

Public Document Pack

Southend-on-Sea Borough Council

Legal & Democratic Services

Strategic Director: John Williams

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25 June 2020

Dear Councillor

Special Meeting of the Council – Thursday, 25th June 2020

As you will be aware, a special meeting of the full Council will be taking place on **Thursday, 25th June 2020** commencing **7.00 p.m.** For clarity, I have set out below the relevant reports, Minutes etc that are to be considered and have indicated which are included in this pack and which are to follow. In Agenda Item No. order:

Agenda Item No. 2 – Declarations of Interest

- List of declared interests to follow.

Agenda Item No. 3 – Southend Central Area Transport Scheme

- Covering Report only of Executive Director (Neighbourhoods and the Environment) attached. The full report and appendices have been previously circulated and are available via this link: <https://democracy.southend.gov.uk/mgAi.aspx?ID=9138#mgDocuments> ;
- Minute 858 of Cabinet Meeting held on 25th February 2020 attached; and
- Minutes of the special meeting of the Place Scrutiny Committee held on Monday 15th June 2020 attached.

Agenda Item No. 4 – The Council’s Response to Covid-19

- Three reports went to Cabinet and the special meetings of the three Scrutiny Committee referred to below. These have previously been circulated to all Councillors in hard copy on 8th June 2020 and via email on 11th June 2020;
- Minutes of the special meeting of Cabinet held on 9th June 2020 attached;
- Minutes of the special meeting of Policy & Resources Scrutiny Committee held on 11th June 2020 attached;
- Minutes of the special meeting of the Place Scrutiny Committee held on 15th June 2020 attached; and
- Minutes of the special meeting of the People Scrutiny Committee held on 16th June attached.

Agenda Item No. 5 – Temporary Key Worker Permit

- Report of Executive Director of Executive Director (Neighbourhoods and the Environment) attached:
- Minute of the meeting of Cabinet held on 16th June 2020 attached; and
- Minutes of the special meeting of the Place Scrutiny Committee taking place on Wednesday 24th June to follow.

Agenda Item No. 6 – Emergency Active Travel Fund

- Report of Executive Director of Executive Director (Neighbourhoods and the Environment) attached:
- Minute of the meeting of Cabinet held on 16th June 2020 attached; and
- Minutes of the special meeting of the Place Scrutiny Committee taking place on Wednesday 24th June 2020 to follow.

Agenda Item No. 7 – Supplementary Standing Order – Remote Meetings

- Report of Executive Director (Legal & Democratic Services) to follow.

Agenda Item No. 8 – Appointment of Committees, Working Parties etc.

- List of changes to follow.

I will send all of the items, including the items marked to follow (with the exception of the Minutes of the special meeting of the Place Scrutiny Committee taking place on Wednesday 24th June), via email early next week. They will also be available via the Council's website and the modern.gov app.

Yours faithfully

Tim Row
Principal Democratic Services Officer

3. **Southend Central Area Transport Scheme (SCATS) (Pages 1 - 12)**

Report of FIELD_AUTHOR
Minute 858 of Cabinet 25 February (SCATS)
Minutes of the special meeting of the Place Scrutiny Committee held on 15th June 2020

4. **The Council's Response to COVID-19 (Pages 13 - 30)**

Report of FIELD_AUTHOR
Minutes of the special meeting of Cabinet held on 9th June 2020
Minutes of the special meeting of Policy & Resources Scrutiny Committee held on 11th June 2020
Minutes of the special meeting of the Place Scrutiny Committee held on 15th June 2020 (Minute 56 of this meeting has been referred to Council in accordance with Council Procedure Rule 39)
Minutes of the special meeting of the People Scrutiny Committee held on 16th June 2020

5. **Temporary Key Worker Permit (Pages 31 - 36)**

Report of FIELD_AUTHOR

Relevant Minute of the Cabinet meeting held on 16th June 2020

Relevant Minute of the special meeting of Place Scrutiny Committee held on 24th June 2020

6. **Emergency Active Travel Fund (Pages 37 - 42)**

Report of FIELD_AUTHOR

Relevant Minute of the Cabinet meeting held on 16th June 2020

Relevant Minute of the special meeting of Place Scrutiny Committee held on 24th June 2020

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Southend-on-Sea Borough Council

Report of Executive Director for Neighbourhoods and Environment

to

Cabinet

on

25 February

Agenda
Item No.

3

Report prepared by: Chris Styles, Engineer, Major Projects
and Strategic Transport Policy

Southend Central Area Transport Scheme (S-CATS) Phase 3 & 4 London Road and Victoria Circus

Place Scrutiny Committee(s)
Executive Councillor: Councillor Woodley
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To provide Cabinet with an update on the progress of the 'Southend Central Area Transport Scheme (S-CATS)'.
- 1.2 To advise Cabinet that two design options have been developed for S-CATS Phase 3 - London Road (between College Way and the High Street) and an outlined plan for Phase 4 Victoria Circus, refer to **Appendix 1** for scheme extents based on "concept design and vision statements" which were included in the S-CATS Cabinet paper submitted on 15 March 2016 (**Appendix 2**). These design options have been produced through extensive consultation throughout 2018-2019 via the SUNRISE Co-Creation project.
- 1.3 To advise Cabinet that a series of workshops have been held in public spaces including the Forum, the Civic Centre and the High Street. These events have included internal and external stakeholders as well as members of the public. Further consultations have been undertaken throughout August 2019, via an online survey (**Appendix 5**) which highlighted the priorities as seen by the local residents, businesses and visitors to the town. The results of this combined approach led to multiple options being produced and shortlisted through the SUNRISE Core Group which also included local businesses and the public. These options have been taken to events targeting the key users of the High Street to ascertain the preferred options.
- 1.4 To advise Cabinet that Design Option 1 scored higher on the scheme options matrix (refer to **Appendix 4**) and therefore is the preferred option.

2. Recommendations

- 2.1 That Cabinet endorses both proposed design options for Phase 3 London Road and Victoria Circus and confirms that either of the two options may be taken forward to construction.
- 2.2 That delegated authority be given to the Chief Executive and Executive Director (Neighbourhoods and the Environment), in consultation with the Leader of the Council, to agree the final detailed design option based upon the Option 1 preliminary design.
- 2.3 This confirmation will allow the selected option be taken forward to implementation with a programmed commencement in Spring 2020 as proposed with key stakeholders prior to this report. Together with the advertisement of any necessary Traffic Regulation Orders.

3. Background

- 3.1 S-CATS is a Local Growth Fund Scheme that has an allocation of £7m. The purpose of the scheme is to take forward aspects of transport and public realm infrastructure that are seen as necessary to support both housing and employment growth in the Town Centre.

The scheme is being developed in four phase:

S-CATS	Phase 1: Victoria Avenue Improvements	Phase 2: London Road Area (between Queensway-London Road roundabout and College Way)	Phase 3: Stub-end of London Road Area (between College Way and Victoria Circus)	Phase 4: Victoria Circus
Financial Year	2016-2017	2017-2018	2020-2021	2020-2021
Local Growth Fund	£1m	£2m	£0.5m	£3.5m

Phase 1

This included a series of junction improvements along Victoria Avenue that better manages traffic into and out of the town centre. Access and public realm improvements along London Road, College Way, Queens Road and Elmer Avenue are the next steps to encourage more residents and tourists to visit and spend time in the Town Centre and for local businesses to flourish.

Phase 2

Focused on London Road (between Queensway and College Way), which is the key western approach for pedestrians and cyclists into the town centre. Phase 2 also included streetscape works on the College Way / Queens Road / Elmer Avenue route between London Road and The Forum / South Essex College.

Phase 3 & 4

These phases will also focus on improved street scape works along London Road between College Way and the High Street and Victoria Circus and creating a formal gateway into the High Street as well as establishing a more functional space for local businesses and residents.

The scheme supports and compliments the improvements already made to A127/A13 Victoria Gateway and links to the junction improvement works along Victoria Avenue. Furthermore, the scheme continues the public realm, walking & cycling enhancements being undertaken along Victoria Avenue as a part of S-CATS phase 1 and London Road from phase 2.

- 3.2 The S-CATS Business Case was submitted to the South East LEP (SELEP) in January 2019 (Appendix 6) to unlock £4m from the Local Growth Fund to deliver S-CATS Phase 3 & 4.

S-CATS represents a major opportunity to support the continued growth and regeneration of the Southend Central Area. It is the delivery mechanism for the policies set out in the Southend Central Area Action Plan (SCAAP) Revised Proposed Submission Document that are aimed at strengthening and transforming the Town Centre sub-regional role as a successful commercial and retail destination, cultural hub, educational centre of excellence, leisure and tourism attraction – an excellent place to live, work and visit.

- 3.3. Two design options have been developed for London Road and Victoria Circus based on the SUNRISE Co-Creation process as well as the cabinet paper submitted on 15 March 2016 'Concept designs and Vision Statements' for the S-CATS scheme (**Appendix 2**).

In both options the key features of the proposed layouts include:

- Realignment of the carriageway to restrict vehicular movements through the stub-end of London Road to encourage pedestrian movement throughout the space.
- Redistribution of the taxi bays on London Road.
- New access restrictions onto the High Street from London Road to be controlled by CCTV and a rising bollard system.
- Realignment of the carriageway to include provisions for cycling.
- A new blanket access restriction onto the High Street.
- Reduction in speed limit from 30mph to 20mph.
- Sustainable Urban Drainage System along the footway.
- Improved street lighting.
- Block paving of footway, cycleway and parking bays.
- Improvements to landscaping including introduction of trees and planters.

These changes will require the reallocation of road space to provide a larger area for pedestrians and an improved street environment, while also maintaining essential access for delivery vehicles, taxis and cars.

- 3.4 Improved safety, access and mobility in the town centre area will encourage more walking and cycling, resulting in positive benefits for health and well-being, whilst also enabling a “shop local” culture, reinforcing the offer of the High Street.
- 3.5 Public realm and transport investment plays a key role in raising aspirations, the quality and growth potential of an area and is therefore at the core of this work. The scheme will invest £7m in improvements, which will support both Borough Council and private sector investments and development.

4. Other Options

- 4.1 SCAAP will guide development and regeneration within the Town Centre area and central seafront until 2021. The SCAAP Revised Proposed Submission Document sets out all known major potential development sites and the vision for them within the central area which includes the key sites identified for the Southend Central Area Transport Scheme.
- 4.2 This intervention will demonstrate a strong commitment to provide the infrastructure needed to support growth in the Town Centre. Whilst the development will be phased over the SCAAP period, it must be recognised that in order to encourage the investment and to revitalise the Town Centre, a clear funded route for infrastructure development must be put forward to support the SCAAP developments and further economic growth.
- 4.3 The third option would be to take no action. This makes no changes to the public space in which case this investment opportunity would be lost. Failing to deliver the preferred options from the S-CATS consultation would reduce the contribution to supporting local health and wellbeing and restrict accessibility and local mobility, and potentially undermine business confidence and investment within this area.
- 4.4 This scheme is a critical element of a wider improvement to support planned growth in Southend Central Area. Therefore, if the scheme is not progressed there will be a greater impact from un-planned growth, including reduced highway capacity, increasing congestion and a lack of access to sustainable transport choices.

5. Reasons for Recommendations

- 5.1 High quality public realm enhancements will create spaces within the Town Centre to attract more people to the area, encourage activities in the public spaces and revitalise the commercial areas.
- 5.2 Improved access to the High Street will encourage more walking and cycling to the town from surrounding areas.

- 5.3 Better streets and public spaces will bring greater civic pride to encourage investment and visitor numbers supporting the local economy.
- 5.4 To support the spatial planning activity identified in the SCAAP and other plans either prepared or being prepared by the Council's planning team.
- 5.5 To support and align with both of the previous S-CATS phases 1 & 2 to provide a welcoming Gateway to the Town Centre.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

- 6.1.1 The SCATS project is fully aligned to deliver the vision and corporate priorities of the Council, particularly in respect of supporting the SCAAP, 2050 and other plans either prepared by or under preparation by the Council's Planning Team.

6.2 Financial Implications

- 6.2.1 The SCATS has obtained funding of £7m from the South Essex Local Enterprise Partnership. The allocation is profiled across four years as set out below and is wholly grant funded. The allocation for 2017/18 was delivered through Phase 2- London Road improvement and support design work to enable the other scheme elements undertaken in 2017/18.

Financial Year	2016-2017	2017-2018	2020-2021	2020-2021
Local Growth Fund	£1m	£2m	£0.5m	£3.5m

6.3 Legal Implications

- 6.3.1 Any necessary Traffic Regulation Orders will be identified and follow the legal processes

6.4 People Implications

- 6.4.1 The scheme affects the lives of all those who live, work and visit the Town. The intention to improve accessibility, safety and improve the public realm are positive outcomes.

6.5 Property Implications

- 6.5.1 The schemes proposed will affect land for which the Council is the highways authority and will involve collaborative working with private landowners and local business, such as Sainsbury's.

6.6 Consultation

- 6.6.1 The consultation process for this work was based on the SUNRISE Co-Creation process which sought to engage and inform residents, businesses and key

stakeholders as to the design of the space and throughout the life of the project. A public survey was undertaken and the results from that survey can be found in Appendix 5

6.7 Equalities and Diversity Implications

6.7.1 Best practice will be adopted in the design proposals with the aim to improve accessibility for pedestrians, cyclist and the disabled which will be a major factor in the development of the scheme.

6.7.2 Different user groups have different needs and part of the development of the final design plans through stakeholder engagement has been full equality analysis.

6.8 Risk Assessment

6.8 Risks are reviewed throughout the life of the project and mitigation measures undertaken to reduce risks.

6.9 Value for Money

6.9.1 S-CATS Phases 3 & 4 – an additional £4m of funding has been obtained through the Southend East Local Enterprise Partnership (SELEP), refer to **Appendix 6** for more details.

6.10 Community Safety Implications

6.10.1 Understanding the community safety impacts and improving the quality of streets and public spaces provided in the Town Centre area is an essential part of this scheme.

6.11 Environmental Impact

6.11.1 This will be considered in the effective re-use of materials, sustainability of the supply chain, managing flood risk, low energy lighting systems and ensuring that corporate policies have been considered.

7. Background Papers

7.1 Southend Central Area Action Plan (SCAAP) Revised Proposed Submission Document:

http://www.southend.gov.uk/info/200420/development_plan_documents/391/southend_central_area_action_plan_scaap

8. Appendices

Appendix 1: Southend Central Area Transport Scheme (S-CATS) Phase 3 & 4 scheme extents.

Appendix 2: Southend Central Area Transport Scheme (S-CATS) Cabinet paper submitted on 15 march 2016.

Appendix 3: Southend Central Area Transport Scheme (S-CATS) Design Options.

Appendix 4: Southend Central Area Transport Scheme (S-CATS) Phase 3 & 4 scheme options matrix

Appendix 5: Southend Central Area Transport Scheme (S-CATS) SUNRISE Public Vote report

Appendix 6: Capital Project Business Case S-CATS – Phase 3 – Victoria and the Sub End of London Road

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Cabinet held 25th February 2020

Minute Extract: Southend Central Area Transport Scheme

858 Southend Central Area Transport Scheme

The Cabinet considered a report of Executive Director for (Neighbourhoods and Environment) providing an update on the progress of the 'Southend Central Area Transport Scheme (S-CATS).

Resolved:-

1. That the proposed design options for Phase 3 London Road and Victoria Circus be endorsed and that either of the two options may be taken forward to construction.
2. That delegated authority be given to the Chief Executive and Executive Director (Neighbourhoods and the Environment), in consultation with the Leader of the Council, to agree the final detailed design option based upon the Option 1 preliminary design.

(This confirmation will allow the selected option to be taken forward to implementation with a programmed commencement in Spring 2020 as proposed with key stakeholders prior to the production of the report, together with the advertisement of any necessary Traffic Regulation Orders.)

Reasons for Decision

High quality public realm enhancements will create spaces within the Town Centre to attract more people to the area, encourage activities in the public spaces and revitalise the commercial areas.

Other Options

This scheme is a critical element of a wider improvement to support planned growth in the Southend Central Area.

Note: This is an Executive Function

***Called-in to Place Scrutiny Committee**

Cabinet Member: Cllr Woodley

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Place Scrutiny Committee

Date: Monday, 15th June, 2020
Place: Virtual Meeting via MS Teams

Present: Councillor A Moring (Chair)
Councillors M Flewitt (Vice-Chair), B Ayling, J Beck, A Bright, K Buck, L Burton, A Chalk, D Cowan, T Cox, M Dent, S George, D Nelson*, S Wakefield, C Walker, N Ward and P Wexham
*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors I Gilbert, C Mulroney, K Robinson, M Terry and R Woodley (Cabinet Members) and K Evans
A Lewis, L Reed, J Williams, N Hoskins, T Row and R Harris

Start/End Time: 5.30 pm - 6.30 pm

49 Apologies for Absence

Apologies for absence were received from Councillor Jarvis (Substitute: Councillor Nelson).

50 Declarations of Interest

The following councillors declared interests as indicated:

(a) Councillors I Gilbert, C Mulroney, K Robinson, M Terry and R Woodley (Cabinet Members) - Interest in the 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 Cox – Minute No. 52 (Southend Central Area Transport Scheme) – Non-pecuniary interest: Friends are taxi drivers;

(c) Councillor Flewitt – Minute No. 52 (Southend Central Area Transport Scheme) – Non-pecuniary interest: Friends and family are tenants of South Essex Homes;

(d) Councillor Gilbert – Minute No. 52 (Southend Central Area Transport Scheme) – Non-pecuniary interest: Place of work is in the Town Centre area; and

(e) Councillor Wexham – Minute No. 52 (Southend Central Area Transport Scheme) – Non-pecuniary interest: Council appointed board member of South Essex Homes Board.

51 Questions from Members of the Public

There were no questions from members of the public.

52 Southend Central Area Transport Scheme

The Committee considered Minute 858 of Cabinet held on 25th February 2020, which had been called-in for Scrutiny, together with the report of the Executive Director (Neighbourhoods and the Environment). This provided an update on the progress of the 'Southend Central Area Transport Scheme (S-CATS).

The Committee noted that this matter was originally due to be considered at its meeting on 16th March 2020 which was cancelled due to the start of the Covid-19 pandemic.

In response to questions regarding the possible provision of additional public conveniences in the Town, the Cabinet Member for Transport, Capital and Inward Investment gave assurances that potential details would be circulated to all Councillors when available.

Resolved:-

1. That the following decisions of Cabinet be noted:

"1. That the proposed design options for Phase 3 London Road and Victoria Circus be endorsed and that either of the two options may be taken forward to construction.

2. That delegated authority be given to the Chief Executive and Executive Director (Neighbourhoods and the Environment), in consultation with the Leader of the Council, to agree the final detailed design option based upon Option 1 preliminary design."

(This confirmation will allow the selected option to be taken forward to implementation with a programmed commencement in Spring 2020 as proposed with key stakeholders prior to the production of the report, together with the advertisement of any necessary Traffic Regulation Orders.)

2. That this matter be referred to full Council for consideration in accordance with Council Procedure Rule 39. ||

Note: This is an Executive Function
Cabinet Member: Cllr Woodley

Chair: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Tuesday, 9th June, 2020
Place: Virtual Meeting - MS Teams

4

Present: Councillor I Gilbert (Chair)
Councillors R Woodley (Vice-Chair), T Harp, A Jones, C Mulroney,
K Robinson and M Terry

In Attendance: A Griffin, A Lewis, T Forster, L Read, M Marks, J Williams,
J Chesterton, J Ruffle, S Meah-Sims, T MacGregor, A Keating and
C Gamble.

Start/End Time: 2.00 pm/3.05 pm

22 Apologies for Absence

There were no apologies for absence at this meeting.

23 Declarations of Interest

The following Councillors declared interests as indicated:

- (a) Cllr Gilbert – Minute 24 (Council’s response to COVID-19) – Council representative on the Board of Southend Association of Voluntary Services (SAVS) – non-pecuniary interest;
- (b) Cllr Harp – Minute 24 – (Council’s response to COVID-19 – Volunteer for SAVS and wife employed by that organisation – non-pecuniary interest and Minutes 26 and 28 (Urgent item of business - SO46 report) – Season ticket holder of Southend United Football Club – interest;
- (c) Cllr A Jones – Minute 26 (Urgent Item of business – SO46 report) – Council’s representative on governing body of Southend Adult Community College – non-pecuniary interest;
- (d) Cllr Mulroney – Minute 25 – (Initial Local Financial Assessment of COVID-19) – Chair of Trustees of Leigh Heritage Centre (grant application made by treasurer) – non-pecuniary interest;
- (e) Cllr Terry – Minute 24 – (Council’s response to COVID-19) – Lives in the Seafront area – non-pecuniary interest and Minutes 26 and 28 (Urgent item of business – SO46 report) – Season ticket holder of Southend United Football Club – interest; and
- (f) Cllr Woodley – Minutes 26 and 28 (Urgent item of business – SO46 report)- Wife is a season ticket holder of Southend United Football Club – interest.

24 The Council's Response to COVID-19

The Cabinet considered a report of the Chief Executive setting out the action taken by the Council in response to the Covid-19 pandemic and its approach to restore and/or adapt services and further assist residents, local businesses, staff

and the Borough in general. The report highlighted how the Council would use and review the Southend 2050 programme to drive recovery and build on some aspects of the pandemic response that had been positive, including community mobilisation, adaptation of services and more effective remote working.

The report also put forward recommendations to address the emerging arrangements for local outbreak planning and the crucial role of the Council in supporting the NHS test, trace and isolate programme.

Councillors received an updated version of the report which had been circulated before the meeting.

On behalf of members of the Cabinet, the Leader thanked Council staff for their hard work in responding to the issues arising from the pandemic and for their contribution towards delivering services in difficult circumstances. He also extended his thanks to the NHS staff and other key workers for their sterling work.

Resolved:

1. That the action taken to date in response to the Covid-19 crisis, be noted.
2. That, in the light of the impact of Covid-19, the proposed approach to recovery, including the use of the Southend 2050 programme to drive the Borough and Council's recovery phase and in that context undertake a review of the Southend 2050 outcomes and roadmap content, be approved
3. That the residents, staff, businesses and partners be thanked for all their efforts to date in responding to the pandemic.
4. That the governance arrangements for overseeing preparations for a local outbreak of Covid-19 and the production and implementation of a Local Outbreak Control Plan be put in place, as outlined in paragraph 4.15.5 of the submitted report. This will see the establishment of an Outbreak Control Oversight Board and a Local Health Protection Board as sub-groups of the Health and Wellbeing Board.
5. That it be noted that the executive decisions, that would otherwise go to Cabinet, relating to the arrangements for local outbreak planning, the Council's role in supporting the NHS test, trace and isolate programme and associated matters, will be dealt with under the Council's SO 46 procedure, with additional consultation with the 4 Group Leaders in the case of strategic matters.

Other Options

The Council could choose not to outline its response to Covid-19 or agree not to set out its path to recovery or review its current ambition and desired outcomes. This would mean failing to set out and recognise the huge impact the crisis has had on the Borough, its people and the Council and the Council's approach to recovery. A review of the current 2050 ambition and outcomes would most likely be required in any case, given they were agreed in 2018.

Reasons for Recommendations

To ensure the Council has an opportunity to review action taken to date to tackle the Covid-19 crisis and to consider the appropriate approach to be taken to enable the Borough and Council to recover.

Note: This is an Executive function

Referred direct to all three Scrutiny Committees

Cabinet Member: Cllr Gilbert

25 Initial Local Financial Assessment of COVID-19

The Cabinet considered a report from the Executive Director (Finance and Resources) providing a high-level initial assessment of the local financial impact of Covid- 19 together with the Council's initial response to managing the scale of the financial challenge over the short and medium term.

Resolved:

1. That the Council's initial assessment of the local financial impact of the unprecedented challenges that has been caused by the pandemic, be noted.
2. That the proposed tactical and strategic response to managing the financial challenges, be noted.
3. That regular reports be presented to future Cabinet meetings, which will provide updated assessments on the Council's financial position and outline any changes to the Council's strategy and range of assumptions.

Other options:

None

Reasons for recommendations

To provide an assessment of the financial implications associated with the Council's response to Covid-19

Note: This is an Executive Function

Referred direct to all three Scrutiny Committees

Cabinet Member: Cllr Gilbert

26 Urgent Item of Business - SO46 Report

The Chair agreed to take the SO46 report, as an urgent item of business, on the basis of its relevance to the report on the Council's response to COVID-19.

Resolved:

That the report be noted.

Note: This is an Executive Function
Referred direct to all three Scrutiny Committees
Cabinet Member: as appropriate to the item

27 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 item of business set out below, on the grounds that it 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.

28 SO46 Report Confidential Sheet

Resolved:

That the report be noted.

Note: This is an Executive Function
Referred direct to all three Scrutiny Committees
Cabinet Member: As appropriate to the item

Chair: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Policy and Resources Scrutiny Committee

Date: Thursday, 11th June, 2020

Place: Virtual meeting via Microsoft Teams

Present: Councillor D Garston (Chair)
Councillors D McGlone (Vice-Chair), B Ayling, D Burzotta, D Cowan, T Cox, P Collins, M Davidson, M Dent, S George, S Habermel, H McDonald, D Nelson, I Shead, M Stafford, S Wakefield and P Wexham

In Attendance: Councillors I Gilbert, A Jones, K Robinson, M Terry, R Woodley (Cabinet Members), A Griffin, J Chesterton, T Forster, M Marks, L Reed, J Ruffle, J Williams, A Agba, P Bates, G Halksworth, A Keating, T MacGregor, S Meah-Sims, C Robinson, T Row, S Tautz and C Woodcraft

Start/End Time: 6.00 - 9.00 pm

40 Apologies for Absence

There were no apologies for absence from the meeting.

41 Questions from Members of the Public

There were no questions from members of the public relating to business included in the agenda for the meeting.

42 Declarations of Interest

The following councillors declared interests as indicated:

- (a) Councillors I Gilbert, A Jones, K Robinson, M Terry and R Woodley (Cabinet Members) - Interest in the referred items; attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011;
- (b) Cllr D Burzotta - Minute 44 (Initial Local Financial Assessment of COVID-19) - Interests in local family business and as local property landlord - Interest;
- (c) Cllr P Collins - Minute 45 (Urgent Item of Business - SO46 Report) - Season ticket holder of Southend United Football Club - Interest;
- (a) Cllr M Davidson - Minute 43 (Council's Response to COVID-19) - Volunteer with Southend Food Bank - Non-pecuniary interest, Minute 43 (Initial Local Financial Assessment of COVID-19) - Director of South Essex Homes - Non-pecuniary interest;
- (b) Cllr I Gilbert - Minute 43 (Council's Response to COVID-19) - Council representative on the Board of Southend Association of Voluntary Services (SAVS) - Non-pecuniary interest;
- (c) Cllr A Jones - Minute 45 (Urgent Item of Business - SO46 report) - Council's representative on governing body of Southend Adult Community College - Non-pecuniary interest;
- (d) Cllr M Terry - Minute 45 (Urgent Item of Business - SO46 Report) - Season ticket holder of Southend United Football Club - Interest; and

- (e) Cllr R Woodley - Minute 45 (Urgent Item of Business - SO46 Report) - Wife is a season ticket holder of Southend United Football Club - Interest.

43 The Council's Response to COVID-19

The Chair reported that he had called the special meeting of the Committee pursuant to Paragraph 4 of the Scrutiny Procedure Rules in Part 4(e) of the Constitution, to consider the Council's response to the COVID-19 pandemic and its plans for recovery.

The Committee considered Minute 24 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Chief Executive detailing the action taken by the Council to respond to the pandemic and its approach to the restoration of services and the provision of support for local residents, businesses, staff and the borough in general.

Councillors were advised that the report was to be considered by each of the scrutiny committees during the current cycle of special meetings and were reminded that, in considering the action taken by the Council in response to the pandemic, each scrutiny committee should focus on its specific areas of responsibility. The relevant members of the Cabinet and chief officers were in attendance to answer questions raised by councillors at the meeting. In response to questions raised by councillors that couldn't be answered at the meeting, the Chair requested that details be provided by way of written response.

The Committee received a presentation from the Policy Manager and the Interim Head of Corporate Strategy, together with an updated version of the report of the Chief Executive, which also set out proposals to address arrangements for local COVID-19 outbreak planning and highlighted the role of the Council in supporting the NHS test, trace, and isolate programme. The report also detailed a proposed approach to driving recovery from the impact of the pandemic, through the use of the Southend 2050 programme.

On behalf of the Cabinet, the Leader thanked all officers of the Council for their commitment in responding to local issues arising from the pandemic and for their contribution to the delivery of new, adapted and existing services in difficult circumstances. The Leader also extended his thanks to National Health Service staff and other key workers for their dedication in responding to issues arising from the pandemic

Resolved:

That the following decisions of the Cabinet be noted:

- "1. That the action taken to date in response to the Covid-19 crisis, be noted;
2. That, in the light of the impact of Covid-19, the proposed approach to recovery, including the use of the Southend 2050 programme to drive the Borough and Council's recovery phase and in that context undertake a review of the Southend 2050 outcomes and roadmap content, be approved;
3. That the residents, staff, businesses and partners be thanked for all their efforts to date in responding to the pandemic;
4. That the governance arrangements for overseeing preparations for a local outbreak of Covid-19 and the production and implementation of a Local Outbreak Control Plan be put in place, as outlined in paragraph 4.15.5 of the submitted report. This will see the establishment of an Outbreak Control Oversight Board and a Local Health Protection Board as sub-groups of the Health and Wellbeing Board; and

5. That it be noted that the executive decisions, that would otherwise go to Cabinet, relating to the arrangements for local outbreak planning, the Council's role in supporting the NHS test, trace and isolate programme and associated matters, will be dealt with under the Council's SO 46 procedure, with additional consultation with the 4 Group Leaders in the case of strategic matters."

Note: This is an Executive Function
Cabinet Member: I Gilbert

44 Initial Local Financial Assessment of COVID-19

The Committee considered Minute 25 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Finance and Resources), which provided a high-level initial assessment of the local financial impact of the COVID-19 pandemic, the minimisation of its impact on local residents and businesses and the future sustainability of service provision. The report also outlined the Council's initial response to the financial challenges presented by the pandemic over the short and medium term, although councillors were advised that assumptions and understanding of many contributory factors were under constant review.

Councillors were advised that it was currently too early to assess the overall economic impact of COVID-19, but that it was currently estimated that the original lockdown arrangements could cost the authority around £2.5m-£3.0m each month and that effective management of the short and medium-term financial challenges arising from the pandemic would be important going forward, whilst continuing to provide support for local residents and businesses.

The Executive Director (Finance and Resources) highlighted areas of central Government support that had been received by the Council, including a number of elements of passported funding and reported that the pandemic had had a significant effect in terms of a number of universal income areas. The Executive Director (Finance and Resources) also gave an oral update on the latest announcements by the government regarding potential emergency grant funding since the publication of the report.

The relevant members of the Cabinet were also in attendance to answer questions raised by councillors at the meeting.

Resolved:

That the following decisions of the Cabinet be noted:

"1. That the Council's initial assessment of the local financial impact of the unprecedented challenges that has been caused by the pandemic, be noted;

2. That the proposed tactical and strategic response to managing the financial challenges, be noted; and

3. That regular reports be presented to future Cabinet meetings, which will provide updated assessments on the Council's financial position and outline any changes to the Council's strategy and range of assumptions."

Note: This is an Executive Function
Cabinet Member: I Gilbert

45 Urgent Item of Business - SO46 Report

This matter was considered at the meeting as an urgent additional item of business on the basis of its relevance to the report on the Council's response to COVID-19. The Scrutiny Committee had before it the report made to the Cabinet at its meeting on 9 June 2020 and the associated Minute 26 of that meeting.

With the agreement of the Chair, the Committee considered a report setting out details of the following decisions that had been implemented pursuant to Standing Order 46 (Urgent Action) during the period of the COVID-19 pandemic and were of relevance to the earlier report on the Council's response to the pandemic:

- (a) 1.1 Covid-19 - Rent Arrangements for Council Commercial Tenants; and
- (b) 1.2 Roots Hall and Fossetts Farm – Tenants

There was no debate on the report by councillors.

Resolved:

That the report be noted.

Note: This is an Executive Function
Cabinet Member: As appropriate to each item

Chairman: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Place Scrutiny Committee

Date: Monday, 15th June, 2020
Place: Virtual Meeting via MS Teams

Present: Councillor A Moring (Chair)
Councillors M Flewitt (Vice-Chair), B Ayling, J Beck, A Bright, K Buck, L Burton, A Chalk, D Cowan, T Cox, M Dent, S George, D Nelson*, S Wakefield, C Walker, N Ward and P Wexham
*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors I Gilbert, C Mulroney, M Terry, K Robinson, and R Woodley (Cabinet Members) and K Evans
A Lewis, L Reed, J Chesterton, T Forster, J Williams, P Bates, S Dolling, G Halksworth, N Hoskins, T MacGregor, S Meah-Sims, C Robinson, T Row, R Harris and Charles Woodcraft

Start/End Time: 6.30 pm - 8.30 pm

53 Apologies for Absence

Apologies for absence were received from Councillor Jarvis (Substitute: Councillor Nelson).

54 Declarations of Interest

The following councillors declared interests as indicated:

- (a) Councillors I Gilbert, C Mulroney, K Robinson, M Terry and R Woodley (Cabinet Members) - Interest in the referred items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;
- (b) Councillor A Bright – Minute No. 56 (Council’s Response to COVID-19) – Non-pecuniary interest: Lives in the High Street;
- (c) Councillor D Nelson – Minute No. 56 (Council’s Response to COVID-19) – Non-pecuniary interest: Member of Southend Wheelers cycling group;
- (d) Councillor I Gilbert – Minute No. 56 (Council’s Response to COVID-19)– Non-pecuniary interest: Place of work is located in Town Centre Area and Council appointed Member to the Board of SAVS;
- (e) Councillor M Terry – Minute No. 56 (Council’s Response to COVID-19) – Non-pecuniary interest: Lives in Eastern Esplanade and Minute No. 58 (Urgent Item of Business - SO46 Report) - Season ticket holder of Southend United Football Club - Interest;
- (f) Councillor Wakefield – Minute No. 56 (Council’s Response to COVID-19) – Non-pecuniary interest: Owns a business in the Town Centre;

(g) Councillor Ward – Minute No. 58 (Urgent Item of Business - SO46 Report) - Shareholder of Southend United Football Club - Interest; and

(h) Councillor Woodley – Minute No. Minute No. 58 (Urgent Item of Business - SO46 Report) – Wife is a Season ticket holder of Southend United Football Club - Interest.

55 Questions from Members of the Public

The Committee noted the responses to questions that had been submitted by Mr Ward to the Cabinet Member for Transport, Capital Inward Investment. Copies will be forwarded to Mr Ward as he was not present at the meeting.

56 The Council's Response to COVID-19

The Chair reported that he had called the special meeting of the Committee pursuant to Paragraph 4 of the Scrutiny Procedure Rules in Part 4(e) of the Constitution, to consider the Council's response to the COVID-19 pandemic and its plans for recovery.

The Committee considered Minute 24 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Chief Executive detailing the action taken by the Council to respond to the pandemic and its approach to the restoration of services and the provision of support for local residents, businesses, staff and the borough in general.

Councillors were advised that the report was to be considered by each of the scrutiny committees during the current cycle of special meetings and were reminded that, in considering the action taken by the Council in response to the pandemic, each scrutiny committee should focus on its specific areas of responsibility. The relevant members of the Cabinet and chief officers were in attendance to answer questions raised by councillors at the meeting.

The Committee also had before it the Minutes of the meeting of the Policy & Resources Scrutiny Committee held on Thursday 11th June 2020 for information.

The Committee received a presentation from the Policy Manager and the Interim Head of Corporate Strategy, together with an updated version of the report of the Chief Executive, which also set out proposals to address arrangements for local COVID-19 outbreak planning and highlighted the role of the Council in supporting the NHS test, trace, and isolate programme. The report also detailed a proposed approach to driving recovery from the impact of the pandemic, through the use of the Southend 2050 programme.

In response to questions regarding the improvement to the air quality in the area, the Cabinet Member for Environment & Planning agreed to circulate the air quality levels for the area around the Bell Junction.

In response to a question regarding the redeployment of staff in the remit of the Place Scrutiny Committee, the Chair requested that details be provided in a written response.

In response to questions regarding the waste collection service, the Executive Director undertook to circulate a complete list of all the meetings we held with Veolia in the period from 23 March, the date of the commencement of the lockdown restrictions, to 12 June.

On behalf of the Cabinet, the Leader thanked all officers of the Council for their commitment in responding to local issues arising from the pandemic and for their contribution to the delivery of new, adapted and existing services in difficult circumstances. The Leader also extended his thanks to National Health Service staff and other key workers for their dedication in responding to issues arising from the pandemic

Resolved:

1. That the following decisions of the Cabinet be noted:

“1. That the action taken to date in response to the Covid-19 crisis, be noted;

2. That, in the light of the impact of Covid-19, the proposed approach to recovery, including the use of the Southend 2050 programme to drive the Borough and Council’s recovery phase and in that context undertake a review of the Southend 2050 outcomes and roadmap content, be approved;

3. That the residents, staff, businesses and partners be thanked for all their efforts to date in responding to the pandemic;

4. That the governance arrangements for overseeing preparations for a local outbreak of Covid-19 and the production and implementation of a Local Outbreak Control Plan be put in place, as outlined in paragraph 4.15.5 of the submitted report. This will see the establishment of an Outbreak Control Oversight Board and a Local Health Protection Board as sub-groups of the Health and Wellbeing Board; and

5. That it be noted that the executive decisions, that would otherwise go to Cabinet, relating to the arrangements for local outbreak planning, the Council’s role in supporting the NHS test, trace and isolate programme and associated matters, will be dealt with under the Council’s SO 46 procedure, with additional consultation with the 4 Group Leaders in the case of strategic matters.”

2. That the matter be referred to full Council for consideration in accordance with Council Procedure Rule 39. ||

Note: This is an Executive Function

Cabinet Member: I Gilbert

57 Initial Local Financial Assessment of Covid-19

The Committee considered Minute 25 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Finance and Resources), which provided a high-level initial assessment of the local financial impact of the COVID-19 pandemic, the minimisation of its impact on local residents and businesses and the future sustainability of service provision. The report also outlined the Council’s initial

response to the financial challenges presented by the pandemic over the short and medium term, although councillors were advised that assumptions and understanding of many contributory factors were under constant review.

Councillors were advised that it was currently too early to assess the overall economic impact of COVID-19, but that it was currently estimated that the original lockdown arrangements could cost the authority around £2.5m-£3.0m each month and that effective management of the short and medium-term financial challenges arising from the pandemic would be important going forward, whilst continuing to provide support for local residents and businesses.

The Executive Director (Finance and Resources) highlighted areas of central Government support that had been received by the Council, including a number of elements of passported funding and reported that the pandemic had had a significant effect in terms of a number of universal income areas. He also gave an oral update on the latest announcements by the government regarding potential emergency grant funding since the publication of the report.

The relevant members of the Cabinet were also in attendance to answer questions raised by councillors at the meeting.

In response to questions regarding the costs of the temporary contraflow system in Western Esplanade to assist with social distancing measures, the Executive Director (Finance & Resources) agreed to circulate the costs of the security staff employed to manage the scheme to the Committee after the meeting.

Resolved:

That the following decisions of the Cabinet be noted:

- “1. That the Council’s initial assessment of the local financial impact of the unprecedented challenges that has been caused by the pandemic, be noted;
2. That the proposed tactical and strategic response to managing the financial challenges, be noted; and
3. That regular reports be presented to future Cabinet meetings, which will provide updated assessments on the Council’s financial position and outline any changes to the Council’s strategy and range of assumptions.”

Note: This is an Executive Function
Cabinet Member: I Gilbert

58 Urgent Item of Business - SO46 Report

This matter was considered at this meeting as an urgent additional item on the basis of its relevance to the report on the Council’s response to COVID-19. The Scrutiny Committee has the report to Cabinet and the associated Minute No. 26.

With the agreement of the Chair, the Committee considered a report setting out details of the following decisions that had been implemented pursuant to Standing Order 46 (Urgent Action) during the period of the COVID-19 pandemic and were of relevance to the earlier report on the Council’s response to the pandemic:

- (a) 1.3 Business Continuity Plans – Waste Collection & Disposal Services
- (b) 3.1 Footway Re-surfacing Policy Change

There was no debate on the report by councillors.

Resolved:

That the report be noted.

Note: This is an Executive Function

Cabinet Member: As appropriate to each item

Chair: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of People Scrutiny Committee

Date: Tuesday, 16th June, 2020

Place: Virtual meeting via Microsoft Teams

Present: Councillor L Salter (Chair)
Councillors N Folkard (Vice-Chair), M Borton, H Boyd, A Chalk, T Cox*,
A Dear, M Dent, F Evans, B Hooper, M Kelly, K Mitchell, C Nevin, I Shead,
A Thompson and C Willis
K Jackson (Southend Association of Voluntary Services), O Richards
(Healthwatch Southend) (Co-opted members)

*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors I Gilbert, T Harp, A Jones, M Terry (Cabinet Members),
J Chesterton, T Forster, J Williams, S Baker, P Bates, A Champ, B Leigh,
J O'Loughlin, T MacGregor, M Marks, B Martin, S Meah-Sims,
K Ramkhelawon, T Row, S Tautz and C Woodcraft
M Faulkner-Hatt, E Vlas (Southend Youth Council) (Observers)

Start/End Time: 6.00pm - 8.35pm

59 Apologies for Absence

Apologies for absence were received from Cllr D Garne (Substitute: Cllr T Cox), Cllr M Stafford (no substitute), Revd. Canon J Collis (Co-opted member) and T Watts (Southend Carers Forum) (Co-opted member).

60 Declarations of Interest

The following councillors declared interests as indicated:

- (a) Councillors I Gilbert, T Harp, A Jones and M Terry (Cabinet Members) - Interest in the referred items; attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011;
- (b) Cllr L Salter - Minute 62 (Council's Response to COVID-19) - Non-pecuniary interest: husband is consultant surgeon at Southend Hospital; daughter is a consultant at Basildon Hospital; son-in-law is GP in the borough;
- (c) Cllr C Nevin - Minute 62 (Council's Response to COVID-19) - Non-pecuniary interest: NHS employee at external Trust; previous association at Southend and MEHT hospitals; sons work at MEHT; niece works at Basildon Hospital;
- (d) Cllr A Jones - Minute 64 (Urgent Item of Business - SO46 report) - Council's representative on governing body of Southend Adult Community College - Non-pecuniary interest;
- (e) Cllr I Gilbert - Minute 62 (Council's Response to COVID-19) - Council representative on the Board of Southend Association of Voluntary Services (SAVS) - Non-pecuniary interest;

- (f) Cllr T Harp - Minute 62 (Council's Response to COVID-19) Southend Association of Voluntary Services (SAVS) mentioned in report, volunteer with SAVS and wife is an employee of SAVS - Non-pecuniary interest;
- (g) Cllr B Hooper - Minute 62 (Council's Response to COVID-19) - Director of Blade Education (a not-for-profit company) and parent of child attending secondary school in Borough - Non-pecuniary interest;
- (h) Cllr M Borton - Minute 62 (Council's Response to COVID-19) - Governor at Milton Hall School and daughter is a ward manager Basildon Mental Health Unit - Non-pecuniary interest;
- (i) Cllr N Folkard - Minute 62 (Council's Response to COVID-19) - Ambassador for Fund Raising Team at Southend Hospital; relative works at Broomfield Hospital; on the Reading Panel at Southend Hospital - Non-pecuniary interest;
- (j) Cllr M Kelly - Minute 62 (Council's Response to COVID-19) - Employed by Essex Partnership University NHS Foundation Trust - Non-pecuniary interest; and
- (k) Cllr F Evans - Minute 62 (Council's Response to COVID-19) - Director of Belfairs Academy - Non-pecuniary interest.

61 Questions from Members of the Public

There were no questions from members of the public relating to business included in the agenda for the meeting.

62 The Council's Response to COVID-19

The Chair reported that she had called the special meeting of the Committee pursuant to Paragraph 4 of the Scrutiny Procedure Rules in Part 4(e) of the Constitution, to consider the Council's response to the COVID-19 pandemic and its plans for recovery.

The Committee considered Minute 24 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Chief Executive detailing the action taken by the Council to respond to the pandemic and its approach to the restoration of services and the provision of support for local residents, businesses, staff and the borough in general.

Councillors were advised that the report was to be considered by each of the scrutiny committees during the current cycle of special meetings and were reminded that, in considering the action taken by the Council in response to the pandemic, each scrutiny committee should focus on its specific areas of responsibility. The relevant members of the Cabinet and chief officers were in attendance to answer questions raised by councillors at the meeting.

The Committee also had before it the minutes of the meeting of the Policy and Resources Scrutiny Committee held on 11 June 2020 and the meeting of the Place Scrutiny Committee held on 15 June 2020, for information.

Councillors received a presentation from the Policy Manager and the Interim Head of Corporate Strategy, together with an updated version of the report of the Chief Executive, which also set out proposals to address arrangements for local COVID-19 outbreak planning and highlighted the role of the Council in supporting the NHS test, trace, and isolate programme. The report also detailed a proposed approach to driving recovery from the impact of the pandemic, through the use of the Southend 2050 programme.

On behalf of the Committee, the Chair thanked all officers of the Council for their commitment in responding to local issues arising from the pandemic and for their contribution to the delivery of new, adapted and existing services in difficult circumstances. Councillors also extended their thanks to National Health Service staff and other key workers for their dedication in responding to issues arising from the pandemic

Resolved:

That the following decisions of the Cabinet be noted:

- “1. That the action taken to date in response to the Covid-19 crisis, be noted;
2. That, in the light of the impact of Covid-19, the proposed approach to recovery, including the use of the Southend 2050 programme to drive the Borough and Council’s recovery phase and in that context undertake a review of the Southend 2050 outcomes and roadmap content, be approved;
3. That the residents, staff, businesses and partners be thanked for all their efforts to date in responding to the pandemic;
4. That the governance arrangements for overseeing preparations for a local outbreak of Covid-19 and the production and implementation of a Local Outbreak Control Plan be put in place, as outlined in paragraph 4.15.5 of the submitted report. This will see the establishment of an Outbreak Control Oversight Board and a Local Health Protection Board as sub-groups of the Health and Wellbeing Board; and
5. That it be noted that the executive decisions, that would otherwise go to Cabinet, relating to the arrangements for local outbreak planning, the Council’s role in supporting the NHS test, trace and isolate programme and associated matters, will be dealt with under the Council’s SO 46 procedure, with additional consultation with the 4 Group Leaders in the case of strategic matters.”

Note: This is an Executive Function
Cabinet Member: I Gilbert

63 Initial Local Financial Assessment of COVID-19

The Committee considered Minute 25 of the meeting of Cabinet held on 9 June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Finance and Resources), which provided a high-level initial assessment of the local financial impact of the COVID-19 pandemic, the minimisation of its impact on local residents and businesses and the future sustainability of service provision. The report also outlined the Council’s initial response to the financial challenges presented by the pandemic over the short and medium term, although councillors were advised that assumptions and understanding of many contributory factors were under constant review.

Councillors were advised that it was currently too early to assess the overall economic impact of COVID-19, but that it was currently estimated that the original lockdown arrangements could cost the authority around £2.5m-£3.0m each month and that effective management of the short and medium-term financial challenges arising from the pandemic would be important going forward, whilst continuing to provide support for local residents and businesses.

The Executive Director (Finance and Resources) highlighted areas of central Government support that had been received by the Council, including a number of elements of passported funding and reported that the pandemic had had a significant effect in terms of a number of universal income areas. The Executive Director (Finance and Resources) also

gave an oral update on the latest announcements by the Government regarding potential emergency grant funding since the publication of the report.

The relevant members of the Cabinet were also in attendance to answer questions raised by councillors at the meeting.

Resolved:

That the following decisions of the Cabinet be noted:

“1. That the Council’s initial assessment of the local financial impact of the unprecedented challenges that has been caused by the pandemic, be noted;

2. That the proposed tactical and strategic response to managing the financial challenges, be noted; and

3. That regular reports be presented to future Cabinet meetings, which will provide updated assessments on the Council’s financial position and outline any changes to the Council’s strategy and range of assumptions.”

Note: This is an Executive Function
Cabinet Member: I Gilbert

64 Urgent Item of Business - SO46 Report

This matter was considered at the meeting as an urgent additional item of business on the basis of its relevance to the report on the Council’s response to COVID-19. The Scrutiny Committee had before it the report made to the Cabinet at its meeting on 9 June 2020 and the associated Minute 26 of that meeting.

With the agreement of the Chair, the Committee considered a report setting out details of the following decision that had been implemented pursuant to Standing Order 46 (Urgent Action) during the period of the COVID-19 pandemic and were of relevance to the earlier report on the Council’s response to the pandemic:

(a) 2.1 Southend Adult Community College – Scheme of Delegation

There was no debate on the report by councillors.

Resolved:

That the report be noted.

Note: This is an Executive Function
Cabinet Member: A Jones

Chair: _____

Southend-on-Sea Borough Council

Executive Director Neighbourhoods & Environment

to
Cabinet

on
16 June 2020

Agenda
Item No.

5

Report prepared by Larissa Reed

Temporary Key Workers Permit

Relevant Scrutiny Committee(s): Place Scrutiny
Executive Councillor: Councillor Ron Woodley
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To seek agreement for the continuation of the key worker permit until 18 August 2020 (or until the Government guidelines change)

2. Recommendations

- 2.1 **That Cabinet endorses the action taken to date and agrees to the continuation of the key worker permit to 18 August 2020 (or when the Government guidelines change) for NHS workers, care workers and volunteers working on the response to the Covid-19 pandemic in line with the national guidance (issued 3 April 2020)**

3. Background

- 3.1 The Covid-19 pandemic represents the biggest challenge to human health and wellbeing in decades. It has had and will continue to have a significant impact of the day to day life of everyone in the world.
- 3.2 Throughout the pandemic, many key workers and volunteers have played an essential role in providing health, social care and other key services to many vulnerable people.
- 3.3 On 3 April 2020. Government issued Coronavirus (Covid-19) Health, care and volunteer workers parking pass and concessions guidance. This gave free parking for those on duty as an NHS staff member, health or social care worker, or NHS Volunteer Responder. This is to enable them to access parking concessions in local authority-owned off-street car parks and on-street bays

during the COVID-19 emergency response period. The council did not advertise this scheme immediately as it had agreed to suspend parking enforcement.

- 3.4 On 11 May 2020 the government issued guidelines for people returning to work, which suggested that people returning to work avoid public transport. This change coincided with the council looking to restart parking enforcement.
- 3.5 Accordingly, the council implemented the Health, care and volunteer workers parking pass in Southend which also included key workers (as set out in the government guidance (19 March 2020)).
- 3.6 The permit is a virtual permit and officers ensured the application process was simple but robust enough to discourage abuse or fraud.
- 3.7 The Executive Director Neighbourhoods and Environment consulted internally and with the relevant cabinet members and introduced the scheme.
- 3.8 Following the review of the scheme, research into changes in other authorities and discussion with the cabinet member, it was agreed to change the eligibility criteria from 1 June 2020 to remove the additional key workers and bring the eligibility in line with the government parking guidelines (3 April 2020) for new applicants. Existing pass holders will retain their pass until 18 August 2020
- 3.9 As we have been unable to quantify the number of Key Workers who would have used parking capacity before COVID-19, and how frequently, we have had to make an assumption that each permit holder would make use of it for x5 full days per week. In practice, this is likely to be considerably lower.
- 3.10 The current scheme that is in place means that all permits issued will expire on the 18 August 2020 and yet no decision to extend this has been made.
- 3.11 Once beyond the emergency response and recovery phase, we intend to review the overall impact of COVID-19 on the parking service and will of course feed this back to Elected Representatives.
- 3.12 Accordingly the recommendation about is that the cabinet endorses the action taken to date and agrees to the continuation of the key worker permit to 18 August 2020 (or when the Government guidelines change) for NHS workers, care workers and volunteers working on the response to the Covid-19 pandemic in line with the national guidance (issued 3 April 2020)

4. Other Options

4.1 **Alternative Option 1.** The council stops the temporary Key Worker permit

4.2 Alternative Option 1 has not been recommended for the following reasons:

4.2.1 This would go against the government guidelines and could put essential NHS and care workers at a disadvantage

5. Reasons for Recommendations

5.1 To continue with the key worker permit using the 3 April guidelines, the council will be able to ensure that essential workers are supported through this unprecedented time.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

6.1.1 Pride and Joy. "Our Streets and Public Spaces are clean and inviting."

6.1.2 Our parks and green spaces are well used the town's residents and visitors. Maintaining green spaces within the communities across the borough helps support the provision of clean and inviting town.

6.1.3 Safe and Well. – This ensures that essential workers are able to continue their work whilst the government recommends that they do not use public transport

6.2 Financial Implications

6.2.1 There is a financial impact of approximately £300,000 for this piece of work, the funding for this will be considered as part of the overall parking recovery strategy is currently being drafted.

6.3 Legal Implications

6.3.1 The council is able to provide the temporary key worker permits.

6.4 People Implications

6.4.1 No people implications have been identified at this time.

6.5 Property Implications

6.5.1 There are no property implications

6.6 Consultation

6.6.1 No public consultation has been undertaken, other than with cabinet members.

6.7 Equalities and Diversity Implications

6.7.1 There are no Equality and Diversity Issues

6.8 Risk Assessment

Risk	Mitigation
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Loss of parking income	This will be considered as part of a wider parking recovery strategy.
Negative impact on 'green city and air quality due to the increase in car movements	This permit is only being issued to residents who are working in key areas, therefore limiting this risk.

6.9 Value for Money

6.9.1 No issues identified at this time

6.10 Community Safety Implications

6.10.1 No community safety implications have been identified at this time.

6.11 Environmental Impact

6.11.1 There is a negative environmental impact of enabling more cars on the road, however by limiting this permit to essential workers, this will be limited.

7. Background Papers

7.1 There are no background papers.

8. Appendices

8.1 There are no Appendices

Cabinet held 16th June 2020

Minute Extract: Temporary Key Worker Permit

77 Urgent item of business - Temporary Key Worker Permit

The Chair agreed to take this matter as an urgent item of business to enable the continuation of the key worker permit.

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) seeking approval for the continuation of the key worker permit until 18 August 2020 (or until the Government guidelines change).

Resolved:

That the action taken to date and the continuation of the key worker permit to 18 August 2020 (or when the Government guidelines change) for NHS workers, care workers and volunteers working on the response to the Covid-19 pandemic in line with the national guidance (issued 3 April 2020), be approved.

Other Options

None

Reasons for Recommendation:

To continue with the key worker permit using the 3 April guidelines. The Council will be able to ensure that essential workers are supported through this unprecedented time.

Note: This is an Executive Function

Referred direct to: Special Place Scrutiny Committee

Cabinet Member: Cllr Woodley

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Southend-on-Sea Borough Council

Executive Director Neighbourhoods & Environment

to
Cabinet

on
16 June 2020

Agenda
Item No.

6

Report prepared by Larissa Reed

Emergency Active Travel Fund

Relevant Scrutiny Committee(s): Place Scrutiny
Executive Councillor: Councillor Ron Woodley
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To seek agreement for the construction of temporary interventions to create an environment that is safe for walking and cycling during the Covid-19 pandemic and the period directly after. Agreement will enable the drawdown on the £309k tranche 1 indicative allocation and enabling access to the £1.236m tranche 2 allocation. These monies would enable increased safe transport for people who are have been advised by the government not to use public transport at this time.

2. Recommendations

- 2.1 That Cabinet endorses the bid submitted to DfT on 5 June 2020, for £309k for tranche 1 funding from the Emergency Active Travel Fund.
- 2.2 That delegation is given to the Executive Director of Neighbouring to make a further bid to Department for Transport of £1.236 million for Tranche 2 funding. From the Emergency Active Travel Fund
- 2.3 That delegated authority be given to the Executive Director (Neighbourhoods and the Environment), in consultation with the Deputy Leader of the Council, to agree the final detailed design options based upon the principle in the DfT's guidance for temporary road space reallocation in consultation with ward councillors for both tranche 1 and tranche 2 funding

Delegation

3. Background

- 3.1 On the 27 May the Department for Transport published details of the £250 million Emergency Active Travel Fund announced by the Secretary of State on 9 May.
- 3.2 Of the total £250 million fund, £225 million will be provided directly to local transport authorities and London boroughs, while £25 million will help support cycle repair schemes.
- 3.3 The £225 million allocated to local authorities will be released in two phases. The first tranche consists of £45 million was released as indicative allocations on 27 May. The council was allocated £309k as part of tranche 1 and has been given an indicative allocation £1.236 million as part of tranche 2 (this would be subject to the council delivering the tranche 1 outcomes).
- 3.4 To receive monies as part of either tranche 1 or 2 the council will need to show that there are swift and meaningful plans to temporarily reallocate road space to cyclists and pedestrians, including on strategic corridors.
- 3.5 A mixture of interventions which can be funded. These include:
- Point closures to create low-traffic filtered neighbourhoods
 - Pop up segregated cycle lanes
 - Footway widening
 - 20mph zones (so long as they are implemented with other measures)

The councils proposed interventions are set out in section 4 below

- 3.6 Measure will generally need to be delivered quickly using temporary materials.
- 3.7 Work must have started within four weeks of receiving the allocation and completed within eight weeks of starting.

4. Southend's 'Navigating to New Opportunities' Bid

- 4.1 The council's bid submission took the Southend 2050 themes of Active and Involved, Safe & Well and Pride & Joy, projecting them forward to the recovery phase to safely open up parts of the economy, we have developed a number of Interventions. The bid consists of three elements:

1 Southend's cycle network is identified using Bikeability levels. There are a number of off-road routes, primarily where routes are on principal (level 3) roads. However, there are some missing links in this network. Part one of our programme seeks to provide a temporary solution (a pop-up cycle way), These routes will be created temporarily utilising traffic wands and barriers to segregate cyclists from vehicles. We may have to introduce temporary 20mph speed limits to guarantee cyclist and pedestrian safety, however these will only

remain in place for the period of the scheme. This will be installed in conjunction with footway markings giving priority instructions where pinch points exist. On other routes, temporary matting will be installed on the wide grassed central reserves located on Southend's boulevards (utilising the old tram routes). This will provide a better, weather resilient, ride quality. Again, clear signage will be deployed to give priority instructions. Additional cycle parking will be installed to assist with a cycle and stroll concept.

2 School Streets

This will utilise point closures, we will provide temporary 20mph limits and widened footways to provide an environmental zone around schools only. Where possible, nearby car parks can be used for park and walk solutions. Working with schools we will assist with social distancing measures for safe and efficient pick up and drop off. Signs and footway markings will be installed to reinforce messaging. As stated above, these are temporary 20 mph limits and will be reviewed and brought to cabinet for any decision on future permanent change.

3 Behavioural Change

This programme will utilise the brand awareness Forward Motion behavioural change programme to reinforce messaging and encourage increased usage.

4.2 For the avoidance of doubt, temporary 20mph speed limits are proposed only in respect of areas where temporary pedestrian and cycle lanes are created and around schools as set out above

4.3 Cost: It is estimated that the works will cost approximately £450k of capital and £30k revenue. The revenue elements consist of monitoring and evaluation measures designed to capture the impact of the pop-up routes and interventions. The LTP 3 DfT funding has £100k allocated to cycle lane interventions and this can cover the shortfall in funding over and above the Emergency Active Travel Allocation

5. Reasons for Recommendations

5.1 To provide funding for the temporary interventions that further encourage the increased walking and cycling activity in the borough.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

6.1.1 Active and Involved, Safe & Well and Pride & Joy

6.2 Financial Implications

6.2.1 DfT funding from Emergency Active Travel Fund and LTP3.

6.3 Legal Implications

6.3.1 Temporary traffic orders may be required.

6.4 People Implications

6.4.1 No people implications have been identified at this time.

6.5 Property Implications

6.5.1 There are no property implications

6.6 Consultation

6.6.1 No public consultation has been undertaken, other than with cabinet members.

6.7 Equalities and Diversity Implications

6.7.1 There are no Equality and Diversity Issues

6.8 Risk Assessment

A preliminary stage and stage 3 Safety Audits will be carried out as this work may be present for more than six months

6.9 Value for Money

6.9.1 No issues identified at this time

6.10 Community Safety Implications

6.10.1 No community safety implications have been identified at this time.

6.11 Environmental Impact

6.11.1 There is a positive environmental impact of enabling more walking and cycling.

7. Background Papers

7.1 There are no background papers.

8. Appendices

8.1 There are no Appendices

Cabinet held 16th June 2020

Minute Extract: Emergency Active Travel Fund

78 Urgent item of business - Emergency Active Travel Fund

The Chair agreed to take this matter as an urgent item of business to enable the highway works to be progressed without delay.

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) seeking agreement for the construction of temporary interventions to create an environment that is safe for walking and cycling during the Covid-19 pandemic and the period directly after. The report also included details of the funding arrangements associated with the highway works.

Resolved:

1. That the bid submitted to DfT on 5 June 2020, for £309k for tranche 1 funding from the Emergency Active Travel Fund, be endorsed.
2. That authority be delegated to the Executive Director (Neighbourhoods and Environment) to make a further bid to the Department for Transport of £1.236 million for Tranche 2 funding from the Emergency Active Travel Fund.
3. That authority be delegated to the Executive Director (Neighbourhoods and Environment), in consultation with the Deputy Leader of the Council, to agree the final detailed design options based upon the principle in the DfT's guidance for temporary road space reallocation, in consultation with ward councillors for both tranche 1 and tranche 2 funding.

Other options:

None

Reasons for Recommendations

To provide funding for the temporary interventions that further encourage the increased walking and cycling activity in the Borough.

Note: This is an Executive function

Referred direct to: Special Place Scrutiny Committee

Cabinet Member: Cllr Woodley

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