatment after being referred by a GP
- Shorter waiting times in A&E

- High quality hospital and community care available when you need it e.g. with improved patient outcomes, reduced mortality rates and more lives saved.

Each CCG operational plan includes trajectories and milestones for improvements and key quality performance indicators, such as waiting times in A&E or for surgery. Some of these are being developed at system level, as part of the Success Regime business case.

4. How have you addressed the national direction for parity of esteem for mental health in your STP? What specific actions are being taken?

The national aim of “parity of esteem” is that mental health is regarded as equal to physical health in terms of importance, focus and funding, among other issues. The Mid and South Essex STP describes mental health as *part of life, part of your care*, emphasising the intention to achieve the full integration of physical and mental health care.

Some of the significant ways in which the Mid and South Essex STP addresses the parity of esteem include:

- Integrating mental health expertise with primary care to provide quick and easy access to mental health care for patients and advice for professional teams
- Integrating mental health care with care for long term conditions, acknowledging the links between physical and mental health
- Shifting mental health services to primary, community and general hospital settings, so that mental health support is easily available in general healthcare surroundings
- Investment in mental health over the next five years, including developments in crisis support and mental health services for children and young people
- Improvements in secondary mental health care and specialist services as part of the merger of the North and South Essex Partnership Trusts

5. How will the STP align with the new clinical models for mental health and the pan Essex mental health strategy?

The Essex mental health strategy provides the basis for the relevant elements of the Mid and North Essex STP; the mental health strategy is, in effect, the mental health section of the STP.

The Essex mental health strategy also sits alongside Open up, Reach out, the local transformation plan for the emotional wellbeing and mental health of the children and young people of Southend, Essex and Thurrock; and alongside the Essex-wide dementia strategy due to be published later in 2017.

All of these strategic plans are the result of collaboration between health and social care commissioners, service providers and with the input of service users and community representatives.

6. What engagement and consultation has already taken place to help the development of the STP plan and how has it helped to shape it?

The STP is a product of engagement and consultation at multiple levels, including local engagement in each of the five CCG areas and engagement in specific service areas.

A good example of engagement having an influence is in the development of the local transformation plan for children and young people's emotional wellbeing and mental health. 18 months of engagement with children, young people, parents, schools and system wide representatives had a direct influence on the design of a new single integrated service for Southend, Essex and Thurrock, the five year plan for service development and also led to continuing mechanisms for engagement with children, young people and schools.

For the STP itself, there was a multiagency process to draw together the high level plans that have each benefited from engagement and consultation, plus a comprehensive engagement programme under the Mid and South Essex Success Regime as a whole.

Some specific examples from the SR whole-system engagement programme include the following:

Example of engagement activity	Key influences
Stakeholder sessions for health and care leaders, including local authority members. Private consultation with Health and Wellbeing Board members Sessions in public with Health and Wellbeing Boards and scrutiny committees (March – October 2016).	The emphasis on prevention and mental health was strengthened as part of the STP and continuing operational plans. Partnership work on finance, including a draft financial bridge for social care.
In Your Shoes, an engagement exercise involving clinicians and service users (April 2016)	Strong influence on the agreement of decision-making rules for the In Hospital part of the STP.
Focus groups with mixed groups of service users and representatives (July/August 2016)	Influence on the framing of agreement of options for hospital reconfiguration. Will influence criteria and weighting for the appraisal of hospital reconfiguration options later in 2017. Influenced thinking in terms of Local health and care plans.
Public workshop programme during September and October 2016: <ul style="list-style-type: none"> • 11 open public workshops • Sessions with voluntary sector organisations hosted by CVSs • Sessions with disadvantaged and “hard to reach” groups hosted by advocates 	Further influenced thinking in both Local health and care plans and hospital reconfiguration. Raised awareness of issues for families, carers and people who may be disadvantaged. These will be addressed as part of the forthcoming pre-consultation business case and subsequent implementation plans Strongly influenced the style and content of the STP summary Will further

	influence criteria and weighting for the appraisal of hospital reconfiguration options later in 2017. Will influence consideration of minority issues within the business case later in 2017.
Workshops for various staff groups: <ul style="list-style-type: none"> • Acute Leaders Group – monthly sessions with around 70 clinicians • Workshop sessions for mixed staff • Discussions with GP and primary care leads 	Influenced thinking in both Local health and care plans and hospital reconfiguration. Raised awareness of potential operational issues. These will be addressed as part of the forthcoming pre-consultation business case and subsequent implementation plans. Strongly influenced the content of STP submissions and consultation with independent experts via the regional Clinical Senate. Will further influence the appraisal of hospital reconfiguration options later in 2017.

7. How will your STP work with neighbouring STP footprints?

All STPs share a common overall strategic direction set by the NHS Five Year Forward View; consequently, there is a strong correlation between the neighbouring STPs and no major areas of conflict.

The many joint programmes that are already in place across Essex and region-wide will continue as mechanisms to deliver our respective STPs. Examples include:

- Specialised commissioning at county, regional and national levels
- Commissioning for mental health and learning disabilities across Essex, Southend and Thurrock
- Networking arrangements between provider services, such as in cancer care, neonatal and renal services

STP leads and multi-agency working groups are working together across Essex and regionally on cross-cutting issues and on any implications of potential service changes over the next five years. The pre-consultation business case for the Success Regime, for example, will include an assessment of impacts on neighbouring health and care systems as well as covering any issues for residents who live outside the mid and south Essex footprint but whose care may be affected.

There are also routine and regular meetings between senior level officers and STP Programme Directors where there are opportunities to manage matters of both strategy and delivery. These include accountable officers' meetings, finance director meetings, oversight committees and Health and Wellbeing Boards.